

**ELECTED TOWN OFFICIALS**

**Moderator**

James D. Anker .....2009

**Town Clerk**

Pamela H. Powell .....2009

**Tax Collector**

Margaret R. Child .....2009

**Selectmen**

Curtis Plante .....2009

Kenneth F. Troup .....2010

Stanley Wysocki .....2011

**Board of Health**

Mark Sprague .....2009

Andrea Gilbert .....2010

Christopher Rogers .....2011

**Board of Assessors**

Jeffrey D. Nichols .....2009

Susan Mason .....2010

Charlotte Johnson-Zembko .....2011

**Library Trustees**

Robert Zak .....2009

Christine Sterling .....2010

Roland Ochsenbein .....2011

**Cemetery Committee**

Brenda Baum .....2009

Harold E. Brown .....2010

Harold E. Babcock .....2011

**Park and Recreation Commissioners**

Terence M. Boots .....2009

Michelle Borsari .....2010

Thomas R. Pokorney .....2010

William Aube .....2011

Karen L. Regan .....2011

**Planning Board**

Francis S. Lazgin .....2009

Stephen Garner .....2010

John Karlon .....2011

Douglas Storey .....2012

Mark Dugan .....2013

**Bolton Housing Authority**

Richard M. Merrill .....2009

Donald T. Taylor .....2010

David Yesue .....2012

Kevin O'Brien .....2013

**Nashoba Regional School District Committee**

Cathryn M. Giunta .....	2009
Richard H. Fly .....	2010

**Trustees of Francis E. Whitcomb Benevolent Fund**

Jean Crispen .....	2009
Joan B. Mechlin .....	2010
Ruth E. Johnston .....	2011

**Commissioners of Trust Funds**

John A. Holbrook .....	2009
Holly M. Lauer .....	2010
Mary J. Nichols .....	2011

**Constables**

Andrew Bagdonas .....	2010
Barbara R. Brown .....	2010
David A. Goulding .....	2010
Christopher Slade .....	2010
Vincent C. Alfano .....	2010

**FEDERAL AND STATE REPRESENTATIVES**

**United States Congress:**

Senator John F. Kerry (D)

One Bowdoin Square, 10th Floor, Boston, MA 02114 (617) 565-8519  
304 Russell Senate Office Bldg., Washington, D.C. 20510 (202) 224-2742  
E-mail: through web site [www.kerry.senate.gov](http://www.kerry.senate.gov)

Senator Edward M. Kennedy (D)

2400 JFK Building., Boston, MA 02203 (617) 565-3170  
317 Russell Senate Office Bldg., Washington, D.C. 20510 (202) 224-4543  
E-mail: [senator@kennedy.senate.gov](mailto:senator@kennedy.senate.gov)

Representative Niki Tsongas (D) 5th Congressional District

11 Kearney Square, Lowell, MA 01852 (978) 459-0101  
2229 Rayburn House Office Building, Washington, DC 20515 (202) 225-3411  
E-mail, go to: [Niki.Tsongas@mail.house.gov](mailto:Niki.Tsongas@mail.house.gov)

**Massachusetts General Court:**

Senator Jennifer L. Flanagan (D) Second Worcester & Middlesex District

State House, Room 520, Boston, MA 02133 (617) 722-1230  
24 Church Street, Leominster, MA 01453 (978) 534-3388  
Email: [Jennifer.Flanagan@state.ma.us](mailto:Jennifer.Flanagan@state.ma.us)

Representative Kate Hogan (D) 3rd Middlesex District

State House, Room 437, Boston, MA 02133 (617)-722-2425  
36 Hastings Street, Stow, MA 01775 (978) 897-1586  
Email: [Rep.KateHogan@Hou.State.MA.US](mailto:Rep.KateHogan@Hou.State.MA.US)

## BOARD OF SELECTMEN

Curtis Plante, Chairman .....2009  
Kenneth F. Troup .....2010  
Stanley Wysocki .....2011



2008 ended with a severe ice storm that left the town without electricity for 3 to 6 days with Green Road, Main Street, and numerous other roads littered with trees and downed wires. The emergency made us all realize how much we appreciate our public safety employees and that we need to improve how we communicate with each other in times of need.

Building projects. Bolton's two building projects moved forward. The library renovation broke ground in November and the public safety center awarded its construction contract in December. The economic downturn and drop in the housing market were blessings for the two projects which came in near or under budget. Both projects should be completed during 2010. To save money and space, the two buildings will share a public water supply well and will have their sewage pumped via a force main to the town's wastewater treatment plant, which became operational in April. The force main project was approved in May and will go under Main Street to Mechanic Street to connect at Emerson. There will also be a future connection possible for the Houghton Building when it is renovated for another municipal use after the police move to the new public safety center. Both buildings will be wired for cable television which should make it easier for BatCo to continue and expand coverage of town and committee events.

Personnel changes. Much to our regret, Jodi Ross left Bolton in August to become town manager in Westford. She did excellent work in her 4 ½ years with Bolton and has set a standard that we hope future town administrators will meet. We hired Michelle Ciccolo, who had done the 2007 organizational study of Town Hall, to do double duty as interim town administrator and the consultant for the search to replace Jodi. The position remained unfilled at year's end, but we are hopeful that we will have a top notch administrator on board early in 2009.

Our building inspector for more than 30 years, Frank Krysa, died of cancer and will be missed. Mike Savaugau, who has worked for the town in monitoring the Toll Brothers project on Main Street, was appointed Building Inspector. Long-time fire fighter and EMT Frank Smith and former Conservation Commissioner Noreen Beck also died of cancer. Each fought courageously and served the town well even while sick. Warren Colby, who helped start the Conservation Commission and led many conservation efforts during his decades in Bolton, died in Maine at the age of 95. Leah Swanton who worked actively in numerous community organizations also died after years of illness. Former Tax Collector Thelma Smith, long time library staffer Currie Barss,

former Conservation Commission David Crispen, long time DPW worker Austin Greenawalt and Town Auditor Ed Sayles also died in 2008. The town is a better place because of all these people.

Panny Gerken chose not to run again as selectman. Stan Wysocki won a close election to succeed her. We thank Panny for her years of service and are pleased that she continues to apply her energy and talents to the two building projects.

Town finances and operations. While the collapse in the housing market caused the value of Bolton homes to decrease by at least 3% in each of the last two years and significantly slowed population growth and new housing starts, the nation's financial crisis really did not directly affect the functioning of town government. Our investments are sound and our reserves held steady. Since the town receives relatively little local aid from the state, cuts in that aid if they occur will have only minor effects on Bolton. Even so, we continue to look for ways to save money and improve the efficiency of our town government operations. The energy committee did important work during the year, and helped save energy and money for the town government as well as residents. DPW implemented a number of the recommended energy savings in town buildings. Speaking of town buildings, we continued to examine ways to bring together all of the municipal employees. Being sensitive to spending, we put off any action on space considerations until we have a clearer picture of the potential uses of the Houghton Building as well as the 1922 section of Emerson School.

As a result of recommendations from the organizational study, we asked the annual town meeting to dissolve the Personnel Committee and revise the Personnel Bylaw. As we said at the time, the committee served an important purpose but that it now makes sense to carry out the human resources function with existing town employees. An assistant town administrator was approved but never implemented because Jodi Ross left; we will consider the need in the future after a new town administrator is on board.

Farm Animals on the Loose. The selectmen worked with the Board of Health, the Police Department, and the Agricultural Commission to resolve issues related to continual animal escapes from Hythe Farm on Harvard Road. As the year ended, the owner had installed electrified fences which we all hope will keep the animals off the roads and out of harm's way.

Bolton Celebrates. The selectmen wish to thank and congratulate Bolton Celebrates! for what we hope and assume will be the first annual July 4<sup>th</sup> celebration. The parade, games, and fireworks display were enjoyed by many residents and we will work with the group in the future to assure that the community continues to have this social opportunity.

Some final thoughts on the ice storm. While our public safety forces performed well, the ice storm showed us that we need improved emergency operating procedures and especially need to improve the flow of information, both among town organizations and with the general public. While we have prepared emergency management plans in the past, we learned much from the ice storm and will take steps to improve our emergency operations and our ability to continue to serve the town in an emergency. We also plan to improve our ability to update and operate the town's website as we now realize that citizens have begun to rely on it for up-to-date information about the town. Our efforts during and after the ice storm also focused on potentially at-risk senior citizens. The town's Reverse 911 system was successfully used during the storm, although it turned out to be difficult for many people to maintain land line telephone service.

**Financial Statement**  
**July 1, 2007 to June 30, 2008**

<b>Salary</b>		
Appropriated		\$900.00
Expended		<u>\$600.00</u>
Unexpended balance returned to general fund		\$300.00

<b>Expenses</b>																							
Appropriated		\$22,300.00																					
Expended	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Purchase of Services</td> <td style="text-align: right;">\$9,100.00</td> <td></td> </tr> <tr> <td>Engineering Services</td> <td style="text-align: right;">75.00</td> <td></td> </tr> <tr> <td>Supplies</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Dues</td> <td style="text-align: right;">634.00</td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">576.00</td> <td></td> </tr> <tr> <td>Meeting Expenses</td> <td style="text-align: right;">38.56</td> <td></td> </tr> <tr> <td>WHEAT membership</td> <td style="text-align: right;">4,000.00</td> <td style="text-align: right;"><u>\$14,423.56</u></td> </tr> </table>	Purchase of Services	\$9,100.00		Engineering Services	75.00		Supplies	0.00		Dues	634.00		Miscellaneous	576.00		Meeting Expenses	38.56		WHEAT membership	4,000.00	<u>\$14,423.56</u>	
Purchase of Services	\$9,100.00																						
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Supplies	0.00																						
Dues	634.00																						
Miscellaneous	576.00																						
Meeting Expenses	38.56																						
WHEAT membership	4,000.00	<u>\$14,423.56</u>																					
Unexpended balance returned to general fund		\$ 7,876.44																					

**ADVISORY COMMITTEE**

Connie Benjamin .....	2009
Lawrence Delaney .....	2009
Randy Dinjian .....	2010
Burt Shnitzler .....	2010
Robert Czekanski .....	2011
David Lindsay, Chairman .....	2011

The Bolton Advisory Committee acts as the town’s finance committee and has the additional responsibility of reviewing and making recommendations regarding all articles that are on the warrants of Town Meetings. The Committee works closely with the Selectmen, Town Administrator, Town Accountant and Town Treasurer to address the financial needs and financial health of Bolton.

Education is the biggest line item in our budget. Therefore, it is important that the Advisory Committee understand the Nashoba Regional School District (NRSD) budget and impart, to the District’s administration, the needs and financial constraints facing our town. In order to understand changes and upcoming needs for educational and other services in the region, we stay in contact with the NRSD administration and attend regularly scheduled Tri-town meetings that include the selectmen and finance (Advisory) committees of Bolton, Stow and Lancaster.

Our winter months are taken up with a detailed review of all Town Department budgets. This is time-consuming work, but essential if we are going to plan for the Town’s future and its financial requirements. We also appoint liaisons to many other Town committees in order to keep abreast of current and future initiatives affecting Bolton.

We continue to improve the processes for providing financial and budgeting information to the Town, thanks in large part to the efforts and exceptional assistance we receive from Town Accountant Julie Costello and Town Treasurer Donna Madden. Town Secretary Linda Day provides outstanding support and guidance to the committee throughout the year.

We have always been fortunate to have very dedicated Advisory Committee members who donate considerable amounts of time to the Town. Since our last report, three members have left the Committee: Todd Koelling relocated to an out-of-state job; Graham Sliker was assigned new responsibilities at work; and Stan Wysocki was elected to the Board of Selectmen. We thank Todd, Graham and Stan for their intelligence, judgment and hard work.

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Reserve Fund</b>		
Appropriated		\$125,000.00
Transfers approved:	Police	\$27,500.00
	Town Administrator	13,316.00
	Elections	2,000.00
	Debt Service	8,500.00
	Ambulance	4,660.00
	Town Clerk	800.00
	Veterans	1,310.91
	Town Reports	250.00
		<u>\$58,336.91</u>
Unexpended balance returned to general fund		\$66,663.09

**TOWN CLERK**

Pamela H. Powell.....2008

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Salary</b>		
Appropriated		\$45,530.00
Expended		\$43,530.15
<b>Wages</b>		
Appropriated		\$37,655.00
Expended		\$37,633.86
<b>Expenses</b>		
Appropriated		\$2,851.00
Expended	Purchase of Services	\$ 106.00
	Supplies	277.15
	Dues & Meetings	2,464.77
		<u>\$2,847.92</u>
Unexpended balance returned to general fund		\$2,024.07

**DOG LICENSES ISSUED**

**Total dogs in Town**

Male and Female.....	212
Neutered male/Spayed female .....	769
10 Kennels (4 dogs or more).....	..17
License Fees Collected .....	\$7,590.12
Fines Collected.....	\$ 402.50
Total Paid to the Town.....	\$7,992.62

MARCH is the month to RENEW your dog(s)' license. Licenses expire March 31st each year. By an amendment to the dog bylaw in December of 1999 a late fee of \$25.00 is charged beginning May 1st. Every dog six months old or over must be licensed and tagged. New residents should transfer their dog's license to Bolton.

**FISHERIES AND WILDLIFE LICENSES**

<b>Fishing.....</b>	<b>15</b>
<b>Hunting.....</b>	<b>5</b>
<b>Sporting.....</b>	<b>5</b>
<b>Archery Stamps.....</b>	<b>4</b>
<b>Primitive Firearms Stamps.....</b>	<b>5</b>
<b>Waterfowl Stamps.....</b>	<b>1</b>
<b>Gross Amount Collected.....</b>	<b>\$ 728.70</b>
<b>Less Fees.....</b>	<b>\$ 11.00</b>
<b>Net Paid to State.....</b>	<b>\$ 717.70</b>

**VITAL STATISTICS**

*Unfortunately we are not able, by law, to publish the names of people under the age of 18. And with increased incidence of identity fraud, we will, therefore, only give you the total "Vital" transactions for the calendar year.*

<b>BIRTHS.....</b>	<b>35</b>
<b>MARRIAGES.....</b>	<b>18</b>
<b>DEATHS.....</b>	<b>19</b>

**APPOINTMENTS AND RESIGNATIONS**

Recorded in 2008

<b>Appointed by: Board of Selectmen</b>		<b>Term Expires</b>
<b>Agricultural Commission:</b>	Susan Storbeck	6-30-2011
<b>Ambulance Director:</b>	Margaret Diaz	6-30-2009
<b>Ambulance Attendants:</b>		6-30-2009
Andrew Bagdonas	Christopher Baker	Pierino Bonazzoli
Barbara Brown	Kileen Burgoyne	David Byler
Ethan Caless	Margaret Diaz	Wesley Durant III
Cassandra Ela	David Farrell	Lauren Ferechio
Luis Forte	Eric Fournier	John Holbrook
Katherine Howard	David Lauritano	Mary Ann McLaughlin
Daniel Munger	Mary Nichols	Dina Rich
Curtis (Max) Roemer	C. Frank Smith	Jason Ware
Jamie Weliver	Gerald Wilson, Sr.	
<b>Animal Control Officer:</b>	Susan Latham	6-30-2009
<b>Assistant:</b>	Phyllis Tower	6-30-2009

<b>Appeals, Board of:</b>	Kay Stoner	6-30-2013
<b>Building Inspector:</b>	Michael Sauvageau	6-30-2009
<b>Assistant:</b>	David Drugge	6-30-2009
<b>Conservation Commission:</b>	Naomi Martin	6-30-2010
	Russell Sandler	6-30-2011
	Sarah Greenough	6-30-2011
	Amy Wilson	6-30-2011
<b>Council on Aging:</b>	Barbara Brown	6-30-2011
	Shirley Sefton	6-30-2011
	Emma Herbison	6-30-2011
	Margaret Nangle	6-30-2011
<b>Cultural Council:</b>	Susan Mebrino	8-01-2011
	Peter Vincent	8-01-2011
	Li Juan He	3-01-2011
<b>Election Workers:</b>		6-30-2009
Terese Abdalian	Christine Alfano	Gail Amabile
Kathleen Barry	Alice Coggeshall	Anne Dilling
Joanne Edmunds	Nancy Jagodnik	Deborah Kellett
Sally Ann King	Phyllis Langberg	Elizabeth LeBlanc
Jean Lord	Judith McAfee	David McKinley
Jean McKinley	Joyce Miller	Cia Ochsenbein
Alice Roemer	Linda Shelales	Nancy Skinner
Pamela Sowizral	Diane Swenson	Tammy VanBuren
Isabel Wells	Jean West	Barbara Wheeler
Thomas Wildman		
<b>Emergency Management Coordinator:</b>	Donald Baum	6-30-2009
<b>EMT/FF – Full Time:</b>	David Farrell	6-30-2009
<b>Energy Committee:</b>	Herb Cabrel	6-30-2009
	Beth McGilvray	6-30-2011
	Laura Kischitz	6-30-2011
<b>Fire Chief:</b>	John Stephenson	6-30-2009
<b>Forest Warden:</b>	John Stephenson	6-30-2009
<b>Historical Commission:</b>	Marshall McKee	6-30-2011
	Martha Remington	6-30-2011

<b>Insurance Advisory Committee:</b>		6-30-2009
Vincent Alfano	Nathaniel Barry	Barbara Brown
Diane Coolidge	Stanley Wysocki (Liaison)	Chris Harrington
Donna Madden		
<b>Library Construction Committee:</b>	Panny Gerken	Upon Completion
<b>Plumbing &amp; Gas Inspector:</b>	Wilfred Delorey	6-30-2009
<b>Assistant Gas Inspector:</b>	Robert Janda	6-30-2009
<b>Police Department:</b>		
<u>Chief</u>	Vincent Alfano	6-30-2009
<u>Lieutenant</u>	Warren Nelson	6-30-2009
<u>Sergeant</u>	Andrew Bagdonas	6-30-2009
	Michael Slepetz	6-30-2009
<u>Patrol Officers</u>		6-30-2009
Kimberly Denaro	A. Luke Hamburger	Christopher Harrington
Jason Puri	Sandra Lawton	Yvette Washington
<u>Reserve Officers:</u>		6-30-2009
Efrain Diaz	Daniel Keller	Mary Ann Kinirey
Juan Ramos	Hank Staake	Jacob Vincente
<b>Public Ways Safety Committee:</b>	Deborah Kellett	6-30-2011
	Leslie Breeze	6-30-2011
<b>Registrars:</b>	Susan Miles	6-30-2011
<b>Town Accountant:</b>	Julie Costello	6-30-2009
<b>Town Administrator Search Committee:</b>		Upon Completion
Vincent Alfano	James Anker	Linda Day
Panny Gerken	David Lindsay	Brian Lynch
Donna Madden	Robert Minardi	Stanley Wysocki
<b>Treasurer:</b>	Donna Madden	6-30-2009
<b>Tree Warden:</b>	Mark Caisse	6-30-2009
<b>Veterans Agent:</b>	Michele Marino	6-30-2009
<b>Veterans Graves Officer:</b>	Harold E. Babcock	6-30-2009
<b>WHEAT Representative:</b>	Brooke James	6-30-2009
<b>Wiring Inspector:</b>	James Boodry	6-30-2009
<b>Assistant Wiring Inspector:</b>	Peter Casello	6-30-2009

*Appointed by: Chairman of Selectmen, Moderator and Town Clerk*

<b>Advisory Committee:</b>	Lawrence Delaney	6-30-2009
	Connie Benjamin	6-30-2009
	Burt Shnitzler	6-30-2010
	Randy Dinjian	6-30-2010
	Robert Czekanski	6-30-2011
	David Lindsay	6-30-2011

*Appointed by: Board of Health*

<b>Animal Inspector:</b>	Phyllis Ann Tower	4-30-2009
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*Appointed by: Moderator*

<b>Law Committee:</b>	Gwendolyn Rogers & Mark Slade	6-30-2009
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*Appointed by: Law Committee*

<b>Town Counsel:</b>	Bracket & Lucas – Legal Services	6-30-2009
<b>Labor Counsel:</b>	Mirick, O’Connell, Damallie & Lougee	

*Appointed by: Tax Collector*

<b>Deputy Tax Collector:</b>	Kevin Bolduc	12-31-2009
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*Appointed by: Town Clerk*

<b>Assistant Town Clerk:</b>	Susan J. Miles	6-30-2009
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**RESIGNATIONS:**

<b>Advisory Committee:</b>		<b>Date of Resignation</b>
	Andrew Burnett	1-08-2008
	Jeanne Shapiro	1-08-2008
	Todd Koelling	2-18-2008
	Stanley Wysocki	5-13-2008

<b>Conservation Commission:</b>	Edward Englemann	11-12-2008
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<b>Election Worker:</b>	Pamela Powell	1-09-2008
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<b>Energy Committee:</b>	Herbert Cabral	11-17-2008
(All requested to become	Joel Lindsay	11-22-2008
Non-Voting Members)	Kevin Lord	2-28-2008
	William Darden	2-29-2008

<b>Personnel Committee:</b>	Randy Dinjian	2-19-2008
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<b>Public Ways Safety Committee:</b>	Daniel Senie	6-30-2008
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<b>Town Administrator</b>	Jodi Ross	7-09-2008
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# PRESIDENTIAL PRIMARY ELECTION

February 5, 2008

The polls were declared open at 7:00 AM and declared closed at 8:00 PM. Lunch was provided by Great Brook Farms and dinner was prepared and donated by Susan Miles.

## Officials duly sworn in were:

<b>Warden:</b>	Alice Roemer	
<b>Clerk of the Day:</b>	Joyce Miller	
<b>Checkers:</b>	Phylis Langburg	Barbara Wheeler
	Jo Edmunds	Gail Amabile
	Cia Ochsenbein	Jean Lord
	Dave McKinley	Jean McKinley
	Sallyann King	Jean West
	Anne Dilling	Pam Sowizral
<b>Greeters/ Floaters:</b>	Diane Swenson	Nancy Skinner
	Isabel Wells	Cia Ochsenbein
	Sallyann King	Alice Coggeshall
	Deb Kellett	
<b>Counters:</b>	Alice Coggeshall	Deb Kellett
<b>Constables:</b>	David Goulding	Barbara Brown

## Presidential Primary Election Results

<b>Total Voting:</b>	1833
Republican	745
Democratic	1085
Green Rainbow	3

<b>Total Registered Voters:</b>	3144
<b>Percent Voting:</b>	58%

## Democratic

### Presidential Preference

John Edwards	4
Hillary Clinton	490
Joseph R. Biden, Jr	3
Barack Obama	584
Dennis J Kucinich	1
Bill Richardson	1
No Preference	1
Blanks	1

### State Committee Man

No Nomination	0
Write -In	93

### State Committee Woman

Mary H. Whitney	499
Blank	586

## Democratic Town Committee

Barbara Carvalho	18
James Carvalho	17
Etta Davis	17
Julie Schecter	17
Richard Merrill	17
Kenneth Nicewicz	16
David Wylie	16

**Republican**

**Presidential Preference**

John McCain	287
Fred Thompson	1
Mike Huckabee	38
Mitt Romney	385
Ron Paul	25
Rudy Giuliani	4
No Preference	1
Blanks	3
Write-In	1

**State Committee Man**

Lance D. May	413
Blank	330

**State Committee Woman**

Nancy Gerlach	428
Blank	316
Write-In	1

**Republican Town Committee**

Write-In	17
Blank	1

**Green-Rainbow**

**Presidential Preference**

Ralph Nader	1
Other	1
Write-In	1

**State Committee Man**

No Nomination	0
Write-In	3

**State Committee Woman**

No Nomination	0
Blank	3

**ANNUAL TOWN MEETING  
Monday, May 5, 2008  
Nashoba Regional High School Auditorium  
7:00 p.m.**

Moderator, James D. Anker, called the meeting to order at 7:00 pm after determining more than the required quorum of 75 voters had checked in. He noted that the warrant had been duly posted and had been returned to the Town Clerk this evening. The final total in attendance was 248 out of 3149 registered voters. Introductions of the Selectmen and Advisory Committee, Town Administrator, Town Counsel, Town Clerk and Moderator were made. A special thank you was also made to Panny Gerken for her many years of service to the town and most recently to the Board of Selectmen. Duly sworn to faithful service for the evening, under the watchful eye of Joyce Miller, were checkers: Anne Dilling, Pam Kaminski, Cia Ochsenbein, David McKinley and counters: Alice Roemer, Susan Miles, Tom Wildman, Robert Roemer, Pam Kaminski, Joyce Miller, Jeff Nichols, Ed Sterling, Marta Moran, David McKinley and Roger Breeze. The Moderator went over the procedures for addressing Town Meeting. He also requested that attendees try to refrain from applause and use smiles in support of speakers.

