

## ELECTED TOWN OFFICIALS

	Moderator	
James D. Anker .....		2010
	Town Clerk	
Pamela H. Powell .....		2010
	Selectmen	
Kenneth F. Troup .....		2010
Stanley Wysocki .....		2011
Curtis Plante .....		2012
	Board of Health	
Laura Andrews.....		2010
Christopher Rogers.....		2011
Christopher Slade.....		2012
	Board of Assessors	
Susan Mason .....		2010
Charlotte Johnson-Zembko .....		2011
Jeffrey D. Nichols .....		2012
	Library Trustees	
Christine Sterling .....		2010
Roland Ochsenbein .....		2011
Robert Zak .....		2012
	Cemetery Committee	
Harold E. Brown .....		2010
Harold E. Babcock .....		2011
Brenda Baum .....		2012
	Parks and Recreation Commissioners	
Susan Greene .....		2010
Thomas Pokorney .....		2010
Nancy Carter .....		2011
Karen Regan .....		2011
Joyce Sidopoulos .....		2011
	Planning Board	
Stephen Garner .....		2010
John Karlon .....		2011
Douglas Storey .....		2012
Mark Duggan .....		2013
Michelle Tuck .....		2014
	Bolton Housing Authority	
Donald T. Taylor .....		2010
David Yesue .....		2012
Kevin O'Brien .....		2013
Richard M. Merrill .....		2014
	Nashoba Regional School District Committee	
Richard H. Fly .....		2010
Nancy Federspiel .....		2012

Trustees of Francis E. Whitcomb Benevolent Fund

Joan B. Mechlin.....	2010
Ruth E. Johnston.....	2011
Beverly Mentzer.....	2013

Commissioners of Trust Funds

Holly M. Lauer .....	2010
Mary J. Nichols .....	2011
Panny Gerken .....	2012

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

218 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 Scott Brown (R)

2400 JFK Building, Boston, MA 02203 (617) 565-3170

217 Russell Senate Office Bldg., Washington, D.C. 20510 (202) 224-4543

E-mail through web site: [www.scottbrown.senate.gov](http://www.scottbrown.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: [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) 722-1586

Email: [Rep.KateHogan@hou.State.MA.US](mailto:Rep.KateHogan@hou.State.MA.US)

## BOARD OF SELECTMEN

Kenneth F. Troup, Chairman .....2010  
Stanley Wysocki .....2011  
Curtis Plante.....2012



2009 ended with news that brought the wars in the Middle East home to Bolton. On December 30, Harold E. Brown Jr. was killed with seven others in an Afghanistan suicide bombing. Bolton's hearts went out to Harold, Barbara, and the rest of their family.

New Town Administrator. Donald Lowe of Clinton, the former Economic Development Director for the Town of Clinton, became Bolton's town administrator in early March. Don has done a fine job since then and has become an integral and indispensable part of the town's management team.

Building Projects. There was significant progress during 2009 on our capital projects. The Library neared completion at the end of the year and the Public Safety Building project is going well for mid-year 2010 opening. Removal of a 1960s-era underground oil tank beside the fire station showed oil in the ground below the tank. Thorough testing of soils and all but two of the surrounding 37 private wells showed no spread of the old oil, so we expect removal of the contaminated soil to be completed early in the spring with no impact on the schedule of the Public Safety Building. The Force Main Project to allow sewage from both the Library and Public Safety Building to flow to the sewage treatment plant behind the schools was completed under budget and included a hook-up for the Houghton Building, which went on line in the fall. This allows all three buildings to use the sewage treatment plant, which is good for the buildings and for the sewage treatment plant too. The selectmen congratulate both building committees for their outstanding efforts and offer our thanks to all three contractors for jobs well done.

Tax Collector Changes. Peggi Child retired as Tax Collector during 2009 and we achieved a smooth transition to a combined Treasurer/Collector position to which our Treasurer Donna Madden was appointed. We thank Peggi for her many years of service to the town. We now allow on-line payments of tax bills.

Town Finances and Operations. House values decreased an additional 6% in 2009. This in itself does not affect the town's revenues or operations, but these decreases are reflective of the economic environment in which the town operated during 2009. The budgets were tight at both the school system and the municipal departments and will remain so in the coming year or two. The plus side of the recession has been lower contracting costs for our capital projects and lower interest rates for the borrowings to pay for the projects. All of our departments function in frugal manners and have been

able to deliver their services with few increases in costs and no extraordinary tax increases. We commend the town's financial team and Advisory Committee for their efforts in keeping the town fiscally sound and thank the various departments for the jobs they do with limited resources.

Emergency Management. The December 11, 2008 ice storm put a new focus on Emergency Management in Bolton. After Don Baum resigned from the position of Emergency Management Coordinator in the spring, we interviewed several public safety personnel and residents and appointed as co-directors Peter Casello of the Fire Department and Tom Moses, who works professionally in the hazardous materials field. Peter and Tom have participated in several regional activities that have included coordination and training related to community shelters.

Senior Citizens. In conjunction with the Council on Aging and Friends of Bolton Seniors, we improved attention to at-risk seniors and to communications of routine news and emergency notification. The Senior Center is now open three days a week and the Council on Aging van continues to build its ridership. During 2009, we revamped the procedures for the Senior Tax Rebate Program (STRP) to keep consistent with state law. We hope that wider understanding of the program in the senior community will allow even more seniors to help the town. The Program provides us with important help in the administrative matters of the town and we very much appreciate what our seniors contribute within the program. Meanwhile, we continue to look for ways to expand activities offered to seniors.

Other Matters. After several variance issues were resolved, the selectmen approved a new cell tower to be located adjacent to the Transfer Station. The tower should be operational during 2010 and improve cell coverage in the south and western parts of town and bring in monthly revenue to the town. On the local business front, we dealt with some zoning and permitting issues having to do with a few residents who have historically sold used cars from their homes. 2004 zoning changes prohibited the practice and we worked with the business owners and the Planning Board to come up with possible zoning amendments. We also formed an enthusiastic Economic Development Committee to work with town planner Jennifer Burney and Town Administrator Don Lowe in efforts to refill empty buildings in Bolton and attract compatible businesses to our already business-zoned land.

Another group of eager volunteers developed a Community Garden on town property that was previously used for the horse show. We congratulate this group for their efforts to grow more locally and wish them continued success in future growing seasons.

Volunteerism remains an important fabric of Bolton and we honor and thank all those who have served on committees as well as civic organizations and have helped to make Bolton a nice place to live. We lost three volunteers during 2009 that definitely will be missed: Ruth Johnston, long a solid contributor to the senior citizens newsletter and other senior activities, Connie Richards, also a Council on Aging member, and Robert Weir who served for a number of years on the Advisory Committee.

**Financial Statement**  
**July 1, 2008 to June 30, 2009**

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

<b>Expenses</b>		
Appropriated		\$23,300.00
Expended	Purchase of Services	\$13,000.00
	Engineering Services	1,313.80
	Supplies	91.77
	Dues	647.00
	Miscellaneous	621.21
	WHEAT membership	5,000.00
		<u>\$20,673.78</u>
Unexpended balance returned to general fund		\$ 2,626.22

**LAW COMMITTEE**

Wendy Rogers..... 2010  
 Mark Slade..... 2010  
 Kenneth F. Troup..... 2010  
 Stanley Wysocki ..... 2011  
 Curtis Plante ..... 2012

**Financial Statement  
 July 1, 2008 to June 30, 2009**

<b>Appropriated</b>		\$40,300.00
Expended	Purchase of Services	\$32,286.83
	Supplies	17.55
		<u>\$32,304.38</u>
Unexpended balance returned to general fund		\$ 7,996.62



**Bolton Flag Ceremony, Boston State House/Hall of Flags  
 September 25, 2009**

## TOWN ADMINISTRATOR



The year 2009 was a year that saw the town commence significant capital projects and initiate significant changes. The installation of the new Force Main, which runs from Mechanic Street to Wattaquodock Hill Road, began in July. UEL Construction of Fitchburg was the low bidder. The project progressed very well with the town reaching substantial completion of the project in December. The amount spent on the Force Main was \$224,000 which resulted in the project coming in approximately \$13,000 under budget.

Meanwhile, the \$7,000,000 Library Project continued to make significant progress. By the end of December, the Library had also reached the substantial completion stage with a planned opening date of early February.

The \$5,985,000 Public Safety Building Project broke ground in January. Groom Construction was hired as our General Contractor. The Maguire Group continued to serve in the capacity of our Owner's Project Manager. Significant progress was realized during 2009, with the building scheduled to be opened in May 2010.

The people who serve on the three committees that are responsible for the oversight of these respective projects have put in a tremendous amount of time to make certain that these projects will be completed on time and on budget. The town employees who have helped on these projects have shown a high-level of dedication and commitment as well. All of the people involved have worked hard to insure that the best quality product possible, while working within their respective budgets, will be produced for the people of Bolton.

The town budget for 2009 was \$18,800,000, an increase of 5% over 2008. The Advisory Committee and the Board of Selectmen worked extremely hard to produce a budget that maintained the same level of town services as 2008 but did not require an operating override. In a year where the Great Recession impacted every city and town in the Commonwealth of Massachusetts, Bolton was able to weather the adverse economic conditions better than many other communities.

The Capital Planning Committee was very involved in the early budget planning process for Fiscal Year 2011 which begins in July 2010. They met several times during 2009 to review the capital needs of any town department which would cost more than \$25,000 and which would also have a five-year functional life span.

In 2009, we finalized a two-year effort that resulted in the start of construction of a cell tower at the transfer station. The contract for this cell tower was awarded to Verizon. The project is expected to be completed in the spring of 2010. This will result in much-improved cell phone reception for the western section of the town.

May of 2009 saw a significant change in our town government. Along with the retirement of our long-time Tax Collector Margaret (Peggi) Child, the voters approved changing the elected Tax Collector's position to an appointed position of Collector/Treasurer. The Town of Bolton was well-served by Peggi for many years and we thank her for her many years of outstanding service to the town.

The Board of Selectmen appointed Town Treasurer Donna Madden as our first Collector/Treasurer. The day-to-day operation of the Collector's office is being managed by Ninotchka Rogers. During 2009 the office implemented the ability to pay bills online.

Our Town Planner, Jennifer Burney, applied for and received the following grant awards in 2009:

**Bike Racks** - The Boston Region MPO, The Executive Office of Transportation and the Federal Highway Administration provided funding to provide 31 bike racks in Bolton. The beach, Memorial Field, Forbush Soccer Field, Public Safety Building, Schools and Bower Springs all have bike racks.

**Green Communities Act** - The Town was awarded planning assistance through the Green Communities Program to assist the town in meeting the qualification criteria for becoming a Green Community.

At the 2009 Annual Town Meeting, the voters funded the following articles:

- \$40,000 for a new wood chipper for the DPW.
- All costs associated with Engineering and Construction of a new water line and related equipment to serve the Emerson School from the Florence Sawyer School public water supply well.
- \$50,000 for a Phase II Inspection including all studies, investigations and analyses appropriate to evaluate the structural safety and hydraulic capacity of Fyfeshire Dam.
- \$5,000 for the funding of a July 4<sup>th</sup> celebration.

Subsequent to the Annual Town Meeting, the ballot for the annual town election had the following proposed borrowing questions:

**Question No. 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 to cover capital costs associated with implementing a permanent regional household hazardous waste facility?

**Question No. 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 a wood chipper for use in the Department of Public Works?

**Question No. 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 purpose of constructing a

new water line and related equipment to serve the Emerson School from the Florence Sawyer School public water supply well, including engineering and construction and any other associated costs?

In December 2009, after having advertised to solicit people who were interested in serving on our newly-created Economic Development Committee, the Board of Selectmen appointed 11 people. The committee was charged to come up with suggestions on how to fill some of the existing vacant business-zoned space in town, understand the needs of our local businesses, and help raise the level of awareness of what Bolton-based businesses have to offer potential customers. We were very excited to see the high level of interest on the part of so many people who wanted to get involved with this effort.

As 2009 drew to a close, I was quickly approaching the end of my first year as your Town Administrator. I have truly enjoyed my time here. The warm reception that everyone has given me has been greatly appreciated. I continue to marvel at the high level of spirit, civic pride, and volunteerism that exists here. The people of Bolton truly care about their community and work hard to help keep it the kind of town in which people enjoy living. I have personally enjoyed attending many fun events, such as the St. Patrick's Day lunch at the Senior Center, the annual trick-or-treat visit from the school children, the annual Halloween parade, and the Christmas brunch that the town employees prepared for our senior citizens. We received a special visit from Santa at the brunch as well. I look forward to many rewarding and enjoyable years as your Town Administrator. I will always consider it an honor that I have been chosen to serve you in this capacity.

**Financial Statement**  
**July 1, 2008 to June 30, 2009**

**Salary**

Appropriated	\$104,729.00
Expended	<u>\$ 73,920.90</u>
Unexpended balance returned to general fund	\$ 24,967.82

**Wages**

Appropriated	\$70,497.00
Expended	<u>\$55,798.04</u>
Unexpended balance returned to general fund	\$14,698.96

**Expenses**

Appropriated	\$19,450.00
Expended	
Travel Allowance	\$375.00
Longevity	450.00
Deferred Compensation	4,000.00
Disability Insurance	152.26
Supplies	420.90
Dues	200.00
Meetings	158.25
Unexpended balance returned to general fund	<u>\$ 5,756.41</u> \$13,693.59

**ADVISORY COMMITTEE**

Burt Shnitzler .....	2010
Randy Dinjian .....	2010
David Lindsay, Chairman .....	2011
Robert Czekanski .....	2011
Terry Abdalian .....	2012
Connie Benjamin .....	2012

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, one member has left the Committee: Larry Delaney decided not to seek an additional term when his appointment expired on June 30. Besides serving on the Advisory Committee, Larry had previously been a member and chairman of the Town's Planning Board. He was also a candidate for Selectman. We thank Larry for his good judgment and hard work on the Advisory Committee and for his long-time service to the Town.

**Financial Statement  
July 1, 2008 to June 30, 2009**

<b>Appropriated</b>	\$190.00
Expended	<u>\$152.00</u>
Unexpended balance returned to general fund	\$ 38.00

**Reserve Fund**

Appropriated			\$100,000.00
Transfers approved:	Ambulance	\$10,500.00	
	Insurance	9,442.00	
	Treasurer	4,075.00	
	Veterans	2,759.00	
	Library	1,584.00	
	Tax Collector	949.75	
	Longevity	600.00	
	Snow and Ice	70,090.25	<u>\$100,000.00</u>
Unexpended balance returned to general fund			\$ 0.00

**TOWN CLERK**

Pamela H. Powell.....2009

**Financial Statement  
July 1, 2008 to June 30, 2009**

**Salary**

Appropriated	\$47,540.00
Expended	<u>\$47,520.20</u>
Unexpended balance returned to general fund	\$ 19.80

**Wages**

Appropriated	\$39,505.00
Expended	<u>\$38,498.67</u>
Unexpended balance returned to general fund	\$ 1,006.33

**Expenses**

Appropriated		\$ 2,579.00
Expended:	Purchase of Services	\$ 110.00
	Supplies	\$ 335.99
	Dues & Meetings	\$ 2,090.46
		<u>\$ 2,536.45</u>
Unexpended balance returned to general fund		\$ 42.55

**DOG LICENSES ISSUED**

Total dogs in town .....	969
Male and Female.....	228
Neutered Male/Spayed Female .....	741
10 Kennels (4 dogs or more).....	15
License Fees Collected .....	\$7,403.60
Fines Collected.....	\$ 272.50
Total Paid to the Town.....	\$7,676.10

Dog licenses expire each year on March 31<sup>st</sup>. Per the Town bylaws a late fee of \$25.00 is charged beginning May 1<sup>st</sup>. Every dog six months old or over must be licensed and tagged. New residents may transfer their dog's license to Bolton at no charge.

