

Front Cover Photo

By: Erin McKenna, Westminster Resident

WRIGHT'S RESERVOIR ON MINOTT ROAD



2019 Annual Town Report

# Table of Contents

Town Information		Our Schools
About Westminster 1		Superintendent's Report72
Town Department Contacts/Hours of Oper	a-	Ashburnham/Westminster Regional School
tion2		District73
General Government		Montachusett Regional Vocational Technical
Board of Selectmen/Town Administrator	4	School97
Town Clerk		Financial Reports
Elected Officials		Treasurer/Collector
Appointed Officials		Assessors 118
Public Safety		Town Accountant120
Police Department	12	Advisory Board140
Fire Department		Capital Planning Committee143
Emergency Management		
Animal Control		Election Results & Town Meeting Minutes
Department of Public Works		April 2, 2019 Special Town Meeting150
Department of Public Works Highway	20	
Water		May 4, 2019 Special Town Meeting
Sewer		May 4, 2019 Annual Town Meeting
		November 19, 2019 Special Town Meeting168
Solid Waste		April 30, 2019 Annual Town Election175
Tree Warden		Annondiose
Cemetery Commission	34	Appendices
Health and Human Services		Dispatch Summary
Board of Health	36	Aggregate Employee Remuneration
Council on Aging	40	
Culture and Recreation		
Forbush Memorial Library	44	
Crocker Pond Committee	49	
Agricultural Commission	50	
Hager Park Commission	54	
Cultural Council	56	
Historical Commission	58	
Planning, Development and Zonii	ng_	
Planning Board		
Economic Development Committee		
Building Department		
Conservation Commission		

Town of Westminster Annual Report

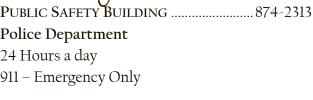
## About Westminster

Incorporated	
Town Government	Annual Town Meeting
	Board of Selectmen & Town Administrator First Saturday in May
Annual Town Election	Last Tuesday in April
Population	7,916
Registered Voters	5,913
Area (sq. miles)	37.5
Tax Rate/Per Thousand	\$17.55
Regional Planning Agency	
Regional Transit Authority	MART
Ashburnham	/Westminster School District
The same of the sa	Grade K-1
Westminster Elementary	
Overlook Middle School	Grade 6-8
Oakmont Regional High School	
	cal SchoolGrade 9-12
Town Offices	11 South Street
Department of Public Works	2 Oakmont Avenue
Public Safety Building	7 South Street
Town Hall Hours	
	Fr 8:00a-1:00p
Town BenefitN	eighbors Helping Neighbors (2nd Sunday in August)
Town Website	www.westminster-ma.gov

Town Department Contact Information

Public Safety Buildin
Police Department
24 Hours a day
,
911 – Emergency Only
874-7405 FIRE DEPARTMENT 000000000000000000000000000000000000
Open 2 <del>4</del> //
874-7401 911 – Emergency Only
874-7409 R74-7400 ASHBURNHAM-WESTMI
Correct Districts
0717101
874-7406 Meetinghouse School
874-7413 Oakmont Regional High
874-7408 Overlook Middle School
874-7410 Special Needs
874-7404 Superintendent of Schoo
874-7414 Westminster Elementary
874-7403 OTHER DEPARTMENTS:
874-7461 A : 1.6 : 1.05
Animal Control Officer
874-7416 Superintendent of Schoo
0 AM – Tree Warden
Find all this informa
more on our t
www.westmi
874-7402
874-5572
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874-0612
3:00 PM
- 1:00 PM
-1:00 PM

Monday......7:30 AM 3:00 PM

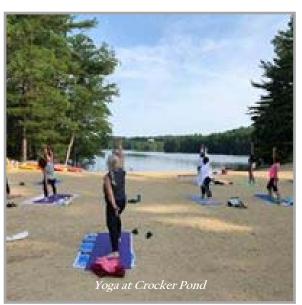


## INSTER REGIONAL

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

Animal Control Officer	. 874-2933
Superintendent of School	827-1434
Tree Warden	. 874-5572

ation, town news and town website! inster-ma.gov





## Board of Selectmen & Town Administrator

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

Wayne R. Walker assumed the Chairmanship of the Board of Selectmen in 2019, with Heather M. Billings serving as Vice Chairman and James A. Delisle as Clerk. Mr. Delisle was reelected to the Board for a second term in 2019.

The Board wishes firstly to recognize and acknowledge Town Administrator Karen Murphy, who elected to retire in December of this year following 19 years of dedicated and exemplary public service to this Board and to the Town of Westminster. We owe a debt of gratitude to Ms. Murphy for providing her expertise on municipal operations and local government issues as well as her excellent administrative skills to the Town for the past 19 years.



Following a lengthy and extensive recruitment and search for her successor, the Board is pleased to welcome Mark Hawke as Town Administrator. Mr. Hawke is the former 7 term Mayor of the City of Gardner and an acknowledged expert on municipal government.

In addition to the appointment of Mr. Hawke as Town Administrator, several other personnel changes occurred in 2019 following retirements and



departures of Town employees. Michael McDonald, who had been serving in the capacity of Acting Police Chief following the retirement in 2018 of Chief Salvatore Albert, was appointed permanent Police Chief after a lengthy search process. Adam Bean was appointed Captain in the Fire Department, filling the

vacancy created when former Captain Kyle Butterfield was appointed Chief of the Department in 2018. In addition Sonjia Fichtel was appointed as Personnel Administrator and Maria Hagerty was appointed as Assistant Town Accountant, replacing employees who left Town service to pursue other job opportunities.

Much of the Board of Selectmen's report for the previous year, 2018, was devoted to the ongoing deliberations of the Town Government Study Committee (TGSC), which was appointed

three years ago with the task of developing a home rule charter which would formalize in a charter the structure of Town government, identify and define the power and authority of all elected and appointed Town officials, boards and committees, regulate all governmental operations and make clear how the Town will deliver the multitude of services it provides for its citizens. As stated in this report for 2018, this Board submitted a recommendation to

## Board of Selectmen & Town Administrator

voters at the Annual Town Meeting in May to adopt a home rule charter that would establish a strong chief administrative position, a Town Manager, and would reorganize the existing decentralized and sometimes less efficient structure of numerous elected boards to insure consistency and efficiency in all Town operations. Although a compelling case was presented by the TGSC to adopt such a home rule charter, it was not passed by the town's voters. It was decided to disband the TGSC subsequent to the Town Meeting vote.

The Board is pleased to report continued progress toward future development of 50 units of senior housing to be located adjacent to the Senior/Community Center. The selected developer has been working with the Planning Director and the Town Administrator to make this much needed project a reality.

In other pending but significant building and facility matters, the Board appointed a new Public Safety Building Committee comprised of 9 members to replace the Public Safety Building Feasibility Study Committee, which concluded its tasks early in the year. The new committee will continue to work with our selected consultant in an effort to submit to the Board a recommendation on upgrading or replacing the current Police/Fire Station, which is no longer adequate to support the responsibilities and requirements of both public safety departments and is also beginning to experience considerable physical deterioration.

In another building matter, the disposition of the old Town Hall, which has been vacant for 14 years since the construction of the new Town Hall, is a subject that will need to be addressed in the next one to two years. The building is unoccupied, is unable to be used for municipal or other purposes in its current condition, and is deteriorating rapidly. Despite several intensive efforts on the part of this Board and the Planning Director, no buyer or viable proposal for its reuse has come forward.

The Town and its financial team, in particular Town Treasurer/Collector Melody Smith and Town Accountant Julie Costello were again recognized, for the 5<sup>th</sup> consecutive year, with a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. The Town of Westminster enjoys commendable financial stability due to the efforts of these department heads and many other town officials and employees.

The Town also received recognition for the 4<sup>th</sup> consecutive year from the Massachusetts Municipal Association (MMA) with a second place certificate of excellence for the Town's Annual Town Report, thanks



primarily to the efforts of Executive Assistant to the Board and the Town Administrator Stephanie Lahtinen.

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

Respectfully submitted.

#### WESTMINSTER BOARD OF SELECTMEN

Wayne R. Walker, Chairman Heather M. Billings, Vice Chair James A. DeLisle, Clerk

### Town Clerk



The Town Clerk's office regularly attends all conferences and courses offered three times a year by the MA Town Clerks' Association in conjunction with State Elections, Vital Records and other state and local agencies so that we are fully trained for running efficient elections, processing vital records, and gaining new knowledge or procedures for the Office of Town Clerk. Town Clerk, Ellen Sheehan, received her Certified MA Municipal Clerk Certification from the MA Town Clerks' Association this year. In addition, we attend meetings held by the Worcester County City & Town Clerks' Association three times a year.

Individuals working in the Town Clerk's Office include Town Clerk Ellen M. Sheehan, Assistant Town Clerk Betsy Haley-Cormier, and, Department Assistant Cindie Hastings-Brutvan. 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 Ellen Sheehan at the Town of Westminster's website at <a href="mailto:esheehan@westminster-ma.gov">esheehan@westminster-ma.gov</a>.

Our goal is to always provide the finest customer service possible to all of our residents. We aim to deliver the most current and up-to-date information with courtesy and respect.

Our 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 posted in compliance with the State Open Meeting Law and can be found on the town's website at <a href="https://www.westminster-ma.gov">www.westminster-ma.gov</a>.

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

•	
2019 Population	7,916
Births Recorded	84
Deaths Recorded	59
Brought Into Town for Burial	21
Burial Permits Issued	19
Marriage Intentions Recorded	36
Marriage Certificates Recorded	33
Business Certificates Recorded/Renewed	77
Certificates of Registration (Storage Per-	9
Copies of Vital Records (births, deaths,	
marriages)	553
Joint Pole Locations Requests	1
Single Pole Location Requests	5
Raffle Permits	4
ZBA Hearing Applications	10
Adoptions Recorded	3

Sales (Books, Vital Rec-	\$ 5,900
ords, Copies, etc.)	
Fees (Dog licenses and fines,	\$ 28,640
Marriage Intentions, Busi-	
ness Certs, ZBA Appl., etc.	
TOTAL	\$ 34,540

Dog Licenses Issues by the Town Clerk's Office

- 1,462 Dog Licenses
- 2 Kennel Licenses for up to 4 dogs
- 9 Kennel Licenses for 5-10 dogs
- 3 Kennel Licenses for 11 or more dogs

Two rabies clinics were held for our residents – both in March at Wachusett Animal Hospital and at the Gardner Animal Control Facility by Gardner Animal Care.

#### **LIST OF JURORS**

Pursuant to the Massachusetts General Laws Chapter 234A, the Town of Westminster adopted the Middlesex County system of Jury Selection. All jury selections and drawings are handled by the Office of the Jury Commissioner for the Commonwealth. A prospective jury list for 2019 was forwarded to this office by the Office of the Jury Commissioner and may be viewed in the Town Clerk's Office.

### Town Clerk

#### **ELECTION AND REGISTRATION**

Registered Voters as of December 31, 2019

	Precinct 1	Precinct 2	TOTAL
Democrat	550	476	1026
Republican	443	467	910
Unenrolled	1959	1912	3871
Libertarian	13	17	30
Green-Rainbow	4	3	7
Interdependent 3 <sup>rd</sup>	4	1	5
Am Independent	3	2	5
Am Term Limits	1	0	1
Mass Independ-	2	2	4
ent			
Pizza Party	1	0	1
Socialist	0	0	0
Conservative	1	1	2
United Indep.	26	21	47
Party Constitution	0	1	1
Party			
Pirate Party	0	1	1
Working Fami	1	0	1
lies			
Latino Vote Party	0	1	1
TOTAL	3008	2905	5913

 $\frac{\text{TOWN ELECTION AND TOWN MEETINGS}}{\text{HELD}}$ 

We conducted our Annual Town Election on April 30<sup>th</sup> with a total of 344 voters casting their ballots.

A Special Town Meeting was held on April 2, 2019, to determine if the town wanted to vote on a different form of town government. We did not vote to authorize the Board of Selectmen to petition the General Court for a special act creating a Charter for the Town of Westminster, as recommended by the Town Government Study Committee.

A Special Town Meeting along with our Annual Town Meeting was held on May 4<sup>th</sup>. In addition, a Special Town Meeting was held on November 19<sup>th</sup> to close out the year.

#### STATE ELECTIONS HELD

No state elections were held this year.

2019 Election Results and Town Meeting Minutes may be found in the back section of this Annual Town Report beginning on Page 149.

Respectfully submitted,

Ellen M. Sheehan Town Clerk

# Elected Officials Cemetery Commission-3

Moderator-3 yrs John A. Bowen, 110 Narrows Road	2020
Board of Selectmen-3 yrs	.2020
Wayne R. Walker, 15 Nichols Street	.2020
Heather M. Billings, 19 Bacon Street	
James A. DeLisle, 94 Town Farm Road	
Board of Health-3 yrs H. Christopher Redkey,345 S.Ashburnham Rd Michael G. Popik, 12 Partridge Hill Road Edward J. Simoncini, Jr. 8 Whitney Street	.2021
Town Clerk-3 yrs Ellen M. Sheehan, 1 Carpenter Lane Assessors-3 yrs Robert J. Sampson, 15 Fenno Drive	.2020
Donald L. Frigoletto, 16 Notown Road Robin L. Holm, 34 Sunset Road	
Library Trustees-3 yrs Hee Shee Eagle, 6 Frog Hollow Road	.2020
Kimberly A. Samson, 25 Scenic Drive	.2020
Leola M. Leger 8 Kendall Court	.2021
Walter M. Haney, 164 Worcester Road(Resigned 9/10/2019)	
Margherita Áltobelli 260 Davis Road	.2022
Martha A. Rainville, 51 Old Oak Avenue	.2022
Kristen R. Gregory, 17 Marshall Hill Road	
Cynthia J. Brown 32 Honey Bee Lane(Appt. until 4/20)	.2020
Hager Park Commission-3 yrs	
Andrew H. Kaski, 63 West Main Street	
Christopher C. Mossman, 57 Depot Road	
Matthew E. Pearson, 152 Bragg Hill Road	.2022
Planning Board-3 yrs	2020
Marie N. Auger, 44 Kent Road	
Daniel T. Bartkus, 150 Bean Porridge Hill Road	
Jon C. Wyman, 39 Edro Isle Road	.2021
Andrew J. Rice, 241 Minott Road	2022
John Michael Smith, 27 Old Mill Circle	.2022
Housing Authority-5 yrs	2016
State Appointee (Vacant)	.2016
Peter F. Yraola, 15 Bacon Street	
Brenda M. Albert, 8 Scenic Drive	
Walter C. Taylor, 123 Main Street	.2024
Constables-3 yrs	
Steven L. Couture, 46 Dawley Road	
Salvatore J. Albert, Jr.,66 Bean Porridge Hill Rd.	.2022

2020				
2021				
2022				
Regional School Committee (Westminster Members)				
2020				
2020				
2021				
2022				

Appointed Officials

	JJ	$\mathcal{Q}$	
Agricultural Commission		Crocker Pond Rec. Area Comm.	
Mary-Louise Altobelli	6/30/2020	Kathleen Brennan	6/30/2021
Dean Johnson	6/30/2020	Patricia Streeter	6/30/2022
John Cook	6/30/2021	Mary Ann Falconer	6/30/2022
Dave Hogan	6/30/2021	Nicole Johnson	6/30/2021
Susan Nickerson (alternate)		Heather Billings	6/30/2021
Animal Control Officers		Patricia Streeter	6/30/2021
Kristen Salerno	6/30/2020	Tom Kerns	6/30/2020
Cheryl Slack		Sam Albert	6/30/2021
Nina Decot		Cultural Council	
TVIIIa Decot	0/ 30/ 2020	Leeann Lamsa	6/30/2020
Board of Registrars		Linda McLenahan	6/30/2021
Sharon Taylor		Patricia Gendron	6/30/2021
Ellen Sheehan	6/30/2021	Brenda Malloy	6/30/2022
Kenneth Marien		Mary Waight	6/30/2020
Ella Denault	6/30/2021	Margaret Romano	6/30/2022
Building Commissioner /Zoning Enfor	rcement	Historical Commission	
Offic.		Roni Beal	6/30/2022
Paul Blanchard	6/30/2020	Elizabeth Hannula	6/30/2022
Sarah Culgin (alt.)		Joan Longcope	6/30/2022
,	0, 50, 2020	Carole Bramante	6/30/2020
Cable Advisory Committee		Nicholas Langhart	6/30/2021
William Ewing		Election Officials (appointed through	th 8/15/2020)
David Monty		Susan M. Anderson	,
David Bourgeois	6/30/2022	Karen Brighenti	
Conservation Commission		Carole Christensen	
Daniel Bartkus		JoAnn Curtin	
Robert Gendron		Tammy Dwelly	
Carrie Monty		Lee Ann Gikis	
Tim Sheehan	6/30/2022	Theresa Grenier	
Gary Smith, Jr	6/30/2021	MaryBeth Haley-Cormier	
Council on Aging		Cynthia Hastings-Brutvan	
William Antoniac	6/30/2022	Albert Hughes	
Don Barry		Gloria Hughes	
Louise Garland-Wheelen	6/30/2020	Constance Kotoski	
Joan Long	6/30/2021	Leeann Lamsa	
Ann Johnson	6/30/2022	Joan Longcope	
Rebecca Iannaconne	6/30/2022	Linda McClenahan	
Dot Barrett	6/30/2020	Laila Michaud	
Neysa Miller	6/30/2021	Kathy Pelullo	
		Nan Pierce	
		Sue Quigley-Belliveau	
		Nancy Sides	
		•	
		Sandy Thibodeau	

Appointed Officials

	J GAZO GILLA
Liquor Commission	<i>J J</i>
Michael Denzer	6/30/2021
Gary McDonald	6/30/2020
Allison Streeter	
MART Advisory Board	
Heather Billings	6/30/2021
	0/ 50/ 2021
Open Space Committee	6/20/2021
Janet Morrison	
Joshua Schonborg	6/30/2020
BOS Rep. Heather Billings	
Monty Tech School Committee Rep	resentative
Ross Barber	6/30/2023
Advisory Board	
Dan Stango	6/30/2022
Burton Gendron	
Melissa Banks	6/30/2020
Peter Normandin	6/30/2022
Lisa Rocheleau	6/30/2021
Erin Casali	6/30/2022
Joe Serio	6/30/2021
Personnel Board	
M. Clare Rowland	6/30/2022
John Cappellini	
David Schlier	6/30/2020
Stephen R Hemman	6/30/2022
Ex-officio Wayne Walker	
Insp. of Plumbing & Gas Piping	
Tom Wiinikainen	6/30/2020
James Imprescia	
Wayne Little	
Inspector of Wiring	6/20/2020
Loring H Barrett	
(Alternate) Richard Cannavino	
(Alternate) Harry Parvianen	0/30/2020

Zoning Board of Appeals	
Aime Denault	6/30/2020
Matthew Kotoski	6/30/2021
T 1 D /	6/20/2022

 Matthew Kotoski
 6/30/2021

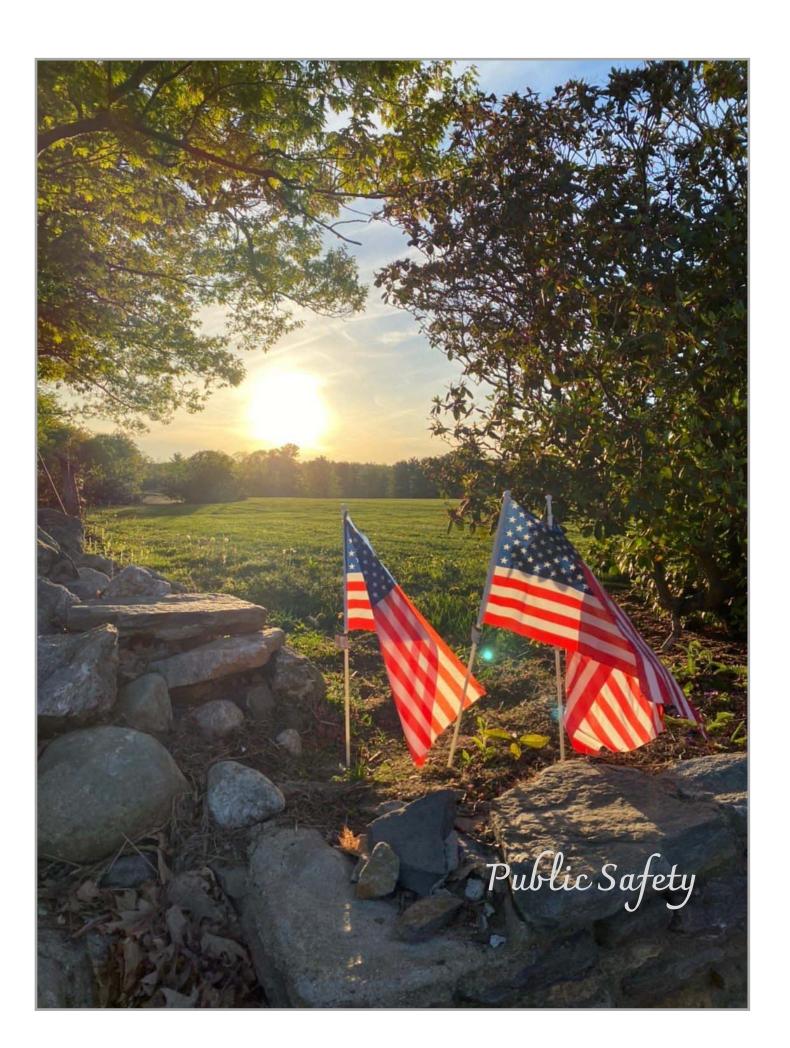
 John Bowen (assoc.)
 6/30/2022

 George Sammet (assoc.)
 6/30/2022

 Peter Tomasello (assoc.)
 6/30/2021

#### Department of Public Works Commission

Lorraine Emerson	6/30/2021
Vance Butterfield	6/30/2022
Ross Barber	6/30/2020





Back row, left to right – Dispatcher Madison Chevarie, Technical Services Director David Monty, Officer Colin Banahan, Officer Connor Furey, Officer Kent Benson, Officer Max Rameau, Officer Jeffrey Shampine, Detective Nicholas Auffrey, Officer Jason Wetherbee, Officer Andrew Loescher, Dispatch Supervisor Kimberly Bonk

Front row, left to right - Officer Adam Prentiss, Officer Nicholas Aveni, Sergeant Amy Nelson, Lieutenant Ralph Leblanc, Chief Michael McDonald, Sergeant Edward Robbins, Sergeant Jason

Tamulen, Officer David LeBlanc, Officer Nathan Hawkins, Executive Assistant Stephanie Fay, Comfort Dog Merle

The Westminster Police Department currently has 13 sworn full time Police Officers and six Reserve Police Officers, four full-time civilian Dispatchers, and four part-time Dispatchers, an Executive Assistant and one civilian Clerk. This department is also responsible for the oversight of the Town's Animal Control which is currently contracted to the City of Gardner Animal Control.

2019 was a year of many changes for the police department. Most changes were among personnel. After a search and selection process, Michael McDonald was chosen as the department's new permanent Chief of Police. A promotional process was conducted to promote a new Lieutenant and Sergeant. This process includes a comprehensive written exam and interview process. Ralph Leblanc was chosen for the position of Lieutenant and Amy Nelson was chosen for the position of Sergeant. Both are long-serving members of the department and we are excited to have them in these positions.

Full-time Dispatcher and Reserve Patrolman David Leblanc was appointed to the position of Full-time Patrolman in early 2019 filling a vacancy created upon the retirement of Chief Sam Albert in 2018. David attended the Reading Police Academy and graduated in August. David was born and raised in Westminster and has a Bachelor of Science degree in Criminal Justice. Max Rameau was also appointed to the position of Full-time Patrolman. Max was also a full-

time Dispatcher and Reserve Patrolman with the department. He is scheduled to attend the Boylston Police Academy in early 2020. Max has an Associate of Science degree in Criminal Justice and is a life-long resident of Westminster. Reserve Police Officer Steve Couture retired in December after serving our community for 25 years! Steve was a huge asset to our department and will be missed.

We are very fortunate to have dedicated candidates on our Reserve Police Officers roster ready and eager to step up to a full-time Law Enforcement career! For over a decade we have been using a "stepping stone" progression for new police officer hires. In many cases this begins with serving as high school and/or college interns here at the Police Department and many times moving on to training and becoming a Public Safety Dispatcher. After completion of training and certification, and once new dispatchers are working on their own, they may begin the training process for Reserve Police Officer. This first requires successful completion of the MPTC Reserve-Intermittent Police Officer Training Academy and having a minimum of an Associate's degree in Criminal Justice. Candidates then begin a very extensive and intensive Field Training Officer (FTO) Program instructed by our certified full-time FTO instructors. Upon successful completion of this program they may begin working as police officers supplementing full-time officers' vacated shifts due to vacation or other time-off as well as traffic control, crowd control and other duties

as needed. This hiring progression has proven to be very successful due to familiarity on both sides; the officer is able to determine if the agency as a good fit for them and the agency has the same benefit of knowing its candidate before hiring them full-time.

#### **CURRENT TRENDS AND STATISTICS**

Growth in Westminster remains steady with 61 new building permits being issued in 2019 and 2020 looks to be busy as well. With this growth, the demand for police services increases as well. As our population, businesses and sources of calls for service increase the Police Department will closely evaluate to ensure proper staffing to meet those needs. A ratio of two full-time officers per thousand residents is widely accepted nationally as minimum staffing. We currently have 13 full-time Police Officer positions including the Chief. Our population is nearing 7500 and will soon exceed that number. Based on this, our full-time officer staff should be a minimum of 15 positions. We are working with our Board of Selectmen and Advisory Board to reconcile these staffing needs and develop a personnel growth plan moving forward while also remaining financially accountable to the taxpayers. We are very grateful for the support we receive from our town officials and our community members. Our town has never failed to support its Police Department through sometimes difficult times. We are privileged to be part of a model "Community Policing" partnership with our community where "the police are the community and the community are the police". We can't thank you all enough for this continued support!

Technology-based crimes have continued to increase dramatically. Internet/financial fraud and identity theft are one of our most frequently reported crimes. Social Media is a factor in the vast majority of these crimes as well as other crimes such as threats to commit crimes against a person, violation of protective orders, bullying, juvenile delinquency, pornography/sexting and sex-related crimes. We urge anyone to contact us with any questions or concerns before giving any personal information in circumstances which may be suspicious.

We commit a large portion of our time and resources to traffic safety and enforcement. Police presence is one of the most effective means of fostering safer driving such as obeying speed limits, stop signs and other signs. Technology such as radar/message

trailers and lighted warning signs have proven very effective as well. This year, with the generous help of our DPW, we installed three permanently mounted radar display/speed limit signs. These signs have had a very positive impact and their effectiveness is easily quantified due to their data collecting software. As you may have noticed, we installed one sign on Main Street facing west to slow traffic entering the down town area of Westminster coming from State Road West. We also installed a sign on West Main Street near Scenic Drive to slow traffic coming from Route 140. The third sign was installed on Main Street near Elliott Street facing east to slow traffic entering the down town area.

#### NEW FOR 2019



The Westminster Police Department began a pilot Comfort Dog Program in 2019. Comfort Dogs have become more commonplace among police departments in the past few years. They may be deployed in traumatic events to comfort victims, in schools with School Resource Officers to help calm students in crises or any situation where calming is needed. Our Comfort Dog, Merle is an English Labrador and has been trained for these purposes.

Merles owner and handler, Officer Nathan Hawkins is one of our School Resource Officers. Officer

Hawkins brings Merle with him into the schools and danger, car safety, fire safety, good and bad/ so far, the reception has been excellent. Officer Hawkins and Merle have also been deployed to other cities and towns as well as another state to help calm individuals involved in traumatic situations.

We expect to finalize all of the technical and legal aspects of our Comfort Dog Program within the first few months of 2020.

#### **TRAINING**

Training is the most effective means of protecting officers, members of the public and the town and we must provide the highest quality training possible. We conduct training in all areas required by our governing agency, the Massachusetts Police Training Committee (MPTC) as well as extensive training beyond those requirements in use of force, domestic violence, criminal law, traffic law, handling juveniles, handling situations involving mental illness, substance abuse and a myriad of other tasks and responsibilities. We would be remiss if we did not evaluate situations which have unfortunately become all too common such as active shootings, terroristic acts and political unrest to name a few. Preparing and training for these types of events is crucial to serving and protecting our community and we are constantly seeking further training.

#### SCHOOL RESOURCE OFFICERS

The Westminster Police Department has partnered with the Ashburnham Police Department for the last several years to provide School Resource Officers (SRO) to the Ashburnham/Westminster School District. Currently, Officers Nathan Hawkins and Andrew Loescher are assigned as SROs. Sergeant Ralph LeBlanc oversees our SRO services and we work closely with the Ashburnham Police Department and their SROs to provide this service within each school.

SROs have a variety of responsibilities besides safety, security and law enforcement activities. Programs such as the LEAPS, a Social Emotional Learning Platform and RADkids, a self-defense class for both boys and girls ages, 5-7 and 8-12. The program covers all aspects of safety for children, to include stranger

uncomfortable touch.

Our partnership with the Ashburnham Police Department and the Ashburnham Westminster Regional School District has proven very effective and well-received by students and school staff. We look forward to a continued strong relationship with our school district through our SRO program and thank all SROs for their dedication and service!



#### 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 result in many improper installations of car seats. Last year, Officers of the Westminster Police Department conducted dozens of child safety seat inspections.

Officer Jason Tamulen is trained and certified as a child safety technician. He will demonstrate and explain to the car seat owner how to install the car seat properly and fit the child into the seat. Officer Tamulen 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 provided the Police Department with child safety seats free of charge. For more information or to make an appointment for a car seat safety check, call the Westminster Police

Department.

#### Firearms Safety and Licensing

Since 1998 Massachusetts has required all new applicants for a License to Carry Firearms (LTC) or Firearms Identification Card (FID) to complete an approved Firearms Safety Class. There are a number of approved classes available through various sources throughout the area.

Safe handling and storage of firearms can not only save lives but is also the law! Beyond the devastating effects of a firearms accident there are serious legal consequences as well. Know the law and proper handling and storage of firearms.

#### Firearms Licensing

Firearms licensing information can be found on the Westminster Police Department website, by calling 978-874-2900 or email – <a href="mailto:firearms@westminster-mailto:firearms.

Our firearms licensing clerk has various daytime and evening hours available to meet with applicants and appointments can be made in person with the Public Safety Dispatcher or by calling 978-874-2900.

#### Detective's Report

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

The Westminster Police Department Detective is also a member of the North Worcester County Drug Task Force. The Drug Task Force is made up a group of specially trained detectives from surrounding towns of Leominster, Fitchburg, Clinton, Gardner, Ashburnham, Hubbardston, Winchendon, Lunenburg, Massachusetts State Police Agencies and Federal Agencies who work together as one to battle the war on drugs in our communities.

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

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

Respectfully submitted, Chief Michael McDonald



#### Introduction



2019 continued our process of rebuilding the Westminster Fire Department. Throughout the year, the remaining vacant fulltime positions were filled and the new members attended the required entry level training to provide them a solid base to build from for their careers.

I would like to wish John McEvoy a happy retirement. John retired on January 4, 2019 after 21 years of service to the Town. John Started with the Fire Department as an on-call firefighter in 1998 and later earning his Paramedic Certification in 2007. Shortly after becoming a Paramedic he was hired fulltime and served in that capacity until his retirement.

With the promotion of Kyle Butterfield to Fire Chief the Captains position became vacant and was filled this past January. After a selection process Adam Bean was chosen as the new Captain and started his duties towards the end of January.



The department ended 2019 with 1,551 incidents which was just shy of the 2018 record year of 1,561. Over the past five years, the department has seen large increases in emergency incidents each year. Fire Prevention saw a large increase in inspections, finishing the year off with 1,091 inspections. This was a 117 more inspections than the department saw during the previous year. The department also issued 243 Open Air Burning Permits.

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

The Westminster Fire Department currently has eleven fulltime personnel. The Fire Chief, Captain and Administrator/EMT-B work a weekday administrative schedule. The administrative office hours are 8:00am – 4:30pm Monday through Friday. While the additional eight members, consisting of one Lieutenant and seven Firefighters, work rotating shifts to cover the town with two firefighters 24 hours a day, 7 days a week.

In January the Captain's position was filled by Adam Bean after a selection process to fill the role and he started in January of 2019. Captain Bean comes to the department with over 20 years of experience in both small and large communities including Ashburnham, Portland Maine and most recently the Concord, MA fire departments. He has been a longtime call member of the Westminster Fire Department and has transitioned well into his new role.

During 2019 Private's Algarin and Emerson completed the Massachusetts Firefighting Academy Recruit Firefighter Training Program. These were the last of the current staff members to complete the basic training requirements of the department. Private Jason Cox was hired in April and came to the department already trained through the Fire Academy as well as already being a certified



paramedic. Private Zack Spencer completed paramedic school and was the last of the members to become certified. The end of 2019 marked all eight of the fulltime Firefighters having completed the Fire Academy and be certified as Paramedics for the first time in the history of the Department.

#### On-Call Firefighters and Shortage

On-Call Firefighters were one of Chief Butterfield's main goals after taking the department over in 2018. The department has taken on two on-call firefighters in 2019 and the department is currently working with two additional recruits who are going through the initial hiring process. The department lost two on call/per diem firefighters during 2019.

Throughout 2019 the department met with 9 potential on-call firefighters. Call firefighters meet with the Chief and Captain for an initial meeting where the job and requirements to be an on-call firefighter are explained. They receive a copy of the job description and are asked to talk the decision over with their family. If they are still interested they come for a second meeting where the medical requirements and back ground information is provided to them. From there the next step is a completion of the firefighters physical and the Physical Abilities Test. If a potential recruit passes all of these steps they then become a town employee to start the six to eight month training process of becoming a firefighter.

The department continues to see firefighters from other communities moving in to Westminster interested in becoming members of the on-call department. In 2019, the department took on two additional on-call firefighters who are career firefighters in other communities. They come to the department fully trained and are ready to go to work after a brief orientation time.

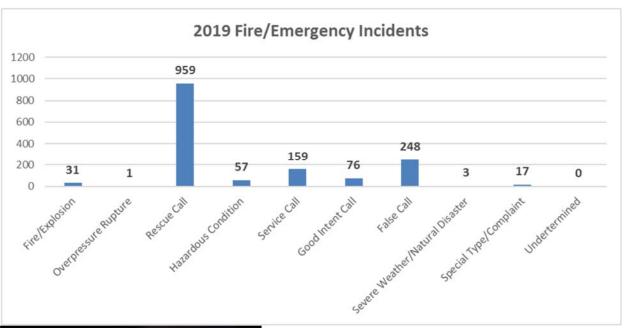
#### Call Volume

The department completed 2019 with 1,551 incidents. This was the first year in the past five years that we have not experienced a significant increase in calls.

Туре	Total	Percent- age	
Fire/Explosion	31	2.0%	
Overpressure Rupture	1	0.1%	
Rescue Call	959	61.8%	
Hazardous Condition	57	3.7%	
Service Call	159	10.3%	
Good Intent Call	76	4.9%	
False Call	248	16.0%	
Severe Weather/ Natural Disaster	3	0.2%	
Special Type/ Complaint	17	1.1%	
Undetermined	0	0.00%	
Total	1551	100.00%	

Throughout the recent history of the department the split between Rescue Calls and Fire Calls has consistently been around a 60/40 split.

Since 2015 the Fire Department has seen a 29% increase in the call volume. This trend is being studied as to how the department will respond to meet the rising demand. In 2019 the department saw 10 less calls than the previous year which was the first year in the past five years there was not a large increase. As we move into 2020 we will continue to monitor the growth and respond appropriately to maintain the high level of service that our town expects.





The nature of incidents that the department face varies on a day-to-day basis. Members respond to medicals of all variety, structure fires, technical rescue calls to hazardous material incidents. Although some of these types of incidents occur in lower frequencies the danger that members face is extremely high. This requires members to have the knowledge, skills and abilities to handle these incidents. The best way to do this is through proper training.

#### **Ambulance Response**

Туре	Occurrences	Percentage
ALS	471	49.01%
BLS	251	26.12%
Refusal	229	23.83%
Other	10	1.04%
Total	961	100.00%

The ambulance budget that is voted on at the annual

Hospital	Occurrences	Percentage
Heywood	403	41.94%
UMass	39	4.06%
Leominster	277	28.82%
Non- Transport	240	24.94%
St. Vincent's	2	0.21%
Total	961	100.00%

town meeting provides the funding for the labor, equipment and supply costs associated with the running of the ambulance service. The department runs two Advanced Life Support (ALS) Paramedic Ambulances. The Paramedic level provides the community with the highest pre-hospital care available.

By the end of 2019, all eight of the fulltime shift staff were paramedics. This is the first time in the departments history that all of the eight fulltime staff were fully trained and certified. There are numerous benefits to this, one of which being when multiple calls occur off duty staff respond back from home to staff the second ambulance. This has reduced the reliance on mutual aid ambulances through 2019. Through the year the department relied on mutual aid ambulance transports 38 times and transported with the second ambulance 66 times.

The replacement ambulance for the 2012 Braun Ambulance was ordered in December. The department created a five-person committee to study and evaluate the needs of the community and department to spec out a new truck. A lot of work

went into the creation of the ambulance spec. With the 2019 spring mud season being what it was the need for a 4x4 ambulance was identified. For a period of time during the spring the departments current ambulances were not able to respond to certain portions of the community due to the depth of mud on the dirt/gravel roadways forcing the department to rely on mutual aid for these calls. The new ambulance will have 4x4 capabilities to combat this and will be delivered in the third quarter of 2020.

#### Back-to-Back Calls and Missed Inspections



The department responded to 158 back-to-back calls in 2019. Starting in 2017 the department began to see a significant increase in back-to-back calls. As stated before with the increase in call volume it is inevitable that the department will face multiple calls during the same time period. The department continued to see the majority of the calls occurring during the 8:00am through 6:00pm time frame which is tough with a combination department like ours. The majority of our call Firefighters work out of town and are traditionally unavailable during these daytime hours.

One positive change that the department saw during 2019 was a stabilization of the fulltime staff and having eight fully trained personnel by the end of the year. The department responded to 110 medical related back-to-back calls. Of these calls department staff handled 57 of these and 25 required a mutual aid agency.

The department averages 4.3 calls per day and the demographics of the calls have remained consistent. A little over 60% of the calls are Rescue calls that includes accidents, medicals and technical rescue incidents. Another factor that we keep a close eye on is the impact of increased emergency calls on our Fire Prevention work. In 2019 the department missed 28 scheduled inspections due to emergencies. This is significant because some of these inspections require a permit from the fire department. These include 26F½ Permits, which are required for the transfer of a dwelling and Underground LP Permits. If the department is not able to make the scheduled time the closing on a real estate transaction could potentially have to be rescheduled and the back filling of a LP tank can be delayed.

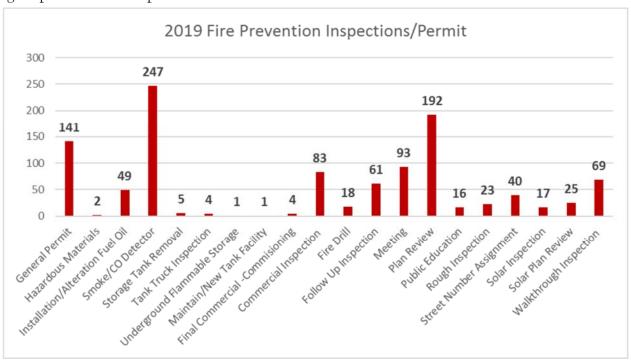
#### Fire Prevention

In 2019 the fire department performed 1,091 inspections and permits and issues 264 open air burning permits. 2019 was a record high year for inspections and permits with 117 more inspections than the 2018's high of 974. This was the busiest year that the department has had to date.

A good portion of the fire prevention activities are

related to residential construction. In 2019 the Building Department issued 61 permits for the construction of new dwellings. Some of these dwellings will continue construction into 2020. The Lighthouse Lane Sub Division should close out in 2020 with the majority of the houses being completed. The White Pine Drive sub-division will continue construction in 2020 along with the potential of an additional subdivision starting on North Common Road related to the residential portion of the Business Park.

The department continues to have a strong fire prevention presence in the community with the commercial inspection program. The department completes inspections in businesses, schools, church's, etc... evaluating the life safety of the building and ensuring compliance with the fire codes. Some of the highlights that the department found during 2019 were a fire alarm that was disabled unbeknownst to the property owner. The firefighters found that there was no power to the panel due to an electrical problem. It is these items that the firefighters are inspecting ensuring a safe environment for the community.



All of the fulltime staff are trained to the Fire Prevention Officer – Basic level with four members being credentialed as Fire Prevention Officer – Level 1. This training provides a consistent level of code enforcement throughout the department. Chief Butterfield also serves on the Board of Directors for the Massachusetts Fire Prevention Association.

#### Fire Investigation

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

During 2019 Pvt. Bennett Chadbourne has taken over as the lead investigator for the department. He has completed half of the training available to fire investigators through the Massachusetts Firefighting Academy. As Chief Butterfield transitions out of this role Captain Bean and Private Chadbourne will take on the primary responsibilities of fire investigation.

#### **Public Education**

In 2019 Private Zack Algarin took over as the Public Education Coordinator. Public Education is a key part of what the fire department does. The department provides fire safety education to the schools and community. The department plays an active role teaching to both the younger and older audiences who each face unique fire safety challenges.

#### **Specialty Community Services**

#### Halloween Bonfire

The Halloween Bonfire continues to be the largest event that the department hosts on an annual basis. In 2019 the date of the event was changed for the safety of the crowd. The evening of Halloween saw high winds which makes the fire unpredictable. Based on this safety concern the event was changed to the following Saturday and the department hosted a packed house and had a safe event.



#### **Event Planning**

In 2019 the department continued to play a role in event planning. During 2018 the department implemented a planning checklist to standardize for event planners what the fire department expects during large events. Through this the department assisted again with planning the Cracker Festival which was a successful event with no code violations. The department assisted with the safety planning of the Wachusett Brewery 25<sup>th</sup> Anniversary event which required planning from many different



stakeholders. The hard work that went into the planning of the event by everyone made the event a safe and successful one. The departments goal is to work with our community partners to create a fun and safe event for everyone.

#### Mid-State Mutual Aid

Westminster is a member of the Mid-State Fire

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

#### **Department Training**

The Department holds at a minimum 12 monthly paid training events a year. Many of the trainings are now required by the OSHA laws in Massachusetts. During these trainings Firefighters learn new skills, refresh current ones and update old skills. Firefighting changes constantly and it is important to stay up to date on the current practices. With the implementation of the new OSHA requirements last



year the department is required to hold additional training for the ambulance as well.

#### **Apparatus**

Engine 1 - (2019) KME. The vehicle has a 1,500gpm pump with 1,250 gallons of water and equipped with Class A foam for ordinary fires, this Engine is the primary attack truck for structure fires. This vehicle is new and in excellent shape.

Engine 2 – (2001 Class A Pumper) KME. This vehicle has a 1,500gpm pump with 2,500 gallons of water. This vehicle is also equipped with a Class A foam system which increases the vehicles fire suppression ability. This vehicle is a dual role vehicle

able to perform as an attack pumper or a tanker for incidents in the areas of town with no hydrants. This vehicle was refurbished in 2016 and is in good shape.

Engine 3 – (2013 Class A Pumper/Rescue) KME. This vehicle is a dual role Class A pump and Rescue. The vehicle has a 1,500gpm pump with 1,000 gallons of water. The vehicle is equipped with Class A and B foams allowing the vehicle to increase its fire suppression capability as well as fight flammable liquid fires. This vehicle serves as the department's heavy rescue carrying the specialty rescue items such as the Jaws of Life, structural cribbing, water/ice rescue and many other items. The vehicle replaced two vehicles Engine 4 and Rescue 1 combining their capabilities into one vehicle. This allows the department to perform work more efficiently with the decreasing on-call firefighters. This vehicle is good shape.

Tower 1 – (2005 Ladder Truck) KME. The vehicle is a 95-foot aerial ladder with a bucket. This vehicle is equipped with a 2,000gpm pump and a 300-gallon water tank. This vehicle is in fair condition but will be in need of refurbishment in the coming years. It experienced a failure of a critical part of the aerial which placed the vehicle out of service in November through the remainder of the year. It has since been repaired and is back in service.

Engine 5- (2008 Mini-Pumper) CET. Engine 5 is a multi-role vehicle with year round capability having 4-wheel drive, 500gpm pump and 300 gallons of water. The vehicle responds for brush fires, fires where there is restricted response such as Leino Park due to weight restrictions on the bridge and for responses where the larger vehicles are not suited such as dirt or rough roads. The vehicle is also equipped with a Class A foam system and a Compressed Air Foam system to increase the initial fire suppression capabilities of the vehicle. This vehicle is in decent condition and experienced a premature failure of the vehicles sub frame which mounts the firetruck body to the Ford Chassis. This was repaired and the vehicle should meet its life

expectancy.

Car 1 - is a 2012 Chevrolet Tahoe that is designed for emergency response and as a command vehicle. This vehicle is in poor shape and its replacement has been purchased and is slated to go into service shortly.

Car 2 - is a 2016 Ford Explorer designed for emergency response and as a command vehicle. The vehicle is in good shape.

Car 3 - is 2013 Chevrolet 3500 equipped with a plow and is used for daily inspections and as incidents require.

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

Ambulance 1 – This is a 2016 Chevrolet Chassis with a Braun ambulance body. This ambulance responds to medical emergencies and transports patients to the hospital. This ambulance is in good condition.

Ambulance 2 – This is a 2012 Chevrolet Chassis with a Braun ambulance body. This ambulance responds to medical emergencies and transports patients to the hospital. The vehicle is in fair shape and its replacement is on order which will arrive in the third quarter of 2020.

#### Station

In 2017, the town voted to fund a public safety building feasibility study to evaluate the current building which was built in the mid-1990's. The Selectmen appointed a Public Safety Building Feasibility committee in 2018 which in turn selected Techton Architects. This study was published in the spring of 2019 after which the Selectman authorized the committee to re-convene and discuss the next

step in planning for the future building needs for the Department.

#### Future

The Westminster Fire Department is an all hazards response, prevention and education agency. The department continues to see higher call volumes than experienced before. The year ended with 1,551 calls. This volume stabilized for 2019 but the department expects to continue to respond to a similar or higher volume of calls in the future.

Looking to the new year I am excited to continue the process of staff development. There are two new oncall firefighters joining the department. These recruits will be coming onboard for 2020 and will complete the Call/Vol Recruit Training Program. The fulltime staff have stabilized with no recent resignations and the department will be able to focus on each Firefighters particular focus projects. Their further development will allow them to be successful in meeting the future demands that will be placed on the them in serving our community.

Please contact the office if you have any questions.

Respectfully submitted,

M& Bato

Fire Chief Kyle S. Butterfield Westminster Fire Department 7 South St. Westminster, MA 01473 (978)-874-2313 x200 – <u>kbutterfield@westminsterma.gov</u>

## Emergency Management

#### Introduction



Emergency Management continues to work with our Federal, State and Local partners to monitor and prepare for weather related and Homeland Security events. 2019 was a standard year for Emergency Management with activities and events. During the year, the department attended meetings on flood plain re-mapping, dam safety reviews and updating of plans.

Throughout 2019, the department participated in meetings on the Nashua River and Millers River Watershed. These watersheds are in the process of receiving updated flood plain mapping. The department also completed two Dam planning reviews with other municipalities and the review seven dam safety plans. Each of the plan reviews ensures that the proper updates to contact information, updated flood plain mapping and emergency plans have been completed.

#### Preparation

Emergency Management continues to prepare for events such as weather related and Homeland Security events. The Town's Emergency Shelter is the there are two current volunteers with one Deputy Westminster Elementary School and Emergency Management will open and operate as the need

arises. During 2019 the department worked on a radio interoperability Emergency Management project. Lt. Monty created a mobile repeater system to be utilized during emergencies. This provides a mobile unit that can take agencies working on different radio frequencies and place them on a common frequency where they can all talk to each other. Along with this capability this system is able connect a phone line that can be used in an emergency situation.

#### Comprehensive Emergency Plan

The Town's Comprehensive Emergency Plan is an all hazards plan maintained by Emergency Management, designed to guide resources in their response to various types of emergencies throughout the town. These include floods, hazardous materials release, blizzards, and ice storms for example. MEMA has made emergency managers aware that they will be launching workshops throughout 2020 to assist communities with reviewing and updating their plans which the department looks forward to participate in.

#### Activities

In 2019, the following are examples of activities that Emergency Management partakes in.

- Emergency Management holds meetings between the Deputy Director and Director.
- Maintenance of Mutual Aid Agreements between other communities and other outside agencies.
- Attend quarterly Emergency Management Meetings held by MEMA.
- Participate in planning meetings with local Utility Companies, Unitil and National Grid being the primaries.
- Maintain Code Red and provide community alerts as needed.
- Work with MEMA, FEMA and other outside agencies
- A cooling shelter was opened due to an excessive heat wave in July.
- Addition of and field test of a mobile repeater system.

#### Personnel

In addition to the Emergency Management Director, Director and two Emergency Management members. In the coming years Emergency Management will

## Emergency Management

have to look to replacing members of the department as the current members retire. With the exception of one member the department is made up of retired fire department members. The department continues to look for residents who are interested in serving their community as part of Emergency Management.

Through the year members of Emergency Management assist with the Halloween Bonfire and are invited to attend department training.

#### Equipment

Emergency Management maintains equipment related to its function. There are six radiation detection devices dating back to the Civil Defense time.

The department maintains multiple radio assets. These include a VHF and Multiband base station



along with a portable ham radio. The department also Westminster Fire Department maintains a dual band radio and new for 2019 a repeater system for large scale incidents. Above the radio assets the department maintains a weather station for monitoring of atmospheric conditions and limited supplies required for opening the emergency shelter. These include paperwork, cots and other general immediate needs for shelter operations.

#### **Preparedness**

Residents should have a kit prepared to be selfsustained for 72 hours. Some of the basic supplies residents should plan for are one gallon of water per person per day, three days' supply of nonperishable food, flashlight, batteries and a small first aid kit. Medications should be included in the plan. For

further information, please visit FEMA's www.ready.gov/kit

#### Code Red

Code Red will continue to be maintained for emergency and mass notification to residents. Code Red is used to quickly relay information to the community. Residents are able to sign up through our website to receive alerts and manage how they are notified. In addition, a smartphone app is available for download.

#### Future

In the coming years Emergency Management will need to seek members from outside the fire service community. As the members start to age out, the skills they have become more difficult to replace. Anyone interested in joining the Emergency Management Department should contact the Emergency Management Director at 978-874-2313 ext. 200

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

Respectfully submitted,

Fire Chief Kyle S. Butterfield Emergency Management Director 7 South St. Westminster, MA 01473 (978)-874-2313 x200 - kbutterfield@westminster-

ma.gov

### Animal Control

Westminster Animal Control is contracted through the City of Gardner. Animal Control provides quality enforcement pertaining to public safety, animal control and animal welfare. Our Animal Control Officers (ACOs) are highly trained, experienced, certified professionals. The animal control office falls under the control of our police department.

The 2019 ACO roster:

Kristen Salerno, Senior ACO Cheryl Slack Phillip Chalifoux Nina Decot

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

Ensuring all dogs are licensed annually and have received their proper vaccinations

Investigations

License enforcement

Issuance of civil citations and criminal complaints Investigates animal abuse

Enforce restraining law

Regulate barking, vicious and/or dangerous dogs

Quarantine of animals

Dead animal removal

Provide testimony as required at court or other hearings

#### Animal Control Call Log for 2019

LOOSE DOGS	129
ANIMAL COMPLAINTS	66
WELLNESS	32
QUARANTINES	35
KENNEL INSPECTIONS	18
BARN INSPECTIONS	18
CITATIONS	147
HIT BY CAR	13
WILDLIFE	19
VET	2
CLERK/COURT	9
TOTAL CALLS	346
CITATIONS ISSUED	147
FINES COLLECTED	\$5365

#### Licensing of Dogs

The owner or keeper of any dog shall license such

animal in accordance with the provisions of MGL c. 140, §§ 137 through 139, inclusive, except that fees for such licenses shall be as follows:

Male/female: \$15.

Neutered/spayed: \$10.

Kennels, four dogs or less: \$40.

Kennels, 10 dogs or less: \$50.

Kennels, 11 dogs or more: \$75.

Transfer of license: \$2.

Licenses are available to be purchased any time after January 1 and must be purchased prior to March 31 at the Westminster Town Clerk's Office. All owners or keepers of dogs kept in the Town of Westminster who by the 15th of April of each year have not licensed any dog or dogs who have attained the age of three months shall be required to pay an additional fee of \$15.

Dogs that are four (4) months or older must be inoculated against rabies by a licensed veterinarian. No tag will be issued unless there is proof that a licensed veterinarian has vaccinated the dog against rabies.



#### 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 ACO 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.

### Animal Control

#### 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 care of the animal is the owner's responsibility. To report emergencies after hours please call the Westminster Police Department at 978 -874-2933.

#### Why Is It Important to Spay or Neuter Your Pet

The answer is simple. Every year there are about 30 million puppies and kittens born in the United States. Unfortunately, 4 to 6 million of those adoptable animals are euthanized every year because no one will give them a good home. Many unwanted animals suffer terribly without shelter, good food, and worst of all — a loving human companion. Nationwide, animal shelters report that they take in over 10 MILLION animals every year — far more than they can possibly adopt out to good owners.

Did you know that a single, unspayed female cat, her mate and all their offspring can produce, on average, over 1.5 MILLION kittens in as little as 9 years? The good news is that pet overpopulation is a problem that YOU can do something about. 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.

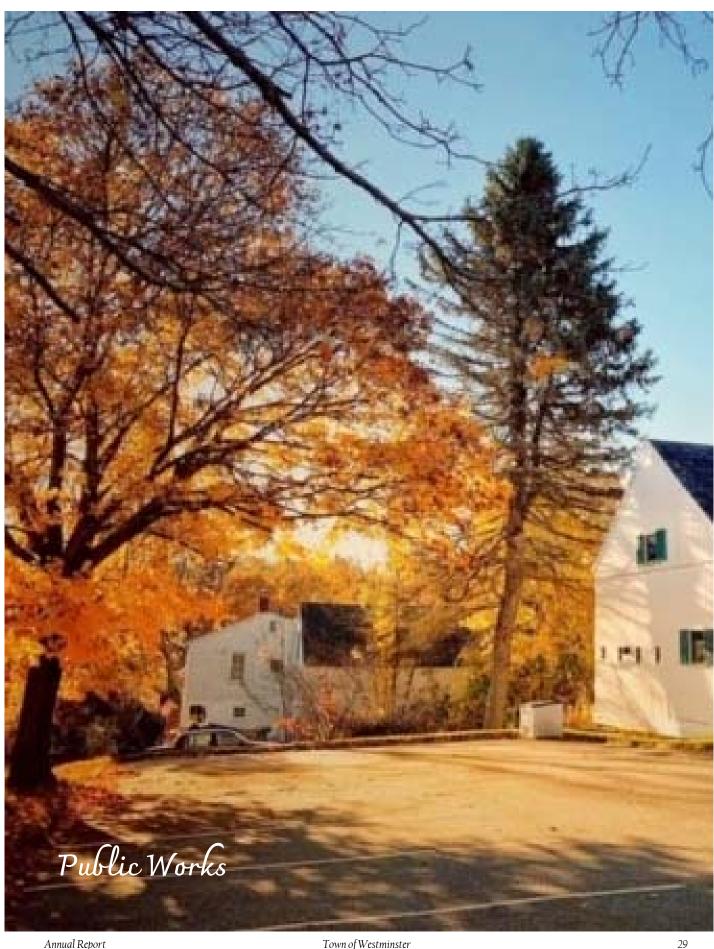
For more information about spaying and neutering pets you can visit the Human Society of the U.S. at: <a href="http://www.hsus.org">http://www.hsus.org</a>.

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

Respectfully submitted,

Michael McDonald

Chief of Police



## Highway Department

The total snowfall for the 2018/2019 winter season Drainage Improvements was 51-inches. There were 31 storms, 14 snow and 17 snow/rain mix related. The heaviest snow fell on November 16<sup>th</sup> which produced 9-inches of snow.

A combination of Massachusetts Chapter 90 State Aid and Town Funds were used to accomplish the Bragg Hill Road - 40 feet 18-inch HDPE following:

#### Cold Planing / Asphalt Milling

Academy Hill Road

Bacon Street

Leominster Street

#### Full-Depth Reclamation

Bathrick Road (Town Farm Road to House #124)

#### Paving

#16 ) − thin overlay

#126) – Shim paved sections w/town owned paver

Bragg Hill Rd ( Ashburnham town line to Muddy Pond parking area ) – 1 ½-inch top

Carter Rd – Shim pave with town owned paver

East Rd (Stone Hill Rd to Gatehouse Rd) - Shim paved sections with town owned paver

Ellis Rd (Carter Rd to House #50) - Shim paved sections with town owned paver

Gatehouse Rd ( Carter Rd to House #50 ) - Shim paved sections with town owned paver

Knower Rd (Carter Rd to House #118) - 1 1/2-inch A majority of the Town Roads were swept by the

Notown Rd – Shim paved sections with town owned Brush Cutting paver

Overlook Rd (Simplex Dr to House #78) – 11/2-inch

Shady Ave – 1 1/2-inch top

Spruce Rd – Shim paved sections with town owned paver

West Princeton Rd (Bolton Rd to Lanes Rd) - 1 1/2inch top

Worcester Rd ( Honey Bee Ln to East Rd ) - Shim paved sections with town owned paver

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

Bathrick Road - 450 feet 12-inch HDPE

Davis Road - 70 feet 10-inch HDPE

Frog Hollow Road - 10 feet 10-inch HDPE

Minott Road - 40 feet 10-inch HDPE

Overlook Road - 20 feet 12-inch HDPE pipe

Patricia Road – 40 feet 30-inch HDPE

South Ashburnham Road - 20 feet 12-inch HDPE

Whitney Street - Upper Reservoir Dam - Armored embankment with trap rock

#### Bean Porridge Hill Rd (S. Ashburnham Rd to House Catch Basin/Drain Manhole - Installed/Repaired/ Replaced/Adjusted

Bean Porridge Hill Rd ( Potato Hill Rd to House Academy Hill Road, Bacon Street, Bathrick Road, Carter Road, Dawley Road, Elliot Street, Ellis Road, Howard Avenue, Knower Road, Merriam Road, Overlook Road, South Ashburnham Road, Turnpike Road and Village Inn Road,

#### Traffic Line Markings

Betty Spring Road, Depot Road, Fitchburg Road, Hager Park Road, Mile Hill Road, Oakmont Avenue, South Ashburnham Road, South Street, Village Inn Road, Waterman Lane, West Main Street and Worcester Road.

#### Street Sweeping

Department's street sweeper.

Brush was cut on the majority of Town Roads.