**Article 1: Unpaid Bills for Fiscal Year 2007**

To see if the Town will vote to transfer from available funds the sum of \$139 (One hundred thirty-nine dollars) for the purpose of paying the following unpaid FY07 bills, pursuant to Massachusetts Generals Laws, Chapter 44, Section 64; or do or act relating thereto:

**\$139.00 National Grid**

**Sponsor:** Board of Selectmen

**Summary:** This is necessary to pay unpaid bills from the previous fiscal year for services that have been rendered.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 4/5 majority

**VOTE:** Unanimous in favor

### **Article 2: Accept Annual Reports**

To see if the Town will vote to accept the reports of the Board of Selectmen and Advisory Committee, or any other Town officers, boards, or committees for the calendar year 2007; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

### **Article 3: Fiscal Year 2008 Budget Transfers**

To see if the Town will vote to transfer the following; or do or act relating thereto:

\$ 15,000 From Ambulance Receipts Reserved for Appropriation  
To 0100-132-5790-000 Advisory Reserve Fund

**Sponsor:** Board of Selectmen

**Summary:** These wage transfers are necessary due to shortages in the Ambulance wage accounts.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

### **Article 4: Fiscal Year 2009 Operating Budget**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$17,895,026 (Seventeen million, eight hundred ninety-five thousand, twenty-six dollars) or any other amount, as set forth in the budget for the purposes of operating and maintaining the various departments of the Town, and to meet such appropriation:

- a. The sum of \$90,000 (Ninety thousand dollars) from the Cell Tower Fund;
- b. The sum of \$100,000 (One hundred thousand dollars) from the Ambulance Receipts Reserved for Appropriation to be applied to the Ambulance Department budget;
- c. The sum of \$90,000 (Ninety thousand dollars) from the Overlay Reserve Account;
- d. The sum of \$566,651 (Five hundred sixty-six thousand, six hundred fifty-one dollars) or any other amount, to be transferred from Free Cash;
- e. The sum of \$17,048,375 (Seventeen million forty-eight thousand three hundred seventy-five dollars) to be raised by taxation; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Majority in favor























**Article 5: Acceptance of Massachusetts General Law, Chapter 32B, Section 3**

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 32B, Section 3, which authorizes the appropriate public authority of the town to negotiate with and purchase, on such terms as it deems to be in the best interest of the town and its employees, from one or more insurance companies, savings banks or non-profit hospital, medical, dental or other service corporations, a policy or policies of group life and accidental death insurance covering employees, and group general or blanket insurance providing hospital, surgical, medical and dental benefits covering employees and their dependents, and to execute all agreements or contracts pertaining to said policies or any amendments thereto for or on behalf or in the name of the town; or do or act relating thereto.

**Sponsor:** Town Treasurer

**Summary:** This article formalizes the establishment of the Insurance Advisory Committee, which is currently an active organized committee that reviews health and life insurance offerings for all Bolton employees and retirees.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

**Article 6: Tax Title Transfer**

To see if the Town will vote to authorize the Board of Selectmen to transfer to the Bolton Conservation Commission pursuant to Massachusetts General Laws, Chapter 40, Section 8C, the care, custody, management and control of a certain parcel of land of the Town containing 5.0 acres of land more or less located in the Pine Hill section of the Town of Bolton, being shown as Parcel 1 on Assessors Map 8A, and further referenced in the Corrected Judgment in Tax Lien Case recorded in the Worcester County Registry of Deeds in Book 42420, Page 357; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** The town obtained title to this property pursuant to a tax title foreclosure for non-payment of taxes and pursuant to a Judgment of the Land Court. The parcel is located in the northwest corner of Bolton adjacent to the Still River. It has been sought for many years by Friends of the Oxbow and other conservation groups for further protection of the river. This article completes a long and arduous process.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

**VOTE:** Unanimous in favor

**Article 7: Amend the Personnel Bylaw**

To see if the Town will vote to amend the Personnel Bylaw of the Town of Bolton, by deleting the bylaw in its entirety and replacing it with the following;

1.14.2 Authorization

Pursuant to the provisions of the Massachusetts General Laws (M.G.L.) Chapter 41, Sections 108A and 108C and other enabling acts, the town establishes plans that authorize a Classification Plan classifying positions in the service of the town into groups and classes doing substantially similar work or having substantially similar responsibilities, except for the following:

1. those under the control of the school district
2. those covered by collective bargaining agreement
3. those filled by popular election; and
4. those with individual contracts with the town.

#### 1.14.2 Administration of Personnel Bylaw

This Personnel Bylaw shall be administered by the Town Administrator under the general direction of the Board of Selectmen. The Board of Selectmen may establish policies and procedures as necessary for the administration of this Personnel Bylaw. The Town Administrator shall periodically review the Bylaw and make recommendations to the selectmen for any changes, as appropriate.

It shall be the responsibility of the Town Administrator to research and recommend to the Board of Selectmen the appropriate agencies for the review of the town's Classification and Compensation Plans at reasonable intervals.

#### 1.14.3 Equal Employment Opportunity

The provisions of this bylaw shall be applied equally to all employees covered by the Classification Plan without discrimination as to race, sex, color, handicap, national origin, military status, religion, age (as defined by law), ancestry, sexual orientation (as defined by law) and genetic information consistent with federal and state law.

The town of Bolton is an equal opportunity employer. All employment decisions are made on a non-discriminatory basis as defined by the M.G.L. Chapter 151B, Section 4, Item 1 (Unlawful Practices) as well as without regard to political beliefs, military status, or any other factors which cannot lawfully be the basis for an employment decision.

#### 1.14.4 Sexual Harassment

Sexual harassment is a form of behavior which adversely affects the employment relationship. It is prohibited by state and federal law. Sexual harassment of individuals occurring in the workplace or in other settings in which individuals of the town may find themselves in connection with their employment is unlawful and will not be tolerated by the town. The town also condemns and prohibits sexual or other harassment by any applicant, client, vendor or visitor.

In accordance with the M.G.L. Chapter 151B, Section 3A, the town has established a Sexual Harassment policy which shall apply to all elected officials, department heads, and town employees, a copy of which is detailed in a separate policy. This policy shall be issued annually to all town employees and new hires, and is available upon request from the Town Administrator.

#### 1.14.5 Harassment

Harassment on the basis of race, color, religious creed, national origin, sex, ancestry, sexual orientation (as defined by law) or on the basis of age (as defined by law), disability, genetic information, or military status (hereafter referred to as "protected class harassment") is a form of behavior that adversely affects the employment relationship.

In accordance with the M.G.L. Chapter 151B, Section 4, the town has established a Harassment Policy which shall apply to all elected officials, department heads, and town employees, a copy of which is detailed in a separate policy. This policy shall be issued to all town employees and new hires, and is available upon request from the Town Administrator.

#### 1.14.6 Alcohol and Drug Free Workplace Policy

Employees shall not manufacture, distribute, dispense, possess or use a controlled substance while in the employ of the town. The possession or use of alcohol while at work or the reporting for work under the influence of alcohol is prohibited.

The town is authorized to establish an Alcohol and Drug-Free Workplace policy, a copy of which is detailed in a separate policy.

#### 1.14.7 At-Will Employment

Employees of the town of Bolton covered by the Classification Plan shall serve “at will” and may be terminated by the town or may terminate their employment at any time, with or without notice, absent a limiting statute or contractual agreement between the town and the employee.

#### 1.14.8 Definition of Employee Categories

The following are the definitions of Employee Categories for positions covered by the Classification Plan:

- a) **BENEFITS-ELIGIBLE EMPLOYEE** is an employee who works 20 hours or more on a regular basis throughout the year.
- b) **NON-BENEFITS-ELIGIBLE EMPLOYEE** is an employee who works fewer than 20 hours per week throughout the year.
- c) **TEMPORARY EMPLOYEE** is an employee who works a schedule of hours on a short-term basis.
- d) **SEASONAL EMPLOYEE** is an employee who works temporarily during a specific season.
- e) **EXEMPT EMPLOYEE** is an individual who is paid on a salary basis at a rate not less than \$455 per week and is employed as a bona fide executive, administrative, or professional employee, and is not entitled to overtime compensation under the federal Fair Labor Standards Act or state law if she/he meets the following criteria:
  - 1) Executive - primary duty is to manage a department;
  - 2) Administrative - primary duty is office or non-manual work directly related to management policies, or directly assisting an executive; or
  - 3) Professional - primary duty requires advanced knowledge acquired by specialized study, work is intellectual and the result is not standardized.
- f) **NON-EXEMPT EMPLOYEE** is an employee, whether paid a salary or hourly wage, whose primary duty is not executive, administrative, or professional in nature. A non-exempt employee is entitled to overtime pay under certain conditions.

#### 1.14.9 Recruitment and Appointment Policy

The town is authorized to establish a Recruitment and Appointment Policy, a copy of which is detailed in a separate policy and which is available upon request from the Town Administrator.

#### 1.14.10 Overtime/Compensatory Time

Payment for overtime shall be in accordance with the terms of the Fair Labor Standards Act of 1938 as amended. If an assignment requires actual work in excess of 40 hours per week, such overtime work must be authorized in advance by the Department Head. Non-exempt employees shall be paid one and one-half times their regular hourly rate for hours actually worked beyond 40 in the workweek. Compensatory time may be taken in lieu of overtime pay, at the rate of time and one-half, only by mutual agreement of both employee and supervisor prior to overtime hours being worked. If such agreement is made, then compensatory time should be taken within a reasonable time of being earned. Supervisory, administrative, professional, and managerial employees are exempt employees under the Fair Labor Standards Act and are not eligible for overtime pay. An employee is eligible to be paid for any unused compensatory time upon termination or retirement.

#### 1.14.11 Interruption of Service

Any regular employee who leaves town service while in good standing may be rehired by the appointing authority and, upon successful completion of one year's service, will be given credit for prior time actually employed by the town.

#### 1.14.12 Fringe Benefits

a) Vacation Time - All benefits-eligible employees shall be entitled to paid vacation in accordance with the following schedule:

<u>SERVICE</u>	<u>VACATION</u>
Less than 5 years (up to 59 months)	2 weeks per year (10 days)
5 years to less than 10 years (60 months to 119 months)	3 weeks per year (15 days)
10 years to less than 20 years (120 months to 239 months)	4 weeks per year (20 days)
20 years plus (240 months plus)	5 weeks per year (25 days)

Based on the above schedule, an employee shall accrue 1/12 of eligible yearly vacation time per month. Vacation earned is posted on the first day of each month following the completion of the previous month's employment (e.g. a 40 hour-per-week employee eligible for two (2) weeks vacation per year would earn .83 vacation days per month or 10 days divided by 12 months). Vacation, however, may not be taken during the first 90 days of employment. The accrual of vacation benefits shall be based on actual service in the employ of the town.

An employee shall request and receive approval for vacation leave from his or her Department Head in writing.

Benefits-eligible employees (those who work an average of at least 20 hours per week) are entitled to vacation leave in the same proportion that the employee's service relates to full-time service, excepted on a prorated basis. Temporary, seasonal, and non-benefits-eligible employees are not entitled to accrue vacation days with pay.

Employees are required to take vacation on a regular basis to allow for the proper rest from the rigors of work. With prior approval of the Department Head and Town Administrator, and after validation of available earned days by the Town Treasurer, employees may be allowed to carry over no more than five (5) days of unused vacation into the following fiscal year.

A benefits-eligible employee who has accrued vacation under this policy, and whose employment ends for any reason prior to usage of such vacation, shall be paid for any accrued vacation time remaining.

At the Department Head level, the Board of Selectmen shall have the authority to consider prior relevant employment when establishing vacation time.

#### b) Sick Leave

All benefits-eligible employees shall accumulate sick leave at the rate of one and one quarter day for each month of employment (15 days per fiscal year). Unused sick leave may be accumulated up to a maximum of 120 working days. Sick leave is intended for use in time of illness only and as such carries no “buy-back” or “cash-in” valuation.

New employees are entitled to sick leave after completing one month of service.

Benefits-eligible employees who do not work an average of 40 hours per week are entitled to sick leave and may accumulate sick leave on a pro-rated basis.

Sick leave is generally for protection of employees against loss of pay due to personal illness. However, sick leave may be used by an employee for illness of a dependent child, spouse, or other immediate relative, with the approval of his or her Department Head.

In the event that any employee exhausts his or her accumulated sick time, each benefits-eligible employee of the town of Bolton, with the permission of his or her Department Head, may donate up to six (6) days of his or her sick time accumulated to that employee in a given fiscal year. The affected employee must first exhaust all personal, vacation time, and sick leave in order for this to occur.

For an illness or injury that exceeds five (5) consecutive days, the employee shall provide the Department Head with medical certification of such illness. Department heads may verify the use of sick leave by employees.

Accrued sick leave may be used for maternity leave purposes.

#### c) Personal Leave

All benefits-eligible employees, on each July 1 (beginning of the fiscal year) shall receive three (3) paid personal leave days which may be taken during the following 12 months as requested by the employee and approved by the Department Head.

Benefits-eligible employees who work a minimum of 20 hours per week shall receive personal leave days in the same proportion that the employee’s service relates to full-time service (i.e. on a prorated basis). Personal days may not be carried over into the next fiscal year, or paid in wages to the employee if not used.

#### d) Bereavement Leave

All benefits-eligible employees may be granted up to three days of Bereavement Leave for the purpose of arranging for and attending the funeral of a member of the employee’s immediate family, as defined as the employee’s spouse or partner, mother, father, mother-in-law, father-in-law, sister, brother, child, grandchild, grandparent, or other relative residing in the employee’s household. An employee may be granted up to one day of Bereavement Leave for the purpose of attending the funeral of an aunt, uncle, niece, nephew, or other close relative. The Department Head shall have the discretion and authority to approve an employee’s request for bereavement leave.

#### e) Holidays

All benefits-eligible employees whose compensation is based on a weekly rate, will receive one day at regular straight-time compensation (on a pro-rated basis for benefits-eligible employees working less than 40 hours) for the following holidays:

One-Half Floating Day  
New Year's Day  
Martin Luther King Day  
Presidents' Day  
Patriots' Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Day

Each holiday will be observed by the town of Bolton on the day designated by state law.

f) Jury Duty

In the event that an employee is summoned for jury duty, he or she will be excused from work after providing his or her Department Head with a copy of the jury duty notice. An employee shall report for work when not required to report to court on his or her regularly scheduled work day. An employee who is summoned for jury duty shall be paid at his or her regular straight time wages for jury duty during scheduled work, for up to the first three days of jury duty. After three days of jury duty, the employee shall be paid the difference between his or her wages and the jury fees. In order to receive jury duty pay, the employee must present a statement of jury service to his or her Department Head, who shall submit the request to the Town Treasurer with the corresponding payroll. Paid jury duty after 30 days of such service is subject to the approval of the Town Administrator. The town will comply with any applicable state and federal law or regulation regarding jury duty.

g) Military Leave

All town employees are covered under Massachusetts General Laws, Chapter 149, Section 52A. An absence for military training shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of his or her employment normally to be anticipated in his or her particular situation.

For military service, the town shall provide such leave as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

h) Leave of Absence

The town abides by all federal and state laws regarding employee leaves of absence, including, but not limited to, Family and Medical Leave Act (FMLA), Massachusetts Maternity Leave Act (MMLA), and Small Necessities Leave Act (SNLA), copies of which are detailed in separate policies. These policies shall be issued to all Town employees and new hires, and are available upon request from the Town Administrator.

If an employee is in need of a leave of absence, he or she shall consult with his or her Department Head, who shall bring such request to the Town Administrator for review of the options available.

i) Longevity Pay

All benefits-eligible employees who work an average of 40 hours per week shall receive longevity payments according to the following schedule:

<b>Length of Service</b>	<b>Annual Amount</b>
10 years	\$250
15 years	\$350
20 years	\$450
25 years	\$550

Benefits-eligible employees who do not work an average of 40 hours per week shall receive longevity payments on a pro-rated basis.

On an annual basis the selectmen should review any benefits-eligible employee who has accumulated over 20 years of service to the town and may award a meritorious award up to \$100 for this service.

This amount shall be paid in one lump sum in the first pay period following the anniversary of the employee's date of hire. The date of hire shall be considered the date when the employee began working for the town at least 20 hours per week on a continuous basis.

Temporary, seasonal, and non-benefits-eligible are not entitled to longevity pay.

Longevity pay shall be paid annually and shall be based only on actual service for the prior year.

j) Insurance Benefits

1. Health Insurance
  - a. Benefits-Eligible Employees

Health insurance is offered in accordance with Chapter 32B of the Massachusetts General Laws. The town contributes to the cost of the health insurance premium at a rate as set by the Board of Selectmen. Health insurance is offered at the time of employment and during the annual open enrollment period. Benefits-eligible employees, working a minimum of 20 hours per week, totaling a minimum of 1040 hours on a fiscal year basis, are entitled to join the town's health insurance plan. The town currently offers a variety of health insurance programs.

Open enrollment is offered once a year. At that time, employees shall have the opportunity to change their current benefits plans and coverage. Employees will be notified by the Treasurer's office of the dates of the open enrollment period and when changes will become effective. Active benefits-eligible employees 65 years of age or over may remain on the current active health plan until retirement. However, at age 65, Medicare-eligible employees must apply for Medicare coverage through Social Security and defer Part B coverage until retirement.

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), an employee or his or her eligible dependents may be entitled to continued coverage in the town's group health insurance plan in the event the employee resigns or is terminated or an event occurs that renders the employee no longer eligible for

health insurance benefits. Under such COBRA coverage, the employee will be required to pay the full cost of his or her monthly insurance premium, plus a 2% administration fee, for the employee and his or her dependents. Specific information is available from the Town Treasurer's office.

#### b. Benefits-Eligible Retired Employees

Retired employees under the age of 65 on the town's health insurance plans will be covered on active health plans until age 65. Retirees must enroll in Medicare if eligible to do so, and then will be required to enroll in one of the senior plans offered if they choose to remain covered by the town. It is the town's intention to cover the cost of Medicare Part B for any retiree or employee who was hired prior to May 7, 2007. Retired employees not eligible for Medicare will remain on their current active plan upon providing proof they are ineligible for Medicare.

## 2. Basic Life Insurance

The town of Bolton offers basic life insurance coverage to employees upon hire, with the town sharing equally the cost of the premium with employees. Retirees may continue their coverage at reduced coverage and cost.

#### k) Workers' Compensation/Injured on Duty

Police and Fire uniformed employees are covered under the provisions of M.G.L Chapter 41, Sections 100 and 111F, and are entitled to the rights and benefits of these laws. All other employees are covered under the Massachusetts Worker's Compensation Law, M.G.L., Chapter 152, and are entitled to the benefits and provisions of the law.

#### l) Pension

All benefits-eligible employees are required to join the Worcester Regional Retirement System, with payroll deductions made in accordance with state law and date of hire.

#### m) Educational Assistance

All benefits-eligible employees who have worked with the town at least one year are eligible for reimbursement for tuition and registration fees for work-related courses which serve to improve their knowledge and skills and enhance their job performance with the town.

Approval for a particular course must be requested by the employee to his or her Department Head prior to enrollment in the course. The Department Head shall submit the request to the Town Treasurer who shall approve the request contingent upon available funds in the current year's Educational Assistance budget.

Reimbursement shall be made upon successful completion of the course or program, with a minimum grade of "B" or equivalent. The employee must provide the Department Head with proof of successful course completion, including grade received, and proof of course payment, which shall be submitted to the Town Treasurer for processing.

The town may require the employee to sign an agreement to remain in employment with the town for a period of up to two years after the completion of the course, or else be required to reimburse the town for such reimbursement.

n) Mileage Reimbursement

When employees have prior approval from their Department Head to use their personal vehicle for town business, they may be reimbursed for that business travel at the approved per-mile rate set by the Treasurer based on the U.S. General Services Administration's Privately Owned Vehicles Reimbursement Rates. The Treasurer will notify all departments of any changes in this rate. Reimbursement will be paid to and from the work site location, not from the employee's home.

1.14.13 Personnel Records

The Town Administrator shall be responsible for maintaining and administering personnel records as may be required by law, and as necessary for effective personnel management.

a) Contents of records

The Town Administrator shall maintain or cause to be maintained a personnel record for each employee in compliance with Massachusetts General Laws, Chapter 149, Section 52C. A personnel record shall not include information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of such other person's privacy.

Without limiting the applicability or generality of the foregoing, all of the following written information or documents regarding an employee shall be included in the personnel record for that employee: the name, address, date of birth, job title and description; rate of pay and any other compensation paid to the employee; starting date of employment; the job application of the employee; resumes or other forms of employment inquiry submitted to the town in response to the town's advertisement by the employee; all employee performance evaluations, including but not limited to, employee evaluation documents; written warnings of substandard performance; lists of probationary periods (if any); waivers signed by the employee; copies of dated termination notices; any other documents relating to disciplinary action regarding the employee. A personnel record shall be maintained in typewritten or printed form, or may be handwritten in indelible ink.

b) Confidentiality and Access to Records

Personnel records shall be confidential and access to an employee's records shall be limited to the Appointing Authority, the Town Administrator, who shall be charged with administering the personnel system, and the Town Treasurer on a need-to-know basis. Appointing authorities and/or the employee's Department Head may directly access a report contained in an employee's personnel file upon request to the Town Administrator. Any employee may upon written request to the Town Administrator review his or her personnel file. Such review shall be in the presence of the Town Administrator. An employee may also obtain a copy of his/her personnel file upon five (5) days written notice.

c) Location of Records

A central file for all employees covered under the Personnel Bylaw shall be located at Town Hall. On behalf of the town, the Town Administrator shall maintain custody of all personnel records.

d) Release of Information

Unless written authorization is received from an employee, except to verify employment dates, job title, and/or gross salary, no other information concerning an employee shall be released.

1.14.14 Performance Reviews

Appointing authorities and/or Department Heads shall from time to time conduct performance reviews of their employees.

1.14.15 Grievance Procedure

A grievance is a dispute between an employee and the appointing or supervisory authority arising out of an application for the benefits under this bylaw. The town has established a Grievance Procedure, a copy of which is detailed in a separate document. This procedure shall be issued to all town employees and new hires, and is available upon request from the Town Administrator.

1.14.16 Rules and Regulations

Subject to the approval of the Board of Selectmen, the Town Administrator may, from time to time, issue rules and regulations concerning the administration of this Personnel Bylaw.

1.14.17 Severability Clause

Each provision of this bylaw shall be construed as separate, to the end that if any part of it shall be held invalid for any reason, the remainder shall continue in full force and effect.

or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** In the fall of 2007, the town hired a consultant to analyze operations in the town hall, including the administration of the human resources function. One of the conclusions of the study was that employment laws, along with the town government structure, had changed significantly since the original Personnel Committee was formed in 1988. With the hiring of a full-time Town Administrator and Town Treasurer, much of the work conducted by the Personnel Committee had been transferred to those employees. In addition, the personnel bylaw was filled with policies that had become outdated, not in line with town policies and practices, and were not reflecting state and federal laws.

The updated bylaw presented above changes the responsibility for administering the bylaw to the Town Administrator and Town Treasurer, under the general direction of the Board of Selectmen. At a joint meeting of the Board of Selectmen and the Personnel Committee held on 2/13/08, it was agreed that the Personnel Committee should be dissolved. The other primary changes include policies which have been removed (although still referenced) so that they may be updated periodically by the Board of Selectmen without the need for a town meeting vote. These policies include the Alcohol and Drug Free Workplace, Harassment, Sexual Harassment, Recruitment and Appointment, and Grievance Procedures policies. The bylaw also grants non-union personnel a total of three personal days, consistent with the town's collective bargaining units. The language under insurance benefits was updated to reflect current health and life insurance policies. In Educational Assistance, the updated bylaw no longer allow employees to be

reimbursed for books they purchase while taking town reimbursed courses (tuition and fees are still reimbursed). The bylaw ties mileage reimbursement to the U.S General Services Administration's Privately Owned Vehicle Reimbursement Rates, instead of being set by the Personnel Committee and Treasurer. The bylaw charges the Town Administrator with maintaining personnel records, which was already a town practice.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Majority in favor

At a duly posted meeting of the Personnel Committee on March 13, 2008, the committee voted unanimously to disband.

### **Article 8: Tax Collector to Become an Appointed Position**

To see if the Town, consistent with Massachusetts General Laws, Chapter 41, Section 1B, will vote to have the elected position of Tax Collector become an appointed Tax Collector of the Town; provided however, that this vote is contingent upon successful passage of a ballot question pertaining thereto on a Town Ballot. If approved and the office becomes appointed, any incumbent serving at the time of voter acceptance continues to serve until the remainder of his or her term expires. If a person is elected to the position at the time the change to an appointed status occurs, the newly elected office holder serves until an appointment is made. Such appointment shall be made by the Board of Selectmen for a term not to exceed 3 (three) years, unless such mode of appointment or term is otherwise provided by law; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** This is being proposed as a result of the town's organizational study and to provide added flexibility in filling the position after the incumbent retires or vacates her office. If this passes at this town meeting, it will be voted on by ballot at the annual town election next year (in May 2009.)

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved (5 to 1)

**Vote Required:** simple majority

**VOTE:** Majority in favor

### **Article 9: Home Rule Bylaw Regarding Holdover Status for Elected Officials Other Than Members of the Board of Selectmen**

To see if the Town will vote to adopt a bylaw pursuant to the Home Rule Amendment amending Article 1.0 (Administrative Bylaws), Section 1.1 (General Provisions), by adding Subsection 1.1.6, Providing Holdover Status for Elected Officials Other Than Members of the Board of Selectmen as follows:

#### **TOWN OF BOLTON HOME RULE BYLAW**

*WHEREAS*, the Town Meeting is the Town of Bolton legislative body, and under Article LXXXIX of the amendments to the Constitution of the Commonwealth of Massachusetts (The Home Rule Amendment), the Town Meeting has the power to adopt legislation affecting the internal affairs of the Town; and

*WHEREAS*, the Town wishes to adopt legislation to allow it to provide "holdover" status to all elected Town officers, except to members of the Board of Selectmen, whose term of office terminates as a result of such officer's physical relocation of his or her residence from the Town of Bolton to another municipality;

*NOW, THEREFORE*, the Town adopts the following bylaw pursuant to The Home Rule Amendment by amending Article 1.0 (Administrative Bylaws), Section 1.1 (General Provisions), by adding the following subsection 1.1.6, Holdover Status for Elected Officials Other Than Members of the Board of Selectmen, as follows:

1. In the event an individual holding an elected office in the Town, other than a member of the Board of Selectmen, ceases to be a resident of the Town of Bolton, the individual may remain in the elected office as a holdover until the Board of Selectmen, in a written document signed by the members of the Board of Selectmen, or by a majority of the members of said Board, and filed with the Town Clerk's office, appoint a temporary officer to hold the elected office and exercise the powers and perform the duties of that office until another individual is duly elected or appointed and qualifies under the law. In no case, however, shall an individual remain as a holdover in the elected office for more than ninety (90) days. This Section shall not apply to any member of the Board of Selectmen.
2. Within 10 days after his/her appointment, any temporary officer must be sworn and shall post a bond, if required, for the faithful performance of his/her duties. Failure to do so will result in a rescission of the appointment.
3. This Section of the Bylaw shall be effective as of April 1, 2008; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** The current elected Tax Collector is relocating out of Bolton. Without this Home Rule Bylaw she will be unable to continue to serve the town as Tax Collector once she resides outside of Bolton. This bylaw will allow her, and other elected town officials (other than members of the Board of Selectmen) to continue to serve until a successor is appointed by the selectmen to fulfill their term.