**FISHERIES AND WILDLIFE LICENSES**

Fishing.....	26
Hunting.....	5
Sporting.....	10
Archery Stamps.....	5
Primitive Firearms Stamps.....	7
Waterfowl Stamps.....	2
Gross Amount Collected.....	\$892.20
Less Fees.....	\$ 17.20
Net Paid to State.....	\$875.00



Conservation Commission:	Linda Stevenson	6-30-2010
	Lorraine Stephenson	6-30-2012
	Maria Bermann	6-30-2012
Council on Aging:	Daniel Tremblay	6-30-2011
	Doris Ettinger	6-30-2012
	Flora Wilson	6-30-2012
	Jean Cahill	6-30-2012
Cultural Council:	Rosemary Donnelly	6-30-2015
Election Workers:		6-30-2010
Terese Abdalian	Kathleen Barry	Barbara Bing
Alice Coggeshall	Barbara Corley	Anne Dilling
Nancy Jagodnik	Deborah Kellett	Sally Ann King
Phyllis Langberg	Elizabeth LeBlanc	Jean Lord
David McKinley	Jean McKinley	Joyce Miller
Cia Ochsenbein	Alice Roemer	Linda Shelales
Nancy Skinner	Diane Swenson	Isabel Wells
Jean West	Thomas Wildman	
Emergency Management Co-Directors:	Peter Casello & Thomas Moses	6-30-2010
EMT/FF – Full Time:	David Farrell	6-30-2010
Energy Committee:	Margaret Campbell	6-30-2012
	Paul Vasington	6-30-2012
Fire Chief:	John Stephenson	6-30-2010
Forest Warden:	John Stephenson	6-30-2010
Historical Commission:	Linda Engelmann	6-30-2012
	Alice Coggeshall	6-30-2012
Insurance Advisory Committee:		6-30-2010
Vincent Alfano	Nathaniel Barry	Barbara Brown
Diane Coolidge	Stanley Wysocki (Liaison)	Chris Harrington
Donna Madden		
Law Committee:	Mark Slade & Wendy Rogers	6-30-2010
Plumbing & Gas Inspector:	Wilfred Delorey	6-30-2010
Assistant Plumbing & Gas Inspector:	Robert Janda	6-30-2010

Police Department:		
Chief	Vincent Alfano	6-30-2010
Lieutenant	Warren Nelson	6-30-2010
Sergeant	Andrew Bagdonas & Michael Slepetz	6-30-2010
Patrol Officers:		6-30-2010
Kimberly Denaro	A. Luke Hamburger	Christopher Harrington
Jason Puri	Michael Slepetz	Yvette Washington
Sandra Lawton		
Reserve Officers:		6-30-2010
Efrain Diaz	Daniel Keller	Mary Ann Kinirey
Juan Ramos	Hank Staake	Jacob Vincente
Planning Board, Associate Member:	James Owen	6-30-2011
Public Ways Safety Committee:	Peter Ross	6-30-2012
	Mary Ciummo	6-30-2012
	Thomas Kittler	6-30-2012
Registrars:	Leslie Breeze	6-30-2012
Senior Tax Rebate Committee:	Clyde Wheeler	6-30-2012
Town Accountant:	Julie Costello	6-30-2009
Treasurer/Collector:	Donna Madden	6-30-2010
Tree Warden:	Mark Caisse	6-30-2010
Veterans Agent:	Michele Marino	6-30-2010
Veterans Graves Officer:	Harold E. Babcock	6-30-2010
WHEAT Representative:	Brooke James	6-30-2010
Wiring Inspector:	James Boodry	6-30-2010
Assistant Wiring Inspector:	Peter Casello	6-30-2010
<b>Appointed by: Chairman of Selectmen, Moderator and Town Clerk</b>		
Advisory Committee:	Connie Benjamin & Terry Abdalian	6-30-2012
<b>Appointed by: Board of Health</b>		
Animal Inspector:	Phyllis Ann Tower	6-30-2010
<b>Appointed by: Moderator</b>		
<b>Law Committee:</b>	Gwendolyn Rogers & Mark Slade	6-30-2010

<b>Appointed by: Law Committee</b>		6-30-2010
Town Counsel:	Brackett & Lucas – Legal Services	
Labor Counsel:	Mirick, O’Connell, Damallie & Lougee	

<b>Appointed by: Treasurer / Collector</b>		
Deputy Tax Collector:	Kevin Bolduc	12-31-2010

<b>Appointed by: Town Clerk</b>		
Assistant Town Clerk:	Susan J. Miles	6-30-2010

<b>RESIGNATIONS:</b>		Date of Resignation
Affordable Housing Partnership:	Michelle Simpson	8-20-2009
	James Bilancieri	10-28-2009
Board of Health:	Andrea Gilbert	2-1-2009
	Mark Sprague	1-14-2009
Capital Planning Committee:	Robert Minardi	5-12-2009
	James Bilancieri	10-28-2009
Conservation Commission:	Naomi Martin	5-18-2009
	Linda Stevenson	5-30-2009
Cultural Council:	Michelle Simpson	8-20-2009
Emergency Management Coordinator:	Donald Baum	1-22-2009
Energy Committee:	Elizabeth McGilvray	9-10-2009
Library Construction Committee:	Michelle Simpson	8-20-2009
Parks and Recreation Committee:	William Aube	3-9-2009
	Nancy Carter	12-12-2009
Senior Tax Rebate Program:	Sheila Chmielowski	10-14-2009

**SPECIAL STATE PRIMARY ELECTION**  
**December 8, 2009**

The polls were declared open at 7:00 a.m. and declared closed at 8:00 p.m. Lunch for the election workers was provided by Great Brook Farm and dinner was prepared and donated by Pam Powell and Susan Miles. Snacks and drinks were provided by Joyce Miller.

Officials duly sworn in were:

Warden:	Alice Roemer	
Clerk of the Day:	Joyce Miller	
Checkers:	Phyllis Langberg	Anne Dilling
	Nancy Jagodnik	Diane Swenson
	Cia Ochsenbein	Jean Lord
	Barbara Bing	Barbara Corley
	Sallyann King	Betty LeBlanc
	Nancy Skinner	Linda Shelales
	Terry Abdalian	
Counters:	Tom Wildman	
	Deb Kellett	
	Alice Coggeshall	
Constables:	David Goulding	
	Barbara Brown	
	Vincent Alfano	

Special State Primary Election Results

Total Voters:	785
Republican -	200
Democratic -	582
Libertarian -	3

Total Registered Voters:	3198
Percent Voted:	24%

<b>Democratic Ballot</b>	<b>Republican Ballot</b>	<b>Libertarian Ballot</b>
Total Votes Cast	582	200
Total Registered	677	639
Democrats	677	639
Republicans	677	639
Libertarians	677	639
<b>Senator in Congress</b>	<b>Senator in Congress</b>	<b>Senator in Congress</b>
Michael E. Capuano	129	3
Martha Coakley	289	3
Alan A. Khazei	102	3
Steven G. Pagliuca	61	3
Write-In	1	3

**ANNUAL TOWN MEETING  
MONDAY, MAY 4, 2009  
7:00 p.m.  
Nashoba Regional High School Auditorium**

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 was returned to the Town Clerk. The final total in attendance was 165 out of 3208 registered voters. Introductions of the Selectmen and Advisory Committee, Town Administrator, Town Counsel, Town Clerk and Moderator were made. Duly sworn to faithful service for the evening, under the watchful eye of Alice Roemer, were checkers: Pam Kaminski, Cia Ochsenein, Jean McKinley, Jean West and counters: Alice Roemer, Pam Kaminski, Cia Ochsenein, Tom Wildman, Christine Alfano, David McKinley and Roger Breeze. The Moderator went over the procedures for addressing Town Meeting.

**Article 1: Accept Annual Reports**

The Town voted to accept the reports of the Board of Selectmen and Advisory Committee, or any other Town officers, boards, or committees for the calendar year 2008.

**Sponsor:** Board of Selectmen

**Note:** Copies of the Annual Reports are available at the Town Hall, Library and on our website at [www.townofbolton.com](http://www.townofbolton.com).

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

**Article 2: Fiscal Year 2010 Operating Budget**

The Town voted to raise and appropriate or transfer from available funds the sum of \$18,643,843 (Eighteen million six hundred forty three thousand eight hundred forty-three 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 \$70,000 ( Seventy thousand dollars) from the Cell Tower Fund;
- b. The sum of \$120,000 (One hundred twenty thousand dollars) from the Ambulance Receipts Reserved for Appropriation to be applied to the Ambulance Department budget;
- c. The sum of \$0 (dollars) from the Overlay Reserve Account;
- d. The sum of \$599,707 (Five hundred ninety nine thousand seven hundred seven dollars) or any other amount, to be transferred from Free Cash;
- e. The sum of \$17,854,136 (Seventeen million eight hundred fifty four thousand one hundred thirty-six dollars) to be raised by taxation.

**Sponsor:** Board of Selectmen

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Majority in favor

























**Article 3: Stabilization Fund Transfer**

Motion made to amend article 3:

Eliminate ‘stabilization fund’ and replace with ‘available funds’.

**Vote Required:** simple majority

**VOTE:** Defeated Majority opposed

**Article 3: Stabilization Fund Transfer**

The Town voted to transfer the sum of \$175,000 (One hundred seventy-five thousand dollars) from the stabilization fund to the assessor’s overlay account.

**Sponsor:** Board of Selectmen

**Summary:** Because of uncertainties about the way telecommunications companies' property is taxed by Bolton and other towns in Massachusetts, it was necessary for the town to put aside an additional \$175,000 for potential use by the assessors if there is a future abatement. In order to balance the budget, town officials recommend that funds from the Stabilization Fund, which has a balance of more than \$985,000, be used for the potential abatement. The funds will remain in the General Fund until needed and if not needed can be returned to the Stabilization Fund at a future town meeting.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

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

**Article 4: Increase in Demand Fees**

The Town voted to charge the sum of \$10 for each written demand issued by the Collector of Taxes as authorized by Massachusetts General Laws, Chapter 60, Section 15, to be added to and collected as part of the tax, to be effective July 1, 2009.

**Sponsor:** Treasurer

**Summary:** This article would increase the demand fee from \$5 to \$10 for excise and real estate bills. The increase requested will bring Bolton in line with what many other communities are charging. Massachusetts General Law was changed last year to allow communities to increase demand fees up to \$30.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

**Article 5: Implementation of a Permanent Regional Household Hazardous Waste Facility**

The Town voted to appropriate the sum of \$10,000 (Ten thousand dollars) to cover capital costs associated with implementing a permanent regional household hazardous waste facility; 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; 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 ½).

**Sponsor:** Department of Public Works

**Summary:** Generally the Town of Bolton holds a Household Hazardous Waste Collection Day for residents once every two to three years. These events cost the Town of Bolton an average of \$18,000. This article will fund Bolton’s portion of a permanent regional collection facility that will be set up in Devens, MA. This facility will be open to region members approximately twenty days per year. Residents who use the facility to dispose of hazardous materials will be required to pay a fee for disposal. The Town will also be required to pay a “user” fee which will be approximately \$2,000 annually. The proposed borrowing for this article will not be approved unless the debt exclusion is approved at the town election.

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

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

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

**Article 6: Purchase of a Wood Chipper**

The Town voted to appropriate the sum of \$40,000 (Forty thousand dollars) for the purchase of a wood chipper 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 authorized by this vote to be exempt from the limitation on total taxes imposed by Massachusetts General Laws, Chapter 59, Section 21C(k) (Proposition 2 1/2) 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.

**Sponsor:** Department of Public Works

**Summary:** The chipper being used by the Public Works Department is currently over twenty years old. It is becoming increasingly difficult to maintain the unit and obtain parts. The new chipper will replace the old piece of equipment. While a debt exclusion will be voted upon at the town election, the proposed borrowing for this article will occur even if the debt exclusion is not approved by voters. This article is endorsed by the Capital Planning Committee.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority **VOTE:** Declared 2/3 Majority in favor

**Article 7: Replacement of School Zone Flasher Units**

The Town voted to raise and appropriate the sum of \$7,500 (Seven thousand five hundred dollars) to fund the purchase of new school zone flasher units to replace the old units located on the north and south sides of Main Street in the Town Center and that to meet this appropriation, \$3,494.11 be transferred from unexpended funds from line item 122-5712 for the Route 117 traffic signs as voted by Article 3 of the November 2, 2002 Special Town Meeting; and the balance to be transferred from available funds.

**Sponsor:** Public Ways Safety Committee

**Summary:** The Public Ways Safety Committee recommends replacing the two, old, existing school zone flashers in the center of town with new up-to-date school zone flashers. The cost will include the removal of the old school zone flasher units and the purchase and installation of new units. The existing school zone flasher units are in poor condition, especially the unit on the north side of Main Street which is unreadable. The new units, which use LED lights, will provide better illumination as well as use less power; and their digital time clocks are easier to set and regulate, and will maintain accurate time even during power failures.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

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

**Article 8: Fyfeshire Dam Phase II Inspection**

The Town voted to transfer from available funds the sum of \$50,000 (Fifty thousand dollars), pursuant to any applicable statute, for a Phase II Inspection including all studies, investigations and analyses appropriate to evaluate the structural safety and hydraulic capacity of the Fyfeshire Dam, and to conduct inspections of the dam every 90 days by a Registered Professional Engineer.

**Sponsor:** Conservation Commission

**Summary:** A Phase 1 study of the Fyfeshire Dam was mandated by the Department of Environmental Management in 2008. The Phase 1 study found the overall condition of the Fyfeshire Dam to be Unsafe. The dam dates back to 1878 when a button factory mill was built with an associated dam. Maintenance has been done over the years but the structural deficiencies today along with the downstream development categorically make the dam a significant hazard dam. In March of 2009 a Certificate of Non-Compliance and Dam Safety Order was issued by the Commissioner of the Department of Conservation and Recreation Ordering a Phase II

Investigation and routine inspections by a Registered Professional Engineer. Passage of this article will allow the town to comply with the Dam Safety Order.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Majority in favor

**Article 9: Amendment to the Administrative Bylaws, Dog and Kennel Bylaw**

Motion made to amend Article 9:

In the eighth line of Section 1.9.1.9 eliminate the word ‘first’ and replace with the word ‘third’ and eliminate the word ‘second’ and replace with the word ‘fourth’.

**Vote Required:** simple majority

**VOTE:** Defeated Majority opposed

**Article 9: Amendment to the Administrative Bylaws, Dog and Kennel Bylaw**

The Town voted to amend Section 1.1.5 a) and Sections 1.9.1.2, 1.9.1.3 and 1.9.1.9 of the Town of Bolton Administrative Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined:

**1.1.5** The preceding sections notwithstanding, any person violating the provisions of any section of these bylaws which is subject to a specific penalty may be penalized by a non-criminal disposition as provided in M.G.L. Chapter 40 s 21D which includes the giving, to the violator, a written notice to appear before the clerk of the district court. The non-criminal method of disposition may also be used for violations of any rules or regulations of any town officer, board or department which is subject to a specific penalty. Without intending to limit the foregoing, the following bylaws, rules and regulations are to be included within the scope of this section, the specific penalties listed shall apply and in addition to police officers, who in all cases shall be enforcing officers, the Town personnel listed shall also be enforcing officers:

a) General Protective and Regulating Provisions of Section 1.9

Penalty: \$20.00 a day

Enforcing Officer:

- (Section 1.9.1 *(nuisance dogs and kennels) – Animal Control Officer*)
- Section 1.9.2 (hawkers and peddlers) - Police Department
- Section 1.9.3 (junk dealers) - Police Department
- (Section 1.9.4 *(livestock at large) - Animal Control Officer*)
- Section 1.9.5 (tethering to a tree) - Director of Public Works
- Section 1.9.7 (lumber piles) - Director of Public Works
- Section 1.9.8 (digging in highway) - Director of Public Works
- Section 1.9.10 (unregistered motor vehicle) - Police Department
- Section 1.9.13 (town beach) - Police Department
- Section 1.9.14 (motorized recreation vehicle) - Police Department
- Section 1.9.19 (hunting and trapping) – Police Department

1.9.1.2 For the purposes of this Section 1.9(.1)

“Kennel” shall be defined as one (1) pack or collection of more than three (3) dogs six (6) months old or older on a single premises, whether maintained for breeding, boarding, sale, training, hunting, or other purposes.

“At Large” shall be defined as any dog off the premises of its owner or keeper, and not under the direct control of a person demonstrating the ability to properly control the dog.

1.9.1.3 At no time shall a person owning or keeping a dog in the Town allow such dog to be unlicensed, uncollared, untagged, at large or to become a “public nuisance” to others within the Town Limits. A dog shall be deemed a “public nuisance” for, but not limited to, the follow reasons:

- attacking or chasing persons or domestic animals
- damaging property of others beyond its owner/keepers property
- interfering with or disrupting organized school or public activities
- interfering with the use of a public right-of-way
- chasing moving vehicles
- exhibiting a vicious disposition
- barking or howling excessively resulting in complaints to the Police or Animal Control Officer
- running at large
- creating other disturbance

1.9.1.9 Violations of (*this*) Section 1.9.1 and Section 1.9.4 or Massachusetts General Laws Chapter 140, Section 136A through 174D shall be subject to impoundment of the animal by the Animal Control Officer, and/or a fine upon the owner or keeper of a dog or livestock so found to be at large, dangerous or a public nuisance; (as referenced in Bolton Bylaws Section 1.1.5;) and/or by criminal or non-criminal disposition as provided in said Chapter 140, Sections 151A, 157, and 173A. Such fines shall not be more than twenty-five dollars (\$25.00) for the first offense, no more than fifty dollars (\$50.00) for the second offense and not more than the maximum allowed by law for subsequent offense(s). Any violation resulting in impoundment shall also require payment to the Town of Bolton of a pick-up fee of ten dollars (\$10), plus normal boarding fees.