## Water Department

There were 17 new services connected to the distribution system during the year. The number of service connections is now 1,292.

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

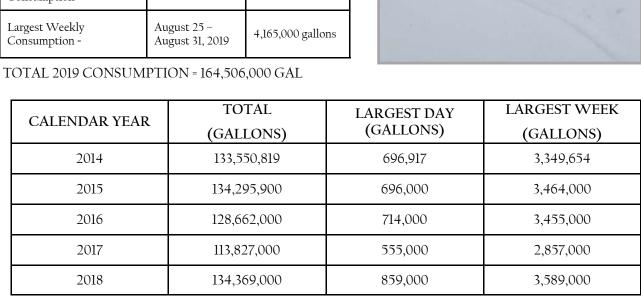
There was 6 service leaks repaired during the year.

There were 2 hydrants repaired and 4 replaced during the year.

MONTH	GAL	MONTH	GAL
January	10,747,000	July	16,487,000
February	9,951,000	August	17,182,000
March	11,844,000	September	15,214,000
April	14,771,000	October	14,722,000
May	13,710,000	November	12,594,000
June	14,284,000	December	12,997,000

#### WATER CONSUMPTION DATA

Average Daily Consumption =	450,701 gallons	
Largest Daily Consumption =	April 16, 2019	816,000 gallons
Largest Weekly Consumption =	August 25 – August 31, 2019	4,165,000 gallons







#### SEWER DEPARTMENT

There were 16 new services connected to the collection system during the year. The total number of service connections is now 808.

There was 1 sewer main break repaired during the year.

There were 4 residential grinder pumps repaired/rebuilt/replaced during the year.

During the year, 72,568,716 gallons of sewerage passed through our system and into the City of Fitchburg collection system.

#### SEWER USE COMPARATIVE TABLE

CALENDAR YEAR	GALLONS TO FITCHBURG
2014	71,024,870
2015	58,719,890
2016	55,854,656
2017	65,224,104
2018	75,944,440

#### SOLID WASTE DEPARTMENT

2,566 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
2014	2,379
2015	2,490
2016	2,401
2017	2,580
2018	2,515

928 residential vehicle sticker permits were issued during the year.

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

645 drop-off permits to dispose of special fee items were issued totaling \$17,654.00.

#### DROP-OFF FEE ITEM COMPARATIVE TABLE

MON TH	FREON ITEMS	TIR ES	MAT- TRESS	PRO- PANE TANKS	CR T's (T V's
JAN	1	4	19	0	24
FEB	8	4	18	0	11
MAR	9	4	24	4	12
APR	6	3	16	4	10
MAY	15	43	33	4	46
JUNE	19	19	28	2	34
JULY	15	6	39	14	22
AUG	16	1	41	6	23
SEPT	12	4	47	8	19
OCT	21	7	25	7	19
NOV	17	23	22	4	28
DEC	5	22	0	0	11
тот	144	140	312	53	259

Respectfully submitted,

### WESTMINSTER PUBLIC WORKS COMMISSION

Lorraine J. Emerson, Chairman

Vance A. Butterfield

Ross W. Barber

Joshua W. Hall, P.E., Director of Public Works
Patrick J. Haley, Assistant Director of Public Works
Peter R. Martineau, Jr, Water/Sewer Foreman

## Tree Warden

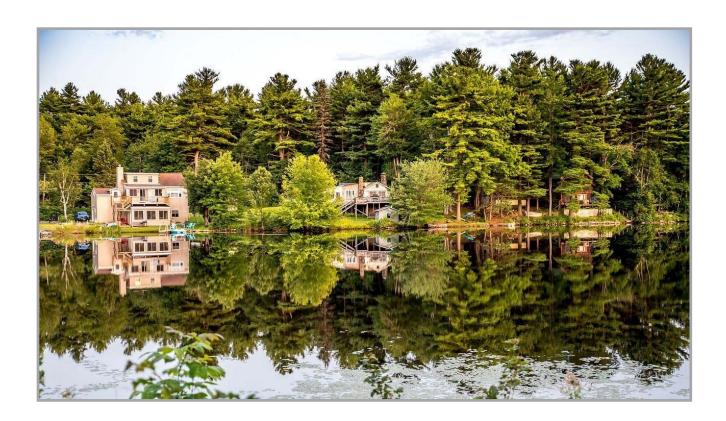
As Tree Warden, I am responsible for the care, control and maintenance of all public shade trees, shrubs and growths in town, except those within a state highway, and those in public parks or open places under the jurisdiction of park commissioners, and shall have care and control of the latter, if so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

Academy Hill Road, Bathrick Road, Bean Porridge Hill Road, Bragg Hill Road, Curtis Road, East Road, Ellis Road, Leominster Street, Newton Road, Nichols Street, Overlook Road, West Princeton Road, Whitmanville Cemetery and Whitney Street.

Respectfully submitted, Joshua W. Hall Tree Warden



## Cemetery Department

The Westminster Cemetery Commission is empowered with the sole care, Superintendence and management of all public Burial grounds in the Town of Westminster. Woodside Cemetery located at 9 Narrows Rd. Mount Pleasant Cemetery located at the intersection of Ellis & Knower Rd. Whitmanville Cemetery Located across from 245 South Ashburnham Rd. The Cemetery Office is Located at 9 Narrows rd. Normal Working hours are from 7 A.M. to 3:30 P.M. Monday thru Friday. For Cemetery Business Please contact us at 978-874-7415. The Cemetery Department improvements in 2019 consisted of Newly paved road in Whitmanville cemetery. New Flag Poles and Flags for both Whitmanville & Mount Pleasant Cemeteries. Thank You to the Ryan Patrick Jones Heart of a Hero Foundation for the Flag pole donation for Mount Pleasant Cemetery. Thank You to Mr. & Mrs. Robert Francis for the Flag pole donation for Whitmanville Cemetery. The Cemetery Department Would like to Thank The DPW for their assistance throughout the year it is very much appreciated. There were 22 Full Burials, and 21 Cremation Burials in 2019. Compared to last year where we had 16 Full Burials, and 17 Cremation Burials. Fees Collected from the sale of lots were \$7,350.00 of which \$3,675.00 went into Perpetual care fund principal as of 12/31/2019 is \$210,322.54





Respectfully submitted,

Stanley V. Skamarycz Shaun O"Leary Paul Banks

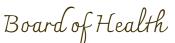






Westminster's Cemeteries can be found at the following locations:
Woodside Cemetery, 9 Narrows Road
Whitmanville Cemetery, approx. 245 South Ashburnham Road
Mount Pleasant Cemetery, intersection of Knower and Ellis Roads





The Board of Health consists of three elected members:

Dr. Michael Popik, M.D., Chair; Edward Simoncini; H. Christopher Redkey

The Health Department's current staff is:

Health Agent, Rita McConville; Assistant Health Agent, Ann Loree

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 and web site.

#### Board of Health's goal:

Is to preserve and protect the health and well-being of the residents of Westminster. The Board of Health protects the public's health, prevents and monitors disease, promotes safe and sanitary living conditions, promulgates, interprets and enforces regulations and protects the environment from hazards.

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, and local regulations. The site includes information on Ticks and Lyme disease, Mosquito-Borne Diseases, seasonal flu and Asian Longhorned Beetles. 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). Check it out!

Regionalization: Westminster Board of Health continues to be a member of the "Montachusett Public Health Network" (MPHN). MPHN are a self-sustaining organization, consisting of thirteen local cities and towns. Members of the MPHN share a public health nurse for communicable disease surveillance and case management. Other services shared by the communities includes: inspectional services, beach testing, and public kiosk. The MPHN develops health programs which partnerships with Oakmont High School for substance abuse educational speakers and family-oriented events during Prom season.

Drug Take-Back Program: A Drug/Medication Box has been placed inside the Police Station lobby. Residents can drop-off medications to the take-back-

box at any time.

No liquid medications please.

Sharps Collection Program: A sharps kiosk, located in the foyer of the police department, is available for disposal for sharps/needles. Red sharps boxes are available at the police station and the Board of Health office, for public use only. Please do not use any other type of container to store or dispose of used needles or sharps.

#### **EMERGENCY PLANNING**

Emergency Dispensing Site Plans: The EDS plan must include a means to vaccinate the entire community within 48 hours. Our primary EDS is Westminster Elementary School. Our secondary EDS location is Oakmont High School. We consistently practice the EDS process and flow during the Meetinghouse School Flu Clinic, along with Police, Fire, EMS and Selectman attendance.

#### Region 2:

The Health Agent has applied for grant monies through Region 2 for emergency preparedness and response equipment such as:

2-way radios, batteries, chargers

Printer and color ink replacements

Cell phone, Tablet, and cell service

AED emergency equipment and kits

#### 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.

In 2019 Westminster BOH purchased 180 doses of flu vaccine.

33 doses of flu vaccine were administered at the Senior Center on October 17 for seniors and town employees.

150 doses were administered at the Meetinghouse School on October 15. The Board would like to thank the Fitchburg State University Student Nurses, the AWSD School Nurses, and other Volunteers for their service at our flu clinics.

Board of Health

Volunteers Needed: The Board of Health continues to actively seek both medical and non-medical volunteers to join the local arm of the Wachusett Medical Reserve or Worcester Medical Reserve Corps (MRC).

#### PUBLIC HEALTH SAFETY MONITORING

#### PERMITS ISSUED FOR 2019

Septic Installers35	5
Sewage Haulers12	2
Motels and Inns	1
Bed and Breakfasts *	
Sundries *	
Semi-Public Swimming Pools	1
Semi-Public Beaches	1
Selling Tobacco6	
Funeral Homes	
Emergency Beaver Trapping Permits2	2
Outdoor Hydronic Heater	
Recreational Summer Camps	
Trash Haulers	
FOOD PERMITS ISSUED	
Food Service/ Restaurants Permits	3

Temporary Food Event Permits100/275 inspections\*\*

Total Food Inspections (avg. 2-4 per permit)...465

\*Changes in 105 CMR 590 Food Code Regulations eliminated required permits for "minimal risk" facilities while increasing many other food protection requirements.

\*\*Temporary Food Events have increased with more complex (more food trucks) inspectional requirements which placed greater demands on staff.

#### Wells and Septic Applications

Septic systems servicing new construction and			
repairs76			
Private Well installations			
Deepening Well0			
Title 5 Inspections			
Inspections witnessed by agents			

#### **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. We had no exceedance levels. The beach is opened and tested from Memorial Day thru Labor Day.

#### Food Inspections

The Commonwealth of Massachusetts requires a minimum of 2 inspections annually for each food establishment which includes restaurants, school kitchens, camps, concession stands, church kitchens, retail food markets, residential kitchens, Senior Center, and non-profit organizations. The number of venues for weekend food events increased over the past year. The number of weekend events requiring inspection almost doubled since 2018. The number of temporary food permits issued increased by 25%. There were 375 inspections for weekend temporary events in 2019.

#### Food Recalls.

Listed below are recommended websites for food safety information as well as pet food: <a href="https://www.FDA.gov,www.fsis.usda.gov">www.FDA.gov,www.fsis.usda.gov</a>, www.foodsafety.gov

#### **Town Events**

The Health Agents review the applications (for temporary events and races) work with the sponsors/ event planners regarding any food being prepared or served and that sufficient porta-johns/facilities are available for those participating and attending the event.

#### Communicable Disease

The State has established the MAVEN program for communicable disease surveillance and vaccine surveillance. Listed are the local case numbers:

Influenza	
Babesiosis	
Ehrlichiosis	
Giardiasis	
Hep B (acute)	
Hep B (chronic)	1

Board of Health

Reported Bites: Bats 2, Canine 7, feline 5, Confirmed rabies 0.

Be sure to get your pets vaccinated too, rabies bites can happen.

#### Rabies Clinic

The Board of Health sponsored a low cost Rabies clinic performed by the Gardner Animal Care Center. Wachusett Animal Hospital also held a Rabies clinic in March.

#### LANDFILL

Link to report smells from the landfill: https:// www.mass.gov/forms/environmental-complaint-form Vehicle Monitors: are available for residents from the

Link to report noise, smell or other nuisances to DEP: https://www.mass.gov/forms/environmentalcomplaint-form

placed in the newspaper, paper, or comingled dumpsters.

Items with Disposal Fees

Fees for items must be prepaid at the DPW office, 2 Oakmont Ave. (Tel: 978-874-7420) Prior to delivering items to the drop-off center.

Curbside Pickup: One green recycling tote per household may be obtained from the Department of Public Works (DPW) at 2 Oakmont Ave.

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

DPW office.

#### Landfill Annual Receipts

	2000: \$ 290,917.00	2005: \$2,501,857.72	2010: \$1,255,071.98	2015: \$ 2,656,910.09
	2001: \$ 368,553.00	2006: \$2,487,202.77	2011: \$1,464,951.10	2016: \$ 3,425,180.80
	2002: \$ 388.931.00	2007: \$2,727,874.92	2012: \$1,472,303.30	2017: \$ 3,678,432.73
	2003: \$ 415,267.00	2008: \$2,106,037.00	2013: \$1,431,949.05	2018: \$3,675,650.23
	2004: \$ 858,045.33	2009: \$1,571,190.60	2014: \$1,581,454.04	2019: \$3,376,152.75
- 1				

#### Solid Waste Committee

WM and RCI have been working on a long term expansion plan to extend the life of the landfill beyond 2024. They're proposing grading improvements that will create additional airspace for landfilling and extend site life by additional years to provide continued and necessary disposal needs with no changes in daily or annual permitted operational capacity.

#### RECYCLING

The residential waste drop-off area has designated areas for bags of trash, scrap metal, leaves & yard waste, bottles/cans/plastic, paper, cardboard, waste oil, car batteries, florescent light bulbs, rechargeable batteries, power tool, cell phone batteries and button batteries (from hearing aids and watches) and charcoal/ashes. Small appliances and mattresses disposal see DPW for costs. Paint shed (seasonal), and Swap shed for usable unwanted items such as clothing bin, and book drop. Recyclable items can be

#### TOBACCO CONTROL ALLIANCE

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

Minimum legal sales age in Westminster is 21 in conformance with state law.

Tobacco Permits

Total Number of Retail Sales Tobacco Permits Issued: 6

Revenue Tobacco Permits @ \$150 each- \$900

#### **Retailer Inspections:**

Number of Inspections -6

#### **NEW BUSINESS**

With a written request to the BOH for a variance to the Food Code; an outdoor designed dog area was



requested and granted with numerous restrictions meant to protect the health and safety of the public.

Massachusetts adopted the 2013 Federal Food Code in the fall of 2018. A summary of the essential food code changes was created and distributed to all food establishments.

Due to the high demand of weekend events involving food trucks, a Food Truck regulation was drafted and signed. This is available in the Board of Health office

The Board has seen a need to discuss Short Term Rental Regulations related to protecting the health and safety of the residents.

Well Regulations: new drinking water regulations revised in June 2019. See <a href="https://www.westminster-ma.gov">www.westminster-ma.gov</a>

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

New home construction and repairs with on-site septic disposal and Wells continues to increase inspectional and permitting processes which placed greater demands on staff.

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

Respectfully submitted,

#### WESTMINSTER BOARD OF HEALTH

Dr. Michael Popik, Chairperson Edward Simoncini H. Christopher Redkey Rita McConville, Health Agent/Director Ann Loree, Assistant Health Agent

Joyce Lucander, Administrative Assistant

# 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 2218 seniors over 60 living in town. The Senior Center provides a "welcoming destination" that accepts you regardless of financial status, race, creed, medical condition, or mobility. Many seniors see the Senior Center as a "home away from home". This is where they see old friends or meet new ones.

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

The Westminster Council on Aging meets on the second Tuesday of each month at 1:00 P.M. at the Community/Senior Center, 69 W. Main Street. Any citizens who are interested in attending are welcome.

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

This Council has met the afore-mentioned criteria for many years in providing for a congregate and meals on wheels program, as well as, the invaluable services of the Mart van. The Congregate Meal-Site served 1060 meals. The Meals on Wheels Program delivered 2918 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 9217 seniors for year 2019.

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.

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. A.A.R.P. assisted 94 clients (2019). The Council also has the Senior Tax



# Council on Aging

Relief Work-Off Program for eligible seniors. The Tax Work-off program has grown; we have 5 couples, and 16 individuals participating in the program.

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

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

Our ongoing participation in the Montachusett Regional Transit (MART) system provides 40 hours weekly, of service to senior citizens and handicapped individuals at a voluntary, nominal fee. We also provide transportation, on a priority basis, to medical appointments, the meal site, senior center, local shopping errands, Friendship Club Meetings, etc. The Mart Van transported 277 clients with the 2912 rides. We provided 1087 medical rides within the local area

In order for our seniors to continue to live independently in their own homes, we contract with Montachusett Home Health Care (MHCC) for the supportive services many of our seniors require.

The Elder Services Director is in the Council on Aging office Monday through Friday, 8:00 A.M. to 4:00 P.M., to provide information and referral services and programs and to schedule transportation. A monthly Council on Aging newsletter is published and edited through L.P.I. (Liturgical Publications, Inc.), out of Cromwell, CT. Thank-you, to our local sponsors, for their support,

the newsletter is available on the town web site.

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

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

Respectfully submitted, Susan Fisher

Council on Aging/Senior Center Director

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

In the year of 2019, we had over 50 rentals of the Community Center, book clubs, graduation parties, baby showers, Relay of Life; this has been working out great. Everyone enjoyed this beautiful building; we still have many residents stop in for tours. Thank you to everyone who has made this building a great addition to this town.

Council on Aging Board Members
Donald Barry
Mr. Don Barry- Chair
Mr. Bill Antoniac- Co-Chair
Joan Long- Secretary
Ann Johnson- Member
Dot Barrett- Member
Becky Iannaccone- Member
Neysa Miller- Associate Member
Louise-Garland-Wheelen- Member





#### Mission

"The Forbush Memorial Library serves the Town of Westminster as a center for education, culture, recreation and

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

#### Contact

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 2019

Award of a \$2000 Grant for a Children's Garden In 2019, the Forbush Memorial Library received a competitive grant of \$2000 from the Massachusetts Board of Library Commissioners and the Institute of Museum and Library Services to expand summer learning through hands-on science, technology, engineering, art and mathematics, i.e. STEAM, activities.

Records Set in Summer Reading Program Attendance and Literacy Activities During July, there was a 31.7% increase in patron attendance of summer reading programs. Across all age groups, participation in literacy activities throughout the course of summer reading set new records.

#### Two New Portraits Given to the Library

In May, two early 19<sup>th</sup> Ct. portraits by Deacon Robert Peckham were donated to the town to be displayed in the library. They are of Phineas and his wife Sally

Puffer Sanderson Bigelow Reed, the first Peckhams given since 1915, bringing our collection up to 17 works by this Westminster artist.

#### **Youth Services**

The Children's Garden In 2019, the Forbush Memorial Library was honored to be awarded \$2000 through a competitive grant process.



Ramona proudly shows off her gardening skills!



Program

Those funds were used to create a Children's Garden which includes five raised/elevated beds, a pollinator garden, potting benches, and learning stations. The project brought children, their parents, and grandparents together to participate in hands-on STEAM activities. Program activities engaged children as they broadened

their knowledge of the parts of plants, differences in plant structures, life cycles, seed types, pollination/ pollinators, the roles of insects and earth worms, and knowledge of earth science. On-site and take-home activities such as exploring soil types and creating sprout houses, musical chimes, and moving mobiles, resulted in children reinforcing math, engineering, science, and observation skills. In addition to expanding their knowledge, the children gained confidence and pride in planting and harvesting the vegetables they planted. Some even expanded their cooking skills!

The grant money was critical to installation of the garden, particularly in purchasing the hardscape. The scope and depth of the project and programs held,

however, would not have been possible without very generous community support. We give special thanks for donations of time, goods and services to the following: The Ryan P. Jones Heart of a Hero Foundation; the Jarvenpaa



Family Trust, the Friends of the Forbush Memorial Library; M.L. Altobelli and the Westminster Agricultural Commission; Marc and Lorna Rouleau; Jana Harrison; and the Emerald City Indoor Gardening Supply Center.

#### Records Set in Summer Reading Program Attendance and Literacy Activities

Summer reading programming began in earnest in June, with ten programs held before the first of July. A total of 47 programs were held prior to summer reading coming to an end on August 16<sup>th</sup>; 35 of which were planned and carried out by the very dedicated staff of the Children's Room. Many thanks are owed to volunteers, June Whittall and Kim Samson for taking on any tasks asked of them to support

programming. Attendance at summer reading programs set new records with July yielding a 31.7% increase in patron attendance over the prior year. We Fun" was held 37 times; it continues to be a very would not have been able to host these programs without the generous support of the Ryan P. Jones, Heart of a Hero Foundation which funded the Boston Museum of Science Programs as well as Animal Adventures. Thanks also to the Westminster Cultural Council, who paid, in part, for the extremely popular program Magic by Scott Jameson.

Participation in literacy activities throughout the course of summer reading set new records across all ages. The hours of reading logged by children 3 to 11 more than doubled this year when compared with 2018. In 2019, we restructured the early literacy reading program for those under age 3. The result was spectacular with submitted logs reflecting our youngest participants engaged in over 500 early literacy activities with their parents and caregivers. Participation in summer reading by Young Adults, grades 6 to 12, totaled 86, a modest increase of 4.5%. Young Adults who participated in 2019, however, had an 88% increase in hours of reading logged when compared to the year prior.

#### School Year Programs

We are committed to having as many quality programs for all ages as is possible. During the months school was in session in 2019, we held a total of 187 programs for children birth to grade six. Special vacation week programming in 2019 included Build a Fluorescent Friend, a Kosmic Kelly Glow in the Dark Workshop, and a special Crafternoon. In September and October, we hosted a Read to a Dog Program for five weeks. Internationally renowned storyteller Diane Edgecomb presented a special Halloween Program in October; the Once Upon a Halloween program was funded, in part, by a grant from the Westminster Cultural Council. We were also very pleased to host the Blue Star Planetarium in November for our first ever program scheduled to coincide with a planned half-day in the school district. Both planetarium sessions were filled, and feedback was very positive from parents and caregivers.

The school-year Duplo/Lego Club met 19 times hosted by guest instructor Jana Harrison, Director of the Ashburnham-Westminster Community Partnership for Children. Jana's Friday "Circle Time popular STEAM preschool program for children up to age 6.

School-year programming by staff included 39 regular story hours, 28 Baby & Toddler programs, and 20 special programs including parties and seasonal story hours. These programs require staff planning, preparation, and presentation and are wellattended. Volunteers Cathy Phelps and Kim Samson were, once again, indispensable in craft kit preparation for programs. In 2019, there were 12 visits from the Appleseed Academy of Child Development, 22 visits of kindergarten classes, and we were very pleased to extend visits to third grade classes as requested. Stories, poetry, songs, library tours, and obtaining a library card may be included in school visits. We very much appreciate all the educators who help to promote the library as a part of a child's life.

In 2019, 3780 people attended programming during the months school was in session.

The Young Adult population had 20 programs from which to choose during the months of school. These programs included a weekly drop-in program allowing participants to choose activities of interest, an escape room event, and a series of drawing instruction programs. Programming ideas are based on recommendations by the library's Teen & Tween Advisory Board.

#### Technology

Through the town's technology initiative, Jon Maxwell acquired a digital flat screen for the Multipurpose Room that allows groups using that facility to connect their laptops to the screen for easy sharing of information. The flat screen is also available for programming purposes such as Young Adult gaming.

Another digital flat screen, this one portable, was provided to the Eloranta Room, combined with a sound enhancement system which will improve the programming possibilities for a wide variety of presenters using that large space.

#### Art and Artifact Collection

The two recently donated portraits by Deacon Robert Peckham, now being restored by the Williamstown Art Conservation Center, enhance our collection of his works which depict Westminster residents during the years of c. 1820-1845. The couple portrayed in the new acquisitions, Phineas and Sally Reed, are special in that they built and resided in the house that stood on the library's present site which was moved west in 1900 to enable the construction of the library. The portraits were donated by Susan C. Hoople, a direct descendant of the Reeds; the donation generously included other ancestral items. We are very grateful for these and several other gifts.

These collections are overseen by the Curatorial Committee led by Leola Leger with Martha Rainville. They continue the work of Kristine Haney, who had overseen the Curatorial Committee since the mid-90s; due to a recent move out of town, Kristine resigned. Her legacy includes instituting professional museum standards of appraisal, cataloguing, restoration and care for our collections requiring hundreds of volunteer hours over the years. We are very appreciative of her work.

#### **Circulating Collections**

Nearly 133,000 items are available for borrowing at the library, almost 94,000 in adult holdings, over 30,000 items in the children's room and another 9,000 for young adults. This is an increase of almost 16,000 over 2018. The children's room staff worked diligently in 2019 to upgrade their holdings in early non-fiction works and to expand fiction and graphic novel selections.

#### Adult and Community Programs

#### **Book Sales**

This year, volunteers organized and managed three Saturday book sales in the upstairs "attic" space which proved so successful last year. We have also set up a continuing sale of quality used books attractively displayed in the front lobby. The energy to implement both the sale days and the lobby displays came from volunteer Karin Mills who has also created all the signage and publicity. Book sales have generated nearly \$4,000 in 2019 for the Friends of the Library, their largest source of income. Sue

Lucier has also begun sales of used books to an online sales company, Better World Books, Inc.

#### Programs for Adults

The Eloranta Room is favored by many community groups including the Boy and Girl Scouts, the PTO, genealogists, nutritionists, trivia enthusiasts, knitters, financial planners, and yoga practitioners. In total, there were 200 adult programs serving over 3,300 participants.

During 2019, the library averaged at least one special evening program per month, free and open to all. We saw impersonators of Laura Ingalls Wilder and Herman Melville; nature programs on owls and weather on Mt Washington; the moon landing, World War II and even ghosts, among others

The library continued the Great Decisions discussion group, an 8-week program on international affairs now in its 20<sup>th</sup> year, with moderators drawn from Oakmont Regional High School and Fitchburg State University. We thank the Westminster Cultural Council for partial support of some of these programs.

In the fall, an evening book discussion group was begun and has met monthly since.

Our meeting spaces continue to be used by town departments including the Council on Aging and the Agricultural Commission and for public forums sponsored by the Town Planner and Historical Commission. We host a Candidates Night prior to any contested local election; this year we heard from candidates for the planning board, school committee and library board.

#### Personnel

#### Trustees

The library's governing board is composed of six publically elected trustees two of whom are elected annually for three year terms. In the May town election, Margherita Altobelli succeeded Rob Hynes, trustee since 2010 and board chair for the last seven years. In June, the board elected officers for FY2020: Kim Samson, chair; Martha Rainville, vice-chair; Margherita Altobelli, recording secretary; and Leola Leger, corresponding secretary. In August, Jim Eagle, who has served since 2008, resigned and Kristen Gregory was jointly appointed until the next election. In September, Walter Haney moved from

Westminster after serving since 2003 and Cynthia Brown has been appointed until the next election.

During the early months of 2019, Kim Samson led a committee that revised and updated the library's Long-Range Plan for 2019 to 2024. This document and the public survey that preceded it will guide the library's development for the next five years. After board adoption in May, the document was accepted by the Massachusetts Board of Library Commissioners in June.

The trustees also led the effort to expand loan service to home-bound patrons either by delivery or by drive -up service. Policies will be adopted in the coming year.

#### Staff

There are currently five full-time and six part-time employees. In the Children's room, Amy D. Kuilema, Head of Youth Services, is assisted by Lisa Erickson, Anne Gerde and Elise Gilbreath, who are well versed in the department's operations.

Our adult services and reference librarian is Jason Cavanaugh. Susan Lucier is our book-keeper, cataloguer and office manager. Susan Yraola graciously manages adult circulation and patron services. Bonnie Buckingham-Stone ably handles the large volume of interlibrary loans averaging 4,300 per month. Susan Yraola and Bonnie created a summer reading program for adults which was a great success. MaryAnn McGee assists at the circulation desk and in processing materials. Jan LeClair shelves materials and is responsible for keeping the stacks in order. We want to give a special thanks to Bob Cramm who is responsible for keeping our building maintained and often takes on special projects which are a great benefit to the library and its patrons. We also thank the Council on Aging for supporting the work of Carol Harrington, and Ann Johnson through the senior real estate tax reduction program administered by the Council on Aging.

#### Volunteers

Volunteers are a vital component of library activity, and it is a pleasure to acknowledge their important service. Karin Mills, the Book Sale Coordinator, has

devoted many hours in organizing and preparing used book donations for sale, assisted by several volunteers. Friends-sponsored events, such as the Ice Cream Social, the Halloween festivities, and the annual visit of Santa are staffed chiefly by volunteers. Friends member Stanley Skamarycz, has been our Santa for 55 years! Children's room volunteers include Cathy Phelps, June Whittall, Marcia E. Roger, Kim Samson, and Jennifer Gregario. We are especially grateful to Carol Young, who expertly repairs aged and damaged books.

All through the growing season, the library grounds have been kept attractive by ML Altobelli and her volunteer staff. They have stabilized the trees, replanted the garden beds and watered and fertilized on a regular basis. Under ML's direction, the Agricultural Commission has again sponsored an intensive gardening demonstration project in two raised beds on the library's front lawn. Students and staff from Cushing Academy donated a day of raking all the library grounds in the spring, part of their Tony Fisher Volunteer Day of Community Service.

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

#### Operations

#### Landscape Improvement Project

Work continues to improve the library's landscape. This year Bartlett Tree Experts conducted a thorough hand trimming of each of our six trees. Builtwell Fence Co. replaced the white fence on the western boundary with one that matches their other recent work. We thank the Westminster Lions Club for their financial help. Exterior lamps were installed in the fall while we wait on fair weather to complete the irrigation system for the lawn and gardens.

Inside the library, replacement of the 23 year old carpet throughout the building has been planned and advertised for bids, funded through the town's capital planning committee. Light-filtering shades were purchased and installed in the non –fiction room and storage shelves were installed in the attic space.

#### Support

The trustees and staff sincerely appreciate the support provided to the library by the Selectmen and Advisory Board of Westminster through the annual town appropriation; it makes possible all we provide.



Additional support comes from the state Board of Library Commissioners, the Westminster Cultural Council in support of programs, and the fundraising of the Friends of the Library, a group that also underwrites programs and library patron passes to area attractions and museums. We are very grateful for voluntary gifts, especially the substantial contribution from the Ryan Patrick Jones Heart of a Hero Foundation and the Westminster Lions Club. We appreciate the many other donations given in memory of people associated with the library over the years. These enable us to deliver a greater quality and quantity of library services.

#### THANK YOU FOR A SUCCESSFUL YEAR!

-For the Board of Trustees:

Kimberly Samson Leola Leger

Margherita Altobelli Martha Rainville

Kristen Gregory Cynthia Brown

Nicholas Langhart, Library Director

## Crocker Pond Committee

#### Operation:

In preparation for the season opening on Memorial Day weekend, a volunteer cleanup day was held. National Honor Society students from Oakmont worked alongside staff and committee members raking and hauling leaves and debris from the beach, picnic and trail areas.

The pond was open weekends from Memorial Day through September 22nd. Summer operating hours began on June 17th and continued through Labor Day. Senior Citizens on the tax work-off program, and committee members, staffed the check-in booth and distributed resident beach stickers. Four seasonal employees oversaw the operation and maintenance of the facility, and enforced the Crocker Pond rules for the safety of all visitors.

In addition to the installation of new basketball nets, volunteers participating in the United Way Day of Caring joined forces to construct a bocce ball court in 2020. the picnic area. Also, during the season, student volunteers from Oakmont assisted staff in completing The Boy Scouts, Cub Scouts and the Ashburnham projects on the beach, picnic area, and trails.

The committee would also like to acknowledge and thank Tom Torrans for the invaluable guidance, research and information that he provides.



#### Stickers:

Residents must provide a copy of their vehicle registration and proof of residency to be eligible for a sticker.

Community Activities:

Approximately 8,500 residents and guests visited and took part in the many activities available at the pond. Activities were advertised on Crocker Pond social media on the Town website and our Facebook page. In addition to beach volleyball, pickleball, basketball and the pump track; a fairy/gnome home making event, nine yoga classes, arts and crafts, and a nature sketching class were held at the pond.

After 13 years of weather and use, the play structure at the beach was deemed unsafe and in need of replacement. The committee would like to thank the residents who voted at the fall Town Meeting to approve funding for the purchase of a new play structure which will be installed during the spring of

Westminster Regional School District held events at the pond as well.

Kayaks and canoes were again stored at the pond during the season in certain designated areas. Residents provided their own lock and chain and signed a statement of understanding regarding potential property damage.

After four years of service, Pat Hatzis resigned from the committee in 2019. She provided a wealth of equipment and technology expertise. We wish her well.

Respectfully submitted, Sam Albert Heather Billings Kathleen Brennan Mary Ann Falconer Nicole Johnson Tom Kerns Patricia Streeter

Meets every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the Month 6:30pm - at the Westminster Town Hall

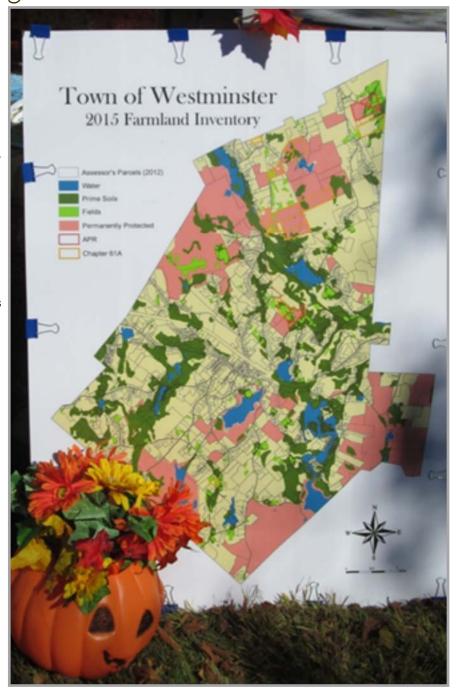
The Agricultural Commission is the newest part of Westminster's Town Government. It's composed of 5 appointed town residents.

Westminster is a "Right to Farm" town. This provides notification to all residents that agricultural activities are allowed throughout the town and the Westminster Agricultural Commission provides active support for both new and existing farmers and gardeners within town borders.

Westminster – like all of the local towns - had a self-sustaining agricultural base through the 1800's. That agricultural base gradually gave way to local industry and then to the light industrial/light commercial/ bedroom town configuration of today. But - local food production and other agricultural products are on a lot of people's minds, and Westminster wants to support anyone whose goal is to produce food, fiber, biomass fuel etc. either for their family or for the greater community. We have been working with several other North Worcester County Agricultural Commissions this past year to expand the economic options for

local food and fiber throughout the entire region.

Westminster is part of Worcester County and Worcester county is one of the top ten counties NATIONWIDE for value of direct market sales. That's our strength – and – unlike some of Massachusetts' towns – Westminster still has the remnants of a vital local agricultural economy – strong enough to be encouraged and built upon. We



have several new small farmers and several homesteaders (growing much of their own food) as well as 3<sup>rd</sup> and 4<sup>th</sup> generation (or more) farms that are still functioning.

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

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

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

Products produced will cover the gamut of what's possible in New England including (but not limited to) market gardens, small fruits, grazing livestock, small dairy, eggs (chicken and duck), hay, bees/honey, maple syrup, firewood, wood chip, custom milling and mixed versions of the above. We actively encourage new ventures in any of these categories and invite queries at our regularly scheduled meetings.

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

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

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

The Westminster Agricultural Commission sponsors and manages the Westminster Farmers' Market, held on Friday afternoons, 3:00-6:00pm from the first Friday in May until the last Friday in October. It also sponsors a Holiday Market the Saturday before Thanksgiving. The market has continued to grow and strengthen through this past year. In fact, it's the biggest and best in the north central region. On its peak days there are between 300 and 375 shoppers and many vendors sell out during the market – always an indication of success for all. There's a core of vendors 20 strong and up to 28 vendors when the market is at full capacity. Many kinds of food (including: meats, sausages and bacon, eggs, all kinds of fruits and vegetables, jams, jellies and baked goods) are available from local producers. Crafters provide different kinds of useful objects as well as live plants and the market highlights the talents of local singers, dancers, musicians and puppeteers who come and provide entertainment with funding provided in part by the Westminster Cultural Council and tips from appreciative shoppers.

The Market hosted 4 events in 2019. The events started with a Planter's Party in May; How Does Your Garden Grow in July and Peak of the Harvest in August; we started the new school year with a collaboration with the local Circle of Artists in September – and then had a very successful mini version of the market on the library lawn in association with the Westminster Cracker Festival in October.

By far, our biggest success in 2019 was sponsoring the "Soil your Undies" contest. We handed out 50 pairs of brand-new Fruit of the Loom briefs at the How Does Your Garden Grow event in July and had people bring them back for Peak of the Harvest in August. The goal was to see how well their soil microbial systems had "eaten" the briefs. We got 25 pairs back an incredible return rate!!! Everyone talked about both the results and the realities of healthy soil – at least for 3 hours!

The market season starts with vendor registration on the first Wednesday in April and the market opens for business on first Friday in May All vendors are



juried and registrations are completed by April 15 and no new registrations are accepted after that date. There are annual memberships, per diems and an opportunity booth for young or newly developing Westminster farms or market gardeners. The Market closes for the season on the last Friday in October.

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

This was the ninth year that the Ag Com created and staffed an agricultural table at the Young Children's Festival held at JR Briggs in March. Various microgreens were grown and presented on the day of the festival and many of Westminster's youth nibbled on these fresh vegetables – and found that they liked



them! We also had a baby goat for them to pat and felted soap bars for them to make and take home.

The Agricultural Commission sponsored our eighth annual four-part educational program – the Backyard Growing Series - held at the Forbush Memorial Library. Topics included Basic Hydroponics, Sharpening Gardening Tools, Understanding the Local Fibershed and Hands On Basic Pruning. All were well attended with between 15-30 people learning about agricultural topics that they could use



in their own yards and gardens.

Our Growing Great Food & Flowers (GGFF) group had a successful fifth year and contained maintaining the two raised beds at the library using the best information available on how to grow healthy plants – the gardens were in good color and productive through October and the last tomatoes were sweet! We also helped to manage the in-ground gardens in front of the library. GGFF meets every month, 2<sup>nd</sup> Sunday in the meeting room over the Fire Station. Free and open to anyone who's interested in growing anything.

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

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

M.L. Altobelli - Chair

Dean Johnson – Treasurer

John Cook

Dave Hogan

Sue Nickerson – alternate and Secretary



# Hager Park Commission



This photograph shows the Hager Family monument in the lower part of Woodside Cemetery.

Joseph Hager donated the main portion of Hager Park after his death in 1915.

Hager Park is located on Hager Park Road (Route 140) just south of the intersection with Route 2A and the Route 2 East on-ramp. The park consists of approximately 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 willed to the town by Joseph Hager after his death in 1915. Additionally, the Commission administers the Smith Reservoir and Raymond properties, which are located further to the south and on Worcester Road. These lots contain another 87 acres. 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 maintains a network of hiking and riding trails within the Hager Park and Rambler parcels. The framework for a trail system has been established in the Smith Reservoir area with plans for more trails in the future. These trails are open to the public and we are happy to see them used. Many of the trail corners are marked with white metal signs or diamond shaped plastic markers.

The Commission typically holds regular meetings in either of the meeting rooms on the first floor of the Town Hall at 6:00 PM on the  $2^{nd}$  Thursday of each

odd-numbered month. (Please check the town website to be certain before attending.) The public is welcome to attend. More information about Hager Park can be found on the town's website. This site can be reached easily using <a href="www.hagerpark.com">www.hagerpark.com</a>. A trail map and photographs can be viewed there.

The following is a summary of major activities during 2019:

#### New Commissioner

Commissioner Timo Ojanpera chose not run again. Timo was first elected in 2011 and was great asset largely due to his upbringing on Worcester Road and then building his house on family land on Hager Park Road. Because he lived so close, he could frequently monitor trail conditions for us. We will miss his help and local knowledge. In his place, Matthew Pearson of Bragg Hill Road was elected at the annual election in April.

#### 100<sup>th</sup> Anniversary

We ran the gator and trailer with 100<sup>th</sup> anniversary banner in the Memorial Day parade and at the Cracker Festival again this year. Hager Park celebrated its 100th anniversary in 2017. Thanks again to Wachusett Brewing for donating the banner.

# Hager Park Commission

#### Raymond Property

We have a plan drawn for small two car parking area at the landing on Worcester Road. The job will require removal of a few trees and some grading. We have spoken to the Department of Public Works to see if some gravel might be available for the parking area. We purchased two 6" x 6" pressure treated posts for the construction of a future kiosk.

#### Trails Report

The trails are generally in good condition. Over the summer Sean Kelley, an Eagle Scout candidate from Troop 33 organized several scout work parties to reconstruct the Perimeter Path from the Rambler down to the Lowlands Lane trail. This is a very steep section of the trail that was impacted by fallen trees and brush during the 2008 ice storm. He did a great job and we were very happy with his work. He received his Eagle rank in January 2020.

#### Forestry Project

The town had voted funds for a professional forester to mark trees on the 18 acres on the west side of Hager Park Road for a timber sale. After a bidding process, we selected Rich Valcourt, Sr. of Green Natural Resource Management Solutions from Phillipston. This is the same company that marked trees for us on the east of the road in 2015. After marking the trees and preparing a cutting plan, we held a public hearing in September to make the abutters aware of the project. The job was put out to bid and was awarded to Anderson Timber Harvesting from here in Westminster. They had the high bid of \$9,295.00 to be paid to the Town. They worked on the lot in the first half of December. We will inspect the property in spring to determine if any additional cleanup is necessary.

#### Rambler Project

The town had authorized funding at Town Meeting for removing stumps and grading at the Rambler Recreation Area as part of a field restoration project. We put together a "Request for Bids" in the fall and distributed it to several local excavating contractors. Haley Construction from Westminster submitted the low bid. They will be working at the Rambler in the late winter and spring of 2020.

Other activities planned for 2020 include:

• Inspect the recently finished forestry on Hager Park Road

- Monitor the Rambler field project.
- Start work on the Raymond property trail head
- Continue annual trail maintenance within the park including placing more trail markers.

Make an updated trail guide available on the Town's website.

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

Respectfully submitted,

Hager Park Commission

Andrew H. Kaski

Christopher C. Mossman

Matthew E. Pearson

### Cultural Council

In 2019 the Westminster Cultural Council was allocated \$5,900 from the Massachusetts Cultural Council. At the Annual Town Meeting the WCC received an additional \$4,000.00 from the town.

Twenty-five applications for funding were received, and the following eighteen proposals were awarded funds by the Westminster Cultural Council:

- Westminster Agricultural Council for Entertainment at the Farmers' Market Council on Aging for A Musical Journey Through the Years
- ♦ Council on Aging for Music is Love: Music, Magic and Comedy
- ♦ Circle of Artists Annual Art Exhibition
- ♦ The Great Decisions Seminars at Forbush Memorial Library
- Women's History Project: Abby Kelley Foster Dramatization
- Oakmont Regional High School: Visit of Author/Illustrator Jarrett J. Krosoczka
- ♦ AWRSD Community Partnership for Children: Pumpernickel Puppets Performance
- ♦ STEM (Science, Tech, Engineering and Math) Night for Young Children and Families
- ♦ Parks & Recreation Program: Henry the Juggler
- ♦ Ed the Wizard's Alchemy Laboratory at Forbush Memorial Library
- ♦ Atlantic White Shark Program at Forbush Memorial Library
- ♦ *A Christmas Carol* performance at Forbush Memorial Library
- ♦ *Under One Sky*: Ashburnham Westminster Extended Day Program
- ♦ Council on Aging: A Concert of Music from the 1940's to the 1970's
- Beauty and the Beast at MWCC (Tickets for Westminster Kindergarten Students)
- ♦ Taiko Thunder (Japanese drumming performance) at Overlook Middle School
- ♦ The Irish in Boston (music performance) at Overlook Middle School







### Cultural Council

Once again, the Cultural Council was pleased to purchase passes for several area museums including the Trustees of Reservations, Fitchburg and Worcester Art Museums and the Museum of Russian Icons, all available at Forbush Memorial Library.

Other highlights of 2019 include the Council's winning character entry at the October Cracker Festival with thanks to Council member Leeann Lamsa, and the planning for the January 2020 opening of The Little Art Gallery in Town Hall.

In September 2020 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 <a href="www.mass-culture.org/Westminster">www.mass-culture.org/Westminster</a>.

The Westminster Cultural Council welcomes new members. Cultural Council members are appointed by the Board of Selectmen to serve 3-year terms. If interested, please contact a WCC member. We meet as needed and vote on grant requests in early November.

Respectfully submitted,

Mary Waight, Chairperson Patricia Gendron, Secretary Linda McClenahan, Treasurer Leeann Lamsa Darcy Linnus Brenda Malloy

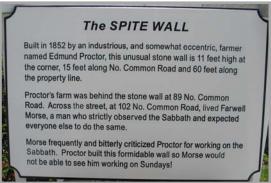
### Historical Commission

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

Architectural preservation is an ongoing Historical Commission project. This past year, Mr. R. Christopher Noonan, a historic preservation specialist, hired in 2017 completed research for nine homes in the Steam Valley Village and South Westminster neighborhoods as well as the Academy Hill neighborhood. Each homeowner was notified in advance of the Form B project. A Form B is a standardized document filed with the Massachusetts Historical Commission. Houses that were researched in 2019 are:

- Academy Hill Neighborhood:
   30 Dawley Road, Historic name: Fred & Helen Erikson, C. 1870
- ♦ 34 Dawley Road, Historic name: Lyman B. & Carrie E. Pierce, C. 1870
- 36 Dawley Road, Historic name: Maude M. Good, C. 1870's
- ♦ 10 Leominster Street, Historic name: Adin F. Baker, 1871
- ♦ Steam Valley Village & South Westminster Neighborhood:
- ♦ 119 South Street, historic name: Merrick L. Gibson, C. 1870's
- ♦ 135 South Street, historic name: Nathan Baker, C. 1870's
- ♦ 154 South Street, historic name: Charles C. Dawley, 1870's
- 9 Spruce Street, historic name: Calvin Holden, 1851
- ♦ 37 Spruce Street, historic name: Reuben Sawin
   & J. Foster, C. 1750's





The Commission ordered historical markers to identify two historical sites in Westminster. The Spite Wall marker, located on North Common Road, is a tribute to Edmond Proctor, a farmer who needed to plow his fields for crops (C. 1852) regardless of which day of the week was best for plowing. The Brooks Mill marker is located near the dam at Crocker Pond. The Brooks Mill marker recognizes Dr. Sachariah Harvey, who built the first Westminster gristmill on this site in 1767.

Commission members worked throughout the year on a list based demolition delay bylaw. The bylaw includes historic structures built in the 1700 and 1800's. There are a few exceptions, such as the Farmer's Cooperative located on Leominster Street which was built in 1930. A public hearing regarding the Commission's proposed demolition delay bylaw was held at Forbush Memorial Library on November 13, 2019.

## Historical Commission

The Historical Commission meets once a month at town hall. We welcome and encourage new members to join us. Historical Commission members are appointed by the Board of Selectmen to serve 3-year terms. Please contact one of the WHC members if you are interested in becoming a member.

Respectfully submitted,

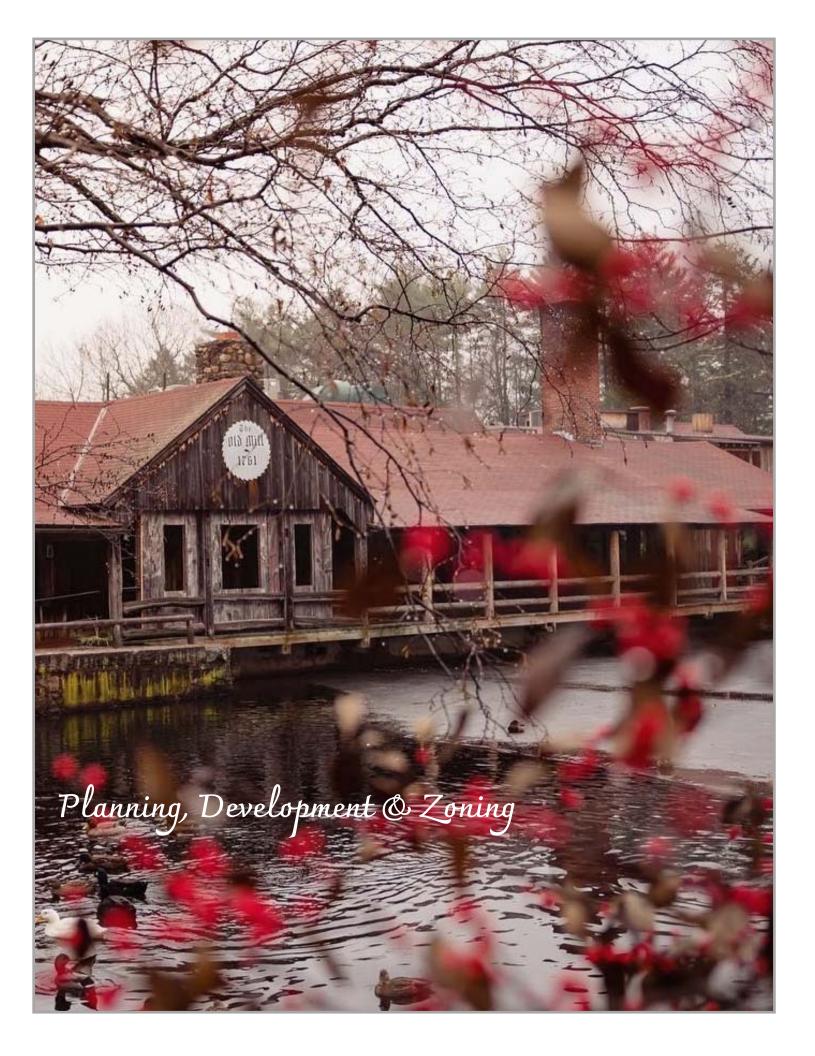
Roni Beal, Chairperson

Joan Longcope, Vice Chairperson/Treasurer

Betsy Hannula, Secretary

Carole Bramante, Member-at-Large

Nick Langhart, Member-at-Large



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 multifamily 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, large-scale solar power facilities, medical marijuana dispensaries, adult uses and earth removal/placement of fill.

Members of the Planning Board also serve as delegates to the Montachusett Regional Planning Commission (MRPC) as well as the Montachusett Region's Joint Transportation Committee.

Town Planner Stephen Wallace enters his ninth year on the job. The Town Planner assists the Planning Board with its review of all development plans under the Board's jurisdiction. The Planner is also responsible for preparing and updating the Town's Community Master Plan, and coordinating the Town's economic development activities. The Planner also serves as staff to the Open Space Committee and Economic Development Committee. 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 2019:

- Approved a Definitive Subdivision for West Acres Realty Trust for a 2-lot subdivision that will be served by a private road (Jordan Lane) coming off the cul-de-sac at the end of Mark Newton Road.
- Approved a Definitive Subdivision Plan for Alan Belanger for a private way (Darby Lane) coming off Narrows Road that will serve two new house lots.
- Signed the Mylar for the Minor Modification of

an Approved Subdivision Plan (shortening the culde-sac) for the Rowtier Drive, on behalf of Snow Hill Development LLC.

- Approved a Definitive Subdivision Plan for Justin Gelinas for a private road (Weatherbee Lane) coming off Cudak Court that will serve one new house lot.
- Approved a Definitive Subdivision Plan for Cormier Revocable Trust (owner) & Musterfield Farm LLC for a private road (Rene Way) coming off East Road that will serve two new house lots.
- Granted a Special Permit and Site Plan approval for a ground-mounted solar project off Ellis Road, on behalf of Ellis Road Solar LLC (Applicant) & Seaboard Solar Holdings LLC (Owner).
- Made a recommendation to the Public Works Commission that they accept Partridge Hill Road as an official Town Road.
- Granted a major modification to an approved Site Plan for Deborah A. Johnston (Owner) on behalf of Oak Square Partners LLC (Applicant) to move the entrance to a ground-mounted solar array from West Main Street to Sargent Road.
- Extended the permit period for Michael Longley's Placement of Fill Permit for his property at 39 Carter Road (permit will run through the 2020 construction season).
- Approved a Definitive Subdivision Plan for Herb & Dianne O'Conner for a new private road (O'Connor Drive) coming off Worcester road that will serve two new house lots.
- Approved a Definitive Subdivision Plan for EBML Realty LLC, 190 Narrows Road for new private road (Tandem Drive) that will serve two new house lots.
- Granted Site Plan Approval for Great Northern Dunnage (Applicant) on behalf of 100 Simplex LLC (Owner) to construct eight (8) new loading docks on the south side of the building located at 100 Simplex Drive.

#### APPROVAL NOT REQUIRED PLANS

A division of land that has frontage on an existing Town way or on a subdivision road that has been constructed or bonded may be submitted to the

Planning Board for Approval Not Required (ANR) endorsement. The ANR process is also used to convey parcels of land or adjust lot lines. The following ANR plans were endorsed in 2019:

- Approval Not Required Plan (ANR) for James & Anna Pappas, land swap between two parcels under common ownership off of Old Town Farm Road.
- Approval Not Required (ANR) plan for Darlene Wildes, creating two new parcels, one of which to be conveyed to the City of Fitchburg Water Department, the other will be a non-buildable lot.
- Approval Not Require (ANR) plan for Michael Longley, 39 Carter Road, creating one new building lot.
- Approval Not Required Plan (ANR) for Brite Excavating Company Inc., lot line adjustment for two lots on Overlook Road.
- Approval Not Required (ANR) Plan for The Normandin Group, one new building lot off East Road.
- Approval Not Required (ANR) Plan for Westminster Business Park LLC, 13 lots off North Common Road.
- Approval Not Required (ANR) Plan for John & Tanya Vedoe, lot line adjustment between two existing lots on Lanes Road.
- Approval Not Required (ANR) Plan for Vicki Morse Maggs & Ann Sargent, adding 18,540 square feet to the Maggs property (3 Foster Road) from the Sargent property (19 Academy Hill Road).
- Approval Not Required (ANR) plan for Edward & Jennifer LaFortune, three new building lots on East Road.
- ANR plan for Joshua Olsen, Greenstone Realty LLC (applicant), on behalf of Joyce Koski (owner), five new house lots on Colony Road.
- Approval Not Required (ANR) plan for Peter & Michele Carlson, lot line adjustment with abutting property owner on Black's Pond Lane.
- Approval Not Required (ANR) plan for Joshua Olson & Greenstone Realty LL, lot line adjustment with abutting property owner on West Princeton Road.

- Approval Not Required (ANR) plan for Dean Johnson, Johnson & Sons Poultry Farm Inc., one new house lot off 51 Knower Road.
- Approval Not Required (ANR) plan for Normandin Group LLC (applicant) on behalf of the Estate of Eleanor J Lucander (owner): five new lots on Lanes Road.
- Approval Not Required (ANR) plan for Barbara A. Hogan Revocable Trust (owner & applicant): two new lots on Bragg Hill Road.

#### OTHER PROJECTS

During 2019, the Planning Board completed the following activities:

Two members of the Board participated on the Government Study Committee.

Provided comments on all of the applications before the Zoning Board.

Provided comments to the Board of Selectmen on citizen requests to withdraw land from the State's Chapter 61 taxation program.

Planner obtained cost estimates for asbestos removal and demolition of the Old Town Hall and passed them onto the Board of Selectmen.

#### **GRANTS**

- The Town received a \$125,000 grant from the Governor's Community Compact program that will enable the Town to connect our public buildings together through the construction of a municipal fiber optic network.
- The Town received a Municipal ADA Improvement grant from the Massachusetts Office on Disability (\$32,000). The grant will allow the Town to hire a consultant that will prepare an ADA Self-Assessment of our municipal facilities as well as a Transition Plan for any facilities found to be ADA non-compliant.
- Using a grant from the MA Executive Office of Energy & Environmental Affairs (\$8,500), the Planning Board hired a consultant to draft a set of Low Impact Development (LID) regulations.
- The Town Planner continues to research suitable grant opportunities and passes them on to relevant departments.

#### RESEARCH

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

#### LONG-RANGE PLANNING

- The Town Planner continues to serve as a member of the Montachusett Region Comprehensive Economic Development Strategy Committee and Brownfields Steering Committee.
- Planning Board member Mike Smith serves as the Planning Board's delegate to the Montachusett Regional Planning Commission.
- Planning Board Chairman Jon Wyman serves as the Town's representative to the Montachusett Region's Joint Transportation Committee.

#### 2019 TOWN MEETINGS

For the Annual Town Meeting in May 2019, the Planning Board sponsored the following zoning amendments:

- Replace Article X (Signs) with a new sign bylaw.
- Add a new Section 205-41.1 that regulates industrial-scale recreational marijuana, and amend the Definition section and Table of Uses accordingly.
- Add a new Section 205-41.2 that regulates retail sales of recreational marijuana, and amend the Definitions section and Table of Uses accordingly.

For the Special Town Meeting held in November 2019, the Planning Board sponsored the following zoning amendments:

- Clarify the Applicability section of the Village Center Bylaw (Item B, Section 205-39).
- Establish minimum lot size and frontage requirements for the Village Center district (Section 205, Attachment 2: Land Space Requirements).

• Clarify the Applicability section of the Solar Power Bylaw (Item B, Section 205-40.1).

PLANNING BOARD ACTION PLAN FOR 2020 The Planning Board will sponsor several zoning amendments for the Annual Town Meeting in May 2020:

- Adoption of a new Stormwater Management Bylaw.
- Make revisions to the Town's Low Impact Development Bylaw.
- Make revisions to the Town's Earth Removal and Placement of Fill Bylaw.
- Adopt regulations for stormwater management and low impact development.
- Make revisions to the regulations governing subdivisions, site plans and earth removal.
- Investigate the possibility of creating a Transit-Oriented Development District near the Wachusett Train Station.

## PLANNING DEPARTMENT ACTION PLAN FOR 2020

The Town Planner will undertake the following tasks in 2020:

- Bring revised bylaws for Earth Removal and Low Impact Development to the Annual Town Meeting in May. Work with DPW to bring a new Stormwater Management to the May Town Meeting.
- Work with the Planning Board to adopt Low Impact Development regulations and revise the Board's Subdivision, Site Plan and Earth Removal regulations to address stormwater management. Target date for completion: May 2020.
- Work with the Planning Board to put together a zoning proposal for a Transit Oriented Development (TOD) district near the Wachusett train station in Fitchburg, with an emphasis on creating more opportunities for affordable housing. Target date: this will be a long-range planning project.
- ♦ Form an ad-hoc committee to update the

Town's 2014 Open Space & Recreation Plan (State approval due to expire in April 2021) and use the regional Planning Commission's District Local Technical Assistance (DLTA) grant program to pay for updating the plan's maps. Target date: end of 2020.