**Board of Selectmen Recommendation:** **Approved**

**Advisory Committee Recommendation:** **Approved**

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

**Article 10: Amendment to the Administrative Bylaws, Section 1.9.1 Dog and Kennel Bylaw**

To see if the Town will vote to amend Section 1.9.1, Dog and Kennel Bylaw of the Administrative Bylaws of the Town of Bolton, by deleting Section 1.9.1.8; or do or act relating thereto.

**Sponsor:** Town Accountant

**Summary:** Section 1.9.1.8 of the Dog and Kennel Bylaw requires that all licensing fees and fines be deposited to a Dog Fund to be expended by the Town Clerk, without further appropriation, for the payment of costs incurred in administering the dog license program and for payment of other costs listed therein. This article amends the current bylaw to conform to M.G.L Chapter 44, §53 and M.G.L. Chapter 140, §147 which requires all licensing fees and fines to be deposited to the general fund unless otherwise provided by statute.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

**Article 11: Amendment to the Zoning Bylaws, Section 2.5.7 Wireless Communication Bylaw**

To see if the Town will vote to amend Section 2.5.7 of the Town of Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined):

## 2.5.7 Wireless Communication Bylaw

### 2.5.7.3 Applicability and Special Permit

No Wireless Communication Facility shall be erected, installed, modified, replaced or maintained except upon the grant of a Special Permit in compliance with the provisions of this Wireless Communication bylaw. The provisions of the Wireless Communication Bylaw will apply to all Wireless Communication Facilities whether as a principal use or an accessory use and to any and all modification, extensions, and additions to, or replacements of existing Wireless Communication Facilities.

All modifications, extensions and additions to, or replacements of a Wireless Communication Facility shall be subject to a modification of the Wireless Communication Bylaw Special Permit following the same requirements as required for an original application.

*(A Wireless Communication Bylaw Special Permit may be granted only for)*

The Wireless Communications Overlay District is an overlay district mapped over other districts with regard to specific locations. All requirements of the underlying zoning district shall remain in full force and effect, except as may be specifically superseded herein. Any Wireless Communication Facility to be constructed, installed, replaced, maintained and/or used in the Wireless Communication Facility Overlay District must be in compliance with the provisions of this Wireless Communication Bylaw and upon the grant of a Special Permit. The Wireless Communication Overlay District shall be superimposed on the Town of Bolton Zoning Map so as to indicate the extent and location thereof.

#### (A.) Wireless Communication District A.

*(Any Wireless Communication Facility to be constructed, installed, replaced, maintained and/or used in the)* This overlay district consists of all land located within the business, limited business, commercial and industrial zoning districts as (specifically provided hereafter, in compliance with the provisions of this Wireless Communication Bylaw and upon the grant of a Special Permit.) shown on the official zoning map for the Town of Bolton.

#### Wireless Communication District B.

This overlay district consists of land designated on the Bolton Assessors Maps as:

<u>Location</u>	<u>Parcel ID</u>
<u>41 Main Street</u>	<u>Map 5E, Parcel 9</u>
<u>96 Hudson Road</u>	<u>Map 3D, Parcel 15A</u>
<u>Main Street</u>	<u>Map 4C, Parcel 38A</u>
<u>Forbush Mill Road</u>	<u>Map 5A, Parcel 19</u>

#### (B.) Wireless Communication District C.

*(Any Wireless Communication Facility to be constructed, installed, replaced, maintained and/or used in)* This overlay district consists of the residential zoning district as specifically provided for (hereafter) in conformance with 2.5.2.5 Agricultural/Business Use and in compliance with the provisions of this Wireless Communication Bylaw and upon the grant of a Special Permit.

No Wireless Communication Facility shall be erected, installed, modified, replaced, maintained and/or used in a Wetland Resource Area as defined in the Wetlands Bylaw 1.18.2.; or do or act relating thereto.

**Sponsor:** Planning Board

**Summary:** Summary: This article amends the Wireless Communication Bylaw by adding a wireless overlay district permitting towers on certain parcels within town as long as other requirements of the bylaw are met. The parcels that make up the overlay district include those sites in town that currently have wireless communication towers as well as the transfer station on Forbush Mill Road.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Approved

**Vote Required:** Planning Board Report with Recommendation: 2/3 majority

**Planning Board Report:** At a duly-noticed public meeting on April 23, 2008, which followed an advertised public hearing on the proposed zoning change also on April 23, 2008, the Bolton Planning Board voted unanimously to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 11 of the Warrant.

**VOTE:** Declared 2/3 Majority in favor

**Article 12: Acceptance of Oak Trail**

Motion made to amend Article 12:

In last sentence of article after “to authorize the Board of Selectmen to accept a deed by gift of a fee interest in said way,” add the following “**subject to the review and approval of Town Counsel of the deed to Oak Trail.**”

**VOTE: Unanimous in favor**

**Article 12: Acceptance of Oak Trail**

The Town voted to amend the article as follows (*deletions in parenthesis and italics*) and additions are underlined):

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 82 to accept Oak Trail as a public way as shown on a plan entitled “Street Acceptance Plan, The Oaks, Bolton, Mass, dated July 17, 2007”; and to authorize the Board of Selectmen to accept a deed by gift of a fee interest in said way, subject to the review and approval by Town counsel of the deed to Oak Trail; or do or act relating thereto.

**Sponsor:** Planning Board

**Summary:** Oak Trail is the roadway in the Oaks Subdivision located off of Ballville Road, which has been constructed in accordance with the Rules and Regulations of the Planning Board.

**Board of Selectmen Recommendation:** Recommendation to be made on Town Meeting floor.

**Advisory Committee Recommendation:** Approved subject to April 17<sup>th</sup> public hearing.

**At a duly-noticed public hearing on April 17, 2008, the Advisory Committee voted unanimously to approve.**

**Vote Required:** simple majority **VOTE AS AMENDED:** Unanimous In Favor

**Article 13: Town Easement for Installation of Dry Hydrant at 626 Main Street**

To see if the Town will vote to authorize the Board of Selectmen to accept a permanent and non-exclusive easement from the owners of property located at 626 Main Street (the Salt Box property)

to allow the Town to access the property for the purpose of installing and maintaining a dry hydrant on the property; or do or act relating thereto.

**Sponsor:** Fire Chief

**Summary:** This article allows the town to enter into an easement to allow the town to enter said property for the purposes of accessing water in the event of a fire. The owner of the property has agreed to grant the town an easement.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority **VOTE:** Unanimous in favor

#### **Article 14: Town Easement for Drainage at 155 Nourse Road**

To see if the Town will vote to authorize the Board of Selectmen to accept a permanent and non-exclusive drainage easement from the owners of property located at 155 Nourse Road, Bolton, Massachusetts, over the area shown as "Utility Easement" on the plan prepared by JLA Land Survey, dated July 21, 2005; or do or act relating thereto.

**Sponsor:** Department of Public Works

**Summary:** There used to be a long-standing drainage problem in front of 155 Nourse Road which caused severe icing on the road in that area. In 1999 the Department of Public Works installed drainage in order to correct the problem. This was done with the understanding that a drainage easement would be granted by the property owners. This article will authorize the Board of Selectmen to accept the easement on the Town's behalf.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority **VOTE:** Unanimous in favor

#### **Article 15: Transfer of Borrowed Funds to Construct a Sewer Force Main**

To see if the Town will vote to appropriate the sum of \$290,000 (Two hundred ninety thousand dollars) for the purpose of constructing a sewer force main for municipal purposes only from the sites of the Bolton library and fire station (or proposed public safety center), or any other municipal buildings, to the wastewater treatment plant located behind the Emerson and Florence Sawyer Schools, including engineering and preliminary expenses, and any other associated costs; that to meet this appropriation, \$290,000 (Two hundred ninety thousand dollars) shall be transferred from unexpended proceeds of the town's Sewer Bonds dated June 15, 2007, which bonds were issued for the construction of a wastewater treatment plant pursuant to the vote of the town passed May 1, 2006 (Article 8); and that the Board of Selectmen is authorized to take any other action necessary to carry out this project; provided, however that no expenditures shall be made hereunder until the Board of Selectmen determines (which determination shall be conclusive) that after the transfer of such unexpended bond proceeds, the remaining amount of unexpended bond proceeds from the town's Sewer Bonds dated June 15, 2007 is sufficient to complete the wastewater treatment plant project referred to above; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** The town appropriated \$2.5 million at the May 2006 town meeting to design and construct a wastewater treatment plant at the Florence Sawyer and Emerson Schools. The project is virtually complete and substantially under budget, leaving approximately \$395,000 in excess funds. The town hired an engineer who has initially estimated the cost of constructing a force main to connect the library, public safety center, the Houghton Building or other municipal buildings to the treatment plant at approximately \$390,000, with \$100,000 being paid for by the library and public safety center projects. The engineer hopes to have firmer numbers by town meeting which will be shared with the voters prior to voting. Approving this article will allow the town to use a portion of

excess treatment plant funds to construct the force main, thus eliminating the need for two new or shared septic systems, and it would also allow other municipal buildings (the Houghton Building and Town Hall) the opportunity to hook into the force main if needed in the future. The Board of Selectmen intends to submit to the next town meeting special legislation to create a Bolton Town Center Sewer District for the management and control of the force main and connections of municipal buildings to the wastewater treatment plant.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

**VOTE:** Declared 2/3 Majority in favor

### **Article 16: Authorizing the Town to Construct a Sewer Force Main in Certain Park Land**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact the following special legislation for the Town of Bolton:

#### **AN ACT AUTHORIZING THE TOWN OF BOLTON TO CONSTRUCT A SEWER FORCE MAIN IN CERTAIN PARK LAND**

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

**SECTION 1.** Notwithstanding any general or special law to the contrary, the town of Bolton, acting by and through its Board of Selectmen, may: (1) use a portion of the property identified as the Memorial Playground or Recreation Area located on Wattaquodock Road in said town and acquired in 1947 for park and recreation purposes for the purpose of constructing an underground sewer force main to connect the Bolton Public Library located at 738 Main Street, and the Public Safety Center to be located at 15 Wattaquodock Road to the wastewater treatment plant located behind the Emerson and Florence Sawyer schools at 100 Mechanic Street; and (2) grant a temporary construction easement to its general contractor for the purpose of constructing the underground sewer force main through the Memorial Playground and Recreation Area; (3) temporarily change the use of the Memorial Playground or Recreation Area to allow construction of the underground sewer force main, but the town shall require its general contractor to restore the parcel to the condition it was in before the sewer force main installation.

**SECTION 2.** This act shall take effect upon its passage; or do or act relating thereto. The General Court may make clerical or editorial changes of form only to the bill.

**Sponsor:** Board of Selectmen

**Summary:** The town purchased this parcel for park and recreation (Memorial Park and Recreation Area) which is protected under Article 97 of the Massachusetts Constitution. In order for the town to allow the installation of the force main, it is considered to be a change of use and requires a 2/3 vote of the Parks and Recreation Committee, the Board of Selectmen, and the town meeting to file special legislation. We hope the legislature will approve this request with the caveat that the town returns the land to its original state after the installation of the force main.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

Motion made by the sponsor to Pass Over Article 16.

**VOTE:** Unanimous

### **Article 17: Purchase of Two Used 6-Wheeler Minimum 35,000 GVW Trucks for the Department of Public Works**

To see if the Town will vote to appropriate the sum of \$100,000 (One hundred thousand dollars) to purchase two used 6-wheeler minimum 35,000 GVW Trucks for use in the Department of Public Works, and that to meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized pursuant to Massachusetts General Laws, Chapter 44, Section 7(9), or any other authority, to borrow up to that amount, and to issue bonds or notes of the Town, the principal, interest, and associated costs on the borrowing to be contingent on the Town voting to exempt such borrowing from the limitation on total taxes imposed by Massachusetts General Laws, Chapter 59, Section 21C(k) (Proposition 2 1/2 ); and that the Board of Selectmen be authorized to expend the monies so appropriated for the foregoing purposes; or do or act relating thereto.

**Sponsor:** Department of Public Works

**Summary:** The Department of Public Works fleet is rapidly aging. The two trucks will be replacing a 1975 Mack and a 1981 International. The funds appropriated in this article will allow the DPW to purchase two newer trucks and to properly outfit them for sanding and plowing operations.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

**VOTE:** Unanimous in Favor

### **Article 18: Continuation of Cleanup of Gasoline Contamination**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$45,000 (Forty-five thousand dollars), pursuant to any applicable statute, for the continuation of the cleanup of the gasoline contamination on Town and private land which resulted from the leaking underground gasoline storage tank connections at the Highway Department; or do or act relating thereto.

**Sponsor:** Department of Public Works

**Summary:** The gas spill contamination cleanup and monitoring has been ongoing since 1995. All activities associated with this project are mandated by the Department of Environmental Protection. The monitoring has indicated that the site is now clean. In order to officially close the site, the Town needs to file closure paperwork and seek approval from the D.E.P. The money appropriated in this article will fund the final round of testing and all closure related activities.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in Favor

### **Article 19: Intersection of Golden Run Road and Quail Run Road Engineering Study**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$15,000 (Fifteen thousand dollars), pursuant to any applicable statute, for full engineering plans, including wetlands delineation, and any associated costs to improve a drainage problem at the intersection of Golden Run Road and Quail Run Road; or do or act relating thereto.

**Sponsor:** Department of Public Works

**Summary:** Occasionally in the springtime a vernal pool overflows onto the town-owned intersection of Golden Run Road and Quail Run Road. A solution that may help alleviate this problem would be to redirect the flow from Golden Run Road to an undeveloped parcel of land owned by New England Power. New England Power has requested that the Town have engineering plans drawn up in order to consider this request; however they have not indicated they will approve the actual construction. The funds appropriated in this article will cover engineering only, not construction. The estimated cost of constructing this project may be somewhere between \$150,000 and \$200,000, which would be brought to a subsequent town meeting for approval.

**Board of Selectmen Recommendation:** Approved (2 to 1)

**Advisory Committee Recommendation:** Disapproved

**Vote Required:** simple majority  
opposed

**VOTE:** Defeated-Majority

**Article 20: Purchase and Installation of a Vehicle Exhaust Emissions System at Fire Station**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$6,200 (Six thousand two hundred dollars), pursuant to any applicable statute, for the purchase and installation of an exhaust emissions system for one diesel fire engine at the Fire Station; or do or act relating thereto.

**Sponsor:** Fire Department

**Summary:** The Fire Department received a \$20,700 FEMA Grant in 2003 which paid for the major portion of the exhaust emissions system plus the connection for two engines and the ambulance to the system. The funds being requested will be for the purchase and installation of equipment to connect the new fire tanker.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in Favor

**Article 21: Purchase of a New Town Hall Copy Machine**

To see if the Town will vote to appropriate the sum of \$12,000 (Twelve thousand dollars) to purchase a new copy machine for the Town Hall, and that to meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized pursuant to Massachusetts General Laws, Chapter 44, Section 7(9), or any other authority, to borrow up to that amount, and to issue bonds or notes of the Town, the principal, interest, and associated costs on the borrowing authorized by this vote to be exempt from the limitation on total taxes imposed by Massachusetts General Laws, Chapter 59, Section 21C (Proposition 2 ½) only in the event that the voters exempt said borrowing amount at the annual Town election; and that the Board of Selectmen be authorized to expend the monies so appropriated for the foregoing purposes; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** This article will allow the town to replace the 10-year-old copier located in Town Hall, which is repeatedly breaking down, and finding parts has become difficult.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

**VOTE:** Declared 2/3 Majority in favor

**Article 22: Funding for July 4<sup>th</sup> Celebration**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$5,000 (Five thousand dollars), pursuant to any applicable statute, for the purpose of contributing to funding of the July 4<sup>th</sup> Celebration; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** A non-profit corporation has been formed by some interested residents to hold a Fourth of July parade, fireworks display, and family events in the area of Memorial Field. Most of the costs of the celebration would be by private donations.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** No recommendation (3 to 3)

**Vote Required:** simple majority

**VOTE:** Majority in favor

**Article 23: Acquire Bonazzoli Land**

To see if the Town will vote to authorize the Board of Selectmen pursuant to Massachusetts General Laws (M.G.L.) Chapter 40, Section 14 to purchase, by quitclaim deed, a good and marketable title to the property owned by August G. Bonazzoli Jr. and Deborah M. Bonazzoli, consisting of forty-three (43) acres of land, more or less, shown as Parcels 15 and 20 on Bolton Assessors Map 2D, and being a portion of the property described in a deed recorded with the Worcester County Registry of Deeds in Book 27827, Page 233; that the Board of Selectmen be authorized pursuant to M.G.L. Chapter 40, Section 15A to transfer such property to the care, custody, management and control of the Conservation Commission in accordance with Massachusetts General Laws Chapter 40, Section 8C, as it may hereafter be amended, and other M.G.L. statutes relating to conservation, to be managed and controlled by the Conservation Commission of Bolton, as land for conservation and passive recreation purposes; and further, that the Conservation Commission is hereby authorized to file on behalf of Bolton any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (M.G.L. c. 132A, s. 11) and/or any others in any way connected with the scope of this vote; and further, that the Board of Selectmen is hereby authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Bolton to effect said purchase, and that to fund said purchase, including all costs incidental and related thereto, the sum of \$1,000,000 (One million dollars), is hereby appropriated, at to meet that appropriation, the Treasurer is hereby authorized, with the approval of the Board of Selectmen, to borrow up to \$1,000,000 (One million dollars) pursuant to M.G.L. c.44, s.7(3), or any other authority, contingent on the Town voting to exempt from the limitation on total taxes imposed by M.G.L. c.59, s.21C(k) (Proposition 2½), amounts required to pay the principal of, and interest on, the borrowing authorized by this vote; or do or act relating thereto.

**Sponsor:** Conservation Commission

**Summary:** The purpose of purchasing, for \$1,000,000, the Bonazzoli property, consisting of approximately 43 acres, is that such property abuts one hundred (100) acres of land that is designated as open space in the approved Century Mill Estates Subdivision, thus, the Bonazzoli property would substantially enhance the trail and other open space and conservation systems in a Core Conservation Area. The Conservation Commission plans to apply for a grant from the state’s Self-Help Program, which provides a reimbursement for up to and including one-half of the purchase price.

**Board of Selectmen Recommendation:** Disapproved

**Advisory Committee Recommendation:** Disapproved

**Vote Required:** 2/3 majority

**Motion made by sponsor to Pass Over Article 23. VOTE:** Unanimous in Favor

**Article 24: Field and Track Synthetic Turf Replacement Project at the Nashoba Regional High School**

To see if the Town will vote pursuant to Massachusetts General Laws (M.G.L.) Chapter 71, Section 16(d), or any other authority, to disapprove the bond authorization voted on April 3, 2008 by the Nashoba Regional School District for the field and track replacement project at the Nashoba Regional High School; or do or act relating thereto.

**Sponsor:** Nashoba Regional School District School Committee

**Summary:** The Nashoba Regional School Committee believes that the high school’s track “is in desperate need of replacement” and that a synthetic turf field “will require significantly less maintenance”. They further state that a new synthetic field “will be usable in all weather conditions” and will also be able to be used by many more of the high school’s sports teams than the present field is. The new field will be funded by a \$1,280,000 10-year bond issue and the

school committee believes that the current interest rate environment is a favorable one for issuing bonds.

Because of the counter-intuitive manner in which regional school district capital projects are voted, it is necessary to vote “No” to approve the project, or to vote “Yes” in order to oppose the project.

**Board of Selectmen Recommendation:** Recommendation to be made at Town Meeting

**Advisory Committee Recommendation:** Recommendation to be made at Town Meeting

The Board of Selectmen voted unanimously to support the turf option (oppose the article) due to the greater capacity of use.

The Advisory Committee voted 4 to 2 to oppose the turf option (support the article) for two reasons. One is they need to see this expense in the context of the complete 2010 School district budget and the second is that fund raising will be more effective.

**Vote Required:** 2/3 majority

**VOTE:** 147 in favor and 60 opposed

### **Article 25: Authorize Town Election**

The Town voted to meet at the Town Hall in Bolton, on Monday, May 12, 2008 between the hours of 12 noon and 8 p.m. to elect by ballot the following officers:

**ONE YEAR:** One Moderator, One Town Clerk;

**THREE YEARS:** One member of the Board of Selectmen, One member of the Board of Health, One member of the Board of Assessors, One Library Trustee, One member of the Cemetery Committee, Two Parks & Recreation Commissioners, One Trustee of the Francis E. Whitcomb Benevolent Fund, One Commissioner of Trust Funds;

**FIVE YEARS:** One member of the Planning Board; One member of the Housing Authority.

**Vote Required:** simple majority  
Meeting dissolved at 10:10 pm.

**VOTE:** Unanimous in Favor

## **ANNUAL TOWN ELECTION**

**May 12, 2008**

Polls opened at 12 noon and closed at 8 p.m.

Warden: Alice Roemer

Clerk: Joyce Miller

Counters: Thomas Wildman

Kathleen Barry

Alice Coggeshall

Deborah Kellett

Checkers: Barbara Wheeler

Pam Kaminski

David McKinley

Phyllis Langberg

Anne Dilling

Sallyann King

Nancy Skinner

Jean Lord

Constables: Barbara Brown

Vincent Alfano

**Annual Town Election Results**

**Total voting: 783**  
**Total Registered Voters: 3126**  
**Percent Voting 25%**

<b>OFFICE NAME</b>	<b>TERM ADDRESS</b>	<b>VOTE</b>	<b>Blanks</b>	<b>Write-ins</b>
Moderator James D. Anker	One Year 176 Ballville Rd.	636	145	2
Town Clerk Pamela H. Powell	One Year 100 Nashaway Rd.	620	158	5
Board of Selectmen Stanley M. Wysocki Connie B. Benjamin	Three Year 74 Hudson Rd. 24 Powder Hill Rd.	398 378	7	0
Board of Health Christopher J. Rogers	Three Year 196 Randall Rd.	596	186	1
Board of Assessors Charlotte Johnson-Zembko	Three Year 329 Hudson Rd.	572	210	1
Library Trustee Roland A. Ochsenbein.	Three Year 702 Main St.	580	200	3
Cemetery Committee Harold E. Babcock	Three Year 125 East End Rd.	604	179	0
Park and Recreation William C. Aube Karen L. Regan	Two - Three Year 113 Green Rd. 43 Bolton Woods Way	479 467	619	1
Trustee of F.E. Whitcomb Benevolent Fund Ruth E. Johnston	Three Year 361 Old Bay Rd.	590	192	1
Commissioner of Trust Funds Mary J. Nichols	Three Year 5 Teele Rd.	573	210	0
Planning Board Mark T. Duggan	Five Year 63 Bolton Woods Way	560	222	1
Housing Authority Kevin J. O'Brien	Five Year 43 Manor Rd.	557	226	0

And the following questions:

Question 1: Shall the Town of Bolton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purchase of two used 6-wheeler minimum 35,000 GVW trucks for use in the Department of Public Works?

Yes: 479 No: 234 Blanks: 70

Question 2: Shall the Town of Bolton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purchase of the property owned by August Bonazzoli, Jr. and Deborah Bonazzoli, consisting of 43 acres more or less, and shown as parcel 15 & 20 on Bolton Assessor's map 2D, which property is recorded in a deed at the Worcester County Registry of Deeds, at book 27827, page 233.

Yes: 208 No: 466 Blanks: 109

Question 3: Shall the Town of Bolton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purchase of a copy machine for the Town Hall.

Yes: 503 No: 210 Blanks: 70

**SPECIAL TOWN MEETING**  
**Monday, July 14, 2008**  
**Nashoba Regional High School Auditorium**  
**7:00 p.m.**

The meeting was called to order by Moderator, James D. Anker, at 7:06 PM after exceeding the quorum of 75 (a total of 93 voters were checked in). Constable Barbara Brown duly returned the warrant. Checkers were Anne Dilling, and Jean West. Introductions were made of the Moderator, Town Clerk, Board of Selectmen, Town Administrator, and Advisory Committee. Mr. Anker began the meeting by thanking Jodi Ross for her four and a half years of service to the town as Town Administrator and wishing her well in her new endeavor as Town Manager in Westford, MA. After acknowledging her considerable contribution to the town Mr. Anker asked for a round of applause and Ms. Ross received a standing ovation. Mr. Anker then gave a brief description of Town Meeting procedures.