**Sponsor:** Animal Control Officer and Police Chief

**Summary:** This bylaw update will protect the public by prohibiting dogs and livestock from being out of their owners’ control while not being a restrictive leash law. It also establishes greater fines for second offenses. Due to time often spent by the Police Department and the Animal Control Officer, this will also be a cost saving measure for the town since it modifies the fine structure for violations by those who are repeat offenders. The Town of Stow recently adopted a similar bylaw.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

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

**Article 10: Establishment of a Stabilization Fund by Minuteman Regional Vocational Technical School District**

The Town voted against the establishment of a stabilization fund by the Minuteman Regional Vocational Technical School District, beginning July 1, 2009, under Massachusetts General Laws, Chapter 71, Section 16G½.

**Sponsor:** Minuteman Vocational Technical School District

**Summary:** Approval of this article casts the town’s vote in favor of the establishment of a stabilization fund at the Minuteman Regional Vocational Technical School District. No appropriation is requested at this time. The stabilization fund balance will be developed from the Minuteman District budget, not the town budget. Minuteman wishes to establish this stabilization fund to make emergency capital repairs. Given the age of the Minuteman physical plant, some repairs, such as a new roof, are likely to be necessary in the foreseeable future. A stabilization fund would allow Minuteman to appropriate funds without having to go to the member towns for additional money by way of a special town meeting, should an emergency arise.

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

**Advisory Committee Recommendation:** Disapproved

**Vote Required:** 2/3 majority **VOTE:** Defeated 2/3 Majority opposed

**Article 11: To Fund an Alternative Water Supply for Emerson School**

The Selectmen put forward the main motion:

The Town voted to appropriate the sum of \$25,000 (Twenty-five thousand dollars) or any other amount for the purpose of completing the design and preparing bidding documents for a new water line and related equipment to serve the Emerson School from the Florence Sawyer School public water supply well; and that to meet this appropriation the funds 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.

**Sponsor:** Board of Selectmen

**Summary:** As a result of a 2008 Department of Environment Protection (DEP) audit of public water supply wells, the town was notified that the well located immediately behind Emerson School does not comply with Zone I requirements. The town hired an engineer who analyzed existing well data and reviewed alternative approaches to achieving compliance. The engineer recommended that Emerson School be connected to the Florence Sawyer School well and determined that the existing Florence Sawyer well is capable of supplying both schools. After the project is completed, the town and school district plan to use the existing Emerson well for irrigation and other non-potable purposes. The town estimates that design and engineering including the preparation of bid documents will be up to \$25,000. Based on discussions with DEP, design and bidding for the construction will be completed during FY10 and the actual construction funding will be requested for FY11. Approving this article will allow the town to begin the two phase process to come into compliance. This article is endorsed by the Capital Planning Committee.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** 2/3 majority

**VOTE:** Unanimous in favor

**Article 12: Tree Replacement Program**

The Town voted to transfer from available funds the sum of \$3,000 (Three thousand dollars) to continue the shade tree replacement program along Main Street.

**Sponsor:** Tree Warden, Historical Commission

**Summary:** In May 2006 a modest tree replacement effort was approved. Since then, 10 “road salt-resistant” varieties of maple, sweet gum, elm and red oak have been planted along Main Street and several unsightly stumps in the National Register Historic District have been ground down.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Majority in favor

**Article 13: Funding for July 4<sup>th</sup> Celebration**

The Town voted 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.

**Sponsor:** Board of Selectmen

**Summary:** The funding would be used to support Bolton Celebrates efforts to organize the town's annual 4th of July parade, fireworks and family activities. Private donations will continue to represent the majority of event costs with town funding supporting primarily the fireworks display.

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Majority in favor

**Article 14: Authorize Town Election**

The Selectmen put forward the main motion:

The Town voted to meet at the Town Hall in Bolton, on Monday, May 11, 2009 between the hours of 12 noon and 8 p.m. to elect by ballot the following officers:

**ONE YEAR:** One Moderator, One Town Clerk, One member of the Board of Health, One Parks & Recreation Commissioner;

**TWO YEARS:** One Parks & Recreation Commissioner;

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

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

**Sponsor:** Board of Selectmen

**Board of Selectmen Recommendation:** Approved

**Advisory Committee Recommendation:** Approved

**Vote Required:** simple majority

**VOTE:** Unanimous in favor

Meeting adjourned at 9:38 p.m.

**ANNUAL TOWN ELECTION**

**May 11, 2009**

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

Warden: Alice Roemer  
Clerk: Joyce Miller  
Checkers: Terry Abdalian  
Anne Dilling  
Nancy Jagodnik  
Sallyann King  
Jean Lord  
David McKinley  
Jean McKinley  
Linda Shelales  
Nancy Skinner  
Isabell Wells  
Jean West

Counters: Thomas Wildman  
Kathy Barry  
Alice Coggeshall  
Deborah Kellett

Constables: Barbara Brown  
Vincent Alfano

**Annual Town Election Results**

Total Voters: 834  
Total Registered Voters: 3220  
Percent Voted 26%

<b>OFFICE NAME</b>	<b>TERM</b>	<b>ADDRESS</b>	<b>VOTE</b>	<b>Blanks</b>	<b>Write-ins</b>
Moderator James D. Anker	One Year	176 Ballville Rd.	683	150	1
Town Clerk Pamela H. Powell	One Year	100 Nashaway Rd.	678	154	2
Board of Selectmen Curtis Plante Lawrence S. Delaney	Three Year	28 Powder Hill Road 199 Fox Run Road	416 414	3	1
Board of Health Christopher S. Slade	Three Year	62 So. Bolton Road	654	178	2
Board of Health Laura P. Andrews	One Year	32 Farm Road	607	225	2
Board of Assessors Jeffrey D. Nichols	Three Year	55 Teele Road	634	200	0
Library Trustee Robert C. Zak, Jr.	Three Year	133 Wilder Road	614	214	6

Cemetery Committee	Three Year			
Brenda C. Baum	125 East End Rd.	642	192	0
Parks and Recreation	Three Year			
Joyce Sidopoulos	137 Powder Hill Road	600	229	5
Parks and Recreation	Two Year			
Nancy J. Carter	59 Danforth Lane	578	255	1
Parks and Recreation	One Year			
Susan O. Greene	266 Green Road	578	256	0
Tax Collector	Three Year			
Margaret R. Child	105 East End Road	641	192	1
Trustee of F.E. Whitcomb Benevolent Fund				
	Three Year			
Beverly J. Mentzer	220 Main Street	622	212	0
Commissioner of Trust Funds	Three Year			
Anne E. (Panny) Gerken	37 Woodside Drive	570	255	9
Nashoba Regional School Committee	Three Year			
Nancy Federspiel	78 Nashaway Road	632	202	0
Planning Board	Five Year			
Michelle Tuck	29 Old Sugar Road	590	244	0
Housing Authority	Five Year			
Richard M. Merrill	445 Sugar Road	595	237	2

And the following questions:

Question 1: Shall the Town of Bolton vote to have its elected Tax Collector become an appointed Tax Collector?

Yes: 454 No: 327 Blanks: 53

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 to cover capital costs associated with implementing a permanent regional household hazardous waste facility?

Yes: 381 No: 397 Blanks: 56

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 wood chipper for use in the Department of Public Works?

Yes: 522 No: 259 Blanks: 53

Question 4: 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 purpose of constructing a new water line and related equipment to serve the Emerson School from the Florence Sawyer School public water supply well, including engineering and construction and any other associated costs?

Yes: 534 No: 244 Blanks: 56

**BOARD OF REGISTRARS**

Marta Moran.....2010  
 Pamela Powell.....2011  
 Susan Miles.....2011  
 Leslie Breeze .....2012

The Board of Registrars is responsible for registering voters, maintaining the voting list, and producing the annual street list. According to state law and Bolton bylaws a true census count is done 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. The data is also used to prepare the school list, the list of dog owners, and the required juror selection list. It may also be used to establish eligibility for residents' tuition at state colleges, veterans' benefits, senior citizen programs, and other benefits. The Police, Fire, and Ambulance departments use the resident street list extensively. State law requires that the street list contain name, address, date of birth, occupation and citizenship. 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 by mail. Mail-in forms are available at the post office, the library, and Nashoba Regional High School main office and at the Town Hall. Please contact the Town Clerk’s office at [townclerk@townofbolton.com](mailto:townclerk@townofbolton.com) or call 978-779-2771 for further information.

**Financial Statement  
 July 1, 2008 to June 30, 2009**

**Election**

Appropriated			\$10,904.00
Expended	Purchase of Services	\$3,527.22	
	Wages	2,546.50	
	Capital Outlay	1,420.98	
	Supplies	532.88	<u>\$8,027.58</u>
Unexpended balance returned to general fund			\$2,876.42

**Registrars - Street Listing**

Appropriated			\$676.00
Expended	Supplies	389.54	
	Wages	150.00	<u>\$539.54</u>
Unexpended balance returned to general fund			\$136.46

## AFFORDABLE HOUSING PARTNERSHIP

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

The Affordable Housing Partnership meets on an as-needed basis. Often, this is in conjunction with the Housing Authority, and is held at Town Hall. We also continue to provide input to the Selectmen and the Planning Board on several projects before the town.

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.

In 2009, we provided input on the following issues:

- The siting of the seven Affordable Units in the Sunset Ridge condo development under construction.
- We also provided input of the style, location and selection process for the 15 Affordable Units in the Regency project on Main St., also under construction.
- We also held discussions with the Houghton Farm project under review by the Planning Board. This is the first subdivision to be required to supply either an affordable unit or a cash equivalent to the Town under the Inclusionary Zoning Bylaw
- The Century Mill Estates subdivision also will supply either three lots or a cash equivalent under the approved decision of the Subdivison.
- We worked on revising and updating the Affordable Housing Plan for the Town of Bolton. We are no longer certified under the Planned Production guidelines which require the permitting of .75% of the required 10% of total housing units under Chapter 40B.

We established a Housing Trust Fund in 2006. The fund has six members, three of whom will be the members of the Board of Selectmen, and three others appointed by the Board of Selectmen. 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 currently have \$55,719 in the fund available for uses supporting our Affordable Housing goals.

Jim Bilancieri resigned from the BAHP in October after many years of service to the town on this board. We thank him for that dedicated service.

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, 2008 to June 30, 2009**

#### **Expenses**

Appropriated	\$500.00
Unexpended balance returned to general fund	\$500.00

## HOUSING AUTHORITY

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

The Bolton Housing Authority continues to serve as an advisor to other Town boards and as a participant in affordable housing issues. Members worked with the Bolton Affordable Housing Partnership to revise the Town's Affordable Housing Plan and expects to complete the revision in 2010.

### Financial Statement July 1, 2008 to June 30, 2009

#### Expenses

Appropriated	\$250.00
Unexpended balance returned to general fund	\$250.00

## BOARD OF ASSESSORS

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

The town experienced major growth in years 2000 through 2007. But in 2008, new construction of homes, condos, and major renovations contributing to growth had decreased significantly and is expected to continue to decline through 2010.

The Assessor's office continues to maintain and enhance the Computer Assisted Mass Appraisal (CAMA) system, the ArcView Geographic Information System (GIS), and the Cartographics Query Manager application in managing the town's assessing, valuation, and parcel geographical data. The Assessor's long-term goal is the implementation of the next generation GIS. This includes components of new ground control, photography, planimetrics and incorporating new digital orthophotos. This will render additional GIS precision and reduce map distortions.

The town's website ([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 Assessing Department on the town website 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 electronically 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 webpage. We have the self-service "Counter CAMA" computer at the Assessor's 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 waiting 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 rotating basis, of one-sixth of the residential parcels as required by the State. The total value of the town increased from \$969,350,160 to \$971,947,836. The tax rate increased from \$15.05 to \$15.91.

Real estate tax exemptions are available for persons qualifying as: 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, 2008 to June 30, 2009**

**Wages**

Appropriated	\$45,706.00
Expended	<u>\$43,284.04</u>
Unexpended balance returned to general fund	\$ 2,421.96

**Expenses**

Appropriated	\$83,915.00
Expended	
Purchase of Services	\$70,366.76
Software Support	1,800.00
Supplies	812.33
Dues/membership	192.00
Worcester Registry of Deeds	120.00
Meeting expense	111.00
Instate travel	101.20
	<u>\$73,503.29</u>
Unexpended balance returned to general fund	\$10,411.71

**GISmap**

Appropriated	\$2,500.00
Expended	\$2,500.00





## BOARD OF HEALTH

Laura Andrews.....2010  
 Christopher Rogers, Chairman..... 2011  
 Christopher Slade..... 2012

The Board of Health consists of three elected members each serving 3 year rotating terms. The Board also shares a part time Health and Permitting Assistant with the Building Inspector.

Bolton belongs to a 15 member town cooperative known as the Nashoba Associated Boards of Health. This central office supplies our professional staff. This membership is a cost effective way to share dedicated professionals in each area of responsibility.

The Board of Health is responsible for the permitting and inspecting of all food handling and preparation for both private and public establishments. Our school cafeterias are checked regularly and we are pleased to report that they have an excellent record.

The Town nursing service is available to all citizens and is used extensively by our senior citizens. Also our free flu clinics, both seasonal and H1N1, are conducted by our nursing staff.

The most visible regulating duty of the Board of Health is to protect our groundwater through the permitting of septic systems and wells. Although increased population makes this challenging, new technology provides better waste treatment which helps us maintain the highest possible standards.

The Board also shares responsibility in several other areas including beaver problems, emergency preparedness and monitoring wells at the capped landfill.

The Board is dedicated to staying focused on our job, advocating good public health and promoting good personal health as well. The Board hopes to be more proactive in the coming year.

### Financial Statement July 1, 2008 to June 30, 2009

#### Board of Health

##### Expenses

Appropriated			\$2,350.00
Expended	Travel	\$703.56	
	Rabies testing	194.45	
	Supplies	168.98	
	Dues and Membership	100.00	<u>\$ 1,166.99</u>
Unexpended balance returned to general fund			\$ 1,183.01

#### Nashoba Associated Boards of Health

##### Expenses

Appropriated			\$7,418.00
Expended			<u>\$6,861.00</u>
Unexpended balance returned to general fund			\$ 557.00

## 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.
- Nashoba assisted the Board with the H1N1 pandemic by coordinating and administering the H1N1 flu vaccine for the residents of the district with the assistance and support of your school district.
- 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 2009 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.
- Reviewed 49 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)..... 79**

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.....15**

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 using an at-risk method of inspection. 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 Inspection.....42**

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

**Housing & Nuisance Investigations..... 44**

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.....18**

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 engineers.

**Septic System Lot Tests.....95**

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant’s engineer; these tests serve as the basis of the design of the septic system.

**Septic System Plan Applications ..... 12**

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 ..... 18**

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).....17**

**Septic System Permit Applications (upgrades).....5**

Applicant’s approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

**Septic System Construction Inspections..... 80**

Nashoba Sanitarian is called to construction sites at various phases of construction to witness and verify that the systems are built according to plans.

**Septic System Consultations.....211**

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

**Well Permits.....7**

**Water Quality/Well Consultations..... 77**

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

**Rabies Clinics - Animals Immunized.....68**

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, 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 Home Health  
Nursing Visits.....486**

Nashoba’s Certified Home Health Registered Nurses visits provide skilled services to patients in their homes 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 ..... 532**

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

**Rehabilitative Therapy Visit ..... 407**

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.....19**

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.....280**

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

**Number of patients that attended**

Flu Clinics held in Bolton.....	184
Number of patients who received	
Flu Shots that <u>live</u> in Bolton .....	154
Number of H1N1 flu vaccinations given .....	298
Number of patients who received	
Pneumovax Vaccine .....	3
Number of patients who attended Well	
Adult Clinics from Bolton .....	88

## Communicable Disease - Communicable Disease Reporting & Control

Nashoba's Nursing Service and Environmental Health Departments 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 Associated Boards of Health 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, Section 6)
- 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 water-borne diseases and diseases being monitored by the MDPH.
- Receive reports, investigate and conduct follow-up on all incidences involving positive rabies results.

