

Annual Town Report



Bolton

Massachusetts

2011

THE
TWO HUNDRED AND SEVENTY FIRST
REPORT
OF THE
SEVERAL BOARDS AND TOWN OFFICERS
FOR THE YEAR ENDING
DECEMBER 31, 2011



TOWN OF BOLTON
MASSACHUSETTS

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ELECTED TOWN OFFICIALS

Moderator

James D. Anker2012

Town Clerk

Pamela H. Powell.....2012

Selectmen

Curtis Plante2012

David Lindsay2013

Stanley Wysocki2014

Board of Health

Christopher Slade2012

Laura Andrews2013

Christopher Rogers2014

Board of Assessors

Jeffrey D. Nichols2012

Susan Mason2013

Charlotte Johnson-Zembko2014

Library Trustees

Robert Zak2012

Leigh Shanny2013

Pamela Czekanski2014

Cemetery Committee

Brenda Baum2012

Harold E. Brown2013

David Jaaskala2014

Park and Recreation Commissioners

Joyce Sidopoulos2012

Lori Colby2013

Thomas Wildman2014

Karen L. Regan2014

Planning Board

Jonathan Keep2012

Douglas Storey2012

Mark Duggan2013

Mark Gautreau2015

John Karlon.....2016

Bolton Housing Authority

David Yesue2012

Kevin O'Brien2013

Richard M. Merrill2014

David Drugge2015

Nashoba Regional School District Committee

Nancy Federspiel2012
Reta Rupich2013

Trustees of Francis E. Whitcomb Benevolent Fund

Beverly Mentzer2012
Brooke James2013
Elizabeth Smith2014

Commissioners of Trust Funds

Panny Gerken2012
Shirley Sefton2013
Mary J. Nichols2014

Constables

Andrew Bagdonas2013
Barbara R. Brown2013
David A. Goulding2013
Christopher Slade2013
Vincent C. Alfano2013

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 Bldg., Second Floor, Washington, D.C. 20510 (202) 224-2742
E-mail: through web site www.kerry.senate.gov

Senator Scott Brown (R)

JFK Building Suite 2400, Boston, MA 02203 (617) 565-3170
317 Russell Bldg., Washington, D.C. 20510 (202) 224-4543
E-mail: through web site www.scottbrown.senate.gov

Representative Niki Tsongas (D) 5th Congressional District

11 Kearney Square, Lowell, MA 01852 (978) 459-0101
492 Main St. Acton, MA 01720 (978) 263-1951 Tues, Wed, Fri 9am - 2pm
1607 Longworth House Office Building, Washington, DC 20515 (202) 225-3411
E-mail: through web site www.tsongas.house.gov

Massachusetts General Court:

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

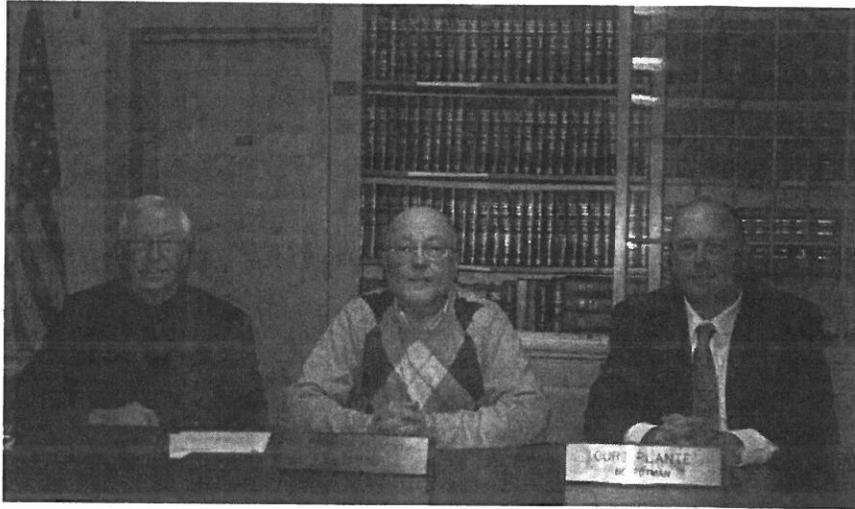
State House, Room 410, Boston, MA 02133 (617) 722-1230
24 Church Street, Leominster, MA 01453 (978) 534-3388
Email: Jennifer.Flanagan@masenate.gov

Representative Kate Hogan (D) 3rd Middlesex District

State House, Room 544, Boston, MA 02133 (617) 722-2425
36 Hastings Street, Stow, MA 01775 (978) 897-1586
Email: Kate.Hogan@mahouse.gov

BOARD OF SELECTMEN

Curtis Plante, Chairman2012
David Lindsay2013
Stanley Wysocki2014



David Lindsay, Stanley Wysocki and Curtis Plante, Chairman

The winter season of 2010/2011 continues to fall hard on our small New England town. Snow banks are at their highest in written history amounting to a steady 3 feet average depth on lawns, and roadways not ever seen before by most of us. Our recent major capital projects, the Library and Public Safety Building, are now fully occupied and are now being tested for their mechanics, snow loads and design for use. As we take shelter from the winter elements, local government continues to ready themselves for the next budget season and Annual Town Meeting.

On the advice of the Space Needs Committee, citizen input and collaboration amongst boards and committees, the decision was made to move the treasurer and accountant from the Emerson School to the first floor of Town Hall. This discussion started with our past Town Administrator Jodi Ross and was finally put into action and completed with the cooperative efforts of our Town Administrator Don Lowe and DPW Director Harold Brown. This move will make management easier for our administrator by having his financial department under one roof. However, physics have proved that for every action there will be a reaction, therefore we lose a large meeting room.

The Space Needs Committee complimented the above change by suggesting BatCo renovate and move into the Houghton Building, recently vacated by the Police Department. A new meeting room will have seating capacity for approximately 40 people and have live broadcast capabilities. Friends of the Library and the Bolton Conservation Trust will also be able to share in the newly renovated building. Additionally, these changes will also allow the Nashoba Regional School District to further expand classroom options in the vacated space of the Emerson School. Occupancy for BatCo is expected in early March of 2012.

Our Town Clerk Pamela Powell was also affected at the Town Hall by the recent change. A new polling location was needed for local, state, and federal elections. A sub-committee was formed to investigate options to include the need for handicap access, easy vehicular movement, and the least amount of disturbance to others. It was decided to move the new polling location to the Nashoba Regional High School Auditorium.

The Department of Conservation and Recreation (DCR) continued to press forward on the Fyfeshire Dam removal and reconstruction issue. There has been a strong contingency of citizen opposition on the Conservation Commissions vote to remove said Dam. Fortunately, this project has been placed on hold until the state approves a mechanism for financing the dam removal option. Dam replacement can be bonded but removal cannot. It seems at this point, this could come before the voters at the 2012 May Town Meeting.

Other changes have continued to occur throughout our community because of the ever changing financial climate. The International requested a change in their liquor license to go from private to public. This allows them to open their private club to the general public. For the first time in the club's history, the residents of Bolton are now able to enjoy the benefits of this exclusive facility.

The early spring brought on the request for the approval of a Local Historic District Study Committee. This committee was formed to help preserve the local National Historic District and to expand its borders. With the "Smith Property" and the unknown opportunities that exist, it was decided that in order to help protect the historical character of Bolton, it would be necessary to have this designation. This proposal is planned to be presented at the 2012 May Town Meeting.

April brought on a few house cleaning chores. At the request of the Library Building Committee, the Board of Selectmen voted to disband said committee and congratulated them for a job well done. The Department of Transportation (aka Mass Highway) refused to make any adjustments on the traffic lights at Route 117 and Sugar Road for fear that it would negatively impact traffic on the 495 Northbound off ramp. The developers of Oak Trail completed their punch list to the satisfaction of our DPW Director and recommended final acceptance of the road.

The Annual Town Meeting resulted in the acquisition of a "conservation restriction" on the Weatherbee Farm. This purchase allows an extension of land use next to Bower Springs. The Annual Town Meeting (ATM) also approved continued funding of the oil leak clean-up at the fire station which was discovered during construction. The ATM also denied participation in the Central Mass. Mosquito Control Project and voted down acceptance of the optional Stretch Energy Code. At the Annual Election, incumbent Stan Wysocki who ran unopposed won his third term as a selectman.

Fire Chief John Stephenson retired from the Fire Department after 36 years of being Chief. Although, he also served many years as a firefighter, we owe him a great deal of appreciation for all he has done with the Fire Department to help save the lives and protect the property of the citizens of Bolton. This timing also started the search for a new Fire Chief.

The summer meetings of the Board of Selectmen were few and far between but none-the-less were still necessary. The new owners of the Salt Box came in with a proposal to raise the existing buildings and proposed multiple buildings on the property. Although our current zoning doesn't allow for such use, the owners were hoping a new proposed overlay district will be approved including the Salt Box property allowing them to do so and asked for our support. Due to increased complaints and safety concerns, the Board of Selectmen and the Town Administrator developed new policies regarding animals in town buildings and vehicles. After several continued meetings with National Grid, abutters and Historical Commission members, the Board of Selectmen approved the application of a utility pole placement on Wattaquodock Hill Road. The summer ended in late

August with Hurricane Irene. This storm activated the Emergency Operation Center at the Public Safety Building. Our Emergency Management Coordinators Tom Moses and Andrew Bagdonas directed swift response to the many calls that were taken in response to the storm. Downed trees and limbs on power lines caused widespread power outages.

In September, the citizens of Bolton gathered on 9/11 to remember the 10th year anniversary of the tragic day to pay respect to the loved ones lost and to thank all of our Emergency Services for their continued dedication to our community. The call firefighters also formed a new union and signed a contract with the Town of Bolton.

In the summer and early fall, a community group called Partners for Planning rallied together to bring awareness to local boards and committees and established forums to inform and demonstrate the potential re-use of the "Smith Property" (aka Smith Mobil). This led the initiative for the Board of Selectmen to call for a special Town Meeting to vote on the purchase of said property. Along with opposition and costs of the Highway gas spill mounting to over \$1,000,000.00, the voters clearly defeated this article as well as a "No" vote on removing the "Strong Fire Chief" position.

Bolton and Berlin came together in mid-October to share the new Veterans Agent James Cabral. Michele Marino was thanked for her time of service as she went on to continue her career serving our veterans.

Additionally, Bolton and eight other communities opened the Regional Hazardous Waste facility at Devens as a cooperative effort for a regional cost-saving measure.

All of New England on October 30th had to brace themselves for yet another storm-related disaster. The Emergency Operations Center was activated for the second time in just over two months. Heavy wet snow piled up on trees with all of their foliage. Trees once again littered our streets and downed our utility lines causing at least a five day power outage. Lancaster assisted Bolton by opening up their shelter at the Atlantic Union College where some residents took advantage of their warm offerings. The DPW and our Emergency Services once again came to our rescue in full force, opening up roadways to make them passable for utility crews to restore power. With the delayed power activation, tree trimming policies and response of the utility companies were reviewed and later determined that appropriate measures were in place.

The end of the year brought on the appointment of John Mentzer as our new Fire Chief. It also brings on the beginning of our new budget season. There is increased revenue this next fiscal season because of the Pond Side Development nearing completion on the site of the old Crystal Springs Campground. Although this helps ease our financial responsibilities, strong fiscal management will still need to be present in order to maintain a balanced budget.

The year in review continues to remind us of what a small community we are and that we rely heavily on the dedication and the support of all our volunteers and employees of the town. The Board of Selectmen also wants to thank you, the people, who give us guidance and support to make Bolton a better place to live.

Financial Statement July 1, 2010 to June 30, 2011

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

Expenses

Appropriated			\$20,550.00
Transfer (snow & ice)			<u>(5,000.00)</u>
			\$15,550.00
Expended	Purchase of Services	\$ 4,810.00	
	Engineering Services	147.03	
	WHEAT membership	5,000.00	
	Miscellaneous	107.39	
	Meeting Expenses	10.15	<u>\$10,074.57</u>
Unexpended balance returned to general fund			\$ 5,475.43

LAW COMMITTEE

Wendy Rogers.....	2012
Kenneth Troup	2012
Curtis Plante	2012
David Lindsay	2013
Stanley Wysocki.....	2014

The Law Committee appointed Brackett & Lucas as Town Counsel and Mirick, O'Connell, Damallie & Lougee as Labor Counsel for the Town of Bolton.

**Financial Statement
July 1, 2010 to June 30, 2011**

Expenses

Appropriated		\$40,000.00
Expended	Purchase of Services	<u>\$35,553.15</u>
Unexpended balance returned to general fund		\$ 2,981.85

TOWN ADMINISTRATOR

Don Lowe



The year 2011 was a year that will be remembered not only as a challenging year economically but an extreme weather year as well. We were hit by a tropical storm in August which originated from the remnants of Hurricane Irene and an October snow storm which left the Town of Bolton with 10 inches of heavy wet snow and no electricity for anywhere from 4 – 7 days depending on the section of town in which you live. Our town departments (Police, Fire, Ambulance, Emergency Management, and the DPW) all worked very hard as a team to make the town as safe as possible. We activated the Emergency Operations Center (EOC), which is located in the Training Room at the new Public Safety Building, in order to have a command center which was able to track any and all events taking place in the town. The EOC was activated for both weather events, which marked the first time we conducted such activity in the new Public Safety Building.

Our Town Accountant and Town Treasurer were both relocated from the Emerson School to the first floor of the Town Hall. This move, which was part of the final report that we received from the Space Needs Committee, allowed us to have all Town Hall support functions located under one roof. To accommodate this move, it was necessary to place these offices in the space which had previously been used as the large meeting room in the Town Hall. To offset the loss of this space another recommendation of the Space Needs Committee was followed. Bolton Access Television Corporation (BatCo) started work on the renovation of the Houghton Building. This will afford BatCo the opportunity to obtain the additional space which they require. Part of this project included the creation of a new large meeting room in the Houghton Building. This new meeting room will be completely wired and equipped to support broadcasting meetings live. It is anticipated that this work will be completed in March of 2012.