**Article 1: Amendment to Section 2.6, Definitions, Base Map, of the Town of Bolton Zoning Bylaws**

To see if the Town will vote to amend the Base Town Map to delete therefrom the Water Resource Protection District as voted by Article 13 of the 2006 Annual Town Meeting, to include Oak Trail as voted by Article 12 of the 2008 Annual Town Meeting, and to amend Section 2.6 DEFINITIONS, as follows (deletions in *parenthesis and italics*) and additions are underlined):

Base Map – the Base Town Map and Zoning District Map shall be known and referred to in the Town of Bolton Zoning Bylaws as the “Base Map”. The Base Map is the map prepared by Ducharme & Dillis Civil Design Group, Inc, revised (*October 31, 2005*) July, 2008 and on file with the Town Clerk.

Or do or act relating thereto.

**Sponsor:** Planning Board

**Summary:** This article amends the Town's Base Map by deleting the Water Resource Protection District as voted by Article 13 of the 2006 Annual Town Meeting, by adding Oak Trail as voted by Article 12 of the 2008 Annual Town Meeting, and also amends the revision date of the Town's Base Map as described in Section 2.6 Definitions.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** To be made on Town Meeting floor

**Planning Board Report with Recommendation:** To be made on Town Meeting floor

**Advisory Committee Recommendation:** Approved

**Planning Board Report with Recommendation:** At a duly noticed public meeting on July 9, 2008 which followed an advertised public hearing on the proposed amendment of the Base Town Map also on July 9, 2008, the Bolton Planning Board voted unanimously to recommend to the Town Meeting that it approve the amendment.

**Vote Required:** 2/3 majority

**VOTE:** Unanimous in favor

**Article 2: Amendment to Section 2.5.5.2 (j) Activity Regulations, of the Town of Bolton Zoning Bylaws**

To see if the Town will vote to amend Section 2.5.5.2 (j) Activity Regulations, of the Town of Bolton Zoning Bylaws, as follows (deletions in *parenthesis and italics*) additions are underlined):

(j) Involve the sale of new or used motor vehicles(.), with the exception of uses authorized by a Special Permit granted by the Planning Board for the sale of new or used motor vehicles by wholesale only in the Limited Business or Commercial Districts, and uses authorized by a Special Permit granted by the Board of Selectmen for the sale of used motor vehicles in the residential district, with a limit of no more than two (2) vehicles on a property at any one time.

Or do or act relating thereto.

**Sponsor:** Planning Board

**Summary:** Our current zoning bylaws prohibit the sale of new or used motor vehicles in town. This article amends the Activity Regulations Bylaw to permit the sales of new or used motor vehicles by wholesale only authorized by Special Permit granted by the Planning Board in the Limited Business and Commercial Zoning Districts only. This would allow Enterprise Rent- A-Car to locate their regional headquarters at the Bolton Office Park (formerly Flatley Building – now owned by Condyne LLC). Used car sales may be permitted in the residential district as authorized by Special Permit granted by the Board of Selectmen with the limit of no more than two (2) vehicles on a property at any one time.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** To be made on Town Meeting floor

**Planning Board Report with Recommendation:** To be made on Town Meeting floor

**Vote Required:** 2/3 majority

**Motion made by the sponsor to Pass Over Article 2.**

**VOTE:** Unanimous in favor

**Board of Selectmen Recommendation:** Re-Voted to pass over.

**Advisory Committee Recommendation:** Approved to pass over

**Planning Board Report with Recommendation:** Based on the withdrawal of the request by Enterprise Rent-A-Car, the Bolton Planning Board voted unanimously to pass over the article.

**Article 3: Amendment to Section 2.3.4 Schedule of Uses, of the Town of Bolton Zoning Bylaws**

To see if the Town will vote to amend Section 2.3.4 of the Town of Bolton Zoning Bylaws, by inserting a new use under Mercantile, as follows:  
Or do or act relating thereto.

**Sponsor:** Planning Board

**Summary:** This article incorporates the action taken in article 2 by amending the Schedule of Uses – a new use would be inserted under Mercantile which would allow the sale of new or used motor vehicles by wholesale only authorized by Special Permit granted by the Planning Board in the Limited Business and Commercial Zoning Districts only. Used car sales would be permitted in the residential district as authorized by Special Permit granted by the Board of Selectmen with the limit of no more than two (2) vehicles on a property at any one time.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** To be made on Town Meeting floor

**Planning Board Report with Recommendation:** To be made on Town Meeting floor

**Vote Required:** 2/3 majority

**Motion made by the sponsor to Pass Over Article 3.**

**VOTE:** Unanimous in favor

**Board of Selectmen Recommendation:** Re-Voted to pass over.

**Advisory Committee Recommendation:** Approved to pass over

**Planning Board Report with Recommendation:** Based on the withdrawal of the request by Enterprise Rent-A-Car, the Bolton Planning Board voted unanimously to pass over the article.

**Article 4: Designation of an Official to Issue Trench Excavation Permits**

To see if the Town will, pursuant to Massachusetts General Laws, Chapter 82A, Section 2, vote to designate the Board of Selectmen as the means by which the Town shall designate the Board or Officer to issue permits for the purpose of making a trench excavation, as set out in M.G.L. c. 82A, Section 4 and 520 CMR 14.00, and to perform any obligations pursuant to the terms of said statute and regulations; or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** New excavation and trench safety regulations have been established to protect the safety of citizens from hazards associated with trenches and to provide for penalties for individuals who violate any provision of these regulations. 520 CMR 14.00 requires that each community take affirmative action during calendar year 2008 in order to comply with the January 1, 2009 enforcement date for these new regulations. The regulations require a permit to be obtained from the appropriately designated permitting authority prior to any trench excavation in any public way, public property, or privately owned land. The term “trench” is defined as an excavation which is narrow in relation to its length, made below the surface of the ground in excess of 3 feet below grade and the depth of which is, in general, greater than the width, but the width of the trench, as measured at the bottom, is no greater than 15 feet.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** To be made on Town Meeting floor

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Majority in favor

**Article 5: Amendment to the Personnel Bylaw – To Correct the Numbering**

To see if the Town will vote to amend Section 1.14.2 Authorization of the Personnel Bylaw of the Town of Bolton as follows (deletions in *parenthesis and italics*) and additions are underlined:

1.14.(2)1 Authorization

**Or do or act relating thereto.**

**Sponsor:** Board of Selectmen

**Summary:** This will correct the numbering of the Personnel Bylaw approved at the May 5, 2008 Annual Town Meeting.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** To be made on Town Meeting Floor

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

**Article 6: Amendment to the Personnel Bylaw – Addition of Table of Contents**

To see if the Town will vote to amend the Personnel Bylaw of the Town of Bolton by adding Section 1.14 Personnel Bylaw – Table of Contents as follows (additions are underlined):

1.14 PERSONNEL BYLAW TABLE OF CONTENTS

<u>1.14.1</u>	<u>Authorization.....</u>	<u>22</u>
<u>1.14.2</u>	<u>Administration of Personnel Bylaw.....</u>	<u>22</u>
<u>1.14.3</u>	<u>Equal Employment Opportunity.....</u>	<u>22</u>
<u>1.14.4</u>	<u>Sexual Harassment.....</u>	<u>22</u>
<u>1.14.5</u>	<u>Harassment.....</u>	<u>23</u>
<u>1.14.6</u>	<u>Alcohol and Drug Free Workplace Policy.....</u>	<u>23</u>
<u>1.14.7</u>	<u>At-Will Employment.....</u>	<u>23</u>
<u>1.14.8</u>	<u>Definition of Employee Categories.....</u>	<u>23</u>
	<u>a) BENEFITS-ELIGIBLE EMPLOYEE.....</u>	<u>23</u>
	<u>b) NON-BENEFITS- ELIGIBLE EMPLOYEE.....</u>	<u>24</u>
	<u>c) TEMPORARY EMPLOYEE.....</u>	<u>24</u>
	<u>d) SEASONAL EMPLOYEE.....</u>	<u>24</u>
	<u>e) EXEMPT EMPLOYEE.....</u>	<u>24</u>
	<u>f) NON-EXEMPT EMPLOYEE.....</u>	<u>24</u>
<u>1.14.9</u>	<u>Recruitment and Appointment Policy.....</u>	<u>24</u>
<u>1.14.10</u>	<u>Overtime/Compensatory Time.....</u>	<u>24</u>
<u>1.14.11</u>	<u>Interruption of Service.....</u>	<u>24</u>

<u>1.14.12</u>	<u>Fringe Benefits.....</u>	<u>25</u>
	<u>a) Vacation Time.....</u>	<u>25</u>
	<u>b) Sick Leave.....</u>	<u>26</u>
	<u>c) Personal Leave.....</u>	<u>26</u>
	<u>d) Bereavement Leave.....</u>	<u>27</u>
	<u>e) Holidays.....</u>	<u>27</u>
	<u>f) Jury Duty.....</u>	<u>27</u>
	<u>g) Military Leave.....</u>	<u>28</u>
	<u>h) Leave of Absence.....</u>	<u>28</u>
	<u>i) Longevity Pay.....</u>	<u>28</u>
	<u>j) Insurance Benefits.....</u>	<u>29</u>
	<u>k) Workers' Compensation/Injured on Duty.....</u>	<u>30</u>
	<u>l) Pension.....</u>	<u>30</u>
	<u>m) Educational Assistance.....</u>	<u>30</u>
	<u>n) Mileage Reimbursement.....</u>	<u>31</u>
<u>1.14.13</u>	<u>Personnel Records.....</u>	<u>31</u>
	<u>a) Contents of Records.....</u>	<u>31</u>
	<u>b) Confidentiality and Access to Records.....</u>	<u>32</u>
	<u>c) Location of Records.....</u>	<u>32</u>
	<u>d) Release of Information.....</u>	<u>32</u>
<u>1.14.14</u>	<u>Performance Reviews.....</u>	<u>32</u>
<u>1.14.15</u>	<u>Grievance Procedure.....</u>	<u>32</u>
<u>1.14.16</u>	<u>Rules and Regulations.....</u>	<u>32</u>
<u>1.14.17</u>	<u>Severability Clause.....</u>	<u>33</u>

Or do or act relating thereto.

**Sponsor:** Board of Selectmen

**Summary:** This article creates a Table of Contents for the recently amended Personnel Bylaw approved at the May 5, 2008 Annual Town Meeting.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** To be made on Town Meeting floor

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

**Meeting adjourned:** 7:30 p.m.

**STATE PRIMARY ELECTION**  
**September 16, 2008**

The polls were declared open at 7:00 A.M. and declared closed at 8:00 P.M. Great Brook Farm provided lunch and Pam Powell provided dinner for the election workers. Snacks and drinks were provided by Joyce Miller.

**Officials duly sworn in were:**

**Warden:** Alice Roemer  
**Clerk of the Election:** Joyce Miller

<b>Checkers:</b>	Barbara Wheeler	Jean Lord
	Phyllis Langberg	Jean West
	Tammy Fateiger	Cia Ochsenbein
	Jo Edmunds	Sallyann King
	Tammy Fateiger	Judy McAfee
	Nancy Skinner	Betty LeBlanc
	Anne Dilling	

<b>Counters:</b>	Thomas Wildman	Deb Kellett
	Kathleen Barry	Alice Coggeshall

<b>Constables:</b>	Barbara Brown	Vincent Alfano
	Andrew Bagdonas	

**Results:**

State Primary Election  
September 16, 2008

Total Voting:	493
Total Registered Voters:	3177
Percent Voting:	16 %

**Democratic**

**Senator in Congress**

John F. Kerry 320  
Edward J. O'Reilly 104  
Blanks 7  
Write-Ins 1

**Representative in Congress**

Nicola S. Tsongas 349  
Blanks 80  
Write-Ins 3

**Councillor**

Thomas J. Foley 283  
Blanks 147  
Write-Ins 2

**Senator in General Court**

Jennifer L. Flannagan 328  
Brian Knuuttila 72  
Blanks 31  
Write-Ins 1

**Representative in General Court**

Leonard H. Golder 31  
Kate Hogan 165  
Ellen Sturgis 191  
Blanks 42  
Write-Ins 3

**Register of Probate**

Stephen G, Abraham 283  
Blanks 147  
Write-Ins 2

**Republican**

**Court**

**Senator in Congress**

Jeffrey K Beatty 54  
Blanks 5  
Write-Ins 1

**Representative in General**

Sonny Parente 52  
Blanks 8  
Write-Ins 0

**Representative in Congress**

Blanks 52  
Write-Ins 8

**Councillor**

Blanks 55  
Write-Ins 5

**Senator in General Court**

Blanks 54  
Write-Ins 6

**Register of Probate**

Blanks 55  
Write-Ins 5

**Working Families**

No candidates

**Green-Rainbow**

No candidates

## BOARD OF REGISTRARS

Karen Boots.....	2009
Pamela Powell.....	2009
Marta Moran.....	2010
Susan Miles.....	2011

The Board of Registrars is responsible for registering voters, keeping the voting list, and annual street list. In Bolton we do a true census count each year. The information obtained from the census is used directly in preparing the street list, annual register of voters, and updating the voting list. It is also used in preparing the school list, the list of dog owners, and the list required by the juror selection system. It may also be used to establish eligibility for residents' tuition at state colleges, veterans' benefits from the town, senior citizen programs, and other benefits. State law requires the street list contain name, address, date of birth, occupation and whether or not a person is a citizen. The Police, Fire, and Ambulance squads use this information extensively when responding to a call for help. Bolton used the personal touch by canvassing by phone for the last time in 1995. Many people were not at home and too many follow-ups had to be mailed anyway. Please be prompt in returning your forms.

Residents may register to vote during business hours at the Town Clerk's office in the Town Hall or register to vote by mail. In Bolton, mail-in forms are available at the post office, the library, and Nashoba Regional High School main office, as well as at the Town Hall. You may call 978-779-2771 for further information.

### Financial Statement July 1, 2007 to June 30, 2008

**Election**

Appropriated		\$8,814.00
Expended	Wages	\$3,894.00
	Supplies	620.00
	Purchase of Services	4,300.00
		<u>\$8,594.39</u>
Unexpended balance returned to general fund		\$ 219.61

**Registrars - Street Listing**

Appropriated		\$ 961.00
Expended	Wages	\$150.00
	Supplies	807.53
		<u>\$ 957.53</u>
Unexpended balance returned to general fund		\$ 3.47

**LAW COMMITTEE**

Wendy Rogers..... 2009  
Mark Slade ..... 2009  
Curtis Plante ..... 2009  
Kenneth F. Troup ..... 2010  
Stanley Wysocki ..... 2011

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Appropriated</b>		\$60,300.00
Expended	Purchase of Services \$36,378.90	
	Supplies 213.60	<u>\$36,592.50</u>
Unexpended balance returned to general fund		\$23,547.50

**AFFORDABLE HOUSING PARTNERSHIP**

Douglas Storey, Chairman .....2010  
Jim Bilancieri .....2010  
Kevin O'Brien .....2010  
Edmund W. Plante .....2010  
Mark Duggan .....2010

The Affordable Housing Partnership meets on an as-needed basis. Our mission is to assess our community housing needs and implement a strategic action plan that addresses those needs in a means that is best for the town of Bolton.

We have also provided input to the selectmen, the ZBA, and the Planning Board on Affordable Housing issues. Currently, the developments being built at Pondsides on Main Street and Sunset Ridge on Wattaquodock Hill Road include elements of Affordable Housing in them.

We established a Housing Trust Fund in 2006. This board will decide how and when to best use the resources in the Trust Fund to pursue Affordable Housing opportunities in Bolton. We have not distributed any funds to date.

We have several openings on the Affordable Housing Partnership and continue to look for interested volunteers. Please contact us if you would like to learn more or join.

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Expenses</b>		
Appropriated		\$500.00
Unexpended balance returned to general fund		\$500.00

## HOUSING AUTHORITY

Richard Merrill..... 2009  
Donald Taylor ..... 2010  
David Yesue..... 2012  
Kevin O'Brien, Chairman..... 2013  
Eileen Griffin-Wright..... State Appointee

The year 2008 was another quiet year for the Housing Authority and continues to be quiet for the housing market. The decreasing value of housing has slowed housing activity in Bolton as in other parts of the country. Projects that have permits have not been started, new projects have not been proposed. And the opportunities to create publicly owned, subsidized housing are very limited. At the beginning of the year, the Authority met with the director of the Barnstable Housing Authority who spoke about forming a non-profit as a way for a Housing Authority to create housing in a time when funding programs for housing authorities are almost non-existent.

The Housing Authority continues to meet jointly with the Affordable Housing Partnership several times a year. This year, we have worked together to update Bolton's Housing Plan. The Authority continues to monitor housing needs and possibilities, and maintains a relationship with the State Department of Housing and Community Development.

### **Financial Statement July 1, 2007 to June 30, 2008**

<b>Expenses</b>	
Appropriated	\$250.00
Expended	<u>\$175.00</u>
Unexpended balance returned to general fund	\$ 75.00

## BOARD OF ASSESSORS

Jeffrey D. Nichols, Chairman .....2009  
Susan Mason .....2010  
Charlotte Johnson-Zembko.....2011

The Town gained major growth in years 2000 through 2007. But in 2008, new construction of homes and major renovations etc. growth had decreased by forty two percent, and is expected to continue to decline.

The town's web site ([www.townofbolton.com](http://www.townofbolton.com)) is an excellent resource, and contains an abundance of town government information, town calendar, schedules, agendas, minutes, forms and links to other pertinent sites. The Assessor's Department on the town web site has provided links to extensive assessing and related information; such as: Property record cards (which contain detailed data and valuation information for each parcel), assessing tax maps, real estate and vehicle abatement forms, the annual town financial rollup report, and various other useful links.

The goal is to provide most if not all of the data that you normally have gone to the Assessor's office for. Application forms may be downloaded for printing. Assessing maps may be viewed and printed as desired, and all assessments are available. It is even now possible to look up deeds directly from the Worcester Registry of Deeds web page. We have the self-service "Counter

CAMA” computer at the Assessors counter to look up the above information. Of course, anyone may still obtain the information in the Town Hall.

The Town of Bolton operates on a Quarterly tax system and implements the mandatory Supplemental Real Estate Tax program. The Supplemental Tax program taxes a home from its date of completion rather than wait until the following fiscal year. The supplemental tax is only for the increase in value over the past year; and is from the date of occupancy until the end of the fiscal year. This seems to be a more equitable system of tax since residents are using town resources and ought to contribute their fair share.

Each summer the Assessors conduct interior inspections, on a rotational one-sixth of the residential parcels as required by the State. The total value of the town decreased from \$987,612,731 to \$969,350,160. The tax rate increased from \$14.06 to \$15.05.

Real estate tax exemptions are available for persons qualifying for: veterans, the elderly and surviving spouses/minors, and the blind; as well as tax deferrals for property owners who meet State requirements. Please note that Bolton does provide for up to a doubling of the base tax exemption amount; this is by local by-law adoption without additional reimbursement from the State. The exemption increases are in incremental steps as the eligible person’s overall tax obligations increase. Please contact the Assessor’s Office for more information and applications.

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Wages</b>		
Appropriated		\$43,917.00
Expended		<u>\$41,640.68</u>
Unexpended balance returned to general fund		\$ 2,276.32
<b>Expenses</b>		
Appropriated		\$78,965.00
Expended	Supplies	\$ 637.24
	Purchase of Services	60,678.73
	Worcester Registry of Deeds	125.00
	Software Support	1,800.00
	Dues/membership	192.00
	Meeting expense	153.42
	Instate travel	544.12
	Training	675.44
Unexpended balance returned to general fund		<u>\$64,805.95</u> \$14,159.05
GISmap		
Appropriated		\$2,500.00
Expended		<u>\$ 500.00</u>
Unexpended balance		\$2,000.00





**BOARD OF HEALTH**

Mark Sprague, Chairman .....2009  
Andrea Gilbert .....2010  
Christopher Rogers .....2011

The Board of Health maintained its focus on public health, safety issues and actively supported the Town’s capital projects: the force main, the Bolton Public Library and the Public Safety Building. The Board has continued to be a valuable resource with regards to public water supplies, waste treatment plants, ground contamination, and the preliminary review of subdivision plans.

During 2008, the Board participated in discussions and held several site visits relating to beaver and animal control issues.

The Board also remained vigilant with regard to septic disposal systems, wells, food service inspections, and housing and nuisance complaints. This year, the Board of Health issued the following permits: 128 septic permit tests; 26 permits for new construction; 12 permits for repairs/upgrades to septic disposal systems; 14 well permits.

The Board was also attentive to housing and food service compliance that included: 34 housing and nuisance investigations; 19 food inspections.

The Board has worked closely with the Region II Emergency Preparedness Coalition to prepare an emergency dispensing site plan for the Town of Bolton. This plan will be necessary in the event of a public health emergency.

In the coming year, the Board of Health will continue to work closely with other Town Boards, Committees and Commissions, to improve public awareness of public health issues. The Board is partnering with the Bolton Conservation Commission to coordinate a spring walk to help promote health and fitness. The Board will continue to focus on public health, safety and well-being by continuing its work with the Region II Emergency Preparedness Coalition to help finalize the town’s emergency plan.

The Board is committed to updating the Town website to get all Board of Health information available to the public. The Board will continue to make strides in their efforts to review existing rules, regulations, and offsets and update them as needed.

On behalf of the Board, we would like to thank our Health & Permitting Assistant, Lisa O’Leary, and District Sanitarian from Nashoba Associated Boards of Health, William Brookings, for all their support, hard work and dedication.

**Financial Statement  
July 1, 2007 to June 30, 2008**

**Board of Health**

**Expenses**

Appropriated			\$1,550.00
Expended	Advertising	\$ 45.00	
	Supplies	556.35	
	Travel	291.92	<u>\$ 893.27</u>
Unexpended balance returned to general fund			\$ 656.73

**Nashoba Associated Boards of Health**

Appropriated		\$7,418.00
Expended		\$6,861.00

**Herbert Lipton Mental Health**

Appropriated		\$1,000.00
Unexpended balance returned to general fund		\$1,000.00

**Landfill Expenses**

Appropriated		\$8,200.00
Expended	Monitoring Wells	\$8,200.00

**ANIMAL INSPECTOR**

Phyllis Tower.....2009

**ASSISTANT ANIMAL INSPECTOR**

Susan Latham .....2009

Barn Book	residences with farm animals	84
Quarantines/Releases	10 day quarantine dog to dog	4
	10 day quarantine dog to cat	1
	10 day quarantine cat to cat	1
	10 day quarantine dog to person	2
	45 day wound to dog from confirmed rabid animal	1
	45 day wound to a cat from unknown origin	2
	6 month quarantine wound to a cat from unknown origin (not currently vaccinated)	1

**Salary Animal Inspector**

Appropriated		\$1,167.00
Expended		\$1,167.00



**Garter snake on Hansen Conservation Area land**

**ANIMAL CONTROL OFFICER**

Susan Latham.....2008

**ASSISTANT ANIMAL CONTROL OFFICER**

Phyllis Tower.....2008

Dogs complaints ....74	Dogs found .....32	Dogs lost.....39
Dogs impounded .....7	Cat complaints .....3	Dogs returned to owners ..8
Dogs adopted .....1	Cats lost .....11	Cats found.....9
Other animal calls ....28	Wildlife .....48	Information .....14
Livestock complaints.45	Cruelty/Neglect .....2	Fines.....18
Warnings .....2		

**Financial Statement**

**July 1, 2007 to June 30, 2008**

**Salary**

Appropriated	\$13,506.00
Expended	\$13,506.00

**Wages**

Appropriated	\$ 2,058.00
Expended	\$ 2,058.00

**PLUMBING AND GAS INSPECTOR**

Fred Delorey.....2009

There were 102 plumbing permits and 45 gas permits issued, and approximately 147 inspections done in 2008.

**Financial Statement**

**July 1, 2007 to June 30, 2008**

**Expenses**

Appropriated	\$15,000.00
Expended	\$15,000.00

**WIRING INSPECTOR**

James Boodry.....2009

There were 162 electrical permits issued and approximately 265 inspections done in 2008.

**Financial Statement**

**July 1, 2007 to June 30, 2008**

**Expenses**

Appropriated	\$17,390.00
Expended	\$17,390.00

## NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Bolton. In addition to the day-to-day public health work conducted for Bolton we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See *nashoba.org*)
- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Bolton Board of Health up-to-date on matters of emergency preparedness planning. We are currently working on the Emergency Dispensing Site plan for Bolton.
- Response to the West Nile Encephalitis (WNV) surveillance effort through coordination with Massachusetts Department of Public Health (MDPH), through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Bolton's Board of Health. Included in the day-to-day work of Nashoba in 2008 were the following:

- Through membership in the Association Bolton benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Nashoba Nursing Service is the regional vaccine depot for MDPH. As such it is a valuable resource for the regular distribution of vaccines to physicians in the area, provides regular public immunization clinics, and is positioned and equipped to provide for larger-scale immunizations should MDPH require them.
- Reviewed 44 Title 5 state mandated private Septic System Inspections for Bolton Board of Health. Received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Bolton Board of Health for enforcement action.

By the Bolton Board of Health's continued participation in the Association, you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

### **Environmental Health Department**

#### **Environmental Information Responses**

**Bolton Office (days) .....88**

The Nashoba sanitarian is available for the public at least once a week (Friday) at the Bolton Board of Health Office. *This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.*

**Food Service Licenses & Inspections .....19**

Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are

found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection, health factors of food handlers are also investigated, and, where appropriate medical consultation and laboratory testing may be required.