- Continue to oversee the senior housing project behind the senior center and assist the developer (Commonwealth Community Developers) as needed. Ongoing.
- Work with Economic Development Committee and Department of Public Works to install the signs for our wayfaring signage program. Target date: June 2020.
- ♦ Continue to participate in MRPC's Brownfields Steering Committee and Comprehensive Economic Development Planning Committee. Ongoing.
- Administer a grant from the MA Office of Disabilities to prepare an ADA Self-Assessment that will evaluate Town facilities open to the public for ADA compliance and prepare a Transition Plan for those facilities that are found to be non-compliant.
- ♦ Continue to participate in MRPC's Brownfields Steering Committee and Comprehensive Economic Development Planning Committee. Ongoing.
- ♦ Continue to search out grant opportunities that are appropriate for our town. Ongoing.
- Work with the Treasurer/Collector on the annual analysis of tax delinquent properties. This project will take place over the summer of 2020.
- ♦ Continue to represent the Town and advocate for its interests at State and regional meetings. Ongoing.
- ♦ Other special projects as assigned by the Selectmen and Town Administrator.

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



# Economic Development Committee

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 Jim DeLisle – Selectmen's Representative Eric Callahan Ralph LeBlanc

The Committee met six times during 2019 and accomplished the following:

The Committee worked with CGI Video to produce three promotional videos for the Town at no cost to the taxpayers. The video segments were filmed in October, around the time of the Cracker Festival, and cover such topics as: doing business in Westminster, recreation in Westminster, and lastly a video highlighting the Town's historic resources. The videos can be found on the front page of the Town's website under the "Community Movies" link.

- ♦ The Committee finalized the details of its wayfaring signage program for the Town, which will result in a series of signs that will direct visitors and new residents to our municipal buildings and landmarks. An order has been placed with a sign manufacturer and our Public Works Department will be installing the signs over the course of 2020.
- ♦ The fifth annual Cracker Festival held again in late October. The Festival was an outgrowth from discussions held at EDC meetings since the Committee's inception in 2012, although it is now managed by a group of dedicated local volunteers. This year's Festival was well attended and the weather was nice enough to cooperate.

In 2020, the Committee plans to update and reprint its popular promotional map/brochure for the Town and it should be ready by the end of the calendar year.

The EDC generally meets every month on the first Wednesday night of the month at 7:00 PM in Room 112 at Town Hall. All meetings are open to the public.

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.



# Building Department

Each year, the Building Department continues to surpass the record number of permits processed for new single-family dwellings, renovations/additions, windows/doors/roofs, weatherization, deck repairs/ replacements, woodstoves and residential solar panels.

The new dwelling permits in 2019 totaled fifty-nine (59) and several new single-family homes have been built on East Road, Minott Road, Town Farm Road, Colony Road, Heritage Lane, Academy Hill Road and Old Town Farm Road, West Princeton Road and duplexes on Narrows Road and Adams Street, just to name a few. The Woods of Westminster housing area still continues to grow strong. Lighthouse Lane and The Village at Old Mill projects are near completion.

There were quite a few commercial renovation permits for new office/warehouse space at 100 Simplex Drive and WalMart leasing warehouse space must be completed under the respective permits and at 95 Aubuchon Drive.

Residential solar panels have continued to see a slight increase this past year with permits issued for thirtyseven (37) homes.

There has been three (3) Solar Array Field permits processed at Livermore Hill Road, Bean Porridge Hill Road and Rowtier Drive. The field at Livermore Hill Road nears completion.

In the spring of 2020, Electrical, Plumbing & Gas permits will be available to submit online through the View Point Permitting Software. All of these permits will also still be able to be submitted manually to the Building Dept. The Building Permits should be live by the end of 2020.

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

As a reminder, it is important to inform the residents of this community that a building permit must be obtained for any construction, alterations, additions, repair work, demolitions, pools, re-roofs, solar panels, or to change the use or occupancy of a building. It is also the responsibility of the homeowner that when hiring a contractor or repair service, to ask if they are acquiring a permit for the work being performed. It is always best to have record of repairs and improvements in the file of your address at the Building Department.

An electrical wiring permit is required for any work to the electrical system in all structures including low voltage wiring and for all solar panels installed within the town. All electrical work and permits must be obtained by a Massachusetts Licensed & Insured Electrician

Further, any proposed plumbing or gas fitting work all work must be done by a Massachusetts Licensed & Insured Plumber/Gas Fitter.

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

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

The Building Department is located on the second floor, Room 211, of the Town Hall. The office hours are: Monday thru Thursday 8:00AM - 4:30PM, and Friday 8:00AM - 1:00PM.

Respectfully submitted, Paul R. Blanchard Building Commissioner/Zoning Enforcement Officer



Permit Activity for 2019					
Type of Building Permit	Number of Permits	Total Construc- tion Value			
<u>Residential</u>					
One Family Dwellings	57	\$14,799,245			
Two Family Dwellings	2	\$536,000			
Alternations/Additions	104	\$2,630,430			
Accessory/Garages	26	\$530,557			
Swimming Pools	10	\$160,110			
Solar Panels	37	\$912,851			
Decks/Porches	24	\$324,778			
Sheet Metal	52	\$522,609			
Wood/Pellet Stoves	21	\$81,576			
Demolition	8	\$118,808			
Other- Roofs/Siding/Windows/Insulation/Signs	107	\$2,139,410			
Foundation Only	14	\$289,000			
<u>Commercial</u>					
Commercial Solar / Solar Arrary Fields	4	\$19,843,438			
Alterations/Additions	4	\$462,490			
TOTAL BUILDING PERMITS	470	\$43,073,836			
FEES COLLECTED IN 2019					
Building Permits	470	\$364,828			
Gas Permits	165	\$13,950			
Plumbing Permits	157	\$21,575			
Wiring Permits	344	\$94,983			
Safety Inspections	26	\$2,360			
TOTAL PERMIT FEES		\$497,696			









#### Conservation Commission

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

The year 2019 was, as last year, one of a very busy and active agenda with public hearings and meetings for a wide range of projects from commercial development, subdivisions and small single family upkeep projects and larger scale industrial/commercial proposals and for the second year in a row, a large amount of Solar development The Conservation Commission worked to spell out goals of preparing forestry management for the upcoming 2020 calendar year. The Commission with the help of associate volunteers, completed a forest timber stand management at the Bragg Hill Conservation district. This plan was designed to enhance wildlife habitat, especially bird habitat.

The Commission Agent continued examining the local by-law to determine if any revisions need to be made to it. He also has started working with the town on the e-permitting process and has maintained a cloud repository to enable the commission to review plans for public hearings remotely. The Commission continues to work with the town on

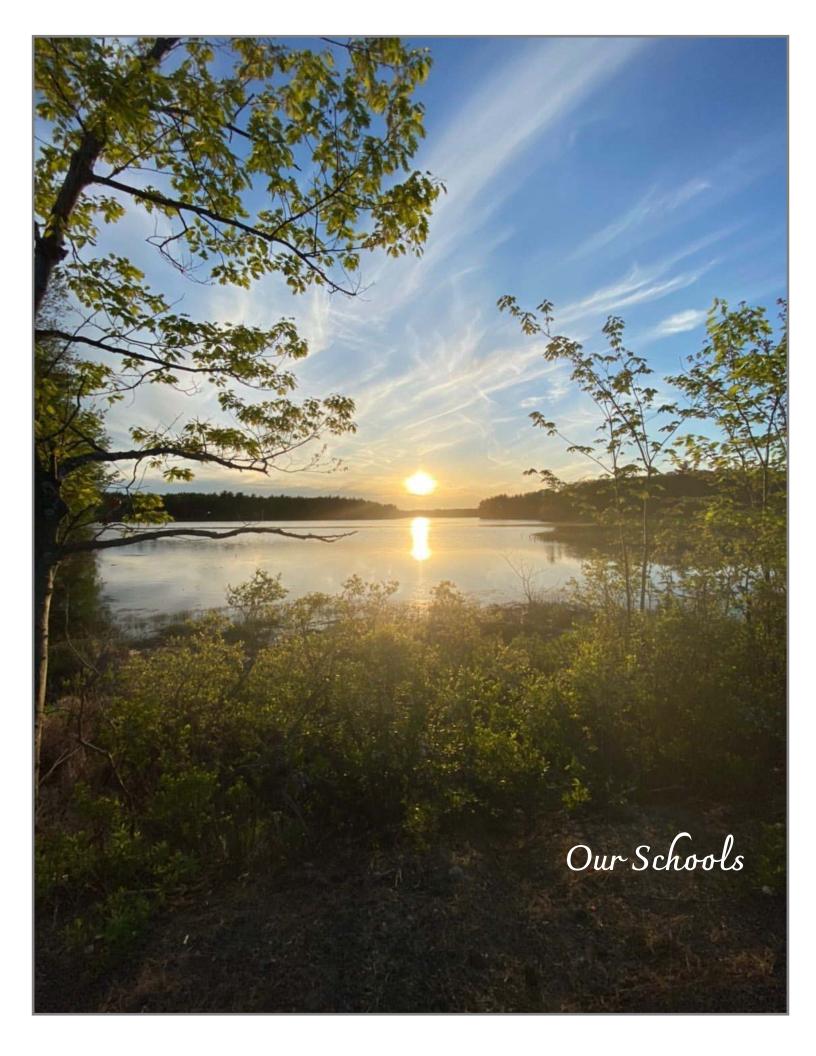
familiarizing itself with the upcoming storm water mandates from the EPA and working towards compliance both by procedure and with any necessary codification as well as aiding with the community Notice of Intent to the EPA under the "MS4" regulations. The Commission is also actively participating in the establishment of local stormwater regulations currently being formulated by the planning board and Town Planner.

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

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

Respectfully Submitted,
Daniel Bartkus, Chair
Gary Smith, Vice Chair
Rob Gendron, Member
Carrie Monty, Member
Timothy Sheehan, Member
Susan Kalagher, Administrative Assistant
Matthew S. Marro, Agent





#### SUPERINTENDENT'S MESSAGE



Dear Citizens of
Ashburnham and
Westminster:
There is cause to
celebrate and be proud
of all that the
AshburnhamWestminster Regional
School District
accomplished in 2019.
What has been achieved 
would not have been

possible without our excellent educators, elected officials, our business partners, community members, and our parents/guardians. Your commitment and partnership in support of education is truly appreciated and on your behalf, I am pleased to present the District's annual report.

Summary of accomplishments:

- Reading specialists were added at our elementary schools to ensure that children who are struggling with reading receive additional instruction.
- ♦ IXL, a personalized learning program for providing instruction in mathematics, was expanded to the high school to improve student understanding of Algebra and Geometry.
- ♦ The Six Traits of Writing Framework was relaunched at the elementary and middle schools to provide students a common understanding for how to compose, revise, and assess all types of writing.
- ♦ The social studies lab at the high school was transformed into a digital learning space where students can use digital content and tools in their learning.
- ♦ The social and emotional programing of the District was expanded to elementary and middle school levels to provide a continuum of supports for our students.
- Oakmont Regional High School was declared a Special Olympics Champion School and was honored as one of only 16 schools to receive national banner recognition from the Special Olympics of Massachusetts for its efforts to provide inclusive sports and activities for students with and without disabilities.

- The Ashburnham Westminster Regional School District was awarded \$59,604.93 in state funding from the Safer Schools and Communities "Local Equipment and Technology" Grant for security at Overlook.
- The turf was replaced on the Arthur I Hurd Memorial Athletic Field and track, creating state of the art athletic facilities that ensure the safety of athletes.
- The field hockey team made it to the Central Mass. Division 2 finals and the Oakmont football team competed in the Central Mass Division 5 Championship.
- ♦ A Director of Human Resources was added to the District Administration staff to supervise and provide consultation on strategic staffing plans, compensation, benefits, training and development, budget, and labor relations.

In closing, it has been a pleasure and honor to be a part of the Ashburnham-Westminster school community. On behalf of our students and staff, I thank the citizens of Ashburnham and Westminster for their continued support of quality education and for the opportunity to serve you as the Interim Superintendent this year.

Sincerely,

Sandra Rehler Interim Superintendent of Schools



#### OAKMONT REGIONAL HIGH SCHOOL

Oakmont Regional High School is a public high school with a strong core academic program, as well as excellent elective opportunities in art, music, tech engineering, foreign language, health and fitness and business. We are dedicated to serve the needs of all of our students to prepare them for whatever they choose to do after graduation. We have a tremendously dedicated and professional faculty and staff. Our students and parents are committed to success and have made academic growth a priority. Our community is supportive. The school's Core Values are Communication, Self-Direction, Problem Solving, Responsibility, and Respect. The students also chose Four Pillars: Creativity, Motivation, Determination and Pride, which support the mission of our school on the foundation of our Core Values.

We restructured our administrative team at Oakmont. The dean of students, primarily responsible for student attendance and discipline, was a part time administrative position. That was changed to a full time assistant principal position. Additional responsibilities include grade and transcript management (formally the responsibility of the eliminated registrar's position) and teacher supervision and evaluation, shared with the principal and the other assistant principal. Katie Miville transitioned from the dean's position to assistant principal. Kristina Bogosh moved to the central office as interim district curriculum coordinator to replace Sandra Rehler, who was appointed interim superintendent. Brittany Smeltekop, formerly a

special education teacher, was appointed interim assistant principal to replace Ms. Bogosh. We welcomed four new teachers at the beginning of the school year, three of whom are Oakmont alumni: Katie Becotte'15 (Special Education), Peter Jones '15 (Technology Engineering), Sadie Zbikowski '13 (Business Education), and Karissa Tammaro (Math). We also welcomed two other Oakmont alumni, Karlene Cudak '15 (Spanish) and Alicia Ferrick '17 (Special Education), and Chad Hapshe as midyear replacements for unforeseen vacancies.

One of the most significant changes this year was the elimination of class rank, which we had used to determine class valedictorian and salutatorian. We are joining many schools in our area and across the state in this decision. There were many unintended consequences of class rank which included unhealthy competition among students leading to students selecting certain classes based on rank implications instead of their interests. We also noted that students were focused more on grades rather than the learning process, which can have negative impacts on higher education success. Finally, class rank benefits those students with intellectual strengths and unfairly punishes those students who have learning differences. It is important to note that we took the college admissions process into consideration during our deliberation of eliminating class rank, and learned that eliminating rank had no impact on admissions decisions.

Some of our faculty members were recognized at the national, state and local level for excellence in





education. Brittany Smeltekop, Tim Caouette, Eric Dawley and Katrina Bogaard, were recipients of local RISE Awards for their work with special needs students. Leanne Roy was the recipient of the Oakmont Faculty's Excellence in Education Award. Once again our students did very well on the 2019 MCAS. State reporting of MCAS has changed slightly. Achievement categories of "Advanced" and "Proficient" have been replaced with designations of "Exceeding Expectations" and "Meeting Expectations" (with exception of Biology.) Our MCAS results were once again well above state averages, with 72% Exceeding or Meeting Expectations in ELA (State Average: 61%), 75% in Math (state average: 59%), and 84% scored Advanced and Proficient in Biology (State Average: 74%)

Even though our test results are above state averages, we are always looking for ways to improve instruction. Oakmont teachers joined the other teachers in the school district in updating our curriculum utilizing a new software program to better organize and standardize each content area's curriculum, instruction and assessments. Our teachers are participating in professional development about how the adolescent brain develops and how to better use instructional strategies to make use of that information to increase student learning. Topics include recent brain

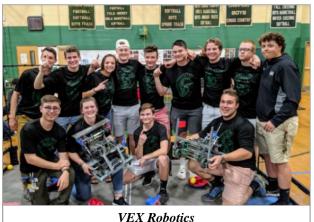
research, mindsets, neuroplasticity and goal setting.

We conducted a flex block trial, a time during the school day where students were able to choose various activities to specifically address an individual academic or social emotional need. There has been an increase in the number of students adversely affected by social emotional issues, stress, and anxiety, and we have seen an increase of students experiencing academic difficulties. Our goal is to design an intervention program that will benefit all types of students in our school.

The Summer Literacy program addressed the growing political divides in the United States. Students read two essays, watched YouTube videos, and listened to podcasts about polarization, civil discourse, and confirmation bias. This was followed up with classroom and school-wide activities designed to build community and promote discourse in a non-partisan way about the political climate of the country.

Oakmont was the recipient of the Special Olympics "National Unified Champion School Banner" for meeting and achieving national standards of excellence in the areas of inclusion, advocacy and respect. The athletes, partners, students, coaches, volunteers, teachers, staff and administration at Oakmont Regional have all played key roles in creating a social climate where everyone feels included and respected for who they are. We are proud of our Unified Basketball and Track Teams and all the students and staff who came out to support them during their games and meets. The positive impact of these teams was immense. Our Friends Club of 80+ active students reflects the supportive culture of our school and students. Our students also excelled in co-curricular activities. Numerous students were recognized for excellence in the Visual and Performing Arts at various art shows, music competitions and the annual TAMY awards for high school musicals. The 71 member marching band placed second and scored a season high 94.4 at the New England Scholastic Band Association Fall Championships. The Oakmont

Jazz band received a Silver Medal at the Massachusetts Association for Jazz Education district festival in March, and a Platinum Medal at the Great East Festival in May. The Concert Band, Concert Choir, and Select Choir all received Gold Medals at the Great East Festival in May. Our Winter Ensembles (Percussion and Guard) continue to succeed in the NESBA Winter Competition circuit. Both ensembles have achieved high placements and been acknowledged for their hard work.



The 2019 drama production, *Evita*, was well attended and the performance consisted of a number of dedicated students. Our Student Council was awarded the Gold Council of Excellence by the MASC. The Youth Venture program, in cooperation with MWCC, flourished. There are currently 10 active teams. The APUSH for Peace team was recognized with the "Emerging Leaders Award." We host an annual VEX Robotics competition, won by our students, with over 30 teams competing,

Our athletic teams and athletes continued Oakmont's tradition of excellence. The Varsity Football and students that att Girls Soccer Teams were recipients of their sport's respective Sportsmanship Awards. Last winter, the Girls Basketball team were undefeated League Champions and advanced to the District Finals. Senior hoopster Kylie Lison scored her 1000<sup>th</sup> career point, ending her high school career with 1179 points. In the spring, both Softball and Baseball experience to all students that att Along with provide clearly articulate challenging acad curriculum, the salso incorporates robust co-curriculum.

teams qualified for the District Tournament. In the fall, our Golf Team won League and District Championships, and qualified for the State Tournament. Boys Cross Country were league champions. The Football Team defeated Lunenburg on Thanksgiving, renewing the rivalry that was last played on Turkey Day in 1979, they were also coleague champions and advanced to the Central Massachusetts Finals. The Field Hockey Team qualified for the District Tournament.

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

Oakmont Regional High School publishes a monthly newsletter. To keep up with the current achievements and events involving Oakmont students go to <a href="https://www.awrsd.org/oak/news/">https://www.awrsd.org/oak/news/</a>. We also maintain Facebook (https://www.facebook.com/Oakmont-Regional-High-School-1659966270884549/), Twitter (@OakmontRegional) and Instagram (oakmontrhs) pages to better communicate with our students, parents and community. The student newspaper is published online at <a href="https://oakmonitoronline.com/">https://oakmonitoronline.com/</a> and OTV can be accessed on Comcast Channel 9 each morning around 9 am.

Respectfully submitted David Uminski, Principal

#### OVERLOOK MIDDLE SCHOOL

The staff at Overlook Middle School strives to provide a well-rounded educational experience to all students that attend. Along with providing a clearly articulated and challenging academic curriculum, the school also incorporates a robust co-curricular program. Strong athletics, band, chorus,



and drama programs are coupled with a wide array of clubs, giving projects, and school-wide activities.

This complete package allows students exposure to programming that will not only help them to be great students, but also great citizens.

has joined our guidance team as a school counselor. Becky Dupuis, Meaghan Thompson, Kaitlin Vallera and Melody Fortier have been hired as

Academically, students are exposed to curriculum that is clearly aligned with the Massachusetts State Frameworks. This curriculum is infused with a project based approach aimed at allowing students access to lessons that require them to put the concepts that they have learned into practice. Grade level curriculum also includes a focus on social emotional learning which requires them to explicitly be taught skills that will be necessary to make them college and career ready. Arching across all academic areas is the general topic of wellness for life. By requiring students to participate in instruction that helps to prepare them for entry into the real world, it is our hope that our students will be prepared to take on any challenges that they are presented with in the future.

This year, Overlook welcomes several new staff members to our family. Brittany Gauvin has been hired as a special education teacher. Erica Blackwood has been hired as our speech and language pathologist. Emily Long joins us as our new art teacher. Marc Theriault has also joined our enrichment team as a physical education teacher as a transfer from J.R. Briggs Elementary School. Ken Jepson has transferred to Overlook as a math teacher from Oakmont Regional High School. Caitlin Burke



has joined our guidance team as a school counselor. Becky Dupuis, Meaghan Thompson, Kaitlin Vallera and Melody Fortier have been hired as paraprofessionals. These new staff members join a highly qualified group of veteran educators that are dedicated to the academic and social growth of all of our students.



In an effort to communicate effectively with our school community, we have developed a system that combines social media, school newsletters, email, and contact with the media to let you all know what is happening in our school. You can access our tweets through the user name of @Overlook Eagles. You can find us on Instagram at Overlook eagles. Our school's newsletter is called the Wingspan and is sent out on a monthly basis through email, and can be found on the school's website. The Wingspan includes school-wide activities, administrative updates, and student resources. We are also routinely featured in articles within the local newspapers.

As always, we strongly encourage feedback about our performance. The phone number for the school is 978 -827-1425 and the office hours are from 7 a.m. to 3 p.m., Monday through Friday. Interested persons may also find information about the school <a href="http://oms.awrsd.org/">http://oms.awrsd.org/</a>. A feedback tab has also been added to the website if that is a preferable method for sharing with us.

Respectfully submitted Phil Saisa, Principal

#### MEETINGHOUSE SCHOOL/WESTMINSTER ELEMENTARY SCHOOL

Meetinghouse School and Westminster Elementary School continued to have a steady stream of new families enroll in our schools. Since June of 2019 we have had over 40 new students enroll at MHS and WES. As of December 2019, the total number of students housed in MHS and WES was 589.

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

Grade	Stu- dent s	Sec- tion s	Class Size	Classroom Teachers
Kinder- garten	90	5	17/18	Kristin Burke, Jen Collins, Beth Foster, Sarah Reidy, Missy Spuria
l <sup>st</sup>	115	5	23	Lisa Cook, Cindy Cringan, Isa Rebholz, Kate Romano, Pam Terry

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

Grade	Stu- dent s	Sec- tions	Class Size	Classroom Teachers
2 <sup>nd</sup>	83	4	17/18	Lynne Courtemanche, Deb Perrett, Diane Davolio & Beth Duffy (job share), Kerry Volke
3 <sup>rd</sup>	93	4	23	Sue Drake, Caron Goodwin, Danielle Grillo, Karen Perrett
4 <sup>th</sup>	106	5	21/22	Talia Baril, Ben Checheta, Jen Kilmartin, Juliet O'Brien, Laura Quinn
5 <sup>th</sup>	102	4	25/26	Susan Alario, Mackenzie Aveni Cori Litalien, Eric Sifert

MHS and WES continue to share special subject teachers. During each school day students have a 40-45 minute special subjects class. On Fridays, we rotate the schedule, giving students the opportunity to repeat a special subject.

The 5<sup>th</sup> section of a grade level splits up into the other grade level classrooms. While this creates higher class sizes for specials, it allows us to maintain our master schedule and provide every grade level with common lunch and planning time. This allows for greater collaboration and consistency between classroom teachers.

Special Subject	Teacher
ART	Annie Banning
MUSIC	Kris Lucander
PHYSICAL EDUCATION	Olivia Creonte
TECHNOLOGY	Natalie Breen

Between our two schools, we have over 75 faculty and staff members that are supervised by the administration of Principal Kathleen Taylor and Assistant Dawn-Marie Ayles. Fortunately, with our growing student population we were able to hire one more classroom teacher for the 2019-2020 school year. New members to our team include:



Dawn-Marie Ayles Assistant Principal



Ally Law
MHS School Nurse/ District Nurse Manager



Sarah Reidy Kindergarten Teacher



Lisa Cook First Grade Teacher

#### Student Council Lego Project

At the beginning of 2019, every student and staff member participated by creating an individual Lego figure. It was a wonderful and inspiring project to remind us all that we are each an important member of this amazing school community.



#### Kindness Challenge

In February 2019, we had a school-wide assembly with Brian Williams, the Kindness Ninja. He is the founder of Think



Kindness, a non-profit that inspires measurable acts of kindness in schools across the country. At our assembly, students were challenged to carry-out acts of kindness in the halls, classrooms, at home and throughout the community. Each student received a daily kindness challenge as well as some unique ways to document their acts.

#### Team Ella!





The 18th Annual Ashburnham Westminster Community Benefit Hockey Game was held on Saturday, April 6<sup>th</sup> to

benefit a very special MHS first grade student, Ella D. Ella was diagnosed with Multi-Systemic Smooth Muscle Dysfunction Syndrome (MSMDS), an extremely rare disease with less than 50 diagnosed cases in the world. The disease impairs the activity of smooth muscle throughout the body. This also leads to a variety of other health issues.

#### <u>PTO Boosterthon Fundraiser – March 2019 &</u> October 2019

Needless to say, we continue to be overwhelmed with the generosity and support of our community. In March 2019, our PTO sponsored our first ever Boosterthon Fun/Glow Run Fundraiser. Members from the Booster team visited our school for an entire week leading up to our Fun/Glow Run. Each day the Booster team facilitated a "Booster Huddle" with each grade level to discuss fundraising progress and teach specific character traits. They were also outside to greet students in the morning and afternoon with music, dancing and positive cheer. The grand finale

of this week-long event is the Fun/Glow Run. Students ran, skipped, walked and danced as they completed laps in the WES gymnasium to earn pledges that they collected. In our first ever Boosterthon fundraising event, we exceeded our goal of \$20,000 and raised almost \$30,000! All money raised during our fundraisers are intended to support the student body that helped raise the funds. This money is not meant to be carried over from year to year. By moving the Boosterthon from March to October, the PTO could thoughtfully budget and plan special events throughout the current school year. Imagine our surprise when we planned the Boosterthon Fundraiser for October 2019 and we once again exceeded our goal! Since the two events were planned so close together we set a lower goal of \$15,000. With the incredible support of our community, we raised about \$24,000!

Ashburnham The money the PTO raised has gone to a new kiln for Westminster the art room, a multitude of playground equipment/ games, a few AC units, 2 filtered water bottle stations, field trips, cultural events and much more.



Thanks to the generosity of community sponsors, every child received a Boosterthon T-shirt to wear for colleagues, and each of our Fun/Glow Runs. Lexi Maillet, a former student and recess/lunch aide at WES, designed our new MHS/WES logo. The new logo displays a wolf with her pup to unify our two schools into one. Our new logo was featured on our Boosterthon T-shirts. Do you see the pup in the picture above?

#### MHS Improvements

As part of our capital improvement plan, MHS has new beautiful royal blue stage curtains and



new cafeteria tables! The new stage curtains and fun, round and colorful tables have been a huge hit with our kids.



#### Walk to School - Safe Routes to School Exemplary Program Award

MHS & WES were selected as a Safe Routes to School Exemplary Program Winner for Central Mass. To celebrate this achievement, MHS Nurse Marcia Sharkey and Officer

Nate Hawkins traveled to the State House in Boston on May 31st to accept this award.

#### Great Fast Music Festival

Westminster Elementary continues to offer a robust after school music program. Students in the upper elementary grades have the opportunity to participate in band,



jazz band, chorus, and/or bell choir. On May 31st, Mr. Lucander accompanied his 4th/5th grade concert band and jazz band to the Great East Music Festival in New Hampshire. They were awarded 2 gold medals for their accomplishments!

WES Science Lab Thanks to the organization and drive of our science coordinators, Karen Perrett and Natalie Breen, we now have a science lab! Along with

help from their a generous \$5,000 grant from the Ashburnham Westminster Foundation for Academic Excellence, Mrs. Perrett



and Mrs. Breen successfully transformed our old drama room into a fantastic space for science experiments and activities. With the grant money, they were able to purchase science lab tables, stools, lab coats, goggles, and other fun science materials. This room is used by both MHS & WES students to complete STEAM projects.

(Science, Technology, Engineering, Arts, and Math)

#### Pie in the Face Assembly



Each year we end the school year with a school-wide "Celebration of Learning Assembly" with all students in grades K-5 in the WES cafeteria/gymnasium. It's a wonderful opportunity to reflect on our busy school year, celebrate our accomplishments, and honor our retirees. In June 2019, we closed out the school year by adding the Boosterthon

"Pie in the Face" reward for exceeding our fundraising goal. We had a random drawing of one student from each class K-5 that was announced at the assembly. Students were called up by grade level and at the count of ten, placed a whip cream pie in the face of one of our volunteer faculty members. It was a hilarious and fun way to close out the school year.

#### Little Free Library

Thanks to the planning of third grade teacher Caron Goodwin and the generosity of the PTO, we have installed a Little Free Library next to the Meetinghouse School playground. Our new Little Free



Library at MHS and WES has joined the movement to share books, bring people together and create communities of readers. Little Free Library is a nonprofit organization that inspires a love of reading, builds community, and sparks creativity through neighborhood book-sharing boxes. Check out our Little Free Library the next time you visit our schools or the town ballfields.

Westminster is a truly special community which I am proud to call home! As a Westminster resident and the Principal of Meetinghouse School and Westminster Elementary, I have personally witnessed the generosity of this amazing community. Our schools are successful because of you. We are incredibly grateful for your continued support!

Respectfully Submitted, Principal Kathleen Taylor

### ANNUAL SCHOOL HEALTH SERVICES REPORT

The AWRSD School Health offices continue to grow in numbers of visits and responsibilities. These offices are the sites where primary nursing care as well as prevention and early intervention of health problems are provided to students in Preschool through Grade 12 as well as the OHS post graduate program and staff in all schools.

The policies and regulations of the Massachusetts Department of Public Health School Health are the guidelines which all school nurses abide by. Mandated Screenings are done on an annual basis for all students in Grades K-9. These screenings include Vision Grades K-5, 7 and 9, Stereopsis K - 3, Hearing Grades K-3, 7 and 9, Postural Grades 5-9, Height/ Weight/BMI Grades 1, 4, 7, and 10, and SBIRT (Screening Brief Unit Intervention Referral to Treatment) to one Middle School grade and one High School grade. Total Screenings done within the district were 2236. Children who did not meet the minimum requirements mandated by the state for vision, hearing and postural screenings were referred to their primary care physician for further evaluation. Information was provided to parents of those students who were without health insurance as every child in the state of Massachusetts can receive health insurance.

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

We remained partners with DPH closely as a recipient of grant funding under the Essential School Health Services Grant (ESHS) until June 2019. This grant required the position of a nursing coordinator who oversaw the frameworks of this grant. Pediatric asthma surveys and immunization surveys (grades preK, K and 7) were done and submitted to the state. In addition, monthly activity reports and yearly status reports were submitted to DPH. We participated in yearly continuous quality improvement projects as determined by DPH.

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

Both Oakmont High School and Overlook Middle school nurses implemented the MASBIRT (Massachusetts Screening, Brief Intervention and Referral to Treatment) program to grade 7 and 9 as a requirement by the Department of Public Health. This screening is used to determine if students are involved in any health-risk behaviors and helps provide referrals to those who are identified as engaging in these behaviors. The results of the SBIRT screening revealed that 6.98% of grade 9 students reported engaging in health risk behaviors, an increase from 2.2% the prior year. Three students were referred to the Making Changes program held at OHS. SBIRT was also implemented to the 7<sup>th</sup> grade students, and 5% of students reported engaging in health risk behaviors. No OMS students were referred for treatment.

The Oakmont school nurse received her Master of Science in Nursing in January of 2019. Health classes were taught on the dangers of vaping and she wrote an article for parents with information on the vaping epidemic. She also created a PowerPoint presentation on vaping hazards which was distributed to other schools in the area on request.

The Overlook Middle School nurse attended the Washington DC trip with students in grade 8 as the nurse onsite in May. She coordinated a yoga program for staff after school in the winter for stress reduction. She also produced an informational pamphlet about vaping for parents both at Overlook Middle School and Oakmont High School.

The J R Briggs Elementary nurse, in addition to providing primary care in a very busy office to students in Preschool through Grade Five, also assisted in classroom teaching lessons about Oral Health and other health and hygiene related topics.

The Westminster Elementary and Meetinghouse School nurses taught an "Expectations" class in the fall for each grade rotating with administration and guidance. The Westminster Elementary Nurse attended the Nature's Classroom in May of 2019, she was responsible for 24 hour care of the 5<sup>th</sup> grade class along with teachers and chaperones.

A new nurse/nurse manager at Meetinghouse School was hired in August of 2019. The department no longer has the ESHS grant which allocated funds for a full-time float nurse within the district. The new nurse spent the latter part of the year building a float pool and implemented an emergency coverage plan in cases where coverage could not be provided to a school in the district to increase safety throughout the district. The nursing department is the recipient of the CSHS grant which provides supplies, personal development and trainings in the amount of \$5,000.

Fitchburg State University nursing students participated in their community health rotation in 3 school nurse offices during the fall semester. They were involved in direct student clinical care and classroom health lessons such as hygiene, stress reduction techniques, designed brochures for the high school and a "My Plate" presentation under the supervision of each school nurse.

All of the district nurses promoted various health education awareness to students. Such presentations including expectations for health visits to the nurse, health and hygiene, annual allergy/epipen training & universal precautions. CPR and First Aid was also taught in the spring of 2019.

The nurses are all members of the Massachusetts

School Nurse Organization (MSNO), the National Association of School Nurses (NASN) and are certified with the Department of Elementary and Secondary Education (DESE). Three district nurses are certified through the National Board for Certification of School Nurses. The nurses participated in continuing education offerings that these organizations offer as well as in clinical programs offered by the Northeastern University School Health Academy, Boston University School Health Institute of Educational Learning, and the Department of Public Health. The nurses are members of the district's School Health Advisory Committee (SHAC) that is a Massachusetts legislative requirement. This committee is chaired by the Nurse Manager. The committee met quarterly to discuss health concerns/issues as well as to promote health and physical education in all grades. The hiring of a new nurse and nurse manager was a major topic in the spring. During the fall, discussions were started on a new DPH initiative to survey and increase the amount of students who have a safe. person to talk to within the district for both social and emotional well-being. Food allergies and procedures were also discussed, and a streamlined approach to maintain safety regarding food and allergies within the district was initiated.

Students at Meetinghouse, Westminster and Overlook participated in the annual Massachusetts Walk to School Day in May and October. Students and staff at Oakmont and JRB participated in the walk in October. The schools nurses are all involved in the planning and implementation of these events in coordination with the Massachusetts Safe Routes to Schools program and the Westminster and Ashburnham Police and Fire Departments.

Oakmont, Overlook, JRBriggs and Westminster all have 2 AEDs (Automatic External Defibrillators) in their buildings and Meetinghouse School has 1 AED. These are all checked daily and maintained by the school nurses.

Dr. Lisa Rembetsy-Brown continues to serve as our school physician and consultant.

Services provided to students totaled 23,286. These numbers indicate when students were seen for illness or injury assessment and care, mental health and behavioral issues, and procedures. This number

also includes all the students who have both daily and as needed medications administered by the school nurses. All student and staff visits include a significant degree of health-related teaching. Skilled nursing assessment is performed by all of the district nurses, including treatment and case management of illnesses and injuries. This skilled nursing care resulted in over 95% of students returned to the classroom for academic participation. This is above the 92% recommended by the DPH/DESE. Several of the district nurses also coordinated giving projects providing help to those in each community who needed food, heat, clothing, glasses, Thanksgiving dinner and Christmas gifts in coordination with the Town Hall and other residents of the Westminster Community.

All of the AWRSD school nurses look forward to maintaining and promoting the health and well-being of the students in their schools.

Respectfully submitted,

Ally Law, BSN, RN Nurse Manager/Meetinghouse School

Susan Lofquist MSN, RN, NCSN Oakmont High School

Nancy Taylor BSN, RN, NCSN Overlook Middle School

Jane Flis BSN, RN, NCSN John R Briggs Elementary School

Jessica Heffernan BSN, RN Westminster Elementary School

#### DIGITAL LEARNING

In their second year, Digital Learning Coaches Katrina Sinclair and Tiffany Davis continued to work with teachers and students on integrating the Massachusetts Digital Literacy and Computer Science (DLCS) Standards into the core curriculum.

#### Digital Portfolios

More first- and second-grade teachers are using the Seesaw digital portfolio app to analyze and share students' work. Students use built-in annotation tools such as draw+record and video to capture what they know, how to work out a math problem or read a story. Families sign on from home to see their child's work and leave comments. The app gives teachers and families new insights into students' strategies and thinking, allowing them to provide more targeted support.

Overlook Middle School students in Jill Orcutt's

seventh-grade social studies classes created Google Sites to upload academic artifacts. Students placed an emphasis on uploading exemplars in all core academic areas and were encouraged to add extracurricular activities, hobbies, and other outside interests as well.

#### Student-Created Websites

At Oakmont, Dana Altobelli and James Ethier's classes created websites where they uploaded information in various formats. Students were responsible for adding YouTube videos, text documents, pdf files, and audio tracks. Website design and characteristics of well-planned pages were taught alongside their content-based lesson.

Google Apps for Education Exposing students to applications used in the world of work, such as word processing, spreadsheet, and presentation tools is a key goal of the new DLCS standards. Students in grades 3-12 regularly use Google Apps for Education. For example, all third-grade students complete writing assignments in Google Docs, using the builtin spelling and grammar check, a Chrome extension called Read&Write, and an online dictionary to edit and revise their work. Fourth-grade students at Briggs collect, analyze and graph data on pollinators in Google Sheets, while fourth-grade students at Westminster Elementary document their Rube Goldberg machines with Google Slides. Middle school students used Google Slides to work collaboratively with a group of peers. Science classes at Overlook were introduced to Google Sheets and the various types of data analysis that can be done via formulas and graphs. High school students used Google Docs to peer edit in English classes and other classes created professional resumes for their upcoming employment opportunities.

Padcaster Students throughout the district were empowered to create dynamic green screen videos using iPads with the Padcaster Studio. The Padcaster is a sturdy, versatile tripod with microphone attachments, a teleprompter and components for outdoor recording. Students in the sixth-grade Health and Fitness classes at Overlook created their own videos highlighting the dangers of vaping. The Padcaster allowed for steady video, clearer sound, and an overall more professional product. A special thanks to the Ashburnham Westminster Foundation for Academic Excellence for funding this grant proposal from the AWRSD Digital Learning Coaches.

#### **Physical Computing**

With microprocessors like the micro:bit and Makey Makey, fifth-grade students at Briggs Elementary solved problems they observed in the school's science garden and nature trail. Students designed and created light-up trail markers to keep hikers from getting lost in the woods, and a musical bridge to help visitors safely cross a drainage ditch.

#### **Robotics**

Thanks to a grant from the Ashburnham Westminster Foundation for Academic Excellence, K -8 students have been exploring geometry through robotics. The robot can draw lines and shapes by raising and lowering a marker. Younger students program the robot to draw basic two-dimensional shapes while older students create more complex drawings that require measuring angles, analyzing and generating patterns, and navigating grid coordinate systems.

Respectfully submitted,

Katrina Sinclair and Tiffany Davis, Digital Learning Coaches

Superintendent of Schools Office

11 Oakmont Drive

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

Oakmont Regional High School

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

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

J.R. Briggs Elementary School

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

8 South Street

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

Westminster Elementary School

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

DISTRICT ADMINISTRATION

Sandra Rehler, Interim Superintendent of Schools

Julie Surprenant, Director of Finance

Rachel Rosenfeld, Director of Human Resources

Eric Dehays, Director of Technology

Kristina Bogosh, Interim Director of Curriculum Randall Palmer, Acting Director of Pupil Services

Eric Dawley, Director of Athletics

#### Mission

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

#### Vision

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

#### EXCELLENCE AND INNOVATION IN TEACHING AND LEARNING

#### Theory of Action

If we set clear, high expectations for student learning; provide uniform curricula, instructional materials and lesson plans; and hold schools accountable for implementation, then students will be well prepared to be contributing citizens in and ever-changing world.

Objective #1	Objective #2	Objective #3
Integrate STEAM initiatives into the current curriculum.	Increase the capacity of teachers to deliver high quality instruction, which challenges and engages all learners.	Support the use of data to improve student learning.

#### INFORMATION, MEDIA, AND TECHNOLOGY

#### Theory of Action

If we provide current and appropriate technology infrastructure, professional development, and instructional programs, then our students and staff will be able to navigate a rapidly changing, information rich, media-driven environment in a responsible, ethical, and safe manner.

Objective #1	Objective #2	Objective #3
Keep technology infrastructure, soft- ware, and equipment current.	Create embedded technology professional development opportunities for staff.	Develop an instructional program to address social media safety and the ethical use of technology.

#### READINESS TO WELLNESS

#### Theory of Action

If the Ashburnham Westminster Regional School District develops and implements consistent readiness and wellness processes to address social/emotional, mental health, behavioral, and academic preparedness in a safe environment, then students will be available for learning thereby improving student performance.

Objective #1 Objective #2 Objective #3	
Develop and articulate consistent tiered systems of academic, social, emotional, and behavioral support throughout the district.  Align mental health services and wellness strategies across the district.  Provide a safe, supportive, and setting for all learn setti	

#### SCHOOL ENROLLMENT INFORMATION

Breakdown of Pupil Enrollment (As of December 1, 2019)

Gra	Ashburnham	Westmin-	School	Total
de		ster	Choice	
PK	35	29		64
K	67	89	3	159
1	74	117	4	195
2	83	77	4	164
3	78	92	2	172
4	71	98	7	176
5	93	97	5	195
6	87	102	5	194
7	86	101	5	192
8	77	118	6	201
9	79	88	9	176
10	64	57	19	140
11	62	88	19	169
12	53	85	28	166
AC	8	6	1	15
E				
	1017	1244	117	2378

#### SCHOOL BUDGET

	FY18-19	FY19-20
	Expense	Budget
1000 Administration	\$ 871,668	\$ 885,733
2000 Instruction	\$ 17,139,134	\$ 18,001,507
3000 Other School Services	\$ 2,986,114	\$ 3,084,923
4000 Operations and Maintenance	\$ 2,575,598	\$ 2,635,072
5000 Fixed Charges	\$ 4,564,946	\$ 4,903,223
6000 Community Services	\$ 8,000	\$ 8,000
7000 Acquisition of Fixed Assets	\$ 380,975	\$ 751,456
8000 Debt Retirement of Debt Services	\$ 764,390	\$ 740,790
9000 Programs with Other Systems	\$ 1,115,437	\$ 1,262,501
Total	\$ 30,406,262	\$ 32,273,205

### 2019 DISTRICT MCAS ACHIEVEMENT LEVELS ELA % at Each Achievement Level

Grade Level	Exceeding Expecta- tions	Meeting Expecta- tions	Partially Meeting Expecta- tions	Not Meeting Expectations
Grade 3	6	53	37	4
Grade 4	2	38	55	5
Grade 5	2	47	47	5
Grade 6	8	40	44	8
Grade 7	11	49	33	7
Grade 8	9	52	34	6
Grade 10	11	61	26	2

#### MATH % at Each Achievement Level

Grade Level	Exceeding Expecta- tions	Meeting Expecta- tions	Partially Meeting Expecta- tions	Not Meeting Expecta- tions
Grade 3	8	43	43	6
Grade 4	4	37	52	6
Grade 5	1	51	44	4
Grade 6	4	51	40	5
Grade 7	9	52	33	5
Grade 8	6	43	46	5
Grade 10	20	55	22	3

Grade Level	Exceeding Expectations	Meeting Expecta- tions	Partially Meeting Expecta- tions	Not Meeting Expecta- tions
Grade 5	5	37	53	5
Grade 8	10	49	37	4

	Ad- vance d	Profi- cient	Needs Im- provement	Warning/ Failing
Grade 9 Biology	32	52	15	1

2018-2019 Wages Report over \$500		
Employee Name	Job Title	Gross Wages
AHO, MARCIA A	EXT DAY	\$6,273.63
ALARIO, SUSAN	TEACHER	\$64,117.00
ALESSANDRINI, STEPHANIE MARIE	TEACHER	\$47,732.00
ALLAIN, JOHANNA L	PARAPROFESSIONAL	\$24,504.00
ALLEN, CHRISTINE M	SUBSTITUTE	\$7,478.31
ALLEN, GIANNA ROSE	ATHLETIC TRAINER	\$50,148.00
ALLEN, KATHY ANNE	PARAPROFESSIONAL	\$34,155.00
ALLEN, STEVEN C	CUSTODIAN	\$21,625.30
ALTOBELLI, DANA N	TEACHER	\$83,108.00
AMBERS, BRIDGET C	STIPEND	\$500.00
ANDERSON, MARGARET	PARAPROFESSIONAL	\$14,712.76
ARCHANGELO, ALANA HEATHER	TEACHER	\$76,105.00
ARMSTRONG, ANDREW J	STIPEND	\$500.00
ASADOORIAN, DEREK GREGORY	TEACHER	\$76,105.00
ASADOORIAN, DEREK GREGORY	COACH	\$7,734.00
ASADOORIAN, MAUREEN	TEACHER	\$52,124.00
AUBIN, CAITLIN N	PARAPROFESSIONAL	\$19,711.00
AUBUCHON, JEFFREY WILLIAM	TEACHER	\$79,474.00
AVENI, MACKENZIE HALEY	TEACHER	\$54,763.00
AXELSON, ROBERT PETER	CUSTODIAN	\$49,888.09
AYOTTE LEBLANC, DANIELLE A	PARAPROFESSIONAL	\$34,151.00
BABINEAU, MICHELE	PARAPROFESSIONAL	\$23,717.00
BACON, NANCY G	ELL TEACHER	\$34,155.00
BADOLATO, LAUREN	ADJUSTMENT COUNSELOR	\$83,498.00
BAER, JIM W	HEAD CUSTODIAN	\$70,566.23
BANNING, ANNE MADALYN	TEACHER	\$72,827.00
BARIL, TALIA CLARISE	TEACHER	\$54,763.00
BARNARD, CHARLES A	DIRECTOR OF BLDG/GROUNDS	\$81,345.00
BARRETT, GLEN LAWRENCE	PARAPROFESSIONAL	\$6,698.29
BARRON, CHERYL LYNN	PARAPROFESSIONAL	\$35,059.00
BARRY, GREGORY JAMES	TEACHER	\$86,848.00
BARRY, THERESA	TEACHER	\$71,768.00
BEAUDOIN, BRIAN GREGORY	TEACHER	\$72,827.00
BEAULIEU, ALEXIS	EXT DAY	\$3,757.68
BECOTTE, KATELYN	SUBSTITUTE	\$1,034.25
BEHRINGER, REBECCA A	EXT DAY	\$2,030.43
BELIVEAU, TARA	PSYCHOLOGIST	\$67,259.00
BELKIN, KRISTIN D	TEACHER	\$76,105.00
BELL, ANDREW JOSEPH	TEACHER	\$49,613.00
BENNETT, KATHERINE FLORENCE	TEACHER	\$79,908.00
BENNETT, LIJA KANE	TEACHER	\$65,019.00
BENNETT, STEVEN W	CUSTODIAN	\$48,782.18
BERG, TROY C	TEACHER	\$66,644.00
BERUBE, LINDSEY	PARAPROFESSIONAL	\$5,362.95
BIGELOW, MARIE E	SUBSTITUTE	\$1,046.29
BILLINGS, BRIAN	COACH	\$8,049.50
BIZZOTTO, ALICIA M	PARAPROFESSIONAL	\$15,343.61
BOGAARD, KATRINA NICOLE	PARAPROFESSIONAL	\$28,666.00
BOGAN, SANDRA		T=-,00
	SUBSTITUTE	\$3,742.50

BOSSELAIT, TODD P	СОАСН	\$3,250.00
BOURQUE, JORDAN	EXT DAY	\$1,778.64
BOYCE, LAURA S	RECESS AIDE	\$5,417.50
BRACKETT, BRIAN A	SUBSTITUTE	\$2,254.56
BRADWAY, SETH A	EXT DAY	\$1,394.25
BRASILI, TRINA A	SUBSTITUTE	\$1,383.81
BRAY, MEGHAN M	PARAPROFESSIONAL	\$14,209.13
BRENNAN, KATHLEEN A	SPECIAL ED TEACHER	\$58,939.00
BRENNAN, RACHEL L	EXT DAY	\$3,152.35
BRILLON, MARK K	EXT DAY	\$38,879.47
BROGNA, REBECCA	TEACHER	\$68,940.00
BROWN, BRENDA L	PARAPROFESSIONAL	\$24,564.00
BROWN, KIMBERLY T	SUBSTITUTE	\$1,390.95
BROWN, MEGAN E	EXT DAY	\$1,512.50
BROWN, STACIE RENE	TEACHER	\$86,848.00
BUBNOWICZ, KIMBERLY A	SPEECH THERAPIST	\$76,105.00
BURKE, KRISTIN MARIE	TEACHER	\$79,908.00
CAISSE, RICHARD A	CUSTODIAN	\$20,956.81
CALDWELL, RENEE	TEACHER	\$65,618.00
CALVANO, NICHOLAS A	SUMMER CUSTODIAN	\$2,288.00
CAMPAGNA, BETH J	TEACHER	\$67,944.00
CAOUETTE, TIMOTHY R	TEACHER	\$65,019.00
CAOUETTE, TIMOTHY R	COACH	\$8,613.00
CAPONE, LESLIE ANN	PARAPROFESSIONAL	\$25,414.00
CARBONE, TIMOTHY J	SUBSTITUTE	\$1,947.00
CAREY, INA A	ADM ASST	\$17,750.42
CARIGLIA, ANNE E	TEACHER	\$68,310.00
CARON, KENNETH W	TREASURER	\$10,500.00
CASEY, SARAH E	PARAPROFESSIONAL	\$13,528.52
CHAMPA, RACHEL J	ENGLISH	\$50,148.00
CHAPMAN, MARISSA S	SUBSTITUTE	\$913.00
CHARTRAND, MICHAEL	COACH	\$3,600.00
CHECHETA, BENJAMIN ALAN	TEACHER	\$53,427.00
CHILDRESS, JILL BERGLIND	SPEECH THERAPIST	\$52,015.00
CIRAS, THADDEUS	SUBSTITUTE	\$4,081.00
CLABAUGH, ELIZABETH J	TEACHER  L DN/PLIS MONITOR	\$79,908.00 \$12,406.50
CLARK, VICTORIA	LPN/BUS MONITOR  CUSTODIAN	\$12,496.50 \$46.574.22
CLINTON, MADELINE		\$46,574.22
COLLETTE DITAW	SPECIAL ED TEACHER	\$71,768.00
COLLING JENNIEED JANIET	COMPUTER TECH	\$45,000.00
COMEAN CARLENE M	TEACHER  DAD ADDOESSIONAL	\$71,768.00
CONNELL WALTER ZICKUND	PARAPROFESSIONAL	\$33,250.00
CONNELL, WALTER ZIGMUND	SPECIAL ED TEACHER	\$58,939.00
CONNOLLY, KAREN MARIE	PARAPROFESSIONAL	\$34,151.00
CONSTANTINE, MELISSA M	PARAPROFESSIONAL	\$6,169.58
CONTOIS, COLBY D	CUSTODIAN	\$48,569.76
CONTOIS, STEVEN D	HEAD CUSTODIAN	\$72,504.92
COOK, LISA J	SUBSTITUTE	\$43,074.64
CORLISS, ASHLEY	TEACHER	\$46,567.00
CORMIER, BRENDA A	COACH	\$5,002.00
CORMIER, KIMBERLY ANN	TEACHER	\$83,108.00

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CORMIER, PHILIP J	SUBSTITUTE	\$1,196.78
CORREIA, JEAN DIANE	TEACHER	\$79,908.00
COURTEMANCHE, LYNNE MARY	TEACHER	\$79,908.00
COUTU, JOSHUA MICHAEL	TEACHER	\$50,148.00
COUTURE, JACLYN M	TEACHER	\$79,529.00
COUTURE, JACLIN M	TEACHER	\$19,329.00
COYNE, ERIN	GUIDANCE COUNSELOR	\$50,853.00
CRAIGEN-BLOOD, BECKY A	CAFÉ	\$5,197.90
CREONTE, OLIVIA CECILE	TEACHER	\$47,732.00
CRINGAN, CYNTHIA L	TEACHER	\$76,105.00
CROTEAU, PETER	SUBSTITUTE	\$13,091.88
CROTEAU, RHONDA	CAFÉ	\$5,886.42
CROWLEY, DONNA M	TEACHER	\$90,756.00
CUCCHIARA, CRAIG RAYMOND	TEACHER	\$66,644.00
CUMMINGS, JUDITH ANN	TEACHER	\$76,105.00
CUNNINGHAM, JOHN M	CUSTODIAN	\$46,349.52
DABNEY, BRENDA JOYCE	TEACHER	\$71,768.00
DAIGLE, JESSICA	TEACHER	\$58,939.00
DAVIS, NANCY E	PARAPROFESSIONAL	\$26,276.00
DAVIS, TIFFANY GRACE	TEACHER	\$86,848.00
DAVOLIO, DIANE ROUMBAKIS	TEACHER	\$38,976.50
DAWLEY, ERIC G	TEACHER	\$77,953.00
DAWLEY, ERIC G	ATHLETIC DIRECTOR	\$15,973.00
DAWLEY, ERIC G	COACH SPECIAL ED TEACHER	\$5,690.00
DE COLA, KELLEY ANN DEANGELIS, NICOLE M	EXT DAY	\$53,427.00 \$25,848.96
DEANGELIS, NICOLE M	EXIDAI	\$23,848.90
DEAVER-WHITTIER, REGINA A	SPECIAL ED TEACHER	\$76,105.00
DEHAYS, ERIC M	TECHNOLOGY COORDINATOR	\$81,600.00
DEJOY, JUSTIN A	STIPEND	\$500.00
DEMARCO, DEREK M	PARAPROFESSIONAL	\$29,856.00
DEMARCO, MARYANN	SCHOOL & GUIDANCE SECY	\$42,033.60
DEMBEK, JAMIE LEE	EARLY CHILDHOOD TEACHER	\$66,644.00
DEMERS, MICHAEL LYNN	SUBSTITUTE	\$6,951.56
DEMOURA, KRIS SAMUEL	TEACHER	\$76,105.00
DENEEN, DANIEL F	ASST. PRINCIPAL	\$55,165.96
DERBY, VERONICA L	CAFÉ	\$523.13
DESBOIS, DAVID J	CUSTODIAN	\$20,008.68
DESCARREAUX, KEVIN N	COACH	\$4,191.00
DESMOND, STEVEN F	CUSTODIAN	\$44,616.41
DEWHURST, ALEXANDER	TEACHER	\$45,432.00
DEWICK, AMANDA N	EXT DAY	\$10,404.03
DEWICK, AMANDA N	RECESS AIDE	\$2,838.00
DEWICK, KAREN S	EXTENDED DAY STAFF	\$5,406.59
DIAMOND, NICHOLAS J	CUSTODIAN	\$35,090.92
DIVOLL, SHANNON T	PARAPROFESSIONAL	\$19,965.00
DOLAN, KIMBERLEY A	ADM ASST	\$39,454.40
DONAHUE, AMANDA GAIL	PARAPROFESSIONAL	\$845.62
DOUGLAS, DAVID E	PARAPROFESSIONAL	\$23,545.00
DOUGLAS, DAVID E	COACH	\$3,796.00
DOUGLAS, TIMOTHY MARK	TEACHER	\$77,192.00
DOUGLAS, TIMOTHY MARK	COACH	\$11,141.00
DRAKE, SUE ALLISON	TEACHER	\$73,169.00
DRISCOLL, JASON	SUBSTITUTE	\$598.39
DRISCOLL, TIMOTHY S	CUSTODIAN	\$49,447.62
DUBOVICK, AMY L	GUIDANCE COUNSELOR	\$90,756.00

DUFFY, BETH	TEACHER	\$25,426.50
DUFOUR, DANIEL JAMES	TEACHER	\$70,018.00
DUFOUR, DANIEL JAMES	COACH	\$11,244.00
DUNCAN, BRETT MICHAEL	TEACHER	\$83,498.00
DUNCAN, SARAH KATHERINE	TEACHER	\$73,169.00
DUTEAU, MICHAEL R	СОАСН	\$7,161.00
EGAN, MARY A	PARAPROFESSIONAL	\$34,606.00
ERICKSON, DIANE KAY	SUBSTITUTE	\$1,008.45
ERICKSON, JEANNE E	GRANT ACCT/PERSONNEL	\$49,134.40
ETHIER, JAMES DAVID	TEACHER	\$47,732.00
EWELL, ROBIN L	GUIDANCE COUNSELOR	\$86,848.00
EWING, CLAUDIA L	PARAPROFESSIONAL	\$25,414.00
FARLEY, LOUISE KAREN	PARAPROFESSIONAL	\$24,564.00
FEELEY, JODI E	RECESS AIDE	\$6,280.00
FERRARA, DESTINEE	EXT DAY	\$921.25
FIELD, BRITTNEY ANNE	TEACHER	\$45,432.00
FINNEGAN, PATRICIA	PARAPROFESSIONAL	\$21,585.00
FISHER, JOANN	SUBSTITUTE	\$1,770.00
FITZGERALD, EDWARD DAVID	IN HOUSE SUPERVISOR	\$37,149.00
FITZGERALD, EDWARD DAVID	СОАСН	\$3,975.00
FLAHERTY, MEAGHAN A	SPED Aide	\$21,585.00
FLANAGAN, SHERI CATHERINE	SUBSTITUTE	\$8,770.84
FLECK, DEBRA ANN	EARLY CHILDHOOD TEACHER	\$79,908.00
FLIS, JANE	SCHOOL NURSE	\$61,028.00
FLUET, TRACY M	TEACHER	\$58,939.00
FORTIER, JAMES R	STIPEND	\$2,750.00
FORTIER, MELODY R	PARAPROFESSIONAL	\$27,675.48
FOSS, WILLIAM	SPECIAL ED TEACHER	\$61,922.00
FOSTER, ELIZABETH M	TEACHER	\$90,756.00
FOWKE, SANDRA T	TEACHER	\$60,412.00
FOX, LISA	SUBSTITUTE	\$3,569.50
FRANCIS, CAITLIN	TEACHER	\$66,644.00
FRANCIS, DORENE A	EXT DAY	\$18,604.40
FREDERICS, REBA	SUBSTITUTE	\$514.29
FULLER, MAURITA	SUBSTITUTE	\$1,866.48
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FULLER, THOMAS W	CUSTODIAN	\$49,979.29
GAGE, CHRISTLE MARIE GAGNON, LYNN MARIE	PARAPROFESSIONAL RECESS AIDE	\$1,270.82 \$5,857.51
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GALEOTA NATHANIA	EARLY CHILDHOOD TEACHER	\$61,922.00
GARLOCK, ARICAH	TEACHER	\$57,501.00
GARLOCK, ABIGAIL	EXT DAY	\$1,364.00
GASTONGUAY, KELLY A	SPECIAL ED TEACHER	\$60,412.00
GATES, HANNAH ELIZABETH	TEACHER	\$46,567.00
GAUTHIER, CHRISTINE M	CUSTODIAN	\$47,968.92
GAUVIN, KIMBERLY ANN	PAYROLL/BENEFITS MANAGER	\$57,635.20
GEMBORYS, ALICIA	CAFÉ	\$1,639.00
GENDRON, BURTON P	SUBSTITUTE	\$2,689.26
GIACOBBE, PAUL L	PARAPROFESSIONAL	\$19,711.00
GIACOBBE, PAUL L	COACH	\$6,575.00
GILBERT, TAYLOR	EXT DAY	\$3,093.75
GILMARTIN, ANNE	SUBSTITUTE	\$1,920.00
GILMORE-DELANEY, AMY E	SPECIAL ED TEACHER	\$67,621.00
GIROUARD, JEAN FRANCES	MATH	\$90,756.00
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GIROUARD, JEANNE D	SUBSTITUTE	\$2,095.88