The planning for the final resolution of the Fyfeshire Dam issue continues. I, along with State Senator Jennifer Flanagan and State Representative Kate Hogan, and our local Conservation Administrator Carol Gumbart, worked with the Department of Conservation and Recreation as well as the Office of Dam Safety to arrive at a solution which would be fair to all. I anticipate having this solution presented at the Annual Town Meeting to be held on May 7, 2012.

I would be remiss if I didn't offer a special acknowledgement and thank you to our long-time Fire Chief John Stephenson. Chief Stephenson retired in June after serving the town for 36 years as Chief. It was an honor and a pleasure for me to work with him. I greatly respect his many contributions to the Town of Bolton. In September, Deputy Chief John Mentzer was appointed as our new Fire Chief. I am sure Chief Mentzer will serve the town well for many years to come.

The town budget for 2011 was \$19,313,554, an increase of 1.02% over 2010. The Advisory Committee and the Board of Selectmen worked extremely hard to produce a budget that maintained the same level of town services as 2010 but did not require an operating override. Expenses were reduced and operating efficiencies were achieved wherever possible. However, the town was able to produce a balanced budget without reducing hours for the services that we provide to our taxpayers.

The Capital Planning Committee was very involved in the early budget planning process for Fiscal Year 2012, which begins in July 2011. They met several times 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.

Our Town Planner, Jennifer Burney, applied for and received the following grant award in 2011:

Way Finding - The Department of Housing and Community Development (DHCD), awarded the Town of Bolton a Way Finding grant in the amount of \$3,000. This award was based on a grant proposal which documented the need for more consistent and aesthetically pleasing signage for our agricultural and recreational business destinations.

At the 2011 Annual Town Meeting, the voters funded the following articles:

- \$290,000 to purchase a conservation restriction on the Weatherbee land.
- \$25,000 to replace the existing Town Hall boiler.
- \$28,500 for the ongoing testing and reporting associated with the oil leak at the new Public Safety Building.
- \$36,346 to purchase pagers for the Fire and EMS Departments.
- \$75,000 to purchase a used 6-wheel dump sanding truck for the Department of Public Works.

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 in order to acquire a perpetual Conservation Restriction on land owned by Paul and Barbara Weatherbee.

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 used 6-wheel dump body sanding truck for use in the Department of Public Works?

Question No. 3: Shall the Town of Bolton be allowed to assess an additional \$44,000.00 in real estate and property taxes for the purpose of funding the Town's enrollment in the Central Massachusetts Mosquito Control Project for the fiscal year beginning July 1, 2011?

At the end of 2011, I was nearing the end of my third year as your Town Administrator. We were able to successfully manage our way through another difficult year. This level of success would not be possible without the continued involvement and support of the townspeople who offer so much of their time in volunteering on various boards, committees, and activities to help make Bolton the wonderful community that it is. I consider myself to be very fortunate to work for the people of Bolton.

Financial Statement
July 1, 2010 to June 30, 2011

Salary		
Appropriated		\$ 93,192.00
Expended		<u>\$ 93,191.76</u>
Unexpended balance returned to general fund		\$.24
 Wages		
Appropriated		\$ 57,124.00
Expended		<u>\$ 57,123.33</u>
Unexpended balance returned to general fund		0.67
 Expenses		
Appropriated		\$ 8,300.00
Transfer		<u>(3,721.66)</u>
		\$ 4,578.34
Expended	Longevity	\$ 550.00
	Disability Insurance	1,850.00
	Supplies	20.85
	In-State Travel	649.69
	Dues	785.51
	Miscellaneous	376.76
	Meetings	345.00
Unexpended balance returned to general fund		<u>\$ 4,577.81</u>
		\$.53

ADVISORY COMMITTEE

Connie Benjamin	2012
Terry Abdalian	2012
Naveen Rohatgi.....	2013
Randy Dinjian	2013
Robert Czekanski, Chairman	2014
Michael Zelenkov	2014

Advisory Committee provides recommendations to voters on every warrant article presented at Town Meetings. This includes capital expenditures and operating expenses of all departments, boards, committees and officers. These recommendations may be to approve, disapprove, or modify the article or expenditure.

From January to April, the Advisory Committee meets weekly to conduct detailed reviews of all town budgets and capital expenditures in preparation for making recommendations to voters at the Annual Town meeting in May. 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. Advisory Committee conducts additional meetings for review of warrant articles presented at Special Town meetings.

Education is the biggest single expense in our budget and the Bolton Advisory Committee has no authority to review the Nashoba Regional School District (NRSD) budget or its components. We can only deliver a recommendation on the Bolton assessment from the NRSD, which follows after their budget has been determined. Therefore, it is important that the Advisory Committee understand the Nashoba Regional School District (NRSD) budget and express - to the School Committee and School District administration - the needs and financial constraints facing our town. Extra effort in communication is necessary to balance the financial needs of the town and the school district. To fulfill this obligation, we attend School Committee meetings as appropriate and attend Tri-town meetings with the Selectmen and Advisory Committees of Bolton, Stow and Lancaster and members of the NRSD administration.

We work closely with the Bolton Selectmen, Town Administrator and other town officers to address the financial needs and improve the financial health of our town. Continual improvement of the processes that provide financial and budget information to the Town is also our goal. Due in large part to the efforts and exceptional assistance we receive from Town Accountant Julie Costello and Town Treasurer Donna Madden, we make progress on these goals each year. Town Secretary Linda Day provides outstanding support and guidance to the committee throughout the year.

Financial Statement July 1, 2010 to June 30, 2011

Expenses		
Appropriated		\$190.00
Expended	Dues & Memberships	<u>\$152.00</u>
Unexpended balance returned to general fund		\$ 38.00
 Reserve Fund		
Appropriated		\$100,000.00
Expended		\$ <u>71,668.66</u>
Unexpended balance returned to general fund		\$ 28,331.34

TOWN CLERK
Pamela H. Powell.....2012

Financial Statement
July 1, 2010 to June 30, 2011

Salary		
Appropriated		\$51,506.00
Expended		\$51,506.00
Wages		
Appropriated		\$41,550.00
Expended		\$41,548.00
Expenses		
Appropriated		\$2,185.00
Expended:		
	Purchase of Services	\$ 110.00
	Supplies	269.98
	Dues & Meetings	1,435.62
		<u>\$1,815.60</u>
Unexpended balance returned to general fund		\$ 369.40

DOG LICENSES ISSUED
2011

Total dogs in Town952
Kennels (4 dogs or more) 16
License & Late Fees Collected..	\$11,836.00
Pick Up/Boarding Fees\$325.00
Failure to License Fines.....	\$50.00
Total Paid to the Town\$12,211.00

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

FISHERIES AND WILDLIFE LICENSES

Due to changes in the Massachusetts Fish and Wildlife procedures for license sellers, the Town Clerk's Office discontinued selling Fishing, Hunting and Sporting licenses in January 2011. Going forward licenses may be purchased at the local stores in or may be purchased online at:
http://www.mass.gov/dfwele/dfw/recreation/licensing/licensing_home.htm.

VITAL STATISTICS

At the recommendation of the Registry of Vital Records and the United States Department of State, we don't print the individual names from vital records in the town report to help protect the privacy of individuals as well as help to curb identity theft.

BIRTHS.....41
MARRIAGES.....20
DEATHS.....24

APPOINTMENTS AND RESIGNATIONS

Recorded in 2011

<i>Appointed by: Board of Selectmen</i>		<i>Term Expires</i>
Affordable Housing Partnership Trust Fund Trustees:	Mark Duggan	6-30-2014
Agricultural Commission:	Robyn E. Roberts	6-30-2014
Ambulance Director:	Margaret Diaz	6-30-2012
Ambulance Attendants:		6-30-2012
Christine Alfano	Andrew Bagdonas	Christopher Baker
Barbara Brown	Kileen Burgoyne	Alyssa Burgoyne
David Byler	Margaret Diaz	Normando Diaz
Wesley (Chip) Durant III	Cassandra Ela	Ann Farrell
David Farrell	Kelsey Farrell	Lauren Ferrechio
John (Jack) Holbrook	Katherine Howard	Alan Koung
Kara McClean	Mary Ann McLaughlin	Roger McManus
Jeremy O'Connell	David Perry	Dina Rich
Curtis (Max) Roemer	Jaelyn Welch	James Weliver
Shannon Wheeler	Christopher Whynot	Gerald Wilson, Sr.
Animal Control Officer:	Susan Latham	6-30-2012
Assistant:	Phyllis Tower	6-30-2012
Appeals, Board of:	Gerard Ahearn	6-30-2016
	Matthew Hurd	6-30-2015
Associate Members:	Jack Sargent	6-30-2012
	Bryan Holmes	6-30-2013
Building Inspector:	Michael Sauvageau	6-30-2012
Assistant:	David Drugge	6-30-2012
Capital Planning Committee:	Michael Guerin	6-30-2012
	Barbara Dirs	6-30-2013
	Michael Gorr	6-30-2014
	Wayne Day	6-30-2014

Conservation Commission:	Amy Wilson	6-30-2014
Council on Aging:		6-30-2014
Barbara Brown	Emma Herbison	Margaret Nangle
Shirley Sefton	Brooke James	
Cultural Council:	Li Juan He	3-1-2014
	Patricia Bensetler	3-1-2017
	Margot Brody	4-15-2017
	Michelle Grann-Super	8-1-2017
	Wynne Weingarden	8-1-2017
Economic Development Committee:	Heather Hughes	6-30-2013
Election Workers:		6-30-2012
Therese Abdalian	Kathleen Barry	Barbara Bing
Alice Coggeshall	Barbara Corley	Anne Dilling
Joanne Edmunds	Nancy Jagodnik	Sally Ann King
Phyllis Langberg	Jean Lord	David McKinley
Jean McKinley	Joyce Miller	Clare Moses
Cia Ochsenein	Alice Roemer	Linda Shelales
Nancy Skinner	Diane Swenson	Isabel Wells
Jean West	Thomas Wildman	
Emergency Management Co-Directors:	Andrew Bagdonas	6-30-2012
	Thomas Moses	6-30-2012
EMT/FF – Full Time:	David Farrell	6-30-2012
Energy Committee:	Ryan Prucnal	6-30-2013
	Stu Malmberg	6-30-2014
	Burt Shnitzler	6-30-2014
Fire Chief:	John Mentzer	6-30-2012
Forest Warden:	John Mentzer	6-30-2012
Historical Commission:	Martha Remington	6-30-2014
	Marshall McKee	6-30-2014
Insurance Advisory Committee:		6-30-2012
Nathaniel Barry	Barbara Brown	Diane Coolidge
Chris Harrington	Donna Madden	Jonathan Couture
Ninotchka Rogers		
Library Trustee:	Leigh Shanny	5-14-2012

Local Historic Study Committee:		Through Completion
Iris Bedrow	Stephen Bing	Alice Coggeshall
Roger Breeze	Diane Alexander	Diane Swenson
MA Area Planning Council (MAPC):	Jennifer Atwood Burney	6-30-2014
MAGIC Representative:	Donald Lowe	6-30-2012
Planning Board:		
Associate Member:	James Owen	6-30-2013
Plumbing & Gas Inspector:	Wilfred Delorey	6-30-2012
Assistant Gas Inspector:	Robert Janda	6-30-2012
Police Department:		
<u>Chief</u>	Vincent Alfano	6-30-2012
<u>Lieutenant</u>	Warren Nelson	6-30-2012
<u>Sergeant</u>	Michael Slepetz	6-30-2012
<u>Patrol Officers</u>		6-30-2012
Kimberly Barry	Luke Hamburger	Christopher Harrington
Sandra Lawton	Jason Puri	Yvette Washington
Jonathan Couture		
<u>Reserve Officers:</u>		6-30-2012
Andrew Bagdonas	Cassandra Ela	Daniel Keller
Mary Ann Kinirey	Paul Smith	Hank Staake
Jacob Vincente		
Public Ways Safety Committee:	Leslie Breeze	6-30-2014
Registrars:	Susan Miles	6-30-2014
Senior Tax Rebate Program:	John (Jack) Bushman	6-30-2014
	Patricia Lupo	6-30-2014
Town Accountant:	Julie Costello	6-30-2012
Treasurer/Collector:	Donna Madden	6-30-2012
Tree Warden:	Mark Caisse	6-30-2012
Veterans Agent:	James Cabral	6-30-2012
WHEAT Representative:	Brooke James	6-30-2012
Wiring Inspector:	James Boodry	6-30-2012
Assistant Wiring Inspector	Peter Casello	6-30-2012

Appointed by: Chairman of Selectmen, Moderator and Town Clerk Advisory Committee:	Michael Zelenkov	6-30-2014
Appointed by: Board of Health Animal Inspector:	Phyllis Ann Tower	4-30-2012
Appointed by: Moderator Law Committee:	Gwendolyn Rogers	6-30-2012
	Kenneth Troup	6-30-2012
Minuteman School Committee Representative:	Hannes Klein	6-30-2013
Appointed by: Law Committee Town Counsel:	Brackett & Lucas – Legal Services	6-30-2012
Labor Counsel:	Mirick, O’Connell	
Appointed by: Treasurer / Collector Deputy Tax Collector:	Kevin Bolduc	12-31-2012
Appointed by: Town Clerk Assistant Town Clerk:	Susan J. Miles	6-30-2012
RESIGNATIONS:		Date of Resignation
Cable Committee:	Richard Merrill	1-19-2011
Capital Planning Committee:	Kerry Hoffman	6-22-2011
Library Trustee:	Christine Sterling	8-9-2011
Minuteman School Committee Representative:	Hannes Klein	11-15-2011
Parks and Recreation Commission:	Daniel Teague	10-5-2011
Planning Board	Michelle Tuck	3-29-2011
Public Safety Building Committee:	Mark Giunta	12-21-2011
Veterans Agent:	Michele Marino	10-31-2011

**MINUTES OF
ANNUAL TOWN MEETING
MONDAY, MAY 2, 2011
Nashoba Regional High School Auditorium
7:00 p.m.**

Prior to the start of the meeting the following were duly sworn to faithful service for the evening: checkers were Jean and David McKinley, Cia Ochenbein, Isabel Wells, Susan Miles and counters: Alice Roemer, Joyce Miller, David McKinley, Tom Wildman, Cia Ochenbein, Isabel Wells, Roger Breeze, Christine Alfano, Andrew Bagdonas and Burt Shnitzler.