### Number of Communicable Disease Cases

Investigated .....46

### Communicable Disease Number of Cases

- Babesiosis.....1
- Borrellia Burgdorferi.....17
- Campylobacter .....2
- Cryptosporidiosis.....1
- Hepatitis .....1
- Ehrlichiosis.....2
- Giardiasis.....2
- Hepatitis.....1
- Human Granulocytic Anaplasmosis .....2
- Influenza.....4
- Listeriosis .....1
- Lyme Disease .....2
- Meningitis.....1
- Pertussis.....4
- Rocky Mountain Spotted Fever.....2
- Streptococcus pneumoniae.....1
- Varicella.....2

### Health Promotion

Skilled Nursing .....50

### Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible .....257

Students Participating .....99

Referred to Dentist .....12

**ANIMAL INSPECTOR**

Phyllis Tower.....2010

**ASSISTANT ANIMAL INSPECTOR**

Susan Latham .....2010

Barn Book	Residences with farm animals	83
Quarantines/Releases	10 day quarantine dog to dog	5
	10 day quarantine dog to person	5
	10 day quarantine cat to cat	2
	10 day quarantine cat to person	1
	10 day quarantine dog to livestock	2
	45 day wound to dog from unknown origin	2
	45 day wound to cat from unknown origin	5
	6 month quarantine wound to cat from unknown origin	2

**Financial Statement**

**July 1, 2008 to June 30, 2009**

**Salary**

Appropriated	\$1,202.00
Expended	\$1,202.00

**ANIMAL CONTROL OFFICER**

Susan Latham.....2009

**ASSISTANT ANIMAL CONTROL OFFICER**

Phyllis Tower.....2009

Dogs complaints ...82	Dogs found .....29	Dogs lost.....30
Dogs impounded ...13	Cat complaints .....5	Dogs returned to owners .11
Livestock complaints.18	Cats lost .....10	Cats found..... 14
Written warnings.....9	Wildlife .....51	Information ..... 28
Cruelty/Neglect .....10	Fines.....11	

**Financial Statement**

**July 1, 2008 to June 30, 2009**

**Salary & Wages**

Appropriated	\$16,032.00
Expended	\$16,032.00

**Expenses**

Appropriated		\$ 3,000.00
Expended	Supplies	\$1,185.49
	In-state travel	796.56
	Purchase of Services	75.00
		<u>\$ 2,057.05</u>
Unexpended balance returned to general fund		\$ 942.95

## **PUBLIC WAYS SAFETY COMMITTEE**

Mary Ciummo (co-chair) .....	2012
Deborah Kellett (co-chair) .....	2011
Barbara Bing .....	2010
Leslie Breeze .....	2011
Rob Hagopian .....	2010
Thomas Kittler .....	2010
Peter Ross.....	2012

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 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 2009 included:

- The installation of new school zone flasher units that replaced the old units located on the north and south sides of Main Street in the town center.
- Ongoing work to make Bolton a more walkable community by establishing a pathway fund.
- Responding to citizen inquiries and concerns.

## AGRICULTURAL COMMISSION

Joe Kovacs, Chairman.....	2010
Ken Nicewicz .....	2010
Sue Storbeck .....	2011
Barbara Parente.....	2012
Betsy Taylor-Kennedy .....	2012

The Bolton Agricultural Commission was established in 2007 as an advisory commission to provide 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 Commission is to establish a working list of activities to pursue with the goal of promoting and preserving agriculture in Bolton.

The activities and accomplishments for the Agricultural Commission this year include the following:

- Working with town boards, developers, farm owners and neighbors on issues that affect agriculture in Bolton
- Continued distribution of the map of Bolton Farmers and Farmstands
- “Bolton Agriculture” educational display at the Bolton Fair
- Second Holiday Sale for Bolton Farmer
- 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

Kevin Lord, Chairman .....	2010
Robert Cohen .....	2010
Sarah Greenough.....	2011
Russell Sandler.....	2011
Amy Wilson.....	2011
Maria Bermann .....	2012
Lori Stephenson .....	2012
Carol Gumbart, Conservation Administrator	

Membership: There were changes in membership during the year. Linda Stevenson was appointed but due to relocation out of state, resigned within the year. Also, Naomi Martin resigned during the year. Their involvement with the Commission was highly valuable. 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, the Bolton Conservation Trust, the Bolton Local and many others.

Key responsibilities of the Bolton Conservation Commission include the administration of the State's Wetlands Protection Act and the Rivers Protection Act, as well as the local Bolton Wetlands Bylaw. The administration of these acts and bylaws occupies 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 Tuesday 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 2009, the Commission held 21 public meetings to review new applications including: 12 Notices of Intent; and 11 Requests for Determination 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 webpage 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 2009 the Commission spent a considerable amount of time on an “after the fact” filing for the Mobil Gas Station, working with the owner’s consultants to bring the site into compliance with the MA Wetland Protection Act and Bolton Wetlands Bylaw. The Commission opened the hearings on a new subdivision road in the proposed Houghton Farm Subdivision. The Commission worked with the Parks and Recreation Commission to approve maintenance at the Town Beach and Pond Park. Numerous other projects were reviewed including construction of new dwellings, septic systems repair work, and road and driveway repair work.

Open Space Preservation: The Town received a gift of land from Apple Valley Homes. This 1.44 acre parcel provides access to Welch Bog from West Berlin Road. The Commission completed its review of a 100.1 acre Conservation Restriction on the Open Space associated with the Century Mill Estates Subdivision. The Commission considered offers of several other parcels of land and continues to seek possible lands to protect in accordance with the Open Space and Recreation Plan.

Land Management: The Commission continues to monitor the town’s conservation properties and thanks all the volunteer laborers who help keep the trails clear. The Commission spent a portion of every meeting this year discussing the dam at the Fyfeshire Conservation Area. The dam has been declared by the Massachusetts Office of Dam Safety to be a Significant Hazard Dam in Poor Condition. The Commission hired consultants Fuss & O’Neil to complete a Phase II Investigation of the Dam as required by the state. In the late fall a report was generated providing numerous alternatives to bring the dam into compliance including the repair or removal of the dam. Future meetings will be held to determine the preferred alternative. The Commission hired students from the Conway School of Landscape Design to develop a Land Management Plan for Bower Springs Conservation Area. The students completed their assessment and provided the Commission with methods for improving the management of this popular property. The Commission began to implement the recommendations last fall by mowing certain portions of the fields and removing invasive vegetation. In addition, a kiosk was installed at the property allowing the Commission to post important notices for the public. Conservation area maps can be downloaded from the Town of Bolton website [www.townofbolton.com](http://www.townofbolton.com). A working group was formed this year with volunteers from town to monitor beaver dams. The volunteers have traipsed through wetlands (thick and thin) to find beaver lodges and associated dams. A dam on private property located above Forbush Mill Road continues to wash out causing severe damage to the road. The dam at Vaughn Hill Conservation Area continues to provide impressive habitat for a variety of ducks, wading birds, otter and mink. The Commission continues to find some beaver dam locations suitable while others cause damage to public infrastructure, homes and unique habitat features.

Events: The Commission sponsored several events this year including “Big Night”, a night to slow down traffic and view salamander migration from their upland homes to wetlands to mate and breed. The Commission also sponsored a tracking walk and a Spring bird walk. In the Fall, the Commission co-sponsored a Family Fitness Event with the Board of Health at Bower Springs. Thanks to the many volunteers that help with these events and the local farms that donated fruit and beverages at the Fitness Event.

**Financial Statement**  
**July 1, 2008 to June 30, 2009**

<b>Wages</b>																													
Appropriated		\$39,007.00																											
Expended		\$36,590.00																											
Unexpended balance returned to General Fund		\$ 2,417.00																											
<b>Expenses</b>																													
Appropriated		\$16,800.00																											
Expended	<table border="0" style="margin-left: 20px;"> <tr> <td>Land Maintenance</td> <td style="text-align: right;">\$8,544.00</td> <td></td> </tr> <tr> <td>Land-Capital Improvements</td> <td style="text-align: right;">2,650.00</td> <td></td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">977.00</td> <td></td> </tr> <tr> <td>Dues &amp; Membership</td> <td style="text-align: right;">377.00</td> <td></td> </tr> <tr> <td>Supplies</td> <td style="text-align: right;">208.00</td> <td></td> </tr> <tr> <td>Travel/Mileage</td> <td style="text-align: right;">173.00</td> <td></td> </tr> <tr> <td>Adv./Legal Notices</td> <td style="text-align: right;">171.00</td> <td></td> </tr> <tr> <td>Training</td> <td style="text-align: right;">140.00</td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;">129.00</td> <td style="text-align: right;">\$ <u>2,677.00</u></td> </tr> </table>	Land Maintenance	\$8,544.00		Land-Capital Improvements	2,650.00		Equipment	977.00		Dues & Membership	377.00		Supplies	208.00		Travel/Mileage	173.00		Adv./Legal Notices	171.00		Training	140.00		Other	129.00	\$ <u>2,677.00</u>	
Land Maintenance	\$8,544.00																												
Land-Capital Improvements	2,650.00																												
Equipment	977.00																												
Dues & Membership	377.00																												
Supplies	208.00																												
Travel/Mileage	173.00																												
Adv./Legal Notices	171.00																												
Training	140.00																												
Other	129.00	\$ <u>2,677.00</u>																											
Unexpended balance returned to general fund		\$14,123.00																											
 <b>Conservation Fund</b>																													
Appropriated		\$2,500.00																											
Expended		<u>755.00</u>																											
Unexpended balance returned to Trust Fund		\$1,745.00																											
 <b>Expenses paid by State Wetland Filing Fees</b>																													
	Training	\$ 31.81																											



## PLANNING BOARD

Stephen Garner.....	2010
John Karlon, Vice Chairman.....	2011
Doug Storey, Chairman.....	2012
Mark Duggan.....	2013
Michelle Tuck.....	2014
James Owen (Associate Member)...	2010

The Planning Board held 21 meetings during calendar year 2009. 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, demolitions, and land and business inquiries.
- The Board reviewed the Preliminary FOSPRD and Subdivision Plan and Definitive FOSPRD and Definitive Subdivision Plan for Houghton Farm (Formerly known as Meadow View Acres) located on Sugar Road. The property consists of 72 acres. The parcels were originally associated with a house and barn known as the “Toth Property”. The FOSRPD development plan will put aside 43.5 acres as open space. The Applicant worked closely with the Agricultural Commission and the Conservation Commission in preserving the meadow as active farmland and as a meadow. The 15 building lots will be clustered around a 1500’ cul-de-sac. The inclusionary bylaw requires that one lot be affordable.
- The Planning Department worked on the covenant and open space restriction for Century Mills Estates. In 2005, the Planning Board approved 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 a definitive subdivision plan 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. The Board held a hearing early in 2009 and approved the request to eliminate sidewalks along Ledge Wood Circle and Field Stone Way. The Applicant donated \$4,000 for a pedestrian mobility fund. The Board continues to have its consulting engineer review the infrastructure work as the project progresses.
- The Board reviewed the Class II License bylaw that prohibits the sale of motor vehicles.
- The Board reviewed a Special Permit for the Limited Business District for Great Brook Farm.
- 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. However due to the competitiveness of the grants the town was not awarded.

The Planning Department will reapply for these grants in 2010 to continue the vision for a village overlay district. The Planning Board is requesting at the May 2010 Town Meeting to transfer remaining Master Plan funds to use for the continued efforts for planning of a village overlay district that will include design guidelines.

- The Planning Department applied for and was awarded a grant by the Massachusetts Department of Energy Resources (DOER) that provides technical assistance in becoming a Green Community. The Energy Committee and the Planning Department recently met with the consultant and will continue to work with the town in 2010.
- The Board met with Town Clerk, Pam Powell, in regard to recodification of the zoning bylaws. The Board also met with the Town Planner and other staff members to discuss permit tracking software and expressed support for both concepts.
- The Board reviewed the Verizon Wireless Cell Tower Application.
- One of the recommendations in the Village Overlay Study is to establish an Economic Development Committee. The committee was formed late in 2009 and had its first meeting in January 2010.
- The Town was awarded grant money by MAPC to pay for bike racks. Over 31 racks can be found in various places in town: schools, town beach, Bower Spring, Memorial Field, and Forbush Soccer Field. Racks will soon be found at the new Public Safety Building and the Town Hall.
- Reviewed an ANR located on Berlin Road creating 4 non-buildable parcels.
- Reviewed an As-Built plan for a common driveway located on Wattaquadock Hill Road and released escrow.
- Met with the Public Ways Safety Committee to review a proposed Fence Bylaw.
- The Board sponsored a Regional Planning Meeting (MAGIC).
- In early 2009 the Board sponsored a meeting to discuss economic and smart growth initiatives. Various leaders from Massachusetts programs gave a presentation on various programs.
- 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 and running in the department during 2010. Most applications, rules and regulations and information on current projects can now be found on the Town's webpage.
- The Board welcomed Michelle Tuck who was elected to the Planning Board in 2009, replacing member Frank Lazgin. The Board would like to thank Frank for his devoted service..

**Financial Statement  
July 1, 2008 to June 30, 2009**

<b>Wages</b>		
Appropriated		\$54,332.00
Expended		<u>\$49,106.00</u>
Unexpended balance returned to general fund		\$ 5,226.88

<b>Expenses</b>			
Appropriated			\$28,212.00
Expended	Purchase of Services	\$19,144.00	
	Dues Memberships	1,400.00	
	Meeting Expenses	987.34	
	Advertising	831.49	
	Supplies	490.70	
			<u>\$22,853.54</u>
Unexpended balance returned to general fund			\$ 5,584.06

**PLUMBING AND GAS INSPECTOR**

Fred Delorey.....2010

**ASSISTANT PLUMBING AND GAS INSPECTOR**

Robert Janda.....2010

There were 82 plumbing permits and 47 gas permits issued and approximately 148 inspections done in 2009. The inspector made numerous visits to the Public Library and Public Safety Center during construction. The inspector also responds to inquiries from residents regarding their projects.

**Financial Statement  
July 1, 2008 to June 30, 2009**

<b>Expenses</b>		
Appropriated		\$15,450.00
Expended		\$15,450.00

**WIRING INSPECTOR**

James Boodry.....2010

**ASSISTANT WIRING INSPECTOR**

Peter Casello.....2010

There were 159 electrical permits issued and approximately 277 inspections done in 2009. In addition to scheduled inspections, the inspector also responds to requests from residents for guidance and expertise pertaining to electrical projects.

**Financial Statement  
July 1, 2008 to June 30, 2009**

<b>Expenses</b>		
Appropriated		\$17,912.00
Expended		\$17,912.00

## BOARD OF APPEALS

Jacqueline Smith.....	2010
Gerard Ahearn, Chairman.....	2011
Brad Reed .....	2012
Kay Stoner .....	2013
Alexander Kischitz.....	2014
Matthew Hurd (Associate Member). ....	2012

The Board of Appeals held 14 meetings during calendar year 2010. Throughout the year progress has been made with the Towns' permitted 40B developments:

- The Board has worked closely with two of the 40B's; Sunset Ridge and the Regency. The Regency is under construction and consists of a total of 60 units with 15 of them affordable units. Sunset Ridge is under construction with 6 units constructed and 2 others permitted. Sunset Ridge will consist of a total of 28 units with 7 of them affordable units.
- Bolton Manor located on Sugar Road is currently on the market for sale. Construction has not begun.
- The Riverside 40B hearing was approved on February 21, 2007 with a total of six units (two affordable) and open space to be deeded to Mass Fish and Wildlife. Currently this project is permitted. No construction has begun.

### STATUS

### CASE INFORMATION

Completed

Petitioner: Sunset Ridge

Property Located: Wattaquaddock Hill Rd.

Request: Modification of Comprehensive Permit to allow the marketing/lottery agent to change

Date filed: January 28, 2009

Action: Approved February 10, 2009

Completed

Petitioner: The Regency

Property Located: Main Street

Request: Modification of Comprehensive Permit to allow lighting to be modified

Date filed: January 28, 2009

Action: Approved February 10, 2009

Completed

Petitioner: The Regency

Property Located: Main Street

Request: Modification of Comprehensive Permit to allow the swap of an affordable housing unit and market rate unit

Date filed: January 28, 2009

Action: Approved February 10, 2009

Completed

Petitioner: Bolton Orchards

Property Located: 125 Still River Rd.

Request: Special Permit Pre-existing Non-conforming to allow the sale of food items (hot dogs & kielbasa) through ice cream window

Date filed: March 5, 2009

Action: Approved March 31, 2009

**STATUS****CASE INFORMATION**

Completed

Petitioner: Timothy Murphy

Property Located: 369 Old Bay Rd.

Request: Variance to allow the expansion of the existing structure that doesn't meet front yard set-back

Date filed: April 1, 2009

Action: Approved April 28, 2009

Completed

Petitioner: Bolton Orchards

Property Located: 125 Still River Rd.

Request: Pre-existing Non-conforming to allow the sale of hot &amp; cold drinks, chips &amp; fresh salads through the ice cream window

Date filed: April 7, 2009

Action: Approved April 28, 2009

Completed

Petitioner: Verizon

Property Located: Forbush Mill Rd. (Town Transfer Station)

Request: Variance to construct a cell tower – set-back from a property line

Date filed: April 23, 2009

Action: Denied May 19, 2009

Completed

Petitioner: Verizon

Property Located: Forbush Mill Rd. (Town Transfer Station)

Request: Variance to construct a cell tower – 1000 foot set-back from a residence

Date filed: April 23, 2009

Action: Denied May 19, 2009

Completed

Petitioner: Verizon

Property Located: Forbush Mill Rd. (Town Transfer Station)

Request: Variance to construct a cell tower – square footage requirement for an accessory building

Date filed: April 23, 2009

Action: Approved May 19, 2009

Completed

Petitioner: Verizon

Property Located: Forbush Mill Rd. (Town Transfer Station)

Request: Variance to construct a cell tower – side yard set-back

Date filed: April 23, 2009

Action: Approved May 19, 2009

Completed

Petitioner: Rob MacGregor &amp; Lisa Paradis

Property Located: 49 Berlin Rd.