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GOLEMBIEWSKI DISALLE, KRISTI LEIGH G	TEACHER	\$74,998.00
GOODWIN, CARON ANN	TEACHER	\$81,900.00
GOSSELIN, DENISE	SUBSTITUTE	\$520.00
GRAVES, ANDREW M	HEAD CUSTODIAN	\$58,647.16
GRAVES, EMILY	EXT DAY	\$1,966.70
GRAVES, MICHAEL	EXT DAY	\$5,479.78
GRIFFIN, SHIRLEY LIBBY	TEACHER	\$7,200.00
HACHEY, LAUREN M	PARAPROFESSIONAL	\$23,247.00
HADDAD, MELISSA ANNE	SPECIAL ED TEACHER	\$61,591.00
HAMEL, BETH A	CAFÉ	\$8,129.91
HAMILTON, MYA K	EXT DAY	\$6,126.76
HANKS, THEA	CAFÉ	\$14,801.11
HANSEN, KELLY A	PARAPROFESSIONAL	\$27,967.25
HARMON, ZACHARY T	EXT DAY	\$11,408.98
HARRISON, JANA ELIZABETH	EARLY CHILDHOOD COORD	\$79,529.00
HASCHIG, KATHERINE	SUBSTITUTE	\$825.00
HASCHIG, LEE ELLEN	ABA - Star Aide	\$35,059.00
HATCH, TORI L	EXT DAY	\$4,998.03
HAZEL, MEGAN	RECESS AIDE	\$6,655.29
HECKER, ALEXANDRA B	EXT DAY	\$5,457.91
HEFFERNAN, JESSICA ANNE	SCHOOL NURSE	\$55,321.00
HICKS, EMILY L	PARAPROFESSIONAL	\$29,002.00
HIGGINS, CAROL A	CAFÉ	\$17,615.28
HIGGINS, WENDY	ADM ASST	\$42,844.80
HILDRETH, LAUREN	EXT DAY	\$36,285.57
HILL, GIA	EXT DAY	\$1,441.00
HILL, RACHEL C	EXT DAY	\$9,202.93
HIRONS, KARSA MONIQUE	SPECIAL ED TEACHER	\$60,412.00
HOLMAN, TARYN ELIZABETH	GUIDANCE COUNSELOR	\$59,482.00
HOLMES, KATHLEEN M	SUBSTITUTE	\$3,038.06
HOLT BREEN, NATALIE SHEA	TEACHER	\$55,321.00
HORGAN, ANN MCNALLY	SPECIAL ED TEACHER	\$25,074.00
HORGAN, KENNETH F	SUBSTITUTE	\$2,006.95
HORGAN, KEVIN	TEACHER	\$46,567.00
HORGAN, MEGHAN C	SUBSTITUTE	\$2,372.77
HORGAN, PATRICK E	SUBSTITUTE	\$2,551.51
HUMPHREY, PATRICIA H	PARAPROFESSIONAL	\$23,179.00
HURLEY, MELISSA	SUBSTITUTE	\$1,215.00
HURLEY, MOLLY	PARAPROFESSIONAL	\$24,827.00
HYLAN, RICHARD A	PARAPROFESSIONAL	\$22,819.00
IDE, JENNIFER	SUBSTITUTE	\$2,040.50
JACKSON, CYNTHIA ANN	TEACHER	\$76,105.00
JACKSON, GREGORY B	SUBSTITUTE	\$737.40
JACKSON, ROBERT D	PARAPROFESSIONAL	\$25,257.00
JACKSON, ROBERT D	CAFÉ	\$1,500.00
JAIMAN, SYLVIA E	CAFÉ	\$8,616.00
JENSEN, JENNIFER LYNN	TEACHER	\$71,768.00
JENSEN, JENNIFER LYNN JEPSON, KENNETH HAYWARD	COACH TEACHER	\$1,792.00 \$76,105.00
JEPSON, KENNETH HAYWARD	COACH	\$8,166.00

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JEPSON, RANDALL BRUCE	TEACHER	\$79,529.00
JEPSON, RANDALL BRUCE	COACH	\$15,154.00
JETTE, TRACY ANN	SPECIAL ED TEACHER	\$72,267.00
JOHNSON, DEBORAH	SUBSTITUTE	\$1,700.03
JOHNSON, JANE L	PARAPROFESSIONAL	\$24,564.00
JOHNSON, KERILYN M	PARAPROFESSIONAL	\$22,819.00
JONES, GERARD R	MATH	\$86,848.00
JONES, KENNETH M	SUBSTITUTE	\$1,755.68
JOSEFIAK, CATHRYN A	PARAPROFESSIONAL	\$20,672.01
JOSEPH, JOSHUA J	PARAPROFESSIONAL	\$27,733.00
JUDAH, RICHARD D	SUBSTITUTE	\$9,061.86
KALAGHER, SUSAN H	PARAPROFESSIONAL	\$25,414.00
KAY, RALPH WARREN	TEACHER	\$79,529.00
KELLY, CHERYL L	SUBSTITUTE	\$8,258.33
KELLY, TIMOTHY J	STIPEND	\$1,350.00
KENDALL, AMY ELIZABETH	TEACHER	\$79,908.00
KERRAVALA, CHRISTINE E	SUBSTITUTE	\$640.00
KHAN, AISHA	CAFÉ	\$15,375.94
KILMARTIN, JENNIFER AUBREY	TEACHER	\$53,427.00
KORTEGAST, LAURA R	ADM ASST	\$37,665.30
KOSCIAK, ALEXANDRA JENNIFER HOGAN	ADJUSTMENT COUNSELOR	\$26,713.50
KOSTICH, NICHOLAS CARLYLE	TEACHER	\$52,655.00
KOZLOSKI, GARY R	COACH	\$2,812.00
KRUPA, AMANDA L	SUBSTITUTE	\$519.16
KUBLBECK, KYLE	SUMMER GROUNDSKEEPER	\$3,019.50
LADEAU, DAVID A	SUBSTITUTE	\$680.40
LAINE, KELLEY ANN	SPEECH THERAPIST	\$77,953.00
LALIBERTE, RYAN E	COACH	\$3,600.00
LAMBERT, RYAN J	TEACHER	\$71,384.00
LAMBERT, RYAN J	COACH	\$3,583.00
LANCIANI, CHRISTINE A	SUBSTITUTE	\$1,724.25
LANDANNO, KATHERINE	PARAPROFESSIONAL	\$24,106.45
LANDINE, JENNIFER ANNE	PARAPROFESSIONAL  PARAPROFESSIONAL	\$25,968.00
LANDRY, KAREN E	EXT DAY	\$16,540.03
LANTRY, DAVID A	TEACHER	\$21,934.34
LAPOINTE, CHRIS JAMES	SPEECH THERAPIST	\$76,105.00
LANY ALICIA I	SPECIAL ED TEACHER	\$76,105.00
LAW, ALICIA J	SCHOOL NURSE	\$24,082.20
LEAMY, CONNOR	EXT DAY	\$1,083.89
LEARY, BONNIE JUNE	SUBSTITUTE	\$956.82
LEBLANC, ALBERT	SUBSTITUTE	\$12,630.07
LEBLANC, CHRISTINE	SUBSTITUTE	\$4,090.27
LEBLANC, JULIE A	SUBSTITUTE	\$9,257.72
LEBLANC, MAURA	EXT DAY	\$2,592.50
LEBLANC, SOPHIA G	EXT DAY	\$5,676.00
LEBLANC, SUSAN M	EXT DAY	\$5,973.44
LEBLANC, TANYA RAE	SPECIAL ED TEACHER	\$45,432.00
LEBLANC, WENDY LEE	TEACHER	\$58,188.00
LEHMAN, DAWN MARIE	SUBSTITUTE	\$9,976.15
LENART, LAURIE ROSE	TEACHER	\$11,944.92
LEONHARDT, PATRICIA A	SUBSTITUTE	\$2,258.64
LILLEY, JENNIFER RUTH	ASST. PRINCIPAL	\$92,909.00
LINNEHAN, MICHAEL F	STIPEND	\$500.00

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LITALIEN, CORI A	TEACHER	\$65,019.00
LOESCHER, ANDREA G	PARAPROFESSIONAL	\$22,134.00
LOFQUIST, SUSAN M	SCHOOL NURSE	\$65,368.00
LORDAN, JOSEPH PAUL	TEACHER	\$74,197.00
LORDAN, MELINDA A	TEACHER	\$52,124.00
LOSORDO, JOHN JOSEPH II	TEACHER	\$71,768.00
LUCANDER, KRIS VILHO	TEACHER	\$72,267.00
MACINTOSH, DOUGLAS	SUMMER CUSTODIAN	\$2,959.00
MAILHIOT, PHILIP W II	EXT DAY	\$2,783.00
MAILLET, ALEXIS E	RECESS AIDE	\$4,977.00
MAILLET, ELIZABETH L	ADM ASST	\$27,156.35
MALNATI, LORI J	ADJUSTMENT COUNSELOR	\$60,884.00
MARGARITA, JOHN	COACH	\$5,679.00
MARINELLI, KATHRYN ESTELLE	PARAPROFESSIONAL	\$26,866.00
MARINO, JAIME LYNN	SPEECH THERAPIST	\$54,763.00
MARION-COX, CARRIE ANN	TEACHER	\$76,105.00
MARLBOROUGH, LINDA ANNE	PARAPROFESSIONAL	\$24,564.00
MARQUIS, PATRICIA MINA	SUBSTITUTE	\$13,039.82
MARTIN, JULIE A	CAFÉ	\$8,145.52
MARTIN, MELISSA DAWN	TEACHER	\$90,756.00
WAKTIN, WELISSA DAWIN	TEACHER	\$90,750.00
MASTERMAN, ELIZABETH	ADJUSTMENT COUNSELOR	\$53,807.20
	EXT DAY	\$9,430.04
MATTHEWS DODIS ELEANOR		1 /
MATTHEWS, DORIS ELEANOR	TEACHER	\$79,908.00
MAXWELL, JONATHAN CRAIG	COMPUTER TECH	\$54,060.00
MAYNARD, LIANNA	EXT DAY	\$3,544.51
MAZZOLA, GARY F	SUPERINTENDENT	\$162,850.00
MCCAFFREY, EDWIN B	TEACHER	\$76,105.00
MCCARTHY, KATHLEEN ANN	ADM ASST	\$42,443.06
MCCARTHY, RYAN THOMAS	SPECIAL ED TEACHER	\$47,476.00
MCCULLOCK, BRIAN R	STIPEND	\$750.00
MCGONIGLE, HELEN A	EXT DAY	\$5,346.00
MCGONIGLE, NOEL	EXT DAY	\$19,552.00
MCLOUGHLIN, JUNEANNE M	SCHOOL & GUIDANCE SECY	\$39,469.90
MCMANUS, BETHANNE	SUBSTITUTE	\$2,018.50
MCNAMARA, NICHOLAS J	COACH	\$3,600.00
MCNEILL, KELLEE LAUREN	TEACHER	\$54,763.00
MEDEIROS, AMIE M	PARAPROFESSIONAL	\$16,453.85
MEDLIN, HALEIGH	SUBSTITUTE	\$803.00
MELANSON, ASHLEY MARIE	TEACHER	\$62,494.00
MELLEKAS, JAMES	SPECIAL ED TEACHER	\$54,763.00
MELLEKAS, JAMES	СОАСН	\$5,202.00
MEYER, ELIZABETH M	COMPUTER TECH	\$20,500.00
MICHALOWSKI, MARIA I	SUBSTITUTE	\$7,888.28
MILGER, SABINE ANDREA	SUBSTITUTE	\$7,298.03
MILGER, SABINE ANDREA	СОАСН	\$5,679.00
MILLER, DEBORAH C	PARAPROFESSIONAL	\$34,155.00
MILLER, THERESA MARIE	SPECIAL ED TEACHER	\$77,192.00
MILNE, LINDSAY	THERAPIST	\$67,259.00
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MIVILLE, KATHRYN ANN	DEAN OF STUDENTS/TEACHER	\$95,848.00
MOECKEL, JARROD	EXT DAY	\$8,950.55
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MONAGHAN, RYAN MICHAEL	TEACHER	\$47,732.00
MONEY, KRISTYN J	EXT DAY	\$4,502.76
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MOORE, REBECCA MOORES, AMY J  MOORMAN-SMITH, GRETCHEN R MORAN, COLLEEN JOAN MORIN, INGA M MORIN, JENNIFER TAYLOR MORIN-TROTTA, NICOLE MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V MURPHY, RICHARD	SUBSTITUTE CAFÉ  TEACHER SPECIAL ED TEACHER ADM ASST LIBRARIAN/MEDIA EXT DAY PARAPROFESSIONAL TEACHER EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE ASST TECH INT SPEC	\$1,048.40 \$8,105.78 \$77,192.00 \$53,427.00 \$30,532.81 \$74,197.00 \$4,983.00 \$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MOORMAN-SMITH, GRETCHEN R MORAN, COLLEEN JOAN MORIN, INGA M MORIN, JENNIFER TAYLOR MORIN-TROTTA, NICOLE MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	TEACHER SPECIAL ED TEACHER ADM ASST LIBRARIAN/MEDIA EXT DAY PARAPROFESSIONAL TEACHER TEACHER EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$77,192.00 \$53,427.00 \$30,532.81 \$74,197.00 \$4,983.00 \$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MORAN, COLLEEN JOAN MORIN, INGA M MORIN, JENNIFER TAYLOR MORIN-TROTTA, NICOLE MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	SPECIAL ED TEACHER  ADM ASST  LIBRARIAN/MEDIA  EXT DAY  PARAPROFESSIONAL  TEACHER  TEACHER  EXT DAY  PARAPROFESSIONAL  CAFÉ  PARAPROFESSIONAL  TEACHER  RECESS AIDE	\$53,427.00 \$30,532.81 \$74,197.00 \$4,983.00 \$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MORAN, COLLEEN JOAN MORIN, INGA M MORIN, JENNIFER TAYLOR MORIN-TROTTA, NICOLE MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	SPECIAL ED TEACHER  ADM ASST  LIBRARIAN/MEDIA  EXT DAY  PARAPROFESSIONAL  TEACHER  TEACHER  EXT DAY  PARAPROFESSIONAL  CAFÉ  PARAPROFESSIONAL  TEACHER  RECESS AIDE	\$53,427.00 \$30,532.81 \$74,197.00 \$4,983.00 \$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MORIN, INGA M MORIN, JENNIFER TAYLOR MORIN-TROTTA, NICOLE MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	ADM ASST  LIBRARIAN/MEDIA  EXT DAY  PARAPROFESSIONAL  TEACHER  TEACHER  EXT DAY  PARAPROFESSIONAL  CAFÉ  PARAPROFESSIONAL  TEACHER  RECESS AIDE	\$30,532.81 \$74,197.00 \$4,983.00 \$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MORIN, JENNIFER TAYLOR MORIN-TROTTA, NICOLE MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	LIBRARIAN/MEDIA EXT DAY PARAPROFESSIONAL TEACHER TEACHER EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$74,197.00 \$4,983.00 \$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MORIN-TROTTA, NICOLE MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	EXT DAY PARAPROFESSIONAL TEACHER TEACHER EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$4,983.00 \$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MORNEAU, CHRISTINA L MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	PARAPROFESSIONAL TEACHER TEACHER EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$23,399.00 \$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MORRISON, NICOLE E MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	TEACHER TEACHER EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$54,763.00 \$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MOSSMAN, JOANN ALEX MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	TEACHER EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$90,756.00 \$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MULCAHY, HANNAH M MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	EXT DAY PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$4,676.08 \$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MULLINS, STEPHEN D MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	PARAPROFESSIONAL CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$20,592.00 \$14,864.25 \$23,480.00 \$90,756.00
MUNNIS, SANDRA J MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	CAFÉ PARAPROFESSIONAL TEACHER RECESS AIDE	\$14,864.25 \$23,480.00 \$90,756.00
MUNROE, KRISTEN LOUISE MUNROE, LAURIE MARIE MURPHY, DEVON V	PARAPROFESSIONAL TEACHER RECESS AIDE	\$23,480.00 \$90,756.00
MUNROE, LAURIE MARIE MURPHY, DEVON V	TEACHER RECESS AIDE	\$90,756.00
MURPHY, DEVON V	RECESS AIDE	
MURPHY, RICHARD	ASST TECH INT SPEC	\$816.75
		\$33,189.00
MURPHY, ROBIN M	TEACHER	\$79,908.00
MYRACLE, GERMAINE MARIA	MATH	\$60,412.00
NADER, THERESA M	CAFÉ	\$17,441.01
NALLY, PATRICK D	LITERACY TUTOR	\$24,900.00
NAVIN, SUSAN M	CAFÉ	\$7,603.54
NEFF, SUSAN M	SUBSTITUTE	\$638.00
NEVARD, MARK DAVID	ENGLISH/LANGUAGE	\$77,192.00
NEVARD, MARK DAVID	ENGLISH/LANGUAGE	\$77,192.00
NIEDERMEIER, ELAINE MARGARET	ADM ASST	\$35,972.96
NOLAN, LARISSA JANE	PARAPROFESSIONAL	\$22,750.00
NOONAN, THOMAS WAYNE	SUBSTITUTE	\$8,099.09
NARTH MATHANIEL ELIBRIDE	CCHOOL BRINGIBAL	¢00.140.00
NORTH, NATHANIEL ELDRIDE	SCHOOL PRINCIPAL	\$89,148.00
O'BRIEN, JULIET M	TEACHER	\$54,763.00
O'CALLAGHAN-GRECO, SUZANNE MARIE	SPECIAL ED TEACHER	\$65,019.00
O'CONNELL, LAVAUN MARIE	SUBSTITUTE	\$2,018.50
O'DAY, REBEKAH LEE	PARAPROFESSIONAL	\$11,094.13
O'KEEFE, PATRICIA M	STIPEND	\$1,616.00
O'NEILL, JEFFREY B	СОАСН	\$5,690.00
OGANDO, SANTIAGO WILKINS	TEACHER	\$61,028.00
ORCUTT, JILLIAN VEE	TEACHER	\$47,732.00
OSBORNE, JANELLY	PARAPROFESSIONAL	\$25,968.00
PAAJANEN, JOHN E	PARAPROFESSIONAL	\$26,694.00
PACK, JONATHON D	EXT DAY	\$2,230.25
PADILLA, JANE	SUBSTITUTE	\$1,078.31
PALMER, RANDALL R	Special Education Liason	\$83,232.00
PALOJARVI, JAMES M	GROUNDSKEEPER	\$58,649.78
PARENTEAU, DANIELLE	TEACHER	\$56,616.00
· · · · · · · · · · · · · · · · · · ·		
PARENTEAU, JAMES M	HEAD CUSTODIAN	\$77,667.21
PARKER, EMILY E	EXT DAY	\$1,900.25
PARKER, HANNAH	EXT DAY	\$3,373.53
PARKER, PAULA MARY	SPECIAL ED TEACHER	\$83,108.00
PARKINSON, MICHELLE J	PARAPROFESSIONAL	\$18,865.74
PARKINSON, MICHELLE J	SUBSTITUTE	\$6,455.02
PELKEY, BRENDAN D	EXT DAY	\$2,890.25
PENCE, MICHAEL S	STIPEND	\$600.00
PEREZ, MELINDA M	PARAPROFESSIONAL	\$32,341.00
PERKINS-COTE, JENNIFER LYNN	TEACHER	\$76,105.00

PERRETT, DEBRA LYNN	TEACHER	\$79,908.00
PERRETT, KAREN ELAINE	TEACHER	\$72,767.00
PETERSON, DAWN M	PARAPROFESSIONAL	\$29,093.00
PETERSON, KRISTIN E	PARAPROFESSIONAL	\$23,399.00
PHELPS, AUDREY ELLEN	TEACHER	\$10,923.54
PIKKARAINEN, RACHEL A	CAFÉ	\$5,900.88
PILGER, ALEXANDER	GUIDANCE COUNSELOR	\$58,032.00
PILSBURY, BECKY M	ADM ASST	\$39,784.02
PINKES, DANIELLE L	ADM ASS1  ADJUSTMENT COUNSELOR	\$34,155.00
PLOURDE, LISA ANNE	EXT DAY	\$3,840.97
POPIK, JUSTINE S	SUBSTITUTE	\$2,653.92
POTTER, DOUGLAS EDWIN	TEACHER	\$66,644.00
POWDERLY, MICHAEL C	STIPEND	\$950.14
PROCTOR, CATHERINE ALICE	TEACHER	\$47,732.00
PROVENCIAL, WENDY E	PARAPROFESSIONAL	\$23,717.00
PROVOST, AMY LYNN	TEACHER	\$72,827.00
PULNIK, KATIE ELIZABETH	SPEECH THERAPIST	\$33,322.00
QUIGLEY-BELLIVEAU, SUSAN JEAN	SUBSTITUTE	\$1,250.90
QUINN, JARED RAYMOND	TEACHER	\$76,105.00
QUINN, LAURA M	TEACHER	\$57,501.00
QUIRION, ALLISON M	SUBSTITUTE	\$899.05
QUIST, JOHN H	PARAPROFESSIONAL	\$9,110.66
RABELER, LORRAINE J	PARAPROFESSIONAL	\$22,539.00
RACINE, LUCINDA A	EXT DAY	\$21,735.52
REBHOLZ, ISA	TEACHER	\$46,567.00
REHLER, SANDRA CHRISTINE	CURRICULUM/SERV COORD	\$109,249.00
REMBETSY-BROWN, THERESE	SUBSTITUTE	\$1,127.50
RENGO, KAELAH A	PARAPROFESSIONAL	\$5,570.84
RHEAULT, LAURIE ANNE	TEACHER	\$79,908.00
RICARD, CARLY M	PARAPROFESSIONAL	\$11,378.21
RICHARDSON, ELIZABETH T	PARAPROFESSIONAL	\$26,828.00
RIDLEY, SHAUNA	EXT DAY	\$1,944.38
RIGNEY, ABIGAIL MARE	ASST. PRINCIPAL	\$88,434.00
RILEY, KATRINA	TEACHER	\$52,124.00
RISI, JILLIAN L	EXTENDED DAY STAFF	\$14,413.92
ROBERTS, JESSICA	TEACHER	\$50,853.00
ROBICHAUD, ARIANNA N	SUBSTITUTE	\$2,144.48
ROBICHAUD, KELLIE ANN	TEACHER	\$79,529.00
ROBICHAUD, MICHELLE A	RECESS AIDE	\$6,537.25
ROBILLARD, AMIE R	ADM ASST	\$19,834.04
ROBINSON, BETH ANN	TEACHER	\$54,763.00
RODRIQUENZ, LISA K	COACH	\$2,753.00
ROGERS, LAUREN J	PARAPROFESSIONAL	\$23,399.00
ROGERS, PAMELA S	CAFÉ	\$9,315.34
ROGERS, PAMELA S ROMANO, MARY KATE	TEACHER	\$9,313.34
ROMANO, OWEN M	SUMMER CUSTODIAN TEACHER	\$3,206.50
ROMANO, PETER JOHN	TEACHER	\$79,529.00
ROMANO, PETER JOHN	COACH	\$10,179.00
ROMANO, TIMOTHY A	CUSTODIAN	\$25,344.14
ROSENFELD, RACHEL E	DIR. OF HUMAN RESOURCES	\$22,500.00
ROULEAU, LORNA J	SUBSTITUTE	\$830.31

ROULEAU-WOJNAS, BETH P	PARAPROFESSIONAL	\$27,778.00
ROY, LEANNE J	TEACHER	\$81,900.00
ROY, LEANNE J	COACH	\$5,679.00
RUBLE, COURTNEY H	EXT DAY	\$5,044.77
RUDENAUER, AMANDA J	SUBSTITUTE	
		\$6,839.25
RUSCHIONI, CYNTHIA MARY	PARAPROFESSIONAL	\$34,155.00
RUSSO, KIMBERLY	SUBSTITUTE	\$1,226.50
SAISA, PHILLIP EDWARD	SCHOOL PRINCIPAL	\$119,948.00
SAMUELS, EVANDER ANTHONY	TEACHER	\$46,567.00
SARGENT, DEBRA ANN	STIPEND	\$3,000.00
SARGENT, SARAH L	PARAPROFESSIONAL	\$16,453.85
SCHLIER, GRETCHEN B	RECESS AIDE	\$6,103.74
SECINO, GREGORY ANDREW	TEACHER	\$76,105.00
SEIFERT, STEPHANIE	EXT DAY	\$1,556.50
SEMENZA, EMILY	EXT DAY	\$9,868.20
SEPPELIN, GAYANE T	PARAPROFESSIONAL	\$24,932.00
SHARKEY, MARCIA ANN	SCHOOL NURSE	\$64,117.00
SHATTUCK, LORI BETH	TEACHER	\$79,529.00
SHATTUCK, LORI BETH	COACH	\$3,583.00
SHAW, STEPHANIE	PARAPROFESSIONAL	\$32,749.00
SHELL, LAUREEN E	SUBSTITUTE	\$6,941.00
SHENK, JAY M	EXT DAY	\$557.81
SIFERT, ERIC L	TEACHER	
		\$77,192.00
SINCLAIR, KATRINA M	TEACHER	\$71,768.00
SLATTERY, BARBARA JEAN	SUBSTITUTE	\$1,190.73
SMELTEKOP, BRITTANY MICHELLE	SPECIAL ED TEACHER	\$67,259.00
SMELTEKOP, BRITTANY MICHELLE	COACH	\$4,500.00
SMELTEKOP, CHRISTOPHER	SUBSTITUTE	\$7,025.34
SMITH, KRISTEN M	SUBSTITUTE	\$2,991.77
SMITH, KRISTIN M	PARAPROFESSIONAL	\$24,871.04
SMITH, MICHAEL	SUBSTITUTE	\$4,208.75
SOWDERS, ADAM R	SUMMER CUSTODIAN	\$1,402.50
SPARKS, KATHARINE C	TEACHER	\$52,655.00
SPARROW, MICHELLE MARIE	TEACHER	\$58,939.00
SPENCER, ELIZABETH A	EXT DAY	\$1,702.75
SPURIA, MELISSA JILL	TEACHER	\$46,567.00
ST CYR, MICHELE MARIE	SUBSTITUTE	\$3,036.00
ST LAURENT - KUEHL, PAULA J	ADM ASST	\$15,699.50
ST LAURENT - KUEHL, PAULA J	RECESS AIDE	\$2,464.17
STACY, LILY	EXT DAY	\$5,422.25
STAFFORD, JANE ELIZABETH	TEACHER PECK	\$83,108.00
STANGROOM, CATHY	REGISTRAR SECY	\$1,208.19
STANTON, CHRISTINE R	PARAPROFESSIONAL	\$34,151.00
STANTON, GAIL ISABEL	ACCOUNTANT	\$74,387.20
STEFANAKOS, PAULA JEAN	TEACHER	\$76,105.00
STILES, R LINCOLN JR	SOCIAL STUDIES	\$86,848.00
STILES, R LINCOLN JR	COACH	\$12,058.00
STONE, ANGEL MAE	PARAPROFESSIONAL	\$28,666.00
STONE, JUANA C	PARAPROFESSIONAL	\$25,968.00
STREEKS, STEPHEN	EXT DAY	\$6,750.41
STUKULS, AMY MCFAUL	SPECIAL ED TEACHER	\$79,529.00
SURPRENANT, JULIE M	DIR. OF FINANCE	\$128,086.00
SWANEY, DONNA M	CUSTODIAN	\$49,549.16
SYLVESTER, KRISTINA M	PARAPROFESSIONAL	\$33,250.00

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SYVARI, ELIZABETH	SUBSTITUTE	\$11,586.87
SZALAY, LAWRENCE M	TEACHER	\$70,018.00
SZALAY, LAWRENCE M	COACH	\$3,975.00
TAGAN, JESSIE	EXT DAY	\$10,174.55
TAMAREN, CYNTHIA K	TEACHER	\$58,939.00
TAMAS, MARC W	SUBSTITUTE	\$8,031.16
TAYLOR, KATHLEEN MARIE	SCHOOL PRINCIPAL	\$105,750.00
TAYLOR, NANCY	SCHOOL NURSE	\$51,356.90
TERRY, PAMELA ELLEN	TEACHER	\$76,105.00
TESTA, AARON W	COACH	\$2,501.00
THERIAULT, KATHI MARIAAGNES	ADM ASST	\$25,966.23
THERIAULT, MARC ANDREW	TEACHER	\$60,089.00
THERRIEN, JACQUELINE MARY	TEACHER	\$62,554.00
THERRIEN, NORMAN	SUBSTITUTE	\$1,980.61
THIBAULT, JOHN M	COACH	\$2,501.00
THIBEAULT, ALEX PAUL	TEACHER	\$33,763.67
THIBEAULT, ALEX PAUL	SUBSTITUTE	\$683.44
THOMPSON, MEAGHAN	PARAPROFESSIONAL	\$4,291.67
THOMPSON, MEAGHAN	SUBSTITUTE	\$3,916.24
THOMPSON, MEAGHAN THOMPSON, SUSAN C	SUBSTITUTE	\$7,893.45
THOMPSON, VALERIE D	COMPUTER TECH	\$15,555.25
TOBIA, CAROLYN JEAN	TEACHER	\$79,908.00
TORREY, LAURA W	PARAPROFESSIONAL	\$11,217.50
,		
TREE, JO R	SUBSTITUTE	\$2,296.35
TUFTS, SHARON L	CAFÉ	\$14,884.19
TYROS, DEMETRIOS	TEACHER	\$52,655.00
TYROS, DEMETRIOS	COACH	\$9,275.00
UMINSKI, CHRISTOPHER R	STIPEND	\$3,786.00
UMINSKI, DAVID PAUL	SCHOOL PRINCIPAL	\$129,788.00
VALLEE, SYMANTHA M	COACH	\$3,583.00
VALLERA, KAITLIN M	PARAPROFESSIONAL	\$13,169.93
VALLEY, PAULINA	SUBSTITUTE	\$657.32
VANHILLO, ALISHA A	PARAPROFESSIONAL	\$8,351.12
VARLEY, PATRICK G	PARAPROFESSIONAL	\$7,042.66
VAUTOUR, JOELLE R	COACH	\$7,161.00
VERA, AIMEE L	SPECIAL ED TEACHER	\$79,529.00
VEROUDE, KATHLEEN M	SPECIAL ED DIRECTOR	\$104,075.00
VOLKE, KERRY ANN	TEACHER	\$73,169.00
WALKER, SEAN G	COACH	\$1,987.50
WALSH, KATHLEEN W	SPECIAL ED TEACHER	\$76,105.00
WARREN, JENNIFER LYN	TEACHER	\$60,412.00
WELLS, KASEY L	EXT DAY	\$8,323.96
WELLS, SHELLEY MARIE	SPECIAL ED TEACHER	\$62,494.00
WETHERBEE, SARA J	SUBSTITUTE	\$6,207.43
WHITAKER, KATHERINE V	GUIDANCE COUNSELOR	\$67,259.00
WHITNEY-DEAVER, JAMIE C	PARAPROFESSIONAL	\$22,819.00
WHITTEMORE, KELSI S	PARAPROFESSIONAL	\$8,649.46
WIKTORSKI, JOSEPHINE A	SUBSTITUTE	\$1,922.25
WILDER, WENDY JANE	PARAPROFESSIONAL	\$26,276.00
WILLIAMS, HEIDI ELIZABETH	SCHOOL NURSE	\$10,004.59
WILSON, KELCEY	PSYCHOLOGIST	\$60,969.00
WIRTA, CINDY L	CAFÉ	\$5,099.11
WIRTA, CINDY L	SUBSTITUTE	\$4,702.80
WONG, ABIGAIL A	EXT DAY	\$1,106.89
WOODWARD-WALLACE, AUTUMN	SUBSTITUTE	\$3,214.75
WOODWARD-WALLACE, AUTUMN	COACH	\$3,975.00
	SPECIAL ED TEACHER	
WOOLLACOTT, ELIZABETH RUTTER YOUNG, JASON A	TEACHER TEACHER	\$70,018.00 \$76,105.00
ZANIEWSKI, KRYSTYNA MAREE	TEACHER	\$47,732.00
96	Town of Westminster	Annual Report



#### MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

1050 Westminster Street, Fitchburg, MA 01420

WWW.MONTYTECH.NET

Each year I look forward to the development of the Annual Report, as a means to reflect on the achievements and accomplishments celebrated by students and staff at Monty Tech. The 2018-2019 school year was a remarkable one, as our school saw the opening of an all-new training facility, renovated instructional space and state-of-the-art equipment added to three vocational areas, students earning more industry-recognized credentials than ever before, and new partnerships with area colleges and universities. It was a year to remember.

Students who attend Monty Tech have chosen a high school experience unlike any other. While completing all of the same high school requirements of students enrolled in a traditional, comprehensive high school, our students are also learning a valuable trade — skills they will carry with them for a lifetime. These vocational skills may provide opportunities for our graduates to work their way through college; they may open the door to new, related career pathways, or they may be the foundation for a lifelong career. The education and training they receive at Monty Tech will open doors and allow them to choose a college and/or career pathway that will define their future.

Monty Tech academic programs continue to serve students at all levels well. This year, students completed the Next Generation MCAS, and earned commendable passing rates: English Language Arts 99%, Mathematics 97%, and Biology 99%. Monty Tech students exceeded the state averages in all 3 subjects. In addition, great strides were made in our relatively new Advanced Placement programs, with more than 60% of test takers earning a score of 3 or better. Finally, an all-new science program was fully integrated in FY19 – Biomedical Sciences. This rigorous sequence of courses was met with enthusiasm from students and staff, so plans to expand this Project Lead the Way programming are underway. Our talented academic faculty continue to refine curriculum, incorporate new instructional strategies, and challenge every student to reach new levels, and we couldn't be prouder of the results.

And while we are certainly proud of our academic and vocational training programs, a Monty Tech experience would not be complete without participating in meaningful community service. Last year we were honored to once again host the Wreaths Across America Convoy with a remembrance ceremony as it made its way down to Arlington National Cemetery. As the convoy left the school parking lot and hundreds of American flags waved, I was reminded once again of the value of a Monty Tech education. For a moment, our students were taken out of the classrooms and shops and asked to think about what this convoy meant, where it was heading and how they were a small part of the ceremony. They were asked to consider service, and through the waves and cheers it was clear that Monty Tech students knew and understood the meaning behind that experience. It's not often that high school students are asked to stop and think about others and how they might contribute to another person's well-being. But at Monty Tech, our students are not only familiar with the concept, they are committed to community service. Whether it is building a carriage house for the NEADS program, designing and building dugouts for area Little League programs, or ensuring handicap accessibility in dated town offices, our staff and students are proud to serve.

While students and instructors across the school continue to demonstrate creativity, innovation, and leadership, school leaders continue to keep an eye on emerging trends in vocational education. As we prepare these talented students to make important life choices, we are reminded that in the end, the choice is theirs to make: college or career or both. It is our job to support their aspirations and to educate and train them to achieve at the highest possible level. On behalf of our talented educators and administrators, who remain focused on delivering the highest quality academic and vocational-technical education possible, I am delighted to present the District's 2018-2019 annual report to you, providing a snapshot of the wonderful experiences happening on a day-to-day basis here at Monty Tech.

Respectfully submitted,

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

#### Our Mission

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

#### Our District

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

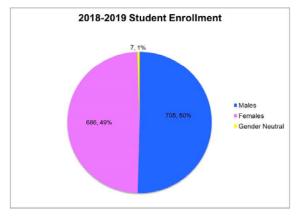
Ashburnham	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

#### **Leadership**

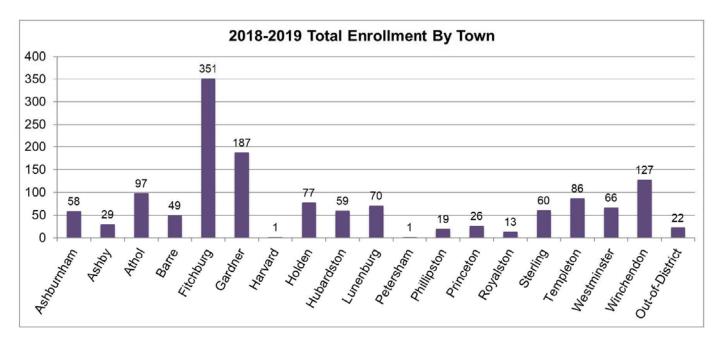
The leadership team at Montachusett Regional Vocational Technical School is comprised of ten talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the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

Sheila M. Harrity, Superintendent-Director
Tom Browne, Principal
Dayana Carlson, Assistant Principal
Tammy Crockett, Business Manager
Christina Favreau, Director of Academic Programs
Jim Hachey, Director of Vocational Programs
Michael Gormley, Director of Facilities
Donald Kitzmiller, Director of Technology
Katy Whitaker, Development Coordinator
Victoria Zarozinski, Director of Student Support Services

#### Enrollment



On June 1, 2019, student enrollment at Monty Tech included 1,398 students in grades nine through twelve, representing each of the district's eighteen sending communities. Each class of students is comprised of a relatively equal balance of male vs. female students, and each student attending Monty Tech has elected to do so, prepared to explore an interest in one of the school's twenty-one rigorous vocational-technical programs. While the school currently offers only five programs non-traditional for male students, and twelve programs non-traditional for female students, we are proud to have a student population that is well-balanced by gender and a variety of academic interests and achievements.



Throughout 2018-2019, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2018, approximately 450 district eighth graders participated in the annual "Tour Day" event. Students toured our twenty-one 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 speak with staff members.

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 2018-2019 school year, serving approximately 700 area students.

#### Class of 2019 Awards

Members of the Class of 2019 were awarded approximately \$200,000 in scholarships, tools, and equipment. The Monty Tech Foundation generously provided \$36,000 in scholarships to graduating seniors, ranging in amounts of \$500 to \$2,000. The Foundation also awarded \$3,250 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 are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Approximately 38% of the graduating class of 2019 reported plans to enroll at a 4-ear college/university upon graduation. By earning college credits while still in high school, these students will save 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 2018-2019, a great deal of effort was put forth by the School Committee, administration, and staff. The final fiscal year 2018-2019 Educational Plan totaled \$27,756,374 which represents a 3.2% increase over the 2017-2018 Educational Plan. The District's FY19 budget only exceeds the minimum spending required by Massachusetts General Law Chapter 70 by \$135,947 or .6%.

The District was audited in November 2019 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and has received a very good report.

#### **Grants and Contracts**

Monty Tech continues to pursue grant funding on an annual basis. These funds help provide many educational and social services to the student population. For fiscal year 2019, state and federal grant sources provided the school with \$945,083. 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 Marine Corp Junior Reserve Officer Training. The District also received more than \$465,000 in competitive grants, including a Skills Capital Grant for \$385,000 to purchase equipment for new hospital beds, EKG machines and an Anatomage Table to benefit the Health Occupations and Practical Nursing programs as well as new diagnostic certification tools to benefit the Automotive Technology program. The District also received \$80,000 in funds to increase school safety. Using these allocation and competitive funds, the school was able to purchase a variety of instructional technology, equipment, and supplies to enhance the learning experience.

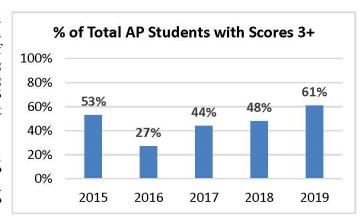
#### Academic Achievement

During the spring of 2019, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable scores on the MCAS in English Language Arts, Mathematics, and Biology. This year, students completed the Next Generation MCAS - a computer-based test that is designed to give students a clear signal on whether they are on track for college and career readiness. The new standards are more rigorous than the standards for the Legacy MCAS. Monty Tech's passing rate on the English Language Arts was 99%, Mathematics 97%, Biology 99%. Monty Tech students exceeded the state averages in all 3 subjects. With regard to our Accountability status, Monty Tech has made "Substantial Progress Toward Meeting our Targets."

Monty Tech is committed to providing students with rigorous STEM learning opportunities, and so in recent years, the curriculum has been expanded to include Advanced Placement Programs (two English courses, two mathematics courses, two science courses, and one computer science course) and teachers have participated in meaningful, high-quality professional development which has enabled us to successfully implement two Project Lead the Way biomedical courses.

The school is in its 7th year of administering Advanced Placement exams, and students enrolled in AP courses continue to improve their performance. In the spring of 2019, 68 out of 111 students (61%) earned qualifying scores - the highest number of students with qualifying scores we've ever had. Of these students, 79 out of 146 "exams" (54%) earned qualifying scores - the highest number of qualifying exams we've ever had.

This year, more than half of the students who tested in the following subjects received qualifying scores: AP Computer Science Principles, AP Literature & Composition, AP Environmental Science, and AP



Language & Composition. The AP subject with the highest number of students with qualifying scores was AP Literature & Composition. It was also the AP subject with the most test takers with 31 students taking this exam. Students enrolled in AP Language & Composition, AP Environmental Science, and AP Computer Principles earned the highest (mean) average this year, compared to any prior year.

	<b>Spring 2015</b> (SY14-15)	Spring 2016 (SY15-16)	<b>Spring 2017</b> (SY16-17)	<b>Spring 2018</b> (SY17-18)	<b>Spring 2019</b> (SY18-19)
MT AP Courses	3	5	6	7	7
MT AP Student Enrollment	99	188	151	135	157
Students with Qualifying Scores	47 (53%)	39 (27%)	53 (44%)	46 (48%)	68 (61%)
AP Test Takers	89	145	120	95	111
Total # of Qualifying Exams	53 (46%)	44 (24%)	65 (44%)	58 (43%)	79 (54%)
Total # of AP Exams	116	187	148	134	146

#### **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-one different vocational-technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2018-2019 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: The Monty Tech Auto Body shop benefited from new instructional equipment this year. A new silicon bronze MIG welder was added to the program, so that students continue to be trained in the industry's latest technologies. The shop floor was coated with a new epoxy flooring, and a new lift was installed and relocated to replace the old lift, updating and enhancing the instructional space. Three new Vacuum sanders were installed to keep the dust in the shop down, and four new shop benches were installed. In addition to the 80+ community service projects completed last year, students and instructors painted a sign for Hubbardston Council on Aging, as well as one of Monty Tech's vans. All Seniors received their EPA 6 H Certificate, I-Car Pro Level 1 in Refinishing and Non-Structural Repair Certification, and a SEM Plastic Repair Certificate. Six Seniors and two Juniors earned co-op placements, and one Senior traveled to Louisville, KY, competing in the SkillsUSA national competition in June 2018. A 2017 graduate of the program traveled to Russia to compete in the SkillsUSA World competition, where he placed an impressive 14th. (Total student enrollment: 63)

Automotive Technology: As in past years, the Monty Tech Automotive Technology program continues to service a variety of vehicles. Over 400 vehicles were serviced and repaired during the 2018-2019 school year, including vehicles brought in by faculty, staff, public, school and students. Students performed repairs that will prepare them for the workplace, such as timing belts, electronic diagnostics, intake manifold gaskets, brake work and various other technical repairs. The program was awarded approximately \$200,000 from the FY20 Massachusetts Capital Skills grant program, and will use those funds to provide a more comprehensive electrical and electronics training curriculum. Two Snap-On NC3 certification programs have been added, including digital multimeters and scan tool application. Nine students earned co-op placements throughout the school year, which is a testament to the strength of the program. The Monty Tech Automotive Technology program continues to be the area's premier workforce pipeline for automotive dealerships and businesses. For those students who plan to pursue advanced training, we have updated articulation agreements with 3 colleges/universities, as well as the 15 community colleges across Massachusetts. Over the last few years, our students

have received more than \$28,000 in scholarships to attend University of Northwestern Ohio, and in 2018-2019, a Junior placed 1st in the UNOH nationwide scholarship testing, earning a \$5,000 scholarship. (Total student enrollment: 60)

Business Technology: Monty Tech's Business Technology program continues to benefit from a unique partnership with Workers Credit Union. The opportunity to participate in teller training and financial literacy workshops has been met with great enthusiasm from students, who completed 9 modules and earned a financial literacy certificate. As a member of the Massachusetts Schools Bank Association through the Federal Reserve Bank of Boston, Monty Tech students are able to compete in the Banking Bowl and Marketing Competitions. Workers Credit Union has also purchased a conference table, 6 chairs, and 2 new white boards to support the program. Instructors, in collaboration with their post-secondary colleagues, continue to refine and develop new articulation agreements. These agreements with Mount Wachusett Community College and Keene State College, will provide qualified students with college credits at no cost to the student. Students are eligible to receive 24 credits from Mount Wachusett Community College and 12 credits from Keene State. Opportunities to demonstrate customer service, cash handling, and accounting skills are ever-present as the Business Technology students successfully operate an in-house retail location, The Gear House School Store, and the Monty Tech Greenhouse. Eleven Seniors and four Juniors were out on co-op placements during the 2018-2019 school year. (Total student enrollment: 80)

Cabinetmaking: Students and instructors in the school's Cabinetmaking program continue to spent time during the 2018-2019 school year manufacturing, assembling and installing maple benches for the Veterinary Science training center. Sophomore students crafted 400 pine beverage caddy's for the 2019 Superintendent's Dinner. Using reclaimed maple trees cut from the site of the new science wing, Cabinetmaking students fabricated furniture for Mount Wachusett Community College. Students and instructors also completed projects throughout the school and surrounding communities, to include: work tables and cabinet storage units for Graphic Communications, a large quilt display cabinet and storage for the Ashby Public Library, and custom built oak cabinets for CAD/Drafting & Design. To support a recent graduate who now attends WPI, students cut out multiple pieces on the CNC, which will be used in a solar decathlon project in Morocco. A total of 18 students (11 seniors and 7 juniors) earned co-op placements; making this the highest number of students out on Co-op in the program's history. (Total student enrollment: 66)

CAD/Drafting & Design: The Monty Tech CAD/Drafting & Design program is increasingly busy each year with outside projects, completing miscellaneous signs and banners for community sports events, craft fairs, and non-profit events. Students also played an instrumental role in 2019 Superintendent's Dinner, designing the layout and décor for this annual fundraising event, and ended the year by designing and installing signage throughout the building for the 2019 graduation exercises. A total of four students (one junior and three seniors) were on Co-op placements, working and learning in area businesses. Four students advanced to the SkillsUSA States competition, representing the program well. With funds awarded from the FY20 Skills Capital Grant, instructors created an all-new instructional space. The new fabrication lab includes equipment to support lessons in 3D printing, 3D scanning, Injection Molding, CNC work and laser cutting. Over the course of the 2018-2019 school year, CAD/Drafting & Design students achieved over 100 industry-recognized certifications in AutoCAD, Inventor, Revit, and Solidworks. 2018-2019 was the most successful year for certifications due to the introduction of SolidProfessor, an online curriculum that was made possible by Perkins grant funding. (Total student enrollment: 58)

Cosmetology: The Monty Tech Cosmetology program students and instructors provided numerous community services, including basic manicures to the residents at Heywood Wakefield Commons. Seniors and Juniors volunteered to be elves for the Wreaths Across America convoy celebration, where they did face painting, braids, and nail polish applications. The Freshman and Sophomore teachers have implemented Schoology this year, which will benefit both staff and students as they transition to Junior and Senior years. The Junior class held four fundraising events, donating \$2,300.00 to the Ava Roy Assistance Fund and raising funds so that they could travel to New York's International Hair show. Finally, for the third consecutive year, every senior successfully passed the Massachusetts Cosmetology State Boards, earning licenses to practice. (Total student enrollment: 87)

<u>Culinary Arts</u>: Monty Tech Culinary Arts students and instructors are always busy with the daily operation of the Mountain Room Restaurant, which is open for lunch from 11:30 am to 1:00 pm Monday through Friday. In addition to operating a full-service restaurant and bakery, serving 90-120 patrons daily, culinary students showcase their talents throughout the year, providing outstanding service at events that include the following: two Program Advisory Committee dinner meetings, four Monty Tech Foundation breakfasts, Monty Tech's Retirees holiday luncheon, a

graduation reception, the Women in Technology event, Principal and Counselors' Day, the Monty Tech homecoming dance, MAVA meetings, all School Committee meetings and sub-committee meetings, the Gardner AARP luncheon and the MHCC volunteer luncheon. Community service opportunities for students are always a highlight, and this year our students prepared meals for Our Father's House (Fitchburg), and NEADS (Princeton) events. Students and instructors also prepared and donated pastry and baked goods to the House of Peace and Education in Gardner. The program's greatest undertaking is always the Annual Superintendent's Dinner scholarship fundraiser, during which students work side-by-side with some of the area's finest chefs, preparing a six-course dinner with extensive hors d'oeuvres for more than three hundred guests. Culinary Arts students value industry-recognized credentials, and were proud to earn Allergen Awareness and ServSafe Certifications. Senior students also competed in the SkillsUSA Meal Ready to eat challenge at the Framingham Armory. (Total student enrollment: 95)

Dental Assisting: A critical component of the Monty Tech Dental Assisting curriculum is the preparation for the Dental Assisting National Board certification exams. In 2018-2019, every sophomore passed the DANB Infection Control exam, and every senior passed the DANB Radiology exam. All Seniors exposed 2 full mouth series on patients at their externship sites to meet the new requirements for the state. Two Seniors earned co-op placements, while the remaining 13 students participated in affiliation/externship experiences in area dental clinics and offices. Students and instructors welcomed Community Health Connections, a school-based dental hygiene program, and provided dental services to more than 60 students in need. Students were given valuable hands-on experience, assisting the staff from CHC during each dental procedure performed. Sophomore students provided dental education to students at Winchendon Memorial Elementary School and Meetinghouse Elementary School in Westminster, while four juniors assisted with the Kid Seal Program at Quinsigamond Community College. A new vacuum pump, which can be used by all four dental chairs, was purchased, as well as all new CPR manikins with feedback devices. (Total student enrollment: 61)

Early Childhood Education: Students and instructors in the Monty Tech Early Childhood Education program are committed to community service activities, and the 2018-2019 school year was no exception. In addition to studying early education and care concepts, students worked collaboratively to raise funds for Lucy's Love Bus, an agency that provides grants for children with cancer that are not covered by health insurance, as well as as SkillsUSA Change for Children. They provided gifts for children at Cleghorn Neighborhood Center, and organized a "Diaper Drive" for the Gardner VNA Diaper Pantry, which resulted in more than 1,200 diapers being collected and delivered to this important community service agency. Twelve outstanding program graduates earned their CDA (Child Development Associate) credential. The Monty Tech Child Care Center continues to operate at full capacity, providing meaningful hands-on learning opportunities for all students in the Early Childhood Education program. (Total student enrollment: 60)

Electrical: Throughout 2018-2019, students and instructors in the Electrical program wired numerous machines, equipment, computers, and lights throughout Monty Tech. Students and instructors successfully completed wiring equipment in the HVAC shop including six new welding stations, four new boilers, numerous outside condenser units, and all associated controls, as well as the school's new Automation, Robotics, and Mechatronics (ARM) Lab. With the completion of this new instructional space, instructors have written new curriculum, and are rolling out lessons in PLC (programmable logic controller) programming and associated wiring. This added element will increase the employability of Electrical students and graduates. The teacher station was also remodeled to improve shop tool use and organization, bringing the most utilized tools together. Nine seniors and four juniors earned Co-op placements. (Total student enrollment: 83)

Engineering Technology: The Engineering Technology program at Monty Tech is a rigorous program, infused with nationally certified curriculum provided by Project Lead the Way, and countless hands-on learning opportunities that provide students with opportunities to demonstrate creativity, make connections with prior learning, and earn college credits. In addition, all freshmen completed the OSHA 10-hour General Industry training. Three Seniors earned Co-op placements. New technology was added to the training program, including a Xerox Versalink C7020 multifunction color printer, three Amatrol table top mechtronics learning systems with pegasus robot, one Fanuc LR Mate 200ID/4S robot, one Festo MPS 203 Mechtronics system, and one StratasysF270 3D printer. (Total student enrollment: 51)

Graphic Communications: Throughout the 2018-2019 school year, the students in Monty Tech's Graphic Communications shop produced numerous projects for our district cities and towns, and a variety of non-profit organizations in the district. In total, students successfully produced approximately 400 orders, saving cities, towns and non-profit organizations more than \$200,000. The program welcomed 22 freshmen students into a shop that was recently

remodeled, and enhanced with new technology to include a printmaster press, a perfect binding machine, dye sublimation and all new Xerox copiers for our copy center. Three motivated students pursued and earned Co-op placements. Of the 21 talented seniors who graduated from the Graphic Communication program, 14 were accepted into colleges/universities and 8 chose to enter the workforce in related careers. (Total student enrollment: 86)

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. A unique collaboration with Mount Wachusett Community College enables Senior students to participate in an Emergency Medical Technician training program, earning eight college credits at no cost; 13 Seniors completed the EMT Course in 2018-2019. In addition, 12 seniors earned co-op placements, and 17 seniors received their National Clinical Medical Assistant certificate. Every junior enrolled in the Health Occupations program earned CPR certification; 24 juniors received their nursing assistant certificate, as well as a certificate in "A Habilitation Training Curriculum" from the Alzheimer's Association. Students and instructors are particularly invested in community service, and as a result, students hand-made veteran's day cards and sent them to the Bedford VA Hospital, bought gifts and clothing for the Fitchburg Community Christmas party, hosted an American Red Cross Blood drive, and held a "Baby Shower" benefiting Battered Women's Resources, Inc. (Total student enrollment: 106)

House Carpentry: Monty Tech's House Carpentry program supported a number of community organizations during the 2018-2019 school year, by building and installing two walls in Graphic Communications, stripping and re-roofing a section of the roof at Princeton Town Hall, building a carriage house for NEADS in Princeton, building a lean-to roof at Hubbardston DPW to cover sand and salt, rebuilding the ceiling in the weight room in the gym, and expanding the bathroom at the Lunenburg Town Hall. Students also handcrafted countless Adirondack chairs for charitable donations. A total of ten students (nine seniors and one junior) earned co-op placements throughout the school year, while all sophomore students successfully completed the OSHA 10-hour Construction training, which enables the students to work on outside projects and qualifies them for the school's popular co-op program in their junior year of study. (Total student enrollment: 63)

HVAC & Property Maintenance: Students and instructors in the HVAC & Property Maintenance program were awarded grant money to develop an oil burner technician training program, in partnership with Monty Tech's Continuing Education Department. Students completed a beneficial shop remodel, installing new oil burner training modules to be used by both day and evening students. New boiler and furnace lab space was completed, providing students with additional "hands-on" learning experiences while remaining in shop. The tool crib was also reconfigured, and a new shop position was created, Service & Parts Manager, to reflect the requirements in the industry. Students working as the shop managers are tasked with keeping accurate records of all material being used in shop and recording them on a shared google document. New welding stations are up and running, an effort made possible by the school's Electrical, Welding, and the Auto Body Collision shops. Electrical wired everything including the state of the art variable speed exhaust fan. Welding built the benches and installed the exhaust hood, and Auto Body painted the work stations. The outside rack for the air conditioners is now complete and being used, and three new stations for furnaces, air conditioning split systems and the new oil supply tank are securely maintained in that space. Students earned National EPA Certification for refrigerant recovery, and a total of ten students (six seniors and four juniors) were placed in area businesses through the school's popular co-op program. (Total student enrollment: 60)

Information Technology: The Information Technology program continues to offer students more industry-recognized certificates than any other program at Monty Tech. It is an accomplishment our instructors are so proud of, as these certifications affirm the technical skill proficiency needed for so many entry-level careers in networking and information technology. All Freshmen completed the OSHA 10-hour General Industry training and VEX Robot Certification. All Sophomores passed the IC3 Certificate Exam for basic computer hardware, software, and internet knowledge and skills, as well as the Test-out PC Pro Certificate exam, the Cisco IT Essential course for computer repair and maintenance, and the Introduction to Networking course. One sophomore, one junior, and one Senior passed the COMPTIA A+ exam. All Juniors sat for the CIW Advanced HTML5 & CSS3 Certification exams in June, in addition to the Cyber Security Operations Final Exam. Seniors completed the Python Programming course and participated in the AP Computer Science Principles course, which resulted in nine students earning qualifying scores. Four students earned co-op placements, applying their technical skills in area businesses. In total, more than 400 hours of community tech support were completed, which involved hardware and software troubleshooting on desktops, laptops, printers, and mobile devices. (Total student enrollment: 41)

Machine Technology: Throughout the 2018-2019 school year, instructors were able to train Machine Technology students in precision measurement, and granted more than 300 certifications to students accordingly. All new CNC and new cutter technology was used, and a new print reading curriculum was introduced. All freshmen received their OSHA 10-hour general industry certification, while all Seniors and six juniors earned co-op placements, working and learning in area machine shops. Machine Technology students and instructors also completed a number of outside projects, which included engraving school plaques, and assisting Athol High School with teaching and certifying students in NC3 Precision Measuring Instruments. (Total student enrollment: 45)

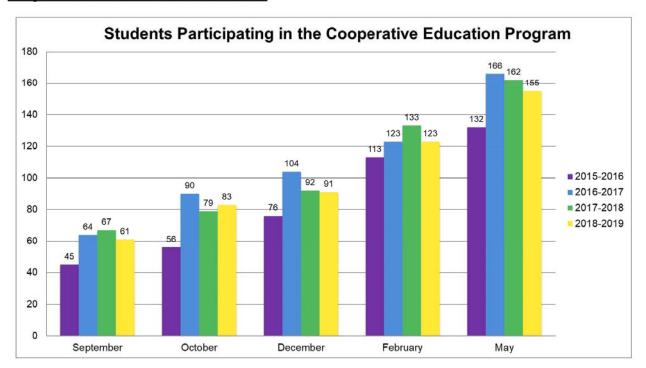
Masonry: The talents of Monty Tech Masonry students are on display throughout the district, as projects that were completed this year to include: installation of a concrete walk for the LUK Organization, stone veneer inside the offices at NEADS, stone veneer and paver sidewalk at the garage at Monty Tech, repairing a marble floor in the mausoleum at Fitchburg's Forest Hill Cemetery, repair of stone steps at the gazebo on Fitchburg's Upper Common, installation of a handicap ramp at Saima Park, as well as several projects around the school. Students continued to maintain the OSHA silica standard, in a program that operates in compliance with trade regulations. The Masonry program also benefitted from new equipment, dust free saws and grinders. Five seniors and two juniors earned co-op placements, and continued to refine their skills working with business partners through the school's co-op program. (Total student enrollment: 61)

Plumbing: The 2018-2019 school year saw 19 freshmen enter the Plumbing trade at Monty Tech., all of whom successfully completed OSHA 10-hour General Industry safety training, while the sophomores completed OSHA 10-hour Construction Training. Seniors earned the Mega-Press certification, while the sophomores attended training in PEX Piping Systems at the Viega training facility in Nashua, NH. Students and instructors worked at the Bresnahan Scout & Community Center in Ashburnham, installing sinks in the kitchen area, and finishing a bathroom. A bathroom was also remodeled for the Town of Lunenburg, making that space ADA compliant for those attended important town meetings. Students and staff spent time in Winchendon, installing water filters at Memorial, and replacing water coolers at Murdock, Memorial and Toy Town Elementary. A bathtub was replaced with a shower stall & grab bars for the Gardner Habitat for Humanities house, to aid a homeowner with disabilities. Compressed air service lines were installed in the school's new ARM lab, and countless maintenance issues were attended to throughout the building. Eight seniors and one junior participated in the co-op program. One Senior received the 2019 Vocational Tech Plumbing All Star Award given by the Plumbing, Heating, and Cooling Contractors Association of Massachusetts, while another was recognized by the Central Mass Plumbing & Gas Inspectors Association – awards that will help these talented graduates as they pursue advanced training in the field. (Total student enrollment: 71)

Veterinary Science: 2018-2019 marked a very special year for the school's newesy vocational training program, veterinary Science. Students and instructors were moved in to the new training center, taking every advantage the new 7,500 sq. ft. state-of-the-art facility could provide. After another successful exploratory program, 22 students were accepted into the program and are proud to be Monty Tech's 2nd class of Veterinary Science students. All freshmen completed the OSHA 10-hour healthcare training, and spent the second semester engaged in introductory animal science lessons, as well as a number of valuable field trips to support the new curriculum, with trips to: UMASS Amherst to study Equine Reproduction Medicine, and Lilac Hedge Farm and Jordan's Dairy to observe agricultural production facilities in Massachusetts. Sophomores worked through some very challenging curriculum, covering units in client services, hospital management, anatomy, pathology and laboratory procedures. They visited Flying High Farm in Lunenburg to work with horses and complete the program's large animal requirements, and also toured Idexx laboratories in North Grafton, MA to observe all aspects of clinical pathology. All sophomores gained certification in Fear Free Handling, an industry recognized achievement which will open doors for them throughout the area. (Total student enrollment: 44)

Welding/Metal Fabrication: The 2018-2019 school year brought new equipment - a 4 ft Squaring Shear - to the students in the school's Welding/Metal Fabrication program. Numerous projects were completed by talented students, including more than fifty requests for individual projects from community members residing in the school's sending district. All freshmen students successfully completed the OSHA 10-hour General Industry training, and instructors implemented new online curriculum for the Junior related theory class. Seniors competed in the Notch Mechanical pipe welding competition, and eight upperclassmen (four seniors and four juniors) were placed in area shops, working and learning from trade professionals who support the school's co-op program. (Total student enrollment: 57)

#### Co-operative Education and Student Placement



The Cooperative Education Program is an extension of the student's technical education that combines classroom instruction with on-the-job-training. The Co-op Program provides students with an opportunity to further develop academic, technical and employability skills in an industry work environment. All students are eligible to participate in Co-op Program, provided they satisfy state and school grade, attendance and performance requirements. All Co-op students have completed the OSHA recognized Career Safe online health and safety course.