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 466 out of 3272 registered voters.

Introductions were made of the members of the Board of Selectmen, Advisory Committee, Town Administrator, Town Counsel, Town Clerk and Moderator. The Moderator went over the procedures used for addressing Town Meeting.

Article 1: Unpaid Bills for Fiscal Year 2010

The Town voted to transfer from available funds the sum of \$68.41 (Sixty-eight dollars and forty-one cents) for the purpose of paying the following unpaid FY10 bills, pursuant to Massachusetts General Laws, Chapter 44, Section 64.

\$60.00	4DFIX
\$ 8.41	WB Mason

Sponsor: Board of Selectmen

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

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 4/5 Majority **Vote:** Unanimous in favor

Article 2: Fiscal Year 2011 Budget Transfer

The Town voted to transfer the following;

\$18,000	From Available Funds
	To 210 Police, 5140 Wages – Overtime

Sponsor: Board of Selectmen

Summary: During FY2011, there continues to be one officer on disability. The Town's disability insurance reimburses a portion of the officer's salary to the general fund. This article transfers the insurance proceeds to the police wages account to partially offset the additional wages and overtime incurred to fill in for the injured officer.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)

Advisory Committee Recommendation: Approved (4 in favor, 1 opposed, 1 abstained)

Vote Required: Majority **Vote:** Majority in favor

Article 3: Fiscal Year 2011 Transfer from Available Funds

The Town voted to transfer from available funds the sum of \$30,000 (Thirty thousand dollars) to the Advisory Committee Reserve Fund Account for FY11.

Sponsor: Board of Selectmen

Summary: The transfer of these funds to the Advisory Reserve Fund will insure that there will be a sufficient balance in the Reserve Fund to accommodate any year-end transfer requests for FY11.

Board of Selectmen Recommendation: Approved (Unanimous)
Advisory Committee Recommendation: Approved (Unanimous)
Vote Required: Majority Vote: Majority in favor

Article 4: 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 2010.

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.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: Majority Vote: Unanimous in favor

Article 5: Fiscal Year 2012 Operating Budget

Mr. Troup made a motion to transfer \$30,000 from the Stabilization fund to 210 Police Department 5133 Wages. Motion was seconded. After some discussion the motion was withdrawn by Mr Troup.

A reworded motion was made by Mr. Troup to transfer \$30,000 from Available funds to 210 Police Department 5133 Wages. Motion was seconded. The moderator called for a vote. Motion was defeated.

Mr. Lindsay made a motion to amend Article 5 (Fiscal Year 2012 Operating Budget) by reducing section 301 (Nashoba Regional School District), line item 5691 (Bolton Assessment-Operating Expense) by \$188,391 from \$10,980,222 to \$10,791,831. After some discussion the moderator called for a vote. Motion was defeated.

Mr. Shaye made a motion to amend 610 Library 5114 Wages from \$157,126 to \$100,044 and 610 Library 5580 Books from \$68,918 to \$45,000. After some discussion the moderator called for a vote. Motion was defeated.

Article 5: Fiscal Year 2012 Operating Budget

The Town voted to raise and appropriate or transfer from available funds the sum of \$19,313,554 (Nineteen million three hundred thirteen thousand and five hundred fifty-four 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 \$100,000 (One hundred thousand dollars) be transferred from the Cell Tower Fund;
- b. The sum of \$120,000 (One hundred twenty thousand dollars) be transferred from the Ambulance Receipts Reserved for Appropriation to be applied to the Ambulance Department budget;
- c. The sum of \$286,944 (Two hundred eighty-six thousand nine hundred forty-four dollars) or any other amount, be transferred from Free Cash;
- d. The sum of \$18,806,610 (Eighteen million eight hundred six thousand and six hundred ten dollars) to be raised by taxation.

Sponsor: Board of Selectmen

Board of Selectmen Recommendation: Approved (Unanimous) with the exception of the Nashoba Regional School District assessment.

Advisory Committee Recommendation: Approved (Unanimous) with the exception of the Nashoba Regional School District assessment.

Vote Required: Majority Vote: Majority in favor

2012 BUDGET FINAL

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
GENERAL GOVERNMENT				
114	Moderator			
5700	Other Charges	100	97	
Total Moderator		100	97	97
122	Selectmen			
5101	Salary	900	900	900
5200	Purchase of Services	7,000	7,000	
5301	Engineering Services	7,000	6,500	
5730	Dues	650	650	
5780	Miscellaneous	500	500	
5781	Meetings	100	100	
5420	Supplies	300	150	
5380	WHEAT	5,000	5,000	
Total Selectmen		20,550	19,900	19,900
Total Selectmen		21,450	20,800	20,800
123	Town Administrator			
5101	Salary	93,192	95,988	
5114	Wages	56,919	56,919	
5145	Longevity	550	550	
5176	Disability Insurance	1,850	1,850	
		152,511	155,307	155,307
5200	Purchase of Services	-	-	-
5201	Training	2,000	2,000	
5400	Supplies	1,450	1,200	
5780	Miscellaneous	100	100	
5710	In-state Travel	750	750	
5730	Dues	1,100	1,100	
5781	Meetings	500	500	
		5,900	5,650	5,000
Total Town Administrator		158,411	160,957	160,307
131	Advisory Committee			
5400	Supplies	25	-	-
5730	Dues	165	152	
Total Advisory Committee		190	152	152
132	Reserve Fund	100,000	100,000	
Total Reserved Fund		100,000	100,000	100,000
135	Town Accountant			
5101	Salary	59,192	60,967	60,967
5200	Purchase of Services	-	-	-
5303	Audit	11,800	11,800	
5400	Supplies	1,100	1,000	
5781	Meetings	1,000	900	
5243	Software Support	4,598	4,900	
		18,498	18,600	18,600
Total Town Accountant		77,690	79,567	79,567

2012 BUDGET FINAL

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
141	Board of Assessors			
	5114 Wages	48,974	48,974	
	5145 Longevity	250	250	
		<u>49,224</u>	<u>49,224</u>	49,224
	5200 Purchase of Services	71,810	70,400	
	5201 Training	665	665	
	5243 Software Support	1,800	1,800	
	5302 Registry of Deeds	150	150	
	5341 Postage	1	1	
	5400 Supplies	700	700	
	5710 In-state Travel	600	600	
	5730 Dues	200	200	
	5781 Meetings	200	200	
	5782 GIS	5,000	2,500	
		<u>81,126</u>	<u>77,216</u>	77,216
	Total Board of Assessors	130,350	126,440	126,440
145	Treasurer			
	5101 Salary	69,919	72,019	
	5114 Wages	-	27,535	
		<u>69,919</u>	<u>99,554</u>	99,554
	5243 Software Support	3,600	13,700	
	5341 Postage	1,700	7,000	
	5344 Tax Taking Expense	-	1,000	
	5420 Office Supplies	1,200	3,450	
	5422 Bank Charges	2,550	3,000	
	5709 Educational Assistance	2,000	1,800	
	5710 In-state Travel	1,300	1,300	
	5730 Dues	250	250	
	5780 Miscellaneous	525	340	
	5781 Meetings	1,300	1,250	
		<u>14,425</u>	<u>33,090</u>	32,090
	Total Treasurer	84,344	132,644	131,644
146	Tax Collector			
	5114 Wages	26,791	-	-
		<u>26,791</u>	-	-
	5243 Software Support	9,965	-	-
	5341 Postage	5,300	-	-
	5344 Tax Taking Expense	1,100	-	-
	5400 Supplies	2,600	-	-
	5730 Dues	-	-	-
	5780 Miscellaneous	100	-	-
	5781 Meetings	150	-	-
		<u>19,215</u>	-	-
	Total Tax Collector	46,006	-	-
151	Legal Services			
	5200 Purchase of Services	40,000	38,800	
	5400 Supplies	300	300	
	5760 Judgements	-	-	

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
Total Legal Services		40,300	39,100	35,300
155	MIS			
5200	Purchase of Services	23,600	24,000	
5241	Repairs	750	400	
5243	Software Support	4,350	1,974	
5251	Web Services	7,758	7,848	
5850	Equipment	1,450	2,550	
Total MIS		37,908	36,772	35,852
161	Town Clerk			
5101	Salary	51,506	53,053	53,053
5114	Wages	41,500	37,596	37,596
5145	Longevity	250	250	250
		93,256	90,899	90,899
5200	Purchase of Services	110	110	
5400	Supplies	350	350	
5730	Dues	125	100	
5781	Meetings	1,600	1,600	
5800	Capital Outlay	-	-	
		2,185	2,160	2,095
Total Town Clerk		95,441	93,059	92,994
162	Elections			
5114	Wages	3,814	3,140	3,140
5200	Purchase of Services	7,100	5,100	
5400	Supplies	520	750	
5800	Capital Outlay	-	-	
		7,620	5,850	5,850
Total Elections		11,434	8,990	8,990
163	Street Listing/Registrars			
5114	Wages	150	150	150
5200	Purchase of Services	-	1,325	
5400	Supplies	800	380	
		800	1,705	1,680
Total Street Listing/Registrars		950	1,855	1,830
171	Conservation Commission			
5114	Wages	41,912	43,514	
5145	Longevity	250	250	
		42,162	43,764	43,764
5200	Purchase of Services	-	6,600	
5240	Land Maintenance	6,000	6,000	
5301	Training	100	100	
5305	Vernal Pool Study	250	250	
5342	Advertising	250	200	
5400	Supplies	500	500	
5710	In-state Travel	100	100	
5730	Dues	425	475	

2012 BUDGET FINAL

FY2012 BUDGET

		Approved	Requested	Advisory
		FY2011	FY2012	Approved
				FY2012
5780	Miscellaneous	200	200	
5800	Land-Capital Improve.	3,000	2,640	
5850	Equipment	1,000	1,000	
5963	Conservation Fund	100	100	
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Total Conservation Commission		11,925	18,165	15,865
		54,087	61,929	59,629
175	Planning Board			
5114	Wages	58,758	60,632	53,258
5200	Purchase of Services	10,000	10,000	
5342	Advertising	1,100	385	
5400	Supplies	500	500	
5730	Dues	1,700	1,650	
5781	Meetings	850	900	
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Total Planning Board		14,150	13,435	6,235
		72,908	74,067	59,493
176	Appeals Board			
5342	Advertising	400	252	
5400	Supplies	100	100	
5730	Dues	-	200	
5781	Meetings	500	500	
5205	40B Permitting	100	500	
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Total Appeals Board		1,100	1,552	650
179	Agricultural Commission			
5780	Miscellaneous	1,800	1,746	
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Total Agricultural Commission		1,800	1,746	1,746
189	Affordable Housing			
5341	Postage	100	-	
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Total Affordable Housing		100	-	-
190	Town Buildings			
5240	Maintenance	69,250	104,791	
5241	Repairs	22,000	47,500	
5281	Trash Hauler	3,745	950	
5242	Grounds Maintenance	15,200	10,000	
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Total Town Buildings		110,195	163,241	121,841
192	Town Hall			
5200	Purchase of Services	1,100	800	
5210	Heating	7,000	7,000	
5211	Electric	6,100	7,140	
5241	Repairs	500	500	
5290	Clock Winding	200	-	
5340	Telephone	10,800	10,800	
5341	Postage	3,500	3,500	
5400	Supplies	4,000	3,500	
5480	Gas	300	200	
5800	Capital Outlay	2,400	2,400	
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Total Town Hall		35,900	35,840	35,390

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
194	Building Insurance			
	5740 Commercial Package	11,130	26,130	
	5743 Commercial Umbrella	4,620	4,620	
	5746 Boiler	735	735	
Total Building Insurance		16,485	31,485	31,485
195	Town Reports			
	5200 Purchase of Services	5,000	4,800	
	5341 Postage	700	700	
	5488 Equipment	180	180	
Total Town Reports		5,880	5,680	3,880
199	Energy Committee			
	5200 Purchases of Services	2,500	2,500	
	5400 Supplies	500	300	
	5781 Meetings	250	300	
Total Energy Committee		3,250	3,100	1,800
TOTAL GENERAL GOVERNMENT		1,106,279	1,179,073	1,109,887
PUBLIC SAFETY				
200	Public Safety Building			
	5200 Purchase of Services	-	46,085	
	5210 Heating	-	26,830	
	5211 Electric	-	47,040	
	5240 Maintenance	-	10,775	
	5280 Trash Disposal	-	1,668	
	5340 Telephone	-	19,745	
	5400 Supplies	-	1,000	
	5486 Diesel	-	-	
	5780 Miscellaneous	-	780	
Total Public Safety Building		-	153,923	153,795
210	Police Department			
	5102 Salary	110,952	111,152	
	5133 Wages	649,211	655,757	
	5140 Wages - Overtime	43,000	43,000	
	5145 Longevity	1,500	1,500	
	5176 Disability Insurance	1,000	1,000	
		805,663	812,409	842,409
	5200 Building Exp. & Svcs.	18,000	-	
	5201 Hired Services	3,000	5,000	
	5270 Motorcycle Lease	3,960	-	
	5301 Training	5,800	5,000	
	5380 Lockup	-	1,960	
	5400 Supplies/Repairs	6,367	6,100	
	5460 Firearms/Supplies	4,000	4,000	
	5580 Uniforms	11,200	11,650	
	5720 Out-of-State Travel	2,250	1,050	
	5730 Dues & Subscriptions	2,000	1,500	
	5780 Miscellaneous	500	500	
		57,077	36,760	33,260