**Beach/Camp/School Inspections .....49**  
Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105 CMR 430.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

**Housing & Nuisance Investigations ..... 34**  
Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

**Septic System Test Applications ..... 20**  
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant’s engineer.

**Septic System Lot Tests .....128**  
Nashoba sanitarian witnesses soil evaluations, deep-hole tests, and, usually on a separate date, percolation tests conducted by the applicant’s engineer which serve as the basis of the design of the septic system.

**Septic System Plan Applications .....34**  
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

**Septic System Plan Reviews .....100**  
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations, and review forms are created and sent to the engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

**Septic System Permit Applications (new lots) ..... 26**

**Septic System Permit Applications (upgrades) ..... 12**  
Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

**Septic System Construction Inspections .....99**  
Nashoba Sanitarian is called to construction sites at various phases of construction to witness and verify that the system is built according to plans.

**Septic System Consultations ..... 350**  
During all phases of application, design, and construction, the Nashoba Sanitarian is called upon for legal details and interpretation.

**Well Permits ..... 14**

**Water Quality/Well Consultations ..... 157**

Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

**Rabies Clinics - Animals Immunized ..... 0**

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and locations, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic, Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

**Nashoba Nursing Service & Hospice**

**Nursing Visits.....445**

Nashoba’s Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physicians’ orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

**Home Health Aide Visits .....529**

Nashoba’s Certified Home Care Aides provide assistance with daily activities of daily living including bathing, dressing, exercises, and meal preparation.

**Rehabilitative Therapy .....342**

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

**Medical Social Service Visits.....13**

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

**Clinics**

**Local Well Adult, Support Groups, & Other Clinic Visits.....231**

Visits include well adult clinics, and immunization, cholesterol, exercise, mental health, and bereavement clinics.

**Communicable Disease**

Nashoba’s Nursing Service & Environmental Health Department work together to meet the local Board of Health’s responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Bolton (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
  - Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, Sec6)
  - Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health”.
  - Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
  - Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

**BUILDING DEPARTMENT**  
 Michael Sauvageau..... 2009

This past year was marked by the passing of Frank Krysa, the Town of Bolton’s Building Inspector. Frank was well known and respected by all of his peers and by those who had the opportunity to build and remodel under his tenure. Frank was also one of the oldest and longest working Building Inspectors in the Commonwealth. He will be missed.

Michael Sauvageau of Lunenburg was appointed in September to replace Frank. Mike has over twenty years of project management experience as well as six years as a Building Commissioner. Since his appointment in September, 64 permits have been issued. The following is a list of the type of permits issued.

Additions.....5	Barns .....1	Cell Tower Antennas .....2
Demolition .....2	Driveways .....2	Dwellings.....6
Garages .....1	Repairs .....2	Remodeling.....6
Roofing .....4	Sheds .....3	Siding .....1
Signs.....1	Tents .....3	Solar Panels.....2
Swimming Pools .....2	Window Replacement .....5	Wood and Pellet Stoves16

**Financial Statement**  
**July 1, 2007 to June 30, 2008**

<b>Wages</b>			
Appropriated			\$26,227.00
Expended			\$26,227.00
 <b>Expenses</b>			
Appropriated			\$2,000.00
Expended	Telephone	\$415.37	
	Supplies (Permits)	\$104.96	
			<u>\$ 520.33</u>
Unexpended balance returned to general fund			\$1,479.67



**Wastewater Treatment Plant**

## PUBLIC WAYS SAFETY COMMITTEE

Barbara Bing (co-chair)	.....2010
Leslie Breeze (co-chair)	.....2011
Deborah Kellett	.....2011
Mary Ciummo	.....2009
Rob Hagopian	.....2010
Cia Ochsenbein	.....2010
One vacancy	

Bolton values its winding, stonewall and tree-lined country roads, many of which have been designated “scenic roads” pursuant to state law and Town bylaw. Pedestrians, bicyclists, and horseback riders share our roads with increasing car and truck traffic. The shared use of our roads for all travelers is becoming increasingly important in safety and quality of life aspects. The Public Ways Safety Committee was created in 2003 as an outgrowth of the Main Street Safety Task Group of 2002. Appointees have staggered terms of 3 years.

The Committee is an advisory resource for the town. Working in conjunction with the Department of Public Works, Police Department, Planning Board, Selectmen, and Town Administrator, the committee shall identify, investigate, and propose solutions to safety concerns throughout the town. This shall include, but not be limited to, the examination of: existing motorized local, commuter, and trucking traffic patterns; existing non-motorized transit patterns; existing traffic accident documentation recorded by the police department; excessive traffic volumes; signage and regulatory markings; traffic speed and traffic calming measures; safety for pedestrians, bikers, and riders; parking; dangerous or problem sections of roadways or intersections; emergency vehicle access; impact of new development upon existing and planned transportation infrastructures.

The Public Ways Safety Committee consults with the Superintendent of Public Works, Police Department, Town Planner, other boards and committees in Bolton and in neighboring towns, MassHighway and/or any other agency or committee in gathering information prior to bringing a specific proposal to the Board of Selectmen. The Committee reports to the Board of Selectmen and Planning Board at least one time per year and once in the Annual Town Report.

The committee’s activities and recommendations in 2008 included:

- Additional fog lines painted on numerous roads and improved paint on wide-mouthed intersections.
- Ongoing work to make Bolton a more walkable community by improved maintenance and snow and brush removal from sidewalks in town center and expansion of walkways on heavily traveled roads. The previously-negotiated section of walkway on Main Street frontage by the Toll Brothers at The Regency was installed in 2008. With help from the Town Planner, we hosted a workshop in June 2008 to explore ideas and solutions to pedestrian obstacles used in other communities.
- Ongoing discussions about traffic study for re-engineering and design of town center in preparation for the new Public Safety building.
- Coordination with other town boards and school representatives to discuss future improvements and the budgets to accommodate them.
- Responding to citizen inquiries and concerns

The committee currently meets the second and fourth Wednesday of each month at Town Hall at 7:00 p.m. The meetings are open to the public.

## AGRICULTURAL COMMISSION

Rob Held.....	2009
Martha Ash.....	2009
Joe Kovacs, Chairman .....	2010
Ken Nicewicz.....	2010
Sue Storbeck.....	2011

The Bolton Agricultural Commission was established in 2007 by Article 7 on the town meeting warrant. The Agricultural Commission is an advisory commission only and provides a voice for the farming community.

Preserving the farmland resource is the basic first step to keeping agriculture healthy and active in our local economy. If agriculture is to prosper and be sustainable in Bolton, it must be able to apply generally acceptable agricultural practices, market its production, and live in harmony with neighbors.

The Agricultural Commission is a valuable source of input for farming issues that arise. It also provides an agricultural perspective to assure the rich agricultural tradition of Bolton is not inadvertently disadvantaged. The priority of the newly established Commission is to establish a working priorities list of activities to pursue with the goal of promoting and preserving agriculture in Bolton.

The Commission operated via a Grant from the Massachusetts Department of Agriculture for the fiscal year. Through the grant, the Ag Commission was able to accomplish the following:

Preserving Bolton Agriculture Brochure

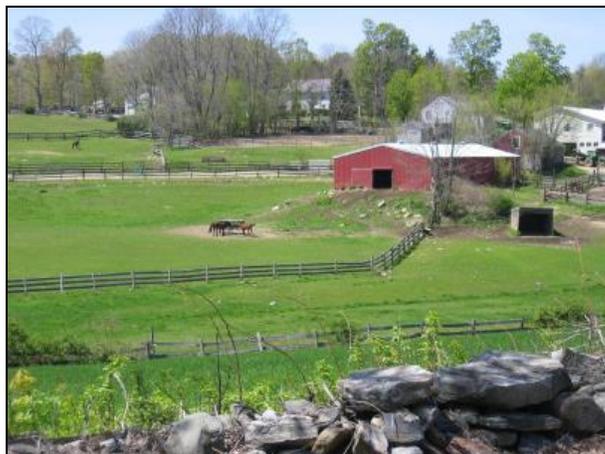
Map of Bolton Farmers and Farmstands

“Bolton Agriculture Row” sponsorship for Bolton Farmers at the Bolton Fair

Holiday Sale for Bolton Farmers

Bolton Ag website ([www.boltonag.com](http://www.boltonag.com)) to promote and educate the community on farming issues and activities

The Agricultural Commission meets at 7:30 p.m. on the third Tuesday of the month at Town Hall.



## CONSERVATION COMMISSION

Lori Stephenson .....	2009
Vacancy.....	2009
Kevin Lord, Chairman .....	2010
Naomi Martin.....	2010
Sarah Greenough.....	2011
Russell Sandler.....	2011
Amy Wilson .....	2011
Carol Gumbart, Conservation Administrator	

Membership: There were changes in membership during the year. Scott Duhaime declined another term on the Commission and Edward Engelmann resigned. Mr. Duhaime and Mr. Englemann played vital roles on the Commission and worked tirelessly to improve services of the Conservation Commission. The Commission is grateful to all the non-member volunteers that assist the Commission with their work, especially with land management tasks including: the de facto Bolton Trails Committee, Eagle Scouts, Boy Scouts, 4H Club, the Bolton Conservation Trust and many others.

Key responsibilities of the Bolton Conservation Commission include the administration of the State’s Wetland Protection Act and the Rivers Protection Act, as well as the local Bolton Wetlands Bylaw. The administration of these acts and bylaws occupy the bulk of the Commission’s time and resources. The Conservation Commission Act charges the Commission with the responsibility to protect the town’s natural resources including “the promotion and development of natural resources and the protection of watershed resources.” To achieve this protection the Commission routinely reviews and makes recommendations on projects submitted to the Zoning Board of Appeals, Planning Board, Board of Health and the Board of Selectmen. Additionally, the Commission protects land by accepting gifts of land, conservation restrictions and acquisition of land in fee. The Conservation Commission Act places the care and custody of conservation land with the Commission.

Administration: The Conservation Commission consists of volunteer residents. The Board of Selectmen appoints the 7 voting members to the Commission. The Commission typically meets the first and third Tuesdays of the month at the Town Hall. All meetings are open to the public. Formal meetings and public hearings are held to review specific projects involving impacts to wetlands, water resources and wildlife habitat within the town. Public hearings are advertised in the Bolton Common. During 2008, the Commission held 24 public meetings to review new applications including: 8 Notice of Intentions; 3 Abbreviated Notices of Resource Area Delineation; 1 Order of Conditions was Amended to include activities with minimal impact to the resource; and 16 Requests for Determinations of Applicability. The Commission made site visits for each application and held numerous informational meetings with citizens, town boards, and developers. The Commission maintains a web page on the Town of Bolton website at [www.townofbolton.com](http://www.townofbolton.com) where agendas, minutes, trail maps and the Open Space and Recreation Plan can be found.

Wetland Protection: In the administration of the State Wetlands and River Protection Acts and the local bylaws, the Commission serves the town in a regulatory as well as a conservation capacity. Under these laws, the Commission is charged with the review and control of activities in or near the town's fragile and valuable wetlands, water resources, wildlife habitat areas, and to prevent any adverse impact on those resources. Through a public review and decision-making process, the Commission regulates the work done in these areas to ensure the protection of public and private water supply, the protection of the groundwater supply, flood control, storm damage prevention, the prevention of pollution, and the protection of fisheries and wildlife habitat. The local wetland bylaw provides additional protection of wetlands for water quality and rare species habitat including rare plant species. The interests of the bylaw extend to agriculture, aquaculture and recreation deemed important to the community. Additionally, the Commission is charged with the responsibility of confirming wetland delineations for all protected wetland resource areas. During 2008 the Commission spent a considerable amount of time in the field reviewing wetland delineations. One review covered approximately 75 acres of land located between Golden Run, Sugar and Pinewood Roads.

Open Space Preservation: The Town received approximately 27 acres of Open Space as part of the "Oaks Subdivision" approved by the Planning Board under the Farmland and Open Space Planned Residential Development Bylaw. A trail runs through this new open space and can be accessed off Ballville Road through a trail easement held by the Bolton Conservation Trust. Five (5) acres of pitch pine habitat in the northwest corner of town was preserved for conservation purposes, through the tax-title taking process. Conservation Restrictions were placed on approximately 22 acres of land surrounding the Skinner Auction facility, providing permanent protection of rare species habitat and passive recreation opportunities on existing trails.

Land Management: The Commission continues to monitor the town's conservation properties and thanks all the volunteer laborers who help keep the trails clear. An early winter ice storm heavily damaged trails throughout town and volunteers have been working to clear them for winter use. This year two new trails were built by Eagle Scouts. One trail runs from the Forbush Mill Ball Fields to the Morse Sawmill (formerly known as the "Old Sawmill" or the "Cream Pot") Conservation Area. The other trail runs from the end of Laurel Road to the Loop Trail. During the late spring the town was informed that the lower dam in the Fyfeshire Conservation Area fell under the jurisdiction of the Office of Dam Safety and was required to complete a Phase 1 Investigation. The result of the investigation was a determination that the dam is unsafe. The Commission is seeking funds for an engineering study that will assist the town in deciding whether to repair the dam or remove the dam. The dam was originally constructed in the 1800's for a button factory. Other dams on conservation land were evaluated with minor work and/or routine monitoring being required. The Hansen beaver dam received a lot of attention after a beaver dam on private property washed out large portions of Forbush Mill Road. The Commission and volunteer experts have committed to monitoring beaver dams and identifying their locations throughout town. Conservation area maps can be downloaded from the Town of Bolton website [www.townofbolton.com](http://www.townofbolton.com).

Events: During the spring of 2008 the Commission co-sponsored a "Downtown Walk" with the Historical Commission and Historic Society. The Commission led a hike in the Powder House Conservation Area that was followed by a tour of the Historic District and Sawyer House. A fall hike in the Hansen and Vaughn Hills Conservation Areas to view the beaver dam and pond was held by the Commission. These events can be viewed at [www.boltontrails.com](http://www.boltontrails.com).

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Wages</b>		
Appropriated		\$36,733.00
Expended		\$33,851.45
Unexpended balance returned to General Fund		\$ 2,881.55

<b>Expenses</b>			
Appropriated			\$19,850.00
Expended	Land Maintenance	\$1,764.86	
	Training	363.00	
	Vernal Pool Study	0.00	
	Adv./Legal Notices	149.61	
	Supplies	477.45	
	Travel/Mileage	127.48	
	Dues & Membership	618.00	
	Other	7.99	
	Land-Capital Improvements	1,620.00	
	Equipment	339.95	\$ <u>5,468.34</u>
Unexpended balance returned to general fund			\$14,381.66

Additional Expenses paid by State Wetland Filing Fees:		
	Training	\$ 90.00



**Beaver Dam, Hansen/Vaughn Hill Conservation Area**

## PLANNING BOARD

Doug Storey, Chairman.....	2012
John Karlon, Vice Chairman.....	2011
Frank Lazgin .....	2009
Stephen Garner.....	2010
Mark Duggan.....	2013
James Owen (Associate Member) .....	2009

The Planning Board held 24 meetings during calendar year 2008, 3 Village Overlay Public Forums, sponsored a Minuteman Advisory Group on Interlocal Coordination (MAGIC) meeting and held a Massachusetts Planning Organization (MPO) Walkable Communities Workshop. During these meetings, the Board accomplished several tasks:

- The Board addressed many of the day-to-day issues such as reviewing building and driveway permits, requests for common driveway modifications, administering performance guarantees, reviewing as-builts, conducting site walks, barn reconstructions and relocations, demolitions, Habitat for Humanity, and land and business inquiries.
- The Board granted a Special Permit allowing 2 backland lots on Annie Moore Road.
- A Special Permit to revise a Special Permit for a Common Driveway located at Long Hill Road was granted by the Board.
- The Planning Department worked on the covenant and open space restriction for Century Mills Estates. In 2005, the Planning Board approved a FOSPRD plan for Century Mills Estates, consisting of 200 acres, allowing for a maximum of 78 lots with a large amount of open space and three lots for affordable housing. In October 2006, the Applicant filed an application for a definitive subdivision intended to provide a road layout for the FOSPRD lot layout design, but the application was not complete as it did not contain a soil survey. Beginning on February 28, 2007 the Board opened a public hearing for the Definitive Subdivision Plan for Century Mill, which the Board endorsed on June 27, 2007. The Definitive Subdivision Plan approved 71 lots, 3 of which will be donated to the Bolton Affordable Housing Trust Fund. Of the 200 acres, approximately 100 acres will be preserved as open space.
- Northwoods, a 36-lot single family FOSPRD, was approved by the Board in 2003. Due to resident concerns the Board was able to institute an agreement between the developer, the US Postal Service and Dee Bus Service to provide mail delivery and bus service to the subdivision. The Board continues to have its consulting engineer review the infrastructure work as the project progresses.
- Two Scenic Road Hearings were held for Vaughn Hill Road and Sawyer Road.
- 4 Application Not Required (ANR) were granted for the Skinner property, public library, Whitcomb Road, and Oak Trail.
- The Board crafted a Wireless Communication Bylaw Overlay District which was adopted at the May 2008 Town Meeting which permits cell towers in designated areas of town. The Board also worked on an Earth Removal Bylaw which is still in draft format.

- At the May 2008 Town Meeting, the Town voted to adopt Oak Trail as a public road. Before the Town assumes maintenance of this road, the Board continues to work with the developer on some outstanding deed issues.
- The Board held a Hearing to update the Town's Base Map.
- The Board proposed a zoning bylaw at a Special Town Meeting that would allow Enterprise Car Rental's Corporate Office to relocate to the Bolton Office Park. Because a lease agreement could not be met the agreement dissolved. As recommended by the Board, the Town passed over the warrant article at the special town meeting.
- The Planning Board, in conjunction with UMass Amherst Graduate Department of Landscape Architecture and Regional Planning, recently concluded a study to explore the concept of a village overlay district. The Town identified the creation of a village overlay district and design guidelines as a goal in the 2006 Master Plan. This concept is essential in order to guide future development in Bolton that would benefit or enhance the community, respond to inquiries of land development, and influence development in areas that are suitable for mixed used development. The study consisted of outreach at the town dump, Bolton Fair, and senior center, 2 web based surveys, and several visioning sessions with well over 300 households participating. In one of the surveys conducted, 81% of the respondents indicated that they would like to see the creation of a village district that would permit small to moderate economic development uses and residential uses designed in a village setting and scale. The Board will continue to explore the zoning recommendations made through the study, which will include continued public participation. The Master Plan and UMass study entitled "Sustainable Village Center Planning" can be viewed on the Town website at [www.townofbolton.com](http://www.townofbolton.com).
- The Board worked closely with the Public Library and Public Safety Building Committees. With the assistance of the Board's consulting engineer a review of the storm water management was conducted for both of these sites.
- The Planning Department applied for two State grants. 1) A technical assistance grant through the Department of Housing and Community Development (DHCD) to pay for the cost of a consultant to development design guidelines. 2) A grant through the Metropolitan Area Planning Council (MAPC) to assist the Town with exploring zoning recommendations made through the UMass Village Overlay District study. Recipients of these grants have not yet been announced.
- The Board met with the Energy Committee and Agriculture Committee to learn more about their efforts in Town.
- The Board sponsored a Minuteman Advisory Group on Interlocal Coordination (MAGIC) meeting and held a Massachusetts Planning Organization (MPO) Walkable Communities workshop. Both meetings had a great turnout by residents and boards who had an interest in making Bolton a more walkable community.
- The Planning Department continues to strive to be more efficient. Most recently the department purchased three map drawers which now house all of the maps. The department has also been researching various data management and permit tracking software which will hopefully be up in running in the department during 2009. Most applications, rules and regulations and information on current projects can now be found on the Town's webpage.

- The Board welcomed Mark Duggan who was elected to the Planning Board in 2008, replacing long time member Larry Delaney. The Board would like to thank Larry Delaney for his long and devoted service to the Board. Doug Storey replaced Larry as Chairman of the Board, and John Karlon became Vice Chairman.
- In 2009 the Board is going to continue to work on the goals identified in the Master Plan and UMass study in order to be more proactive to development. In addition, the Board will be working on some of the Rules and Regulations and bylaws that deal with land use.

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Wages</b>		
Appropriated		\$54,539.00
Expended		<u>\$44,053.12</u>
Unexpended balance returned to general fund		\$10,485.88
<b>Expenses</b>		
Appropriated		\$28,212.00
Expended	Purchase of Services	\$2,261.00
	Advertising	1,749.67
	Supplies	590.53
	Dues Memberships	244.00
	Meeting Expenses	648.50
		<u>\$ 5,493.70</u>
Unexpended balance returned to general fund		\$22,718.30

**BOARD OF APPEALS**

Gerard Ahearn..... 2011  
 Kay Stoner ..... 2013  
 Brad Reed ..... 2012  
 Jacqueline Smith..... 2010  
 Alexander Kischitz..... 2009  
**Associate Members**..... 2 Openings

The Board of Appeals held 9 meetings during calendar year 2008. During these meetings, the Board accomplished the following:

- The Riverside 40B hearing was closed on January 17, 2007. The Board voted unanimously to approve the plan February 21, 2007. The Board approved a total of six units (two affordable) down from 12 units (three affordable) in the initial filing. Open space will be deeded to Mass Fish and Wildlife. An abutter filed suit against the Applicant/developer. During 2008, the abutter and Applicant met with the Board to discuss plans to settle the suit and allow the Applicant to move forward on permitting the site in 2009.
- In 2008, the Board worked primarily on two of the 40B's; Sunset Ridge and the Regency. The Regency requested a modification to the Comprehensive Permit that would allow 20% of the units to be age unrestricted based on the FHA program. 80% would retain that one occupant must be over the age of 55. No children under the age of 18 are permitted in any of the units.

- The Board voted to approve this request contingent on septic capacity requirements with DEP. The Board also approved the sidewalk on Main Street that runs along Main Street in front of the Regency. Site plans were submitted to the Board in early January for Sunset Ridge showing modifications to the approved plans. The Board determined the changes were insubstantial. Nitsch Engineering was hired as the Board's consulting engineer to review both the site plans submitted and to conduct site inspections of work performed on the site. To date the site has had public water supply installed, detention basin with storm water infrastructure, sewer pipes, and the road installed. The developer anticipates beginning construction soon.
- The Board granted two Variances for building height and floor height to the Bolton Public Library. The request for a Special Permit to alter or expand a pre-existing, nonconforming structure was withdrawn.

Currently the Town of Bolton has four permitted 40B developments: Riverside, Bolton Manor, The Regency and Sunset Ridge. Of these sites, Bolton Manor (located on Sugar Road) is currently on the market for sale.

<b>STATUS</b>	<b>CASE INFORMATION</b>
Completed	Petitioner: Town of Bolton (Public Library) Property Located: 738 Main Street Request. Variance to allow a building height over the 32 foot height limit. Date filed: April 1, 2008 Action: Approved June 17, 2008
Completed	Petitioner: Town of Bolton (Public Library) Property Located: 738 Main Street Request. Variance to allow the top occupiable floor to be no more than 15 feet above the average ground elevation. Date filed: April 1, 2008 Action: Approved June 17, 2008
Withdrawn	Petitioner: Town of Bolton (Public Library) Property Located: 738 Main Street Request. Special Permit to alter a pre-existing non-conforming structure. Date filed: April 1, 2008 Action: Withdrawn June 17, 2008
Completed	Petitioner: The Regency (Toll Brothers) Property Located: Main Street Request: Modification of Comprehensive Permit to modify the Residential Use and Occupancy restriction of the Comprehensive Permit which restricts all units to persons 55 years and older. At least 80 percent of the occupied units would be occupied by at least one person who is 55 years or older and no person eighteen years of age and younger may be a permanent resident of any unit. Date filed: May 15, 2008 Action: Approved October 28, 2008

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Expenses</b>		
Appropriated		\$10,850.00
Expended	40B Permitting	\$ 9.99
	Advertising	368.24
Unexpended balance returned to general fund		\$10,471.77

## **PUBLIC LIBRARY TRUSTEES**

Roland Ochsenbein .....2011  
Robert C. Zak, Jr., Chairman .....2009  
Christine Sterling .....2010

## **STAFF**

Kelly Collins, MLS, Director  
Philip Whalen, Assistant Director/Youth Services Specialist  
Deborah Garfield, Elizabeth Harvey, Linda McGeehan  
Jake Reed, and Cathie Velardocchia

### ***In Memory of Currie Barss***

***1921-2008***

***Bolton Public Library staff, 1967-2002***

The library's expansion and renovation project consumed most of the trustees' time in 2008. The Board continued working with the Board of Selectmen, jointly-appointed Library Construction Committee, Owner's Project Manager (Daedalus Projects, Inc.), and Architect (Lerner Ladds + Bartels) to refine the design and take it out to bid in late summer. After a highly competitive bidding process, M. O'Connor Contracting, Inc. of West Roxbury, MA was named General Contractor. After signing a contract in late October, Mr. O'Connor secured the building permit and started work. By late November, the construction fence was installed around the property and the outline of the addition's foundation started to appear as concrete forms were poured and rebar installed.

The Library Construction Committee continued to meet biweekly as needed. Committee members include Pam Czekanski, Panny Gerken, Joel Lindsay, Roland Ochsenbein, John Rodenhiser, Chris Rogers, Mickie Simpson, Bill Strapko, and library director Kelly Collins. A groundbreaking ceremony took place on November 8. Our guest speakers for groundbreaking were MA Board of Library Commissioners Chairman George Comeau, Trustee Chair Bob Zak, Town Moderator (and former library trustee chair) Jim Anker, and architect R. Drayton Fair. After the ceremony, the trustees hosted a reception at Town Hall.