Request: Special Permit Pre-existing Non-conforming to allow demolition of a portion of the house and expansion of existing structure of a non-conforming structure

Date filed: June 11, 2009

Action: Approved July 6, 2009

**STATUS****CASE INFORMATION**

Completed

Petitioner: Stephen & Christel Conlin  
 Property Located: 13 Harris Farm Rd.  
 Request: Variance to construct a shed  
 Date filed: July 6, 2009  
 Action: Approved July 27, 2009

Completed

Petitioner: Ava & Matt Hurd  
 Property Located: 188 Sugar Rd.  
 Request: Variance to construct a shed, side and front setbacks.  
 Date filed: August 27, 2009  
 Action: Approved October 6, 2009

Completed

Petitioner: Sunset Ridge  
 Property Located: Wattaquodock Hill Rd.  
 Request: Modification to Comprehensive Permit – request to add sunrooms and add a free-standing 3-car garage.  
 Date filed: August 31, 2009  
 Action: Approved October 6, 2009

Completed

Petitioner: Terzo A J Trombetta Jr.  
 Property Located: 333 Central St. Hudson Bolton Map 1C Parcel 27  
 Request: Pre-existing Non-conforming to expand use  
 Date filed: November 3, 2009  
 Action: Approved November 17, 2009

Completed

Petitioner: Dennis Murphy  
 Property Located: 737 Main Street  
 Request: Pre-existing Non-conforming to add an addition  
 Date filed: November 3, 2009  
 Action: Approved November 17, 2009

Completed

Petitioner: Jeff Bursaw  
 Property Located: 27 Millbrook Lane  
 Request: Variance to construct an addition. Doesn't meet side yard set-back for a backland lot.  
 Date filed: November 24, 2009  
 Action: Approved January 11, 2010

**Financial Statement**  
**July 1, 2008 to June 30, 2009**

**Expenses**

Appropriated			\$5,850.00
Expended	Advertising	\$356.80	
	Meetings	337.21	
	Dues & Memberships	209.00	
	Supplies	151.71	<u>\$1,054.72</u>
Unexpended balance returned to general fund			\$4,795.28

**BUILDING DEPARTMENT**  
Michael Sauvageau.....2010

In the past year, the Building Department had many more building permits issued than last year. The additions to the Public Library and the Public Safety Center facility began and will be completed soon. The construction on the Toll Brothers 40B project on Route 117 remains steady. The Sunset Ridge 40B project on Wattaquodock Hill Road began at the beginning of the year and also has steady construction.

The new Seventh Edition of the Massachusetts State Building Code for one-and two-family dwellings and the Commercial Code for all other types of construction are now in full effect.

Everyone should be aware that carbon monoxide detectors are required by law in every home regardless of the age of the structure. Homeowners should also be aware that inflatable pools very rarely meet the building code requirements and can be very dangerous.

Please contact the Building Department for any questions as to when a building permit is required. In all, 183 building permits were issued. They are as follows:

Additions.....17	Barns .....1	Cell Tower Antennas .....1
Demolition .....4	Driveways .....1	Dwellings .....29
Garages .....1	Repairs .....1	Remodeling .....37
Roofing .....21	Sheds .....2	Siding .....2
Signs.....2	Tents .....12	Solar Panels.....3
Swimming Pools .....6	Window Replacement....18	Wood and Pellet Stoves25

**Financial Statement**  
**July 1, 2008 to June 30, 2009**

**Wages**

Appropriated	\$22,016.00
Expended	<u>\$18,506.07</u>
Unexpended balance returned to general fund	\$ 3,509.93

**Expenses**

Appropriated		\$2,000.00
Expended	Supplies (Permits)     \$1,485.38	
	Telephone                     39.66	<u>\$1,525.04</u>
Unexpended balance returned to general fund		\$ 474.96

## CAPITAL PLANNING COMMITTEE

Wayne Day .....	2011
Frank Chiodo .....	2012
Kerry Hoffman .....	2012
Barry Joseph .....	2010
Anita Scheipers, Chair .....	2011

The Capital Planning Committee considers all departments' annual capital requests, makes recommendations, and is responsible for capital planning on a continuing basis. The outcome of each annual planning process is a recommendation as to what capital projects should be placed on the next town meeting warrant for voter consideration of funding, and preparation of an updated five-year plan which identifies future capital needs of the town. This five-year plan helps the town schedule capital expenditures to allow a more balanced impact on the town budget and tax assessments. Capital requests must have a minimum value of \$25,000 with a useful life of at least 5 years, and will include such items as DPW trucks, fire trucks and ambulances, major infrastructure repairs and projects (roads, drainage, septic), major building renovations or alterations, new construction, and municipal land purchases. Helping the town understand the tax impact of capital expenditures, and consider the relative need, timing and cost of each capital expenditure, including methods of financing, possible federal or state aid or grants, the cost of maintaining the facility or equipment, and the effect each capital expenditure may have on the financial condition of the town. Given the cycle of the fiscal year versus the calendar year, the majority of 2009 committee activity involved review of the FY11 funding requests from the town departments. Absent any pre-determinations by the Advisory Committee of what funds may be available for capital expenditures in FY11, the Committee reviewed the FY11 capital requests and created a prioritized list of expenditures that could be brought forward to the voters for consideration at town meeting. The total cost of all projects for which funding was requested was \$301,528. The prioritized list of possible expenditures reduced the amounts to a possible \$188,500. This list was forwarded to the Selectmen and Advisory Committee for the purpose of determining what level of FY11 funding should be made available, and to determine how many of the top priority items can be included on the warrant for voter consideration. All requests (whether approved, reduced or denied) are listed with a priority ranking in the following spreadsheet. This sheet indicates the level of funding recommended, as well as the Committee's recommendation as to the source of funding to be considered, and includes the decision of the Capital Committee voted at their Dec. 9, 2009 meeting.

### FY11 Capital Requests and Final Recommendations

Ambulance	Defibrillators & Access.	\$40,000	3	\$20,000	Recommend funding only \$20,000 in FY11 (phase-in the purchases over several years)
Con Comm	Fyfeshire Dam	TBD	Hold until FY12		Recommend hold until FY12 due to lack of adequate time to review financial implications of option choices on FY11 budget
DPW	1 Ton Truck	\$50,000	2	\$50,000	
	East End Rd culvert	\$100,000	1	\$100,000	Use C90 funds for some or all of this cost
Schools	Sawyer / Emerson - Well	TBD	Hold until FY12		Complete design and obtain cost estimates for FY12 planning
	Emerson - classroom flooring	\$12,000	4	\$12,000	Attempt to get Schools to pay for part of this project
Town Administration	Document Mgt Software	\$99,528	5	\$6,500	Recommend funds to come from operating budgets or other source (i.e. through finance plan)
	<b>TOTALS</b>	<b>\$301,528</b>		<b>\$188,500</b>	

## **PUBLIC LIBRARY TRUSTEES**

Christine Sterling .....2010  
Roland Ochsenbein .....2011  
Robert C. Zak, Jr., Chairman.....2012

## **STAFF**

Kelly Collins, MLS, Director  
Philip Whalen, Assistant Director/Youth Services Specialist (until December)  
Julie Anne Entwistle (beginning in August)  
Deborah Garfield  
Elizabeth Harvey (until August)  
Linda McGeehan  
Jake Reed  
Cathie Velardocchia

In 2009 the library building at 738 Main Street was a construction site, and operations continued in a rented office suite at 563 Main Street. Progress on the building was recorded and posted on the library's website, with each milestone documented for all to see. As fall approached, we posted photos of the interior as walls, color, and trim took shape. The year ended with a Certificate of Occupancy on the near horizon, and plans for a Grand Opening well underway.



Library Renovation and Expansion Project  
December 22, 2009

The Library Construction Committee (LCC) met monthly with Owner's Project Manager (OPM) Bob White (Daedalus Projects, Inc.) and Architect R. Drayton Fair (Lerner | Ladds + Bartels). Committee members include Pam Czekanski, Panny Gerken, Joel Lindsay, Roland Ochsenbein, John Rodenhiser, Chris Rogers, Mickie Simpson, Bill Strapko, and library director Kelly Collins. The LCC was assisted by Burt Shnitzler (Advisory Committee). The Library Director also attended weekly construction site meetings with the OPM, Architect, and General Contractor (M. O'Connor Contracting, Inc.).

The Library Board of Trustees met monthly. The focus of several meetings was the development of a Program Room policy for the expanded library. After studying policies from 30+ other Massachusetts libraries, the Board produced its own, dated November 2009. Planning for the larger library's budget and personnel needs consumed the remainder of the Board's time.

Circulation and interlibrary loan statistics reflect the move to smaller, temporary quarters and lack of availability of large portions of the collections, which were in storage. Though we maintained our schedule of open hours (open 42 hours per week including three evenings until 8 p.m. and Saturdays during the school year), circulation dropped for the first time in over a decade. Part of this can be attributed to the library's closure in August 2008 to move to temporary quarters, but part was simply less traffic in the temporary space. Circulation for FY09 was 35,200 (compared to 52,615 in FY08), a 33% decrease. Interlibrary loan activity dropped less: in FY09 we loaned 8656 items to other libraries (down from 9,350 in FY08) and borrowed 3,550 (compared to 4,478 in FY08). We're looking forward to a sharp rise in activity in 2010, when the collections will be together on the shelves and available for the first time in years.

Highlights of programming for the year include the following:

- The Summer Reading Program for kids and teens was on the theme of space exploration. 212 kids, 14 teens, and 21 adults participated in our summer programs.
- The library hosted 51 children's programs attended by 783 people, and
- 9 adult and young adult programs attended by 459 people.
- In addition to Story Time (offered once per week) and the summer reading programs, 2008 Programs included the following: Talk Like a Pirate Day, Royalty Day, two magic shows\*, and a visit from a medieval knight\*
- Programs and events for adults in 2009 included a slide show from Appalachian Trail thru-hiker Roger Tetrault, Irish music and step-dancing shows\*, and a book talk by Wayne Hazen (Atlantic Union College).

\*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 gifts, grants, and aid:

- 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 \$2,878.72 in state aid.
- Finally, the Town received the third installment of its library construction grant from the state in the amount of \$746,372.
- Gifts included additions to the David Crispen Memorial Fund (\$100.00), and in honor of Liz Tewksbary (\$75.00)

The staff saw some changes this year. Elizabeth Harvey (shelver) departed for college and Julie Anne Entwistle was hired to replace her. Philip Whalen left the Town's employ in December. We anticipate hiring one part-time circulation clerk and three full-time staff in Technical Services, Children's, and Young Adult Services, all to start in January 2010 just before the library reopens.

**Financial Statement**  
**July 1, 2008 to June 30, 2009**

<b>Salary</b>		
Appropriated		\$65,258.00
Expended		\$65,258.00
 <b>Wages</b>		
Appropriated		\$81,768.54
Expended		\$81,768.54
 <b>Expenses</b>		
Appropriated		\$61,545.45
Expended		
	Electric	\$4,113.75
	Repairs	439.50
	Telephone	1,503.02
	Supplies	4,074.53
	Books/Materials	43,190.35
	Misc./programs	8,224.30
		<u>\$61,564.45</u>
Unexpended balance returned to general fund		\$ 0.00



New lobby area and circulation desk near completion  
 December 22, 2009

## COUNCIL ON AGING

Susan Tripp, Newsletter Editor.....	2010
Sheila Chmielowski, Director.....	2010
Shirley Sefton, Meals on Wheels.....	2011
Barbara Brown, Vice-Chair/Police Liaison...	2011
Margaret Nangle, Secretary .....	2011
Emma Herbison, Regency Liaison .....	2011
Daniel Tremblay, Legal Advice .....	2011
Jean Cahill, Bolton Country Manor Liaison...	2012
Flora Wilson, Treasurer .....	2012
Doris Ettinger, Chair .....	2012
Irene Spencer, Honorary Member	

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 the 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 is committed to the continued growth and well-being of our senior citizens by providing programs, education, information and referral services with a goal of helping seniors achieve the best quality of life possible.

The Bolton Senior Center is an accessible focal point and a gateway to an important system of home and community-based services and programs. We attempt to strengthen and support the integration of older senior citizens into the life of our 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 Tuesday, Wednesday and Thursday from 9:00 a.m. to 2:00 p.m. Various programs and services are offered and well-received throughout the year.

At the COA 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. Every other Friday 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.

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

In an effort to save postage, the senior newsletter will no longer be mailed to our seniors unless specifically requested. There will be a \$5.00 yearly fee charged if you would like to continue to receive your newsletter by mail. The savings incurred will be used in other areas to benefit our senior population. Newsletters will be forwarded to email recipients at no charge. Volunteers will deliver copies of the newsletter to various locations within the town. The Council on Aging has contracted with Senior Publishing Company as a cost saving to the town. The COA board hopes that everyone will find the new format appealing.

A holiday banquet was held this year at the Cornerstone's Restaurant in Leominster. This event is sponsored by the COA and partially funded through the COA's town budget. There were 45 seniors that attended. This function is a yearly event and immensely enjoyed by all attendees.

The Tenth 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 (FOBS). 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 11:30 a.m. to 12:30 p.m. We are very lucky to have many hard working volunteers who help with the distribution.

Well Adult Clinics are held at the senior center monthly on 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 program offered to seniors this year at the senior center is "Yoga For Health". These classes, subsidized by the FOBS, 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. Classes are held every Wednesday at the senior center commencing at 10:15 a.m.

The FOBS 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. This program has been well received and will continue for 2010. A new program is also offered at the center on this day called "Lawyer for a Day". Attorney Daniel M. Tremblay will be at the senior center on the third Tuesday of the month from 10:00 a.m. to 12:00 p.m. If you have any questions or concerns

regarding Elder Law, Collaborative Law, Mediation, Estate Planning, Guardianship, Probate, etc., Attorney Tremblay will advise you on a one-on-one private visitation. This is a free one-half hour consultation. Reservations are required by calling the COA's office at 978-779-3313 to make an appointment.

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 FOBS 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 2009.

**Financial Statement  
July 1, 2008 to June 30, 2009**

<b>Salary and Wages</b>		\$28,692.00
Appropriated		<u>\$28,612.80</u>
Unexpended balance returned to general fund		\$ 79.20
 <b>Expenses</b>		
Appropriated		\$11,770.00
Expended		
	Purchase of Services	\$5,760.00
	Supplies	1,667.29
	Building Lease	1,200.00
	Gasoline (MART)	909.41
	Miscellaneous	906.23
	Cable DSL	720.00
	Telephone (MART)	239.38
		<u>\$11,402.31</u>
Unexpended balance returned to general fund		\$ 367.69

**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 2009:

- Drainage was installed on various roads.
- All or part of the following roads were hot-topped:
  - Meadow Road
  - Lively Road
  - Bolton Woods Way
  - A portion of Hudson Road

The Transfer Station and Recycling Center had another 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. The residents of the Town of Bolton should be very proud of their recycling efforts as you helped to achieve a 52% recycling rate!