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
5240	Repairs - Cruiser	11,000	21,000	
5480	Gas - Cruiser	25,000	24,000	
5481	Oil/Lube - Cruiser	2,150	2,150	
5482	Tires - Cruiser	5,000	5,000	
		<u>43,150</u>	<u>52,150</u>	52,150
5850	Equipment/Cruiser	7,700	7,000	
5870	Crusier Purchase	31,376	-	
		<u>39,076</u>	<u>7,000</u>	7,000
Total Police Department		944,966	908,319	934,819
220 Fire Department				
5112	Wages - Inspections	2,000	500	
5113	Wages - Perm Firefighter	25,597	26,403	
5114	Wages - Clerical	5,050	5,050	
5115	Wages - Firefighters	56,000	56,000	
		<u>88,647</u>	<u>87,953</u>	87,953
5210	Heating	5,600	-	
5211	Electric	5,000	700	
5241	Repairs	3,000	3,000	
5243	Software	2,992	-	
5245	Radio Maintenance	1,600	-	
5301	Training	800	800	
5340	Telephone	950	-	
5400	Supplies	2,000	2,000	
5480	Gasoline	100	50	
5486	Diesel	2,500	2,550	
5487	Automotive	2,000	2,000	
5580	Uniforms	4,000	5,800	
5700	Miscellaneous	1,400	1,400	
5730	Dues/Memberships	700	700	
5780	Misc. - Water Holes	3,000	-	
5850	Equipment	4,000	4,000	
		<u>39,642</u>	<u>23,000</u>	24,000
Total Fire Department		128,289	110,953	111,953
231 Ambulance				
5112	Wages - EMT Call/Training	48,325	48,325	
5113	Salary - EMT Coordinator	5,350	5,350	
5114	Wages - Full time EMT/Fire	25,842	26,403	
5115	Wages - Full time EMT/Fire - Call/Trainir	8,000	8,000	
5116	Wages - EMT Shifts	16,000	16,000	
		<u>103,517</u>	<u>104,078</u>	98,078
5200	Purchase of Services	6,000	3,745	
5201	ALS Services	18,000	18,000	
5202	Coastal Medical Billing	5,500	5,500	
5241	Equipment Repair	1,500	1,250	
5340	Telephone	1,300	-	
5341	Postage	-	-	
5400	Office Supplies	2,000	1,500	
5486	Diesel	3,500	3,500	

2012 BUDGET FINAL

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
5580	Uniform	750	250	
5784	Cadet EMT Training	14,000	13,820	
5850	Equipment	8,000	7,500	
<hr/> Total Ambulance		60,550	55,065	54,065
		164,067	159,143	152,143
241	Building Inspector			
5112	Wages - Inspector	20,778	21,435	
5113	Wages - Asst. Inspector	1,707	934	
<hr/>		22,485	22,369	22,369
5400	Supplies	1,200	1,200	
5240	Vehicle Maintenance	2,080	2,080	
<hr/>		3,280	3,280	2,830
<hr/> Total Building Inspector		25,765	25,649	25,199
243	Plumbing & Gas Inspector			
5200	Purchase of Services	15,605	15,605	
<hr/> Total Plumbing & Gas Inspector		15,605	15,605	15,605
244	Wiring Inspector			
5200	Purchase of Services	18,091	18,091	
<hr/> Total Wiring Inspector		18,091	18,091	18,091
291	Emergency Management			
5580	Uniforms	500	500	
5251	Web Services	950	950	
5400	Supplies	350	350	
5780	Other Expenses	700	700	
<hr/> Total Emergency Management		2,500	2,500	2,400
292	Animal Control Officer			
5112	Wages	14,192	14,192	
5113	Wages	2,162	2,162	
<hr/>		16,354	16,354	16,354
5200	Purchase of Services	800	1,100	
5400	Supplies	900	800	
5710	In-state Travel	1,200	1,000	
<hr/>		2,900	2,900	2,400
<hr/> Total Animal Control Officer		19,254	19,254	18,754
293	Traffic Lights			
5211	Electric	2,000	2,000	
5241	Repairs	1,700	1,700	
<hr/> Total Traffic Lights		3,700	3,700	2,700
294	Tree Warden			
5102	Salary	3,052	3,052	
5137	Wages	2,500	2,500	
<hr/>		5,552	5,552	5,552
5251	Tree Trimming	37,000	37,000	
5700	Miscellaneous	6,000	6,000	

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
Total Tree Warden		43,000	43,000	41,700
		48,552	48,552	47,252
299	Communications			
5134	Wages	211,783	221,538	
5140	Overtime	6,313	6,313	
5145	Longevity	800	800	
		218,896	228,651	228,651
5200	Purchase of Services	28,990	-	
5201	Training	2,200	1,100	
5243	Software Support	4,000	-	
5340	Telephone	12,250	-	
5343	Teletype	2,171	-	
5400	Supplies	5,000	4,500	
5580	Uniforms	1,225	2,050	
5730	Dues & Memberships	500	500	
5781	Antenna - Tower	2,082	-	
5820	Radio/Console	3,250	-	
5850	Computer Equipment	1,000	-	
		62,668	8,150	7,750
Total Communications		281,564	236,801	236,401
TOTAL PUBLIC SAFETY		1,652,353	1,702,490	1,719,112
EDUCATION				
301	Nashoba Regional School District			
5691	Bolton Assessment - Operating Exp.	10,733,082	10,980,222	
5915	NRHS - Excluded Debt	178,354	181,695	
	Deficit Bond Repayment	154,193	126,449	
	Less BAN Premium			
Total Nashoba Regional School District		11,065,629	11,288,366	11,288,366
302	Minuteman Regional Voc Tech			
	Bolton Assessment	271,942	312,835	
Total Minuteman Regional Voc Tech		271,942	312,835	312,835
TOTAL EDUCATION		11,337,571	11,601,201	11,601,201
PUBLIC WORKS				
421	Highway			
5110	Salary	100,287	100,287	
5137	Wages	488,654	494,100	
5140	Wages - Overtime	15,000	15,000	
5145	Longevity	1,850	1,850	
		605,791	611,237	611,237
5200	Purchase of Services	3,500	3,500	
5210	Heating	4,500	3,500	
5211	Electric	7,500	7,500	
5241	Repairs	42,000	42,000	
5340	Telephone	5,000	5,000	
5400	Supplies	11,600	11,600	
5480	Gasoline	7,000	7,000	

FY2012 BUDGET

		Approved	Requested	Advisory
		FY2011	FY2012	Approved
				FY2012
5480	Stickers	1,000	1,000	
5481	Oil/Lube	2,000	2,000	
5482	Tires	4,000	4,000	
5486	Diesel	13,000	13,000	
5487	Parts/Supplies	12,000	12,000	
5488	Equipment	1,000	1,000	
5580	Clothing Allowance	8,500	8,500	
5781	Training	800	800	
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Total Highway		123,400	122,400	123,400
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422	Construction and Maintenance			
5137	Wages	17,000	8,000	8,000
5290	Snow Removal	-	-	
5842	Local Improvements	195,000	152,500	
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Total Construction and Maintenance		195,000	152,500	159,200
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423	Snow & Sand			
5137	Wages	11,000	11,000	
5140	Wages - Overtime	27,000	27,000	
<hr/>		<hr/>	<hr/>	<hr/>
		38,000	38,000	38,000
5241	Repairs	20,000	20,000	
5290	Snow Removal	30,000	30,000	
5400	Supplies	10,000	10,000	
5480	Gas	3,000	3,000	
5486	Diesel	9,000	9,000	
5488	Equipment	7,000	7,000	
5530	Road Salt	41,000	41,000	
5531	Sand	22,000	22,000	
<hr/>		<hr/>	<hr/>	<hr/>
Total Snow & Sand		142,000	142,000	142,000
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Total Snow & Sand		180,000	180,000	180,000
<hr/>		<hr/>	<hr/>	<hr/>
424	Street Lighting			
5211	Electric	6,000	6,000	
5241	Repairs	1,500	500	
<hr/>		<hr/>	<hr/>	<hr/>
Total Street Lighting		7,500	6,500	6,500
<hr/>		<hr/>	<hr/>	<hr/>
433	Transfer Station			
5137	Wages	55,940	55,936	
5140	Wages - Overtime	5,150	5,150	
<hr/>		<hr/>	<hr/>	<hr/>
		61,090	61,086	61,086
5211	Electric	2,000	2,000	
5280	Trash Disposal	72,700	62,700	
5281	Trash Hauling	13,500	13,500	
5282	Recycling Hauling	25,000	20,000	
5487	Maintenance	8,000	8,000	
5488	Equipment	1,000	1,000	
<hr/>		<hr/>	<hr/>	<hr/>
		122,200	107,200	99,000
<hr/>		<hr/>	<hr/>	<hr/>
Total Transfer Station		183,290	168,286	160,086

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
439	Landfill			
	5250 Well Monitoring	7,440	7,440	
Total Landfill		7,440	7,440	7,440
440	Sewer			
	5200 Purchase of Services Well-head Operator	6,900	6,900	
Total Sewer		6,900	6,900	6,900
450	Water			
	5201 Well-head Operator	3,200	3,200	
Total Sewer		3,200	3,200	-
491	Cemetery			
	5200 Purchase of Services	2,000	2,000	
	5242 Grounds Maintenance	3,000	3,000	
Total Cemetery		5,000	5,000	5,000
TOTAL PUBLIC WORKS		1,334,521	1,271,463	1,267,763
HUMAN SERVICES				
510	Board of Health			
	5112 Wages - Animal Inspector	1,226	1,226	
	5114 Wages	29,065	27,370	
		30,291	28,596	28,596
	5302 Rabies Testing	500	500	
	5304 Nashoba Associated Boards of Health	6,861	6,861	
	5341 Postage	25	25	
	5342 Advertising	100	100	
	5400 Supplies	800	800	
	5710 Travel	450	450	
	5730 Dues/Membership	100	100	
		8,836	8,836	8,361
Total Board of Health		39,127	37,432	36,957
522	Nursing			
	5200 Purchase of Services	7,000	7,000	
Total Nursing		7,000	7,000	7,000
541	Council on Aging			
	5101 Salary	25,680	26,450	
	5137 Wages	-	2,700	
	5114 Van Drivers	5,000	5,000	
		30,680	34,150	34,150
	5200 Purchase of Services	5,300	4,350	
	5271 Building Lease	1,800	1,800	
	5340 Telephone	300	300	
	5346 Cable/DSL	720	720	
	5400 Supplies	1,600	1,350	
	5480 Gasoline	1,200	1,200	
	5780 Miscellaneous	500	350	
	5201 Mart Van Service	-	-	

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
Total Council of Aging		11,420	10,070	10,070
		42,100	44,220	44,220
543	Veterans Services			
5114	Wages	4,459	4,459	4,459
5400	Office Supplies	-	-	
5730	Dues	-	-	
5770	Veterans Benefits	1	1	
5780	Miscellaneous	-	-	
Total Veterans Services		4,460	4,460	4,460
549	Housing Authority			
5400	Supplies	250	200	
Total Housing Authority		250	200	200
TOTAL HUMAN SERVICES		92,937	93,312	92,837
CULTURE & RECREATION				
610	Library			
5102	Salary	70,730	72,851	
5114	Wages	170,207	157,126	
5145	Longevity	250	250	
Total Library		241,187	230,227	228,813
5200	Purchase of Services	8,438	7,150	
5201	Professional Development	1,000	750	
5210	Heat	20,000	26,000	
5211	Electric	15,000	20,000	
5241	Repairs	1,000	1,600	
5242	Repairs & Maintenance Bldg	1,500	500	
5243	Software Support	659	400	
5251	Web Services	100	100	
5280	Trash Disposal	192	-	
5281	Trash Hauler	-	-	
5340	Telephone	2,100	2,500	
5341	Postage	1,000	425	
5400	Supplies	9,500	8,743	
5580	Books	77,545	68,918	
5780	Miscellaneous/Programs	7,500	5,000	
5781	Travel & Meeting	1,000	200	
Total Library		387,721	372,513	361,419
630	Recreation			
5113	Wages - Swimming	5,589	5,911	5,911
5200	Purchase of Services	12,270	7,540	
5270	Equipment	300	4,100	
5400	Supplies	2,100	2,100	
Total Recreation		20,259	19,651	19,651

2012 BUDGET FINAL

FY2012 BUDGET

		Approved FY2011	Requested FY2012	Advisory Approved FY2012
650	Parks			
5200	Purchase of Services	3,040	2,948	
5211	Electric	1,040	-	
Total Parks		4,080	2,948	2,948
691	Historical Commission			
5200	Purchase of Services	3,800	4,200	
5341	Postage	100	100	
5352	Advertising	100	100	
5400	Supplies	2,400	1,530	
5580	Books	100	100	
5730	Dues	470	470	
Total Historical Commission		6,970	6,500	6,250
692	Celebration/Memorial Day			
5400	Supplies	1,500	1,500	
Total Celebration/Memorial Day		1,500	1,500	1,500
TOTAL CULTURE & RECREATION		420,530	403,112	391,768