**Library groundbreaking, November 8, 2008**

Administered by the Friends of the Library and co-chaired by Ann Hurd and Chris Sterling, the Capital Campaign announced at groundbreaking that it has raised \$1 million. The campaign is short just \$40,000 toward its ultimate goal! The Campaign's main fundraising event this year was Authorfest, which drew a dozen well-known children's book authors and illustrators to town for a sale and signing. When the General Contractor signed on, the Capital Campaign transferred \$500,000 to the general project account held by the Town.

The library staff managed their portion of the project by moving the library's operations to 563 Main St. (Bolton Corners office building). Assisted by professional movers, the staff spent over a year assessing the collections and studying the most efficient ways to move, label, store, or discard everything that accumulated in the building over its 104-year history. Items to be neither moved nor stored were offered at a surplus property sale that netted \$454. In addition, staff scheduled moving and reconnecting of utilities, network connections, and all other aspects of library service.

The library was closed during the month of August while the move took place. We reopened after Labor Day weekend. In its temporary location, the library is handicapped accessible for the first time in its long history. The staff continues to offer a full range of services including internet (wired and wireless), database access, interlibrary loan, and all the latest books and media.

The library continues to be well-used, as shown in our circulation statistics:

- The Library owns 29,863 items including 24,180 books and 2,763 movies.
- FY08 circulation was 52,615 (27,535 books; 2,794 periodicals; 2,351 audiobooks; 19,261 movies; and 488 downloaded audiobooks).
- The library loaned 9,350 items and borrowed 4,478 items via Interlibrary Loan.
- The library was open 42 hours per week, including three evenings per week until 8 p.m. and 5 hours most Saturdays.
- 2,846 people or well over half the town's population hold library cards listing Bolton as their home library.

Highlights of programming for the year include the following:

- We hosted a compressed summer reading program (June and July only) on the statewide theme of "Wild Reads." With help from the library staff at Florence Sawyer School, we distributed over 700 informational packets to local students. 212 kids, 14 teens, and 21 adults participated in "Wild Reads." Local businesses Classic Pizza III, Essential Therapies Day Spa, and the Strand Theater, as well as Joan Marchese, generously donated rewards to our reading program participants.
- For the first time this year, the summer reading programs featured an online component, again for all ages. Children proved to be the most enthusiastic users, logging 30,938 minutes of reading and offering many book reviews.
- The library hosted 93 children's programs attended by 728 people, and
- 3 adult and young adult programs attended by 173 people.
- In addition to Story time (offered twice per week) and the summer reading programs, 2008 Programs included the following: Talk Like a Pirate Day, Wild Magic with Greg McAdams\*, Animal Adventures\*, and a visit from a medieval knight\*.

\*This program was co-sponsored by the Friends of the Bolton Public Library and the Bolton Cultural Council.

This year the library earned the following grants and aid:

- For the past six years, the library has had the distinction of being a net lender; that is, of loaning more materials to other libraries than it borrows from them. This year's net lender status earned a reward from the Central Massachusetts Regional Library System in the form of a grant in the amount of \$3,709.
- This year the Library again met or exceeded state standards, was fully certified, and is qualified to receive state grants and aid. This year the library received a total of \$2,727.99 in state aid.
- The Capital Campaign's success resulted in a grant of \$1,070 from the state's Public Libraries Fund. The Trustees had planned to apply for additional grants from the fund before state budget cuts ended it.
- Finally, the Town received the second installment of its library construction grant from the state in the amount of \$746,372.

The staff saw some changes this year. Nicole Balin left for her freshman year at Oberlin College. To fill that vacancy we hired Jake Reed. To help with increased business on Saturdays, we hired Deborah Garfield, formerly of the Harvard Public Library. Our two full-time staff members marked milestones in their employment with the Town: Kelly Collins marked her tenth anniversary on January 5, and Phil Whalen his fifth anniversary on August 12. With sadness we mark the passing of Currie Barss, who retired in 2002 after 35 years of service to the town as a library staff member.

The Trustees offer special thanks to the Friends of the Bolton Public Library, Dr. Fred Freidus, Classic Pizza III, the Strand Theater, Essential Therapies Day Spa, the Bolton Garden Club, Joan Marchese, Bolton Cultural Council, The Bolton Common, The Clinton Item, the Burnett family, Joel Bates, Pat Fontes, Barbara Carvalho, and Dr. and Mrs. Bartlett.

This year the library's collections benefited from gifts made in memory of David Crispin, Mary Wilson, and George Donald Hurd.

Updates on the Capital Campaign and construction project, as well as minutes of the library trustees and construction committee, are always available on the town website. The library's site also features links to databases, news, statewide library catalogs, and more. Visit <http://www.townofbolton.com> (Boards and Committees, Library Trustees or Town Departments, Library).

**Financial Statement**  
**July 1, 2007 to June 30, 2008**

**Salary**

Appropriated	\$61,506.00
Expended	<u>\$61,505.60</u>
Unexpended balance returned to general fund	\$ .40

**Wages**

Appropriated	\$77,272.00
Expended	<u>\$72,488.13</u>
Unexpended balance returned to general fund	\$ 4,783.87

<b>Expenses</b>		
Appropriated		\$63,763.00
Expended		
	Heating	\$ 4,326.16
	Electric	3,283.36
	Repairs	153.00
	Telephone	866.75
	Supplies	3,361.38
	Books/Materials	39,948.07
	Misc./programs	7,687.34
		<u>\$59,626.06</u>
Unexpended balance returned to general fund		\$ 4,136.94

### COUNCIL ON AGING

Susan Tripp, Editor.....	2010
Jean Cahill, Bolton Country Manor Liaison.....	2009
Shirley Sefton, Meals on Wheels.....	2011
Barbara Brown, Vice-Chair/Police Liaison.....	2011
Flora Wilson, Treasurer.....	2009
Doris Ettinger, Chair.....	2009
Margaret Nangle, Secretary.....	2011
Sheila Chmielowski, Director .....	2009
Emma Herbison, Regency Liaison.....	2011
Daniel Tremblay, Legal Advice.....	2011
Irene Spencer and Ruth Johnston, Honorary Members	

The Council on Aging (COA) is a department of the municipal government established for the purpose of coordinating and carrying out programs that meet the needs of the aging. The council meets at Bolton Country Manor on the first Tuesday of every month at 10:00 a.m. All meetings are open to the public. Observers and prospective new members are invited to any and all of the COA meetings. The members of the council are made up entirely of volunteer workers. All members are appointed by the Board of Selectmen and represent a cross-section of the community.

The COA's Office and Senior Center are located at the Bolton Country Manor senior housing facility, 600 Main Street. The Council on Aging office can be reached at (978) 779-3313 or [coa@townofbolton.com](mailto:coa@townofbolton.com). Senior Center hours are Tuesdays and Thursdays from 10:00 a.m. to 2:00 p.m. On occasion, the center, in addition to the above hours, will be open on Wednesdays for special presentations. Various programs and services are offered and well-received throughout the year.

At the Council on Aging we have a lot to be thankful for. With the wonderful support of the Selectmen, Town Administrator, Town Secretary, and the hard work of the members of the council, many goals have been accomplished. Without their assistance we would not be able to operate such a successful and welcoming senior center. One major goal was the procurement of the van service for Bolton's elderly and handicapped. Transportation for seniors and handicapped persons was the council's number one priority and unmet need for many years. One day monthly the van is available for a special shopping trip to places like Trader Joe's or the Christmas Tree Shops. With the lack of public transportation in the town of Bolton, this program has been well received by both seniors and handicapped alike.

Marcia Flerra, Bolton Country Liaison of the COA, resigned her position on the council this year. Our thanks go out to Marcia for the many hours she volunteered to our cause. Marcia has moved to Georgia to be with her family. Margaret Nangle, Emma Herbison, and Daniel Tremblay were nominated and appointed by the council and selectmen to the COA as our new members. The council believes that Margaret, Emma, and Dan will be great assets in helping to reach our goals by providing needed services to Bolton elders.

The Council on Aging distributes a monthly senior newsletter. This mailing is subsidized by a state grant and the Executive Office of Elder Affairs. Susan Tripp, the council's editor, volunteers many hours to publish this newsletter which is distributed via bulk mail and is the main news source of senior activities and issues in the town.

The COA plans and provides for five to six bus outings during the year. Bus transportation is subsidized through the COA budget and the Senior Citizens Association. Interesting visits to educational or historical sites invariably include a stop at a restaurant for lunch and entertainment.

The Senior Citizen Association meets at 1:00 p.m. the second Thursday of each month at the Bolton Country Manor except for the months of July and August. Typical meeting features guest speakers and or entertainment. Representative Pat Walrath, 3<sup>rd</sup> Middlesex District, or her representative are generally present at these meetings. Sadly, Pat will leave her post on January 7, 2009 after 24 years of service to the community. We are very appreciative of her dedication to our seniors and wish her the best of everything in her retirement.

A holiday banquet was held this year at the Cornerstone's Restaurant in Leominster. This event is sponsored by the Council on Aging and partially funded through the COA's town budget. There were 57 seniors that attended. This function is a yearly event and immensely enjoyed by all attendees.

The Ninth Annual Senior Picnic was held at Knox Trail Cub Scout Camp in August and once again was sponsored by the Friends of the Bolton Seniors. Thanks again to the Friends and also to the Knox Trail Cub Scouts for offering their beautiful grounds.

Meals on Wheels, is one of the council's most valuable and successful programs. The program provides nutritious meals to the frail, the homebound, and all seniors throughout the year. Prepared on Tuesdays and Thursdays and delivered by volunteers, these meals are often the most nutritionally balanced dinners received by recipients during the entire week.

Homemade soup continues to be prepared and delivered every week to approximately ten to twelve households in Bolton. The soup is prepared by a group of volunteers who refer to themselves as Soup Makers Anonymous. Soup recipients receive one quart of delicious homemade soup brought to their door every Monday.

Another program for seniors is the distribution of surplus foods to those that meet the qualifications. The WHEAT van continues to deliver USDA food commodities to the town hall for distribution the second Tuesday of each month from 10:00 a.m. to 12:00 p.m.

Well Adult Clinics are held at the senior center twice monthly on the first Tuesday of the month from 9:30 a.m. to 11:30 a.m. and the third Thursday from 9:30 a.m. to 11:30 a.m. There is also a "Keep Well" Elder Health Clinic sponsored by the VNA Care Network held the second Thursday of the month from 12:00 p.m. to 2:00 p.m. Services offered include blood pressure checks, blood

glucose testing, checking heart rate and lungs, and individualized attention rendered by a registered nurse.

A new program offered to seniors this year at the senior center is “Yoga For Health”. These classes are suitable for seniors of all physical condition from wheelchairs and/or walkers to marathoners and beginners as well as those who have taken yoga instructions in the past. Classes last approximately 30 to 45 minutes in length and cost \$3.00 per session. The Friends of The Bolton Seniors sponsors “Tuesday Connections” program/lunch. Each third Tuesday of the month, other Bolton Citizens, committees and groups will offer discussions and activities of interest as part of Tuesday Connections. Afterwards, a delicious lunch is served by the members of the Friends. Both programs have been well received and will continue for 2009. The council encourages input about programs or additional services that you would like to have in your senior center, because this is your place. Our mission at the center is to enhance the quality of life for senior citizens of the Town of Bolton by providing multi-purpose programs especially designed to fulfill the health, educational, recreational, outreach and transportation needs of our seniors in a safe, friendly and comfortable environment.

Once again, the council would like to thank the Lions Club, Bolton Police, Fire and Ambulance departments, and all those who volunteered their services and time to our seniors this year. The council wants to personally acknowledge the hard work of Terry Abdalian, President of the Friends of Bolton Seniors for all the hours she has volunteered to fill the needs of our most valued citizens, our seniors. The council is fortunate to be able to work with such a wonderful group of people dedicated to the same mission in serving the seniors in Bolton. We have many blessings, but the one challenge that comes to mind is: that there are not enough hours in the day to accomplish all that we want to do.

The elderly population is not seeking something beyond their needs. Rather, they are hoping that they may continue as Citizens of Bolton, with the same opportunities the elderly of most towns throughout the Commonwealth provide for their seniors. The Council on Aging speaks not only for the current population of senior citizens, but also, for generations of seniors to come, in the quest for the continued support and kindnesses that were extended to us throughout the year 2008.

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Wages</b>		\$22,290.00
Appropriated		<u>\$21,798.35</u>
Unexpended balance returned to general fund		\$ 491.65
 <b>Expenses</b>		
Appropriated		\$17,080.00
Expended		
	Purchase of Services	\$5,161.00
	Mart Van Service	4,376.75
	Building Lease	1,200.00
	Telephone	142.14
	Cable DSL	720.00
	Supplies	2,793.69
	Gasoline	508.70
	Miscellaneous	703.06
		<u>\$15,605.34</u>
Unexpended balance returned to general fund		\$ 1,474.66

## CEMETERY COMMITTEE

Brenda Baum.....2009  
Harold E. Brown.....2010  
Harold E. Babcock.....2011

The cemetery committee had a productive 2008. With the assistance of our EMT / Summer help, we have been continuously working on the electronic organization of the archives. In addition, we are moving forward with the Pan Cemetery expansion project. The Cemetery Committee would like to thank the Department of Public Works once again for their outstanding job in maintaining all of the cemeteries in Town.

### Financial Statement July 1, 2007 to June 30, 2008

#### Expenses & Services

Appropriated			\$13,000.00
Expended	Purchase of Service	\$2,025.00	
	Other Charges	8,971.80	<u>\$10,996.80</u>
Unexpended balance returned to general fund			\$ 2,003.20

## TREE WARDEN

Mark E. Caisse

The Tree Warden continues to work with National Grid and other utility companies to remove dead and diseased trees that endanger travel along Bolton roads. In 2008, National Grid performed extensive pruning on over half of Bolton's roadways. In conjunction with the Historical Commission, we planted several new trees in front of Pan Cemetery as part of the ongoing tree replacement program. As always, brush cutting and road-side cleanup will continue with the help of the Department of Public Works.

If residents have a tree issue they would like addressed, they should contact Shelly O'Toole at the Bolton Department of Public Works at 978 779-6402 or via e-mail at dpw@townofbolton.com.

### Financial Statement July 1, 2007 to June 30, 2008

#### Salary

Appropriated			\$2,905.00
Expended			<u>\$2,905.00</u>
Unexpended balance returned to general fund			\$ .00

#### Wages

Appropriated			\$3,000.00
Expended			<u>\$2,117.50</u>
Unexpended balance returned to general fund			\$ 882.50

#### Expenses & Services

Appropriated			\$44,000.00
Expended	Tree Trimming	\$35,850.00	
	Other Expenses	7,499.00	<u>\$43,349.00</u>
Unexpended balance returned to general fund			\$ 651.00

**DEPARTMENT OF PUBLIC WORKS**  
Harold Brown, Director of Public Works

The Department of Public Works responsibilities include:

- Maintenance and repair of public roadways and associated storm drainage systems, street signs, traffic signs, traffic signals, public parking lots and guard rails.
- Removes roadside litter and brush
- Maintains traffic markings
- Maintains road and sidewalk safety in the winter by plowing and sanding
- Maintenance and repair of all public buildings
- Maintenance of public grounds
- Assisting Cemetery Department with burials
- Assisting the Tree Warden with tree removal and pruning
- Overseeing the operations of the Town Transfer Station and Recycling Center
- Applying for state and federal funding

The Department is committed to maintaining safe roads, buildings, and grounds while preserving the rural character of Bolton. We encourage calls from the public to make us aware of issues of public safety.

The following specific work has been done on Town roads during 2008:

- Drainage was installed on various roads.
- All or part of the following roads were hot topped: Annie Moore Road; Farm Road; Wheeler Road; Wattaquaddock Hill Road; Long Hill Road.

Due to a fire in June, the Public Works office interior had to be completely rebuilt. We would like to thank all the Town Departments who generously helped us work through this incident so we could continue to serve the residents of Bolton. In addition to the work done to the Public Works office, several small projects were completed on various other Town buildings.

Winter came early for Bolton as did a major ice storm. Most of the Town lost power for several days and our crews had to work around the clock to clear the roadways of debris. The cleanup continues into the summer months.



**Ice Storm, Meadow Road**

The Transfer Station and Recycling Center had a successful year. The facility continues to serve all residents and small businesses of Bolton. Trash stickers are available for sale at the Transfer Station as well as the Town Hall. Please remember that the Transfer Station has permanent collections for books, electronics, and furniture recycling in addition to the traditional recycled items. As always, we urge all residents to utilize the Recycling Center and to purchase products that contain recycled content. Please refer to our website for up to date information on accepted items and fees. Please don't throw anything away that can be recycled!

Our Household Hazardous Waste day in October was a great success! Over 220 Bolton residents participated and properly disposed of 1,675 lbs. of hazardous waste! Eliminating these chemicals from the waste stream helps to save our environment. We thank you!

**Financial Statements  
July 1, 2007 to June 30, 2008**

**Buildings**

**Expenses & Services**

Appropriated				\$107,950.00
Expended	Maintenance	\$19,506.49		
	Repairs	64,887.38		
	Other Charges	22,302.00		<u>\$106,695.87</u>
Unexpended balance returned to general fund				\$ 1,254.13

**Highways**

**Salary**

Appropriated				\$92,498.00
Expended				92,498.00

**Wages & Overtime**

Appropriated				\$485,870.00
Expended	Wages	\$442,682.20		
	Overtime	29,957.97		<u>\$472,640.17</u>
Unexpended balance returned to general fund				\$ 13,229.83

**Expenses & Services**

Appropriated				\$134,800.00
Expended	Purchase of Service	\$ 1,984.53		
	Heating	64,887.38		
	Electric	7,345.39		
	Repairs	31,887.62		
	Telephone	6,309.90		
	Supplies	23,499.40		
	Gasoline	9,155.25		
	Stickers	818.50		
	Oil / Lube	2,109.50		
	Tires	5,035.00		
	Diesel	19,305.30		
	Parts / Supplies	13,687.12		
	Other Expenses	8,606.64		
	Training	710.99		<u>\$134,148.60</u>
Unexpended balance returned to general fund				\$ 651.40

**Highway Improvement****Wages**

Appropriated		\$10,000.00
Expended		<u>10,000.00</u>
Unexpended balance returned to general fund		\$ 0.00

**Expenses & Services**

Appropriated		\$235,000.00
Expended	Local Improvements	\$234,244.68
Unexpended balance returned to general fund		<u>\$ 755.32</u>

**Snow & Ice****Wages & Overtime**

Appropriated		\$38,000.00
Transfer		<u>5,020.33</u>
		\$43,020.33
Expended	Wages	\$11,470.80
	Overtime	31,549.53
		\$43,020.33

**Expenses & Services**

Appropriated		\$142,000.00
Transfer		<u>\$156,397.98</u>
		\$298,397.98
Expended	Repairs	\$ 13,687.96
	Snow Removal	142,054.00
	Supplies	11,471.88
	Diesel	10,826.45
	Road Salt	95,415.93
	Sand	24,941.76
		\$298,397.98

**Transfer Station****Wages & Overtime**

Appropriated:		\$64,189.00
Expended	Wages	\$50,480.41
	Overtime	3,240.29
Unexpended balance returned to general fund		<u>\$10,468.30</u>

**Expenses & Services**

Appropriated		\$196,214.00
Expended	Electric Service	\$ 1,979.52
	Trash Disposal	59,707.89
	Trash Hauling	12,929.96
	Recycling Hauling	36,026.41
	Maintenance	5,188.06
	Equipment	829.50
Unexpended balance returned to general fund		<u>\$ 79,552.66</u>

## HISTORICAL COMMISSION

Alice Coggeshall .....	2009
Linda Engelmann .....	2009
John Karlon .....	2009
Christina Rickard .....	2009
J. Howard Black .....	2010
Marshall McKee .....	2011
Martha Remington .....	2011

The Bolton Historical Commission was established in 1992 by Article 14 on the town meeting warrant. The Commission is charged by the Town of Bolton and the Massachusetts Historical Commission (MHC) to identify, evaluate, document, and where possible, protect and preserve Bolton's historical, cultural, and architectural resources.

### ACTIVITIES

**Preservation Plan On-line:** The complete *Preservation Plan for the Town of Bolton* (1997) authored by Alfred Lima is now located on-line on the Commission's web page at the town's web site. This important and lengthy document has been long-awaited due to conversion and size issues.

**Historic Cemeteries:** Twenty-one bollards were installed at Pan Cemetery. A quality control issue with the finish coat on some of the new bollards was rectified by the manufacturer. Approximately one dozen bollards will be needed to complete the protection of this green space.

Our South, West and Pan (formerly East) Cemeteries could benefit from standardized signs for identification purposes. Most towns have already installed signs with the name of the cemetery and often the Town Seal. Research on the style and expense of such signs is in process.

**Bolton Pan National Register Historic District:** The Commission began preliminary research and mapping for a proposed new NRHD encompassing the Pan Area. The bounds of this district will be along Main Street from Pan Cemetery (already on the National Register) to the monument for the ruin of the Sawyer Grist Mill, Burnham Road and portions of Hudson and Long Hill Roads. At a September site visit MHC personnel requested that properties in the Pan older than 49 years, the MHC standard, be included for consideration in the new district. Currently historic properties in Bolton are recognized with documentation and a survey if older than 74 years.

**Tree Replacement Program:** This program is co-sponsored by the Commission and the Tree Warden, and was established in 2006 by Article 10 on the town meeting warrant. In May, four salt resistant Valley Forge elm trees were planted in front of Pan Cemetery as partial replacement for the many elm trees lost at that site in the hurricane of 1938. Funds for the first phase of this program have now been exhausted with a total of ten trees planted and the grinding of several stumps. It is hoped that a phase two of the program will be passed at May 2009 ATM. Residents are urged to contact the Commission if they are interested in sponsoring a new tree adjacent to a public way.

**Eagle Scout Project:** The Commission was pleased to sponsor Douglas Grosch's Eagle Scout project to establish a trail on Forbush Mill Road from the *Old Sawmill Field* to the Benjamin Morse Sawmill Dam site. Included in the effort were general clean-up, recovery of several artifacts in the

brook, locating of the walking trail along Forbush Brook as well as appropriate informational signs and a bench for enjoying the waterfall at this scenic dam.

**New Memorial sign:** The Richard Atwood memorial sign and flag holder at the corner of Main Street and Sugar Road was replaced due to extreme deterioration. The Commission wishes to express its thanks to DPW for helping with the overflow expense of this sign purchase. The original memorial signs are recognized in the *Historic Properties Survey for the Town of Bolton* and replacements must be uniform in style.

**Arcadia Publishing:** In July the Commission was invited by Arcadia Publishing to participate in the creation of a Bolton picture book highlighting historic images from our town. The invitation was referred to the Historical Society - keepers of the town's images - and after joint discussions between our respective members it was decided not to take advantage of the invitation at this time.

**Participation with other town groups:** The Commission collaborated with other town boards and commissions and had a liaison present at meetings, hearings and site walks on a variety of issues and topics:

Planning Board –

- Our member John Karlon serves on this board and provides regular liaison particularly on scenic road issues
- Schartner Barn & silo relocation
- Century Mill Estates tree hearing site walk

Conservation Commission –

- Town Center Walk

Board of Selectmen –

- Force Main route
- Library Expansion
- Public Safety building septic location site walk
- National Grid Pole Hearings
- Forbush Mill Rd. Cell Tower

**Financial Statement  
July 1, 2007 to June 30, 2008**

Expenses			
Appropriated			\$5,600.00
Transfer (from DPW for War Memorial sign)			\$ <u>130.68</u>
			\$5,730.68
Expended	Purchase of Services	\$2,350.00	
	Advertising	42.72	
	Supplies	2,867.96	
	Dues	<u>470.00</u>	\$5,730.68
Unexpended balance returned to general fund			\$ 0.00

## CULTURAL COUNCIL

Susan Membrino .....	2011
Peter Vincent .....	2011
Beth Nolan Conners .....	2012
Tricia Sohl-Dickstein .....	2012
Mickie Simpson .....	2012
Judith Leonard .....	2013
Li Juan He .....	2014

The Bolton Cultural Council (BCC) is part of a grass-roots network of 335 local councils that serve every city and town in the Commonwealth. The state legislature provides an annual appropriation to the Massachusetts Cultural Council (MCC), which then allocates funds to each local council. Decisions about which activities to support are made at the community level by the BCC, a board of municipally appointed volunteers.

The Bolton Cultural Council met on November 12, 2008 with the primary objective of reviewing grant applications and determining grant awards in accordance with the MCC guidelines.

As funding is payable to the grant applicant only upon satisfactory completion of the project within the year, any residual funding is re-granted. The MCC allocation of \$4,300 plus an additional \$300 award of Council funds has been awarded for the 2008-09 fiscal year.

As dictated by MCC regulations, the Town receives funds from the MCC and releases funds to the grant recipients after the approval of the BCC. The Town provides the BCC with meeting space as needed.

### **BCC Funding Priorities**

Preference will be given to Bolton-based non-profit organizations and artists for projects that will benefit the Bolton community. Preference will also be given to non-profit organizations from towns adjacent to Bolton for projects in which Bolton residents participate and/or serve Bolton residents.

Potential applicants based outside of Bolton or the surrounding communities are expected to secure sponsorship with an organization in Bolton.

**FY 08-09 Grant Award Recipients:** Audio Journal; Bolton Fair, Kids Country; Concerts on the Common; Friends of the Bolton Public Library; Harvard Pro Musica; Hudson Art Alliance; NRHS Friends of Drama; Florence Sawyer School – PAC Enrichment; Sounds of Stow; Symphony Pro Musica

### **BCC Membership**

Members of the BCC are appointed to serve up to one six-year term.