**Financial Statements**  
**July 1, 2008 to June 30, 2009**

**Buildings**

**Expenses & Services**

Appropriated		\$74,750.00
Expended	Repairs	\$33,973.56
	Other Charges	22,500.33
	Maintenance	16,276.18
		<u>\$72,750.07</u>
Unexpended balance returned to general fund		\$ 1,699.93

**Highways****Salary**

Appropriated		\$98,122.00
Expended		<u>\$98,122.00</u>
Unexpended balance returned to general fund		\$ 0.00

**Wages & Overtime**

Appropriated		\$489,211.00
Expended	Wages	\$443,746.85
	Overtime	14,809.03
	Longevity	1,800.00
		<u>\$460,355.88</u>
Unexpended balance returned to general fund		\$ 28,855.12

**Expenses & Services**

Appropriated		\$123,600.00
Expended	Purchase of Service	\$3,585.60
	Heating	\$4,666.83
	Electric	\$7,616.68
	Repairs	\$41,009.54
	Telephone	\$5,186.44
	Supplies	\$9,415.09
	Gasoline	\$8,679.18
	Stickers	\$915.50
	Oil / Lube	\$1,551.03
	Tires	\$3,358.85
	Diesel	\$13,761.21
	Parts / Supplies	\$13,546.59
	Other Expenses	\$8,490.20
	Training	\$154.00
		<u>\$121,936.74</u>
Unexpended balance returned to general fund		\$ 1,663.26

**Highway Improvement****Wages**

Appropriated		\$12,000.00
Expended		<u>\$11,532.50</u>
Unexpended balance returned to general fund		\$ 467.50

**Expenses & Services**

Appropriated		\$205,000.00
Expended	Local Improvements	\$205,000.00
		\$205,000.00

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

Appropriated		\$38,000.00
Transfer		<u>\$46,976.86</u>
		\$84,976.86
Expended	Wages	\$23,965.54
	Overtime	61,011.32
		<u>\$84,976.86</u>
Unexpended balance returned to general fund		\$ 0.00

**Expenses & Services**

Appropriated			\$142,000.00
Transfer			<u>\$118,678.79</u>
			\$260,678.79

Expended	Road Salt	\$123,439.80	
	Snow Removal	71,777.57	
	Sand	26,970.00	
	Repairs	23,593.61	
	Diesel	11,292.58	
	Supplies	3,605.23	<u>\$260,678.79</u>
Unexpended balance returned to general fund			\$ 0.00

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

Appropriated			\$65,935.00
Expended	Wages	\$57,650.97	
	Overtime	4,341.83	<u>\$61,992.80</u>
Unexpended balance returned to general fund			\$ 3,942.20

**Expenses & Services**

Appropriated			\$156,200.00
Expended	Trash Disposal	57,822.28	
	Recycling Hauling	35,517.65	
	Maintenance	15,680.32	
	Trash Hauling	7,455.00	
	Electric Service	7,365.53	<u>\$ 23,840.78</u>
Unexpended balance returned to general fund			\$ 25,695.17

**CEMETERY COMMITTEE**

Brenda Baum.....2012  
 Harold E. Brown.....2010  
 Harold E. Babcock.....2011

The Pan Cemetery expansion project continued in 2009. In addition, the electronic organization of cemetery records continued for all cemeteries with the assistance of our EMT/Summer crew. The Cemetery Committee would like to recognize the Department of Public Works for the continuous job of maintaining all cemeteries in Town and assisting with burials. In early 2010, the committee lost one of our long-time members, Harold Babcock. Harold’s dedication to records preservation and serving residents in their time of need will be deeply missed by the committee and the residents of the Town of Bolton.

**Financial Statements  
 July 1, 2008 to June 30, 2009**

Appropriated			\$7,000.00
Expended	Other Charges	\$2,999.59	
	Purchase of Service	\$1,625.00	<u>\$4,624.69</u>
Unexpended balance returned to general fund			\$2,375.41

**TREE WARDEN**

Mark Caisse, Tree Warden, continues to work with National Grid and other utility companies to remove dead and diseased trees that endanger the traveling public. As a result of the December 2008 ice storm, several thousands of trees were destroyed along Bolton’s roadways. Clean up from this storm continues into 2010 with the majority of the debris cleared at this time. A large portion of the FY09 forestry budget was returned to the general fund due to the fact that our subcontractors were working on emergency clean-up duties in many surrounding communities.

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, 2008 to June 30, 2009**

<b>Salary</b>			
Appropriated			\$2,992.00
Expended			\$2,992.00

<b>Wages</b>			
Appropriated			\$3,000.00
Expended			<u>\$1,190.00</u>
Unexpended balance returned to general fund			\$1,810.00

<b>Expenses &amp; Services</b>			
Appropriated			\$44,000.00
Expended			<u>\$23,234.54</u>
Unexpended balance returned to general fund			\$15,765.46

## HISTORICAL COMMISSION

J. Howard Black .....	2010
Alice Coggeshall .....	2012
Linda Engelmann .....	2012
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 -**

#### **Historic Cemeteries:**

Purchase of bollards and chain swags for the Pan Cemetery green space is complete. After the installation of the last 4 bollards, attention will focus on landscaping the area. The Commission wishes to thank the Board of Selectmen for their support throughout this project. The South, West and Pan (formerly East) Cemeteries had identification signs installed.

#### **Town Bounds:**

Our member J. Howard Black completed an impressive report locating, photographing and recording the coordinates of 18 of the 25 town boundary markers, some of which date back to 1738. In the past these bounds were perambulated by the Selectmen on a regular basis as required by the law of the Commonwealth. Modern methods of boundary determination have replaced the usefulness of these quaint markers of the past.

#### **Demolition Permit Requests:**

369 Old Bay Road: Hillside Parsonage shed-roofed entry bay - not historically significant  
49 Berlin Road: Thomas Moore House ell and 2<sup>nd</sup> floor - not historically significant  
47 Sargent Road: Moore/Sargent House - demolished  
188 Sugar Road: ca. 1920's garage - demolished  
211 W. Berlin Road: Moore/Sawyer/Walcott/Schartner Farm long wagon shed –  
demolished with 80% saved for a future replica on the complex

Regrettably, an English barn and an equipment shed were demolished at 258 Hudson Rd. after being deemed unsafe by the Building Inspector and condemned. Thanks to the owners, photographic records were completed prior to the razing of these historically important structures.

#### **Bolton Pan National Register Historic District:**

The year was spent identifying structures older than 49 years in the Pan area and compiling a large volume of color photographs of each of these resources. After MHC review of this information the boundaries of the new district can be finalized.

#### **Participation with other town groups:**

Planning Board – Sustainable Village Center Planning and Houghton Farm  
Conservation Commission – Fyfeshire lower dam

**Tree Replacement Program:**

Because DPW staff was extremely busy with clean-up from the 2008 ice storm, and a piece of needed equipment was in repair, 3 scheduled plantings were postponed until next year. Residents are urged to contact the Commission if they are interested in new trees adjacent to a public way on their property.

**Membership and Acknowledgements:**

Our thanks to Christina Rickard and John Karlon who served loyally for one and two terms respectively. Bob Roemer continues to donate his time most unselfishly for which we are very grateful. Thank you, Vu Alexander, for your help during the last quarter. We are actively seeking two new voting members. Please come to our meetings the first and third Wednesday of the month.

**Financial Statement  
July 1, 2008 to June 30, 2009**

**Expenses**

Appropriated			\$7,000.00
Expended	Supplies	\$4,366.83	
	Purchase of Services	2,080.00	
	Dues	230.00	
	Advertising	163.98	<u>\$6,840.81</u>
Unexpended balance returned to general fund			\$ 159.19



New bollards at Pan Cemetery

## CULTURAL COUNCIL

Susan Membrino.....	2011
Peter Vincent .....	2011
Tricia Sohl-Dickstein .....	2012
Gong-Jia Xing .....	2013
Judith Leonard .....	2013
Li Juan He .....	2014
Rosemary Donnelly.....	2015

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.

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 and upon subsequent satisfactory completion of the project within the year. Any residual funding is eligible for re-granting. The Town provides the BCC with meeting space as needed, a mailbox, and the Town Accountant maintains, manages, and provides reporting for the BCC financial accounts. The reported BCC Account balance for fiscal year ending 6/30/2009 was \$4,948.80. The BAC (restricted) Account balance for fiscal year ending 6/30/2009 was \$1,779.22.

### **BCC Funding Priorities**

Preference is given to Bolton-based non-profit organizations and artists for projects that will benefit the Bolton community.

Preference is also 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.

In addition to soliciting and awarding MCC-funded grants to local visual, literary, and performing artists and crafters, the BCC occasionally sponsors other community events such as the 2009 Chinese New Year Event, which was held for a second year at the Florence Sawyer School in 2009.

### **FY 09-10 Awards Process**

The Bolton Cultural Council met on November 16, 2009 with the primary objective of reviewing grant applications and determining grant awards in accordance with the MCC guidelines. This year's MCC allocation of \$4,000, (plus an additional \$300 award of separately held Council funds to The Council on Aging), has been awarded for the 2009-10 fiscal year.

**FY 09-10 MCC Grant Award Recipients**

Bolton Fair, Kids Country	\$600
Concerts on the Common	\$ 50
Friends of Bolton Pub Lib	
Green Childrens Pres	\$320
Jungle Encounters	\$160
Ed the Wizard	\$360
Yo Yo Show	\$320
Scott J Magic	\$360
Mime	\$230
Harvard Pro Musica	\$ 50
Hudson Arts Alliance	\$ 50
John Root Edible Plants	\$300
Sawyer Sch Grade 3	\$500
Sawyer – PAC Enrichment	\$500
Sounds of Stow	\$ 50
Symphony Pro Musica	\$ 50
Wild Apples	\$ 50
Worcester Chamber Music	\$ 50

**Current BCC Membership**

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

The Bolton Cultural Council seeks to maintain a panel of 8-11 members, and welcomes new members as well as input and involvement from Bolton residents. Community surveys are distributed at the Annual Town Meeting every three years to solicit fresh input and suggestions from the community at large.

**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 first Wednesday of each month. The Commission manages the scheduling and maintenance of Bolton’s parks, fields and recreation facilities and organizes several town celebrations including Easter, Halloween and observances including Memorial Day and Veteran’s Day.

Local fields which include Memorial, Derby, Tower, Horse Ring and Forbush are used by youth sports organizations for soccer, baseball, softball and lacrosse. Forbush Field is also used by two adult leagues: The Dragon Disc Ultimate (Frisbee league) and the Over the Hill Soccer League (OTHSL). Parks under the Commission’s management include Persons Park and Pond Park (for ice skating), in addition to the Town Beach. The Commission organized several volunteer days during FY10 to help restore/improve local recreation locations. The Little Pond Clean Up, Pond Park Clean Up and Snow Removal volunteer days were a success – both in turnout and project progress.

Registration for the Town’s annual swim lessons was successful with the Commission booking all three two-week sessions. The Commission will add several new events for FY11 to improve the recreational opportunities for the town as well as drive revenue, adding programs such as Kayaking and Yoga. Further, the Commission is exploring the opportunity to rent the town’s fields and facilities to local businesses to help raise funds as well.

Holiday celebrations included the annual Easter Egg Hunt at the Dreamland playground, as well as the Halloween Parade, which attracted approximately 300 children. The Commission hosted a new event this year, Pond Park Opening Day, in January 2010. The event attracted approximately 200 people and, as a result, the Commission has decided to add the opening day to their annual list of events.

The Parks & Recreation Commission also updated and improved its existing Rules and Regulations document to make it more current and better reflect how the parks, fields and facilities are being used. The Commission also plans to update the application process and establish a permitting process to better protect the users and neighbors while also providing the Town and Commission with enforceable rules and regulations.

The Commission also allocated funds toward electrical work at Pond Park. This was a project started by a former Commission, but was not completed. The electrical work enabled the current Commission to light the Holiday tree it planted in the summer of 2009. It also will allow for lights at the skating pond, after the lamp is repaired.

**Financial Statement  
July 1, 2008 to June 30, 2009**

**Recreation**

**Wages**

Appropriated	\$4,500.00
Transfer	<u>\$ 468.00</u>
Balance	\$4,968.00
Expended	\$4,968.00

**Expenses**

Appropriated	\$8,732.00
Expended	
Purchase of Services	\$4,496.00
Equipment	1,351.88
Supplies	<u>1,348.67</u>
Unexpended balance returned to general fund	\$1,535.40

**Parks**

**Expenses**

Appropriated	\$4,600.00
Expended	
Purchase of Service	\$2,811.12
Electric	<u>1,013.43</u>
Unexpended balance returned to general fund	\$ 755.45

**DEPARTMENT OF VETERANS' SERVICES**

Michele Marino, Veteran's Agent .....2010

Sadly in 2009 the Town of Bolton suffered its first casualty of the war in Afghanistan. Federal Agent Harold E. Brown, Jr. was among 8 agents killed in a suicide attack at a base in Afghanistan. He was loved and respected by many in the community. May he be remembered for the outstanding man he was, his service, and his ultimate sacrifice for our country.

I would like to take this opportunity to reach out to the Veterans of the Town of Bolton and their dependents. Please do not hesitate to call the Veterans' Office if you are in need of help. I am here to help you. If you have been affected by the tough economical situation we are in at this time, you may be eligible for State or Federal help.

The purpose of the Veterans' Services Department is to assist veterans and/or their dependants in procuring financial assistance, information and benefits to which they are entitled. These services/benefits are relative to vocational or other educational opportunities, medical care, compensation, pensions, insurance, burial allowance, grave markers and other benefits granted under existing State and Federal laws. The office of Veterans' Services is a one-stop 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 office hours are held Tuesdays and Thursdays, and also by appointment if needed. To arrange an appointment please call 978-838-2442. You may also contact me by email at: [veteranservices@townofberlin.com](mailto:veteranservices@townofberlin.com).

I ask that all Veterans of the Town of Bolton provide this office with a copy of their DD214 (or equivalent proof of discharge). Having this 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, 2008 to June 30, 2009**

**Wages**

Appropriated	\$4,371.00
Expended	\$4,371.00

**Expenses**

Appropriated	\$ 135.00
Unexpended balance returned to general fund	\$ 135.00

## **PUBLIC SAFETY CENTER CONSTRUCTION COMMITTEE**

Susan Mason, Chair  
Chris DeMers, Vice Chair  
Vincent Alfano  
Andrew Bagdonas  
Margy Diaz  
Dave Farrell  
Mark Giunta  
John Mentzer  
Dina Rich  
Paul Wood

The Public Safety Center Construction Committee is chartered with the successful development and occupation of the new Police, Fire, and Emergency Services facility on Wattaquodock Road. Responsibilities include management of the project budget, approval of all disbursements, interfacing with the architect and owner's project manager on designs and plans (including adds/changes), and resolving, in a timely manner, all construction-related issues. The PSCCC is also a liaison to residents (especially abutters), Board of Selectmen, and the Bolton Library project.

The project broke ground on January 24, 2009, with Groom Construction, the project's general contractor, officially starting work in December, 2008. Despite several unforeseen issues, such as an over-abundance of boulders on the property and the discovery of a leaking underground tank, the project continues to be on time and on budget.

As of December 31, 2009, the project was two-thirds complete, with substantial completion planned for April, 2010. The new facility is expected to be 100% online by May, 2010.



Groundbreaking for the Public Safety Center

l to r: Police Chief Alfano, Ambulance Director Margaret Diaz and Fire Chief Stephenson

**POLICE DEPARTMENT**  
**Roster of December 31, 2009**

Chief of Police Vincent C. Alfano, 4 years of service  
Lieutenant Warren E. Nelson, 17 years of service  
Sergeant Andrew Bagdonas, 23 years of service  
Sergeant Michael W. Slepetz, 25 years of service  
Patrol Officer Kimberly Denaro, 11 years of service  
Patrol Officer Christopher Harrington, 7 years of service  
Patrol Officer Yvette Washington, 6 years of service  
Patrol Officer Jason Puri, 5 years of service  
Patrol Officer Luke Hamburger, 4 years of service  
Patrol Officer Sandra Lawton, 1 ½ years of service  
Reserve Officer Hank Staake, 11 years of service  
Reserve Officer Daniel Keller, 4 years of service  
Reserve Officer Jacob Vicente, 4 years of service  
Reserve Officer Mary Ann Kinirey, 3 years of service  
Reserve Officer Juan Ramos, 2 years of service  
Administrative Assistant Lorraine Kenney, 11 years of service

As I undertake this yearly task of preparing and writing our Department's Annual Report, I am amazed at how quickly the days have passed by. It seems as if I had just written the previous year's yesterday. I have completed my fourth year of service as your Police Chief, and still continue to be impressed every day on how vibrant, welcoming, and progressive our community is. Yet, through the wild, high-tech, fast-paced confusion and stress all of us face in our high-speed daily life of work and family, Bolton still maintains a tenacious grasp on its historical roots of Community and civic values. Nowhere is this more evident than when those who have lived for so long in a small community pass away. And 2009 has seen it's share. That is one of the aspects of living and working in a small Town that is not so nice sometime. You know everyone, and most are considered true friends, so when they pass, it saddens us all. The Police Department salutes all those wonderful residents who departed from us last year. And there were many. We thank them all for the honor and privilege of having served them, and treasure their memory. We particularly commemorate the service of Harold Brown Jr., who sacrificed his life for our Country in Afghanistan this past year. Harold serves as an example to us all of a true hero and patriot, and how sometimes the cost of freedom can be a terrible burden to bear.

In 2009, the Police Department responded to 10,562 calls for service. Based on our demographics, and location straddling a number of major highways, our call volume is significantly greater than most communities of our size and population. As you are all very much aware, experiencing it daily, our primary challenge as your Police Department is traffic. And we have plenty! Traffic enforcement and safety, and the scores of motor vehicle related issues that accompany it, such as accidents and arrests, occupies our largest amount of time as a Police Department. I am pleased to report to you that your Officer's diligent efforts at traffic enforcement have significantly reduced the amount of traffic accidents and injuries we experienced in 2009 from the previous year 2008. The statistics are listed below. As traffic-related concerns, such as speeding complaints, are the most common feedback and comments we receive from residents, we will continue to focus our efforts this year in effective traffic safety and enforcement measures. Another significant positive result directly attributed to effective traffic enforcement practices is the reduction of housebreaks and burglaries. Again, I am pleased to report that the number of Breaking & Entering cases of all types was significantly reduced in 2009 to 18 cases,

down from 51 in 2008. We will continue to work tirelessly on our goal of reducing both these accident and burglary figures even further this year. I commend our Officers for their efforts, and noteworthy results. One statistic which troubles me however, is the increase of so called “violent crimes” in Town, such as rapes and assault and batteries. The majority of these types of cases we have experienced this past year have been Domestic Violence related. As you are aware from current events across the Country and State, no community, regardless of location, population, or affluence, is immune from cases of Domestic Violence. The stresses of the current economic and unemployment problems have further added to this terrible trend. Working together, through enforcement, education, reporting, and cooperation, we can all strive to prevent this troubling crime, which all too often happens too close to home.