DEBT SERVICE

710/752 Debt Principal & Interest

*	Sawyer Repairs (2021)			
5910	Principal	4,000	4,000	4,000
5920	Interest	1,988	1,806	1,806
*	Emerson School (2021)			
5910	Principal	93,000	91,000	91,000
5920	Interest	47,721	43,343	43,343
*	Transfer Station (2010/2021)			
5911	Principal	43,000	44,000	44,000
5921	Interest	22,460	20,394	20,394
*	Gas Spill Cleanup (2011)			
5913	Principal	13,000	-	-
5923	Interest	309	-	-
*	Barretts Hill Land (2020)			
5916	Principal	10,000	10,000	10,000
5926	Interest	4,683	4,213	4,213
*	Nashoba Valley Land (2021)			
5916	Principal	35,000	35,000	35,000
5926	Interest	16,415	14,769	14,769
*	Savignano Land (2021)			
5916	Principal	7,000	6,000	6,000
5926	Interest	3,179	2,849	2,849
*	Chipper			
5920	Principal	7,840	7,840	7,840
5930	Interest	1,568	628	628
*	Schartner/Nicewicz APR (TBD)			
5920	Principal	100,000	100,000	100,000
5930	Interest	55,645	51,145	51,145
*	Refunding			
	Principal	600,000	595,000	595,000
	Interest	157,675	136,675	136,675
*	Treatment Plant			
	Principal	125,000	125,000	125,000

FY2012 BUDGET

	Approved FY2011	Requested FY2012	Advisory Approved FY2012
Interest	97,875	92,563	92,563
Sidewalks			
Principal	-	10,907	10,907
Interest	436	219	219
Public Safety Software			
Principal	-	20,234	20,234
Interest	809	405	405
DPW 1-ton Truck			
Principal	-	16,666	16,666
Interest	667	334	334
* Library Renovation/Expansion			
Principal	138,000	138,000	138,000
Interest	96,068	91,928	91,928
* Public Safety Center			
Principal	22,000	22,000	22,000
Interest	15,133	14,473	14,473
* Copier			
Principal	4,000	4,000	4,000
Interest	320	80	80
* Two Used DPW Trucks			
Principal	48,051	33,334	33,334
Interest	2,667	667	667
* Public Safety Center			
Principal	155,000	160,000	160,000
Interest	122,338	117,225	117,225
* Public Safety Center/Library Renovation/Expansion			
Principal	100,000	120,000	120,000
Interest	84,940	80,940	80,940
* Regional Household Hazardous Waste			
Principal	-	3,300	3,300
Interest	-	200	200
* DPW Truck			
Principal	-	10,000	10,000
Interest	-	1,000	1,000
Emerson Well			
Principal	-	7,825	7,825
Interest	-	783	783
Defibrillators			
Principal	-	8,000	8,000
Interest	-	800	800
Total Principal	1,504,891	1,572,106	1,572,106
Total Interest	732,896	677,439	677,439
TOTAL DEBT SERVICE	2,237,787	2,249,545	2,249,545
EMPLOYEE BENEFITS			
911 Worcester Regional Retirement Assessment			
5170 WCRS Assessment	280,139	306,848	306,848
912 Workers Compensation			
5171 Workers Comp	22,300	22,300	22,300
913 Unemployment Compensation			

2012 BUDGET FINAL

FY2012 BUDGET		Approved FY2011	Requested FY2012	Advisory Approved FY2012
5172	Unemployment	100	100	100
914	Health Insurance			
5173	Group Health	387,000	440,700	440,700
915	Life Insurance			
5175	Life Insurance	1,350	1,350	1,350
916	Medicare Tax			
5175	Medicare 1.45%	41,000	41,000	41,000
TOTAL EMPLOYEE BENEFITS		731,889	812,298	812,298
OTHER INSURANCE				
945	Other Insurance			
5741	Police Professional Liability	3,255	3,255	
5742	Bonding (employee)	998	998	
5744	Police & Fire Accident	36,225	36,225	
5745	Motor Vehicle	18,690	18,690	
5746	Deductible	3,150	3,150	
5747	Public Official Liability	6,825	6,825	
TOTAL OTHER INSURANCE		69,143	69,143	69,143
TOTAL BUDGET		18,983,010	19,381,637	19,313,554

Article 6: Purchase Conservation Restriction on Weatherbee Land (\$290,000)

The Town voted to appropriate the sum of \$290,000 (Two hundred ninety thousand dollars), and to authorize the Board of Selectmen to purchase pursuant to M.G.L. Chapter 40, Section 14 a perpetual Conservation Restriction on land owned by Paul and Barbara Weatherbee as Trustees of the Weatherbee Family Irrevocable Trust, consisting of twelve (12) acres, more or less, of land and shown as a portion of Parcel 7C on Bolton Assessors Map 10, which property is also described in a deed recorded at the Worcester County Registry of Deeds in Book 44117, Page 107, said restriction to be held, managed and controlled by the Bolton Conservation Commission; and further, that the Conservation Commission be authorized to file on behalf of the Town of Bolton any and all applications for grants and/or reimbursements from the Commonwealth of Massachusetts under the LAND (Local Acquisitions for Natural Diversity) program (M.G.L. Chapter 132A, Section 11) and/or any others in any way connected with the scope of this Article; and further, that the Board of Selectmen and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments on behalf of the Town of Bolton to effect said Conservation Restriction; and, that to meet this appropriation, that the Treasurer be authorized, with the approval of the Board of Selectmen, to borrow up to \$290,000 (Two hundred ninety thousand dollars) pursuant to M.G.L. Chapter 44, Section.7(3), or any other authority, the principle interest, and associated costs on the borrowing authorized by this vote to be exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C(k) (Proposition 2½), 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: Conservation Commission

Summary: The purpose of this article is to purchase the development rights, in the form of a Conservation Restriction, on the Weatherbee farm, minus their home, land directly adjacent to their home and a frontage lot that they will create in the future. This property also known as "Freedom Farm" consists of approximately 17 acres and abuts Bowers Springs Conservation Area, a 48 acre town owned property designated as open space. The Conservation Restriction will provide public trail access and its protection in perpetuity will enhance the scenic and natural values of the Bower Springs Core Conservation Area.

The Conservation Commission will have an appraisal done to determine the fair market value of the land with a conservation restriction and will apply for a grant from the state's LAND program.

Board of Selectmen Recommendation: Disapproved (Unanimous)

Advisory Committee Recommendation: Disapproved (5 for disapproval, 1 abstained)

Vote Required: 2/3 majority **Vote:** Declared 2/3 Majority in Favor

Article 7: Reauthorization of a Revolving Fund for Web-based Municipal Software Services

The Town voted pursuant to M.G.L. Chapter 44, Section 53E½ to reauthorize the Town Administrator to maintain a Revolving Fund into which funds generated from a technology fee surcharge of no more than 7.5% on permit fees shall be deposited with an annual cap of \$20,000 (Twenty thousand dollars). The Revolving Fund shall be accounted for separately from all other monies in the Town and shall only be used for the purpose of funding ongoing fees for web-based municipal software and digitization of plans. The Town Administrator shall be authorized to expend from the fund.

Sponsor: Board of Selectmen

Summary: As an ongoing funding mechanism for maintenance and operations of web-based municipal software this article seeks town meeting approval to reauthorize the Revolving Fund which is funded by a 7.5% technology fee surcharge applied to permits issued to fund web-based municipal software, which will be used by Town departments. Monies from the Revolving Fund may be used by the Town Administrator for web-based municipal software maintenance, digitization of plans and expansion of the software technology by adding additional modules and handheld devices such as netbooks in the field.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: Majority **Vote:** Majority in favor

Article 8: Funding for Town Hall Boilers

The Town voted to transfer from available funds the sum of \$25,000 (Twenty-five thousand dollars) to replace the existing boiler at the town hall.

Sponsor: Board of Selectmen

Summary: The existing boiler is over 35 years old and continues to require significant maintenance.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: Majority **Vote:** Majority in favor

Article 9: Funding of Oil Tank Cleanup

The Town voted to transfer from the Stabilization Fund the sum of \$28,500 (Twenty-eight thousand five hundred dollars) to fund ongoing testing and reporting associated with the oil leak at the new Public Safety Building.

Sponsor: Board of Selectmen

Summary: The contaminated soil from the oil leak at the existing tank at the Public Safety Building was successfully removed. The Massachusetts Department of Environmental Protection (DEP) requires one year of additional testing and well monitoring to assure that there is no further contamination. Up to this point, all tests have been negative. These are one-time expenses that were not anticipated or budgeted. If the article is approved, the balance in the Stabilization Fund will be \$933,829.67.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 Majority **Vote:** Unanimous in Favor

Article 10: Purchase of Pagers for the Fire and EMS Departments

The Town voted to appropriate the sum of \$36,346 (Thirty-six thousand three hundred forty-six dollars), to be expended under the direction of the Board of Selectmen for the purchase of new pagers to replace the current pagers for the Fire and EMS Departments, and that to meet this appropriation, the sum of \$3,332 (Three thousand three hundred thirty-two dollars) be transferred from available funds; the sum of \$19,400 (Nineteen thousand four hundred dollars) be transferred from the Ambulance Receipts Reserved for Appropriations account; the sum of \$6,000 (Six thousand dollars) be transferred from the Dorothy Dewhurst Fire Department fund; the sum of \$6,545 (Six thousand five hundred forty-five dollars) be transferred from unexpended proceeds from the bonds that were issued for the purchase of a DPW truck, pursuant to the vote passed at the May 7, 2007, Annual Town Meeting (Article 15); the sum of \$269 (Two hundred sixty-nine dollars) be transferred from unexpended proceeds from the bonds that were issued for the purchase of a DPW truck, pursuant to the vote passed at the May 3, 2010, Annual Town Meeting (Article 19); and the sum of \$800 (Eight hundred dollars) be transferred from unexpended proceeds from the bonds that were issued for the purchase of a wood chipper for the DPW, pursuant to the vote passed at the May 4, 2009, Annual Town Meeting (Article 6).

Sponsor: Fire Department

Summary: The Fire and EMS are jointly requesting these funds to purchase seventy-five (75) new pagers to replace the current aging pagers. Pagers are worn 24/7 by our emergency responders to alert them that they are needed to respond to either a fire or an ambulance call. The current ambulance pagers are 9 years old and the current fire pagers are 8 years old. The amount requested includes pagers, set-up fees and all accessories needed.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Capital Planning Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 Majority **Vote:** Declared 2/3 Majority in Favor

Article 11: Central Massachusetts Mosquito Control Project

The Town voted not to raise and appropriate or transfer from available funds the sum of \$44,000 (Forty-four thousand dollars) to reimburse the town for the annual costs associated with becoming a member in the Central Massachusetts Mosquito Control Project for a minimum three year period, pursuant to M.G.L. Chapter 252, Section 5A and other applicable sections of said law; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town at the annual Town election pursuant to M.G.L. 59, Section 21C(g) (Proposition 2½) allowing the Town to assess said sum in additional real and property taxes.

Sponsor: Board of Selectmen

Summary: The Central Massachusetts Mosquito Control Project (CMMCP) is a state agency that operates under a voluntary assessment and provides a year-round program of mosquito control in 39 cities and towns in both Middlesex and Worcester counties. Services offered are larval and adult mosquito surveillance, larval and adult mosquito control (spraying is done by resident’s request), public education, ditch cleaning and maintenance and research/efficacy. One new program at CMMCP is tire recycling to reduce mosquito larval habitat. Their program is tailored to meet the specific needs of our member cities and towns, and residents can opt out of any part of our program. Their goal is to reduce mosquito exposure to the public, and the potential for disease transmission by mosquitoes, by utilizing proven, sound mosquito control techniques. The \$44,000 will be an annual expense for a minimum of 3 years. This amount is deducted from the Town’s local aid distribution as an assessment. This appropriation will replenish the general fund. If this Proposition 2½ override is approved, it will result in a permanent increase of \$44,000 to the town’s operating budget and tax levy.

Board of Selectmen Recommendation: Disapproved (Unanimous)

Advisory Committee Recommendation: Disapproved (Unanimous)

Vote Required: Majority **Vote:** Defeated- Majority Opposed

Article 12: Granting of Liquor License to Nashoba Valley Winery

The Town voted to authorize the Board of Selectmen to file Home Rule Legislation that would authorize the Town of Bolton to issue a license pursuant to M.G.L. Chapter 138, Section 12 for the sale of all alcoholic beverages to be drunk on the premises at 100 Wattaquadock Hill Road in Bolton, to NVW, Ltd. d/b/a J’s Restaurant at Nashoba Valley Winery, and that the legislation be adopted precisely as follows, except for clerical or editorial changes of form only unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

HOME RULE LEGISLATION AUTHORIZING THE TOWN OF BOLTON TO GRANT A LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES OF A CERTAIN RESTAURANT

“An Act Authorizing the Town of Bolton to Grant A License for the Sale of All Alcoholic Beverages to be Drunk on the Premises of a Certain Restaurant

Section 1. (a) Notwithstanding sections 11 and 17 of Chapter 138 of the General Laws, or any vote cast in the town of Bolton pursuant to Chapter 386 of the acts of 1986, or any vote cast in the town of Bolton pursuant to Chapter 706 of the acts of 1967, or any vote cast in the town of Bolton pursuant to Chapter 146 of the acts of 1996, or any other special act or general law to the contrary, the licensing authority for the town of Bolton may grant a license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of chapter 138 to NVW, Ltd. d/b/a J’s Restaurant at Nashoba Valley Winery, for the premises located at 100 Wattaquadock Hill Road. The license shall be subject to all of said chapter 138 except said sections 11 and 17.

(b) The licensing authority shall not approve the transfer of the license to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority of the town of Bolton. The licensing authority may then grant the license to a new applicant at the same location subject to all of the procedures set forth under Section 15A of Chapter 138.

Section 2. This act shall take effect upon its passage.”