The Cooperative Education Program is beneficial for both student and employer. For the student, it is a chance to gain on-the job training that improves both their technical and employability skills. Additionally, making industry connections enhances post-graduate employment opportunities. The Co-op Program allows students to earn while they learn.

Employer benefits include addressing workforce needs in an efficient manner. Co-op students provide a pool of temporary and potential full-time employees who are already trained, thus reducing employer training costs. Co-op work hours may be tailored to suit the needs of partnering employers. During the 2018-2019 school year, approximately 22.4% of qualified students (Juniors and Seniors) earned Co-op placements, working, learning and applying their technical skills related in area businesses.

#### Student Support Services

During the 2018-2019 school year, Montachusett Regional Vocational Technical School District provided special services to approximately three hundred students – measuring progress of over two hundred students on Individual Education Plans (IEPs) and just under one hundred students adhering to individualized Section 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

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

who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. The school is also fortunate to have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech language pathologist, who is available to assist students with disabilities, assess these students and consult with teachers. Our students also have access to the services of a full-time adjustment counselor and part-time school psychologist. All of these individuals are available for scheduled counseling sessions, mental health emergency treatment, medical/mental health re-entry and transition support services, 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**

The 2018-2019 school year marked the end of the first 3-year lease for the school's popular 1:1 Chromebook initiative. Students and instructors have expanded access to instruction through the use of this important technology. To support this effort, the District's Technology Department spent countless hours during the school year upgrading the network to include new switches, wireless access points, fiber lines, and firewall.

Department personnel upgraded the learning experience for students, reconfiguring the Engineering Technology shop with all new HP Z stations and eight Z book laptops, and installing ten new SMART boards throughout the school. To complement the Google classroom experience, the Monty Tech Technology Department added Schoology to the list of its many resources and supports for instructors. The District's Instructional Technologist and four academic instructors attended the annual Schoology Conference, with the goal of identifying new solutions, technologies, and best practices that will enhance the school's technology-driven approach to education.

To support these expanded technology needs, Monty Tech successfully completed a number of necessary infrastructure upgrades, using federal e-rate dollars totaling \$116,511. The school's external bandwidth speeds have been increased to 2.5 GB and internal bandwidth to 10GB to better ensure continued connectivity and speeds appropriate with a high–use learning community.

#### Marine Corps JROTC

The Monty Tech Marine Corps Junior Reserve Officer Training Corps (MCJROTC) had a productive 2018-2019 school year. The Cadet Corps stood a formal Inspector General inspection and achieved a "Mission Ready" grade, and due to outstanding performance throughout the year, Monty Tech's Marine Corps Junior Reserve Officers' Training Corps program was designated as a Marine Corps Honor School. Selection for the Marine Corps Honor School means that the school's Marine Corps JROTC program was in the top 15% of the 68 other programs in Region 1. Region 1 includes schools from the mid-Atlantic and Northeast U.S. The selection is based on several criteria including:

- Inspector General's inspection results
- Number of cadets in the program
- Number of community service hours conducted
- Number of public affairs events attended by cadets
- Number of academic awards presented to cadets
- Participation in drill team competitions, marksmanship competitions, physical fitness competitions, and field trips that support the growth and development of the cadet

Because of this distinction, Monty Tech MJROTC instructors are allowed to nominate up to six cadets to each of the three service academies — U.S. Naval Academy, U.S. Military Academy and U.S. Air Force Academy. This is the 8<sup>th</sup> time the program has earned this distinction since 2007.

The Monty Tech JROTC Cadet Corps was honored to once again host the Wreaths Across America Convoy with a remembrance ceremony as it made its way down to Arlington National Cemetery.

The Cyber Security Team received national recognition by securing a place to compete in the Air Force Association's National Cyber Security Competition held in Baltimore, MD, for the ninth consecutive year. The competition field began with over 1900 hundred teams battling for just 13 seats, and Monty Tech placed 5<sup>th</sup> in the highly competitive field in the all service division.

The 2018-2019 Corps of Cadets completed over 9,600 hours of community service, conducting a major food drive with United Way, completing a 10 mile March A Thon that raised \$21,000 in support of NEADS, and spending five weekends working with the local Salvation Army helping to raise over \$21,000 for needy families. The Monty Tech Cadet Corps provided 31 Color Guards for local civic and veteran ceremonies, and supported 19 community service projects throughout North Central Massachusetts. Through civic engagement and veteran affiliation, our Cadets received more than \$180,000 dollars in scholarships.

#### **Student Athletics**

The Monty Tech athletic program was proud to provide meaningful extracurricular activities to more than 500 students during the 2018 – 2019 school year, participating on our freshmen, junior varsity, or varsity teams. Fourteen teams competed in the fall 2018, thirteen during the winter season and 11 representing the school in the spring of 2019.

The varsity football team showed some improvement on the season, ending with a record of 3-8 and an eye toward the future. The Varsity Boys Soccer team finished the regular season with an 11-5-2 record, led by Rubelsi Moran who had 22 goals and 8 assists on the season. The young JV Boys team was 4-5-2, and looks to have a promising future. The Varsity Girls Soccer team finished at 7-9-2 missing the playoffs by only one win. The JV Girls Soccer team was 9-4-1 and will help the varsity in the future years. The Varsity Field Hockey team was 8-10, while the JV Field Hockey team finished with a 4-4-1 record, with all freshmen and sophomores on the roster. The Varsity Golf team struggled a bit, but finished with a 4-8-1 record. The JV golf players continued to work on their game and participated in some JV tournaments and some official matches. The Varsity Girls Volleyball team finished at 4-16, while the JV Girls were 8-7. The Varsity Boys Cross Country team was 8-1, finishing an impressive  $2^{nd}$  place in the Colonial Athletic League. Unfortunately, the Girls Cross country program could not recruit enough girls to compete as a team, but the two female seniors competed with the boys throughout the season.

The Boys Varsity Basketball team finished with a 5-15 record; the JV team finished with a record of 7-11 and looks forward to sending some talented players to the Varsity team next year. The Varsity Girls Basketball team had the best campaign in school history, finishing with an impressive 17-3 record and winning the Colonial Athletic League Championship. They continued the season, winning the State Vocational Tournament, beating Bay Path, 65-37 and Blackstone Valley Tech 51-40 in the Championship game. They won three straight games in the Central Mass Division IV tournament over Quaboag, 64-59, Douglas, 62-35 and Blackstone Valley Tech 61-44, and defeated Maynard in the Finals, winning the first District Championship for girls basketball 56-49. They moved on to the State Tournament where they played Hopkins Academy in the Semi-Finals, losing 55-48. Two seniors, Erica Regan and Emily St. Thomas each reached 1000 points for their career in early February. Emily now holds the school record for points. The JV Girls also enjoyed a strong season, finishing 15-3, and hope sto see some strong players advance to the Varsity level next year. The Wrestling team competed in a number of tournaments, where standout athlete Isiac Paulino won 40 matches; as a freshman he is well on his way to 100 career wins. The Boys Indoor Track and Field team was 3-5 and the Girls team 0-8 as they look to improve for the spring season. The Varsity Boys Ice Hockey team was 6-10-4, and the Girls Ice Hockey team continues to improve each year, graduating only 2 players and expecting at least five to return.

Due to poor field conditions the baseball teams have been unable to play their home games at Monty Tech, but have continued to represent the District well. The Varsity Baseball team was 9-11, qualifying for the post season tournament by winning the CAL Small School division. They lost to Uxbridge 3-0 in a hard fought game. The JV team finished the season with a record of 5-7 and the Freshmen with a record of 2-5. The Varsity Softball team continues to excel,

finishing  $2^{nd}$  in the Colonial Athletic League with a record of 14-6 in the regular season, and winning the first two games in the Districts to advance to the District Semi-Finals. The talented team beat AMSA, 12-6 and Narragansett 10-6 before losing to Millbury 12-2. The JV Girls Softball team was also impressive, finishing 9-4 on the season, and should provide some talented players to future teams. Boys Varsity Lacrosse finished with a 5-13 record and the JV played hard throughout the season. The Varsity Girls Lacrosse team was 7-12, an improvement over last year and finished  $3^{rd}$  in the Colonial Athletic league, while the JV team finished with an outstanding record of 14-3. The Boys and Girls Track & Field teams both saw an increase in participation, and finished strong with records of 4-5 (boys) and 4-9 (girls).

Congratulations to the Outstanding Male and Female athletes for 2018-2019, Connor Dandy and Cassie Skinner.

#### Monty Tech School of Continuing Education

The Monty Tech School of Continuing Education continues to update and add courses that emphasize a commitment to excellence by offering affordable, quality, and enjoyable educational experiences. For the Fall of 2018, Monty Tech offered 130 classes with 980 registrations and during the Spring 2019 semester; there were 102 post-graduate and continuing studies courses, with 793 registrations.

The program is on track to support the North Central Massachusetts workforce readiness pipeline with an increase in career and licensure courses. The students earn industry-recognized credentials, and participate in externships to support the hands-on learning component. We continue to increase our small business partnerships, and the number and quality of personal enrichment classes – sewing, knitting, acrylic painting and glass fusing, to name a few. Catalog distribution has more than doubled, from 80,000 to 170,000 copies, and the relatively new online registration feature continues to add value to our students and instructors.

In Spring 2019, we offered an all-new Oil Burner Technician certification prep course. Students in the newly established the 120-hour program trained on new boilers and burners, and upon completion earned the opportunity to sit for the oil burner technician state licensing exam. This course provides our community members with a high quality, affordable entry into a viable career pathway. We have also added an EPA 608 certification course to benefit students in the HVAC industry.

Our medical course offerings now include Pharmacy Technician, Certified Medical Billing and Coding, EKG, Phlebotomy, Certified Nurse Aide, Patient Care Tech, and Medical Terminology.

The continued success and sustainability of an adult education program is based on hiring quality instructors and meeting the needs of the community and supporting workforce development. Our goals in the coming year include identifying additional training opportunities to meet the needs of the regional workforce, provide affordable and meaningful training opportunities to our nontraditional student population, and expanding programming to include off-site, daytime training opportunities across the region.

#### Practical Nursing Program

The Monty Tech Practical Nursing Program is designed to prepare graduates to practice safely and ethically in a caring manner for patients who are experiencing common variations in health status in diverse health care settings.

On June 27, 2019 a graduating class of 28 students completed the Practical Nursing Program and entered the nursing profession. The class achieved a pass rate of 96%, with 27 of the 28 graduates passing the NCLEX-PN exam (National Council Licensure Examination for Practical Nurses). One graduate will pursue the examination in the coming months.

All of the 2019 graduates are currently employed in the health care profession throughout Massachusetts, and many are working within the eighteen cities and towns of the Monty Tech school district as Licensed Practical Nurses in various

health care settings, such as long-term care, sub-acute care, mental health/ substance abuse facilities, physician's offices and correctional medicine.

The Monty Tech Practical Nursing Program continues to strengthen the "LPN to BSN (Bachelor of Science in Nursing) Bridge" relationship with Fitchburg State University. Several 2019 graduates are pursuing seats in the LPN to BSN program at FSU and will be continuing their education to the Bachelors in Nursing. Many class applicants cited their attraction to Monty Tech as the opportunity to complete a ten-month accelerated program and then bridge to Fitchburg State University. In the 5-year history of the Bridge Program, all of Monty Tech's Practical Nursing graduates reaching graduation at FSU have passed their RNNCLEX exam.

Monty Tech Practical Nursing students are now completing patient scenarios in the Sim Lab on a weekly basis in Terms 2, 3, and 4. The Faculty Sim team has implemented National League of Nursing (NLN) patient scenarios and authored several others consistent with our curriculum frameworks, and have also utilized the Sim lab setting to instruct students in developing nursing skills that they may not be experiencing in the clinical setting. Instructors have successfully developed and implemented a library of scenarios reflecting INASCAL Standards (International Association for Clinical Simulation and Learning).

In Maternity Sim Lab Boot Camp, students utilize the new simulation models to imitate the birthing process, from obstetric office visits through labor and common post-partum complications. Well newborn care is also taught. Student feedback has been positive regarding these new maternity scenarios, stating it better prepares them for an unexpected outcome during a delivery. This expanded content also better prepares students for NACE (Nursing Acceleration Challenge Exam) success at FSU.

Substance abuse and the mental health setting job opportunities have increased with more funding being provided to combat the opiate crisis. Having a clinical rotation at AdCare Hospital in Worcester, and performing simulation scenarios involving substance abuse clients, has better prepared our graduates to work in a substance abuse clinical setting, as well.

We are expecting an accreditation visit from the Massachusetts Board of Registration in Nursing this year. Our goals include stabilization of faculty positions, securing a certified Simulation Instructor, and pursuance of ACEN (Accreditation Commission for Education in Nursing) or other accreditation status to more accurately reflect the changing environment of nursing education.

#### Looking Ahead

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

Expand Health Occupations program to include vital diagnostics: Monty Tech was awarded a generous \$385,000 Skills Capital Grant, a portion of which will benefit the staff and students of the Health Occupations program. To better prepare our graduates for a variety of careers in the health sector, the school will purchase new diagnostic equipment to train students in the proper procedures for testing for cholesterol, blood sugar, lead, lung volume, and more. In addition, the program will receive state-of-the-art virtual dissection technology, bringing lessons in anatomy and physiology to new heights. This equipment, provided by Anatomage and most often found on college campuses, is expected to engage students and bring a deeper level of knowledge and understanding to students as they explore the human body and its complex systems.

Celebrate the completion of an all-new Automotive Technology simulation lab: The \$385,000 Skills Capital Grant award will also fund an all-new Automotive Technology simulation lab, which will include the latest technology in trainers and simulators aligned with NATEF standards. At Monty Tech, students are presented with countless opportunities to earn industry-recognized credentials. These certifications are not only a testament to the skills they have developed

while enrolled at Monty Tech, but also will ensure our graduates are more employable upon graduation. To that end, the Monty Tech Automotive Technology instructors have proposed adding NC3 Automotive Diagnostic Certifications to the program. In partnership with Snap On Tools, Monty Tech will now present students with a more sophisticated technical training program and opportunities to earn all-new diagnostic credentials, validating their experience and ability to diagnose and service today's computer-controlled vehicles. In addition, the program will also receive new automotive lifts, floor jacks, engine stands, chargers and an air table, to ensure students are trained on equipment that will prepare them for careers in the automotive industry.

Roll out affordable veterinary care services in the school's new veterinary clinic: A project more than 7 years in the making, the Monty Tech Veterinary Clinic is now open, providing affordable veterinary care to pets across the region. The rollout of services continues throughout the 2019-2020 school year, with routine wellness care visits, affordable medications and vaccinations, diagnostic services, primary care surgical services, stable urgent care, compassionate end of life care, and dentistry. Monty Tech is proud to offer veterinary care services to families with valid EBT cards (food stamps) residing in the Monty Tech District. The 7,500 sq. ft. clinic also houses a grooming salon, preparing students for yet another high-demand animal care occupation. There are no eligibility requirements to receive services in the Grooming Salon.

#### The Monty Tech School Committee

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures. Our students continue to benefit from the broad scope of their experiences and varying perspectives, and we are thankful to the following members of the 2018-2019 School Committee for their outstanding service.

Brian J. Walker, Fitchburg

Chair

Diane Swenson, Ashburnham

Vice Chair

Julie Marynok Secretary

Norman J. LeBlanc

District Treasurer

Peter Capone, Ashby

Toni L. Phillips, Athol

Whitney Marshall, Barre

Dr. Robert Babineau, Fitchburg

Dr. Ronald Tourigny, Fitchburg

Melanie Weeks, Fitchburg

Matthew Vance, Gardner

James S. Boone, Gardner

Amy Morton, Harvard

James Cournoyer, Holden Kathleen Airoldi, Hubbardston

D 1 D 11 I

Barbara Reynolds, Lunenburg

Edward Simms, Petersham

Eric Olson, Phillipston

John P. Mollica, Princeton

Mary C. Barclay, Royalston

William Brassard, Sterling

John Columbus, Templeton

Ross Barber, Westminster

Dr. Maureen Ward, Winchendon

Respectfully Submitted By:

Sheila M. Harrity, Ed.D., Superintendent-Director January 24, 2020



# Treasurer/Collector



TOWN COLLECTOR'S REPORT						
PERIOD ENDED JUNE 30, 2019						
	FISCAL	COMMITTED OR		ABATED OR	REFUNDED OR	
	YEAR	FORWARDED	COLLECTED	LIENED	ADJUSTED	BALANCE
REAL ESTATE TAX	2018	287,976.34	208,348.33	251,700.79	174,807.55	2,734.77
	2019	16,981,275.01	16,696,664.29	87,562.27	76,291.54	273,339.99
PERSONAL PROPERTY TAX	2016	183.84	0.00	143,418.84	143,235.00	0.00
11111	2017	962.88	0.00	962.88	0.00	0.00
	2018	1,115.18	771.49	231,597.69	231,254.00	0.00
	2019	832,449.74	913,330.29	76,847.72	159,080.90	1,352.63
		, .	,	, , , ,	,	,
ROLL BACK TAXES	all years	1,056.00	0.00	0.00	0.00	1,056.00
MOTOR VEHICLE EXCISE	2014	2,875.85	0.00	2,875.85	0.00	0.00
	2015	4,233.66	400.11	0.00	0.00	3,833.55
	2016	6,389.49	2,587.29	281.87	281.87	3,802.20
	2017	22,879.80	14,847.18	2,906.31	2,736.21	7,862.52
	2018	297,533.16	277,315.07	15,346.47	14,852.19	19,723.81
	2019	1,277,793.91	1,137,971.49	24,402.18	12,791.10	128,211.34
WATER USAGE	2018	65,180.05	23,307.38	42,103.21	230.54	0.00
	2019	926,523.47	866,674.14	1,712.69	434.38	58,571.02
WATER LIENS	2018	6,797.64	3,075.35	3,722.29	0.00	0.00
	2019	41,370.03	39,463.94	0.00	0.00	1,906.09
WATER SERVICES	2018	1,684.30	1,937.40	75.00	328.10	0.00
	2019	8,641.64	7,871.43	0.00	328.10	1,098.31

# Treasurer/Collector

		FOWN COLLECTO  PERIOD ENDED I				
PERIOD ENDED JUNE 30, 2019  COMMITTED						
	FISCAL	OR		ABATED OR	REFUNDED OR	
	YEAR	FORWARDED	COLLECTED	LIENED	ADJUSTED	BALANCE
HOLMES PARK WATER	2010	WOW 20	707.20	2.22	2.22	2.22
ASSESSMENT	2018	787.30	787.30	0.00	0.00	0.00
	2019	9,289.32	8,430.88	0.00	0.00	858.44
LEINO PARK WATER						
ASSESSMENT	2018	375.00	375.00	0.00	0.00	0.00
	2019	22,875.00	22,500.00	0.00	0.00	375.00
SEWER USAGE	2018	60,840.39	20,178.51	41,155.18	493.30	0.00
	2019	1,105,457.45	1,013,295.30	30,828.23	1,474.47	62,808.39
SEWER LIENS	2018	15,965.37	12,740.40	3,224.97	0.00	0.00
	2019	39,724.08	36,702.66	0.00	0.00	3,021.42
SEWER SERVICES	2018	669.65	669.65	0.00	0.00	0.00
	2019	8,703.41	8,277.01	0.00	0.00	426.40
ADDODITIONED SELLED						
APPORTIONED SEWER	2007	41.277.00	<b>52</b> 6.00	10.741.00	0.00	0.00
BETTERMENT NOT YET DUE	2005	41,277.88	536.88	40,741.00	0.00	0.00
APPORTIONED	2018	1,063.64	526.87	536.77	0.00	0.00
SEWER BETTERMENTS	2019	40,741.00	40,529.69	0.00	0.00	211.31
SEWER BETTERMENTS	2019	40,741.00	40,329.09	0.00	0.00	211.31
COMMITTED INTEREST	2018	117.34	63.66	53.68	0.00	0.00
COMMITTED INTEREST	2019	2,037.16	2,037.16	0.00	0.00	0.00
	2015	2,037.10	2,037.10	0.00	0.00	0.00
	]	TOWN COLLECTO	OR'S REPORT			
		PERIOD ENDED J				
		COMMITTED				
	FISCAL	OR			REFUNDED OR	
	YEAR	FORWARDED	COLLECTED	LIENED	ADJUSTED	BALANCE
SEPTIC LOAN PROGRAM						
BETTERMENTS NOT YET DUE	2016	264,038.44	43,921.17	18,136.79	0.00	201,980.48
SEPTIC LOAN APPORTIONED						
LOAN PRINCIPAL REPAYMENTS	2018	1,949.06	0.00	1,949.06	0.00	0.00
	2019	18,136.79	15,168.65	0.00	0.00	2,968.14
SEPTIC LOAN APPORTIONED						
LOAN INTEREST REPAYMENTS	2018	552.50	0.00	552.50	0.00	0.00
LOAN INTEREST REPAIMENTS	2018	5,133.85	4,320.26	0.00	0.00	813.59
	2019	5,155.05	1,920.20	0.00	0.00	013.33
SEPTIC LOANS PRINCIPAL						
LIENED	2019	1,949.06	1,949.06	0.00	0.00	0.00
CEDELC LOANG INTERPOT LIESTED	2010	552.50	552.50	0.00	0.00	0.00
SEPTIC LOANS INTEREST LIENED	2019	552.50	552.50	0.00	0.00	0.00



TOWN TREASURER'S REPORT						
		PERIOD ENI	DED JUNE 30, 2019	)		
		COMMITTED				
	FISCAL	OR	SUBSEQUENT		ABATED OR	
	YEAR	FORWARDED	TAXES ADDED	COLLECTED	TRANSFERRED	BALANCE
TAX LIENS RECEIVABLE	all years	533,197.75	141,501.98	279,362.17	5,071.33	390,266.23
TAX POSSESSIONS	all years	47,237.83	6,562.41	0.00	0.00	53,800.24
DEFERRED TAXES	all years	0.00	0.00	0.00	0.00	0.00

TOWN TREASURER'S REPORT			
PERIOD ENI	DED JUNE 30, 2019		
GENERAL FUND			
Town Clerk's Cash Drawer	100.00		
Treasurer/Collector's Cash Drawer	100.00		
DPW's Cash Drawer	50.00		
Citizens Bank	789,101.72		
Eastern Bank	304,372.19		
Enterprise Bank	3,038,065.23		
Greenfield Cooperative Bank	1,217,680.96		
Massachusetts Municipal Depository Trust	312,000.81		
Rollstone Bank	246,018.24		
UniBank for Savings	5,552,462.32		
Webster Five	3,351,886.11		
TD Bank	510,565.17		
SPECIAL FUNDS			
Citizens Bank			
1856 Hearse House Building Fund	697.96		
250th Anniversary Fund	24,884.02		
Aalto/Salo Memorial	2,822.76		
Altobelli Memorial	4,550.99		
Board of Health 53G	0.14		
Compost Bin Sales	206.54		
Conservation Commission/Stein Fund	1,455.10		
Cultural Council	7,107.53		
Forbush Library Building & Renovation Fund	260.79		
Forbush Memorial Library Endowment Fund	6,268.25		
Inflow & Infiltration	4,595.90		
Law Enforcement Trust	27,979.82		
Library Preservation Fund	118.53		
Library State Grant	25,803.56		
Planning Board Escrow	129.52		
Planning Board Escrow/Rte. 31 Business Park	29,403.66		
Planning Board Escrow/Westminster Woods/53G	1,052.61		
ZBA Cell Tower/53G	325.96		
Zoning Board/Kingsbury Arms/53G	769.46		
Zoning Board/Mountain View Estates/53G	3,127.44		
Westminster Business Park Phase II	234,395.31		
Westminster Business Park 53G Depot	20,868.08		
Nexamp Solar Theodore Drive	63,076.94		
Nexamp Solar 235 So Ashburnham Road Bond	63,334.69		
Newton Road Planning Board 53G	2,293.23		
Ellis Road Solar	3,842.37		
Westminster Estates II	4,305.97		
Biz Park Roadway A	1,943.17		
Biz Park Roadway B	2,100.68		



	TOWN TREASURER'S REPORT  DEDICTOR ENTRED IT IN 18 20, 2010	
SPECIAL FUNDS	PERIOD ENDED JUNE 30, 2019	
Citizens Bank (continued)		
Kirali Court	786.07	
Lighthouse Lane	138,289.82	
Borrego Solar - Livermore	10,630.14	
Bean Porridge Hill Solar 53G Rowtier Dr Subdivision 53G	7,413.01	
	2,253.00	
26 Theodore Drive Solar	40,006.07	
Carter Road Fill	1,395.17	
Planning Board/Escrow of R. Lehtola	60,781.86	
UniBank		
Conservation Special Use Permit	5,001.97	
Bartholomew & Company		
Stabilization Fund/General	3,393,548.34	
Stabilization Fund/Building Maintenance	1,584,648.31	
Stabilization Fund/Capital Equipment	2,316,883.25	
Stabilization Fund/Technology	1,226,307.69	
Stabilization Fund/OPEB	2,444,944.29	
Stabilization Fund/Road Maintenance	3,051,317.67	
TDI LOT ELINIDO		
TRUST FUNDS		
Bartholomew & Company	100 OFF CO	
Charles F. Giles Fund	129,053.60	
Conservation Fund	4,231.07	
Fred W. Smith Poor Fund	121,677.28	
Joseph Forbush Worthy Poor Fund	88,836.24	
Westminster Grange Fund	591.93	
OPEB Trust Fund	115,823.02	
CEMETERY FUNDS		
Bartholomew & Company		
Expendable Funds/Non-Expendable Funds	316,542.97	
LIBRARY FUNDS		
Bartholomew & Company		
Expendable Funds/Non-Expendable Funds	76,048.16	
TOTAL ALL FUNDS	30,997,134.66	
Annual Report	Town of Westminster	117



The Board of Assessors respectfully submits their annual report for 2019. The Board held 22 posted meetings.

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

In addition, the Assessing Department must administer the processing of motor vehicle excise tax bills, which are generated from the Mass Registry of Motor Vehicles. We review applications for MV, RE & PP abatements, Senior & Veteran exemptions, 3ABC, FOL & Chapter land forms.

The Assessor's Office hours are: Monday-Thursday, 8-4:30 and Fridays, 8-1. The phone number is 978-874-7401 and the fax is 978-874-7462. Field Cards & Plot Plans are on the Westminster website. www.westminster-ma.gov

The following is information compiled during the calendar year 2019:

# Of motor vehicle bills processed	10,597
\$ Amount committed to collector	
# Of motor vehicle abatements granted	
\$ Amount of abatements granted	

During 2019, the Board of Assessors were required to do an Interim of the whole town, both Real Estate & Personal Property, and submit an LA3 Report to the Department of Revenue; this is required every year. This form reports the results of sales analysis for real estate and review of commercial and industrial market indicators. The community's assessments must be equitable and consistent with accepted mass appraisal measures of assessment level and uniformity.

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

The board would also like to take this time to thank all town boards and departments for their continuing cooperation during the past year.

Respectfully submitted, Donald Frigoletto, Chairman Robin L. Holm

Robert J. Sampson



# THE FOLLOWING WERE CALCULATED ON A FISCAL YEAR 2019

(JULY 1, 2018- JUNE 30, 2019)

Fiscal year 2019 tax rate \$18.25 per thousand dollars of valuation

	<u>VALUE</u>	<u>TAX</u>
Real Estate	831,418,698	\$15,173,391.24
Commercial	58,413,338	\$1,066,025.17
Industrial	40,649,200	\$741,847.90
Personal Property	<u>45,613,681</u>	\$832,449.68
Totals	976,093,917	\$17,813,713.99

EXEMPTIONS GRANTED	<u>NUMBER</u>	<u>AMOUNT</u>
Widow/widower Clause 17D	24	\$4,405.92
Veterans:		
Clause 22	52	\$20,800.00
Clause 22E	20	\$20,000.00
Clause 22D	2	\$7,986.21
Clause 22 Paraplegic	1	\$2,805.56
Blind:		
Clause 37A	4	\$2,000.00
Elderly:		
Clause 41B	15	\$7,867.00

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 2019 the Town Accountant oversaw financial transactions of \$59,173,003.67 in revenue and receipts and \$58,939,553.71 in expenditures, for a combined total of transactions in the amount of \$118,112,557.38.

The following financial statements are included in this report: Balance Sheet-All Funds Types and Account Groups Appropriation and Expenditure Report/Activity Report Detailed Schedule of Receipts

Helpful information for understanding the financial statements reported.

#### Definitions

Fund - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.

Proprietary Funds - The Town maintains two types of proprietary funds.

They are referred to as Enterprise Funds. Enterprise Funds - uses the economic resources measurement focus to account for the following specific operations in a manner similar to private business. The Town uses enterprise funds to account for water and sewer functions.

**General Fund** - The government's primary operating fund. It accounts for all financial resources of the general government except those required to be accounted for in another fund.

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

**Special Revenue Fund** - Account for the proceeds of specific revenue sources, other than those for major capital projects that are restricted legally to expenditure for specified purposes.

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

Capital Projects Fund - Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds or trust funds).

Respectfully submitted,

Julie M. Costello, CPA Interim Town Accountant

	I own Accountant	
General Fund Balance Sheet		Balance
Description	Account#	6/30/2019
Description	recount	3/30/2013
Datter Cash	1020	100.00
Petty Cash	1020	100.00
Treasurer's Cash Drawer	1021	100.00
Invested Cash	1040-0000	6,550,506.66
Personal Property Taxes Receivable 2019	1210-2019	1,352.63
Real Estate Taxes Receivable, 2018	1220-2018	2,734.77
Real Estate Taxes Receivable, 2019	1220-2019	273,339.99
Tax Liens Receivable	1240-0000	386,279.05
Roll Back Taxes Receivable	1255-0000	1,056.00
Motor Vehicle Excise Receivable 2015	1260-2015	3,833.55
Motor Vehicle Excise Receivable 2016	1260-2016	3,802.20
Motor Vehicle Excise Receivable 2017 Motor Vehicle Excise Receivable 2018	1260-2017 1260-2018	7,862.52 19,723.81
Motor Vehicle Excise Receivable 2019	1260-2019	128,211.34
Tax Foreclosures	1880-0000	53,800.24
TOTAL ASSET		7,432,702.76
Allow. For Abatements & Exemptions	1230-0000	649,041.18
Warrants Payable	2010-0000	451,345.33
Tufts Medicare Supplement	2150-0000	299.50
Insurance Withholdings Payable-HMO Blue Active	2151-0000	22,187.29
Insurance Withholdings Payable-Blue Ch Active	2152-0000	649.22
Insurance WH Payable Medicare	2153-0000	2,735.39
Life Insurance WH Payable Active	2154-0000	808.20
Insurance Withholdings Payable-Medex	2154-0000	2,616.11
Insurance Withholdings Payable-Delta D Active	2158-0000	2,442.46
TASC Flex Spending	2160-0000	1,198.78
Insurance Withholdings Payable-HMO Blue Retiree	2161-0000	583.94
Insurance Withholdings Payable-Blue Ch Retiree	2162-0000	20.87
Retiree Dental Ins	2168-0000	178.95
Employee Annuity WH Payable	2180-0000	50.00
Abandoned Property and Unclaimed Items	2520-0000	8,447.69
Deferred Revenue-Real & Pers. Prop. Taxes	2610-0000	(371,613.79)
Deferred Revenue Tax Liens	2622-0000	386,279.05
Deferred Revenue Tax Foreclosures	2623-0000	53,800.24
Deferred Revenue Roll Back Taxes	2625-0000	1,056.00
Deferred Revenue Motor Vehicle	2630-0000	163,433.42
Deterred Revenue World Venice	2030 0000	103, 133.12
TOTAL LIABILITY		1,375,559.83
Fund Balance Reserved For Encumbrances	3211-0000	33,153.06
Fund Balance Reserved For Expenditures	3240-0000	311,500.00
Fund Balance Reserved For Articles	3241-0000	860,551.19
Fund Balance Reserved For Petty Cash	3250-0000	200.00
Fund Balance Reserved For Future Debt Service	3270-0000	7,313.50
Undesignated Fund Balance	3590-0000	4,844,425.18
	TOTAL FUND BALANCE	6,057,142.93
TOTAL LIABILITY AND FUND EQUITY		7,432,702.76

	I own Accountant	
MWPAT Fund		Balance
Description	Account#	6/30/2019
Invested Cash	210-1040	102,268.06
Septic Betterment	210-1420	2,968.18
Septic Committed Interest	210-1430	813.59
Septic Betterment NYD	210-1440	201,980.48
TOTAL ASSET		308,030.31
Deferred Revenue Betterment NYD	210-2662	201,980.48
Deferred Revenue Betterment	210-2663	2,968.18
Deferred Revenue Committed Interest	210-2664	813.59
TOTAL LIABILITY		205,762.25
Fund Balance Designated for MWPAT RRA	210-3590	102,268.06
TOTAL LIABILITY AND FUND EQUITY		308,030.31
MWPAT		n l
Loan Fund	<b>A</b>	Balance
Description	Account#	6/30/2019
Invested Cash	220-1040	-
TOTAL ASSET		•
Warrants Payable	220-2010	
BAN Payable	220-2720	
TOTAL LIABILITY		,
Fund Balance Designated for MWPAT Loan	220-3590	-
TOTAL FUND BALANCE		
TOTAL LIABILITY AND FUND EQUITY		-
Highway Fund		Balance
Description	Account#	6/30/2019
Invested Cash	230-1040	(41,331.80)
TOTAL ASSET		(41,331.80)
Fund Balance Designated for State Chapter 90	230-3590	(41,331.80)
TOTAL LIABILITY AND FUND EQUITY		(41,331.80)
10 III LII DILLI I I III DI CIND LYCII I		(11,551.00)

	Accountant	Dol
Revolving Fund	A	Balance
Description	Account#	6/30/2019
Invested Cash	240-1040	1757 646 20
Departmental Receivable Fire	240-1341	1,757,646.39 350,500.81
Departmental Receivable Fire	2 <b>7</b> 0°13 <b>7</b> 1	330,300.81
TOTAL ASSET		2,108,147.20
Warrants Payable	240-2010	929.57
Deferred Revenue Departmental	240-2654	350,500.81
TOTAL LIABILITY		351,430.38
250th Anniversary	122-501	24,884.02
Selectman Cable Access	122-502	72,068.70
Agricultural Commission 53E1/2	122-529	9,540.96
Hagar Park Memorial	122-533	1,206.03
Insurance Recovery	123-503	21,089.51
Conservation Commission/Wetlands	171-504	37,867.35
Town Earth Day Fund	171-505	890.82
Planning Board 53G Consultants	175-506	58,508.50
Zoning Board 53G Consultants	176-507	4,222.86
Clean Energy	192-528	890.84
Police Donations	210-537	3,750.00
Fire Haz Mat 53El/2	220-509	545.61
Fire Donation	220-510	23,661.76
Ambulance Revolving	220-511	1,385,837.96
RRA Transportation	422-535	274.00
Private Road Maintenance	422-536	4,488.00
Recycling Committee	433-512	14,111.03
Cemetery Hearse House	491-513	697.96
Cemetery Sale of Lots	491-514	39,080.00
Cemetery Urn Garden Gift	491-515	305.00
Cemetery Gift	491-516	1,070.00
Flu Clinics 53E1/2	510-530	19,209.65
BOH 53G Consultants	510-531	0.14
Council On Aging Gift	541-517	8,252.21
Library Building & Renovation	610-518	260.79
Library Preservation	610-519	118.53
Altobelli Memorial	610-520	4,496.05
Aalto/Salo Memorial	610-521	2,822.76
Library Endowment	610-522	6,268.25
Library Gift	610-523	7,832.53
Historical Comm. Gift	691-524	2,465.00
TOTAL FUND BALANCE		1,756,716.82
TOTAL LIABILITY AND FUND EQUITY		2,108,147.20

$\mathcal{F}$	I own Accountant	
Federal Grants		Balance
Description	Account#	6/30/2019
Invested Cash	250-1040	1,610.30
TOTAL ASSET		1,610.30
Warrants Payable	250-2010	842.72
vvariants i ayable	230 2010	012.72
TOTAL LIABILITY		842.72
LSTA Grant	610-619	767.58
TOTAL LIABILITY AND FUND EQUITY		1,610.30
State Grants		Balance
Description	<b>Account</b> #	6/30/2019
Invested Cash	260-1040	95,566.15
TOTAL ASSET		95,566.15
Warrants Payable	260-2010	7,981.19
TOTAL LIABILITY		7,981.19
Green Community Grant	123-612	300.20
Extended Polling Hours	164-602	4,028.83
EOHED	172-616	500.00
Public Safety Feasibility Study	210-618	41,400.00
Fire S.A.F.E.	220-603	9,031.22
Home Compost Bins	433-604	206.54
Library State Aid	610-606	24,610.64
Library Documentary	610-607	1,605.00
Civil War Monument	691-613	20.00
Cultural Council	699-601	5,882.53
TOTAL FUND BALANCE		87,584.96
TOTAL LIABILITY AND FUND EQUITY		95,566.15
Capital Projects		Balance
Description	Account#	6/30/2019
Invested Cash	3*-1040	2,962,005.78
TOTAL ASSET		2,962,005.78
Bond Anticipation Notes Payable	3*-2720	3,562,500.00
TOTAL LIABILITY		3,562,500.00
Eng & Dagign Pto 40	220, 422	(50 222 (2)
Eng & Design Rte 40 Fire Engine	320-422 350-220	(58,222.63) (594,752.09)
Whitman River Sewer	611-440	(9,889.48)
Water Main Replacements	622-450	82,135.33
Ellis Road Water Tank	623-450	(19,765.35)
TOTAL FUND BALANCES		(600,494.22)

2,962,005.78

TOTAL LIABILITY AND FUND BALANCES

You	on Accountant	
Sewer Enterprise Fund		Balance
Description	<b>Account</b> #	6/30/2019
-		
Invested Cash	610-1040	1,209,907.35
Sewer Tax Liens Receivable	610-1240	2,204.62
Sewer Usage Receivable	610-1310	62,808.39
Sewer Services Receivable	610-1320	426.40
Sewer Liens Added to Taxes	610-1330	3,021.42
Sewer Betterments Apportioned	610-1445	211.31
Amounts To Be Provided Bond Payments	610-1996	1,981,500.00
2 mic and 6 1 c 20 11 c 12 act 2 c ma 1 a) memo	010 1330	1,5 61,5 60.66
TOTAL ASSET		3,260,079.49
Warrants Payable	610-2010	35,508.32
Deferred Revenue Tax Liens	610-2622	2,204.62
Deferred Revenue Sewer User Charges	610-2650	62,808.39
Deferred Revenue Other Service	610-2652	426.40
Deferred Revenue Sewer Liens	610-2653	3,021.42
Deferred Revenue Apportioned	610-2663	211.31
Sewer Construction/Outside Debt	610-2946	1,981,500.00
oewer construction outside Dept	010 25 10	1,501,500.00
TOTAL LIABILITY		2,085,680.46
Retained Earnings-Unreserved	610-3190	912,548.26
Fund Balance Reserved For Encumbrances	610-3211	29.00
Fund Balance Reserved for Expenditures	610-3240	150,000.00
Fund Balance Reserved for Articles	610-3241	8,108.86
Fund Balance Reserved Capital Projects	610-3577	99,117.49
Fund Balance Inflow/Infiltration	610-466	4,595.42
TOTAL FUND BALANCE		1,174,399.03
TOTAL LIABILITY AND FUND BALANCE		3,260,079.49
Water Enterprise		
Fund		Balance
Description	Account#	6/30/2019
Invested Cash	620-1040	1,127,694.46
Water Tax Liens Receivable	620-1240	1,782.56
Water Usage Receivable	620-1310 620-1320	58,571.02
Water Services Receivable Water Liens Added to Taxes	620-1320	1,098.31 1,906.09
Lien Interest Receivable	620-1430	1,105.44
TOTAL ASSET	020-1430	1,192,157.88
TO THE MODE!		1,192,197.00
Warrants Payable	620-2010	7,007.69
Deferred Revenue Tax Liens	620-2622	1,782.56
Deferred Revenue Water User Charges	620-2650	58,571.02
Deferred Revenue Other Service	620-2652	1,098.31
Deferred Revenue Water Liens	620-2653	1,906.09
Deferred Revenue Lien Interest	620-2664	1,105.44
TOTAL LIABILITY		71,471.11
Retained Earnings-Unreserved	620-3190	1,095,634.01
Fund Balance Reserved for Encumbrances	620-3211	52.76
Fund Balance Reserved for Expenditures	620-3240	25,000.00
TOTAL FUND BALANCE		1,120,686.77
TOTAL LIABILITY AND FUND EQUITY		1,192,157.88
	um of Westminster	125

Transfer Station		Balance
Description	Account#	6/30/2019
Petty Cash	630-1020	50.00
Invested Cash	630-1020	1,508,965.35
TOTAL ASSET	030-1040	1,509,015.35
TOTAL ASSET		1,509,015.55
Warrants Payable	630-2010	109.62
TOTAL LIABILITY	630 2010	109.62
Retained Earnings Unreserved	630-3190	1,508,905.73
TOTAL FUND BALANCE		1,508,905.73
TOTAL LIABILITY AND FUND FOLITY		1 500 015 25
TOTAL LIABILITY AND FUND EQUITY		1,509,015.35
Non Expendable Trust Funds		Balance
Description	Account#	6/30/2019
Invested Cash	810-1040	421,716.82
TOTAL ACCET		421.716.02
TOTAL ASSET		421,716.82
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 D.W. Sanders Fund	491-841	64,079.70
	491-842	2,000.00
Florence B. Rice Fund	491-843	300.00
J.R. Barrell Fund Laurie F. Dobb Fund	491-844 491-845	150.00 1,000.00
M.A. Creed Fund	491-846	1,000.00
Cemetery Perpetual Care	491-847	199,871.17
Sarah M. Barnes Fund	610-861	200.00
M.A. Farnsworth Fund	610-862	525.00
Graham Fund	610-863	4,944.28
Bigelow Child Books Fund	610-864	2,000.00
Agnes M. Bigelow Fund	610-865	1,010.63
Otto & Hild Huusari Fund	610-866	10,000.00
Lucy Childs Fund	610-867	150.00
Preston Ellis Fund	610-868	500.00
Fred S. Whitman Fund	610-869	300.00
Adelaide W. Berry Fund	610-870	100.00
Minnie F. Dexter Fund	610-871	1,000.00
A.R. Hager Fund	610-872	600.00
C.A. Forbush Fund	610-873	500.00
M.D. Haws Fund	610-874	1,000.00
Westminster Fund	610-875	1,800.00
D.W. Sanders Fund	610-876	2,000.00
Joseph W. Forbush Fund	610-877	1,500.00
Charles Wyman Fund	610-878	6,000.00
Universalist Society	610-879	200.00
George A. Miller Fund	610-880	1,901.16
Henrietta Gates Fund	610-881	1,067.47
Mossman Memorial Fund	610-882	10,000.00
TOTAL FUND BALANCE		421,716.82
		,
TOTAL LIABILITY AND FUND EQUITY		421,716.82

	Accountant	
Expendable Trust		
Funds		Balance
Description	Account#	6/30/2019
Invested Cash	820-1040	14,756,040.18
invested classi	020 10 10	11,750,010.10
TOTAL ASSET		14,756,040.18
Forbush Worthy Poor Fund	123-801	67,265.79
Fred Smith Poor Fund	123-802	75,135.19
Charles F. Giles Fund	123-803	97,859.00
Westminster Grange Farmer's	123-804	35.75
Upton School Fund	147-812	3,522.53
OPEB Trust	147-814	122,402.39
Stabilization-General	147-815	3,454,943.80
Stabilization-Repair and Maintenance Buildings	147-816	1,613,317.48
Stabilization-Capital Equipment	147-817	2,358,799.88
Stabilization-Info Tech	147-818	1,248,493.83
Stabilization-OPEB	147-819	2,489,177.78
Stabilization-Road Maintenance	147-820	3,106,521.59
Conservation Fund	171-821	
		4,307.62
Aina E. Stein Conservation Fund	171-822	1,455.10
Police L.E. Trust	210-831	27,979.82
Elizabeth Rose Fund	491-841	35,836.71
D.W. Sanders Fund	491-842	1,972.03
Florence B. Rice Fund	491-843	289.28
J.R. Barrell Fund	491-844	3,044.25
Laurie F. Dobb Fund	491-845	906.87
M.A. Creed Fund	491-846	1,368.43
Cemetery Perpetual Care	491-847	11,601.37
Sarah M. Barnes Fund	610-861	44.20
M.A. Farnsworth Fund	610-862	120.15
Graham Fund	610-863	2,725.86
Bigelow Child Books Fund	610-864	242.07
Agnes M. Bigelow Fund	610-865	224.75
Otto & Hild Huusari Fund	610-866	19,209.10
Lucy Childs Fund	610-867	166.49
Preston Ellis Fund	610-868	67.00
Fred S. Whitman Fund	610-869	116.99
Adelaide W. Berry Fund	610-870	23.45
Minnie F. Dexter Fund	610-871	222.65
A.R. Hager Fund	610-872	434.31
C.A. Forbush Fund	610-873	244.72
M.D. Haws Fund	610-874	222.32
Westminster Fund	610-875	640.17
D.W. Sanders Fund	610-876	212.68
Joseph W. Forbush Fund	610-877	172.70
Charles Wyman Fund	610-878	773.15
Universalist Society	610-879	87.11 721.01
George A. Miller Fund	610-880	731.91
Henrietta Gates Fund	610-881	90.18
Mossman Memorial Fund	610-882	3,031.73
TOTAL FUND BALANCE		14,756,040.18
TOTAL LIABILITY AND FUND EQUITY		14,756,040.18
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Agency Fund		Balance
Description	Account#	6/30/2019
Invested Cash	830-1040	655,154.00
Holmes Park Water Receivable	907-1370	858.44
Lieno Park Water Receivable	908-1370	375.00
TOTAL ASSET		656,387.44
Warrants Payable	830-2010	4,701.00
Holmes Park Water District	907-2556	101.59
Deferred Revenue Holmes Park Water	907-2657	858.44
Leino Park Water District	908-2556	1,875.00
Deferred Revenue Lieno Park Water District	908-2657	375.00
Treasurer's Deputy Collector	147-2551	(831.00)
Planning Board Cash Performance Deposits	175-2550	629,417.87
Police Detail	210-2553	16,316.67
Firearms Due Commonwealth	210-2557	4,131.00
Fire Detail	220-2555	(558.13)
TOTAL LIABILITY		656,387.44
		CTC 20T 44
TOTAL LIABILITY AND FUND EQUITY		656,387.44

Long Term Debt		Balance
Description	Account#	6/30/2019
Amounts to be Provided for Payment of Bond	900-1996	2,365,000.00
TOTAL ASSET		2,365,000.00
Senior Center	900-2962	2,065,000.00
MWPAT Septic Loan	900-2963	300,000.00
TOTAL LIABILITY		2,365,000.00
TOTAL LIABILITY AND FUND EQUITY		2,365,000.00

# Town Accountant Appropriation/Expenditure Report Fiscal Year 2019 Appropriation Accounts General Fund

		Generai	runa				
		Appropriations/ Transfers		Expenditures		Unexpended Balances	
Board of Selectmen				-			
Personal Services	\$	4,000.00	\$	1,127.12	\$	2,872.88	*
Expenses	\$	26,750.00	\$	26,267.47	\$	482.53	*
Consultant 3 Bacon St	\$	4,000.00	\$	-	\$	4,000.00	*
Giles Fund Emergency	\$	5,000.00	\$	3,863.02	\$	1,136.98	
Subtotal - Selectmen	\$	39,750.00	\$	31,257.61	\$	8,492.39	
Town Administration							
Personal Services	\$	139,964.00	\$	139,964.00	\$	-	
Expenses	\$	19,675.00	\$	6,420.29	\$	13,254.71	*
Computer System Updates	\$	64,461.17	\$	43,666.97	\$	20,794.20	
Town Govern Study Comm Consult	\$	22,000.00	\$	19,026.40	\$	2,973.60	
Public Safety Communication System	\$	150,000.00	\$	2,689.05	\$	147,310.95	
Town Hall AC Condenser Units	\$	78,000.00	\$	-	\$	78,000.00	
Upgrade Telephone System	\$	35,000.00	\$	-	\$	35,000.00	
Exchange Server, Lib Proj, Cameras, PS	¢	57 500 00	¢	10 205 46	¢	20 204 54	
Equip	\$ \$	57,500.00 30,000.00	\$ \$	19,205.46	\$ \$	38,294.54 30,000.00	
Secure/Demolish Vacant Properties Subtotal - Coordinator	\$	596,600.17	<del>,</del>	230,972.17	<del>.</del> \$	365,628.00	
Subtotal - Coordinator	Þ	390,000.17	Þ	230,972.17	Ф	303,028.00	
Advisory Board	¢	650.00	¢	500.00	ď	150.00	
Expenses	\$	650.00	\$	500.00	\$	150.00	
Subtotal - Advisory Board	\$	650.00	\$	500.00	\$	150.00	*
Reserve Fund							
Transfers (Memo)	\$	48,474.50	\$		\$	48,474.50	<del>*</del>
Town Accountant							
Personal Services	\$	91,954.00	\$	91,452.40	\$	501.60	
Expenses	\$	36,900.00	\$	20,020.31	\$	16,879.69	
Subtotal - Accountant	\$	128,854.00	\$	111,472.71	\$	17,381.29	*
Board of Assessors							
Personal Services	\$	60,733.00	\$	59,380.25	\$	1,352.75	
Expenses	\$	17,480.00	\$	13,988.54	\$	3,491.46	
Subtotal - Assessors	\$	78,213.00	\$	73,368.79	\$	4,844.21	*
Revaluation							
Revaluation Consultant - FY19	\$	50,000.00	\$	-	\$	50,000.00	
Revaluation Consultant - FY18	\$	50,000.00	\$	-	\$	50,000.00	
Revaluation Consultant - FY17	\$	50,000.00	\$	_	\$	50,000.00	
Revaluation Consultant - FY16	\$	45,341.77	\$	26,395.58	\$	18,946.19	*
Subtotal - Revaluation	\$	195,341.77	\$	26,395.58	\$	168,946.19	
Town Treasurer/Collector							
Personal Services	¢	147,589.00	¢	139,971.49	¢	7,617.51	
	\$ \$	9,816.00	\$ \$	6,865.26	\$ \$	2,950.74	
Expenses Subtotal - Treasurer/Collector	\$	157,405.00	\$	146,836.75	<u> </u>	10,568.25	*
	Ψ	151,105.00	Ψ	110,030.13	Ψ	10,500.25	
Legal	ø	85,000,00	¢	70.650.10	¢	14 240 01	
Expenses	\$	85,000.00	\$ \$	70,650.19 70,650.19	<u>\$</u> \$	14,349.81	*
Subtotal - Legal  Annual Report	Þ	85,000.00 Town of We	'		Þ	14,349.81	

		Appropriations/		-		Unexpended	
		Transfers		Expenditures		Balances	
Personnel Administration		Transiers		Lapendicures		Datanees	
Personal Services	\$	48,148.00	\$	48,148.00	\$		
Expenses	\$	13,125.00	\$	9,335.68	\$	3,789.32	
Encumbrance	\$	600.00	\$	290.00	\$	310.00	
Subtotal - Personnel	\$	61,873.00		57,773.68	\$	4,099.32	*
Data Processing	φ	01,073.00	Ą	51,115.00	φ	7,099.32	
Personal Services	¢	62 000 00	¢	27 102 06	¢	25 907 04	*
	\$	63,000.00	\$	37,102.06	\$	25,897.94	٠٠
Expenses	\$	85,400.00	\$	79,633.74	\$	5,766.26	· ·
Encumbrance	\$		\$	222.22	\$		*
Communication Equipment Lease	\$	3,000.00	\$	800.00	\$	2,200.00	
Computer System Upgrades	\$	20.49	\$		\$	20.49	*
Communication Network	\$	74,690.27	\$	60,324.34	\$	14,365.93	*
Public Safety Radio	\$	29,871.50	\$		\$	29,871.50	
Subtotal - Data Processing	\$	255,982.26	\$	177,860.14	\$	78,122.12	
Tax Title Foreclosure							
Tax Title Foreclosures - FY19	\$	50,000.00	\$	9,071.64	\$	40,928.36	
Tax Title Foreclosures - FY18	\$	12,823.70	\$	12,823.70	\$	~	
Subtotal - Tax Title Foreclosure	\$	62,823.70	\$	21,895.34	\$	40,928.36	
Town Clerk							
Personal Services	\$	81,098.00	\$	76,944.88	\$	4,153.12	
Expenses	\$	10,005.00	\$	6,892.11	\$	3,112.89	
Encumbrance	\$	776.00	\$	774.89	\$	1.11	
Two Voting Tabulators	\$	1,200.00	\$	1,200.00	\$	~	
Subtotal - Town Clerk	\$	93,079.00	\$	85,811.88	\$	7,267.12	*
Elections & Registration	Ψ	33,073.00	Ψ	05,011.00	Ψ	1,201.12	
Personal Services	\$	8,897.00	\$	4,736.02	\$	4,160.98	
Expenses	\$	11,205.00	\$	10,675.01	\$	529.99	
Encumbrance	φ \$	1,539.50	\$	1,539.50	φ \$	329.99	
Subtotal - Election & Registration	\$	21,641.50	\$	16,950.53		4,690.97	*
Conservation Commission	Ф	21,041.30	Ф	10,950.55	Ф	4,090.97	
	¢	26 005 00	¢	21.062.02	¢	5 021 10	*
Personal Services	\$	36,995.00	\$	31,963.82	\$	5,031.18	· ·
Expenses	\$	1,050.00	\$	331.00	\$	719.00	*
Consultant/Forester Muddy Pond	\$	4,000.00	\$		\$	4,000.00	
Subtotal - Conservation Commission	\$	42,045.00	\$	32,294.82	\$	9,750.18	
Town Planner							
Personal Services	\$	69,888.00	\$	69,888.00	\$	-	
Expenses	\$	3,650.00	\$	3,292.01	\$	357.99	
Senior Housing Consultant	\$	980.00	\$	-	\$	980.00	
Subtotal - Town Planner	\$	74,518.00	\$	73,180.01	\$	1,337.99	*
Planning Board							
Personal Services	\$	2,000.00	\$	935.02	\$	1,064.98	
Expenses	\$	1,050.00	\$	1,002.98	\$	47.02	
Subtotal - Planning Board	\$	3,050.00	\$	1,938.00	\$	1,112.00	*
Zoning Board of Appeals							
Personal Services	\$	2,000.00	\$	68.05	\$	1,931.95	
Expenses	\$	300.00	\$	~	\$	300.00	
Subtotal - Zoning Board	\$	2,300.00	\$	68.05	\$	2,231.95	*
Economic Development	4	_,	4		Ψ	_,1,1	
Expenses	\$	2,300.00	\$	235.00	\$	2,065.00	
Subtotal - Economic Development	\$	2,300.00	 \$	235.00	\$	2,065.00	*
·	Ψ	2,500.00	Ψ	255.00	Ψ	2,005.00	
Public Bldgs & Properties Maintenance							
Personal Services	\$	106,274.00	\$	99,141.70	\$	7,132.30	*
Expenses	\$	254,000.00	\$	226,285.66	\$	27,714.34	*
Encumbrances	\$	3,270.51	\$	3,270.51	\$	~	
Town Hall Air Conditioner	\$	12,000.00	\$	1,037.00	\$	10,963.00	
Subtotal - Public Bldgs & Prop. Maint.	\$	375,544.51	\$	329,734.87	\$	45,809.64	
Printing of Town Reports							
			_		_		
Expenses Subtotal - Printing of Town Reports	\$	2,000.00	\$ \$	2,000.00	\$ \$		

		ccountant					
	A	Appropriations/				Unexpended	
		Transfers		Expenditures		Balances	
Crocker Pond							
Personal Services	\$	18,725.00	\$	13,754.38	\$	4,970.62	*
Expenses	\$	6,655.00	\$	5,708.69	\$	946.31	*
Encumbrances	\$	887.91	\$	707.12	\$	180.79	*
Handicap Walkway	\$	500.00	\$	-	\$	500.00	
Subtotal Crocker Pond	\$	26,767.91	\$	20,170.19	\$	6,597.72	
Police/Dispatch Department							
Personal Services	\$	1,705,206.00	\$	1,617,831.48	\$	87,374.52	*
Expenses	\$	298,800.00	\$	237,029.08	\$	61,770.92	*
Encumbrance	\$	1,400.16	\$	1,400.16	\$		
Police Cruiser	\$	47,000.00	\$	32,626.00	\$	14,374.00	
Generator	\$	2,602.87	\$	2,602.87	\$		
Air Conditioner	\$	5,959.41	\$	2,002.01	\$	5,959.41	*
Video Recorders	\$	14,305.85	\$	14,305.85	\$	5,555.11	
Portable Defibrilators	φ \$	4,736.55	\$ \$	11,505.05	э \$	4,736.55	*
Public Safety Bldg Feasibility Study				25,000,00		т,гэс.ээ	
, , ,	\$ \$	25,000.00	\$	25,000.00	\$	10.264.06	
Bullet Proof Vests		30,000.00	\$	19,635.94	_ \$	10,364.06	
Subtotal - Police/Dispatch Dept.	\$	2,135,010.84	\$	1,950,431.38	\$	184,579.46	
Fire Department							
Personal Services	\$	898,984.00	\$	764,536.26	\$	134,447.74	*
Expenses	\$	138,205.00	\$	116,151.77	\$	22,053.23	*
Encumbrance	\$	4,278.50	\$	4,278.50	\$	-	
Refurbish Engine 2	\$	1,021.80	\$	-	\$	1,021.80	
Subtotal - Fire Dept.	\$	1,042,489.30	\$	884,966.53	\$	157,522.77	
Ambulance Service							
Personal Services	\$	121,279.00	\$	98,687.27	\$	22,591.73	**
Expenses	\$	96,710.00	\$	91,761.08	\$	4,948.92	**
Encumbrance	\$	3,863.50	\$	3,863.50	\$	1,5 10.52	
Paramedic Training for Fire/EMS Personnel	\$	23,002.50	\$	7,122.50	 \$	15,880.00	
Subtotal - Ambulance Service	\$		\$			43,420.65	
Subtotal - Ambulance Service	Ф	244,855.00	Þ	201,434.35	\$	43,420.03	
Building Department	do.	227 727 00	Φ.	100 667 77	Φ.	44.070.07	
Personal Services	\$	227,525.00	\$	182,665.75	\$	44,859.25	
Expenses	\$	20,000.00	\$	18,555.91	\$	1,444.09	
Encumbrance	\$	747.75	\$	747.75	\$	-	
Subtotal - Building Dept.	\$	248,272.75	\$	201,969.41	\$	46,303.34	*
Animal Control							
Expenses	\$	40,000.00	\$	32,220.41	\$	7,779.59	
Subtotal - Animal Control	\$	40,000.00	\$	32,220.41	\$	7,779.59	*
Tree Warden							
Personal Services	\$	2,000.00	\$		\$	2,000.00	
Expenses	\$	33,200.00	\$	31,200.00	\$	2,000.00	
Subtotal - Tree Warden	\$	35,200.00	\$	31,200.00	— \$	4,000.00	*
Emergency Planning							
Emergency Planning		1,000,00	<b>(</b>		Φ.	1,000,00	
	ς.	1,000.00	\$	-	\$	1,000.00	
Personal Services	\$						
Personal Services Expenses Subtotal - Emergency Planning	\$ \$	11,985.00 12,985.00	\$	8,294.88 8,294.88	_	3,690.12 4,690.12	*