We continue to offer residents our popular safety related-programs such as Child Car Seat installation, Bicycle Helmets & Safety, Little Iguana child safety school presentations, 911 training for children, drug and alcohol abuse and Domestic Violence prevention training in the High School. We continue our dynamic interaction with the Nashoba Regional School District. Officers visit each school daily on “walk-arounds,” interacting with students, faculty and staff in a positive way, promoting open communication and mutual trust. We jointly conduct “Lock Down” drills with each school on a regular basis, to ensure that public safety personnel, students, and school staff know what measures to take should an emergency occur. The safety of our students is paramount.

Department personnel, in partnership with our fellow public safety comrades in the Bolton Fire and Ambulance services, have worked tirelessly to plan and implement the final stages of our combined Bolton Public Safety Center, currently under construction at the present Fire Station site on Wattaquodock Hill Road. With a projected move-in date of late Spring/ early Summer, we are anxious to debut the new facility to residents upon opening. This new, energy-efficient facility will serve the needs of Bolton’s public safety personnel well into the future, providing them a safe and professional working environment. We again thank the community for their support in making the construction of this building a reality, and a facility the entire Town can be proud of.

Regarding Police Department news, we continue our efforts and commitment to “green” technologies and equipment. Our cruisers are energy efficient, saving gas by automatically switching to 4-cylinder engine operation during idle and low-speed operation. As stated, our new station is energy efficient by design, utilizing many of the latest building practices and material, insulation, and computer energy conservation technologies. And yes, we still save gas the old fashioned way, by continuing our popular Police Mountain Bike patrols. Our certified Bike Patrol Officers maintain high visibility in school, park, and conservation areas in favorable weather, as well as participate in special events and bicycle safety training. The Department has also taken the forefront in several programs with State-wide exposure. Our Safety Officer, Officer Chris Harrington, has been selected as President of the Massachusetts Safety Officer’s League, an organization composed of the elite Safety Officers of every Police Department in the Commonwealth. Officer Yvette Washington continues to enhance her Drug Recognition Expert (DRE) program. As one of the few nationally certified DRE Officer’s in the State, her efforts in apprehending and prosecuting drivers operating under the influence of drugs have resulted in numerous arrests, and have placed Bolton in the vanguard of this life-saving program.

In closing, I thank the dedicated efforts of the men and women who serve the Town of Bolton in its Police Department. These outstanding Officers, Dispatchers, and support staff are second to none in their professionalism, integrity, and service. They stand ready 24 hours a day, 7 days a week, to answer your calls for assistance. Together, with our Fire Department and Ambulance personnel, we stand ready to maintain the high standards of security and safety our residents, and all those who pass through our borders, deserve. I also thank all of you, our Community, for the faith and trust you have placed in us, and your continued support. You can be assured, in these difficult economic times, that your tax dollars spent on the operation of this department, are used as cost effectively and efficiently as possible. As a fellow Town resident and tax payer myself, I can assure you your investment in us, and your own, and loved ones security and safety, is money well spent.

**Financial Statement  
July 1, 2008 to June 30, 2009**

**Salaries**

Appropriated	\$102,631.00
Expended	<u>\$102,564.92</u>
Unexpended balance returned to general fund	\$ 66.08

**Wages w/Overtime**

Appropriated	\$670,579.00
Expended	<u>\$667,955.42</u>
Unexpended balance returned to general fund	\$ 2,689.66



**Public Safety Center, August 2009  
Rear view showing sally port on police, fire and EMT facilities**

**POLICE DEPARTMENT COMMUNICATION CENTER**  
**Roster as of December 31, 2009**

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

Donna L. Hathaway, 23 years of service  
Edward Haimila, 11 years of service  
Jaine Galeski, 5 years of service  
Diane Coolidge, 10 years of service  
MaryAnn McLaughlin, 13 years of service  
Hank Staake, 11 years of service  
David Byler, 4 years of service  
David Perry, 2 years of service

Bolton Dispatchers handled 10,563 Calls for Service in 2009. This includes 264 Ambulance Calls plus 11 Mutual Aid Ambulance Calls and 148 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, 2008 to June 30, 2009**

<b>Wages w/Overtime</b>	\$212,376.00
Expended	\$212,375.70
Unexpended balance returned to general fund	\$ .30
<b>Expenses</b>	
Appropriated	\$ 66,348.00
Expended	\$ 65,828.83
Unexpended balance returned to general fund	\$ 519.17

<b>Offenses reported to FBI for Statistical purposes by year</b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Rape (Forcible and statutory)	0	4
Forcible Sodomy	0	1
Aggravated assault (includes domestic A&B)	2	3
Simple assault	5	19
Intimidation (includes bomb threats)	5	15
Breaking and entering, vehicle, business or residential	51	18
Theft from building	11	6
Theft from motor vehicle	4	0
Theft of motor vehicle	2	3
Theft of motor vehicle parts/accessories	0	0
All other larceny	22	25
Stolen property offenses	3	1
Destruction/Damage/Vandalism of property	33	36
Drug/Narcotic violations	33	31
Drug/Equipment violations	0	0
Weapon Law violation	12	0
Disorderly conduct	3	10
Driving under the influence	20	20
Liquor law violations	10	20
Trespass	2	3
All other offenses	43	34
Traffic/Town Bylaw offenses	372	441
Counterfeiting/Forgery	10	5
Shoplifting	0	0
Embezzlement	0	0
False pretenses / swindle	4	5
Impersonation	4	4
Bad Checks	4	4

<b>Response by Police by type of call</b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Local ordinance/Bylaw violations	52	30
Missing persons	6	3
Disturbance	2	5
Domestic disturbances	10	15
Noise complaint	17	21
Suspicious activity	101	114
Suspicious person	29	24
Suspicious motor vehicle	74	76
Officer wanted	266	314
Burglar alarm	288	259
Lost/Found Property	63	54
Motor vehicle stops	2357	1821
Leaving the scene of an accident	6	5
Motor vehicle accidents – injury	58 + 1 fatal	44

Motor vehicle accidents – Property damage only	195 + 7 winch-outs	162 + 6 winch-outs
Disable motor vehicles	217	208
Parking violations	20	7
Court appearances	149	140
Arson	3	0

<u>Arrests and citations</u>	<u>2008</u>	<u>2009</u>
Arrests	64 (3 Juvenile)	56 (5 Juvenile)
Motor vehicle citations	1317	1181

### AMBULANCE SQUAD

<b>Director:</b>	Margy Diaz	<b>Training Officer:</b>	Chris Baker
<b>Assistant Director:</b>	Dina Rich	<b>Assistant Director:</b>	Jack Holbrook
<b>Medical Director:</b>	Marc Gautreau	<b>Full Time EMT/FF:</b>	David Farrell

<b><u>EMT Attendants:</u></b>	Barbara Brown	Ann Farrell	Allan Koung	Curtis Roemer
	Christine Alfano	David Byler	David Farrell	Kara McClean
	Chris Baker	Ethan Caless	Lauren Ferrechio	MaryAnn McLaughlin
	Andrew Bagdonas	Margy Diaz	Luis Forte	Mary Nichols
	Pierino Bonazzoli	Wesley Durant	Jack Holbrook	David Perry
	Kileen Burgoyne	Cassie Ela	Kate Howard	Dina Rich

The Bolton Ambulance Squad provides emergency ambulance services to the Town of Bolton.

Weekday, daytime coverage is provided by one full-time EMT/Firefighter stationed at the Fire station and an on-call crew from the Nashoba Regional High School Cadet EMT program. The Nashoba Regional High School Cadet EMT program has been providing essential daytime coverage for over 20 years. Participants of the program have successfully completed the Department of Transportation approved Emergency Medical Technician class and continue their education with weekly classes. Students must maintain a minimum GPA in EMS classes and in all other school course work. Students provide coverage from the very beginning of the school day until 5pm and also provide coverage at sporting events. A Mass state waiver allows Bolton’s Ambulance to transport patients with one adult certified EMT-Basic and two certified EMT-Cadets. In addition to providing the town with excellent emergency care, the program has introduced numerous high school students to the field of Medicine. Many students continue with EMS after high school as full-time careers, in college or in their communities. Currently, eight of the active Bolton EMTs started out as Cadet EMTs.

Evening, night and weekend coverage is provided by call personnel who carry pagers and respond to calls when they are able to. A majority of the call personnel work full-time jobs outside of Bolton or are college students but are eager and willing to share their free time with us. Call personnel are compensated with call stipends.

Bolton Ambulance is licensed as a BLS unit or Basic Life Support unit. Advanced Life Support (ALS) is provided by either Patriot Ambulance of Hudson or Marlboro-Hudson Ambulance of Hudson when necessary and available.

The members of the Bolton Ambulance Squad are dedicated to providing prompt, skilled and compassionate emergency care to Bolton residents and visitors. We work hard to continuously improve the services provided and evolve with the rapidly-progressing field of emergency services.

We would like to thank the townspeople for their continuous support. We would also like to remind everyone that a few minutes on your part could make a difference in getting to a loved one quickly and safely during an emergency. Numbering your house with numbers that are clear and visible from both directions helps us get to you more quickly. Also making sure that driveways and walkways have been cleared of snow and debris is very helpful.

**Never hesitate to call us. When in doubt, call us out!**

**Total Calls  
July 1, 2008 to June 30, 2009**

Ambulance Calls	313	Motor Vehicle Accidents	80
Patients	375	Medicals	230
		Stand By	3

**Financial Statement  
July 1, 2008 to June 30, 2009**

**Wages**

Appropriated	\$102,427.00
Transfers	<u>\$ 3,486.40</u>
	\$105,913.40
Expended	\$105,913.40
Unexpended balance returned to general fund	\$0.00

**Expenses**

Appropriated	\$62,763.60
Transfers	
ALS Service	\$18,815.00
Cadet EMT Program	13,820.00
Equipment	12,896.70
Coastal Medical Billing	6,099.17
Diesel	3,353.40
Purchase of Service	2,896.95
Telephone	1,287.82
Repairs – Motor Vehicle	1,119.07
Supplies	1,020.71
Uniforms	236.00
	\$61,544.82
Unexpended balance returned to general fund	\$ 1,218.78

**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	Eric Stephenson
Ryan Hartwell	David Perry	Christopher Whynot
Jason Ware	Louis Forte	Curtis Roemer
Roger McManus	Bryan Colwell	Corey Baird

**TRAINEES:**

James Weliver	Jacqueline Welch	James Porteus
Jeremy O'Connell	Eric Newton	

**FIRE PREVENTION REPRESENTATIVE:** Barbara Wilson

**HONORARY MEMBER:** Harold Babcock

On January 24<sup>th</sup> the town held a groundbreaking ceremony for the new Public Safety Building. Since then, the area surrounding the existing fire station has seen the removal of trees, tons of rocks, loads of unusable soil, installation of an underground drainage system to minimize runoff, pouring of the foundation and the raising of the new structure to the left side of the existing fire station. This new safety building will house the Ambulance, Fire and Police Departments creating one central location for emergency service. It will support the relocation of the Communication Center and Police Department from the Houghton Building along with new offices for the Fire and Ambulance allowing much needed space for the fire department.

Throughout this major construction and remodeling project, the contractors have worked with the fire department to minimize disruptions in the original fire station to assure there was not any compromise in service to the people of Bolton.

I would like to thank the personnel of the Fire Department for their many hours of time and dedication to the department.

**Financial Statement  
July 1, 2008 to June 30, 2009**

<b>Fire Prevention</b>	
Appropriated	\$3,500.00
Expended	<u>1,425.00</u>
Unexpended balance returned to general fund	\$2,075.00

**Clerical**

Appropriated	\$4,635.00
Expended	\$4,635.00

**Fire Fighter Wages**

Appropriated	\$71,722.00
Transfer	<u>8,000.00</u>
	\$79,722.00
Expended	\$79,722.00

**Expenses**

Appropriated	\$34,650.00
--------------	-------------

Expended	Electric	\$6,514.44	
	Heating	4,958.37	
	Repairs	3,801.71	
	Other Expenses	3,249.44	
	Uniforms	3,144.31	
	Supplies	2,869.06	
	Diesel	2,722.26	
	Automotive	2,267.03	
	Capital Outlay	2,370.65	
	Telephone	938.29	
	Dues Memberships	750.00	
	Radio Maintenance	718.32	
	Training	223.85	
	Gasoline	57.41	
			<u>\$34,585.14</u>
Unexpended balance returned to general fund			\$ 64.86

**FIRE CALLS FOR THE YEAR**

Motor Vehicle Accidents	17	Automatic Fire Alarms	78
Brush Fires	14	Building fires	5
Carbon Monoxide	11	Vehicle Fires	5
Chimney Fires	1	Fireworks Explosions	1
Dumpster Fire	1	Rescue	1
Ice Rescue	1	Hazardous materials	12
Mutual Aid	1	Miscellaneous	4

**PERMITS ISSUED**

Blasting	1	Oil Burner	47
New Home Smoke Alarms	24	Home for Resale Smoke Alarm	49
Sprinkler System Installation	25	Propane Tanks	44
Tank Removal	5	Outdoor Burning	1919
Fire Alarm Installation	3		

## NASHOBA REGIONAL SCHOOL DISTRICT

Nashoba Regional School District is on the right course, academically and financially. Despite the state and national economic realities, Nashoba has used solid financial principles to mitigate declining revenues and continue our focus on our mission: *To educate all children to their fullest potential*. Our budget is supportive of the key components that make Nashoba's communities desirable to live, work and have our children grow, thrive, and prosper. The primary way we achieve our mission is hiring quality staff. Whether they are in the classroom, in the corridor, on the field, or in the kitchen, Nashoba only engages highly-trained people in order to continue getting highly-desirable results. We have also been very fortunate to commit to continuous learning for our faculty, staff, and administrators.

This past fall, the School Committee reviewed our District Improvement Plan, endorsing a plan that supports goals we set some five years ago. With a focus on continuing to develop parity among our grades in each community, comprehensive reporting tools are in the development stage. This is a significant undertaking as we explore what parents want, what teachers need, and what we can provide to inform learning for each student.

Teachers, para-professionals, and administrators are working to promote effective literacy and mathematics strategies. These interventions will help teachers address learning deficits more successfully. This is connected to an initiative started last year called *Response to Intervention*, in which the entire district went through training to learn to use data, identify effective strategies individually or as part of a team and then monitor progress more frequently as the need presents.

We continue the conversation over sustainable models that would maintain excellent results, but may be more cost effective over the long term. Last summer the District began to explore sustainable, sellable, and strategic models that differ from current approaches everywhere in the school. Over the summer we were very successful in looking at different vendors for our health insurance program and were successful in finding a vendor who would offer the same subscriptions at a lower increase to the premium and that saved the district and our employees close to \$400,000.

### **Student Performance**

Our students continue to perform well across all content areas. The Massachusetts Comprehensive Assessment System (MCAS) is one measure of their academic strengths, and the one we use to guide us in our development of curriculum, instruction and assessment practices. In addition, the district has been working to have local assessment tools to monitor student progress within the academic year. This past fall we have begun a statistical analysis to determine whether they correlate with the MCAS. In the coming year we will be developing a writing assessment tool, as well.

NRHS students have performed extremely well on the MCAS. Ninety-two (92) percent of the current juniors received either Advanced or Proficient on the English Language Arts and Science tests while ninety (90) percent achieved either Advanced or Proficient on the Mathematics test.

### **Technology Ramp Up**

The district dedicated the summer to redesigning its technology infrastructure. We went fiber throughout the entire district which has enabled us to improve web access internally for all of our district software and to provide greater access for teaching tools such as video clips for instructional lessons. Over time, this endeavor will save the district money because instead of having to purchase site licenses we will be able to have software running on one server.

**The Center School and Pompositticut School**

The Town of Stow’s support for the renovation and addition at The Center School is truly appreciated. The design will bring our elementary program into the twenty-first century with the educational space needed for our enrollment and the program space needed for the variety of opportunities afforded our students. Our faculty and staff are very excited about the plans for combining the schools into one building in 2012. They are very involved in the process, meeting with the architects, discussing classroom set-up, materials, and colors.