Sponsor: Board of Selectmen

Summary: Although by its population, Bolton could grant additional liquor licenses, votes taken in Bolton during the late 1960s require that additional full liquor licenses can only be granted following home rule legislation. The business owner of the Nashoba Valley Winery and J’s Restaurant at Nashoba Valley Winery would like to have a full license for the premises located at 92-100 Wattaquodock Hill Road.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: Majority **Vote:** Unanimous in Favor

Article 13: Granting of Liquor License to the International Golf Club

The Town voted to authorize the Board of Selectmen to file Home Rule Legislation that would authorize the Town of Bolton to issue a license pursuant to M.G.L. Chapter 138, Section 12 for the sale of all alcoholic beverages to be drunk on the premises at 159 Ballville Road in Bolton, to Wealyn LLC d/b/a the International Golf Club and Resort, and that the legislation be adopted precisely as follows, except for clerical or editorial changes of form only unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition

HOME RULE LEGISLATION AUTHORIZING THE TOWN OF BOLTON TO GRANT A LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES OF A CERTAIN RESTAURANT

“An Act Authorizing the Town of Bolton to Grant A License for the Sale of All Alcoholic Beverages to be Drunk on the Premises of a Certain Restaurant

Section 1. (a) Notwithstanding sections 11 and 17 of Chapter 138 of the General Laws, or any vote cast in the town of Bolton pursuant to Chapter 386 of the acts of 1986, or any vote cast in the town of Bolton pursuant to Chapter 706 of the acts of 1967, or any vote cast in the town of Bolton pursuant to Chapter 146 of the acts of 1996, or any other special act or general law to the contrary, the licensing authority for the town of Bolton may grant a license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of chapter 138 to Wealyn LLC d/b/a The International Golf Club and Resort for the premises located at 159 Ballville Road. The license shall be subject to all of said chapter 138 except said section 11 and 17. The license shall not be transferable off the premises. If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority of the town of Bolton.

(b) The licensing authority shall not approve the transfer of the license to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority of the town of Bolton. The licensing authority may then grant the license to a new applicant at the same location subject to all of the procedures set forth under Section 15A of Chapter 138.

Section 2. This act shall take effect upon its passage.”

Sponsor: Board of Selectmen

Summary: Although by its population, Bolton could grant additional liquor licenses, votes taken in Bolton during the late 1960s require that additional full liquor licenses can only be granted following home rule legislation. The business owner of The International Golf Club and Resort would like to change from its existing club license to a full license for the premises located at 159 Ballville Road by Arklow LP and operated by Wealyn LLC, d/b/a The International Golf Club and Resort.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: Majority **Vote:** Majority in favor

Article 14: Adoption of Stretch Energy Code

The Town voted not to adopt the “Stretch Energy Code” as set forth in the State Building Code at 780 CMR 115.AA, 8th Edition, as it may be amended from time to time, a copy of which is on file in the Town Clerk’s Office.

Sponsor: Energy Committee

Summary: Adopting the Stretch Energy Code (780 CMR 115.AA, 8th Edition) is one of the requirements to qualify for Green Community designation which will allow the Town to access Department of Energy Resources related projects, and makes the Town eligible to apply for grants for local renewable power and energy efficiency projects. This optional “stretch code” was developed in response to the call for improved building energy efficiency in Massachusetts. Towns and cities in the Commonwealth may adopt Appendix 115.AA in place of the energy efficiency requirements of the “base” building code. The Commonwealth will incorporate the Stretch Energy Code in the statewide building code in 2012 in order to comply with the Green Communities Act of 2008 which requires the state building code to be updated every three years. By adopting the Stretch Code now, Bolton can apply for Green Community designation. Whether or not Bolton adopts the Stretch Code now, the Town will be required to comply with the code in any case, when the state adopts it in 2012.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting on April 13, 2011, which followed an advertised public hearing on the proposed zoning change on March 20, 2011, the Bolton Planning Board voted as follows: 3/1/1 Marc Gautreau, Mark Duggan & John Karlon yes, James Owen no, Doug Storey abstaining, to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 14 of the Warrant.

Board of Selectmen Recommendation: Disapproved (2 for disapproval, 1 for approval)

Advisory Committee Recommendation: Disapproved (Unanimous)

Vote Required: Majority **Vote:** Defeated- Majority Opposed

Article 15: Amendment of the Zoning Bylaws to add Section 2.4.3 Line of Sight At Intersections

Mr. Ross moved the article “I move Article 15 – Line of Sight at Intersections – as printed in the warrant with the following changes: 1. Change numbering of paragraph 2.4.3.1.1.1 to 2.4.3.1.2 2. Change paragraph 2.4.3.5 to read: “Existing buildings, existing stone walls, live tree trunks, historic and other pre-existing structures are exempt from these requirements.”

The Town voted not to amend the Bolton Zoning Bylaws by inserting the following new section:

2.4.3 Line of Sight at Intersections.

The purpose of this bylaw is to provide a mechanism by which obstacles that threaten the public safety of the Town roads can be prevented. This bylaw is aimed at keeping safe sight lines open at intersections and other locations in which obstacles impede the line of sight.

- 2.4.3.1. Definitions
 - 2.4.3.1.1. The term “street” shall include all Town roads both adopted and not yet adopted and roads serving private multidwelling developments. It shall not include private shared and private common driveways.
 - 2.4.3.1.1.1. The term “commercial driveway” shall include any public entrance into or out of a place of business within the Industrial, Business or Limited Business zoning districts.
 - 2.4.3.1.3 The “restricted area” or “sight triangle” is that area located at the intersection of any street or where a commercial driveway intersects with a street and is within the triangular area formed by the street property lines and a line connecting them at points 25 feet from the intersection of the street lines, or in the case of a rounded property corner from the intersection of the property lines extended.
 - 2.4.3.1.4 An “obstruction” shall mean any fence, wall, sign, structure, hedge, tree, shrub or brush planted, installed or in place in the restricted area which negatively impacts traffic and pedestrian safety at that intersection.
 - 2.4.3.2 In the case where property lines are not related to the travelled way, a distance of 10 feet from the edge of the pavement or other distance defining the Town Right of Way on record at the DPW shall be used to define the Restricted Area.
 - 2.4.3.3 Any dimensional requirements herein will be subject to the consideration of the impact on safety of intersecting road topology, curvature and gradient of roads and proximity of other intersections.
 - 2.4.3.4 If the topology of an intersection warrants special consideration Sight Triangles can alternatively be defined using the methods described in Chapter 9 of the “Policy on Geometric Design of Highways and Streets (2004)” published by the American Association of State Highway and Transport Officials (AASHTO).
 - 2.4.3.5 Existing buildings, stone walls, historic and other pre-existing structures are exempt from these requirements.
 - 2.4.3.6 Restrictions
 - 2.4.3.6.1 No obstruction which impedes sight lines at elevations between 3 feet and 8 feet above the roadways shall be placed or permitted to remain in the restricted area.
 - 2.4.3.6.2 No hedge, tree, shrub or brush shall be permitted to remain within the restricted area unless the foliage line is maintained at sufficient height, to prevent obstruction of such sight lines.
 - 2.4.3.7 Permit
 - 2.4.3.7.1 Any new fence or other structure installed in the restricted area will be subject to the issuance of a permit by the Building Inspector.
 - 2.4.3.8 Remedies

2.4.3.8.1 If any obstruction is determined to prevent or impede a safe view of the intersection or oncoming vehicles or pedestrians approaching the intersection, the Board of Selectmen may request that the property owner bring the obstruction into compliance within a period determined by the Board of Selectmen.

2.4.3.8.2 If the situation is not brought into compliance within such period, the Board of Selectmen may enforce the provisions of this bylaw by noncriminal disposition in accordance with Section 2.1.2.4, or by any other means authorized by law.

Sponsor: Public Ways Safety Committee

Summary: The purpose of this bylaw is to put in place a mechanism by which obstacles that threaten the public safety of the Town roads can be prevented. This bylaw is aimed at keeping safe sight lines open at intersections and other locations in which obstacles impede the line of sight.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting on April 13, 2011, which followed an advertised public hearing on the proposed zoning change on April 13, 2011, the Bolton Planning Board voted as follows to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 15 of the Warrant.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 Majority

Vote: 76 in Favor and 43 Opposed

Defeated- Not 2/3 Majority in Favor

Article 16: Amendment of the Zoning Bylaws to Add Subsection 2.5.5.7 Design Review Guidelines

The Town voted to amend Section 2.5.5 of the Bolton Zoning Bylaws by inserting the following new subsection:

2.5.5.7 Design Review Criteria:

The Planning Board shall consider the following additional design criteria in conducting Special Permit Review for all developments of business or mixed use properties subject to Special Permit Review under the Town of Bolton Zoning Bylaw. The Board of Selectmen may also use these criteria in undertaking Site Plan Review for all business projects in the Town of Bolton subject to Site Plan Review. The Board of Appeals shall also consider these criteria in review of special permits and variances for all business and industrial uses. The Planning Board, from time to time, may adopt additional Design Review Guidelines Regulations to advance the goals of this section and to provide more detailed examples for prospective developers.

Design Goals:

Buildings and renovations shall be of a design similar to or compatible with traditional architecture in the Town of Bolton in terms of scale, massing, roof shape, spacing and exterior materials. The design standards are intended to promote quality development consistent with the Town's sense of history, human scale and pedestrian-oriented village character.

Building Scale:

The size and detailing of buildings shall reflect the community preference for moderate-scale structures that resemble houses or barns, and do not resemble "big box shopping centers". New buildings and/or substantial alterations shall incorporate features to add visual interest while reducing the appearance of bulk or mass. Such features include varied facades, rooflines and roof heights; materials; awnings; dormers; roof overhangs; pitched roofs; well-proportioned windows and details such as brick chimneys or shutters.

Buildings shall relate to the pedestrian scale by:

- Including appropriate architectural details to add visual interest along the ground floor of all facades that face streets, squares, pedestrian pathways, parking lots, or other significant pedestrian spaces.
- Articulate the base, middle, and top of the facade separated by cornices, string cornices, step-backs or other similar features.
- Continuous lengths of flat, blank walls adjacent to streets, pedestrian pathways, or open spaces shall not be permitted.

Roof Form:

New construction, including new development above existing buildings and/or substantial alterations, shall incorporate gables or other traditional pitched roof forms which will be consistent with the historic architecture of the Town of Bolton. Flat roofs are discouraged.

Mechanical equipment located on roofs shall be screened, organized and designed as a component of the roof design, and not appear to be a leftover or add-on element.

Entrances:

For all primary business and business/residential structures fronting on a public way, the building entrances shall be visible from the right-of-way and the sidewalk, and shall have an entrance directly accessible from the sidewalk; front entrances should be well defined and face the main street. To increase accessibility, structures may also have entrances that provide more direct access to the parking areas beside or behind the structure. Doors shall not extend beyond the exterior facade into pedestrian pathways.

External Materials and Appearance:

Predominant wall materials shall have the appearance of wood, brick or stone that, if painted, shall be painted or coated in a non-metallic finish. Cladding materials should be consistent on all facades, or shall be an appropriate mix found in historic architecture in Bolton (e.g., clapboard front with shingled sides), with the exception of special design elements such as gables or dormers.

Awnings and canopies over windows and doors shall be compatible with the architectural style of the building. Colors and patterns used for awnings and canopies shall be subdued and compatible with any existing awnings on adjacent buildings.

Except for minor trim, the building shall avoid the appearance of reflective materials such as porcelain enamel or sheet metal. Window panes shall be non-reflective.

Ground floor commercial building facades facing streets, squares, or other significant pedestrian spaces shall contain transparent windows and other appropriate architectural details to add visual interest; the amount of windows may vary according to the architectural style of the structure and shall be appropriate to the building style and the intended use, with a general goal of 15 – 25 % fenestration of the first floor facade surface.

Historic Resources:

Wherever possible, existing historic structures on the site shall be preserved and renovated for use as part of the development. Any alteration of or addition to an existing historic structure shall employ materials, colors and textures as well as massing, size, scale and architectural features that compliment the original structure. Distinctive features, finishes, and construction

techniques or examples of craftsmanship that characterize a historic property shall be preserved. The addition to, or new construction adjacent to, an historic structure should not necessarily be a copy of the historic structure. See the most recent edition of the Secretary of the Interior's Standards for the Treatment of Historic Properties, and any accompanying guideline documents, for guidance related in particular to additions to historic structures.

Other historic resources on the site, such as stone walls, shall, to the maximum extent feasible, be protected and incorporated into the proposed development.

Fencing and Screening:

Parking areas, dumpsters and ground level mechanical equipment shall be screened from view from all adjacent residential areas by adequate vegetative screening or fencing. Landscaping and vegetative screening shall be preferred over fencing. A solid, year-round, evergreen hedge which will grow to six feet within three years, or a substantial, opaque fence at least six feet high, or the equivalent, shall be installed and maintained in good condition. A strip of dense vegetation of shrubs and trees not less than 50 feet deep may be considered an equivalent. Parking areas shall be reasonably screened and landscaped to minimize the adverse views from the public way. No wall, fence, structure, planting or other obstruction to a driver's vision may be permitted at eye level, defined as three (3) to eight (8) feet above street grade, within twenty five (25) feet from the intersection of street side lines, unless the town has adopted a separate line-of-sight bylaw, in which case that bylaw shall prevail.

Landscaping:

To the maximum extent possible, projects shall provide pedestrian-friendly amenities, such as public gathering/sitting areas, designated on-site sidewalks/pathways, sidewalks along the public road frontage of the parcel, and appropriate internal walkways. Links/sidewalks designed to connect parking areas with adjacent developments are encouraged to further the goal of providing safe pedestrian access to businesses within Bolton. Site landscaping shall be maximized, per Section 2.5.5.3 Greenspace Regulations. Mature trees, bioswales and infiltration strips should be included to provide shade, reduce heat-island effect, and to manage storm water. Only native species shall be used in landscaping; no invasive species shall be allowed. The Planning Board may require that trees removed as part of the development be replaced on-site or off-site. All vegetation included in the site plan shall be maintained and if necessary replaced from time to time to maintain the overall landscape design approved by the Planning Board.

The Planning Board, from time to time, may adopt additional landscaping guidelines as part of the Design Review Guidelines to advance the goals of this section and to provide more detailed examples for prospective developers.