	Y OWN A	ccountant					
		Appropriations/				Unexpended	l
		Transfers		Expenditures		Balances	
Regional School District							
K-12 Assessment	\$	10,273,120.00	\$	10,273,120.00	\$	-	
Vocational School Assessment	\$	711,934.00	\$	705,105.48	\$	6,828.52	*
Cafetorium WES	\$	3,184.90	\$		\$	3,184.90	*
Interactive Proj WES	\$	1,293.00	\$	-	\$	1,293.00	*
Carpeting Meetinghouse	\$	110.02	\$		\$	110.02	*
Tiling in Bathrooms	\$	500.00	\$		\$	500.00	*
Admin Phone System Replacement	\$	7,680.78	\$	6,294.00	φ \$	1,386.78	
Oakmont Auditorium Lights				· · · · · · · · · · · · · · · · · · ·		1,360.76	
	\$	1,361.82	\$	1,361.82	\$	11 102 00	
Oakmont Exterior Board Replacement	\$	11,192.00	\$	20.000.02	\$	11,192.00	
Overlook Network Cabling	\$	31,008.00	\$	29,890.82	\$	1,117.18	
Overlook Wireless Upgrade	\$	13,092.61	\$	12,078.52	\$	1,014.09	
Overlook Floor Replacement	\$	5,168.00	\$	5,168.00	\$	-	
Meetinghouse Replace Windows	\$	930.00	\$	*	\$	930.00	
Meetinghouse Re-pave Playground	\$	12,000.00	\$	12,000.00	\$	~	
Oakmont Exterior Board Replacement	\$	22,940.00	\$ \$ \$	-	\$	22,940.00	
Overlook Floor Replacement	\$	5,150.00	\$	~	\$	5,150.00	
District Security System Phase II	\$	42,320.00	\$	-	\$	42,320.00	
Overlook Locker Replacement	\$	18,025.00	\$	17,459.57	\$	565.43	
Overlook Ride-on Floor Scrubber	\$	8,498.00	\$	8,271.36	\$	226.64	
Oakmont New Generator Fuel Tank	\$	5,770.00	\$		\$	5,770.00	
Meetinghouse Wireless Upgrade	\$	15,000.00	\$	-	\$	15,000.00	
Meetinghouse New Cafeteria Tables	\$	13,200.00	\$	12,766.40	\$	433.60	
Subtotal - Regional School District	\$	11,203,478.13	\$	11,083,515.97	\$	119,962.16	
Highway Administration	Ψ	11,200,170.10	Ψ	11,005,515.51	Ψ	119,902.10	
Personal Services	¢	291,720.00	\$	287,610.55	\$	4,109.45	
	\$	291,720.00	φ \$	287,610.55			<del></del> *
Subtotal - Highway Administration	\$	291,720.00	<b>&gt;</b>	287,010.55	\$	4,109.45	r
Highway Department	4			-12			
Personal Services	\$	567,355.00	\$	513,677.52	\$	53,677.48	*
Expenses	\$	253,250.00	\$	241,532.74	\$	11,717.26	*
Encumbrance	\$	109.99	\$	109.99	\$	-	
Oil & Seal Roads	\$	275,000.00	\$	274,602.90	\$	397.10	
Public Works Director Vehicle	\$	385.58	\$	~	\$	385.58	*
Motor Grader with Plow	\$	83,000.00	\$	~	\$	83,000.00	*
Consultant Mass Muni Separate Storm	\$	46,906.00	\$	42,166.50	\$	4,739.50	
Drainage Land/Ease	\$	5,950.00	\$	-	\$	5,950.00	*
Street Sweeper	\$	4,035.00	\$	-	\$	4,035.00	
Reconstruction & Improvements of Roads	\$	500,000.00	\$	446,842.62	\$	53,157.38	
Road Compaction Roller	\$	45,000.00	\$	45,000.00	\$		
6-wheel Truck w/Plow	\$	235,000.00	\$	235,000.00	\$	_	
Dump/Sander Body	\$	60,000.00	\$	58,850.00	\$	1,150.00	
Public Works Siding & Windows	\$	35,000.00	\$	,	\$	35,000.00	
consultant Upper Reservoir Dam	\$	40,000.00	\$	38,439.62	\$	1,560.38	
Subtotal - Highway Dept.	\$		\$		\$		
Snow & Ice Removal	\$	2,150,991.57	Þ	1,896,221.89	Ф	254,769.68	
	<i>(</i> *)	06 702 04	¢	06 702 04	¢		
Personal Services	\$	96,783.04	\$	96,783.04	\$	0.40	
Expenses	\$	357,166.96	\$	357,166.56	\$	0.40	
Subtotal - Snow & Ice Removal	\$	453,950.00	\$	453,949.60	\$	0.40	*
Street Lighting							
Expenses	\$	23,500.00	\$	19,913.72	\$	3,586.28	
Subtotal - Street Lighting	\$	23,500.00	\$	19,913.72	\$	3,586.28	*
Cemetery Department							
Personal Services	\$	105,914.00	\$	103,248.99	\$	2,665.01	*
Expenses	\$	16,788.50	\$	16,068.63	\$	719.87	*
Tractor and Related Equip	\$	30,000.00	\$	29,396.88	\$	603.12	
Prior Year Bill(s)	\$	225.55	\$	225.55	\$	~	
Subtotal - Cemetery Dept.	\$	152,928.05	\$	148,940.05	\$	3,988.00	
Health Department	Ψ		Ψ	,	Ψ	_,_ 00.00	
Personal Services	\$	129,221.00	\$	113,409.45	\$	15,811.55	
Expenses	\$	12,332.00	φ \$	10,945.63	э \$	1,386.37	
Subtotal - Health Dept.	\$	141,553.00	<u>э</u> \$	124,355.08	<u> </u>	17,197.92	*
oubtotal - Heatth Dept.	<b>.</b>	171,223.00	ф	147,555.00	φ	11,191.92	15

	A	Appropriations/		_		Unexpended	
_		Transfers		Expenditures		Balances	
Council On Aging							
Personal Services	\$	52,557.00	\$	47,775.69	\$	4,781.31	
Expenses	\$	12,050.00	\$	8,824.31	\$	3,225.69	
Subtotal - Council on Aging	\$	64,607.00	\$	56,600.00	\$	8,007.00	*
MART ( Other Special Programs)							
Personal Services	\$	78,991.00	\$	75,562.98	\$	3,428.02	
Expenses	\$	12,250.00	\$	8,591.60	\$	3,658.40	
Subtotal - MART	\$	91,241.00	\$	84,154.58	\$	7,086.42	*
Veterans Services							
Personal Services	\$	24,000.00	\$	20,871.65	\$	3,128.35	
Expenses	\$	1,205.00	\$	430.92	\$	774.08	
Prior Year Bill(s)	\$	315.00	\$	315.00	\$		
Subtotal - Veterans Services	\$	25,520.00	\$	21,617.57	\$	3,902.43	*
Veterans Assistance							
Expenses	\$	70,000.00	\$	50,536.79	\$	19,463.21	
Subtotal - Veterans Assistance	\$	70,000.00	\$	50,536.79	\$	19,463.21	*
Library							
Personal Services	\$	273,303.00	\$	273,214.04	\$	88.96	
Expenses	\$	128,170.00	\$	125,128.95	\$	3,041.05	
Subtotal - Library	\$	401,473.00	\$	398,342.99	\$	3,130.01	*
Parks & Recreation							
Personal Services	\$	18,000.00	\$	16,209.75	\$	1,790.25	
Expenses	\$	14,040.00	\$	3,467.69	\$	10,572.31	
Encumbrance	\$	1,098.83	\$	1,098.83	\$		
Subtotal - Parks & Recreation	\$	33,138.83	\$	20,776.27	\$	12,362.56	*
Hagar Park	· ·	,		,		,	
Expenses	\$	250.00	\$	_	\$	250.00	*
Forest Mgmt Plan Hagar Park	\$	3,000.00	\$	_	\$	3,000.00	
Rambler Area Improvements	\$	14,500.00	\$	_	\$	14,500.00	
Subtotal - Hager Park	\$	17,750.00	\$		\$	17,750.00	_
Care Of Town Clock	Ÿ	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4		4	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Expenses	\$	250.00	\$	250.00	\$	_	
Subtotal - Care of Town Clock	\$	250.00	\$	250.00	\$		_
Historical Commission	Ψ	250.00	Ψ	250.00	Ψ		
Expenses	\$	1,280.00	\$	1,279.34	\$	0.66	*
Encumbrance	\$	250.00	\$	250.00	\$	0.00	
Architectural Preservation	\$	4,000.00		3,250.00	\$	750.00	
Historic Property	\$ _\$	712.00	\$ \$	711.50	\$ \$	0.50	*
Subtotal - Historical Commission	\$	6,242.00	\$	5,490.84	\$	751.16	_
Memorial Day Celebration	Ф	0,242.00	Ф	3,490.64	Ф	731.10	
-	¢	1 200 00	¢	450.00	¢	950.00	
Expenses Subtotal - Memorial Day	<u>\$</u> \$	1,300.00	\$	450.00 450.00	\$ \$	850.00 850.00	<del></del> *
Band Concerts	\$	1,300.00	Ф	<del>1</del> 50.00	Ф	0.00.00	
	ď	3,000.00	¢	3,000.00	¢		
Expenses Subtotal - Band Concerts	\$		\$		\$ \$		
	\$	3,000.00	\$	3,000.00	Þ		
Retirement of Debt:							
Principal:	Ć.	110,000,00	¢	110,000,00	¢		
Fire Truck	\$	110,000.00	\$	110,000.00	\$		
Senior Center Construction	\$	190,000.00	\$	190,000.00	\$		
Septic Management Program	\$	14,787.00	\$	-	\$	14,787.00	
Subtotal - Principal	\$	314,787.00	\$	300,000.00	\$	14,787.00	*

	F	Appropriations/				Unexpended	
	•	Transfers		Expenditures		Balances	
		Transfers		Expenditures		balances	
Interest:							
Short Term Interest	\$	5,000.00	\$	-	\$	5,000.00	
Fire Truck	\$	1,372.00	\$	1,371.18	\$	0.82	
Senior Center Construction	\$	57,200.00	\$	57,200.00	\$	_	
Septic Management Program	\$	3,000.00	\$	,	\$	3,000.00	
Rte. 140 Redesign	\$	4,100.00	\$	-	\$	4,100.00	
Subtotal - Interest	\$	70,672.00	\$	58,571.18	\$	12,100.82	*
Montachusett Regional Planning Commission Assessment							
Regional Planning Council Assessment	\$	2,500.00	\$	2,486.53	\$	13.47	
Subtotal - Planning Commission	\$	2,500.00	\$	2,486.53	\$	13.47	*
State Assessments	¢	2 220 00	ď.	2 220 00	Φ.		
Air Pollution Control	\$	2,238.00	\$	2,238.00	\$	-	
MBTA (Extended Area)	\$	13,472.00	\$	13,472.00	\$	-	
Regional Transit Authority	\$	37,075.00	\$	37,075.00	\$	-	
RMV Non-Renewal Surcharge	\$	5,940.00	\$	5,940.00	\$		
Subtotal - State Assessments	\$	58,725.00	\$	58,725.00	\$	-	
County Retirement Assessment							
County Retirement Assessment	\$	827,175.00	\$	812,024.00	\$	15,151.00	
Subtotal - County Retirement	\$	827,175.00	\$	812,024.00	\$	15,151.00	*
Group Health Insurance							
Group Health Insurance - Active	\$	860,000.00	\$	776,428.09	\$	83,571.91	
Group Health Insurance - Retirees	\$	152,000.00	\$	139,413.52	\$	12,586.48	
Medicare	\$	85,550.00	\$	73,700.31	\$	11,849.69	
Flexible Spending	\$	2,450.00	\$	2,513.83	\$	(63.83)	
Other Employee Benefits	\$	47,000.00	\$	,	\$	47,000.00	
Encumbrance	\$	1,979.12	\$	1,979.12	\$	- ,	
Subtotal - Group Health Insurance	\$	1,148,979.12	\$	994,034.87	\$	154,944.25	*
Group Life Insurance							
Expenses	\$	4,000.00	\$	2,894.65	\$	1,105.35	
Subtotal - Group Life Insurance	\$	4,000.00	\$	2,894.65	\$	1,105.35	*
Subtour Group Life insurance	Ψ	1,000.00	Ψ	2,03 1.03	Ψ	1,103.33	
All Other Insurance	_						
Expenses	\$	336,500.00	\$	291,618.88	\$	44,881.12	
Subtotal - Other Insurance	\$	336,500.00	\$	291,618.88	\$	44,881.12	*
Interfund Transfers	\$	3,827,749.00	\$	3,827,749.00	\$	-	_
General Fund Totals	\$ 2	27,836,755.91	\$ 2	25,825,713.28	\$	2,011,042.63	
*Balance closed to Undesignated Fund Balance							
**Balance closed to Ambulance Receipts Reserved							
-							
All other balance carried forward to fiscal 2020 Reserve Fund Memo: Appropriations \$60,000, transfers \$11,52	25.50	), Balance \$48,47	4.50 a	s noted above.			

Sewer Interprise Fund   Proportiations			Town Ai	ссои	ntant			
Sewer Department			Sewer Enterpr	ise F	und			
Sewer Department		1	Appropriations/				Unexpended	
Decisional Services					Expenditures			
Personal Services	Sewer Department				•			
Expenses		\$	102,238.00	\$	95,217.83	\$	7,020.17	*
Debt service   S   \$22,545.00   \$ 326,543.00   \$   Public Works Director Vehicle   \$ 385.59   \$   \$ 385.59   \$   \$ 385.59   \$   \$ 385.59   \$   \$ \$ 385.59   \$   \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenses	\$	901,600.00		897,355.31		4,244.69	*
Public Works Director Vehicle   S 885.59   \$ 838.59			326,545.00					
Sewer District Bylaw	Public Works Director Vehicle					\$	385.59	*
Interfund Transfers					1.542.90			
Sewer Enterprise Fund Totals		т.	-,,-	т	-,- :-:: -	т	-,	
*Balances closed out to Retained Farmings, all other balances carried forward to fiscal 2020  **Water Department**  Personal Services	Interfund Transfers	\$	185,346.00	\$	185,346.00	\$	*	
Water Department		\$	1,525,766.35	\$	1,506,007.04	\$	19,759.31	
Appropriations/ Expenditures   Expenditures   Expenditures   Expenditures   Expenditures   Expenses   Expenditures   Expenses   Ex								
Mater Department				rprise	e Fund			
Water Department		1						
Personal Services			Transfers		Expenditures		Balances	
Expenses								
Consultant USDA Ellis		\$						*
Consultant USDA Ellis		\$			423,532.42	\$		*
Nater Enterprise Fund Totals	Consultant USDA Ellis	\$	944.14	\$	~	\$	944.14	*
### Water Enterprise Fund Totals	Public Works Director Vehicle		384.58	\$	*		384.58	*
### Water Enterprise Fund Totals								
*Balances closed out to Retained Earnings, all other balances carried forward to fiscal 2020  **Transfer Station Enterprise Fund Appropriations/ Transfers Expenditures Balances  **Solid Waste Department  Expenses \$273,300.00 \$162,365.19 \$110,934.81 **  **Interfund Transfers \$33,870.00 \$33,870.00 \$-  **Transfer Station Enterprise Fund Totals \$307,170.00 \$196,235.19 \$110,934.81 **  **Balances closed out to Retained Earnings, all other balances carried forward to fiscal 2020 **  **Non-Appropriation Accounts**  **MWPAT Receipts Reserved for Appropriation Accounts**  **MWPAT Receipts Reserved for Appropriation Accounts**  **MWPAT Loan Program Account#**  **MWPAT Loan Program Account#**  **MWPAT Loan Program Fund Totals**  **MWPAT Loan Program Fund Totals**  ***  **MWPAT Loan Program Fund Totals**  ***  ***  ***  ***  ***  ***  ***	Interfund Transfers	\$	213,105.00	\$	213,105.00	\$		
*Balances closed out to Retained Earnings, all other balances carried forward to fiscal 2020  **Transfer Station Enterprise Fund Appropriations/ Transfers Expenditures Balances  **Solid Waste Department  Expenses \$273,300.00 \$162,365.19 \$110,934.81 **  **Interfund Transfers \$33,870.00 \$33,870.00 \$-  **Transfer Station Enterprise Fund Totals \$307,170.00 \$196,235.19 \$110,934.81 **  **Balances closed out to Retained Earnings, all other balances carried forward to fiscal 2020 **  **Non-Appropriation Accounts**  **MWPAT Receipts Reserved for Appropriation Accounts**  **MWPAT Receipts Reserved for Appropriation Accounts**  **MWPAT Loan Program Account#**  **MWPAT Loan Program Account#**  **MWPAT Loan Program Fund Totals**  **MWPAT Loan Program Fund Totals**  ***  **MWPAT Loan Program Fund Totals**  ***  ***  ***  ***  ***  ***  ***	Water Enterprise Fund Totals	\$	771,986.72	\$	753,418.72	\$	18,568.00	
Transfer Station Enterprise Fund Appropriations/ Transfer Station Enterprise Fund Appropriations/ Transfers   Expenditures   Balances		Ψ	(11,500.12	Ψ	(33,1101,2	Ψ	10,5 20.00	
Transfer Station Enterprise Fund   Appropriations/   Transfers   Expenditures   Balances								
Appropriations	an other parametes carried for ward to fiscar 2020							
Appropriations			Transfer Station 1	Enter	nrise Fund			
Transfers   Expenditures   Balances				LIICI	prise runa		Unevnended	
Solid Waste Department         Expenses         \$ 273,300.00         \$ 162,365.19         \$ 110,934.81         *           Interfund Transfers         \$ 33,870.00         \$ 33,870.00         \$ <td></td> <td>1</td> <td></td> <td></td> <td>Evnenditures</td> <td></td> <td></td> <td></td>		1			Evnenditures			
Expenses	Solid Waste Department		Transiers		Expenditures		Balances	
Interfund Transfers	_	¢	272 200 00	¢	162 265 10	¢	110 024 81	*
Transfer Station Enterprise Fund Totals \$ 307,170.00 \$ 196,235.19 \$ 110,934.81  *Balances closed out to Retained Earnings, all other balances carried forward to fiscal 2020  Non-Appropriation Accounts  MWPAT Receipts Reserved for Appropriation Account# Receipts  MWPAT Receipts Reserved for Appropriation Account# Second Sec	Expenses	Ф	273,300.00	Ф	102,303.19	Ф	110,934.61	
*Balances closed out to Retained Earnings, all other balances carried forward to fiscal 2020  Non-Appropriation Accounts  MWPAT Receipts Reserved for Appropriation Account# Receipts Expenditures  MWPAT RRA Fund Totals  \$ 65,411.60 \$ 5,207.50  MWPAT Loan Program Account# Receipts Expenditures  MWPAT Loan Program Account# Receipts Expenditures  MWPAT Loan Program Fund Totals  \$ 305,207.50 \$ 23,684.75  MWPAT Loan Program Fund Totals  \$ 305,207.50 \$ 23,684.75  Highway Improvements Fund Account# Receipts Expenditures  State Highway Reimbursement  230-422 \$ 526,083.07 \$ 487,478.27	Interfund Transfers	\$	33,870.00	\$	33,870.00	\$		
All other balances carried forward to fiscal 2020  Non-Appropriation Accounts  MWPAT Receipts Reserved for Appropriation Account# Receipts Expenditures  MWPAT 210-510 \$ 65,411.60 \$ 5,207.50  MWPAT RRA Fund Totals \$ 65,411.60 \$ 5,207.50  MWPAT Loan Program Account# Receipts Expenditures  MWPAT Loan Program Account# Receipts Expenditures  MWPAT 220-510 \$ 305,207.50 \$ 23,684.75  MWPAT Loan Program Fund Totals \$ 305,207.50 \$ 23,684.75  Highway Improvements Fund Account# Receipts Expenditures  State Highway Reimbursement 230-422 \$ 526,083.07 \$ 487,478.27		\$	307,170.00	\$	196,235.19	\$	110,934.81	
Non-Appropriation Accounts           MWPAT Receipts Reserved for Appropriation         Account#         Receipts         Expenditures           MWPAT         210-510         \$ 65,411.60         \$ 5,207.50           MWPAT RRA Fund Totals         \$ 65,411.60         \$ 5,207.50           MWPAT Loan Program Account#         Receipts         Expenditures           MWPAT         220-510         \$ 305,207.50         \$ 23,684.75           MWPAT Loan Program Fund Totals         \$ 305,207.50         \$ 23,684.75           Highway Improvements Fund Account#         Receipts         Expenditures           State Highway Reimbursement         230-422         \$ 526,083.07         \$ 487,478.27								
MWPAT Receipts Reserved for Appropriation Account#         Receipts         Expenditures           MWPAT         210-510         \$ 65,411.60         \$ 5,207.50           MWPAT RRA Fund Totals         \$ 65,411.60         \$ 5,207.50           MWPAT Loan Program Account#         Receipts         Expenditures           MWPAT         220-510         \$ 305,207.50         \$ 23,684.75           MWPAT Loan Program Fund Totals         \$ 305,207.50         \$ 23,684.75           Highway Improvements Fund Account#         Receipts         Expenditures           State Highway Reimbursement         230-422         \$ 526,083.07         \$ 487,478.27	all other balances carried forward to fiscal 2020							
Account#       Receipts       Expenditures         MWPAT       210-510       \$ 65,411.60       \$ 5,207.50         MWPAT RRA Fund Totals       \$ 65,411.60       \$ 5,207.50         MWPAT Loan Program Account#       Receipts       Expenditures         MWPAT       220-510       \$ 305,207.50       \$ 23,684.75         MWPAT Loan Program Fund Totals       \$ 305,207.50       \$ 23,684.75         Highway Improvements Fund Account#       Receipts       Expenditures         State Highway Reimbursement       230-422       \$ 526,083.07       \$ 487,478.27								
MWPAT       210-510       \$ 65,411.60       \$ 5,207.50         MWPAT RRA Fund Totals       \$ 65,411.60       \$ 5,207.50         MWPAT Loan Program Account#       Receipts       Expenditures         MWPAT       220-510       \$ 305,207.50       \$ 23,684.75         MWPAT Loan Program Fund Totals       \$ 305,207.50       \$ 23,684.75         Highway Improvements Fund Account#       Receipts       Expenditures         State Highway Reimbursement       230-422       \$ 526,083.07       \$ 487,478.27	M	WPA	-	rved				
MWPAT RRA Fund Totals         \$ 65,411.60         \$ 5,207.50           MWPAT Loan Program Account#         Receipts         Expenditures           MWPAT         220-510         \$ 305,207.50         \$ 23,684.75           MWPAT Loan Program Fund Totals         \$ 305,207.50         \$ 23,684.75           Highway Improvements Fund Account#           Account#         Receipts         Expenditures           State Highway Reimbursement         230-422         \$ 526,083.07         \$ 487,478.27			Account#		Receipts		Expenditures	
MWPAT RRA Fund Totals         \$ 65,411.60         \$ 5,207.50           MWPAT Loan Program Account#         Receipts         Expenditures           MWPAT         220-510         \$ 305,207.50         \$ 23,684.75           MWPAT Loan Program Fund Totals         \$ 305,207.50         \$ 23,684.75           Highway Improvements Fund Account#           Account#         Receipts         Expenditures           State Highway Reimbursement         230-422         \$ 526,083.07         \$ 487,478.27	MMADAT	210	. 510	¢	65 411 60	¢	5 207 50	
MWPAT Loan Program	IVIVVIAI	210	7 J10	Ψ	0.5, 111.00	ψ	5,201.30	
MWPAT Loan Program	MWPAT RRA Fund Totals			4	65 411 60	4	5 207 50	
Account#         Receipts         Expenditures           MWPAT         220-510         \$ 305,207.50         \$ 23,684.75           MWPAT Loan Program Fund Totals         \$ 305,207.50         \$ 23,684.75           Highway Improvements Fund Account#         Receipts         Expenditures           State Highway Reimbursement         230-422         \$ 526,083.07         \$ 487,478.27	WIWIAI KKATUHU TULAIS			Ψ	05,711.00	φ	5,201.50	
Account#         Receipts         Expenditures           MWPAT         220-510         \$ 305,207.50         \$ 23,684.75           MWPAT Loan Program Fund Totals         \$ 305,207.50         \$ 23,684.75           Highway Improvements Fund Account#         Receipts         Expenditures           State Highway Reimbursement         230-422         \$ 526,083.07         \$ 487,478.27			MWPATIO	an Dr	ogram			
MWPAT       220-510       \$ 305,207.50       \$ 23,684.75         MWPAT Loan Program Fund Totals       \$ 305,207.50       \$ 23,684.75         Highway Improvements Fund Account# Receipts         Account# Receipts       Expenditures         State Highway Reimbursement       230-422       \$ 526,083.07       \$ 487,478.27				un Fl	.,		Evpenditures	
MWPAT Loan Program Fund Totals \$ 305,207.50 \$ 23,684.75  Highway Improvements Fund Account# Receipts Expenditures  State Highway Reimbursement 230-422 \$ 526,083.07 \$ 487,478.27			Account		Receipts		Expellultures	
MWPAT Loan Program Fund Totals \$ 305,207.50 \$ 23,684.75  Highway Improvements Fund Account# Receipts Expenditures  State Highway Reimbursement 230-422 \$ 526,083.07 \$ 487,478.27	ΜΙΧ/ΡΔΤ	22	0-510	¢	305 207 50	¢	23 684 75	
Highway Improvements Fund Account# Receipts Expenditures  State Highway Reimbursement 230-422 \$ 526,083.07 \$ 487,478.27	IVIVVIAI	22	J 310	φ	303,207.30	φ	د),۳۵۰,۲۵	
Highway Improvements Fund Account# Receipts Expenditures  State Highway Reimbursement 230-422 \$ 526,083.07 \$ 487,478.27	MW/DAT Loan Program Fund Totals			¢	305 207 50	¢	23 684 75	
Account# Receipts Expenditures  State Highway Reimbursement 230-422 \$ 526,083.07 \$ 487,478.27	WIVE AT LOAH FIOGRAM FUNG TOTALS			Ф	202,207.30	Ф	23,007.73	
Account# Receipts Expenditures  State Highway Reimbursement 230-422 \$ 526,083.07 \$ 487,478.27			Highway Imne-	Wor.	ente Fund			
State Highway Reimbursement 230-422 <u>\$ 526,083.07</u> \$ 487,478.27				veme			E 12	
			Account#		Receipts		expenditures	
	Chata History Dainsland	22	. 422	¢	526 002 07	ď	107 170 27	
Highway Improvements Fund Totals \$ 526,083.07 \$ 487,478.27	State riighway Keimbursement	230	J-422	<u></u>	320,083.07	\$	461,418.21	
111g11way 1111p10venients Fund 10tals \$ 320,083.07 \$ 481,418.21	Highway Improvements Eund Tatala			¢	526 092 07	¢	197 179 27	
	riignway improvements rund 10tais			Þ	320,083.07	Þ	401,410.21	

Other Special Revenue Fund						
	Account#		Receipts		Expenditures	
250th Anniversary	122-501	\$	2.46	\$	-	
Selectmen (Cable Access)	122-502	\$	7,904.74	\$	*	
Agricultural Commission	122-529	\$	4,950.00	\$	4,889.93	
Hagar Park Memorial	122-533	\$	204.49	\$	199.49	
Insurance Recovery	123-503	\$	48,644.65	\$	35,250.62	
Wetlands Protection Act	171-504	\$	7,147.50	\$	3,000.00	
Town Earth Day Fund	171-505	\$	-	\$		
Planning Board- 53G Consultants	175-506	\$	58,513.28	\$	39,145.94	
Zoning Board - 53G Consultants	176-507	\$	0.53	\$		
Clean Energy	192-528	\$	-	\$		
Police Donations	210-537	\$	3,750.00	\$		
Fire Hazmat Revolving	220-509	\$		\$		
Fire Donation Account	220-510	\$	1,595.00	\$	829.60	
Fire Ambulance Rec. Res.	220-511	\$	646,885.88	\$	229,689.00	
RRA Transportation Fund	422-535	\$	186.20	\$	1 (17 0)	
Private Road Maintenance	422-536	\$	6,105.91	\$	1,617.91	
Recycle Gift	433-512	\$	0.12	\$		
Cemetery Hearse House Gift	491-513	\$	0.12	\$		
Cemetery Sale of Lots	491-514	\$	4,475.00	\$		
Cemetery Urn Garden Gift	491-515	\$	~	\$		
Cemetery Donation Account Flu Clinics	491-516	\$ \$	5,704.90	\$	2 2 4 7 4 0	
Board of Health - 53G Consultants	510-530 510-531		3,704.90	\$	3,347.40	
	510-531 541-517	\$ \$	831.40	\$ \$	1.067.03	
Council on Aging Gift Library Building & Renovation Account	541-517 610-518	\$ \$	0.04	э \$	1,067.92	
Library Preservation Fund	610-519	э \$	0.04	ф ¢		
Altobelli Memorial	610-520	φ \$	1,000.47	\$ \$	1,007.74	
Aalto/Salo Memorial	610-521	φ \$	0.24	\$	1,007.7 7	
Library Endowment Fund	610-522	\$	0.86	\$	2,625.00	
Library Gift	610-523	\$	3,336.34	\$	549.30	
Historical Commission Gift	691-524	\$	5,556.51	\$	5 15.50	
Other Special Revenue Fund Totals	031 32 .	\$	801,240.03	\$	323,219.85	
Federal and State Grants Fund						
Other opecial Revenue Puliu Totals	Federal an			Ψ	,	
Other opecial revenue Fund Totals	Federal an Account#	ıd Sta		Ψ	Expenditures	
Green Community	Account# 123-612	nd Sta	te Grants Fund Receipts	\$	Expenditures 70,449.80	
Green Community Extended Polling Hours	Account# 123-612 164-602	ad Sta \$ \$	te Grants Fund Receipts	\$ \$	Expenditures	
Green Community Extended Polling Hours EOHED	Account# 123-612 164-602 172-616	s \$ \$ \$	te Grants Fund Receipts 1,162.00	\$ \$ \$	Expenditures 70,449.80 3,893.28	
Green Community Extended Polling Hours EOHED LID Planning	Account# 123-612 164-602 172-616 172-621	\$ \$ \$ \$ \$	te Grants Fund Receipts 1,162.00 1,990.00	\$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP	Account# 123-612 164-602 172-616 172-621 210-608	\$ \$ \$ \$ \$	te Grants Fund Receipts 1,162.00 1,990.00 19,958.64	\$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement	Account# 123-612 164-602 172-616 172-621 210-608 210-609	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84	\$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06	\$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00	\$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E.	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00	\$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04	\$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60 1,800.00	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93	\$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60 1,800.00 16,246.93	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606	sta	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607	sta	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60 1,800.00 16,246.93 8,653.69	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619	d Sta  \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613	s s s s s s s s s s s s s s s s s s s	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60 1,800.00 16,246.93 8,653.69 1,232.42	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619	s s s s s s s s s s s s s s s s s s s	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81	* * * * * * * * * * * * * * * * * * * *	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60 1,800.00 16,246.93 8,653.69 1,232.42 9,042.60	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601	s s s s s s s s s s s s s s s s s s s	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28 1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60 1,800.00 16,246.93 8,653.69 1,232.42	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita	s s s s s s s s s s s s s s s s s s s	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals Senior Center	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91  7,524.30	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals  Senior Center Rte. 140 Redesign	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123 320-422	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91  7,524.30 69,992.78	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals  Senior Center Rte. 140 Redesign New Town Hall	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123 320-422 330-192	Sta	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91  7,524.30 69,992.78 21,464.82	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals  Senior Center Rte. 140 Redesign New Town Hall South St. Recon	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123 320-422 330-192 340-123	Sta   S	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92 fects Fund	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91  7,524.30 69,992.78 21,464.82 0.21	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals  Senior Center Rte. 140 Redesign New Town Hall South St. Recon Fire Truck	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123 320-422 330-192 340-123 340-220	Sta	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92 fects Fund	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69 1,232.42 9,042.60  171,337.91  7,524.30 69,992.78 21,464.82 0.21	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals  Senior Center Rte. 140 Redesign New Town Hall South St. Recon Fire Truck Fire Engine	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123 320-422 330-192 340-123 340-220 350-220	Sta	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92 fects Fund	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91  7,524.30 69,992.78 21,464.82 0.21 594,752.09	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals  Senior Center Rte. 140 Redesign New Town Hall South St. Recon Fire Truck Fire Engine Whitman Sewer	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123 320-422 330-192 340-123 340-220 350-220 611-440	Sta	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92 fects Fund	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69  1,232.42 9,042.60  171,337.91  7,524.30 69,992.78 21,464.82 0.21  594,752.09 34,328.16	
Green Community Extended Polling Hours EOHED LID Planning PD State 911 PSAP Traffic Enforcement 911 Support/Incentive Public Safety Feasibility Study Fire S.A.F.E. Recycling Comm. Sale of Compost Bins BOH PHER Elder Affairs Library State Aid Library Documentary LSTA Civil War Monument Cultural Council Federal and State Grants Fund Totals  Senior Center Rte. 140 Redesign New Town Hall South St. Recon Fire Truck Fire Engine Whitman Sewer Water Main Replacements	Account# 123-612 164-602 172-616 172-621 210-608 210-609 210-614 210-618 220-603 433-604 510-615 541-605 610-606 610-607 610-619 691-613 699-601  Capita 310-123 320-422 330-192 340-123 340-220 350-220 611-440 622-450	Sta   S	1,162.00 1,990.00 19,958.64 500.84 42,248.06 50,000.00 6,154.00 0.04 1,800.00 16,246.93 11,106.60 2,000.00 8,000.81 161,167.92 fects Fund	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Expenditures 70,449.80 3,893.28  1,990.00 19,170.45 61.70 25,414.44 8,600.00 4,782.60  1,800.00 16,246.93 8,653.69 1,232.42 9,042.60  171,337.91  7,524.30 69,992.78 21,464.82 0.21  594,752.09 34,328.16	

	I own Acco				
	Expendable Trus	t Fund			
	Account#		Receipts		Expenditures
	122 001	¢.	2,000,50	¢	
Forbush Worthy Poor Fund Fred Smith Poor Fund	123-801 123-802	\$	3,999.56	\$	-
Chartes F. Giles Fund	123-803	\$ \$	5,483.64	\$ \$	5,000.00
Westminster Grange Fund	123-804	\$ \$	5,880.38 26.63	\$ \$	3,000.00
Upton School Fund			265.52	\$ \$	
OPEB Trust Fund	147-812 147-814	\$ \$	6,825.05	э \$	
Stabilization Fund	147-815	э \$	1,621,590.33	э \$	
Staphization I und	147-013	Ψ	1,021,390.33	Ψ	
Stabilization Fund - Repair of Buildings	147-816	\$	417,515.41	\$	165,903.00
Stabilization Fund - Capital Equip.& Im-					
prove.	147-817	\$	894,786.02	\$	342,000.00
Stabilization Fund - Info Tech / Telecomm	147-818	¢	250 167 75	¢	57 500 00
Sys Stabilization Fund - OPEB		\$	350,167.75	\$	57,500.00
Stabilization Fund - OPEB Stabilization Fund - Road Maint.	147-819	\$	650,637.86	\$	-
Conservation Fund  Conservation Fund	147-820 171-821	\$	245,088.63	\$	
Aina E. Stein Conservation Fund	171-822	\$	1,176.36 0.12	\$	
Police Law Enforcement Fund	210-831	\$	2.87	\$	1,000,00
Sewer Stabilization Fund	440-813	\$	2.07	\$ \$	1,000.00
Elizabeth Rose Cemetery Fund	491-841	\$	4,418.49	э \$	238,651.06
D.W. Sanders Cemetery Fund	491-842	\$ \$	175.64	э \$	
Florence B. Rice Cemetery Fund	491-843	\$	26.07	Ф \$	
J.R. Barrell Cemetery Fund	491-844	\$	141.21	Ф \$	
Laurie F. Dobb Cemetery Fund	491-845	\$ \$	84.33	э \$	
M.A. Creed Cemetery Fund	491-846	\$	104.77	\$ \$	
Cemetery Perpetual Care Fund	491-847	\$	12,848.76	\$ \$	3,908.63
Sarah M. Barnes Library Fund	610-861	\$ \$	10.82	э \$	3,900.03
M.A. Farnsworth Library Fund	610-862	\$	28.51	\$	
Graham Library Fund	610-863	\$	339.18	\$	
-					
Bigelow (Children's Books) Library Fund	610-864	\$	99.15	\$	-
Agnes M. Bigelow Library Fund	610-865	\$	54.60	\$	-
Otto & Hilda Huusari Library Fund	610-866	\$	1,291.69	\$	~
Lucy Childs Library Fund	610-867	\$	14.00	\$	~
Preston P. Ellis Library Fund	610-868	\$	25.07	\$	-
Fred S. Whitman Library Fund	610-869	\$	18.47	\$	-
Adelaide W. Berry Library Fund	610-870	\$	5.45	\$	-
Minnie F. Dexter Library Fund	610-871	\$	54.05	\$	-
A.R. Hager Library Fund	610-872	\$	45.76	\$	-
C.A. Forbush Library Fund	610-873	\$	32.93	\$	-
M.D. Haws Library Fund	610-874	\$	54.03	\$	~
Westminster Library Fund	610-875	\$	107.93	\$	-
D.W. Sanders Library Fund	610-876	\$	97.87	\$	-
Joseph W. Forbush Library Fund	610-877	\$	73.95	\$	-
Charles Wyman Library Fund	610-878	\$	299.52	\$	-
Universalist Society Library Fund	610-879	\$	12.70	\$	
George A. Miller Library Fund	610-880	\$	116.41	\$	221.76
Henrietta Gates Library Fund Mossman Memorial	610-881 610-882	\$ \$	65.41 576.28	\$ \$	321.76
IVIOSSIIIAII IVICIIIOITAI	010-002	<u> </u>	5(0.20	Ą	
Expendable Trust Fund Totals		\$	4,224,669.18	\$	814,284.45
T . 1 4 1 5 1		_	0.420.007.20	Φ.2	0.650.170.40
Total All Funds		\$	8,439,097.30	<b>\$</b> 3	0,658,179.48

	J own J recouncine	
	Receipts	
	General Fund	
Taxes:		
Personal Property Taxes	\$ 380,531.88	
Real Estate Taxes	\$ 16,669,191.13	
Tax Liens.	\$ 279,002.52	
Rollback Taxes	\$	
Motor Vehicle Excise	\$ 1,402,968.84	
		\$ 18,731,694.37
Penalties & Interest:		
Property Taxes	\$ 55,013.52	
Motor Vehicle	\$ 49,624.55	
Tax Lien Redemptions	\$ 149,853.02	
In Lieu of Taxes	\$ 58,596.95	
Charges for Corrison		\$ 313,088.04
Charges for Services: Contracted Landfill Fees	¢ 2276 152 75	
Council on Aging MART Fares	\$ 3,376,152.75 \$ 3,327.85	
Council on Aging WAKT Fares	φ 3,32(.03	\$ 3,379,480.60
Other Departmental Revenue:		φ 2,218,700.00
Police Department	\$ 692.54	
Fire Department	\$ 175.90	
Library	\$ 1,009.70	
Town Clerk	\$ 5,880.10	
Assessors	\$ 320.00	
Treasurer/Collector	\$ 8,995.53	
Cemetery Department	\$ 13,454.00	
Miscellaneous	\$ 39,693.44	
		\$ 70,221.21
Licenses & Permits:		
Alcoholic Beverages Licenses	\$ 10,375.00	
Town Clerk	\$ 17,430.00	
Police Department	\$ 6,375.00	
Fire Department	\$ 10,240.25	
Building Department	\$ 313,986.80 \$ 37,545.00	
Board of Health Other Licenses & Permits	\$ 37,545.00 \$ 3,042.00	
Other Licenses & Perinits	φ 3,042.00	\$ 398,994.05
Revenue From The State:		φ , , , , , , , , , , , , , , , , , , ,
State Owned Land	\$ 130,414.00	
Abatements to Elderly	\$ 87,865.00	
Lottery, Beano and Charity	\$ 676,866.00	
Room Tax	\$ 13,950.03	
Veterans' Benefits	\$ 34,146.00	
		\$ 943,241.03
Fees:		
Cable TV Fees	\$ 1,174.50	
Treasurer/Collector Misc.	\$ 1,951.55	
Town Clerk	\$ 4,342.38	
Planning Bd Hearings	\$ 23,350.00	
Appeals Bd Hearings	\$ 3,900.00	
Police Dept.	\$ 16,390.39	
Fire Dept.	\$ 780.00 \$ 22.350.00	
Health Dept. Miscellaneous	\$ 32,359.00 \$ 2,205.00	
IVIISCEITATIEUUS	\$ 2,205.00	\$ 86.452.82
		\$ 86,452.82

	9 own Accountant	
	Receipts	
Fines & Forfeitures:	C 522.22	
Parking Violations	\$ 520.00	
Civil Motor Vehicle Infractions	\$ 76,276.59	
PD Restitution/Court Fines	\$ 39,112.85	
Dog Fines	\$ 7,885.00	
Library Fines	\$ 4,470.72	
		\$ 128,265.16
Miscellaneous Revenues:		
Reimbursement for MART Van Use	\$ 49,540.14	
Earnings on Investments	\$ 60,672.33	
		\$ 110,212.47
Interfund Transfers:		\$ 1,283,115.73
Total General Fund Receipts		\$ 25,444,765.48
	Sewer Enterprise Fund	
Enterprise Receipts:		
Sewer Usage Charges	\$ 1,031,978.22	
Sewer Inspection & Connection Fees	\$ 21,750.00	
Miscellaneous Sewer Charges	\$ 7,759.51	
Sewer Liens	\$ 49,443.06	
Committed Interest Added To Taxes	\$ 2,100.82	
Sewer Services	\$ 8,946.66	
Earnings on Investments	\$ 21,579.95	<u></u>
		\$ 1,143,558.22
Sewer Betterment Assessments:		
Betterments Interest/Pay Offs	\$ 41,593.44	
·		\$ 41,593.44
Inflow/Infiltration Repair:		
Earnings on Investments	\$ 0.48	
U U		\$ 0.48
Interfund Transfers:		·
Transfer From General Fund	\$ 193,723.00	
Transfer from Trust Funds	\$ 238,189.00	
		\$ 431,912.00
Total Sewer Enterprise Fund Receipts		\$ 1,617,064.14
•		
	Water Enterprise Fund	
Enterprise Receipts:		
Water Usage Charges	\$ 889,577.02	
Water Service Connection Fees	\$ 25,275.00	
Water Receipts Reserve Charges	\$ 9,800.00	
Miscellaneous Water Charges	\$ 4,634.38	
Water Liens	\$ 42,898.84	
Lien Interest	\$ 14,750.82	
Water Services	\$ 8,344.08	
Earnings on Investments	\$ 8,990.09	
,,		\$ 1,004,270.23
Interfund Transfers:		
Transfer From General Fund	\$ 20,026.00	
	,	\$ 20,026.00
Total Water Enterprise Fund Receipts		\$ 1,024,296.23
7 weer Enterprise I und receipts		4 1,021,250,25
	Transfer Station Enterprise Fund	
Trash Hauler Fees	\$ 16,184.00	
Contracted Landfill Fees		
	\$ 399,996.00	
Earnings on Investments	\$ 12,518.34	<del></del>
Total Landfill Enterprise Fund Receipts		\$ 428,698.34
Total Receipts All Funds		\$ 28,514,824.19
Annual Depart	Town of Westminster	120

# Advisory Board

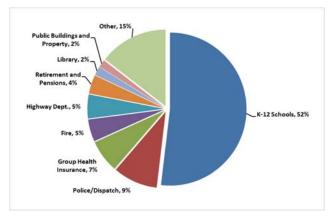
The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2020. The operating budget for the Town is presented in one article on the Annual Town Meeting Warrant (article 5). The remaining FY2020 budget is comprised of additional articles that cover capital expenditures and requests for special services by the Town. Each year Town Meeting reviews the proposed budget and adopts it by voting to appropriate funds for each warrant article.

### **Budget Recommendations**

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

The recommended operating budget (article 5) for FY2020 is \$22,251,896. This is an increase of \$1,011,737 (4.79%) over the FY2019 operating budget. The increase is due to several factors which include: - An increase of \$563,689 in "Schools" due mainly to contractual salary increases, insurance and benefits, out of district special education tuition and the addition of new special education teacher positions. This represents a 5.1% increase over last year.

- An increase of \$93,473 in "Police/Dispatch", a 4.7% increase over last year, due to contractual salary increases.
- An increase of \$92,000 in "Town Debt Retirement" as this is the first year the Town will make payments on the Rte. 140 Re-design debt, a 29.3% increase over the prior year.
- An increase of \$75,000 in "Group Health Insurance" which is a 6.8% increase over FY19, due to rising health insurance costs.



The chart above shows the breakdown of the operating budget by department for FY2020.

Below is a summary of the articles to be voted on at Town Meeting (both monetary and non-monetary). The Advisory Board is unanimously in favor of all the below articles unless specifically noted:

Article 5 is for the annual operating budget and includes all operating departments, including the schools. The Operating budget is mainly funded through Raise and Appropriate (taxes); the remainder, \$384,294, is funded through transfers from Ambulance Receipts (\$274,044), \$92,250 from the Roads Stabilization fund, \$15,000 from Septic Loan Program receipts, and \$3,000 from Wetlands fees

The FY2020 budget is also comprised of enterprise funds (Sewer, Water and Transfer Station – articles 6, 7 and 8) which total \$2,035,955 and are funded primarily by user fees.

Articles 9, 10 and 12 are customary money articles. These are articles that are on the warrant every year; there is a \$1,000 increase in the Cultural Council article to support expanded programing in town based upon experience over the past year. Article 12 is the customary article to be used to appropriate funds to the OPEB stabilization fund which was established in prior years to fund future other postemployment benefits for town employees.

Article 11 is the customary article used to offset the tax increase. The Advisory Board recommends \$230,000 of free cash be used to balance the budget. This is consistent with FY2018 and FY2019.

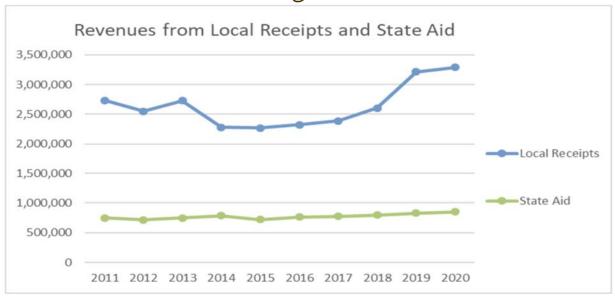
Articles 13 through 19 are non-capital money articles that total \$54,625. These articles are requests submitted by various departments/committees but are not part of the Capital Plan. Only Article 13 requires the Town to raise and appropriate; all other articles are funded either through free cash or transfers.

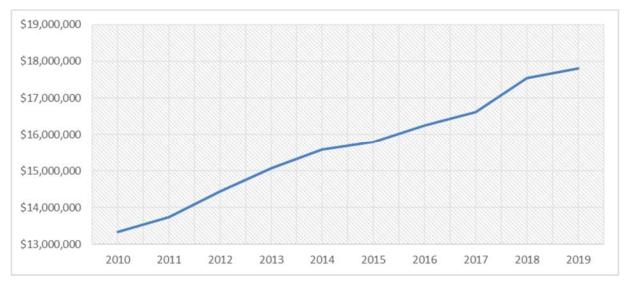
Articles 20 through 27 are for the proposed Capital Improvement Plan for FY2020. The funding for the FY2020 Capital Plan is broken down as follows:

- \$884,000 will be funded from Raise & Appropriate,
- \$817,772 will be funded from Stabilization funds
- \$250,000 will be funded through Transfers from Ambulance receipts,
- \$50,000 will be funded from the Water & Sewer Enterprise funds, and
- \$50,000 will be funded from Free Cash

For details please see the "Annual Report of the

## Advisory Board





Capital Planning Committee" further in this booklet.

Articles 28 through 34 are non-monetary in nature and relate mainly to updates to the Town's zoning laws. Article 34 relates to a Citizen's petition to install a street light and Article 28 relates to the designation of one of the Town's roads as a public way. Article 29 relates to updates to the Town's bylaws for signage. Articles 30 through 33 relate to updates to the Town's bylaws over the regulation and sale of recreational marijuana. Article 30 relates to the Town's zoning of the growth of industrial scale recreational marijuana. Article 31 and 32 are related – a yes vote for 31 would ban the sale of recreational marijuana in the Town; a yes vote for 32 would allow for the sale of recreational marijuana, but only in zones deemed Industrial. Article 33 would tax the

recreational sale of marijuana at 3% (if Article 32 passes). The Advisory Board is unanimously in favor of Articles 28, 29, 30, 32, 33, and 34. The Advisory Board is unanimously opposed to Article 31.

#### Revenue

The sources of revenue for the Town of Westminster are State Aid, Property Taxes and Local Receipts. Local Receipts can be further broken down into Landfill Receipts and Other Local Receipts. Examples of Other Local Receipts include Excise Tax, Licenses/Permits, Fees and Fines/Penalties.

The following graph below shows the combined Local Receipts (including the landfill revenue estimate) and State Aid (\$4,137,298). The State Aid estimate has increased by \$18,345, or 2.2%, for

### Advisory Board

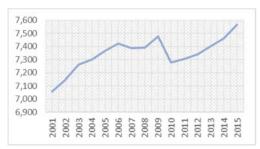
FY2020 to a total of \$849,298. This is the fourth year Decrease per Year" chart shows the population that State Aid has increased. The estimate for Local Receipts has also increased by \$90,000. The FY2020 estimated increase in revenues has helped offset some population has increased by 44 each year since. On of the budget increase mentioned above.

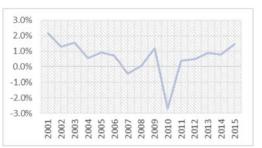
The "Population Chart" below illustrates the population growth from 2001 to 2015. The population in 2001 was 7,057 compared to 7,570 in 2015 (an increase of 663). The "Population Increase/

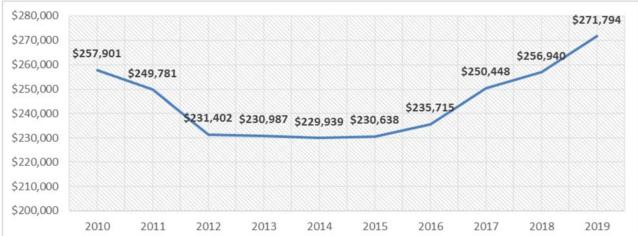
Municipality (neighboring towns)	Population	Average Home Value	Tax Rate	Average Tax bill	% of home value
	(2015)				
HUBBARDSTON	4,596	\$257,471	\$15.22	\$3,919	1.52%
PRINCETON	3,470	\$375,728	\$16.02	\$6,019	1.60%
WESTMINSTER	7,570	\$271,794	\$18.25	\$4,960	1.82%
LEOMINSTER	41,569	\$265,409	\$18.54	\$4,921	1.85%
LUNENBURG	11,241	\$308,864	\$18.68	\$5,770	1.87%
GARDNER	20,333	\$193,423	\$20.14	\$3,896	2.01%
FITCHBURG*	40,545	\$194,964	\$20.49	\$3,995	2.05%
ASHBURNHAM	6,209	\$224,115	\$22.55	\$5,054	2.26%
Municipality	Population	Average		Average Tax	home
(similar populations)	(2015)	Home Value	Tax Rate	Bill	value
AYER*	8,001	\$332,635	\$13.63	\$4,534	1.36%
SHIRLEY	7,400	\$309,307	\$16.08	\$4,974	1.61%
SHIRLEY STERLING	7,400 7,992	\$309,307 \$342,580	\$16.08 \$17.27	,,,,	1.61% 1.73%
	.,.		*	\$5,916	
STERLING	7,992	\$342,580	\$17.27	\$5,916	1.73%
STERLING RUTLAND	7,992 8,527	\$342,580 \$287,683	\$17.27 \$17.89	\$5,916 \$5,147	1.73% 1.79%

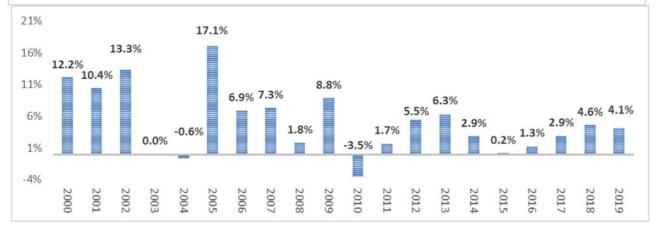
increase/decrease year over year. The largest increase was in 2001, increase of 150, however, on average, the average the population growth since 2001 is 0.6% per











The primary focus of the Capital Planning Committee is to study, research and make recommendations on capital improvement projects. In addition, the committee may develop processes and policies in order to maintain the capital improvement program. A set of financial policies have been created by the Capital Planning Committee and approved by the Board of Selectmen on October 27, 2014. These policies can be found in the Appendix at the end of this document and are key items to the Capital Planning Process.

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

#### FY2020 Capital Plan

The proposed CIP for FY2020 totals \$2,051,772. The FY2020 CIP is funded from a combination of sources: Raise & Appropriate (taxes), Stabilization Accounts, Enterprise Funds and Other funding (e.g. Chapter 90, Ambulance Receipts...etc). The following chart (Chart 1) illustrates the breakdown of the funding for the FY2020 Capital Plan.

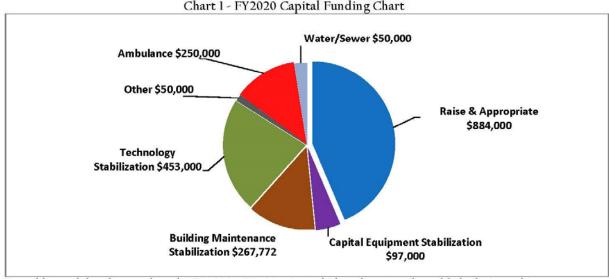


Chart 1 - FY2020 Capital Funding Chart

For additional details regarding the FY2020 - FY2024 Capital Plan please see the published "Capital Improvement Plan" on the Capital Planning Committee's web page on the Town Website at http://www.westminster-ma.gov/.