## PARKS & RECREATION COMMISSION

Tom Pokorney, Chairman .....2010  
 Michele Borsari .....2010  
 Karen Regan .....2011  
 William Aube .....2011  
 Vacancy .....2012

The Parks & Recreation Commission meets monthly, usually on the 1<sup>st</sup> Monday of each month. The group coordinates the use of local fields, oversees Bolton parks and the Town Beach, and organizes a variety of town celebrations for young and old. Local fields which include Memorial, Derby, Tower, and Forbush are used by youth sports organizations for soccer, baseball, softball, and lacrosse.

Annual swim lessons at the Town Beach were a great success and sold out as usual. Holiday celebrations included the annual Easter Egg Hunt at the Dreamland playground, and the Halloween Parade. Parks and Recreation also supported the Memorial Day celebration.

### Financial Statement July 1, 2007 to June 30, 2008

#### Recreation Wages

Appropriated	\$4,500.00
Expended	<u>\$3,606.88</u>
Unexpended balance returned to general fund	\$ 893.12

#### Recreation Expenses

Appropriated	\$9,200.00
Expended	
Purchase of Services	\$4,047.72
Equipment	0.00
Supplies	503.24
	<u>\$4,550.96</u>
Unexpended balance returned to general fund	\$4,649.04

#### Parks Expenses

Appropriated	\$4,100.00
Expended	
Purchase of Service	\$2,548.18
Electric	745.75
	<u>\$3,293.93</u>
Unexpended balance returned to general fund	\$1,306.07



**Basketball Court at Memorial field**

**DEPARTMENT OF VETERANS' SERVICES**

Michele Marino, Veteran's Agent .....2009

The purpose of the Department of Veterans' Services is to assist veterans and/or their dependents in procuring financial assistance, information, and benefits to which they are entitled. These services/benefits are relative to vocational or other educational opportunities, G. I. Loans, hospitalization, medical care, compensation, pensions, on-the-job and apprenticeship training, insurance, burial allowance, grave markers and other benefits granted under existing State and Federal laws.

The Veterans' Services Program is mandated by Massachusetts General Law, Chapter 115 and is administered under State guidelines to provide information, advice, and assistance to veterans regarding benefits to them and their families. These benefits are based on a financial means test. If you are struggling to make ends meet, please call me. You may be eligible for Chapter 115 assistance.

The Office of Veterans' Services is a one -top human service office with a top priority of providing services designed to improve the quality of life for every veteran in Town, their families and surviving dependents.

The Veterans' Services Office is located at 23 Linden Street, Berlin. Regular hours are held Tuesdays and Thursdays, and also by appointment if needed. To arrange an appointment please call 978-838-2442. I am asking all veterans in the Town of Bolton to provide this office with a copy of their DD form 214 (or equivalent proof of discharge). Having a veteran's discharge paperwork on file will make for a smoother process if a veteran or dependent needs to file for benefits.

In closing, I would like to thank the Board of Selectmen and Town Officials for their support during the past year.

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Wages</b>			
Appropriated			\$4,244.00
Expended			\$4,244.00
<b>Expenses</b>			
Appropriated			\$ 135.00
Transfer			<u>\$1,310.91</u>
			\$1,445.91
Expended	Supplies	\$ 0.00	
	Dues and Subscriptions	0.00	
	Veterans Benefits	1,310.91	<u>\$1,310.91</u>
Unexpended balance returned to general fund			\$ 135.00

## **POLICE DEPARTMENT & COMMUNICATION CENTER**

Chief of Police Vincent C. Alfano, 3 years of service

Lieutenant Warren E. Nelson, 16 years of service

Sergeant Andrew Bagdonas, 22 years of service

Sergeant Michael W. Slepetz, 24 years of service

Patrol Officer Kimberly Denaro, 10 years of service

Patrol Officer Christopher Harrington, 6 years of service

Patrol Officer Yvette Washington, 5 years of service

Patrol Officer Jason Puri, 4 years of service

Patrol Officer Luke Hamburger, 3 years of service

Patrol Officer Sandra Lawton, 6 months of service

Reserve Officer Hank Staake, 10 years of service

Reserve Officer Daniel Keller, 3 year of service

Reserve Officer Jacob Vicente, 3 year of service

Reserve Officer Mary Ann Kinirey, 2 years of service

Reserve Officer Juan Ramos, 1 year of service

Reserve Officer Frank Diaz, 1 year of service

Administrative Assistant Lorraine Kenney, 10 years of service

This past year has truly been a whirlwind of activity, both for the Town of Bolton, and its Police Department. As I complete my third year of service as your Police Chief, I continue to be rewarded with the remarkable support, community spirit, and friendship of the citizens and fellow Town employees I see on a daily basis. Moving forward, we continue our partnership with our brother and sister Town public safety agencies, the Bolton Fire Department and the Bolton Ambulance. Together, we pool our resources, skills, and talents, to provide the citizens of Bolton, and all those that pass through, work, or attend school in our Town, the safest and most secure environment possible. You could not ask for, or find, a more professional and dedicated group of public safety professionals. Working together, we have tirelessly responded to all calls for assistance received, whether routine, or life threatening. We successfully weathered the full force of Nature's fury in the infamous ice storm of December 11<sup>th</sup>, and the following week of destruction and havoc. Working together as Town agencies and government, with tremendous support from you, our residents, we survived this test with no loss of life, and only a few storm related minor injuries. We are thankful for all your support, and the tireless hard work of our dedicated personnel.

With the groundbreaking of our new combined Public Safety Center this past January 24<sup>th</sup>, we are well on the way to updating our Town's time worn Fire, Police, and Ambulance facilities. The renovation and multi-agency addition to our existing Fire station on Wattaquodock Hill Road will replace our current Police Station in the Houghton Building on Main Street, built in 1849, and modernize the 1960's vintage Fire Headquarters. By three agency's sharing space and facilities on Town owned land, we can provide public safety services in a cost effective and efficient manner, with greatly improved safety and inter-departmental communication for our employees. We thank the voters and Town officials of Bolton for their support of this much needed improvement to our Town infrastructure. Together, we are building a facility that will serve the Town's public safety needs for the next several decades.

In 2008, Bolton Police and Communications personnel answered 11,760 calls for service. As you review the following pages of 2008 Police related statistics, you will notice that a tremendous amount of our work and activity is motor vehicle related. This would include response to accidents,

motor vehicle related arrests such as Drunk Driving, and traffic enforcement citations. Because of our demographics, Bolton experiences a tremendous volume of non-resident traffic traveling through our town every day. Our central location on Interstate Route 495, and State Routes 117, 110, and 85, account for thousands of vehicles each day crossing our borders. In order to keep our roads safe, Officers spend countless hours engaged in traffic enforcement efforts. As an example of their diligence, this past year the Police Department returned \$63,383.00 to the Town General Fund in monies generated primarily through traffic enforcement fines. Our arrest rate continues to climb as well, with many attributed to offenses or warrants initiated by Officers conducting a motor vehicle stop. For 2009, traffic enforcement, with its resulting accident prevention and safer roadways, will continue to be our Department's primary focus in addition to 911 emergency response. Effective and highly visible traffic enforcement in a community also acts as a strong deterrent to other types of crime. Robberies and House Breaks are drastically reduced, because criminals are aware of high Police visibility and presence. They fear being stopped for a traffic offense, and choose to take their criminal behavior elsewhere.

This coming year, we also continue forward in our solid partnership with the Nashoba Regional School District. Officers visit Bolton schools daily as part of their routine patrol. They interact with students, teachers, and administrators in open, positive communication. This achieves a level of trust, familiarity, and awareness of available police resources. Frequently, this interaction helps resolve issues before they become problems, or aids in the development of solutions. We always welcome questions and feedback from parents should you ever require information, services, or assistance.

We have traveled a hard road this past year, but together, we have triumphed over every obstacle. The coming year promises an even greater challenge of economic uncertainty and fiscal limitations. I can assure you that every tax dollar you and I devote to law enforcement and public safety services in Bolton is well spent. We will continue to operate this department in a cost effective and efficient manner. We have also not lost sight of our "green" environmental responsibilities. Our Dodge Charger police cruisers use a gas saving V8 engine that runs on 4 cylinders during idle and low speed driving. We continue to deploy our Police Bike Patrol during favorable weather conditions. These specially trained Officers patrol our school grounds and special events on department mountain bikes, saving gas and keeping physically fit as well! In tandem with the Bolton Energy Committee, we have reviewed and implemented recommendations for energy saving solutions for our new Public Safety Center, and installed energy saving lighting in our current Houghton Building facility. We live and work in a beautiful community, and will do our part to maintain it that way.

In closing, I thank the men and women of the Bolton Police and Communications Department's for their hard work, technical expertise, dedication, integrity and professionalism. The quality of the services they deliver is second to none. I also thank my fellow residents of Bolton. The trust you have placed in us to protect your loved ones, friends, homes, and property is great. I assure you, each and every member of this department commit our training, resources and efforts to maintain this trust.



**Financial Statement  
July 1, 2007 to June 30, 2008**

**Salaries**

Appropriated	\$97,739.00
Expended	<u>\$97,737.63</u>
Unexpended balance returned to general fund	\$ 1.37

**Wages W/Overtime**

Appropriated	\$649,814.00
Expended	<u>\$631,387.24</u>
Unexpended balance returned to general fund	\$ 18,428.13

**Expenses**

Appropriated		\$170,687.00
Gasoline	\$26,575.75	
Tires	4,708.75	
Cruiser repairs	13,046.23	
Oil & lube	955.45	
Building	22,863.65	
Supplies	8,595.39	
Firearms supplies	4,068.74	
Uniforms	11,566.94	
Training	2,509.52	
Dues & subscriptions	3,199.64	
Miscellaneous	1,510.20	
Hire services	3,481.80	
Equipment	8,044.21	
Cruiser	29,970.00	
Expedition	26,445.00	
		<u>\$167,751.27</u>
Unexpended balance returned to general fund		\$ 2,935.73

**POLICE DEPARTMENT COMMUNICATION CENTER  
ROSTER AS OF DECEMBER 31, 2008**

Police Chief Vincent C. Alfano, Co-Director  
Fire Chief John Stephenson, Co-Director

Donna L. Hathaway Supervisor, 22 years of service  
Edward Haimila, 10 years of service  
Jaine Galeski, 4 years of service  
Diane Coolidge, 9 years of service  
MaryAnn McLaughlin, 12 years of service  
Hank Staake, 10 years of service  
Theodore Staake, 3 year of service  
David Byler, 3 year of service  
David Perry, 1 year of service

Bolton Dispatchers handled 11,560 calls for service in 2008. This includes 198 ambulance calls plus 8\_\_\_ mutual aid ambulance calls and 195 fire calls. Through the dedication of our fine dispatchers, the Communication's Department effectively delivered first rate public safety services to the community of Bolton.

**Financial Statement  
July 1, 2007 to June 30, 2008**

**Wages W/Overtime**

Appropriated	\$204,242.00
Expended	\$194,108.72
Unexpended balance returned to general fund	\$ 10,133.28

**Expenses**

Appropriated		\$ 64,361.00
Expended	Purchase of Service	22,887.68
	Training	2,996.56
	Software Support	3,799.45
	Telephone	13,291.67
	Teletype	1,745.98
	Supplies	5,503.23
	Uniforms	834.28
	Miscellaneous	514.46
	Antenna-Tower	1,744.40
	Radio Console	2,000.70
	Computer Equipment	6,664.84
Unexpended balance returned to general fund		\$61,983.25
		\$ 2,377.75

<b>Offenses reported to FBI for Statistical purposes by year</b>	<u>2007</u>	<u>2008</u>
Rape (Forcible and statutory)	2	0
Forcible Sodomy	0	0
Aggravated assault (includes domestic A&B)	11	2
Simple assault	15	5
Intimidation (includes bomb threats)	13	5
Breaking and entering, vehicle, business or residential	19	51
Theft from building	17	11
Theft from motor vehicle	0	4
Theft of motor vehicle	6	2
Theft of motor vehicle parts/accessories	0	0
All other larceny	18	22
Stolen property offenses	2	3
Destruction/Damage/Vandalism of property	39	33
Drug/Narcotic violations	21	33
Weapon Law violation	4	12
Disorderly conduct	2	3
Driving under the influence	30	20
Liquor law violations	9	10
Trespass	5	2
All other offenses	30	43
Traffic/Town Bylaw offenses	306	372
Counterfeiting/Forgery	0	10
Shoplifting	0	0
Embezzlement	0	0
False pretenses / swindle	0	4
Impersonation	0	4
Bad Checks	0	4

<b>Response by Police by type of call</b>	<u>2007</u>	<u>2008</u>
Local ordinance/Bylaw violations	74	52
Missing persons	7	6
Disturbance	3	2
Domestic disturbances	13	10
Noise complaint	25	17
Suspicious activity	110	101
Suspicious person	19	29
Suspicious motor vehicle	79	74
Officer wanted	216	266
Burglar alarm	308	288
Lost/Found Property	44	63
Motor vehicle stops	2216	2357
Leaving the scene of an accident	6	6
Motor vehicle accidents – injury	50	58 + 1 fatal
Motor vehicle accidents – Property damage only	257	195 + 7 winch-outs
Disable motor vehicles	239	217
Parking violations	17	20
Court appearances	135	149
Arson	0	3

<b>Arrests and citations</b>	<u>2007</u>	<u>2008</u>
Arrests	57 (3 Juvenile)	65 (3 Juvenile)
<b>Motor vehicle citations</b>	1367	1317

## AMBULANCE SQUAD

<b>Director:</b>	Margy Diaz	<b>Training Officer:</b>	Chris Baker
<b>Assistant Director:</b>	Dina Rich	<b>Full Time EMT/FF:</b>	David Farrell
<b>Privacy Officer:</b>	David Farrell		

<b>EMT Attendants:</b>	David Farrell	David Byler	Gery Wilson
Pierino Bonazzoli	Ann Farrell	Wesley Durant	Dina Rich
Barbara Brown	Mary Nichols	Cassie Ela	Margy Diaz
Andrew Bagdonas	Lauren Ferrechio	Luis Forte	David Perry
Kileen Burgoyne	Kate Howard	Ethan Caless	Jamie Weliver
Frank Smith	Chris Baker	Curtis Roemer	Jack Holbrook
Christine Alfano	Allan Kuong	Jason Ware	MaryAnn McLaughlin
Chris Whynot			

### Call Totals

Ambulance Calls	339
Patients	373
Motor Vehicle Accidents	122
Medicals	214
Stand By	3

As always, Bolton Ambulance would like to thank the residents of Bolton for their continued support. Please help us help you by making sure that your house is numbered clearly and is visible from the street in both directions. Please make sure that driveways and walkways have been cleared of snow and debris. A few minutes on your part could make a difference in getting to a loved one quickly and safely during an emergency. **Please remember:** Never hesitate to call us. When in doubt, call us out!



**New Ambulance**

**Financial Statement  
July 1, 2007 to June 30, 2008**

<b>Wages</b>	
Appropriated	\$72,382.00
Transfers	<u>15,000.00</u>
	\$87,382.00
Expended	<u>\$84,314.90</u>
Unexpended balance returned to general fund	\$ 3,067.10

<b>Expenses</b>	
Appropriated	\$53,950.00
Transfers	<u>\$ 4,660.00</u>
	\$58,610.00

Purchase of Services	\$30,012.90	
Repairs – Motor Vehicle	2,365.23	
Postage	86.89	
Supplies	997.98	
Diesel	3,081.69	
Uniforms	222.00	
Cadet EMT Program	\$13,820.00	
Equipment	\$6,471.91	<u>\$57,058.60</u>
Unexpended balance returned to general fund		\$ 1,551.40

**FIRE DEPARTMENT  
Roster of Active Members**

**CHIEF AND FOREST WARDEN:** John Stephenson

**DEPUTY CHIEF:** Donald Baum

**DEPUTY CHIEF:** John Holbrook

**CAPTAIN:** John Mentzer

**LIEUTENANT:** Gerald Wilson

**MEMBERS:**

Pierino Bonazzoli	Wesley Durant	David Byler
Peter Casello	David Farrell	Chris Poutenis
Curtis Plante	Chris Baker	Chris Slade
Paul Slade	Michael Kenney	Jim Wilson
Ryan Hartwell	David Perry	Christopher Whynot
Jason Ware	Louis Forte	

**TRAINEES:**

Eric Stephenson	James Weliver	Curtis Roemer
Jeremy O'Connell	Corey Baird	Eric Newton

**HONORARY MEMBERS:**

Ronald Brazeau  
David Goulding

Harold Babcock

Eric Schartner

**FIRE CALLS FOR THE YEAR**

Accidents	20	Chimney	1
Automatic Fire Alarms	91	Miscellaneous	28
Brush	9	Mutual Aid	4
Building	6	Vehicle	10
Service	7	Sprinkler Alarms	0
C02 Alarms	20	Hazardous Materials	19
Total			215

**PERMITS ISSUED**

Blasting	7	Propane Tanks	36
Oil Burner	42	Tank Removal	9
New Home Smoke Alarms	24	Outdoor Burning	442
Home for Resale Smoke Alarms	46	Black Powder	1
Sprinkler System Installation	7	Fire Alarm Installation	4
Total			618

The Fire Department would like to remind you to please replace the batteries in your smoke and carbon monoxide detectors when changing your clocks back. Also, to vacuum the detectors to remove any dust particles. By doing this you will improve their efficiency for your safety and reduce false alarms, both a major concern to the fire department.

On November 15<sup>th</sup> we lost a good friend and firefighter, Frank Smith, to his battle with cancer. Frank had contributed over 40 years as a firefighter and as an EMT. Having always lived very close to the fire station, he could be counted on to be one of the first persons to respond to either a fire or ambulance call. His dedication to both the fire and ambulance departments and to the town was unrivaled by most. We will miss you Frank.

**Financial Statement**  
**July 1, 2007 to June 30, 2008**

**Fire Prevention**

Appropriated	\$ 5,000.00
Expended	<u>1,925.00</u>
Unexpended balance returned to general fund	\$ 3,075.00

**Clerical**

Appropriated	\$ 4,500.00
Expended	\$ 4,500.00

**Fire Fighter Wages**

Appropriated		\$ 77,290.00
Expended		\$ 62,053.27
Unexpended balance returned to general fund		\$ 15,236.73

**Expenses**

Appropriated			\$35,250.00
Expended	Heating	\$ 4,178.10	
	Electric	4,670.79	
	Repairs	4,063.83	
	Software Support	7.38	
	Radio Maintenance	1,805.75	
	Training	1,094.95	
	Supplies	2,064.41	
	Gasoline	18.14	
	Diesel	2,892.53	
	Automotive	745.75	
	Uniforms	2,740.40	
	Other Expenses	9,247.23	
	Dues Memberships	600.00	
	Water Holes	26.76	\$35,221.20
Unexpended balance returned to general fund			\$ 28.80

**PUBLIC SAFETY CENTER  
CONSTRUCTION COMMITTEE**

Bolton's Public Safety Center is well on the way towards reality. The Public Safety Center Construction Committee met every two weeks to create a facility which reflects the needs of all three user groups -- Police, Fire, and EMTs -- while mindful of financial considerations. During March 2008 the Committee, in conjunction with the Board of Selectmen retained Maguire Associates to act as our Owner's Project Manager. The next major task addressed by the Committee was to solicit proposals for a firm to complete the design of the facility, and to provide assistance during the construction phase. After a competitive process, Jacunski Humes Associates (JHA) was hired to prepare the detailed design and construction documents which would be used to bid the project.

Throughout the year the Committee spent many hours working with JHA to develop a set of construction plans and specifications which would provide the most appropriate use of space, meet the needs and requirements of the Police, Fire and EMTs, and be affordable. The plans were put out to bid in October, and the interest in the construction community was great. We received many competitive bids, and in December the Board of Selectman signed an agreement with Groom Construction of Salem to be our General Contractor for the facility. Groom's bid was lower than our budget, which allowed the Committee to add a second sally port for police vehicles. The Committee spent time in December planning for the Public Safety Center groundbreaking ceremony scheduled in January 2009.

Committee members include Police Chief Vin Alfano, Fire Department Captain John Menzter, EMT Director Margy Diaz, Andrew Bagdonas (BPD), Dave Farrell (BFD and EMT), Dina Rich (EMT), Susan Mason (Committee Chair), Chris DeMers (Committee Vice Chair), Paul Wood, and Mark Guinta. Panny Gerken, Dave Lindsay, and Stan Wysocki are non-voting members.

## NASHOBA REGIONAL SCHOOL DISTRICT

I am pleased to report that the District is in excellent shape. We continue to perform admirably with respect to our mission: “To educate all students to their fullest potential.” It is because we hire excellent candidates and provide them with the support, supervision, and resources needed to do an important job, well. Your support means all the difference when it comes to making sure our teachers have the resources they need. Our class sizes are the envy of the surrounding communities, our use of technology is second to none, and the materials we use are state of the art.

We have a strong financial footing with budgets that meet our needs. The School Committee has done an admirable job of working with the towns, parents, and administration in crafting a funding source that is adequate, fair, and equitable. The administration works very hard at managing these resources extremely well to get the most out of each dollar. As a result, over the last five years we have managed to rebuild our excess and deficiency fund, maximize our state required reserve fund, and keep up with our deficit bond payments. This fiscal planning will serve us well in the next few years during these uncertain economic times.

As for our academic performance, our comprehensive pre-kindergarten through eighth grade program fosters student success. We are especially proud of the work our teachers and support staff did throughout the 2007-2008 year in drafting the Pacing Guides for student learning in all content areas. This work is very helpful in ensuring that all standards are covered during the course of the school year. Over the summer our Teaching and Learning Department edited these guides and published them to our intranet for teacher access. This past fall we started our standards-based unit design and assessment work for units listed on the Pacing Guides. This work enables us to meet our goal of parity across the district.

Student accomplishments continue to be considerable. Many of our students are accomplished artists, musicians, athletes, equestrians, and actors. Their extracurricular activities mold them into well rounded community contributors. Marjie Lam has been named as a National Merit Scholarship Semifinalist. In addition, eleven other students from our senior class achieved Commended Student status in the National Merit Program. They are as follows: Ramesh Govindan, Sean Killackey, Kelly Macko, Marc Macleod, Starr Miyata, Nick Papanastassiou, Molly Porcher, Rebecca Shoer, Nick Sozio, Alexandra Spear, and Aaron Wassall. The 2008-2009 Worcester County Superintendents’ Association Certificate of Academic Excellence has been awarded to Ramesh Govindan. Lindsay Ormond and Allie Spear recently received the President’s Volunteer Service Award through their local Girl Scout Troop.

Over 500 students participated in interscholastic athletics at the high school in 2008. The boys’ indoor track team claimed the 2008 MIAA Division III State Championship in February. Senior Anthony Raduazo (Bolton) won the 2 Mile Run with a time of 9:30.89. Anthony then teamed with Joe Doyle (Lancaster), Brendon Aylaian (Stow), and Coby Horowitz (Stow) to win the 4x800 Meter Relay. Led by Brent Walkoff (Bolton) and Jeff Stefanis (Stow), the boys’ tennis team finished with a regular season record of 15-2 last spring. The Chieftains went on to win their first two playoff matches and advanced to the Central Mass Division II Finals. The Nashoba girls’ lacrosse team won the league title and advanced to the MIAA playoffs in their inaugural season. Co-captains Catherine Philbin (Lancaster) and Megan Powell (Bolton) were instrumental in the team’s success. Captains Michelle Slattery (Bolton), Marissa Goodhue (Stow), Jen Harding (Lancaster), and Erin Mannion (Berlin) helped the Nashoba girls’ soccer



Principal Ken Tucker receiving the NELMS A + Administrator Award.

team win the league title and return to the MIAA playoffs in 2008.

Ken Tucker, Principal of Florence Sawyer School, was selected to receive the New England League of Middle Schools (NELMS) award as the A+ Administrator. Ken Tucker, Suzanne Wintle, Grade Three Teacher at Florence Sawyer School and Teaching & Learning Associate, and Joel Bates, Assistant Principal of Florence Sawyer School, have been selected to present at the National Association for Supervision and Curriculum Development Conference (ASCD) in Orlando, Florida. Kathy Breen, Special Educator at the Florence Sawyer School, has been nominated for Teacher of the Year for Massachusetts.

The faces in our schools change as time passes by. A number of staff retired at the end of the 2008 school year in June: Janice O’Toole, Jacqueline Mooney, Janet Milliken, Jean Roofe, Michael Allard, Dawn Rysdon, and Carol Constantino.

Our buildings are in excellent shape. The District takes great pride in the work of our maintenance crew and building custodians. We use state-of-the-art equipment to maintain each corridor, classroom, and large group space. The fields, too, are a major part of our educational program. While a capital plan supported by our School Committee was not endorsed at Town Meeting, there was work done on the main stadium field to level it and fill in ruts. The track is more of an issue and work will be planned for maintaining the use of this important community resource.

We also are doing well on the Massachusetts Comprehensive Assessment Tests (MCAS) in grades three through eight. Overall, our District scores meet adequate yearly progress, a requirement under No Child Left Behind (NCLB). On the tenth grade MCAS test, our students performed in the top ten percent of the state in both English Language Arts and Mathematics. One hundred percent of our students passed the Technology and Engineering subtest on the first try, two years in a row.