Service Areas, Utilities and Equipment:

Service and loading areas and mechanical equipment and utilities shall be unobtrusive or sufficiently screened so that they are not visible from streets, adjacent residential zoning districts or primary public open spaces, and shall incorporate effective techniques for noise buffering from adjacent uses.

Lighting:

Building or area lighting for any business, commercial, industrial or other nonresidential private use shall be so arranged as to direct the light away from any street and from any premises residentially used or zoned. The applicant shall coordinate lighting fixture assembly with the

surrounding architecture. Such exterior lights shall be mounted and shielded, such that light sources and lenses shall not be visible from any residential district. Luminaries shall be cutoff (downlight) type, with the mounting height not to exceed twenty (20) feet. Light overspill shall not create shadowing discernible without instruments on any residentially zoned premises. With the exception of limited security or safety lighting, all lighting shall be shut off during times outside of business operations. This section shall not apply to reasonable seasonal holiday lighting displays that shall be in place for 30 days or less.

Signage Restrictions:

All proposed signs included in the development shall meet the requirements section 2.4.2.

Sustainable Building and Site Design:

It is desirable that new buildings constructed in the Town of Bolton comply with the current Leadership in Energy and Environmental Design (LEED) criteria, as promulgated by the U.S. Green Building Council to the maximum extent feasible. All site design shall follow, to the maximum extent feasible, the provisions of Low Impact Development (LID) techniques, as described by the Massachusetts Executive Office of Energy and Environmental Affairs, which defines LID as a suite of landscaping and design techniques that attempt to maintain the natural, pre-developed ability of a site to manage rainfall. LID techniques capture water on site, filter it through vegetation, and let it soak into the ground.

Parking:

To the maximum extent feasible, parking areas:

- shall be located behind or to the side of structures, and shall be strongly discouraged between the structure and the public right-of-way
- shall be screened with appropriate landscaping
- shall be designed to minimize heat-island effects by including appropriate internal landscaping, with a minimum of one tree per 10 parking spaces and associated shrubs and other plantings that shall be incorporated into Low Impact Development storm-water infiltration facilities

Bicycle Parking:

Bicycle parking shall be provided for all new development, shall be at least 50 percent sheltered from the elements, and shall be located as close as possible to the building entrance(s). Any property may establish a shared bicycle parking facility with any other property owner within 150 feet.

Appointment of Design Advisory Team (DAT):

The Planning Board may, at its option, appoint a Design Advisory Team to assist in the review of any project being reviewed under this bylaw. Members of the DAT may include: one or more Planning Board member(s); Bolton Energy Committee member(s); Bolton Conservation Commission member(s); professional architects(s); landscape architect(s) or design related professionals(s); Historical Commission member(s); business owner(s); and other boards or committee member(s). Members shall be a resident of the Town of Bolton.

The DAT will provide advisory professional design review assistance to the Planning Board, Zoning Board of Appeals and Board of Selectmen.

The DAT may also submit a written report to the Planning Board, Zoning Board of Appeals, and Board of Selectmen. The DAT will be appointed at a regularly scheduled meeting where public notice has been provided.

At the direction of the Planning Board, a project applicant may be required to meet with the DAT to discuss resolution of design standards.

Sponsor: Planning Board

Summary: This new section adds Design Review Guidelines a goal identified in the 2006 Master Plan. The Planning Board received a grant through the Regional Planning Agency (Metropolitan Area Planning Council) and has been working with a consultant to develop these design guidelines. The Planning Board, ZBA and Board of Selectmen will consider the design guidelines for all developments of business or mixed use properties subject to Special Permit, Site Plan Review or a Variance. Building Scale, Historical Resources, Fencing and Screening, External Materials, Landscaping, Service Areas, Lighting, Signage, Sustainable Building and Site Design, Parking, Bicycle Parking will be reviewed under these guidelines.

A Design Review Board may be established at the discretion of the Planning Board where deemed necessary to provide advisory professional design review assistance to the Planning Board, Zoning Board of Appeals and Board of Selectmen for these projects. This committee will consist of members of the Planning Board, Energy Committee, Conservation Commission, Historical Commission, and include professional architect(s), landscape architect(s) or design related professionals and business owners. Members must be a resident of the Town.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting on April 13, 2011, which followed an advertised public hearing on the proposed zoning change on April 13, 2011, the Bolton Planning Board voted unanimously to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Articles 16, 17, 18, 19 and 20 of the Warrant.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 majority **Vote:** Unanimous in Favor

Article 17: Amendment to the Zoning Bylaws, to Add Section 2.2.4 Design Review Criteria

The Town voted to amend the Bolton Zoning Bylaws by inserting the following new section:

2.2.4 Design Review Criteria

In making a decision on proposals for Special Permits or Variances for business or industrial uses, the Board of Appeals shall consider the Design Review Guidelines in Section 2.5.5.7.

Sponsor: Planning Board

Summary: This addition to the Zoning Bylaw allows the Board of Appeals to consider the Design Review Guidelines when making decisions for Special Permits or Variances for business or industrial uses.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 majority **Vote:** Unanimous in Favor

Article 18: Amendment to the Zoning Bylaws, Section 2.5.5.5 (h) Special Permits for Zoning Use

The Town voted to amend Section 2.5.5.5 (h) Special Permits for Zoning Use of the Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined;

(h) the degree to which the project design is in harmony with the neighborhood and the environment (*;and*) and the degree to which the project meets the design review criteria set forth in Section 2.5.5.7, and any Design Review Guidelines hereafter adopted by the Planning Board pursuant to this section; and.

Sponsor: Planning Board

Summary: This addition to the Zoning Bylaw allows the Planning Board to consider the Design Review Guidelines when making decisions for Special Permits for business or industrial uses.

Board of Selectmen Recommendation: Approved (Unanimous)
Advisory Committee Recommendation: Approved (Unanimous)
Vote Required: 2/3 majority **Vote:** Unanimous in Favor

Article 19: Amendment to the Zoning Bylaws, Section 2.5.5.6 Site Plan Approval Process

The Town voted to amend Section 2.5.5.6 Site Plan Approval Process of the Bolton Zoning Bylaws by inserting the following new subsections:

- (j) Design Review Criteria: In making a decision on a proposal for Site Plan Approval, the Board of Selectmen shall consider the Design Review Criteria in Section 2.5.5.7.
- (k) Development Impact Study: To facilitate the Site Plan Approval by the Selectmen, and, where needed, Special Permit Review by the Planning Board and Zoning Board of Appeals, the developer of all new commercial or industrial development, or expansions of existing development, may be required to submit as part of their application, a written analysis of the impact of their project on the community. This Development Impact Statement (DIS) shall include, but will not be limited to any of the following studies as determined by the appropriate permitting authority, and shall be prepared by registered professional engineers or other qualified professionals with expertise in the relevant subject matter areas:
 - Environmental Impact Assessment (i.e., light, noise, storm water, groundwater, utilities, odor, vibration, sight lines etc.)
 - Fiscal Impact Assessment (i.e., Municipal Facilities and Services, school population, impact on adjacent public and private properties)
 - Community Impact Assessment (i.e., Open space preservation, residential privacy, recreation and pedestrian impact, scale and character)
 - Traffic, Parking and Transportation Assessment

This analysis shall be reviewed by the Town's consulting engineer(s) at the applicant's expense. The appropriate permitting authority may waive in part, or in whole the requirement for the DIS. The intent of the DIS is to enable the town to determine and evaluate those methods to be used by the applicant to determine the project's impact on the town and to promote the environmental health of the community, and to minimize the environmental degradation of the Town's natural resources.

Sponsor: Planning Board

Summary: This addition to the Zoning Bylaw allows the Board of Selectmen to consider the Design Review Guidelines when making decisions for Site Plan Review for business or industrial uses.

It also establishes a Development Impact Study requirement under the Site Plan Review that reviews environmental, fiscal and community, traffic, parking and transportation impacts.

Board of Selectmen Recommendation: Approved (Unanimous)
Advisory Committee Recommendation: Approved (Unanimous)
Vote Required: 2/3 majority **Vote:** Unanimous in Favor

Article 20: Amendment to the Zoning Bylaws, Section 2.4.2.2 Sign Regulations

The Town voted to amend Section 2.4.2.2 Sign Regulations of the Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined):

2.4.2.2 No sign shall be oscillating, flashing, operating with moving parts or display the illusion of motion. No sign shall be internally lit.

Sponsor: Planning Board

Summary: This adds language to the existing sign bylaw requiring that signs are not internally lit.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 1 opposed)

Vote Required: 2/3 majority **Vote:** Declared 2/3 Majority in Favor

Article 21: Amendment of the Zoning Bylaws, Section 2.5.3 Flood Plain District

The Town voted to amend the Bolton Zoning Bylaws by deleting in its entirety Section 2.5.3, Flood Plain District, and inserting in its place the following new Section 2.5.3, Flood Plain District:

2.5.3.1 The Flood Plain District is hereby established as an overlay district. The underlying permitted uses are allowed provided that they meet the following additional requirements as well as those of the Massachusetts State Building Code dealing with construction in flood plains. The Flood Plain District includes all special flood hazard areas within the Town of Bolton designated as Zone A, and AE, on the Worcester County Flood Insurance Rate Maps (FIRMs) and the Flood Boundary and Floodway maps, issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRMs that are wholly or partially within the Town of Bolton are panel numbers 25027C0457E, 25027C0459E, 25027C0466E, 25027C0467E, 25027C0476E, 25027C0478E, 25027C0479E, 25027C483E, 25027C0486E, 25027C0488E and 25027C0489E, dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Board of Health, Conservation Commission and Building Inspector.

2.5.3.2 Development Regulations

The following requirements apply in the Flood Plain District:

(a) Within Zone A, where the base flood elevation is not provided on the FIRM, the applicant shall obtain any existing base flood elevation data and it shall be reviewed by the Building Inspector for its reasonable utilization toward meeting the elevation of flood proofing requirements, as appropriate, of the State Building Code.

(b) In the floodway, designated on the Flood Boundary and Floodway Map, the following provisions shall apply:

1. All encroachments, including fill, new construction, substantial improvements to existing structures, and other development are prohibited unless certification by a Registered Professional Engineer is provided by the applicant demonstrating that such encroachment shall not result in any increase in flood levels during the occurrence of the 100-year flood.

2. Any encroachment meeting the above standard shall comply with the flood plain requirements of the State Building Code.

(c) In Zones A, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in

floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

(d) Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

(e) Notification of Watercourse Alteration

In a riverine situation, the Building Inspector shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities
- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
251 Causeway Street, Suite 600-700
Boston, MA 02114-2104
- NFIP Program Specialist
Federal Emergency Management Agency, Region I
99 High Street, 6th Floor
Boston, MA 02110

(f) Other Use Regulations

All subdivision proposals must be designed to assure that:

- a) such proposals minimize flood damage;
- b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
- c) adequate drainage is provided to reduce exposure to flood hazards.

2.5.3.3

Reference to Existing Regulations

The Flood Plain District is established as an overlay district to all other districts. All development in the district, including structural and nonstructural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

- Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");
- Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
- Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
- Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

2.5.3.4 Applicability

Nothing contained in this section shall limit the authority of the Board of Health, Conservation Commission, and Planning Board with respect to premises in the Flood Plain District or affect the applicability of any other Bylaw to any building activity in the Flood Plain District.

Sponsor: Planning Board

Summary: This amendment to the existing Flood Plain District Bylaw is to reflect the revised Worcester County Flood Insurance Rate Maps (FIRM's) dated July 4, 2011, and associated language. This is a federal requirement for communities that choose to participate in the National Flood Insurance Program.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting on April 13, 2011, which followed an advertised public hearing on the proposed zoning change on April 13, 2011, the Bolton Planning Board voted unanimously to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 21 of the Warrant.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 majority **Vote:** Declared 2/3 Majority in Favor

Article 22: Adoption of Maps Issued by the Federal Emergency Management Agency

The Town voted to adopt digital and hard copies of the Worcester County Flood Insurance Rate Maps (FIRMs) dated (July 4, 2011) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRMs that are wholly or partially within the Town of Bolton are panel numbers 25027C0457E, 25027C0459E, 25027C0466E, 25027C0467E, 25027C0476E, 25027C0478E, 25027C0479E, 25027C483E, 25027C0486E, 25027C0488E and 25027C0489E, dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011.

Sponsor: Planning Board

Summary: This amendment to the existing Flood Plain District Bylaw is to reflect the revised Worcester County Flood Insurance Rate Maps (FIRM's) dated July 4, 2011, and associated language. This is a federal requirement for communities that choose to participate in the National Flood Insurance Program.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting on April 13, 2011, which followed an advertised public hearing on the proposed zoning change on April 13, 2011, the Bolton Planning Board voted unanimously to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 22 of the Warrant.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 majority **Vote:** Unanimous in Favor

Article 23: Purchase of a Used 6-Wheel Dump Body Sanding Truck for the Department of Public Works

The Town voted to raise and appropriate or transfer from available funds the sum of \$75,000 (Seventy-five thousand dollars) to purchase a used 6-wheel dump body sanding truck for use in the Department of Public Works, and to meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized pursuant to Massachusetts General Law, Chapter 44, Section 7(9), or any other authority, to borrow up to that amount, the principle interest, and associated costs on the borrowing authorized by this vote to be exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C(k) (Proposition 2½), 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 Public Works fleet is aging quickly. This will replace a 1981 vehicle as it is becoming impossible to acquire parts for this truck since it is 30 years old.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)

Advisory Committee Recommendation: Approved (4 in favor, 2 opposed)

Capital Planning Committee Recommendation: Disapproved (Unanimous)

Vote Required: 2/3 Majority

Vote: Declared 2/3 Majority in Favor

Article 24: Citizens' Petition - Accept GL c. 59, S. 5, Clause 57 to Provide Property Tax Relief for Seniors

The Town voted not to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 57 providing property tax relief for seniors to be effective beginning in fiscal year 2013.