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.

he followin	g is the FY2	020 Recon	nmendatior	from the C	apital Plan		ittee.			
				Building		Road				
			Capital	Maintenanc		Maintenanc	Water &z			l .
		Raise &z	Equipment	e	Technology	e	Sewer			
		Appropriat	Stabilizatio	Stabilizatio	Stabilizatio	Stabilizatio	Enterpris	Ambulanc	Chapte	
Department	Project	e	n	n	n	n	e	e	r 90	Other
Dept of	Road									
Public	Maintenanc									ı
Works	e	\$300,000								
Dept of	Road									
Public	Improvemen									ı
Works	t Project	\$500,000								
Dept of	2009 Ford									
Public	F350 Pick-							I		I
Works	Up						\$50,000			
Dept of	Storm									
Public	Water							I		\$50,00
Works	Permit									0
Police	2016 Ford									
Department	Interceptor	\$47,000								
Police	2015 Ford									
Department	Interceptor		\$47,000							ı
Police	Dispatch									
Department	Equipment				5100,000					ı
	Burg/Fire									
Police	Alarm									ı
Department	System			\$50,000						ı
Fire	2011 GMC									-
Department	Ambulance							\$250,000		ı
Fire	2013 Chevy							41170,100		-
Department	Taboe		\$50,000							ı
a cpurtisent	Technology		971,000					_		-
Technology	Plan				\$53,000					ı
recumorogy	Computer				477,010			_		-
	Replacemen									ı
Technology	t	\$37,000								ı
	Public									
	Safety Radio							I		I
Technology	Equip				\$300,000			I		I
	Carpet				4117/000					
	Replacemen							I		I
Library	t			\$55,000				I		I
	Pave			411,000						
	Woodside							I		I
Cemetery	Garage			\$20,000				I		I
Schools	Country			9117,000						_
(MHS	See Detail							I		I
(SIIIS (gWES)	sheets	1	I	\$38,000	1	1	l	1	l l	I
Schools	******			227,000				_		-
(Dist/Ouk/O	See Detail							I		I
L)	sheets			\$104,772				I		I
1-7	sneeds			217,1015				_		\$50.0

#### Stabilization Fund Summary

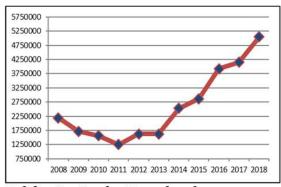
The goal of the Capital Planning Committee is to develop a fiscally responsible five year CIP and identify funding sources for at least the next three years of the plan. All Capital requests will be reviewed and prioritized by the Capital Planning Committee using the priority tables contained within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

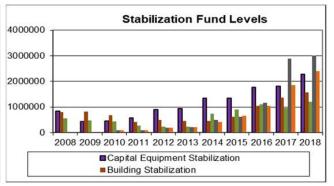
Part of the CIP is funded from Stabilization Funds. Maintaining adequate stabilization fund levels is important to the financial stability of the Town. The Capital Planning Committee has defined minimum levels for each stabilization fund. As the Capital Planning Committee refines the five year CIP and identifies the funding sources the stabilization fund levels will be monitored. Adjustments to the five year CIP and/or funding sources may be required if future Stabilization Fund levels drop too low. Chart 2 illustrates the stabilization fund levels from 2008 through 2018 (amount includes the Capital Equipment, Building Maintenance and Technology Stabilization Funds). Chart 3 lists the stabilization fund amounts after the Fall Town Meeting on 11/27/2018.

The stabilization fund levels have improved over the past few years with the biggest increase in the past two years. The certified free cash for FY2018 was approximately 3.9 million dollars. This is higher than the typical average. The main contributing factor to this higher than average free cash amount was due to local receipts from the landfill. The landfill receipts came in at approximately \$2.6 million over the amount estimated. The landfill receipts are expected to continue to exceed the estimated amounts in the future since the long-term plan is to eliminate this revenue from the operating budget. Since the landfill will close at some point, it is critical that revenue from this source be removed from the operating budget. The recent influx of free cash greatly helped the stabilization fund levels and will help fund the five year CIP.

Chart 2
Combined Amount in 3 Stabilization Funds
(Capital Equipment, Building Maintenance and Technology)
11/27/2018

Chart 3
Stabilization Fund Amount on





Stabilization Funds - Encumbered

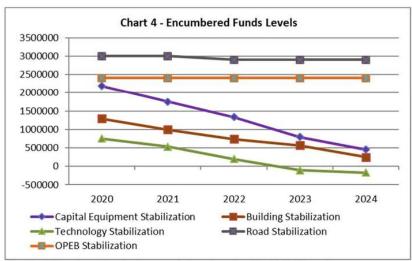
An important aspect of the Stabilization Funds is not only the current levels but also the levels over the next five years as they are used to fund the CIP. A portion of the amount in the Stabilization Funds are encumbered or reserved for future capital purchases. This encumbering of funds is essential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

Table 2 Stabilization Fund Amounts Encumbered to fund the CIP

Stabilization Funds	2020	2021	2022	2023	2024	5 Year Total
Capital Equipment Stabilization	\$97,000	\$430,000	\$430,000	\$532,000	\$345,000	\$1,834,000
Building Maintenance Stabilization	\$267,772	\$297,920	\$253,530	\$174,151	\$316,375	\$1,309,748
Technology Stabilization	\$453,000	\$220,000	\$340,000	\$300,000	\$65,000	\$1,378,000
Road Maintenance Stabilization			\$100,000			\$100,000
OPEB Stabilization						

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

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



The amount transferred back into the Stabilization Funds is something that the Capital Planning Committee recommends based on the five year CIP. The amount transferred into the Stabilization Funds is part of a plan based on what is expected to be used in the future. Some of the amounts in the Stabilization Funds reflected in FY2023 fall below the minimum (some drop below \$0) stabilization fund levels established by the Capital Planning Committee in their Reserve Policy.

#### Debt Summary

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

The following Table shows the current five year debt projections: (updated on 2/20/19). The information is broken out to show the date of vote, debt excluded vs non-debt excluded, amount and mature date of the projects.

Table 3
Debt Summary - 5 year projection

		Debt Sun	illiui y	year proj	ccton			I:	
	Date of	Debt	Amount	Debt					
Description	Vote/Issue	Excluded	Voted	Matured	FY2020	FY2021	FY2022	FY2023	FY2024
*Sewer Extension Bond	4/15/2004	Yes	4/15/2004	Yes	\$3,515,000	FY2019	Matured		
*Sew er Extension Bond - Interest									
***Rte 140 Design	5/2/2015	No	5/2/2015	No	\$410,000		\$0	TBD	TBD
***Rte 140 Design - Interest							\$4,100		
Senior Center Bond	4/1/2015	Yes	4/1/2015	Yes	\$2,830,100	FY2030	\$190,000	\$190,000	\$190,000
Senior Center Bond - Interest							\$53,400	\$49,600	\$45,800
**Water Storage Tank - Ellis Road - Bond		No	5/5/2018	No		\$1,700	0,000		
**Water Storage Tank - Ellis Road - Interest									
**Water Main Replacement	2/6/2013	No	2/6/2013	No	\$600,000	FY2018	Matured		
**W ater Main Replacement - Interest									
***Septic Management Plan	5/4/2013	No	5/4/2013	No	\$300,000		\$15,000	\$15,000	\$15,000
***Septic Management Plan - Interest							\$0		
2018 KME Fire Pumper/Tanker	11/28/2017	No	11/27/2018	No	\$600,000	FY2024	\$120,000	\$120,000	\$120,000
2018 KME Fire Pumper/Tanker - Interest					20 %		\$15,600	TBD	TBD
2014 KME Fire Engine	7/10/2013	No	7/10/2013	No	\$550,000	FY2019	Matured		
2014 KME Fire Engine - Interest									
Town Hall Bond	5/1/2007	No	5/1/2007	No	\$3,700,000	FY2017	Matured		
Town Hall Bond - Interest									
****Sewer In-line Storage	4/11/2016	Yes	4/11/2016	Yes	\$2,500,000	FY 2059	50,725	50,725	50,725
****Sewer In-line Storage - Interest							55,798	54,403	52,907

<sup>\* 50%</sup> paid through betterment

#### Enterprise Funds

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

\*\*\*\*85% taxation and 15% from sewer enterprise

Similar to the stabilization funds, the enterprise fund levels must be maintained at adequate levels for financial

<sup>\*\*</sup> Water Receipts Reserve

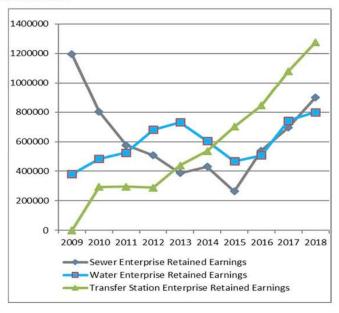
<sup>\*\*\*</sup>Authorized and Unissued Debt

stability. The chart on the right shows the Sewer, Water and Transfer Station Enterprise levels from 2009 to 2018.

The Water Enterprise Fund level has increased from \$380,726 in 2009 to \$798,666 in 2018. The Sewer Enterprise Fund level has declined since 2009. In 2009 the Sewer Enterprise fund was slightly under 1.2 million dollars. In 2015 the fund was at \$263,344. The Sewer Enterprise fund has increased the last three years with the 2018 amount of \$899,592.

Approximately 47% of the Sewer Enterprise expenditures are for collection charges paid to the City of Fitchburg. Another 26% is used to pay the debt for the sewer extension bond.

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





# April 2, 2019 Special Town Meeting

### VOTE TAKEN AT SPECIAL TOWN MEETING HELD APRIL 2, 2019

The meeting was officially called to order by Moderator John Bowen at 7:35 p.m. with 315 people in attendance. The Constable's return of the Warrant was read by Town Clerk Ellen Sheehan. Four Tellers were sworn in: Sue Belliveau, Joyce Lucander, Betsy Haley-Cormier and Cindie Hastings-Brutvan. John Bowen then called for nominations to elect Dana Altobelli as interim moderator for this special town meeting. Dana Altobelli was elected interim moderator by Town Meeting, and he was then sworn in by Town Clerk Ellen Sheehan.

The following non-residents were given permission to address the town meeting when appropriate: Town Administrator Karen Murphy, Town Counsel, Brian Riley, Bernard Lynch of Community Paradigm Associates, Inc., Cemetery Superintendent Alan Mayo, Police Chief Michael McDonald and Town Planner Stephen Wallace.

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.

John Fairbanks, Chairman of the Town Government Study Committee (TGSC), asked to address Town Meeting with regard to errors that were found within Article 1. Town Meeting voted in favor of the corrections noted on each section of the attached ERRATA Amendment. It was also noted that any reference within the document to Section 5.2.2. should be to Section 5.2.1 as Section 5.2.2. does not exist

A presentation on the proposed Town Charter was given by Bernard Lynch of Paradigm Associates, Inc., the consulting firm hired by the TGSC, to assist the Committee with its charge.

Representatives of various boards then offered their views on Article 1. Selectman Jim DeLisle acknowledged all the time and effort expended by the Government Study Committee in bringing forth this recommendation to town meeting.

The floor was then opened up to town meeting body. Several residents voiced comments and concerns about the proposed charter.

John Bowen spoke in opposition to the article and offered a Motion to Table the Main Motion under Article I, including TGSC recommended amendments to the charter proposal, appearing on the town warrant. The motion carried at 9:45 p.m.

(2/3 vote required)

Recognized 2/3 Vote by the Moderator

The full text of the proposed Town Charter is on file in the Town Clerk's office.

## May 4, 2019 Special Town Meeting

### VOTE TAKEN AT SPECIAL TOWN MEETING HELD MAY 4, 2019

The meeting was officially called to order by Moderator John Bowen at 1:00 p.m. with 124 people in attendance. The Constable's Return of the Warrant was read by Town Clerk Ellen Sheehan. Dan Beauregard and Tom Torrens were sworn in as tellers.

The following non-residents were given permission to address the town meeting when appropriate:
Town Administrator Karen Murphy, Town Counsel, Brian Riley, Cemetery Superintendent Alan Mayo, Police Chief Michael McDonald, Town Planner Stephen Wallace, DPW Director Joshua Hall and School Superintendent Dr. Gary Mazzola.

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

The votes taken were as follows:

ARTICLE 1. Voted to transfer \$103,850 from free cash to supplement the amount voted under Article 6 of the May 5, 2018 Annual Town Meeting for the FY 2019 Snow & Ice Removal accounts (Department 423).

ARTICLE 2. Voted to transfer \$80,000 from Sewer Enterprise Retained Earnings to supplement the amount voted under Article 7 of the May 5, 2018 Annual Town Meeting for Sewer Enterprise expenses.

ARTICLE 3. Voted to transfer \$315 from free cash to pay a bill dated March 19, 2018 from the Andover Marker Company of Berkley, MA incurred by the Veterans Department in fiscal year 2018.

#### 9/10 Majority Needed

#### Unanimous

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

Respectfully submitted,

Ellen M. Sheehan

Westminster Town Clerk

### .VOTE TAKEN AT ANNUAL TOWN MEETING HELD MAY 4, 2019

The meeting was officially called to order by Moderator John Bowen at 1:05 p.m. with 124 people in attendance. The Constable's Return of the Warrant was read by Town Clerk Ellen Sheehan. Dan Beauregard and Tom Torrens were sworn in as tellers.

The following non-residents were given permission to address the town meeting when appropriate: Town Administrator Karen Murphy, Town Counsel, Brian Riley, Cemetery Superintendent Alan Mayo, Police Chief Michael McDonald, Town Planner Stephen Wallace, DPW Director Joshua Hall and School Superintendent Dr. Gary Mazzola.

Town Clerk Ellen Sheehan briefly talked about the introduction of Poll Pads for Town Meeting check-in so that our residents would be informed about the use of our new technology.

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

The votes taken were as follows:

#### **CUSTOMARY ARTICLES**

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

<u>ARTICLE 3.</u> Heard the reports of any committees appointed to act on Town affairs or in its behalf.

- Advisory Board financial report
- Public Safety Building Feasibility Study Committee <u>ARTICLE 4.</u> Voted to set the following spending limits for each Revolving Fund authorized under Chapter 28-9 of the Town Bylaws for FY2020:

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

#### **OPERATING BUDGETS**

ARTICLE 5. Voted to fix the compensation of appointed and elected officers, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, for the ensuing fiscal year.

### AMOUNT APPROPRIATED

AMOUNT APPROPRIATED	
Selectmen	
Temporary Labor4,00	00
Expenses	50
Lease Copiers	
Johnny Appleseed	00
Town Administration	
Salaries 145,5	12
Expenses	
Advisory Board	
Expenses 65	50
Reserve Fund	
Expenses 60,00	00
Accountant	
Salaries	23
Expenses 36,90	
Assessors	
Salaries	76
Expenses 17,48	
Treasurer/Collector	30
Stipend1,00	20
Salaries	
Expenses	
Legal	10
Expenses75,00	20
Personnel Admin	,,
Salaries	77
Expenses	
Data Processing	,,
Salaries	00
Expenses	
Town Clerk	_
Stipend	75
Salaries	

Elections	Tree Warden	
Stipend	600 Salary	2,000
Salaries	7,344 Expenses	22 200
Expenses	13,003	33,200
Conservation	K-12 Schools	
Salary	Contribution to Fndn Budget	
,	Additional Funds	
Expenses		
Town Planner	Comm Serv.	
Salary	72.531 WES Bond	
,	Oakmont Bond	272,984
Expenses	•	602.172
Planning Board	Foundation State Minimum	
Salary	.2,000 Transportation	
Expenses	1150 Capital	
	Bonds	11,/63
Board of Appeals	1500 Highway Admin	
Salary	1,500 Salaries	307,362
Expenses	500 Highway Dept	
Economic Developmt	Salaries	567,780
Expenses	1,300 Expenses	256,150
Public Bldgs & Prop	Snow & Ice Control	
Salaries 10	Na 664 Salaries	52,000
Expenses 2 <sup>2</sup>	Hypenses	298,100
LAPCHSCS	Street Lighting	
Town Report	Expenses	25,000
Expenses	, <u>1</u>	
Crocker Pond	Salaries	113,401
Salaries	20.133 Expenses	13,880
Expenses	7.155 Health Department	
Police/Dispatch	Salaries	,
Salaries 1,79	98,679 Expenses	13,300
Expenses 29		
-	Salaries	55.422
Fire	_	
Salaries	Votoran's Sorvices	,
Expenses 1	50,000 Salaries	24,720
Ambulance	Expenses	
Salariesl	56,125 Veteran's Assistance	,
Expenses	116,112 Expenses	70,000
Emergency Mgmt	MÄRT	
Stipend	0 Salaries	82,872
Expenses		
Building Dept.	Library	
Salaries2	22 110 Salaries	287,426
Expenses 2	· E	130,590
	Recreation Dept.	
Animal Control	Salaries	18.000
•		==,
Expenses		

Concerts	
Expenses	3,000
Hager Park Comm	
Expenses	250
Historical Comm	
Expenses	1,280
Memorial Day	
Expenses	1,300
Care of Town Clock	
Expenses	250
Town Debt Retirement	
Total Expenses	407,000
Town Debt Interest	
Total Expenses	88,350
Reg Plan Council	
Expenses	2,550
Other Emp Benefits	
Expenses	40,000
Retirement & Pensions	
Expenses	883,111
Group Health Ins	
Expenses	1,175,000
Group Life Ins	
Expenses	4,000
Other Insurance	
Expenses	325,500
•	

Voted to appropriate the total sum of \$22,251,896 and to meet that appropriation as follows:

- Raise and appropriate \$21,867,602.
- Transfer \$274,044 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 \$15,000 from Septic Loan Program receipts.
- Transfer \$92,250 from Roads Stabilization Account (2/3 Majority Needed and Unanimous).

ARTICLE 6. Voted the following sums for the operation of the Sewer Enterprise for fiscal year 2020: (2/3 vote required) UNANIMOUS

Salaries	105,406
Expenses	959,600
Debt Principal	54,838
(USDA Loan)	
Debt Interest	67,111
(USDA Loan)	
Reserve Fund	<u>10,000</u>
SUBTOTAL	1,196,955
Shared Costs	<u>209,477</u>
TOTAL	1,406,432

Further, that of said sums, an appropriation of \$1,196,955 be raised as follows:

\$150,000 Retained Earnings

\$103,657 General Fund Subsidy (Tax Levy)

\$943,298 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 7. Voted the following sums for the operation of the Water Enterprise for fiscal year 2020.

Salaries	125,112
Expenses	339,500
Debt Principal (Ellis Road Water Tank)	0
Debt Interest (Ellis Road Water Tank)	2,700
Capital Outlay	99,701
Reserve Fund	10,000
SUBTOTAL	577,013
Shared Costs	<u>180,235</u>
TOTAL	757,248

Further, that of said sums, an appropriation of \$577,013 be raised as follows:

\$ 25,000 Retained Earnings

\$ 19,940 General Fund Subsidy (Tax Levy) \$532,073 From available departmental

receipts, investment earnings, and other revenues of the Water Enterprise Fund.

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

<u>ARTICLE 8</u>. Voted the following sums for the operation of the Solid Waste Transfer Facility Enterprise for fiscal

year 2020.

Further, that of said sums, an appropriation of \$273,300 be raised as follows:

Salaries	
Expenses	263,300
Reserve Fund	10,000
SUBTOTAL	273,300
Shared Costs	<u>58,662</u>
TOTAL	331,962

\$273,300 from available departmental receipts,

investment earnings, and other revenues of the Solid Waste Transfer Facility Enterprise.

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

#### **CUSTOMARY MONEY ARTICLES**

ARTICLE 9. Voted to raise the sum of \$5,000, said sum to be appropriated as follows:

\$4,000 for the Westminster Cultural Council

\$1,000 for the Conservation Fund as provided for in Section 8C of Chapter 40 of the General Laws.

ARTICLE 10. Voted to raise and appropriate \$50,000 to fund a portion of the cost of retaining a professional consultant to perform the revaluation of real and personal property in the Town as required under Massachusetts General Laws.

ARTICLE 11. Voted to transfer \$230,000 from Free Cash to reduce the Fiscal Year 2020 tax rate.

ARTICLE 12. Voted to raise and appropriate \$300,000 for the OPEB Stabilization Account.

#### NON-CAPITAL MONEY ARTICLES

ARTICLE 13. Voted to raise and appropriate \$2,000 to hire a preservationist to assist the Historical Commission in documenting historically architecturally significant homes in Westminster.

ARTICLE 14. Voted to transfer \$8,000 from the "Giles Fund" for the purpose of funding the Emergency Home Heating Assistance Program.

ARTICLE 15 Voted to transfer \$14,000 from Ambulance Receipts to be spent under the direction of the Fire Chief for the purchase of a training mannequin for the Ambulance Department.

ARTICLE 16. Voted to transfer \$10,000 from free cash for site exploration costs for a new cemetery on Ellis Road.

ARTICLE 17. Voted to transfer \$3,500 from free cash for a leaf vacuum truck loader for the Cemetery Department.

ARTICLE 18. Voted to transfer \$10,000 from free cash to pave the road at Whitmanville Cemetery.

ARTICLE 19. Voted to transfer \$8,000 from free cash to be spent under the direction of the Town Planner for wayfaring signage at various locations throughout Town.

#### CAPITAL EXPENDITURE ARTICLES

ARTICLE 20. Voted to appropriate \$900,000 to be spent under the direction of the Public Works

Director for the following capital equipment and projects, including related incidental costs, as follows:

ITEM/PROJECT	AMOUNT	FUNDING SOURCE
Maintenance of Town roads (including oiling, sealing, re-surfacing, drainage, guardrails, removing trees/brush, and other such activities.	\$300,000	Raise and appro- priate
Reconstruction and improvement of Town roads.	\$500,000	Raise and appro- priate
Pick-up truck Water/ Sewer Dept.	\$50,000	Water/Sewer enterprise fund retained earnings
MS4 Storm Water Permit Compliance	\$50,000	Free Cash

ARTICLE 21. Voted to appropriate \$244,000, to be spent under the direction of the Police Chief for the following capital equipment, including related incidental costs:

ITEM/PROJECT	AMOUNT	FUNDING SOURCE
Two police vehicles and related equipment, including trade-ins	\$94,000	\$47,000 Capital Stabilization \$47,000 Raise and appropriate
Dispatch console	\$100,000	Technology Stabilization
Security/fire alarm notification system (service provided to	\$50,000	Building Stabilization

ITEM/PROJECT	AMOUNT	FUNDING SOURCE
New ambulance, including trade-in	\$250,000	Ambulance receipts
Fire Department vehicle, including trade-in	\$50,000	Capital Stabilization (2/3 vote required) UNANIMOUS

#### (2/3 vote required) UNANIMOUS

ARTICLE 22. Voted to appropriate \$300,000 to be spent under the direction of the Fire Chief for the following capital equipment, including related

ITEM/PROJECT	AMOUNT	FUNDING SOURCE
Domain controller server, Library phone system, Security Card Access Sys- tem-Public Safety Building	\$53,000	Technology Stabilization
Scheduled computer system updates and technology-related items for the various town departments	\$37,000	Raise and Appropriate
Communications tower	\$300,000	Technology Stabilization

### (2/3 vote required) UNANIMOUS

ARTICLE 23. Voted to transfer \$55,000 from the Building Maintenance & Repairs Stabilization Fund to be spent under the direction of the Library Director for the installation of new carpet at the Forbush Memorial Library.

### (2/3 vote required) UNANIMOUS

ARTICLE 24. Vote to transfer \$20,000 from the Building Maintenance & Repairs Stabilization Fund to be spent under the direction of the Cemetery Commission to pave the area around the garage at Woodside Cemetery.

#### (2/3 vote required) UNANIMOUS

ARTICLE 25. Voted to transfer \$104,772 from the Building Maintenance & Repairs Stabilization Fund to be spent under the direction of the Ashburnham-Westminster Regional School District for the following capital projects, subject to the Town of Ashburnham also voting to fund its share of the cost of this article.

\$18,624	Exterior board replacement (Oakmont)
\$19,584	Bathroom partition replacement (Overlook)
\$13,600	Hallway Floor replacement (Overlook)
\$44,639	Dump truck (District)
\$8,325	Track garage updates-roof (District)

### (2/3 vote required) UNANIMOUS

ARTICLE 26. Voted to transfer \$38,000 from the Building Maintenance & Repairs Stabilization Fund to be spent under the direction of the Ashburnham-Westminster Regional School District for the following capital projects:

\$10,000	Building Management System (Westminster Elementary)
\$28,000	Resurface gym floor; repave sidewalks (Meetinghouse)

## (2/3 vote required) UNANIMOUS

MISCELLANEOUS AND ZONING ARTICLES ARTICLE 27. Voted to accept as a public way the roadway known as Partridge Hill Road, as heretofore laid out by the Public Works Commission and shown on a plan of land entitled: "As Built Layout Plan of Partridge Hill Road in Westminster, MA," dated October 15, 2018, prepared by Szoc Surveyors, 32 Pleasant St., Gardner, MA, and recorded with the Worcester Northern District Registry of Deeds in Plan Book 518, Plan 22, a copy of which is on file with the Town Clerk, and to authorize the Public Works Commission to acquire, on behalf of the Town, by purchase, gift, eminent domain or otherwise, rights sufficient to use said way for all purposes for which public ways are used in the town of Westminster.

ARTICLE 28. Voted to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts) by replacing Article X, Signs, with a new Article X that will read as follows:

#### Article X. Signs

#### 205.44.1 Compliance Required.

No signs or advertising devices of any kind or nature shall be erected on any premises or affixed to the outside of any structure or be visible from the outside of any structure in Westminster, except as specifically permitted in this section.

#### 205.44.2 Purpose.

The purposes of this bylaw are to:

- Encourage signs that provide information and advertising to the public in an orderly, effective and safe manner.
- Help simplify the permitting process for signs that require permits.

Encourage signs that are harmonious and compatible with the architectural and environmental character of the property.

and natural beauty of the Town.

#### 205.44.3 Definitions.

- Abandoned Sign: A sign that no longer identifies a bona fide business, lessor, service, owner, product or activity for which the time of event passed, and/or for which no legal owner can be found. This definition also includes any structure which no longer supports the sign for which it was designed.
- Accessory Sign: A sign that is subordinate to the principle sign and customarily incidental to, and on the same lot as the principal use.
- Awning: A non-illuminated sign painted on or attached to a fabric or vinyl cover on a rigid frame. Only business names and/or logos may be attached to, painted, stenciled or otherwise placed on an awning.
- Banner: A temporary or permanent sign made of flexible material that may be free hanging or attached to poles and/or structures.
- Cornice: The exterior trim of a structure at the meeting of a roof and a wall.
- <u>Directional Sign</u>: A sign erected and maintained by local officials within the public right-of-way used to indicate to the traveling public the route and distance to public accommodations, facilities, commercial services and points of interest. Such signs • shall conform to all applicable State regulations regarding the placement of signs within the public right-of-way.
- Double-faced Sign: A sign with two faces or panels, which are not visible at the same time and which, unlike a V-shaped sign, are directly back to back.
- Façade: The exterior face of a building.
- Exempt Sign: A sign that does not require a permit.
- Free-standing Sign: A sign self-supported by a pole or post and not attached to any building, wall or fence, but in a fixed location. Types of free-standing

signs include post and arm, monument, and pole signs.

- Home Occupation Sign: An on-premises sign Encourage signs that complement the rural character indicating a business, trade, occupation or profession conducted at the proprietor's residence or within a structure accessory to a residence.
  - Illuminated Sign: A sign lighted or exposed to artificial light either by lights on or in the sign and directed towards the sign including halo lighting, direct/external lighting, indirect lighting, or internal illumination.
  - Internal Illumination: Illumination by means of a light source completely enclosed by the sign panel(s).
  - Ladder Sign: A freestanding ground sign with two vertical supports and two or more crosspieces serving as individual signs.
  - Marquee Sign: A sign painted on, attached to, or consisting of interchangeable letters on the face of a permanent overhanging shelter that projects from the face of a building.
  - Monument Sign: An outside sign identifying a development, business, service, or homes made of brick, masonry or stone, the bottom is attached directly and permanently to the ground and physically separated from any other structure.
  - Non-conforming Sign: Any sign or advertising device legally erected as of September 2018 (insert date the public hearing appears in paper), but not abiding by this bylaw.
  - Off-premise Sign: Any sign that advertises or indicates a person/business that is not located on the same premises as the person/business.
  - On-premise Sign: Any sign that advertises or indicates the person/business occupying the premise on which the sign is located, the merchandise for sale or the activity conducted thereon.
  - Permanent Sign: A sign, including its support and structure, used for a period of time greater than sixty (60) days.
  - Portable Sign: Any sign designed to be moved easily and not affixed to the ground or structure.
  - Roof Sign: A sign attached to the roof of a building.

- <u>Seasonal Sign</u>: A sole sign for a business displayed at least sixty (60) days but no more than one hundred and twenty (120) days each year. Such signs shall be governed by the same regulations as all other permitted non-temporary signs.
- <u>Sign Requiring a Permit</u>: A permanent sign requiring a permit that conforms to a permitted use as described in Section 205-44.6 and requiring approval by the Sign Bylaw Officer (SBO).
- <u>Prohibited Sign</u>: A sign that is not allowed in the Town of Westminster as described in Section 205-44.8.
- Sign: Any permanent or temporary object, device, structure, billboard, placard, painting, drawing, poster, design, letter, work, banner, pennant, insignia, trade flag, picture or representation, or the painting of any of the foregoing on the surface of a building or structure used as, or which is in the nature of, an advertisement, announcement, or direction or for the calling of attention to the premises, which is on a public way or on private property within public view from a public or private way or public park, public or private parking lot, or property available for public use.
- Sign Surface Area: Includes all letters and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign, any cutouts or extensions, but shall not include any support structure or bracing. Only one side of a double-faced sign is used for computing sign square footage.
- <u>Sign Bylaw Officer</u>: The person appointed by the Board of Selectmen to enforce this bylaw, referenced within the bylaw as the SBO.
- <u>Sign Master Plan</u>: A plan for all signs referring to a single building or group of contiguous commercial, industrial and/or residential units.
- <u>Temporary Sign</u>: A sign, including its support structure, intended to be maintained for a continuous period of sixty (60) days or less in any calendar year.
- <u>Trademarks</u>: A registered graphic or logo for a specific commodity.
- <u>Variance</u>: A departure from the requirements of this bylaw as the Zoning Board of Appeals, upon

appeal in specific cases, is empowered to authorize under the terms of this bylaw.

- <u>V-Shaped Sign</u>: A sandwich sign that is connected at a side edge, with two panels, neither of which is visible at the same time, and which unlike a double-faced sign, are not flush or parallel.
- <u>Wall Sign</u>: A sign mounted parallel to the exterior surface of a building.

<u>Window Sign</u>: Any sign, picture, symbol or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service that is permanently affixed inside a window or upon the window panes or glass, and is visible from the exterior of a window.

#### 205.44.4 General Design Guidelines for All Signs.

- A. Construction: All signs must be constructed according to these guidelines.
  - 1. Letters shall be carefully formed and adequately spaced, so that the message is easily readable and the overall appearance is neat, orderly and uncluttered.
  - 2. No more than 60% of the total sign area shall be accompanied by lettering.
  - 3. Sign materials should be durable and easy to maintain. These may include wood, paper, metal, slate, marble, gold leaf, glass, canvas, stained glass, or other natural looking materials.
  - 4. All free-standing signs shall be designed and constructed to withstand a wind pressure of not less than thirty (30) pounds per square inch of surface area.
  - 5. Signs shall be designed to be compatible with the surroundings and appropriate to the architectural character of the building on, or near, which they are placed.
  - 6. Trademarks that are registered for a specific commodity and do not reflect the name of the business may occupy no more than 10% of the sign area.
  - B. Maintenance: All signs shall be maintained in good condition and repair at all times.
  - 1. All signs, supports and electrical work shall be kept clean, neatly painted, and free from hazards, such as, but not limited to, faulty wiring and loose supports, braces, guys and anchors.
  - 2. Failure to maintain: any sign may be examined by the SBO and, if found in disrepair, the SBO shall give written notice of failure to

maintain. If the sign is not repaired within thirty 5. (30) days from the receipt of the notice, then the SBO may order the sign be removed.

- C. Location:
- 1... Signs must be placed at least five feet (5) from any property line.
- No sign shall obstruct the vision between a height of three (3) feet and ten (10) feet above the surface of the street on a corner of two (2) street right-of-ways.
- No private sign shall be placed on public property.
- No sign shall be placed on private property without written permission of the property owner.
- Signs mounted on a roof shall not extend above the ridge line.
- No sign together with any supporting device shall extend to a height above twenty (20) feet.
- Signs must not dominate building facades or obscure any architectural details (including but not limited to arches, sills, moldings or cornices).
- view of traffic.
- If a building fronts on two or more streets, the sign area for each street frontage will be computed separately.
- Supports and brackets shall not extend needlessly above the cornice line of the building to which the sign is attached.
- Except as otherwise permitted, all information conveyed by any sign shall pertain to the premises on which the sign is located.
- D. Signs in the Commercial/Village Center/ Industrial Zoning Districts:
  - The total number of signs requiring permits on a single business or industrial complex is two (2), of which one may be free standing.
- A wall sign for each business may be a 2. maximum of thirty two (32) square feet.
- The total cumulative area of all signs permitted on any lot shall be two (2) square feet of sign area per lineal foot of building frontage, but in no advertising devices shall be stationary and shall not case shall exceed eighty (80) square feet, whichever is less. Thirty two (32) square feet shall be permitted on any lot regardless of building frontage.
- The top edge of any free standing sign may be no higher than twenty (20) feet vertical measure above ground.

- Signs must be at least five (5) feet from any lot line.
- In addition to the above provisions, signs in the Village Center zoning district shall also comply with the following standards: Sign cabinets, moving signs, and other internally illuminated signs are prohibited. b. Window and door signs shall not conceal more than 30% (thirty percent) of the total area of the windows and doors on a building façade that an individual business Signs in Residential Zoning Districts: occupies. E.
- One sign, except for mailbox identification, the letters of which shall not exceed our inches in height and shall identify only the box holder, displaying the street number, or name of the occupant of premises, or both, not exceeding two square feet in area. Such sign may be attached to a building or may be on a rod or post not more than six (6) feet high and not less than ten (10) feet from the street line. Such sign may include identification of an accessory studio or professional office in the dwelling Signs shall be placed so as not to obstruct the or on the premises, or may identify other permitted accessory uses, including customary home occupations.2. One bulletin or announcement board or identification sign for a permitted nonresidential building or use, with not more than six (6) square feet of signboard area. For churches and institutions, two bulletin or announcement boards or identification signs are permitted for each building. Each such church or institution sign shall have not more than ten (10) square feet of signboard area. No such signs shall be located nearer street than one-half (1/2) the required front yard depth. On the premises with a lawfully nonconforming nonresidential use, one sign with not more that six (6) square feet of signboard area. "for sale" or "for rent" or "for lease" signs with not more than six (6) square feet of signboard area each and advertising only the premises on which the sign is located. Two building contractor's 5. signs on a building while actually under construction not exceeding six (6) square feet of signboard area In residential districts, all signs or each. contain any visible moving or movable parts. No sign or advertising device in such districts shall be of neon or illuminated-tube type. Lighting of any sign or advertising device shall be continuous (not intermittent nor flashing nor changing) and shall be so placed or hooded as to prevent direct light from

shining onto any street or adjacent property. No sign or advertising device shall be illuminated after 11:00 p.m.

F. Sign Master Plans: Owners of single businesses or groups of contiguous commercial, industrial or residential units located together in a development may adopt a Sign Master Plan to govern advertising. Application of these provisions should not detract from the rural character of the Town. 1.

Total sign area permitted for the entire development shall be calculated at the rate of two (2) square feet per foot of lineal building frontage. 2.

Each planned development may have one common free standing sign denoting the name of the facility not exceeding eighty (80) square feet per side and with the bottom panel not less than five (5) feet above road level and a maximum height of fifteen (15) feet. 3. All other signs shall be attached to buildings, a wall, projecting or soffit type, and coordinated in material, shape, lettering, color, and or decorative elements.

- 4. Information and directional signage shall be consistent with the general sign design of the development and is exempt from the sign area calculation provided that it does not contain advertising.
- 5. Groups of signs shall express uniformity, create a harmonious appearance, and provide a visual and aesthetic coordination of the information presented to the public.
- 6. Height and physical placement of signs shall be consistent throughout the master plan area.
- 7. The sign master plan shall be approved by the Planning Board through the Site Plan Review process specified in Section 205-43, at a public hearing, and give details regarding sign placement, design, color, coordination, visibility, information messages and compatibility with the general design of the development.

#### 205.44.5 Exempt Signs.

Signs that require no permit may be erected and maintained without permits or fees, provided that such signs comply with the general requirements of this bylaw and other conditions specifically imposed by other regulations. If in question, the SBO shall determine whether or not a sign is exempt. The

following types of signs, permanent and temporary, are exempt from needing a permit:

- A. Temporary or permanent signs, including banners, erected and maintained by the Town, County, State or Federal Government for traffic direction, direction to or identification of an historic site or structure, government facility or event as approved by the Board of Selectmen.
- B. Permanent: Signs used for a period of time greater than sixty (60) days.
- 1. Historic markers, tablets, statues, memorial signs and plaques containing the names of buildings, and dates of erection when cut into any masonry surface or when installed on the building that do not exceed six (6) square feet in total size.
- 2. Flags and insignia of any government, except when displayed in connection with commercial promotion.
- 3. On-premise directional signs as long as they do not exceed six (6) square feet per face and six (6) feet in height when included as an integral part of an approved sign master plan for a development or complex. Business names and personal names shall be allowed not to exceed one (1) square foot in area.
- 4. Non-illuminated warning and private drive signs shall be no larger than two (2) square feet.
- 5. Posted or no trespassing signs shall be no larger than two (2) square feet. One sign per fifty (50) feet of frontage is allowed.
- 6. Name plates identifying residents and numbers identifying houses, mounted on a house, apartments or mailboxes, not exceeding two (2) square feet in area.
- 7. Lamppost signs identifying residents, with no more than two faces and not exceeding one square foot per face. Such signs are to be non-illuminated, except by a light which is an integral part of the lamppost.
- C. Temporary Signs: Signs intended to be maintained for a continuous period of less than sixty (60) days in any calendar year. A maximum of two temporary signs per lot are allowed in each of the following cases, unless specified otherwise in this bylaw.

Within residential zones, the sign must be less than

four (4) square feet in area.

Temporary identification signs for approved subdivisions shall not exceed thirty-two (32) square feet and shall be removed upon the sale of the last remaining lot within the subdivision.

Within commercial and industrial zones, the sign must not to exceed thirty-two (32) square feet, set back at least five (5) feet from all property lines and highway rights-of-way.

Temporary non-illuminated window signs and posters must not exceed sixteen (16) square feet in area or thirty (30%) of the window surface area.

The sign must be removed within one week after the event to which it relates.

- 6. Flag business signs made of fabric provided that:
- a. Only one such flag is permitted per business.
- b. Flag size shall be no greater than three (3) feet by five (5) feet.
- c. The flag is displayed only during business hours of operation.
- d. Pole or support for the flag shall not exceed ten (10) feet in height.
- e. Such flags shall not project or hang over a public right-of-way, including the sidewalk.
- 7. New business signs or new business location.
- a. While awaiting installation of a permanent sign, a business may utilize a temporary sign for a period of not more than thirty (30) days or until the installation of a permanent sign, whichever occurs first. b. Grand opening signs: pennants, banners, and flags may be displayed for a period not to exceed thirty (30) days after the business first opens, as long as these temporary signs do not create a safety hazard.
- 8. Flags or decorations which are considered to be home flags that are placed to show spirit, pride or some type of seasonal activity.

### 205.44.6 Signs Requiring Permits.

The following signs shall require the issuance of a Sign Permit from the SBO:

A. Projecting sign: Any affixed perpendicularly to a wall surface, building or structure.

- 1. All parts of such signs and the brackets which attach it to the wall shall be higher in height than then (10) feet and lower in height than fifteen (15) feet above the pedestrian traffic area. However, such signs must be located below the bottom of the second floor window sills. On a one story building, the top of the sign must be lower than the lowest point of the roof.
- 2. Such signs and the brackets that attach it to a wall must project no more than four (4) feet from the building face and shall not extend over the sidewalk or public way.
- 3. Such signs must hang at least six (6) inches away from the wall.
- 4. Such signs must not extend into vehicle traffic areas, such as parking lots or driveways, excluding drive-thru facilities.
- 5. The total surface area of such signs must not exceed twelve (12) square feet each side.
- B. Wall-hung sign: Any sign incorporated into, or attached to, the wall of a building or structure with the face of the sign parallel to the wall. This may include three dimensional letters applied directly to the surface.
- 1. Such signs shall be mounted no more than six (6) inches from the wall surface and extend no more than fifteen (15) inches from the wall.
- 2. Such signs can be no larger than one square foot for each linear foot of building face parallel to the street on the front of the building to a maximum of eighty (80) square feet.
- 3. Such signs cannot obscure architectural details of the buildings, such as cornices, windows, arches. lintels, and transoms.
- 4. Such signs must be attached to the building, not the parapet, cornice or trim.
- 5. Such signs cannot extend over the top of the walls or beyond the ends of the walls to which they are attached. On a two story building, all parts of such signs must be located below the sill of the second floor windows.
- C. Free-standing signs: Any self-supporting sign in a fixed location and not attached to any building or structure.
- 1. Such signs shall have no more than two faces.

- 2. The area of each face shall not exceed thirty (30) square feet.
- 3. The top of such signs must be less than fifteen (15) feet in height, as long as the sign does not obstruct the visibility for vehicles and pedestrians.
- 4. A lot with frontage of three hundred (300) feet or more may have two (2) such signs, which be located at least one hundred (100) feet from the other.
- 5. Such signs shall be erected so that free egress to and from any building public right-of-way is not obstructed.
- 6. Such signs shall not extend over or into the public right-of-way, pedestrian walkway or driveway (excluding drive-thru facilities), nor shall they hang over any property line.
- 7. Such signs shall be located no less than five (5) feet from any property line.
- D. Multiple sign: More than one sign clustered into a single group, and usually sharing a common heading. It can be wall-mounted, projecting, or free-standing.
- 1. The display boards shall be an integrated and uniform design.
- 2. The allowable sign area for each side shall be computed at 10% of the building front face square footage (the length times the height of the building façade), to achieve the base square footage, or thirty-two (32) square feet, whichever is smaller.
- F. Painted wall sign: A permanent message painted directly on the outside surface of a building or structure.
- G. Portable sign: Any sign designed to be transported.
- 1. These signs include but are not limited to the following:
- a. Sandwich board signs in an A-shape with a message on both sides.
- b. Signs converted to an A or T-frame signs.
- c. Signs with wheels removed.
- d. Signs with chassis or support constructed without wheels.
- e. Signs designed to be transported by trailer or

wheels.

- f. Signs attached temporarily to the ground, structure, or other sign.
- g. Signs mounted on a vehicle for advertising purposes, parked, and visible from the public right-of way, except signs identifying the related business when the vehicle is being used in the normal day-to-day operations of said business.
- 2. Only one of this type of sign is allowed per business.
- 3. Such signs shall not be located within a street or public right-of-way.
- 4. The sign shall not obstruct visibility of vehicles or pedestrians.
- 5. Such signs shall not obstruct pedestrian traffic. If located on a sidewalk, it shall be placed adjacent to the building so as to allow for a thirty-six (36) inch minimum walkway.
- 6. The total height of such signs will be less than six (6) feet.
- 7. The total area of each side is not to exceed twelve (12) square feet.
- 8. Such signs must be an on-premises sign.

#### 205.44.7 Illumination for Signs.

- A. All electrically illuminated signs shall conform to the MA Electrical Code and be inspected by the Town's Wiring Inspector.
- B. All illumination must be a continuous external white light (spot, track, over-hang, or wall lamps are acceptable).
- C. No signs shall be illuminated between the hours of 11 PM and 7 AM unless the commercial or industrial establishment on which it is located is open for business at that time.
- D. No form of illumination that is flashing, moving, animated or intermittent is allowed.
- E. Neon signs are not allowed.
- F. Internally illuminated signs are not allowed.
- G. No connecting wires shall be exposed.
- H. Illumination must not produce direct glare beyond the limits of the property line.

#### 205.44.8 Prohibited Signs.

- A. Awning signs: Any sign painted on or attached to fabric over a frame.
- B. Billboards: An off-premises sign used for the display of printed or painted advertising matter.
- C. Internally illuminated signs: Signs with flashing, intermittent, rotating, moving or animated lights, except to show time and temperature.
- D. Signs with moving parts.
- E. Any sign or sign structure that is structurally unsafe, or constitutes a hazard to safety or health because of inadequate maintenance, dilapidation, or abandonment.
- F. Any sign advertising or identifying a business, service, or organization that is either defunct or no longer located on the premises.

#### 205.44.9 Non-Conforming Signs.

Any sign located within the political boundaries of Westminster as of October 5, 2019 that does not conform to this bylaw is a "legal non-conforming" sign, if the sign was in compliance with the applicable bylaw at the time the sign was erected.

- A. A legal non-conforming sign shall lose its non-conforming status if:
- 1. The sign is altered in any way that makes the sign substantially different from its structure prior to alterations.
- 2. The sign is relocated.
- 3. The sign is abandoned based on circumstances indicative of an intention to abandon the use and vested rights.
- 4. All legal, non-conforming signs may be expanded upon a Finding from the Zoning Board of Appeals that the expansion is not more detrimental to the neighborhood than the existing sign.

#### 205.44.10 Sign Permit Application Procedure.

- A. A Sign Permit is to be obtained from the SBO.
- B. Applications may be filed by the property owner, business owner or any person who has the authority to erect a sign on the premises.
- C. The SBO will review the permit application and accompanying materials to ensure that the

proposed sign complies with all applicable sections of this bylaw, other Town bylaws, and the State Building Code.

- D. The SBO shall act within thirty (30) days of receipt of a completed application. The SBO's failure to act may be appealed to the Zoning Board of Appeals.
- E. Fees: A schedule of fees for sign permits may be established and amended from time to time by the Board of Selectmen.
- F. If the erection of a sign authorized under a sign permit has not been completed within two (2) years from the date of permit issuance, the permit shall become null and void, but ay be renewed upon filing a subsequent sign permit application.

#### 205.44.11 Penalties and Enforcement.

- A. Violation of any provision of this bylaw or any lawful order of the SBO shall be subject to a fine of not more than fifty (\$50) per day for each offense for the first five days. Each day thereafter that such violation continues shall incur a fine of one hundred dollars (\$100) per day for each offense.
- B. A sign shall be designed, erected, altered, reconstructed, moved and maintained in accordance with the provisions of this section unless specifically modified by another section of the Zoning Bylaw.
- 1. The SBO may require design changes for any sign or decline to issue a Building Permit if he/she determines the sign would be inappropriate as measured by the purposes of this bylaw. His decision shall be subject to appeal as is provided in Chapter 40A, Section 8 of the Massachusetts General Laws.
- 2. Permits Required: A Building Permit shall be required for the construction, erection, relocation or alteration of any sign except as specifically exempted by this section. A sign shall comply with all applicable zoning, building, electrical and fire codes.
- 3. Maintenance of Signs: Every sign, whether requiring a permit or not, shall be maintained in a safe, presentable and structurally sound condition at all times, including the replacement of defective parts and painting and cleaning of said sign.
- 4. Removal of Dangerous or Defective Signs: The SBO may immediately remove or cause to be removed any sign deemed to be defective and/

or to be a danger to public health and/or safety. The cost of said removal shall be charged to the owner of the property where said sign is located.

Removal of unlawful signs in the Public Right of Way: The SBO may remove or cause to be removed any unlawful sign located in the public right use or consumption, including but not limited to of way. Fines per sign may be levied against the owner of said sign(s) under the provisions of Chapter 40, Section 21D of the Massachusetts General Laws.

### 205.44.12 Appeal Process.

Any person aggrieved by a decision by the SBO relative to the provisions of this bylaw may appeal such decision, in writing, to the Zoning Board of Appeals as provided by the Zoning Bylaw (Section 205-49) and shall comply with all procedural requirements prescribed by the Board. (2/3 vote required) 2/3 VOTE RECOGNIZED

Voted to amend the Westminster ARTICLE 29. Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts), to regulate the location and operation of Recreational Marijuana Establishments, as follows:

Zoning Amendment #1: Add the following definitions to Section 205-4 of the Zoning Bylaw (Definitions):

#### **HEMP**

This term shall mean the plant of the genus cannabis and any part of the plant, whether growing or not, with a delta-9-tetrahydrocannabinol concentration that does not exceed 0.3 per cent on a dry weight basis or per volume or weight of marijuana product or the combined per cent of delta-9tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant of the genus cannabis regardless of moisture content.

#### INDUSTRIAL HEMP

The term refers to hemp that is used exclusively for industrial purposes including, but not limited to, the fiber and seed. The Department (MA Department of Agriculture) will consider all permitted activities under this Policy as falling under the definition of "Industrial Hemp" in M.G.L. c. 128, Section 116. All references to "Hemp" or "Industrial Hemp" in this Policy shall mean Industrial Hemp.

#### MARIJUANA PRODUCTS

Products that contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for non-medical edible products, beverages, topical products, ointments, oils and tinctures.

### RECREATIONAL MARIJUANA ESTABLISHMENTS (RME)

The term shall apply to marijuana cultivators, independent testing laboratories, marijuana product manufacturers or any other type of licensed adult use/non-medical marijuana-related business pursuant to MGL Chapter 94G.

### MARIJUANA CULTIVATOR

An entity licensed by the State to cultivate, process and package non-medical marijuana, to deliver nonmedical marijuana to RMEs and the transfer marijuana to other RMEs, but not directly to consumers. A Craft Marijuana Cultivator Cooperative performing a similar function shall be included within this definition.

#### MARIJUANA PRODUCT MANUFACTURER

An entity licensed by the State to obtain, manufacture, process and package non-medical marijuana and marijuana products, to deliver nonmedical marijuana and marijuana products to RMEs and to transfer non-medical marijuana and marijuana products to other RMEs, but not directly to consumers. A Craft Marijuana Cultivator Cooperative performing a similar function shall be included within this definition.

#### MARIJUANA RETAILER

An entity licensed to purchase and deliver nonmedical marijuana and marijuana from RMEs and to deliver, sell or otherwise transfer non-medical marijuana and marijuana products to RMEs and to consumers.

Zoning Amendment #2: Add a new section (205-41.1) within the Zoning Bylaw to regulate Recreational Marijuana Establishments. This new section shall read as follows:

205-41.1Recreational Marijuana Establishments (RME)

#### Purpose:

The purpose of this bylaw is to allow State-licensed RMEs to exist in the Town of Westminster in accordance with all applicable State laws and State and local regulations, and allow the Town to impose reasonable safeguards to govern the time, place and manner of RMEs in such a way as to ensure public health, safety, well-being, and reduce undue impacts on the neighborhoods where RMEs are allowed to operate. Therefore, this bylaw may permit RMEs in suitable locations where there is access to regional roadways, where they may be readily monitored by law enforcement for health and public safety purposes, and to minimize adverse impacts on surrounding neighborhoods and the Town as a whole by regulating the siting, design, placement, operation and security of RMEs.

This bylaw only applies to RMEs and not industrial hemp. All aspects of industrial hemp are regulated by the MA Department of Agriculture and are not subject to this bylaw.

#### Locational Standards:

RMEs that involve retail sales on the property shall not be sited within a radius of 500 feet of a school, daycare center, or any facility in which children commonly congregate. The 500 foot distance under this section is measured in a straight line from the nearest point of the property line of the facility in question to the nearest point of the property line of the proposed RMD.

- C. Operational Standards:
- 1) All RMEs shall operate in full compliance with the regulations promulgated by the Massachusetts Cannabis Control Commission as provided in 935 CMR 500.
- 2) Hours of operation shall be specified within the Special Permit.
- 3) RMEs shall be operated within an enclosed structure. For the purpose of this bylaw, a greenhouse shall qualify as an enclosed structure. The SPGA may allow outdoor cultivation upon the following conditions:
- a) The Applicant shall only plant low-odor seed

varieties

- b) The Applicant shall utilize state-of-the-art odor control technology that has a demonstrated track record of successfully controlling odors.
- c) Utilization of other odor control techniques as required by the SPGA.
- D. Prohibitions and Limitations:
- 1) RMEs shall be prohibited as an Accessory Use or Home Occupation in all zoning districts.
- 2) It shall be unlawful for any person or entity to operate an RME without obtaining a Special Permit and undergoing Site Plan Approval pursuant to the requirements of this bylaw.
- 3) A separate Special Permit is required for each individual RME, as well as separate Site Plan Approval.
- 4) No RME shall be operated in a mobile facility, excepting deliveries to off-site RMEs and home deliveries to consumers licensed by the Massachusetts Cannabis Control Commission.
- 5) No RME may be operated in such a manner as to cause or create a public nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to fire, explosion, smoke, gas, fumes, odors, obnoxious dust, vapors, offensive noise or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of abutting properties.
- 6) The issuance of a Special Permit and Site Plan Approval pursuant to this bylaw shall not create an exception, defense or immunity to any person or entity in regard to any potential criminal liability the person or entity may have for the production, distribution or possession of marijuana.
- E. Necessary Permits and Approvals:
- 1. RMEs shall require both a Special Permit and Site Plan Approval. The Planning Board is the Special Permit Granting Authority (SPGA) for such uses. The application and public hearing process for the Special Permit and Site Plan Approval shall be conducted concurrently by the SPGA. In evaluating a Special Permit application for a RME, the SPGA shall not issue a Special Permit unless the SPGA makes a finding that the RME use is appropriate for the proposed site and that the use will not be unduly

detrimental to the health, safety, morals or welfare of the community or neighborhood by reasons of noise, traffic, pollution, noxious gases or wastes, or demand on community services. In its final decision, the SPGA shall stipulate any conditions it deems necessary to ensure that the use will not become unduly detrimental to the Town.

- 2) Existing Medical Marijuana establishments (those having obtained a license to operate from the State of Massachusetts) that wish to convert to an RME or add an RME to its existing operation are required to obtain a new Special Permit and Site Plan Approval from the SPGA, as well as renegotiate its Host Community Agreement with the Town.
- F. Additional Site Plan Requirements:
- 1) All site plans for RMEs shall include a 10-foot non-vegetative buffer around all parking areas and buildings.
- 2) Interior building plans for RMEs shall be submitted to and reviewed by the Building, Police and Fire Departments.

### G. Special Permit Terms:

A Special Permit granted under this section shall expire within two (2) years of the date of permit issuance. Prior to the expiration of the Special Permit, the Applicant may request a renewal of the Special Permit for an additional two (2) year period which shall be granted after the SPGA determines that the RME is operating in accordance with the conditions of the original Special Permit or any approved modification thereof. Said renewal shall not require the Applicant to go through the Site Plan Approval process, provided that conditions of the site and RME have not changed materially from the original application.

#### H. Transfer of Special Permit:

The Special Permit shall have a term limited to the duration of the Applicant's ownership of or other legal interest in the premises as a RME. A Special Permit may be transferred only with the approval of the SPGA in the form of a modification of the original Special Permit and with all information required in this section and the Planning Board's Site Plan Rules and Regulations. No transfer of ownership, except transfer to an affiliated entity, shall be permitted for two years after the date of approval for the Special Permit unless such transfer is required due to the

death or disability of the owner(s). If the Special Permit holder requests approval of a transfer of ownership, then the holder must submit the following proof to the SPGA:

- 1) That the new owner will operate the RME in accordance with the terms of the Special Permit and the Site Plan Approval conditions; and
- 2) That all amounts due under the Host Community Agreement have been paid in a timely manner and that all taxes, fines, penalties, fees or other charges due to the Town have also been paid in a timely manner.

#### I. Termination:

The SPGA may terminate a Special Permit and/or Site Plan Approval due to violation of any of its conditions of approval. In addition, a Special Permit and/or Site Plan Approval shall terminate upon:

- 1) Failure of the permit holder to commence operation within two (2) years of the date of permit issuance; or
- 2) Transfer of ownership of the RME without approval of the SPGA. For these purposes, transfer of ownership shall include any reallocation of ownership or change in business structure which results in a change of its designated representatives or responsible individuals; or
- 3) Termination of the Host Community Agreement or failure to pay a host fee or impact fee under the Agreement with the Town.

### J. Modification:

A Special Permit or Site Plan Approval for an RME may be modified by the SPGA after a public hearing. No modification is permitted for a change of location. Any change of location shall require a new Special Permit and Site Plan Approval from the SPGA.

#### K. Severability:

The provisions of this bylaw are severable. If any provision, paragraph, sentence or clause of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions of or application of this bylaw.

Zoning Amendment #3:

	R-1	R-2	R-III	C-I	C-II	VC	I-I	I-II
(13) Recreational Marijuana Establishments (See Section 205.41.1)	N	N	N	N	N	N	SP	SP
7	D.I	I D 2	D III	CI	C II	NG		I 1 11
	R-1	R-2	R-III	C-I	C-II	VC	1-1	I-II
ll) Recreational Marijuana Retail Establishments	N	N	N	N	N	N	N	N

Add "Recreational Marijuana Establishments" as a new Item 13 and under Section H (Other Principal Uses) within the Table of Use Regulations. (2/3 vote required) 2/3 VOTE RECOGNIZED

ARTICLE 30. Did not vote to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts) by adding a new Section 205-41.2, Marijuana Retailer Prohibited, that would provide as follows: "Consistent with G.L. c.94G, \$3(a)(2), a non-medical "marijuana retailer" as defined in 935 CMR 500.,002, shall be prohibited within the Town of Westminster;" further, to amend the Table of Contents to add Section 205-41.2, "Marijuana Retailer Prohibited," and, further, to amend the Table of Uses by adding "Recreational Marijuana Retail Establishments" as a new Item Il under Section H (Other Principal Uses) within the Table of Use Regulations, as above:

(2/3 vote required) 2/3 VOTE RECOGNIZED

ARTICLE 31. Voted to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts) by adding a new Section 205-41.2, Retail Sales of Recreational Marijuana; and further, to amend the Table of Contents to add Section 205-41.2, "Retail Sales of Recreational Marijuana," and further, to amend the Table of Uses by adding "Retail Sales of Recreational Marijuana" as a new Item II under Section H (Other Principal Uses) within the Table of Use Regulations, as follows:

205-41.2 Retail Sales of Recreational Marijuana

Retail sales of recreational marijuana shall be allowed in the Town of Westminster under the same conditions, standards and requirements for Recreational Marijuana Establishments (RMEs) as set forth above in Section 205-41.1, with the following limitation:

As Defined in MGL Chapter 94G, the number of retail establishments selling recreational marijuana

shall be limited to no more than 20% of the number of licenses issued within the Town for the retail sale of alcoholic beverages not to be drunk on the premises where sold under MGL Chapter 138, Section 15. No Special Permit may be granted for a retail establishment which will result in violation of this limit.

And further to amend the Table of Uses by adding "Retail Sales of Recreational Marijuana" as a new Item 11 under Section H (Other Principal Uses) within the Table of Use Regulations.