**Athletic Hall of Fame**

The District held its Inaugural Athletic Hall of Fame induction ceremonies in 2009. The inductees included: Bob Cali (Coach – Cross Country, Track & Field), Rebecca Donaghue ’94 (Cross Country, Track & Field), Donnie Drugge ’73 (Football, Track & Field, Basketball), Everett Ingalls (Athletic Director, Coach), Shirley (Stott) Ingalls (Coach, PE Dept. Chair), Raymond LaChance ’62, (Football, Track & Field), Kristi (Palmaccio) Therrien ’92 (Soccer, Basketball, Track & Field), and Peter Richards ’66 (Athletic Director, Coach, Student-Athlete).

MCAS Tests of Spring 2009												
Percent of Students at Each Performance Level												
Grade and Subject	Advanced/ Above Proficient		Proficient		Needs Improvement		Warning/ Failing		Students Included	CPI	SGP	Included in SGP
	DIST	STATE	DIST	STATE	DIST	STATE	DIST	STATE				
GRADE 03 - READ	17	12	54	45	24	33	5	10	272	89	N/A	N/A
GRADE 03 - MATH	22	20	52	40	19	25	7	15	272	89	N/A	N/A
GRADE 04 - ELA	15	11	57	42	23	35	5	11	274	89	45	259
GRADE 04 - MATH	20	16	38	32	39	41	3	11	274	86	44	260
GRADE 05 - ELA	17	15	60	48	20	29	4	8	273	92	50	257
GRADE 05 - MATH	27	22	36	32	26	29	11	18	273	83	48	260
GRADE 05 - SCIENCE / TECH	28	17	39	32	30	39	3	12	273	88	N/A	N/A
GRADE 06 - ELA	20	16	59	50	16	24	5	9	263	93	52	241
GRADE 06 - MATH	41	24	37	33	15	27	7	16	264	91	67	242
GRADE 07 - ELA	15	14	72	56	10	23	2	7	240	96	44	225
GRADE 07 - MATH	29	16	48	33	16	30	7	21	241	90	51	227
GRADE 08 - ELA	19	15	72	63	8	15	1	6	252	97	45	240
GRADE 08 - MATH	41	20	41	28	12	28	6	23	251	92	59	240
GRADE 08 - SCIENCE / TECH	6	4	55	35	34	40	5	21	251	85	N/A	N/A
GRADE 10 - ELA	52	29	41	52	5	15	2	4	219	98	68	196
GRADE 10 - MATH	71	47	19	28	5	18	5	8	222	96	64	198
GRADE 10 - SCIENCE / TECH	43	16	47	45	7	29	2	9	203	97	N/A	N/A

**District Staff Retirements**

NASHOBA is fortunate to have many talented individuals work within our district. The following people retired during the 2009 year.

Jackie Scheibel, FSS  
 Alice Trussell, FSS  
 Carol Clark, MRE  
 Susan Berini, MRE  
 David Zina, Center

Pam Marston, FSS  
 Barbara Scavone, NRHS  
 Joan Fallon, NRHS  
 Brad George, HALE

Larry Isomaki, FSS  
 Patricia Linenkemper, MRE  
 Gail Gallant, MRE  
 Sally Sullivan, DISTRICT





## MINUTEMAN REGIONAL HIGH SCHOOL

### **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, 2009, 7 high school students were enrolled at Minuteman providing a full time equivalent (FTE) of 7 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 remain at Nashoba Regional High School. The District offers 'Post Graduate' programs to Bolton residents of any age who are seeking to enhance their own economic opportunity at Minuteman via skill development.

### **2009 Bolton Graduates and Awards**

Jamiann Azud, Early Education and Care and Brian Joseph, Engineering

At the 2009 graduation, Jamiann Azud received the Friends of Minuteman Award. This award is given to students of superior academic achievement and significant participation in school or community activities.

### **SkillsUSA - Bolton Student(s)**

Brian Joseph was a Gold State medalist and a Bronze (Team) National Medalist for Engineering Technology.

### **Class of 2009 Graduate Achievement Highlights**

- 100% successfully passed the state-required MCAS tests in English and Math.
- 66% college acceptance or advanced Technical Training, 27% career bound in field and 3% military. Overall, graduates achieved a 96% placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates that participated in the state board examination were certified.
- Health Occupation graduates achieved 100% in college acceptance.
- Rebecca Rowe, an Environmental Technology graduate from Arlington, 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.
- JonFranco Barreto, a Biotechnology student from Medford graduated Valedictorian of the Class of 2009.
- Student speakers at the Class of 2009 graduation ceremony were Valedictorian JonFranco Barreto of Medford, Salutatorian Christopher Sproul of Stow, and Class President Alicia Ofria of Medford.

## **Leadership, Governance and Communication**

- The New England Association of Schools and Colleges conducted a decennial site visit to Minuteman in March of 2009. On December 10<sup>th</sup>, the Superintendent received a letter from Paul Bento, Director of the Commission announcing our reaccreditation. The following are excerpts:

*“I write to inform you of deliberations of the Commission on Technical and Career Institutions at its November 5-, 2009 meeting, at which time the Commission reviewed the report of its decennial visiting committee dated March 3-6, 2009, and voted continued accreditation for Minuteman Career & Technical High School with a Two-Year Progress Report due February 1, 2011, and a Five-Year Focused Visit in the Spring 2014.*

*The Commission commends the administration and staff at Minuteman Career & Technical High School for the many commendations identified by the visiting committee. The Commission wishes to highlight several of the accomplishments listed by the committee, although it does so not minimizing the many good things listed in the decennial visiting committees report. These commendations are:*

- 1. The positive school climate observed by the visiting committee and displayed by students and staff*
- 2. Administrative efforts to provide leadership in developing plans needed to initiate a comprehensive improvement project for the facility*
- 3. The articulation of the school’s Mission Statement and Goals into learning experiences for Students*
- 4. The enthusiastic and committed staff*

*The Commission also focused on several visiting committee recommendations that are of particular concern and to which the school should pay particular attention as it strives to reach excellence. These recommendations are:*

- 1. Address all health and safety recommendations detailed throughout the report*
- 2. Continue to work toward funding and implementing the facility renovation project*
- 3. Develop and implement new and additional strategies to recruit students to take advantage of the excellent educational opportunities available*
- 4. Continue to work toward greater integration between academic and vocational/technical program instructors”*

The complete NEASC Report is available at [www.minuteman.org](http://www.minuteman.org).

- The Massachusetts School Building Authority (MSBA) and Treasurer Tim Cahill announced Minuteman’s inclusion in the Career & Technical Education Building Program, providing \$100M to 10 Career & Technical Schools for renovation and repairs. MSBA invited Minuteman to the Feasibility phase of a renovation project (visit [www.minuteman.org](http://www.minuteman.org) for more information.)
- The Minuteman ESCO project upgraded and retrofit a number of the school's energy-using building systems with cutting-edge technology and implemented a series of energy efficiency strategies that will trim Minuteman's energy use as much as 50% and generate equivalent savings on the school's energy bill. Upon completion of \$5,000,000 worth of work which included new boilers, chillers, electrical switch gear, lighting upgrades and weatherization, Minuteman saves 57% of our water, 44% Gas and 22% of our electrical bill. This results in savings of about \$275,000. In addition,

annual energy savings is being used to pay for the improvements, thus no cost to our member communities.

### **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. Minuteman has reinstated music as a formal elective course and performance outlet after a hiatus of over twenty-five years. The purpose is to assemble a comprehensive music and performing arts program and attendant graduation requirements during the next four years. Our expectations include the development over time of a diversified course of instruction that will feature traditional course work (chorus, theory, instrumental instruction and performance) as well as activities that reinforce the relationship between musical knowledge and skill and our technical majors, including electronics and computer programming as well as recording and sound engineering. Minuteman has added a full-time Reading Specialist position that combines classroom teaching with consulting responsibilities. Reading skills improvement is a school-wide goal. The Reading Specialist oversees our computer-assisted remedial reading lab, co-teaches developmental English classes, and provides specific reading services per students' Individualized Educational Plans (IEP). In addition, he will share his expertise in collaboration with all academic and career and technical departments to improve curriculum delivery through the active application of reading strategies and study skills. Minuteman has reinstated the full-time position of licensed School-Adjustment Counselor. The position is supported by Special Education grant funding, and it allows for the provision of counseling services to students in response to needs articulated in their Individualized Educational Plans (IEP).
- Career and Technical programs are now aligned along 5 Career Clusters: Agriculture and Transportation, Bio-Science, Business and Information Technology, Human & Commercial Services, and Trade & Engineering. 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 MCAS score increases required 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 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 underwent its 3<sup>rd</sup> New England Association of Schools and Colleges Decennial re-accreditation site visit in March of 2009 and Minuteman will remain an accredited High School.
- Minuteman students performed very well on the 2009 MCAS: 92% pass rate in Math, 100% pass rate in English, 95% pass rate in Science & Technology.

## **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> grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they make the adjustment to High School.
- 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, [www.minuteman.org](http://www.minuteman.org), launched in September 2009.

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

- The Minuteman FY10 budget was passed unanimously at \$17,496,001, which represents a 2.91% increase without taking into account the cost of the Middle School Tech Programs. A portion of the increase was due to rising health care costs and utility costs.
- Budgets continue to be tightly managed as Minuteman seeks to ‘right size’ itself and reduce its per-pupil expenditures.
- A new financial management software system was implemented to improve the efficiency in the Business Office as well as a restructuring of staff. A new Director of Business and Operations position was hired with the impending retirement of two separate administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve efficiency in all of these areas.
- The FY10 Capital funds were used for major systems repairs, continuing to implement the approved Technology Plan, upgrading the main entrance mall area of the school, relocating the vocational coordinator office, renovating and relocating the Early Education Child Care Center, renovating of hallway areas and the cafeteria space, upgrading the pool heating systems, upgrading the graphic arts classrooms, physical education classrooms, and fitness room for students, refurbishing the tennis courts, relocating the maintenance office, renovating classroom space for a new music room and barbering room and relocating and installing the student-made welding horse at the front entrance of the school.

**TAX COLLECTOR**

Margaret R. Child, Retired

Donna A. Madden, Treasurer/Collector/HR Director

Ninotchka Rogers, Assistant Treasurer/Collector

**Financial Statement**

**July 1, 2008 to June 30, 2009**

**Salary/Wages**

Appropriated		\$37,769.00
	Tax Collector Salary	\$28,517.00
	Assistant Tax Collector Wages	9,252.00
Unexpended balance returned to general fund		\$ 0.00

**Expenses**

Appropriated		\$17,200.00
	Software Support	\$12,800.00
	Office Supplies	2,500.00
	Tax Taking	1,000.00
	Miscellaneous	500.00
	Postage	250.00
	Dues	75.00
	Meetings	75.00
Unexpended balance returned to general fund		\$ <u>15,202.76</u> \$ 1,997.24

**FY 2009 TAX COLLECTIONS**

	<b>REAL ESTATE</b>	<b>PERSONAL PROPERTY</b>	<b>FARM EXCISE</b>	<b>MOTOR VEHICLE EXCISE</b>
<u>2000 Taxes</u>				
Outstanding 7/1/08	\$1,640.34			
Refunded				
Collected	\$1,640.34			
Balance 6/30/09	\$0.00			
<u>2001 Taxes</u>				
Outstanding 7/1/08	\$3,026.24			
Refunded				
Collected	\$3,026.24			
Balance 6/30/09	\$0.00			
<u>2002 Taxes</u>				
Outstanding 7/1/08	\$3,177.85			
Refunded				
Collected	\$3,177.85			
Balance 6/30/09	\$0.00			

	<b>REAL ESTATE</b>	<b>PERSONAL PROPERTY</b>	<b>FARM EXCISE</b>	<b>MOTOR VEHICLE EXCISE</b>
Refunded				
Collected	\$9,771.19			
Balance 6/30/09	\$0.00			
<u>2004 Taxes</u>				
Outstanding 7/1/08	\$7,833.44	\$694.67		\$6,965.02
Refunded				
Abated		\$694.67		
Collected	\$7,833.44			\$67.50
Balance 6/30/09	\$0.00	\$0.00		\$6,897.52
<u>2005 Taxes</u>				
Outstanding 7/1/08	\$6,945.56	\$1,009.47		\$3,485.26
Refunded				
Abated		\$1,009.47		
Collected	\$6,945.56			\$10.94
Balance 6/30/09	\$0.00	\$0.00		\$3,474.32
<u>2006 Taxes</u>				
Outstanding 7/1/08	\$8,266.07	\$1,454.23		\$2,070.24
Refunded				
Abated		\$1,454.23		
Collected				\$116.74
Balance 6/30/09	\$8,266.07	\$0.00		\$1,953.50
<u>2007 Taxes</u>				
Outstanding 7/1/08	\$87,281.21	\$454.12		\$5,774.71
Committed				\$1,284.58
Tax Title	\$13,251.55			
Refunded		\$1,271.38		\$1,104.17
Abated				\$821.66
Collected	\$66,162.30			\$6,148.12
Balance 6/30/09	\$7,867.36	\$1,725.50		\$1,193.68
<u>2008 Taxes</u>				
Outstanding 7/1/08	\$215,661.99	\$2,582.97	\$0.00	\$68,906.44
Committed			\$4,043.91	\$83,922.06
Tax Title	\$10,541.83			
Refunded	\$11,550.36			\$6,154.88
Abated	\$3.01			\$6,791.15
Collected	\$188,035.15	\$2,376.66	\$4,043.91	\$148,138.57
Balance 6/30/09	\$28,632.36	\$206.31	\$0.00	\$4,053.66

	<b>REAL ESTATE</b>	<b>PERSONAL PROPERTY</b>	<b>FARM EXCISE</b>	<b>MOTOR VEHICLE EXCISE</b>
<u>2009 Taxes</u>				
Outstanding 7/1/08	\$0.00	\$0.00		\$0.00
Committed	\$14,682,154.17	\$781,537.78		\$598,903.85
Exemption	\$43,411.28			
Tax Title	\$46,219.80			
Refunded	\$37,728.73			\$2,491.03
Abated	\$38,671.61			\$8,847.58
Collected	\$14,348,585.99	\$780,738.70		\$579,114.68
Balance 6/30/09	\$242,994.22	\$799.08		\$13,432.62

2009 Supplemental Taxes

Committed	\$17,945.81
Collected	\$17,015.79
Balance 6/30/09	\$930.02

**TREASURER**

Donna A. Madden, Treasurer/Collector/HR Director  
Ninotchka Rogers, Assistant Treasurer/Collector

**Financial Statement  
July 1, 2008 to June 30, 2009**

**Salary**

Appropriated	\$68,961.00
Expended	\$68,961.00

**Expenses**

Appropriated		\$18,445.00
Software	\$3,600.00	
Postage	1,700.00	
Office Supplies	1,200.00	
Bank Charges	2,350.00	
In-State Travel	700.00	
Dues	220.00	
Miscellaneous	375.00	
Meetings	1,000.00	
Equipment	200.00	
Computer Maintenance	100.00	
Educational Assistance	7,000.00	\$16,784.75
Unexpended balance returned to general fund		\$ 1,660.25

**TRUST FUNDS**  
**July 1, 2009 to June 30, 2009**

	<b><u>Non- Expendable Principal</u></b>	<b><u>Expendable Balance July 1, 2008</u></b>	<b><u>Deposit</u></b>	<b><u>Interest</u></b>	<b><u>Expended</u></b>	<b><u>Expendable Balance June 30, 2009</u></b>
Helen M. Brigham Nursing Fund	1,000.00	9,901.06		129.42		10,030.48
Gerdon A. Brown School Fund	2,700.00	608.56		39.27		647.83
Gerdon A. Brown Library Fund	2,700.00	455.67		37.47		493.14
Joan Sullivan Fund	4,146.00	5,699.53		116.89	300.00	5,516.42
Bolton History Fund		3,153.02		37.43		3,190.45
Francis E. Whitcomb Benevolent	5,000.00	246.07		59.90	246.07	59.90
Sign Fund		498.40		5.91		504.31
Perpetual Care Account	30,724.13					
Perpetual Care Income Account		7,075.65		747.84	575.00	7,248.49
Houghton High School Fund	12,000.00	941.38		259.69		1,201.07
Miriam S. Edes Fund	10,000.00	872.81		129.09	350.00	651.90
Lucy F. Bowen Library Fund		107.41		1.27		108.68
Conservation Fund		27,340.80		525.12		27,865.92
Dorothy Dewhurst Fund						
Fire Department		12,917.50		259.21		13,176.71
Police Department		7,536.93		76.31	2225.39	5,387.85
Affordable Housing Trust		24,822.96		10,743.29		35,566.25
Stabilization Fund		974,814.23		20,352.52		995,166.75
	<b>68,270.13</b>	<b>1,076,991.98</b>		<b>33,520.63</b>	<b>3,696.46</b>	<b>1,106,816.15</b>







## 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
or call the building inspector's office and leave a message	779-3312
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, Wednesday & 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, Assistant	Ninotchka Rogers 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