The School Committee is committed to continuous improvement. The Committee reviews its goals annually, adding strategic action steps to meet its goals. This past year the Committee recognized the following goals or action steps:

- To design a systemic delivery model for foreign language instruction by expanding our current eighth to twelfth grade program
- To develop a Response to Intervention (RTI) for At-Risk Students
- To develop a model for reporting standards in all curricula areas for grades one through eight
- To explore time-on-learning opportunities and set forth strategies that maximize current use of the school day
- To implement the School-Wide Enrichment model
- To address transition between grade levels

MCAS Tests of Spring 2008										
Percent of Students at Each Performance Level										
Grade and Subject	Advanced/ Above		Proficient		Needs Improvement		Warning/ Failing		Students Included	CPI
	DIST	STATE	DIST	STATE	DIST	STATE	DIST	STATE		
GRADE 03 - READ	26	15	52	41	18	33	4	11	270	92
GRADE 03 - MATH	39	25	40	36	16	25	4	14	272	91
GRADE 04 - ELA	6	8	54	41	34	39	5	13	265	85
GRADE 04 - MATH	23	20	34	29	37	38	6	13	267	84
GRADE 05 - ELA	19	13	60	48	17	30	4	8	250	93
GRADE 05 - MATH	34	22	33	30	26	30	6	17	251	87
GRADE 05										
SCIENCE/TECH	24	17	47	33	25	38	4	12	251	89
GRADE 06 - ELA	24	15	61	52	12	24	3	8	232	95
GRADE 06 - MATH	47	23	35	33	10	26	7	18	232	92
GRADE 07 - ELA	14	12	75	57	10	23	2	8	245	96
GRADE 07 - MATH	29	15	46	32	19	29	6	24	246	90
GRADE 08 - ELA	21	12	70	63	8	18	2	7	263	97
GRADE 08 - MATH	36	19	37	30	20	27	6	24	262	87
GRADE 08										
SCIENCE/TECH	8	3	53	36	33	39	5	22	262	86
GRADE 10 - ELA	48	23	41	51	8	21	3	4	247	97
GRADE 10 - MATH	71	43	18	29	8	19	3	9	246	96
GRADE 10										
SCIENCE/TECH	42	14	45	43	10	31	3	12	229	95

Each of these action steps is an important effort in our continuous improvement as a district. We believe that each of these steps targets a population of students that we believe need the focus to move to their next level. All of these steps have as an essential question, “*What is the student's response to intervention?*” This question requires all of us to have data to support our answer. This work has helped us hone in on the types of assessments we use, and what kinds of interventions are working, both of which help us to develop a better understanding of how students learn. The more we know about how students learn, the more efficient we are in aligning instruction with need. This means time becomes better used and the school year becomes more valuable to the students. As you know the Massachusetts Frameworks, the foundation upon which our curriculum is built, is rich with expectations. Getting all students to meet standards by 2014 (the target year for NCLB) is an unprecedented expectation. While we are well on our way to getting there, we still need to sharpen our skill set for those students with challenging learning profiles, social and emotional needs, and family obligations. Research has shown that improving instructional practice has a direct impact on student achievement.



**Chieftains celebrate their victory of over Clinton**

Our special education programs and services are an integral part of our educational offerings. We have spent the last five years developing, refining, and implementing programs to meet the needs of all of our learners. While this is a monumental task, it is important for all families to know their children's needs can be met within the District. It is a cornerstone of our belief system that all children can learn. It is also an efficient way to utilize resources. The additional programming means the financial resources stay right here within the District. Transportation costs are reduced, and the additional staffing can be used in a variety of supporting roles across the schools. The District completed its process of phasing in a continuum of services this year with the addition of a self-contained program at our high school. This program is for students who can be included for many classes but need more intensive services for math and English. This year we brought the RISE program to Bolton to provide continuity of services pre-kindergarten through eighth grade, all under one administration.

There are many reasons to be proud of Nashoba Regional School District. Internally, we believe we are doing everything possible to meet the needs of our ever-changing student population. We know we need to continue to be learners ourselves so that we can meet these needs even more efficiently. We pledge to remain one of the reasons so many people settle in Bolton.

graduates

graduates

**MINUTEMAN REGIONAL HIGH SCHOOL**  
**School of Applied Arts and Sciences**  
**758 Marrett Road, Lexington, Ma 02421**

**About Minuteman**

Minuteman High School is a four-year career and technical high school serving our member towns: Acton, Arlington, Belmont, Bolton, Boxborough Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, as well as, 47 other cities and towns in Eastern Massachusetts. Minuteman combines rigorous academics and preparation for college with relevant career and technical programs. The school also provides career development programs for adults as part of our self sustaining Community Education Program.

**Enrollment**

As of October 1, 2008, 11 high school students were enrolled at Minuteman providing a full time equivalent (FTE) of 11 students that reside in Bolton. Minuteman offers a part time program where Nashoba Regional High School students are able to take part in elective technical training courses on a half-day basis. Currently, very few Nashoba Regional High School students take advantage of this unique program designed to give juniors and seniors the opportunity to explore career majors and still stay a part of Nashoba Regional High School. The District offers 'Post Graduate' programs to Nashoba Regional High School students who are seeking to enhance their own economic opportunity at Minuteman via skill development.

**2008 Bolton Graduates and Awards**

S. Ryan Collette, Landscaping Technology

At the 2008 graduation, Ryan Collette received the Vocational Program Award, President's Education Award for Outstanding Academic Excellence, Bolton Garden Club Award, and the Friends of Minuteman Award. These awards are given to students of superior academic achievement and significant participation in school or community activities.

SkillsUSA Awards – Bolton Students

Brian Joseph was the gold State Medalist for Robotics & Automation Technology in the SkillsUSA Conference.

**Class of 2008 Graduate Achievement Highlights**

- 92% graduated and entered college, became employed in their field of study, or enlisted in the US military.
- 100% successfully passed the state-required MCAS tests in English and Math.
- 60% college acceptance, 33% career-bound in field and 3% military
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Childhood Education graduates were certified by the Department of Early Education and Care.
- 100% of Cosmetology graduates passed the state board examination.
- Medical Occupation graduates achieved 100% in college acceptance.
- Christopher Hanson, a Robotics program graduate from Medford, was honored as the Massachusetts Vocational Student of the Year by the Minuteman Career & Technical High School Committee, the Massachusetts Association of Vocational Administrators, and the State Commissioner of Education.
- Elizabeth Haberkorn, an Early Childhood Education student from Stow graduated Valedictorian of the Class of 2008.

- Student speakers at the Class of 2008 graduation ceremony were Valedictorian Elizabeth Haberkorn of Stow, Salutatorian, Michael Lavy of Waltham, and Class President Erica Lindstrom of Stow.

### **Leadership, Governance and Communication**

- Dr. Edward A Bouquillon was hired as superintendent beginning the 2007-2008 school year.
- A new Mission Statement was approved by the staff in March of 2008:  
*“Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.”*
- The School Committee re-organized to include 4 sub-committees; Finance, Curriculum Instruction and Assessment, Capital and Facilities Planning, and Personnel. A taskforce was formed to review and revise all District policies.
- A revised organizational chart was approved, resulting in the elimination of several administrative positions, the creation of site-based teams, clear lines of responsibility and the introduction of Career Clusters.
- A Communications Team was formed that seeks to provide a more consistent and transparent message both internally and externally regarding the new mission of Minuteman.

### **Curriculum and Instruction**

- The Art program has been restored to the Minuteman Curriculum. More than 160 students have enrolled in 3 levels of classes and a waiting list has been established. A Health class has also been established to supplement a well-rounded student education. Music will be restored.
- Career and Technical programs are now aligned along 5 Career Clusters: Trade & Industrial; Human & Commercial Services, Business and Information Technology, Agriculture and Transportation and Science and Technology. Clustering allows for common core curriculum to be delivered in clusters to 9<sup>th</sup> and 10<sup>th</sup> grades students.
- Since the Fall of 2008 all 9<sup>th</sup> grade students partake in daily English and Math instruction, rather than the long-established “week on-week off” schedule, thus providing consistent academic instruction in preparing for required MCAS score increases by the state department of education.

### **Assessment and Program Evaluation**

- Minuteman developed a Non-traditional Exploratory Program through which all students learn about the viability and challenges of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for young women and in Medical Careers, Cosmetology / Barbering, and Office Technology for young men. The students learn about these careers through a series of hands-on exercises, guest speakers and alumni panelists, and field site visits to industry partners.
- Minuteman is moving towards a ‘modified inclusion model’ for Special Education students. Professional development for staff continues as we implement this proven strategy.
- Minuteman will be undergoing its 3<sup>rd</sup> New England Association of Schools and Colleges Decennial re-accreditation site visit in March of 2009.
- Minuteman students performed very well on the 2008 MCAS: 94% pass rate in Math, 99% pass rate in English, 100% pass rate in Chemistry, 92% pass rate in Biology.

### **Professional Development**

- The Minuteman staff has prioritized two professional development topics for the 2007 – 2010 timeframe. Based upon feedback from our EQA report, several half-day training sessions on summative and formative assessment methodologies are being held. In addition, the development of Professional Learning Communities is happening for 40 staff with several outside resources.

### **Student Access, Participation and Support**

- Minuteman reorganized the assignment of guidance counselors to provide incoming 9<sup>th</sup> graders with a dedicated guidance counselor. Our research had shown that many freshmen felt that they needed additional support as they made the adjustment to Minuteman.
- In addition to having a dedicated 9<sup>th</sup> grade counselor, the re-assignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the staff.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Minuteman maintains a no-cut and no-athletic-fee policy. In addition, Minuteman students have access to more than 30 clubs and activities.
- The Minuteman Parent Association meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.
- A new website is to be launched in February 09 – [www.minuteman.org](http://www.minuteman.org)

### **Financial and Asset Management Effectiveness and Efficiency**

- The Minuteman FY09 budget was passed unanimously at \$17,001,622, which represented a 1.53% increase after removing the Middle School Tech Programs. Healthcare, utility increases, as well as the NEASC re-accreditation increased the budget. Decreases in the FY09 salary budget were due to the reduction of administrators, removing the Middle School Tech Program from the full district assessment and replacing several career and technical teachers with technical assistants in programs experiencing enrollment dips.
- Staff was reduced by 4.5 FTE positions in the FY09 budget. Budgets continue to be tightly managed as Minuteman seeks to ‘right size’ itself and reduce its per-pupil expenditures.

The FY08/09 Capital funds were used for major systems repairs, implementing the approved Technology Plan, upgrading the reception area, adding a Welcome Center, relocating the IT office, and renovations of common areas.

**TAX COLLECTOR**

Margaret R. Child

**Financial Statement  
July 1, 2007 to June 30, 2008**

**Salary**

Appropriated	\$27,755.00
Expended	\$27,755.00
Outstanding	\$ 0.00
Balance	

**Wages**

Appropriated	\$9,740.00
Expended	\$7,817.00
Outstanding	\$1,922.11
Balance	

**Expenses**

Appropriated		\$20,875.00
Expended	Software Support	\$12,523.18
	Postage	594.13
	Tax Taking	4,4986
	Supplies	57887
	Miscellaneous	243.18
	Dues	45.00
		\$14,434.12

Unexpended balance returned to general fund \$ 6,440.88

	<b>REAL ESTATE</b>	<b>PERSONAL PROPERTY</b>	<b>FARM EXCISE</b>	<b>MOTOR EXCISE</b>
<u>1995 taxes</u>				
Outstanding 7/1/07				\$0.00
Rescind				\$65.00
Collected				\$65.00
Balance 6/30/08				\$0.00
<u>1996 taxes</u>				
Outstanding 7/1/07				\$0.00
Rescind				\$65.00
Collected				\$65.00
Balance 6/30/08				\$0.00
<u>1997 taxes</u>				
Outstanding 7/1/07				\$643.75
Abated				\$643.75
Collected				\$0.00
Balance 6/30/08				\$0.00

	REAL ESTATE	PERSONAL PROPERTY	FARM EXCISE	MOTOR EXCISE
<u>1998 taxes</u>				
Outstanding 7/1/07				\$40.00
Abated				\$40.00
Collected				\$0.00
Balance 6/30/08				\$0.00
<u>1999 taxes</u>				
Outstanding 7/1/07				\$625.63
Abated				\$625.63
Collected				\$0.00
Balance 6/30/08				\$0.00
<u>2000 taxes</u>				
Outstanding 7/1/07	\$1,640.34			\$408.04
Abated				\$408.04
Collected	\$0.00			\$0.00
Balance 6/30/08	\$1,640.34			\$0.00
<u>2001 taxes</u>				
Outstanding 7/1/07	\$3,026.24			\$623.54
Rescind				\$31.25
Abated				\$623.54
Collected	\$0.00			\$31.25
Balance 6/30/08	\$3,026.24			\$0.00
<u>2002 taxes</u>				
Outstanding 7/1/07	\$3,177.85			\$230.31
Rescind				\$31.25
Abated				\$230.31
Collected	\$0.00			\$31.25
Balance 6/30/08	\$3,177.85			\$0.00
<u>2003 taxes</u>				
Outstanding 7/1/07	\$9,771.19			\$2,397.40
Refunded				\$32.50
Abated				\$2,373.65
Collected	\$0.00			\$56.25
Balance 6/30/08	\$9,771.19			\$0.00

	REAL ESTATE	PERSONAL PROPERTY	FARM EXCISE	MOTOR EXCISE
<u>2004 taxes</u>				
Outstanding 7/1/07	\$7,836.09	\$694.67		\$8,048.15
Abated	\$2.65			
Collected	\$0.00	\$0.00		\$1,083.13
Balance 6/30/08	\$7,833.44	\$694.67		\$6,965.02
<u>2005 taxes</u>				
Outstanding 7/1/07	\$6,951.35	\$1,009.47		\$4,253.80
Committed				\$5,812.20
Abated	\$2.79			
Collected	\$0.00	\$0.00		\$6,580.74
Balance 6/30/08	\$6,945.56	\$1,009.47		\$3,485.26
<u>2006 taxes</u>				
Outstanding 7/1/07	\$81,829.84	\$1,454.23		\$6,440.31
Committed				\$12,012.42
Refunded				\$804.17
Abated	\$2.71			\$851.05
Collected	\$73,561.06	\$0.00		\$16,335.58
Balance 6/30/08	\$8,266.07	\$1,454.23		\$2,070.24
<u>2007 taxes</u>				
Outstanding 7/1/07	\$305,048.27	\$510.85	\$0.00	\$42,978.77
Committed			\$3,695.12	\$96,556.42
Refunded	\$30.26			\$5,177.48
Abated	\$2.81			\$8,094.35
Collected	\$217,794.51	\$56.73	\$3,695.12	\$130,843.61
Balance 6/30/08	\$87,281.21	\$454.12	\$0.00	\$5,774.71
<u>2008 taxes</u>				
Outstanding 7/1/07	\$0.00	\$0.00		\$0.00
Committed	\$14,095,359.92	\$499,827.98		\$644,154.04
Exemption	\$40,164.75			
Tax Lien				
Refunded	\$42,920.58			\$3,461.82
Abated	\$21,087.72			\$9,786.04
Collected	\$13,861,366.04	\$497,245.01		\$568,923.38
Balance 6/30/08	\$215,661.99	\$2,582.97		\$68,906.44
<u>2008 supplemental taxes</u>				
Committed	\$8,585.89			
Collected	\$8,585.89			
Balance 6/30/08	\$0.00			

**TREASURER**

Donna A. Madden

Ninotchka Rogers, Assistant Treasurer

**Financial Statement**

**July 1, 2007 to June 30, 2008**

**Salary**

Appropriated	\$62,489.00
Expended	<u>\$60,979.69</u>
Unexpended balance returned to general fund	\$ 1,509.41

**Expenses**

Appropriated		\$11,445.00
	Software	\$3,100.00
	Computer Maintenance	100.00
	Postage	1,500.00
	Office Supplies	1,200.00
	Bank Charges	3,500.00
	In-State Travel	650.00
	Dues	220.00
	Miscellaneous	375.00
	Meetings	600.00
	Equipment	200.00
		\$11,440.02
Unexpended balance returned to general fund		\$ 4.98

## 2008 W-2 SALARIES AND WAGES

Alfano, Christine	\$	3,273.00	Ela, Cassandra	\$	11,552.00
Alfano, Vincent	\$	98,475.00	Farnsworth, Donna	\$	38,770.00
Babu, Ovidiv	\$	320.00	Farrell, Ann	\$	6,288.00
Bagdonas, Andrew	\$	66,977.00	Farrell, Caitlin	\$	210.00
Baird, Francis	\$	350.00	Farrell, David	\$	58,239.00
Baker, Christopher	\$	8,404.00	Fazio, Michael	\$	460.00
Balco, John	\$	2,338.00	Ferrechio, Lauren	\$	7,176.00
Balco, Rona	\$	1,372.00	Fields, Stephen	\$	280.00
Balin, Nicole	\$	2,981.00	Forte, Luis	\$	4,410.00
Barry, Ryan	\$	61,501.00	Fournier, Eric	\$	5,962.00
Baum, Donald	\$	55,058.00	Galeski, Jaine	\$	36,665.00
Berry, Nathaniel	\$	54,149.00	Galeski, Ronald	\$	62,060.00
Black, Gene	\$	63,004.00	Garfield, Deborah	\$	1,223.00
Boire, Betty	\$	4,464.00	Gaughan, John	\$	320.00
Bonazzoli, Pierino	\$	8,133.00	Geis, John	\$	1,917.00
Boodry, James	\$	19,100.00	Goddard, Rebecca	\$	46.00
Borsari, Madeline	\$	403.00	Goulding, David	\$	89.00
Bradbury, Cynthia	\$	42,720.00	Gumbart, Carol	\$	31,562.00
Brown, Barbara	\$	625.00	Haimila, Edward	\$	17,231.00
Brown, Harold	\$	97,542.00	Hamburger, A. Luke	\$	66,386.00
Burgoyne, Alyssa	\$	5,705.00	Harrington, Christopher	\$	71,368.00
Burgoyne, Kileen	\$	988.00	Hartwell, Ryan	\$	3,605.00
Burney, Jennifer	\$	50,130.00	Harvey, Elizabeth	\$	2,625.00
Byler, David	\$	4,315.00	Hathaway, Donna	\$	37,864.00
Caisse, Mark	\$	6,998.00	Herbison, Ken	\$	357.00
Caless, Ethan	\$	3,612.00	Herbison, Linda	\$	592.00
Carlin, Christopher	\$	156.00	Heron, Lee	\$	4,502.00
Casello, Peter	\$	2,815.00	Holbrook, John	\$	2,425.00
Centeno, David	\$	1,045.00	Howard, Katherine	\$	35.00
Charland, Timothy	\$	123.00	Hughes, Robert	\$	1,047.00
Child, Margaret	\$	27,250.00	Hurwitz, Maxwell	\$	4,598.00
Chmielowski, Sheila	\$	23,733.00	Jackson, Merkendrick	\$	435.00
Ciccolo, Michelle	\$	9,405.00	Keller, Daniel	\$	24,445.00
Collins, Kelly	\$	61,609.00	Kenney, Lorraine	\$	45,677.00
Collins, Sean	\$	320.00	Kenney, Michael	\$	3,996.00
Coolidge, Diane	\$	43,202.00	Kinirey, Mary Ann	\$	17,415.00
Corriveau, Carl	\$	640.00	Klouda, Timothy	\$	1,167.00
Costello, Julie	\$	53,158.00	Knapp, Aaron	\$	630.00
Crandall, Roberty	\$	245.00	Krysa, Frank	\$	15,959.00
Day, Linda	\$	62,951.00	Lamb, Kevin	\$	473.00
Delorey, Wilfred	\$	16,475.00	Latham, Susan	\$	14,244.00
Denaro, Kimberly	\$	76,660.00	Lauritano, David	\$	5,694.00
Diaz, Efrain	\$	23,976.00	Lawton, Sandra	\$	22,250.00
Diaz, Margaret	\$	6,551.00	Madden, Donna	\$	58,530.00
Drugge, David	\$	5,694.00	Mailman, Kevin	\$	123.00
Durant III, Wesley	\$	2,984.00	Maldari, Enrico	\$	245.00
Dwinells, Scott	\$	47,362.00	Marino, Michele	\$	4,661.00

## 2008 W-2 SALARIES AND WAGES

McGeehan, Linda	\$ 14,622.00	Rich, Dina	\$ 3,839.00
McGrady, Samuel	\$ 21,472.00	Roemer, Curtis	\$ 2,624.00
McLaughlin, Maryann	\$ 47,518.00	Rogers, Ninotchka	\$ 8,957.00
McNally, John	\$ 4,441.00	Ross, Jodi	\$ 81,133.00
McNamara, James A	\$ 1,982.00	Sauvageau, Michael	\$ 5,845.00
Mentzer, John	\$ 1,905.00	Schnepf, Andrea	\$ 2,211.00
Merrill, Richard	\$ 223.00	Sefton, Shirley	\$ 28.00
Miles, Susan	\$ 37,667.00	Slepetz, Michael	\$ 48,557.00
Miletti, Jose	\$ 123.00	Smith, Charles	\$ 3,124.00
Morrissey, Mark	\$ 490.00	Smith, Lenny	\$ 245.00
Mortimer, Patrick	\$ 320.00	Soar, Donald	\$ 44,108.00
Morton, Sherry	\$ 320.00	Spaulding, Howard	\$ 3,482.00
Mullin, Ryan	\$ 1,794.00	Spaulding, Jeffrey	\$ 105.00
Munger, Daniel	\$ 5,575.00	Staake, Hank	\$ 11,535.00
Mustard, Kelvin	\$ 7,944.00	Staake, Theodore	\$ 8,672.00
Nelson Jr., Warren	\$ 73,405.00	Stephenson, John	\$ 7,188.00
Newman, Gregory	\$ 320.00	Thompson, Brett	\$ 140.00
O'Leary, Lisa	\$ 16,285.00	Tower, Phyllis	\$ 3,647.00
O'Toole, Michelle	\$ 39,942.00	Troup, Kenneth	\$ 555.00
Perkins, Wayne	\$ 45,618.00	Velardocchia., Cathie	\$ 10,262.00
Perry, David	\$ 11,396.00	Vincente, Jacob	\$ 41,419.00
Plante, Curtis	\$ 568.00	Walkonen, Edward	\$ 945.00
Pomeroy, Craig	\$ 123.00	Ware, Jason	\$ 2,131.00
Poutenis, Christopher	\$ 1,459.00	Washington, Yvette	\$ 72,032.00
Powell, Pamela	\$ 48,015.00	Weliver, James	\$ 4,638.00
Price, Reginald	\$ 280.00	Whalen, Philip	\$ 39,912.00
Puri, Jason	\$ 57,288.00	Whynot, Christopher	\$ 801.00
Ramos, Juan	\$ 25,324.00	Wilson, Gerald	\$ 883.00
Reed, Jake	\$ 1,126.00	Wilson, Gerald, Jr.	\$ 680.00
		Wilson, Gerald, J	\$ 70.00

**Total Wages**

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\$ 2,702,412.00



## TOWN CALENDAR AND OTHER HELPFUL INFORMATION

Advisory Committee	Meet as needed, 7:30 p.m., 779-2297
Affordable Housing Partnership,	Meet as needed, 7:30 p.m., 779-2297
Agricultural Commission	Meet 3 <sup>rd</sup> Tuesday at 7:30 p.m. 9798-779-2297
Animal Control Officer	Contact Dispatcher at 779-2276
Appeals, Board of	Meet as needed, 7:30 p.m., 779-3308
Assessors	Meet on Tuesday, 6-8:00 p.m. by appointment, 779-5556
Building Inspector	
Town Hall (Monday, Wednesday & Saturday 8-9:00 a.m., Tuesday 7-8:00 p.m.)	779-2297
Cemetery Committee	779-6402
Conservation Commission	Meet 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday, 7:30 p.m., 779-3304
Council on Aging	Meet 2 <sup>nd</sup> Tuesday, 10:00 a.m., 779-3313
Senior Center open Tuesday & Thursday 10:00 a.m. to 2:00 p.m.	
Emergency Management Coordinator	779-2297
Fire Department	Meet at Fire Station, Tuesday at 7:00 p.m.
779-2203	
Health, Board of	Meet 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday, 6:30 p.m., 779-2297
Historical Commission	Meet 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of the month, 779-5022
Housing Authority	Meet 2 <sup>nd</sup> Thursday at 8:00 p.m. 978-779-2297
Library Trustees	Meet monthly, as posted at the Library & Town Hall, 779-2839
Nashoba Regional School Committee	Meet Alternate Thursdays, 6:00 p.m., 779-0539
Nurse, School	Florence Sawyer School, 8:00 a.m. to 3:00 p.m., 779-2295
	Emerson School, 779-6497
Nurse, Town	Tamara Beddard 800-698-3307 x 1340
	At Bolton Country Manor on Thursday, 9:30 to 11:30 a.m.
Parks & Recreation	Meets 1 <sup>st</sup> Monday of the month, Town Hall 7:30 p.m., 779-2297
Planning Board	Meet 2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday, 7:30 p.m., 779-3308
Police Department - Dispatcher – Police & Fire Information (non-emergency)	Houghton Building, 779-2276
Public Ways Safety Committee	779-2297
Public Works, Department of	779-6402
Selectmen, Board of	Meet Alternate Thursdays, 7:00 p.m., 779-2297
Tax Collector	Peggi Child 779-6116
Town Clerk	Pam Powell 779-2771
Town Accountant	Julie Costello, 779-3310
Town Administrator	Donald Lowe, 779-3300
Town Planner (Planning Board, Board of Appeals)	Jenny Atwood Burney 779-3308
Town Secretary	Linda Day 779-2297
Treasurer	Donna Madden, 779-3310
Tree Warden	Mark Caisse 779-6402
Veterans Agent	Michele Marino 838-2442

### IN CASE OF EMERGENCY

Ambulance.....911                      Fire.....911                      Police.....911

**POISON INFORMATION CENTER 1-800-222-1222**