(2/3 vote required) 2/3 VOTE RECOGNIZED

ARTICLE 32. Voted to accept Chapter 64N, Section 3 of the General Laws, as amended by Chapter 55, Section 13 of the Acts of 2017, and impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the Town to anyone other than a marijuana establishment at a rate of three percent (3%) of the total sales price received by the marijuana retailer as a consideration for the sale of the marijuana or marijuana products, said tax to take effect on the first day of the calendar quarter commencing at least thirty days after this vote of Town Meeting.

ARTICLE 33. Voted to install a streetlight on Pole #55, at the intersection of Worcester Road and Patricia Road.

Town meeting adjourned at 4:02 p.m. Respectfully submitted, Ellen M. Sheehan Westminster Town Clerk

Before Town Meeting was called to order, Wayne Walker, Chairman of the Board of Selectmen, once again thanked Karen Murphy, retiring Town Administrator, for her 19 years of service to the Town of Westminster. He then introduced Mark Hawke, our new incoming Town Administrator.

The meeting was officially called to order by Town Moderator John Bowen at 7:34 p.m. with 101 people in attendance. The Constable's Return of the Warrant was read by Town Clerk Ellen Sheehan. Two Tellers were sworn in: Betsy Haley-Cormier and Cindie Hastings-Brutvan. Doneen Durling, Gardner News Reporter, informed our Moderator that she would be recording tonight's special town meeting.

The following non-residents were given permission to address the town meeting when appropriate: Town Administrator Karen Murphy, Town Counsel, Brian Riley, Cemetery Superintendent Alan Mayo, and Town Planner Stephen Wallace.

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

ARTICLE 1. Voted to transfer \$23,131.68 from Sewer Enterprise Retained Earnings to pay the following unpaid bills of the Sewer Department from fiscal year 2019:

KP Law, P.C. \$589.00 City of Fitchburg \$22,542.68 (9/10 vote required) UNANIMOUS

ARTICLE 2. Voted to amend the vote on Article 5 of the May 4, 2019 Annual Town Meeting (department operating budgets) for the fiscal year beginning July 1, 2019, as follows:

Transfer \$8,000 from Dept. 910—Other Employee

Benefits to Dept. 129—Town Administrator Salaries

Transfer \$30,000 from Dept. 945—Other Insurance to Dept. 132—Reserve Fund (for Fire truck repairs)

Transfer \$4,715 from Dept. 945-Other Insurance to Dept. 152 - Personnel Administration Expenses (for Time & Attendance software)

Transfer \$1,772 from Dept. 910—Other Employee Benefits to Dept. 172—Town Planner Personnel Salaries (Town Planner merit increase not included in budget in May)

Transfer \$24,823 from Dept. 910—Other Employee Benefits to Dept. 220—Fire Department Salaries (contractual increases; contract settled after May Town Meeting)

Transfer \$50 from Dept. 910—Other Employee Benefits to Dept. 699—Town Clock

#### **UNANIMOUS**

ARTICLE 3. Voted to transfer \$8,000 from free cash for the purchase of a new swing set at the Crocker Pond Recreational Area.

#### **UNANIMOUS**

ARTICLE 4. Voted to Passover the transfer of \$1,500 from free cash to complete an insulation project at the Forbush Memorial Library; said sum to be spent under the direction of the Energy Advisory Committee.

#### **UNANIMOUS**

ARTICLE 5. Voted to transfer \$26,400 from free cash to increase the amount appropriated under Article 24 of the May 6, 2017 Annual Town Meeting to replace the AC condenser units at the Town Hall.

#### **UNANIMOUS**

ARTICLE 6. Voted to accept as a gift a c. 1840 (estimated) Chickering quarter grand piano (serial #2159), donated by Peter and Gwen Frohn for use in the Forbush Library.

#### **UNANIMOUS**

ARTICLE 7. Voted to accept as a gift four (4) pairs of antique brass curtain tiebacks from the Coolidge family for use in the Forbush Library.

#### **UNANIMOUS**

ARTICLE 8. Voted to accept as gifts two framed oil portraits of Phineas Reed and wife Sally P.B.S. Reed painted by Robert Peckham, a red-beaded cape belonging to Sally Reed, and a small framed photo of Reed descendants dated April 14, 1897, all donated by Susan C. Hoople.

#### **UNANIMOUS**

ARTICLE 9. Voted to transfer the care, custody and control of the parcel described below from the board having custody thereof for the purposes for which it is currently held to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey all or a portion of the Town-owned parcel of land located at the intersection of Minott Road and Ellis Road and identified on Assessors' Map 128, Parcel 24 on such terms and conditions and for such consideration as the Board deems appropriate.

(2/3 vote required)

#### UNANIMOUS

ARTICLE 10. Voted to transfer from the tax custodian for the purpose of sale at public auction to the Board of Selectmen for general municipal purposes and/or for the purpose of conveyance, the property located at 21 Harrington Road (Assessors Map 159, Parcel 4) and acquired by the town by Judgment in Tax Foreclosure Case recorded with the Worcester Northern District Registry of Deeds in Book 9353, Page 147, and to authorize the Board of Selectmen to convey said property on such terms and conditions and for such consideration as the Board of Selectmen deem appropriate.

(2/3 vote required)

UNANIMOUS

ARTICLE 11. Voted to authorize the Board of Selectmen to acquire, by purchase, gift and/or eminent domain, the fee to and/or permanent and/or temporary easements, for the construction, alteration, installation, maintenance, improvement, repair, replacement and/or relocation of rights of way, bridges, sidewalks, drainage, utilities, driveways, slopes, grading, landscaping, and other appurtenances and/or facilities, to enable the Town to undertake the Whitmanville Road and Bridge Project, and for any and all uses and purposes incidental or related thereto, in, on and under parcels of land located on or near Whitmanville Road and approximately shown on plans entitled "Plan of Land Showing Permanent and Temporary Easements in the Town of Westminster, MA Worcester County," dated October 4, 2019, prepared by Chappell Engineering Associates, on file with the Town Clerk, as said plans may be amended, and land within 200 feet of said parcels, and, further, to authorize the Board of Selectmen to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes.

#### **UNANIMOUS**

ARTICLE 12. Voted to accept as a public way the roadway known as Rock Maple Lane, as heretofore laid out by the Public Works Commission and shown on a plan of land entitled: "Rock Maple Lane Acceptance Plan of Land in Westminster, MA, Prepared for The Woods of Westminster Golf Course", dated August 30, 2019, prepared by Whitman & Bingham Associates LLC, Registered Professional Engineers & Land Surveyors, 510 Mechanic Street, Leominster, Massachusetts 01453, a copy of which is on file with the Town Clerk, and to authorize the Public Works Commission to acquire, on behalf of the Town, by purchase, gift, eminent domain or otherwise, rights sufficient to use said way for all purposes for which public ways are used in the town of Westminster.

#### **UNANIMOUS**

ARTICLE 13. Voted pursuant to Massachusetts General Laws Chapter 41, Section 110A, that any public office of the Town may remain closed on any or all Saturdays, and where the last day for performance of any act in any such office falls on a Saturday when said office is closed, the act may be performed on the next succeeding business day.

#### UNANIMOUS

ARTICLE 14. Voted to accept the provisions of Massachusetts General Laws Chapter 147, Section 13A, establishing a reserve police force consisting of up to twelve (12) members.

#### **UNANIMOUS**

ARTICLE 15. Voted to pass over this article. (Demolition Delay Bylaw as follows:)

Demolition Delay (List Based)

Section 1. Intent and Purpose

The purpose of this bylaw is to protect historical structures within the Town that reflect or constitute distinctive features of the architectural, cultural, economic, political or social history of Westminster.

The intent of this bylaw is not to permanently prevent demolition, but rather to provide an opportunity to develop preservation solutions and to provide owners with time to consider alternatives to preserve, rehabilitate, or restore such structures.

To achieve these purposes, the Westminster Historical Commission (WHC) is authorized to prepare and update on an ongoing basis, a List of Historic Structures within the Town and work together with the Building Commissioner to implement the provisions of the bylaw with respect to the issuance of permits for demolition of structures that are included on the List of Historic Structures.

Upon passage of the Demolition Delay Bylaw, owners who question the inclusion of their structures on the List of Historic Structures will have 60 days to request a review by the WHC. The 60 day request

for review will also apply to any future additions to the List of Historic Structures.

Section 2. Definitions

**Building Commissioner** 

The Building Commissioner of the Town of Westminster, or other person authorized by state law or local bylaw to issue demolition permits in Westminster.

Commission

"WHC" - the Westminster Historical Commission

Demolition

Any act of pulling down, destroying, removing, dismantling or razing a building or substantial part thereof, or commencing the work of total or substantial destruction with the intent of completion of the same. Substantial part is defined as one half of the volume or half the value of the building or structure or greater as determined by the Building Commissioner or the assessor. For purposes of this section, the term "demolition" shall not include the ordinary maintenance or repair of any building or structure, interior renovations, removal, or demolition of any ancillary portion of a structure, including, but not limited to porches and windows.

Demolition Delay Period

The 12 month delay period begins when the Building Commissioner receives the application for a demolition.

Demolition Permit

Any permit issued by the Building Commissioner which authorizes the demolition of a building as defined herein, excluding a building permit issued solely for the demolition of the interior of a building.

Demolition Permit Application

An official application form provided by the Building Commissioner for an application for a Demolition Permit.

#### Historic Structure

A historically significant structure that is included on the WHC List of Historic Structures due to the manner in which it reflects distinctive features of age, rarity, integrity, style and historical association.

Section 3. Commission to Establish a List of Historic Structures

The WHC will provide a List of Historic Structures to the Building Commissioner. The list will be posted on the Town's website. Owners will be notified of any additions to the list and the appeal process.

#### Section 4. Procedure

4.1 When the Building Commissioner receives a demolition permit application for a structure, s/he will determine if the structure is listed on the List of Historic Structures.

If the structure is listed, the 12 month delay will begin when the Building Commissioner receives the demolition permit application. The Building Commissioner shall, within fifteen (15) business days, inform the WHC in writing and email and will forward a copy of the application to the WHC.

If the structure is not listed, the Building Commissioner shall follow established Building Department demolition permit application procedures.

4.2 The WHC shall within fifteen (15) business days after receipt from the Building Commissioner of the application, reconfirm whether or not the structure is or is not historically or architecturally significant. If the structure is significant, the applicant may appeal to the WHC for a demolition delay waiver and submit a demolition plan. (Emergency and Hardship requests are excluded from this process. See Sections 5 and 6 on page 4).

The applicant for the demolition permit may submit to the WHC a demolition plan which shall include the following information: (i) a lot plan showing the location of the building or structure to be demolished

on the property and with reference to neighboring properties; (ii) a brief description of the type of building or structure and the reason for the proposed demolition with supporting data; (iii) and may include a brief description of the proposed reuse of the premises upon which the building or structure is located.

The WHC shall hold a public hearing within 30 days from receipt of the demolition plan. At the close of this hearing a vote of the majority the WHC members shall determine whether to issue a waiver. Within 15 days from the date of the public hearing the WHC shall file a written report of its decision with the Building Commissioner, which shall include the following: (i) a description of the age, architectural style, historical associations and importance of the building or other structure to be demolished; (ii) a determination as to whether the building or structure should be preserved and remain subject to the demolition delay.

Upon a determination by the WHC that any building or structure which is the subject of an application for demolition is a significant building or structure which should be preserved, the WHC shall advise the applicant and the Building Commissioner that the 12 Month Delay period remains in force, and no demolition permit shall be issued until 12 Months after the date of the original application to the Building Commissioner.

- 4.3 During the twelve (12) month delay period, the applicant, the WHC and any other interested parties are encouraged to seek alternatives to the proposed demolition.
- 4.4 Within the 12 month period, the Building Commissioner may issue a demolition permit for a historic structure after receipt of written opinion from the WHC that either:
- A. The historic structure is determined not to warrant preservation, or
- B. The WHC is satisfied that there is no reasonable likelihood that either the owner or some other person

or restore such structure.

Section 5. Emergency Demolition

Nothing in this bylaw shall restrict the Building Commissioner from immediately ordering the demolition of a historic structure in the event of an imminent danger to the safety of the public.

Section 6. Waiver for Hardship

The applicant may request that the WHC waive the demolition delay based on grounds that keeping this historic structure for another twelve (12) months will create an undue economic hardship. This request must include evidence to support the applicant's case.

Section 7. Enforcement and Remedies

If a historic structure subject to this bylaw is demolished without first obtaining a demolition permit, no building permit shall be issued for a period of two (2) years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership and control.

Section 8. Severability

In case any section, paragraph or part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other section, paragraph and part shall continue in full force and effect.

#### **UNANIMOUS**

MOTION TO AMEND ARTICLE 16: Voted to take out the words whole or part in Chapter 205.39, Section B, in the first sentence as follows:

205.39 - Village Center District Regulations

B. Applicability and Severability

The regulations within this section shall apply to those lots located completely whole or part within the Village Center Zoning District as of the date of the Village Center Bylaw's adoption at Town Meeting (May 7, 2016). The regulations established

or group is willing to purchase, preserve, rehabilitate, herein shall be considered controlling wherein they should be found in conflict with other sections of this bylaw. The invalidity of any section or provision of this bylaw, or its application to any development proposal, shall not invalidate any other section, provision or application of this bylaw.

> ARTICLE 16. Voted to amend the Westminster Zoning Bylaws Item B (Applicability) of Section 205-39 (Village Center Regulations) as follows, to make clear that only those lots wholly located within the Village Center can utilize the Village Center Regulations.

205.39 - Village Center District Regulations

B. Applicability and Severability

The regulations within this section shall apply to those lots located completely within the Village Center Zoning District as of the date of the Village Center Bylaw's adoption at Town Meeting (May 7, 2016). The regulations established herein shall be considered controlling wherein they should be found in conflict with other sections of this bylaw. The invalidity of any section or provision of this bylaw, or its application to any development proposal, shall not invalidate any other section, provision or application of this bylaw.

(2/3 vote required) UNANIMOUS

Voted to amend the Westminster ARTICLE 17. Zoning Bylaws Section 205 Attachment 2 (Land Space Requirements) to establish a minimum lot size and frontage requirement for the Village Center, as follows:

205 Attachment 2

Town of Westminster

Land Space Requirements

Chapter 205 Zoning

			Minimum	Yard Dept	$h^2$	<b>Height<sup>3</sup></b> Maximum Building			
	Minimum	Minimum Lot					8	Maximum	
	Lot Size	Frontage <sup>1</sup>	Front <sup>4,5</sup>	Rear <sup>4</sup>	Side <sup>4</sup>			Percentage of	
Zoning District	(square feet)	(feet)	(feet)	(feet)	(feet)	Stories	Feet	Lot Coverage <sup>10</sup>	
Residence Districts R-I R-II R-III	50,000 <sup>10</sup> 60,000 <sup>12</sup> 86,000	150 <sup>410</sup> 175 <sup>4,12</sup> 200	25 30 30	20 20 20	15 15 15	2½ 2½ 2½ 2½	35 35 35	20% <sup>4</sup> 20% <sup>4</sup> 20%	
Commercial Districts C-I C-II VC <sup>7</sup>	40,000 10,000 <b>7,500</b>	150 100 <b>50</b>	40 25 15	40 20 20	20 <sup>6</sup> 20 <sup>6</sup> 10 <sup>6</sup>	2 2 2	30 30 30	80%	
Industrial Districts I-I I-II <sup>11</sup>	40,000 40,000	150 100	25 20	50 30	25 <sup>8</sup> 25 <sup>8</sup>	4 4	50 50	65% 65%	

Floodplain and/or Wetland Protection Districts<sup>9</sup>

(2/3 vote required)

### MODERATOR RECOGNIZED 2/3 VOTE

ARTICLE 18 Voted to amend the Westminster Zoning Bylaws Section 205-40.1 (Large-Scale Solar Photovoltaic Installations), Item B (Applicability), to clarify where such installations are allowed in Town, as follows: \$ 205-40.1 Large-Scale Solar Photovoltaic Installations. B. Applicability.

Subject to the requirements below, large-scale ground-mounted solar photovoltaic installations are permitted by Special Permit in the residential zoning districts (R-I, R-II & R-III) and commercial zoning districts (C-I & C-II) and upon Site Plan Approval from the Planning Board. For this use, the Planning Board shall be the Special Permit Granting Authority (SPGA). Large-scale ground-mounted solar photovoltaic installations are not allowed in the industrial zoning districts (I-I & I-II) or in the village center zoning district (VC). MODERATOR RECOGNIZED 2/3 VOTE(2/3 vote required)

ARTICLE 19. Voted to authorize the Board of Selectmen to enter into a Tax Agreement pursuant to M.G.L. Chapter 59, Section 38H(b), and Chapter 164, Section 1, and/or any other enabling authority and related regulations, for personal property taxes

associated with the following proposed solar facility project, to be located on privately owned land, upon such terms and conditions as the Board of Selectmen deems to be in the best interest of the Town, and to take all actions necessary to implement and administer such agreement.

Entity	Location	Size	Ter m	Rate
Ellis Road Solar,	Ellis	6.46	20	\$7,000/MW with
LLC	Road	MW	yrs.	2% escalator

#### **UNANIMOUS**

<u>ARTICLE</u> 20. Voted to transfer \$2,500,000 from free cash to the General Stabilization Fund.

#### **UNANIMOUS**

<u>ARTICLE</u> 21. Voted to transfer \$200,000 from free cash to the Information Technology and Telecommunications Stabilization Fund.

#### **UNANIMOUS**

<u>ARTICLE</u> 22. Voted to transfer \$300,000 from free cash to the Capital Equipment and Improvements Stabilization Fund. UNANIMOUS

<u>ARTICLE</u> 23. Voted to transfer \$300,000 from free cash to the Building Maintenance and Repairs Stabilization Fund. UNANIMOUS

<u>ARTICLE</u> 24 Voted to transfer \$100,000 from free cash to the Other Post-Employment Benefits (OPEB) Stabilization Fund. UNANIMOUS

<u>ARTICLE</u> 25 Voted to transfer \$200,000 from free cash to the Road Maintenance Stabilization Fund. UNANIMOUS

Town Meeting adjourned at 8:32 p.m.

Respectfully submitted,

Ellen M. Sheehan

Westminster Town Clerk

## April 30, 2019 Annual Town Election

A total of 344 voters (Precinct 1-142 and Precinct 2-202) cast ballots at the Annual Town Election. This represents a .059 percent voter turnout (5,793 total registered voters). The following are the results:

### Board of Selectman-3 years

	Precinct 1	Precinct 2	Total
James A. DeLisle	125	173	298
Write-In	1	1	2
Blanks	16	28	44
TOTAL	142	202	344

### Board of Health-3 years

	Precinct 1	Precinct 2	Total
Edward J. Si- moncini, Jr.	121	164	285
Write-In	2	0	2
Blanks	19	38	57
TOTAL	142	202	344

### Assessor-3 years

	Precinct 1	Precinct 2	Total
Robin L. Holm	126	170	296
Write-In	0	0	0
Blanks	16	32	48
TOTAL	142	202	344

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

	Precinct 1	Precinct 2	Total
Martha Rainville	93	129	222
Margherita Altobelli	97	145	242
Cynthia J. Brown	53	73	126
Write-In	0	0	0
Blanks	41	57	98
TOTAL	284	404	688

### Hager Park Commission-l year

	Precinct 1	Precinct 2	Total
Andrew H. Kaski	115	164	279
Write-In	0	0	0
Blanks	27	38	65
TOTAL	142	202	344

### **Hager Park Commission-3 years**

	Precinct 1	Precinct 2	Total
Matthew E. Pearson	121	162	283
Write-In	0	0	0
Blanks	21	40	61
TOTAL	142	202	344

### Planning Board (two positions)-3 years

	Precinct 1	Precinct 2	Total
Andrew J. Rice	88	134	222
John Michael Smith	91	129	220
Jill Normandin	71	86	157
Write-In	0	0	0
Blanks	34	55	89
TOTAL	284	404	688

### Housing Authority-5 years

	Precinct 1	Precinct 2	Total
Walter C. Taylor	122	165	287
Write-In	0	0	0
Blanks	20	37	57
TOTAL	142	202	344

# April 30, 2019 Annual Town Election

### Constable-3 years

	Precinct 1	Precinct 2	Total
Salvatore J. Albert, Jr.	132	175	307
Write-In	0	0	0
Blanks	10	27	37
TOTAL	142	202	344

### Cemetery Commission-3 years

	Precinct 1	Precinct 2	Total
Paul Banks	126	170	296
Write-In	0	0	0
Blanks	16	32	48
TOTAL	142	202	344

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

	Precinct 1	Precinct 2	Total
Janet Smith	118	151	269
Andrew Storm	112	157	269
Write-In	3	1	4
Blanks	51	95	146
TOTAL	284	404	688

### Regional School Committee-Westminster (one position)- 2 years

	Precinct 1	Precinct 2	Total
W. William Ewing	118	167	285
Write-In	1	0	1
Blanks	23	35	58
TOTAL	142	202	344

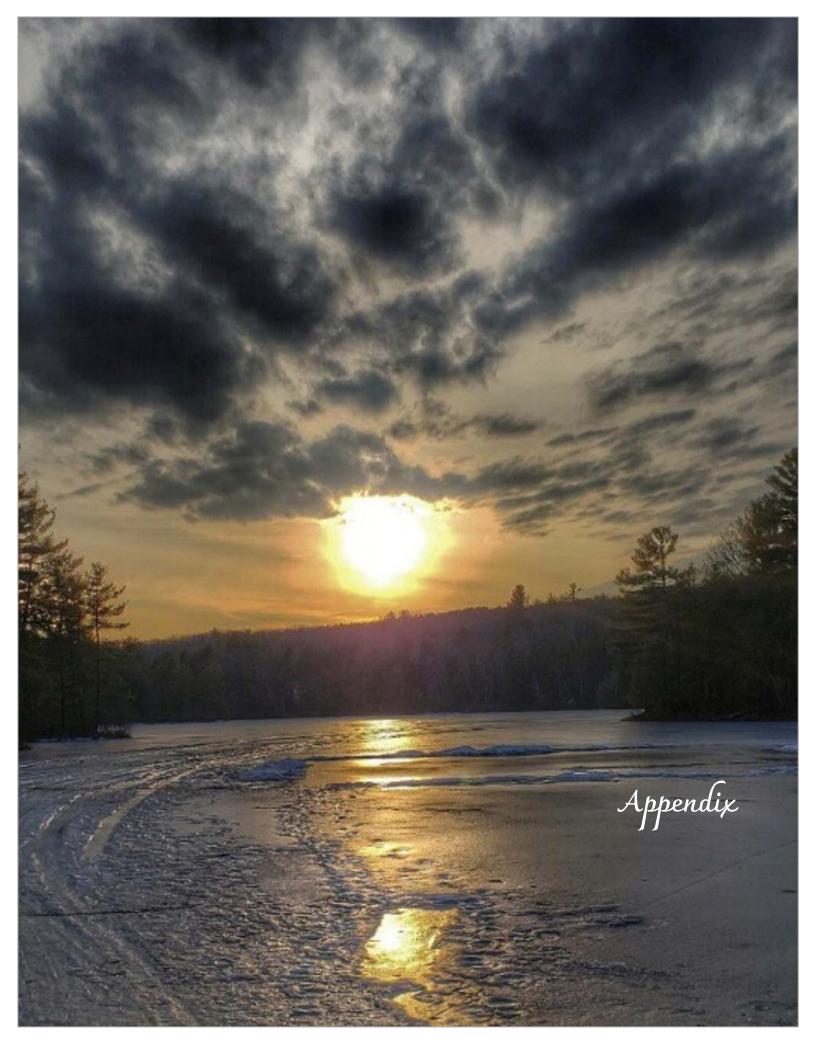
### Regional School Committee-Ashburnham (two positions) -3 years

	Precinct 1	Precinct 2	Total
Kyle R. John- son	101	147	248
Jennifer Storm	105	146	251
Write-In	2	1	3
Blanks	76	110	186
TOTAL	284	404	688

Respectfully submitted,

Ellen M. Sheehan

Westminster Town Clerk



# Police Dispatch Calls by Reason

<u>CALL REASON</u>		<u>CALL REASON</u>	
911 ABANDONDED/UNINTENTIONAL	126	LIQUOR LAW VIOLATION	2
ABANDONDED MOTOR VEHICLE	0	LIFT ASSIST	35
ADVICE	148	MOTOR VEHICLE LOCKOUT	48
ALARMS RECEIVED	398	LOG ENTRY	500
ANIMAL COMPLAINT	302	LOITERING	1
ANNOYING PHONE CALLS	4	MEDICAL	815
AREA B.O.L.O. NOTIFICATION	149	MENTAL HEALTH EVALUATION	55
AREA CHECK	3637	MISSING PERSON	12
ARRESTS	40	MOTOR VEHICLE COMPLAINT	29
ASSAULT	22	MOTOR VEHICLE FIRE	17
ASSIST OTHER AGENCY	234	MOTOR VEHICLE STOP	1507
BREAKING AND ENTERING	10	MOTOR VEHICLE THEFT	1
BUILDING CHECK	1842	MOTOR VEHICLE CRASH-NO INJ.	136
BUILDING FIRE	11	MOTOR VEHICLE CRASH-INJURY	74
CHILD PASSENGER SAFETY SEAT INSPECTION	32	MUTUAL AID	55
COMPLAINT	13	NOISE COMPLAINT	39
CRIMINAL COMPLAINT SUMMONS	89	PARKING COMPLAINT	68
DEBRIS IN ROADWAY	13	PROPERTY DAMAGE	23
DETAIL REQUEST	206	PROPERTY TRANSFER	23
DIRECTED PATROL	698	PROTECTIVE CUSTODY	2
DISABLED MV	327	PROPERTY REPOSSESSION	10
DISTURBANCE	102	PROTECTIVE ORDER VIOLATION	12
DOMESTIC	23	ROAD RAGE	8
DRUG LAW VIOLATION	4	RUNAWAY	3
DRUG TASK FORCE ACTIVITY	20	SERVE PAPERS	125
ESCORT/TRANSPORT	6	SERVICE CALL	74
FIREWORKS	9	SEX OFFENSES	1
FOLLOW UP	155	SHOPLIFTING	1
FOUND/LOST PROPERTY	96	SOLICITING	5
GENERAL INFORMATION	4	SUICIDE AND/OR ATTEMPT	6
GUN SHOTS	10	SUSPICIOUS ACTIVITY	400
HARRASSMENT	10	THREATS	25
HAZARDOUS CONDITION	287	TRAFFIC CONTROL	236
HIT AND RUN	25	TRESPASSING	17
LARCENT/FORGERY/IDENTITY THEFT / FRAUD	127	TRANSPORT	34
ILLEGAL DUMPING	16	UNATTENDED DEATH	1
INVESTIGATION	55	UNWANTED GUEST	5
KEEP THE PEACE	14	VANDALISM	22
KIDNAPPING	0	WARRANT	36
JUVENILE OFFENSES	12	WELFARE CHECK	154
		OTHER	515
		TOTAL	14,408

LAST NAME	FIRST NAME	POSITION	Gro	ss Earnings	O	Γ Earnings	DT	Earnings
ALBERT	DAVID	MASTER MECHANIC	\$	76,660.70	\$	14,011.30	\$	861.35
ALDEN JR	TODD	FIREFIGHTER	\$	77,307.40	\$	13,725.61	4	001.33
ALGARIN	ZACHARY	FIREFIGHTER	\$	65,819.56	\$	10,665.28		
AMENDOLA	DANA	CALL FIREFIGHTER	\$	3,473.93	Ψ	10,003.20		
ANDERSON	SUSAN	POLL WORKER	\$	198.00				
ARSENAULT	STEVEN	SP MV OPERATOR/LABOR	\$	72,455.49	\$	13,937.65	\$	1,069.15
AUBUCHON	STEPHEN	SR TAX WORK PROGRAM	\$	1,500.00	Ψ	15,551.05	Ψ	1,002.13
AUBUCHON	BENJAMIN	INTERN	\$	2,850.00				
AUFFREY	NICHOLAS	DETECTIVE	\$	103,185.38	\$	14,737.39		
AVENI	NICHOLAS	DISPATCHER	\$	73,060.81	\$	14,074.91		
					Ф	14,074.91		
BACZEWSKI	JANET	ASST TREASURER	\$	36,721.32	Φ.	21.061.60		
BANAHAN	COLIN	DISPATCHER	\$	81,299.49	\$	21,961.69	ф	222.22
BANGO	CHRISSCHEYL	TRUCK DRIVER/LABORER	\$	15,702.33	\$	4,959.61	\$	809.20
BARRETT	JAMES	TRUCK DRIVER/LABORER	\$	57,678.79	\$	9,646.59	\$	470.40
BARRETT	ALAN	TRUCK DRIVER/LABORER	\$	66,186.79	\$	15,745.19	\$	381.48
BARRETT SR	LORING	WIRING INSPECTOR	\$	5,169.34				
BAUM	JENNIFER	FARMERS MARKET MGR	\$	1,440.00				
BEAN	ADAM	FIRE CAPTAIN	\$	86,945.33				
BELLIVEAU	JULIE	PERSONNEL ADMIN	\$	44,136.24				
BENSON	KENT	POLICE OFFICER	\$	84,857.10	\$	3,488.38		
BERGEVIN	LUCILLE	SR TAX WORK PROGRAM	\$	1,356.00				
BLANCHARD	PAUL	BUILDING COMM	\$	80,157.95				
BLANCHETTE	CHRISTOPHER	CALL FIREFIGHTER	\$	759.06				
BLAUSER JR	THERYN	SUPPORT SPECIALIST	\$	7,161.65				
BOIVIN	MATTHEW	RESERVE POLICE OFFIC	\$	5,388.63	\$	155.95		
BOIVIN JR.	FRANCIS	CALL FIREFIGHTER	\$	6,431.46	Ψ	133.33		
BONK	KIMBERLY	DISPATCHER	\$	58,420.31	\$	14,055.35		
BOSSELAIT	COLTON	PARKS/REC COUNSELOR	\$	738.00	Ψ	17,055.55		
BRIGHENTI	KAREN	POLL WORKER	\$	168.00				
			\$	1,500.00				
BRUNELL	ROBERT	SR TAX WORK PROGRAM	\$	1,500.00				
BUCKINGHAM-	BONNIE	I IDD A DV A CCICT A NIT I	ď	16 005 55				
STONE		LIBRARY ASSISTANT I	\$ \$	16,885.55 116,354.20				
BUTTERFIELD	KYLE	FIRE CHIEF	'					
CANNAVINO	RICHARD	ALT WIRING INSP	\$	11,132.25				
CARUSO	ALEX	CROCKER POND ATTEND	\$	3,332.22				
CASPER	RYAN	CALL FIREFIGHTER	\$	15,224.64				
CAVANAUGH	JASON	ADULT SVC LIBRARIAN	\$	41,501.55				
CHADBOURNE	BENNETT	FIREFIGHTER	\$	74,648.57	\$	12,964.31		
CHAPMAN	SUSAN	MAINTENANCE SUPER	\$	48,768.69	\$	526.69		
CHEVARIE	MADISON	DISPATCHER	\$	16,371.28				
CHIARELLI	TAMIE	ADMIN ASST	\$	35,580.30				
CLARKSON	CHARLES	SR TAX WORK PROGRAM	\$	1,500.00				
COLAUTTI	VITTORIA	PARKS/REC COUNSELOR	\$	885.00				
COSTELLO	JULIE	TOWN ACCOUNTANT	\$	28,650.00				
COUTURE	STEVEN	RESERVE POLICE OFFIC	\$	23,218.46				
COX	JASON	FIREFIGHTER	\$	73,505.76	\$	30,029.93		
CRAMM	ROBERT	MAINTENANCE WORKER	\$	43,600.09	\$	258.49		
CURTIN	JO ANNE	POLL WORKER	\$	165.00	7			
DESCARREAUX	KEVIN	SYSTEM OPERATOR	\$	67,974.57	\$	17,965.71	\$	312.12
DODGE	SUSAN	SR TAX WORK PROGRAM	\$	1,500.00	Ψ	11,,202.11	Ψ	914.14
DOUGHTY	ANDREW	FIREFIGHTER	\$	3,761.22				
DRALEAUS	DORIS	SR TAX WORK PROGRAM	\$					
DRISCOLL		ADMIN ASST	\$	1,224.00				
	PATRICIA		_	21,857.75				
DUNCAN	BRETT	CALL FIREFIGHTER	\$	2,424.83				
DWELLY	TAMMY	POLL WORKER	\$	198.00				
ELLIOTT	STEPHEN	SUPPORT SPECIALIST	\$	2,112.18				
EMERSON	JOSHUA	FIREFIGHTER	\$	63,243.58	\$	10,040.06		
ERICKSON	LISA	LIBRARY ASST CHILD	\$	14,565.83				
FARLEY	DANIEL	SUPPORT SPECIALIST	\$	18.36				
FAY	STEPHANIE	EXECUTIVE ASST POLIC	\$	19,843.92	\$	137.52		

Town of Westminster Appendix Annual Report

FLILLY		T	Styg egate Englisyee Tenad					
FISHER   SUSAN   COADRECTOR   S								
FORREY								
FIREY								
GERDE ANNE LIBEARY ASST CHILD \$ 9,360,14   GLASSON TIMOTHY TRICK DRIVERITABORER \$ 63,229 5   GLASSON TIMOTHY TRICK DRIVERITABORER \$ 63,229 5   GLODSMITH ELIZABETH DISPATCHER \$ 2,208 5 9   GOLDSMITH ELIZABETH DISPATCHER \$ 1,000 0   GOLDSMITH ELIZABETH DISPATCHER \$ 7,139   GOLDSMITH ELIZABETH DISPATCHER \$ 7,139   GOLDSMITH ELIZABETH DISPATCHER \$ 7,139   GRENIER THERES POIL WORKER \$ 195,00   GRENIER JAMES NAMES NAME OF THE STATE OF T	FORREST				5,107.48			
GLIBERATH   ELISE	FUREY	CONNOR	DISPATCHER	-	49,422.00	\$	16,437.22	
GLASNON	GERDE	ANNE	LIBRARY ASST CHILD	\$	9,360.14			
GOLDSMITH HALLI GOLDSMITH GOLDSMITH GOLDSMITH HALLI GOLDSMITH GOLD	GILBREATH	ļ	LIBRARY ASST CHILD	\$	10,206.94			
CAULINNG	GLASSON	TIMOTHY	TRUCK DRIVER/LABORER	\$	63,229.51	\$	17,801.14	\$ 632.40
GRENIER I HERESA POLL WORKER \$ 195.00   GRENIER IAMES MANTENANCE MECHANIC \$ 70,774 8 \$ 12,654.05 \$ 928.40   HAGERTY MARIA ASST TOWN ACCOUNTANT \$ 6,363.00   HALEY PATRICK ASST DPW DIRECTOR \$ 95,984.93   HALEY CORMIER MARVBETH ASST TOWN CLERK \$ 17,571.80   HALLY CORMIER SHAPP ASST TOWN CLERK \$ 17,571.80   HALLY CORMIER SHAPP ASST TOWN CLERK \$ 17,571.80   HALLY CORMIER SHAPP ASST TOWN CLERK \$ 18,500.02   HALLY CORMIER SHAPP ASST TOWN CLERK \$ 15,500.00   HALLY CORMIER SHAPP ASST TOWN CLERK \$ 1,500.00   HALLY CORMIER SHAPP ASST TOWN CLERK \$ 1,500.00   HALLY CORMIER SHAPP ASST TOWN CLERK \$ 1,500.00   HAWKINS MAIHAN POLICE OFFIC \$ 37,250.63   HERERT GAIL POLICE OFFIC \$ 37,250.63   HERERT GAIL POLI WORKER \$ 480.0   HERERT GAIL POLI WORKER \$ 2,719.17   HENRY DAVID CALL FIREFICHITER \$ 3,041.24   HILLY CHARLES CEMETRY LABORER \$ 12,311.4   HILL BRUCE SIEWAN DRIVER \$ 5,922.64   HOLM ROBIN ADMIN ASSESOR \$ 46,091.70   HIGHIES GLORIA POLI WORKER \$ 195.00   HIGHIES GLORIA POLI WORKER \$ 195.00   HIGHIES GLORIA POLI WORKER \$ 195.00   HIGHIES GLORIA POLI WORKER \$ 1,000.00   HIGHES G	GOLDSMITH	ELIZABETH	DISPATCHER	\$	2,086.59			
GRENIFR   AMES	GOULDING	TYLER	CALL FIREFIGHTER	\$	711.39			
HAGERTY   MARIA	GRENIER	THERESA	POLL WORKER	\$	195.00			
HALEY	GRENIER	JAMES	MAINTENANCE MECHANIC	\$	70,777.48	\$	12,654.05	\$ 928.40
HALEY-CORMIER	HAGERTY	MARIA	ASST TOWN ACCOUNTANT	\$	6,363.00			
HALEY-CORMIER	HALEY	PATRICK	ASST DPW DIRECTOR	\$	95,984.93			
IJALIL	HALEY-CORMIER	MARYBETH		\$				
HALLIDAY								
HARRINGTON   CAROL   SR TAX WORK PROGRAM   \$ 1.500.00		<u> </u>						
HANTINGS BRUTVAN   CYNTHIA   DEPT ASST								
HAWKER								
HAWKINS   NATHAN		-						
HAWKINS JR						Φ	52 411 47	
HEBERT						Ф	32,411.47	
HECKER								
HENRY								
HILDRETH								
HILL		-						
HOLM		-						
HUGHES					<u> </u>			
HUGHES		-						
HURD		-						
ANNACCONE   ALFRED   SR TAX WORK PROGRAM   \$ 1,500.00     IOHNSON   ANN   SR TAX WORK PROGRAM   \$ 1,500.00     IOHNSON   MICHELLE   ADMIN ASST   \$ 6,693.96     IONES   GEORGE   SR TAX WORK PROGRAM   \$ 1,500.00     IONES   KEVIN   SR TAX WORK PROGRAM   \$ 1,500.00     IONES   KEVIN   SR TAX WORK PROGRAM   \$ 528.00     KALAGHER   SUSAN   CONSERVATION CLERK   \$ 4,002.51     KEARNS   PHILIP   RESERVE POLICE OFFIC   \$ 3,100.00     KEENA   JEANNE   ASST COLLECTOR   \$ 13,467.50     KOTOSKI   CONSTANCE   POLL WORKER   \$ 195.00     KUGEL   JENNIFER   CALL EMT   \$ 3,239.56     KUILEMA   AMY   HEAD OF CHILIDRENS SV   \$ 52,024.88     LAHTINEN   STEPHANIE   EXECUTIVE ASSISTANT   \$ 47,835.12     LAMSA   LEEANN   POLL WORKER   \$ 30.00     LANGHART   NICHOLAS   LIBRARY DIRECTOR   \$ 75,655.06     LAWRENCE   KATHY   ADMIN ASST   \$ 17,292.44     LEARY   COREY   CALL FIREFIGHTER   \$ 247.44     LEBEL   ANDREW   CALL FIREFIGHTER   \$ 1,095.00     LEBLANC   JOYCE   ADMIN ASST   \$ 15,703.52   \$ 46,286.88     LEBLANC   DAVID   POLICE DEFICER   \$ 69,528.48   \$ 8,735.97     LEBLANC   DAVID   POLICE DEFICER   \$ 69,528.48   \$ 8,735.97     LEBLANC   CALL FIREFIGHTER   \$ 1,095.00     LEBLANC   CALL FIREFIGHTER   \$ 1,095.00     LEBLANC   LIBRARY AIDE   \$ 4,368.32     LEBLANC   LIBRARY AIDE   \$ 4,368.32     LEGER   RYAN   TRUCK DRIVER/LABORER   \$ 29,551.17   \$ 2,925.46     LEMOINE   MICHAEL   CALL FIREFIGHTER   \$ 8,039.10     LOTTILE   WAYNE   ALT GAS/PLUMBING   \$ 309.00     LOESCHER   ANDREW   POLICE OFFICER   \$ 94,805.27   \$ 19,543.12     LOESCHER   CONCETTA   SR TAX WORK PROGRAM   \$ 1,236.00     LONG   KAREN   ADMIN ASST EMT B   \$ 48,042.04   \$ 894.32		ALBERT		_				
IOHNSON	HURD	TIMOTHY	HWY WORKING FOREMAN		85,596.25	\$	22,122.70	\$ 1,395.56
JOHNSON   MICHELLE   ADMIN ASST   \$ 6,693.96     JONES   GEORGE   SR TAX WORK PROGRAM   \$ 1,500.00     JONES   KEVIN   SR TAX WORK PROGRAM   \$ 1,500.00     KEVIN   SR TAX WORK PROGRAM   \$ 528.00     KALAGHER   SUSAN   CONSERVATION CLERK   \$ 4,002.51     KEARNS   PHILIP   RESERVE POLICE OFFIC   \$ 3,100.00     KEENA   JEANNE   ASST COLLECTOR   \$ 13,467.50     KOTOSKI   CONSTANCE   POLL WORKER   \$ 195.00     KUGEL   JENNIFER   CALL EMT   \$ 3,239.56     KUILEMA   AMY   HEAD OF CHILDRENS SV   \$ 52,024.88     LAHTINEN   STEPHANIE   EXECUTIVE ASSISTANT   \$ 47,835.12     LAMSA   LEEANN   POLL WORKER   \$ 30.00     LANGHART   NICHOLAS   LIBRARY DIRECTOR   \$ 75,655.06     LAWRENCE   KATHY   ADMIN ASST   \$ 17,292.44     LEBLANC   COREY   CALL FIREFIGHTER   \$ 247.44     LEBLEL   ANDREW   CALL FIREFIGHTER   \$ 1,095.00     LEBLANC   RALPH   POLICE LIEUTENANT   \$ 151,703.52   \$ 46,286.88     LEBLANC   DAVID   POLICE OFFICER   \$ 69,528.48   \$ 8,735.97     LEBLANC   CALLEY   PARKS/REC COUNSELOR   \$ 786.00     LECLAIR   JANICE   LIBRARY AIDE   \$ 4,368.32     LEGGER   RYAN   TRUCK DRIVER/LABORER   \$ 29,551.17   \$ 2,925.46     LEMOINE   MICHAEL   CALL FIREFIGHTER   \$ 8,039.10     LITTLE   WAYNE   ALT GAS/PLUMBING   \$ 309.00     LOESCHER   ANDREW   POLICE OFFICER   \$ 94,805.27   \$ 19,543.12     LOESCHER   CONCETTA   SR TAX WORK PROGRAM   \$ 1,236.00     LONG   KAREN   ADMIN ASST EMT B   \$ 48,042.04   \$ 894.32	IANNACCONE	ALFRED	SR TAX WORK PROGRAM		1,500.00			
JONES	JOHNSON	ANN	SR TAX WORK PROGRAM	\$	1,500.00			
IONES	JOHNSON	MICHELLE	ADMIN ASST	\$	6,693.96			
KALAGHER         SUSAN         CONSERVATION CLERK         \$ 4,002.51           KEARNS         PHILIP         RESERVE POLICE OFFIC         \$ 3,100.00           KEENA         JEANNE         ASST COLLECTOR         \$ 13,467.50           KOTOSKI         CONSTANCE         POLL WORKER         \$ 195.00           KUGEL         JENNIFER         CALL EMT         \$ 3,239.56           KUILEMA         AMY         HEAD OF CHILDRENS SV         \$ 52,024.88           LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBLA         CONEY         CALL FIREFIGHTER         \$ 10,95.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID	JONES	GEORGE	SR TAX WORK PROGRAM	\$	1,500.00			
KEARNS         PHILIP         RESERVE POLICE OFFIC         \$ 3,100.00           KEENA         JEANNE         ASST COLLECTOR         \$ 13,467.50           KOTOSKI         CONSTANCE         POLL WORKER         \$ 195.00           KUGEL         JENNIFER         CALL EMT         \$ 3,239.56           KUILEMA         AMY         HEAD OF CHILDRENS SV         \$ 52,024.88           LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEBARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBLA         ANDREW         CALL FIREFIGHTER         \$ 10,95.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71         \$ 51,703.52         \$ 46,286.88           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CALLEY         PARKS/REC COUNSELOR         \$ 786.00	JONES	KEVIN	SR TAX WORK PROGRAM	\$	528.00			
KEENA         JEANNE         ASST COLLECTOR         \$ 13,467.50           KOTOSKI         CONSTANCE         POLL WORKER         \$ 195.00           KUGEL         JENNIFER         CALL EMT         \$ 3,239.56           KUILEMA         AMY         HEAD OF CHILDRENS SV         \$ 52,024.88           LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEBARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBLA         COREY         CALL FIREFIGHTER         \$ 10,995.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71         LEBLANC           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         LEGALEY         PARKS/REC COUNSELOR         \$ 786.00	KALAGHER	SUSAN	CONSERVATION CLERK	\$	4,002.51			
KEENA         JEANNE         ASST COLLECTOR         \$ 13,467.50           KOTOSKI         CONSTANCE         POLL WORKER         \$ 195.00           KUGEL         JENNIFER         CALL EMT         \$ 3,239.56           KUILEMA         AMY         HEAD OF CHILDRENS SV         \$ 52,024.88           LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEBARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBLA         COREY         CALL FIREFIGHTER         \$ 10,95.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71         LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97         LEBLANC           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97	KEARNS	PHILIP	RESERVE POLICE OFFIC	\$	3,100.00			
KOTOSKI         CONSTANCE         POLL WORKER         \$ 195.00           KUGEL         JENNIFER         CALL EMT         \$ 3,239.56           KUILEMA         AMY         HEAD OF CHILDRENS SV         \$ 52,024.88           LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEBARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBLA         COREY         CALL FIREFIGHTER         \$ 15,703.52         \$ 46,286.88           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71         \$ 151,703.52         \$ 46,286.88           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY				\$				
KUGEL         JENNIFER         CALL EMT         \$ 3,239.56           KUILEMA         AMY         HEAD OF CHILDRENS SV         \$ 52,024.88           LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBEL         ANDREW         CALL FIREFIGHTER         \$ 1,095.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71         \$ 151,703.52         \$ 46,286.88           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         LIBLARY AIDE         \$ 4,368.32         \$ 10,000         \$ 10,000           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32         \$ 2,925.17         \$ 2,925.46           LEMOINE<		P	POLL WORKER	\$				
KUILEMA         AMY         HEAD OF CHILDRENS SV         \$ 52,024.88           LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBL         ANDREW         CALL FIREFIGHTER         \$ 1,095.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         JOYCE         ADMIN ASST         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46								
LAHTINEN         STEPHANIE         EXECUTIVE ASSISTANT         \$ 47,835.12           LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBEL         ANDREW         CALL FIREFIGHTER         \$ 1,095.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71         \$ 151,703.52         \$ 46,286.88           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         LIBRARY AIDE         \$ 43,68.32         \$ 2,925.46           LEGLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32         \$ 2,925.46           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46 <td< td=""><td></td><td>P</td><td></td><td></td><td>· · · · · · · · · · · · · · · · · · ·</td><td></td><td></td><td></td></td<>		P			· · · · · · · · · · · · · · · · · · ·			
LAMSA         LEEANN         POLL WORKER         \$ 30.00           LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBEL         ANDREW         CALL FIREFIGHTER         \$ 1,095.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         JOYCE         ADMIN ASST         \$ 69,528.48         \$ 8,735.97           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12 <td></td> <td>-</td> <td></td> <td>_</td> <td></td> <td></td> <td></td> <td></td>		-		_				
LANGHART         NICHOLAS         LIBRARY DIRECTOR         \$ 75,655.06           LAWRENCE         KATHY         ADMIN ASST         \$ 17,292.44           LEARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBEL         ANDREW         CALL FIREFIGHTER         \$ 1,095.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 894.32								
LAWRENCE       KATHY       ADMIN ASST       \$ 17,292.44         LEARY       COREY       CALL FIREFIGHTER       \$ 247.44         LEBEL       ANDREW       CALL FIREFIGHTER       \$ 1,095.00         LEBLANC       RALPH       POLICE LIEUTENANT       \$ 151,703.52       \$ 46,286.88         LEBLANC       JOYCE       ADMIN ASST       \$ 3,178.71         LEBLANC       DAVID       POLICE OFFICER       \$ 69,528.48       \$ 8,735.97         LEBLANC       CAILEY       PARKS/REC COUNSELOR       \$ 786.00         LECLAIR       JANICE       LIBRARY AIDE       \$ 4,368.32         LEGER       RYAN       TRUCK DRIVER/LABORER       \$ 29,551.17       \$ 2,925.46         LEMOINE       MICHAEL       CALL FIREFIGHTER       \$ 8,039.10         LITTLE       WAYNE       ALT GAS/PLUMBING       \$ 309.00         LOESCHER       ANDREW       POLICE OFFICER       \$ 94,805.27       \$ 19,543.12         LOESCHER       CONCETTA       SR TAX WORK PROGRAM       \$ 1,236.00         LONG       KAREN       ADMIN ASST EMT B       \$ 48,042.04       \$ 894.32								
LEARY         COREY         CALL FIREFIGHTER         \$ 247.44           LEBEL         ANDREW         CALL FIREFIGHTER         \$ 1,095.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32								
LEBEL         ANDREW         CALL FIREFIGHTER         \$ 1,095.00           LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32				-				
LEBLANC         RALPH         POLICE LIEUTENANT         \$ 151,703.52         \$ 46,286.88           LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32								
LEBLANC         JOYCE         ADMIN ASST         \$ 3,178.71           LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32		-				ď	16 206 00	
LEBLANC         DAVID         POLICE OFFICER         \$ 69,528.48         \$ 8,735.97           LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32		-				Ф	40,280.88	
LEBLANC         CAILEY         PARKS/REC COUNSELOR         \$ 786.00           LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32		P			<u> </u>	¢	0.725.07	
LECLAIR         JANICE         LIBRARY AIDE         \$ 4,368.32           LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32					·	\$	8,735.97	
LEGER         RYAN         TRUCK DRIVER/LABORER         \$ 29,551.17         \$ 2,925.46           LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32								
LEMOINE         MICHAEL         CALL FIREFIGHTER         \$ 8,039.10           LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32		P						
LITTLE         WAYNE         ALT GAS/PLUMBING         \$ 309.00           LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32						\$	2,925.46	
LOESCHER         ANDREW         POLICE OFFICER         \$ 94,805.27         \$ 19,543.12           LOESCHER         CONCETTA         SR TAX WORK PROGRAM         \$ 1,236.00           LONG         KAREN         ADMIN ASST EMT B         \$ 48,042.04         \$ 894.32								
LOESCHERCONCETTASR TAX WORK PROGRAM\$ 1,236.00LONGKARENADMIN ASST EMT B\$ 48,042.04\$ 894.32		WAYNE						
LONG KAREN ADMIN ASST EMT B \$ 48,042.04 \$ 894.32		ANDREW			94,805.27	\$	19,543.12	
		CONCETTA	SR TAX WORK PROGRAM		1,236.00			
LOREE ANN ASST HEALTH AGENT \$ 21,594.13	LONG	KAREN	ADMIN ASST EMT B	\$	48,042.04	\$	894.32	
	LOREE	ANN	ASST HEALTH AGENT	\$	21,594.13			

LUCANDER	TOVEE	Pay Any The Acceptant						
LUCANDER	JOYCE	BOH ADMIN ASSISTANT	\$	37,515.20				
LUCIER	DALE	EXECUTIVE ASSISTANT	\$	44,303.20				
LUCIER	SUSAN	LIBRARY TECH SERVICE	\$	25,713.28				
MACINTOSH	MICHAEL	CALL FIREFIGHTER	\$	1,530.84				
MAJOR	RYAN	FIREFIGHTER	\$	85,860.29	\$	19,186.94		
MALCOMB	CONSTANCE	SR TAX WORK PROGRAM	\$	852.00				
MARRO	MATTHEW	CONSERVATION AGENT	\$	29,417.74				
MARTINEAU	PETER	WORKING FORMAN	\$	86,167.34	\$	23,350.94	\$	239.68
MASTROTOTORO	ANDREA	REC SEC PLANNING	\$	829.71				
MATHIEU	KRISTIN	ADMIN AIDE	\$	7,379.40				
MAUCH	COLTON	CALL EMT	\$	3,983.74				
MAXWELL	JONATHAN	CIS SPECIALIST	\$	23,603.66				
MAYO	ALAN	CEMETERY SUPERINTEND	\$	58,712.07				
MCCLENAHAN	LINDA	POLL WORKER	\$	30.00				
MCCONVILLE	RITA	HEALTH AGENT	\$	56,016.57				
MCDONALD	MICHAEL	POLICE CHIEF	\$	132,205.54				
MCEVOY	JOHN	FIREFIGHTER	\$	7,777.28	\$	450.51		
MCGEE	MARYANN	LIBRARY ASSISTANT I	\$	11,956.52				
MCLAUGHLIN	NICHOLAS	DISPATCHER	\$	3,765.11				
MEI	DYLAN	CEMETERY LABORER	\$	10,093.72				
MICHEL	RICHARD	PATROLMAN	\$	14,791.10				
MILLER	SUSAN	POLL WORKER	\$	90.00				
MONTY	DAVID	FIRE LIEUTENANT	\$	127,239.32	\$	41,185.35		
MURACH	LINDA	SR TAX WORK PROGRAM	\$	972.00	Ψ	71,100.00		
MURPHY	KAREN	TOWN ADMINISTRATOR	\$	89,686.14				
NAHAR	BEGUM	IT TECHNICIAN	\$	18,437.68				
NAPOLITANO	DAVID	RESERVE POLICE OFFIC	\$	17,805.49	ď.	17 440 00		
NELSON	AMY	POLICE SEARGANT	\$	99,898.24	\$	17,440.00		
NOLETTE	SHIRLEY	SR TAX WORK PROGRAM	\$	1,500.00				
NOONAN	BRIAN	CALL FIREFIGHTER	\$	1,145.22				
NOVAK	DANIEL	SUB VAN DRIVER	\$	13,289.46				
O'BRIEN	CONNOR	SUMMER PROGRAMS DIR	\$	2,800.00				
O'BRIEN	SEAN	PARKS/REC COUNSELOR	\$	1,218.00				
O'BRIEN	MICHAELA	PARKS/REC COUNSELOR	\$	708.00				
PAGE	ANN MARIE	TREAS/COLL CLERK	\$	7,779.36				
PARE	TIMOTHY	DISPATCHER	\$	4,537.37	\$	58.77		
PARVIAINEN	HARRY	ALT WIRING INSP	\$	19,500.81				
PAUL	TAMMY	DPW SECRETARY	\$	7,247.76				
PELKEY	LEAH	PARKS/REC COUNSELOR	\$	744.00				
PELULLO	KATHERINE	POLL WORKER	\$	165.00				
PERIOR	JAYNE	MEALS ON WHEELS DRIV	\$	12,793.29				
PESCARO	RYAN	CALL FIREFIGHTER	\$	1,603.62				
PETERS	ROBERT	CROCKER POND ATTEND	\$	5,300.62				
PIERCE	NANETTE	EXECUTIVE ASST POLIC	\$	29,868.11				
PORPORA	PATRICK	DISPATCHER	\$	6,104.30				
PRATT	EMILY	PARKS/REC COUNSELOR	\$	879.00				
PRENTISS	ADAM	DISPATCHER	\$	5,578.04				
RAMEAU	MAX	POLICE OFFICER	\$	75,510.83	\$	15,248.72		
RATHIER	RAYMOND	CEMETERY LABORER	\$	15,688.19	Ψ	13,210.72		
RAY	MICHAEL	RESERVE POLICE OFFIC	\$	985.32				
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REDDY	ASHLEY	ASST TOWN ACCOUNTANT	\$	27,652.40	đ	9.044.41	¢	024.00
REDDY	SHAWN	TRUCK DRIVER/LABORER	\$	48,450.26	\$	8,044.41	\$	924.80
ROBBINS	EDWARD	SERGEANT	\$	147,808.46	\$	32,787.78		
ROBERTSON	MARTHA	SR TAX WORK PROGRAM	\$	1,500.00				
ROGOWSKI	DAVID	CALL FIREFIGHTER	\$	5,846.72		25		
ROONEY	COLIN	CALL FIREFIGHTER	\$	6,241.37	\$	87.20		
ROY	RENEE	ASSESSORS CLERK	\$	16,661.49				
SCARALE	FRANK	CEMETERY LABORER	\$	14,275.82				
SCHULTZ	KIMBERLY	SUB VAN DRIVER	\$	7,740.06				
SEARS	MEGAN	SUMMER PGR ASST DIR	\$	1,600.00				

SEARS	ANDREW	PARKS/REC COUNSELOR	\$ 2,010.00		
SHAMPINE	JEFFREY	POLICE OFFICER	\$ 116,023.49	\$ 20,799.33	
SHARP	JARED	VETERANS AGENT	\$ 9,333.50		
SHEEHAN	ELLEN	TOWN CLERK	\$ 50,244.51		
SHELDON	PAMELA	LAND USE ADMIN ASST	\$ 7,407.59		
SIDES	NANCY	POLL WORKER	\$ 195.00		
SINCLAIR	RACHEL	PARKS/REC COUNSELOR	\$ 792.00		
SKAMARYCZ	SHANE	CROCKER POND ATTEND	\$ 2,453.47		
SLOCUM	TYLER	TRUCK DRIVER/LABORER	\$ 30,568.19	\$ 3,374.60	
SMITH	MELODY	TREASURER/COLLECTOR	\$ 76,884.66		
SMITH	MELISSA	DISPATCHER	\$ 1,826.78		
SMITH	CHARLES	CROCKER POND ATTEND	\$ 2,854.18		
SOUSA	SUSANNE	SR TAX WORK PROGRAM	\$ 1,500.00		
SPENCER	ZACHARY	FIREFIGHTER	\$ 81,491.36	\$ 23,280.96	
STREETER	PATRICIA	ADMIN ASST	\$ 13,670.72		
TAMULEN	JASON	SERGEANT	\$ 153,563.36	\$ 44,780.43	
TARDY	DONALD	VAN DRIVER	\$ 108.88		
THIBEAULT	GERARD	SUB VAN DRIVER	\$ 5,072.48		
TIGNOR	GEORGE	LOCAL INSPECTOR	\$ 283.20		
WALKER	JAMES	SR TAX WORK PROGRAM	\$ 1,500.00		
WALLACE	STEPHEN	TOWN PLANNER	\$ 72,297.63		
WETHERBEE	JASON	POLICE OFFICER	\$ 117,996.66	\$ 28,483.62	
WHEELER	ALEXISS	CALL FIREFIGHTER	\$ 579.82		
WIINIKAINEN	ТОМ	GAS/PLUMBING INSPECT	\$ 24,213.54		
WYMAN	SARA	VETERANS AGENT	\$ 11,694.04		
YRAOLA	SUSAN	LIBRARY ASSISTANT II	\$ 19,957.40		
ZBIKOWSKI	DAVID	SP MV OPERATOR/LABOR	\$ 68,946.79	\$ 11,457.03	\$ 388.78

We would like to extend our sincerest appreciation to all the residents who submitted photos for the 2019 Annual Report.

### Photo Credits

David Metivier	Jeff Bowers	Leanne Boudreau			
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Ginnie Hoover	Larry Skamarycz	Peter Gregory			