Sponsor: Citizens' Petition

Summary: Persons 65 or older who meet certain income and other requirements may claim a credit against their Massachusetts personal income taxes for real estate taxes paid on their primary residence during the state tax year. The credit, known as the "circuit breaker"(MA form CB) is the amount of taxes paid that exceeds 10% of the taxpayer's income, up to a maximum credit that is adjusted each year to reflect changes in the cost of living. The credit is refundable, that is, it may be claimed even if the senior(s) would not otherwise have to file a return for the tax year. For state tax year 2010, the maximum credit was \$970.

To be eligible under Clause 57, a taxpayer must (1) be 65 or older and own and occupy the property as his or her domicile as of the July 1 beginning of the fiscal year for which the relief is sought, and (2) have received a "circuit breaker" credit for real estate taxes paid on that domicile or another domicile within Massachusetts for the preceding calendar year. Eligible taxpayers may have their town taxes reduced up to the amount of the credit they received. For example, for a fiscal year 2013 reduction, a taxpayer must be at least 65 and own the domicile as of July 1, 2012 and must have received the credit against his or her 2011 state income taxes. The maximum reduction the taxpayer may receive is the amount of the 2011 credit.

Board of Selectmen Recommendation: Disapproved (Unanimous)

Advisory Committee Recommendation: Disapproved (Unanimous)

Both boards are sympathetic to the concept of a lower rate for middle and lower income seniors, but more time is required for the assessors to evaluate the impact of this proposed change on the town's finances. Because this particular clause does not become effective until FY2013, there appears to be no advantage to approving it now.

Vote Required: Majority

Vote: Defeated- Majority Opposed

Article 25: Authorize Town Election

The Town voted to meet at the Nashoba Regional High School Auditorium in Bolton, on Monday, May 9, 2011, between the hours of 12 noon and 8 p.m. to elect by ballot the following officers.

ONE YEAR: One Moderator, One Town Clerk.

THREE YEARS: One member of the Board of Selectmen, One member of the Board of Health, One member of the Board of Assessors, One member of the Cemetery Committee, One Commissioner of Trust Funds, One Library Trustee, Two members of the Park and Recreation Commission, One Trustee of the Francis E. Whitcomb Benevolent Fund.

FIVE YEARS: One member of the Planning Board.

Vote Required: Majority

Vote: Unanimous in Favor

Meeting dissolved at 11:36 pm.

ANNUAL TOWN ELECTION
Monday, May 9, 2011

The election was held at the new polling location in the Nashoba Regional High School Auditorium. Polls were open from 12 noon to 8 pm.

Total voters: 544 Total registered voters: 3272 Voter turnout: 17 %

Officials duly sworn in:

Warden: Alice Roemer

Clerk: Joyce Miller

Checkers: Terry Abdalian
Anne Dilling
Nancy Jagodnik
Jean Lord
David McKinley
Jean McKinley
Cia Ochsenbein
Linda Shelales
Dianne Swenson
Jean West

Counters: Tom Wildman
Kathy Barry
Alice Coggeshall
Clare Moses
Isabel Wells

Constables: Vincent Alfano
Andrew Bagdonas
Barbara Brown

OFFICE	TERM	NAME	ADDRESS	VOTE	Blanks
Moderator	1 Year	James D. Anker	176 Ballville Road	452	90
Town Clerk	1 Year	Pamela H. Powell	100 Nashaway Road	459	82
Board of Selectmen	3 Year	Stanley M. Wysocki	74 Hudson Road	397	138
Board of Health	3 Year	Christopher J. Rogers	196 Randall Road	436	106
Board of Assessors	3 Year	Charlotte L. Johnson-Zembko	329 Hudson Road	402	142
Library Trustee	3 Year	Pamela N. Czekanski Leigh A. Shanny	177 Nourse Road 197 Wilder Road	291 156	97
Cemetery Committee	3 Year	David H. Jaaskala	550 Sugar Road	422	122
Comm. of Tr. Funds	3 Year	Mary J. Nichols	55 Teele Road	406	138
<i>Vote for Two</i>					
Park and Recreation	3 Year	Karen L. Regan	43 Bolton Woods Way	393	345
Park and Recreation	3 Year	Thomas G. Wildman	542 Sugar Road	350	
Tr. of F.E. Whitcomb Benevolent Fund	3 Year	Elizabeth J. Smith	114 Old Bay Road	413	131

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 in order to acquire a perpetual Conservation Restriction on land owned by Paul and Barbara Weatherbee?
YES: 363 NO: 177 BLANKS: 4

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 used 6-wheel dump body sanding truck for use in the Department of Public Works Department?
YES: 389 NO: 145 BLANKS: 10

Question No. 3: Shall the Town of Bolton be allowed to assess an additional \$44,000.00 in real estate and personal property taxes for the purpose of funding the Town's enrollment in the Central Massachusetts Mosquito Control Project for the fiscal year beginning July 1, 2011?
YES: 141 NO: 383 BLANKS: 20

**MINUTES OF
SPECIAL TOWN MEETING
MONDAY, NOVEMBER 7, 2011
Florence Sawyer School Auditorium
7:00 p.m.**

Prior to the start of the meeting the following were duly sworn to faithful service for the evening: checkers were Jean and David McKinley, Susan Miles and Jean West, counters headed by Tom Wildman, included Joyce Miller, David and Jean McKinley, Roger Breeze, Jeffrey Nichols, Andy Bagdonas, Clare Moses and Randy Porteus.

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 582 out of 3295 registered voters or 18%.

Introductions were made of the members of the Board of Selectmen, Advisory Committee, Town Administrator, Town Clerk and Moderator. The Moderator went over the procedures used for addressing Town Meeting.

Article 1: Unpaid Bill for Fiscal Year 2011

The Town voted to transfer from available funds the sum of \$221.28 (Two hundred twenty-one dollars and twenty-eight cents) for the purpose of paying the following unpaid FY11 bills, pursuant to Massachusetts General Laws, Chapter 44, Section 64; or do or act relating thereto.

\$221.28 Dave's Septic Service, Inc.

Sponsor: **Park and Recreation Commission**

Summary: This is necessary to pay unpaid invoices from fiscal year 2011 for services that have been rendered.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Approved

Vote Required: 9/10 majority **Vote:** PASSED Unanimous in favor

Article 2: Creation of a Five Member Conservation Commission

The Town voted not to accept the provisions of the Massachusetts General Laws, Chapter 40, Section 8C as amended, and direct the Board of Selectmen to appoint a 5-member Conservation Commission for the promotion and development of the natural resources and for the protection of the watershed resources of said Town, and that the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one-third of the members will expire each year, and their successors shall be appointed for terms of three years each, or do or act relating thereto.

Sponsor: Conservation Commission

Summary: The Conservation Commission, currently a seven-member appointed board, has made repeated efforts in recent years to solicit new members. This has had very limited success, at times making it impossible to form a quorum for conducting business. The Conservation Commission is proposing that the Selectmen appoint a smaller five-member board to enable it to better perform the Commission's functions.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Disapproved

Vote Required: Majority **Vote:** DEFEATED Majority opposed

Article 3: Amendment to Section 2.5.9 Inclusionary Housing

The Town voted to amend Section 2.5.9 Inclusionary Housing of its Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined;

2.5.9.5 Provision of Affordable Units:

3. The AHU(S) shall be constructed or rehabilitated on the locus subject to the Special Permit and shall be integrated with the rest of the development and situated within the development so as not to be in a less desirable location than the market rate units in the development, and no less accessible to public amenities such as open space than the market rate units. The AHU(s) must be compatible in design, appearance, construction and quality of materials as the market rate units.

2.5.9.5 Provision of Affordable Units:

5. Subject to the approval of the Planning Board, an equivalent fees-in-lieu of payment and/or donation of land in fee simple may be made (See Section 2.5.9.12, below)(.) if the Planning Board determines:

(a) that the fee or donation of land will sufficiently aid in addressing the goals of the Town's Affordable Housing mission; or

(b) the provision of Affordable Units would result in a hardship such as rendering the Project economically infeasible,

or do or act relating thereto.

Sponsor: Affordable Housing Trust Fund

Summary: This article amends the Inclusionary Zoning Bylaw which requires an affordable unit to be located within a subdivision and to be compatible in design, appearance, and quality of materials as a market rate unit. The article also allows the Planning Board to decide whether the developer provides a donation of land or fee-in-lieu of payment. The previous bylaw left the decision up to the developer.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Approved

Vote Required: 2/3 Majority **Vote:** PASSED Yes- 395 No – 99 2/3 majority in favor

Article 4: Fire Chief Reporting Procedures

The Town voted not to rescind its acceptance of M.G.L. Chapter 48, §42 which was adopted under Article 2 of the October 7, 1930 Special Town Meeting, and Article 14 of the February 2, 1931 Annual Town Meeting, and to accept in its place, the provisions of M.G.L. Chapter 48, §42A, or do or act relating thereto.

Sponsor: Board of Selectmen

Summary: At a Special Town Meeting on October 7, 1930, and then again at the February 2, 1931 Annual Town Meeting, it was voted to establish a fire department accepting the provisions of M.G.L. Chapter 48, §42. This allowed the Fire Chief to have nearly complete control over the Fire Department, including the appointment and termination of its officers and members. The Selectmen propose the rescission of such acceptance, and that the Town accept the provisions of M.G.L. c.48, §42A. Under §42A, the Selectmen will have authority over the appointment of the Fire Chief and all members of the Bolton Fire Department, as they now do with the Police Chief and the Police Department. It will be possible to have the Fire Chief report to the Selectmen through the Town Administrator, as the Police Chief does presently. The efficiency of the town's management of the Fire Department will be enhanced.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Approved

Vote Required: Majority **Vote:** DEFEATED Majority opposed

Article 5: Purchase of Smith Property for Affordable Housing and Town Green

The Town voted not to authorize the Board of Selectmen pursuant to M.G.L. Chapter 40, §14 to purchase, by quitclaim deed, a good and marketable title to two parcels of land with buildings thereon located at 715-723 Main Street, Bolton and owned by the J.L.S. Family Realty Trust, consisting of approximately 8.06 acres of land as shown on Assessors Map, Map 1, Lots 3 and 42 being the property described in two (2) deeds recorded in the Worcester South District Registry of Deeds in Book 11768, Page 348 and Book 13708, Page 179; and one vacant parcel of land consisting of approximately 10,454 s.f. of land and owned by Donald L. Smith and Anne M. Smith as shown on Assessors Map 1, Lot 41, and described in a deed recorded with said Deeds in Book 6947, Page 345, for the primary purpose of creating a town green and affordable housing in accordance with M.G.L. Chapter 40B §§20 and 21, or other purposes consistent with the primary purpose; and that the Board of Selectmen be authorized to enter into all agreements, execute any and all instruments as may be necessary on behalf of the Town of Bolton to effect said purchase, and to file on behalf of Bolton any and all applications deemed necessary for grants and/or reimbursements from any state or federal agency, and that to fund said purchase, the environmental remediation and cleanup of the land and the construction of the Town Center and Green, that the Town appropriate the sum of \$765,000 (Seven hundred and sixty five thousand dollars) and, that to meet such appropriation, \$125,000 shall be transferred from the Bolton Affordable Housing Trust Fund and that the Treasurer be authorized, with the approval of the Board of Selectmen, to borrow up to \$640,000 (Six hundred forty thousand dollars) pursuant to M.G.L. Chapter 44, §7(3), or any other authority, and issue bonds or notes of the Town, contingent on the Town voting to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, §21C (Proposition 2½), amounts required to pay the principal of, and interest on, the borrowing authorized by this vote; provided that the amount of any grants or reimbursements received in connection with the project shall be applied to reduce the amount of the borrowings authorized hereby or do or act relating thereto.

Sponsors: Board of Selectmen, Affordable Housing Trust Fund, Economic Development Committee, Historical Commission, Housing Authority, Parks and Recreation Commission, Planning Board, Public Ways Safety Committee and Partners for Planning

Summary: This article authorizes the Town to purchase the Smith property on Main Street and apply for State and federal grants and/or loans to clean up the site and build a town green with a bandstand or gazebo. Affordable and market rate housing will also be part of the project.

A local civic group, Partners for Planning, currently has an offer agreement with the JLS Smith Family Trust to purchase the property for \$230,000. The clean-up costs would be the responsibility of the town and are estimated to be between \$200,000 to \$225,000. However, we expect all or nearly all of this to be covered by grants. An additional \$185,000 is requested to cover the administrative costs of implementing this plan, required demolitions, re-surfacing, and contingencies. Recent analysis of the required remediation indicates that the estimated clean-up cost is credible.

The Town will apply to the US Environmental Protection Agency and Mass Development for Brownfield grants to pay for the clean-up. Discussions with State and federal officials indicate that the Town should be eligible for these grants.

The Town may sell a portion of the 8.3 acres to a developer to construct market rate and affordable housing. Unlike most capital expenses approved by the Town, this project will produce a positive cash flow to the Town after occupancy. Incremental excise and property taxes will ultimately more than offset the project's costs and make a positive contribution to the town's budget.

The sponsors propose that a "Bolton Town Green Development Commission" be created and appointed by the Board of Selectmen. This Commission will manage the project, including approving the design of the site, applying for grants, selecting developers and contractors, and approving expenditures in a manner similar to that of the construction committees that were formed for the Public Safety Building and the Library projects.

Although the article authorizes bond issuance of up to \$640,000, only \$440,000 is expected to be borrowed because it is believed that grants will cover the clean-up costs.

Board of Selectmen Recommendation: 1 in favor and 1 opposed to approve. 1 recused.

Advisory Committee Recommendation: A vote of 4-2 recommended approval

Vote Required: 2/3 Majority **Vote:** DEFEATED Declared 2/3 majority opposed

Article 6: Authorize Town Election

The Town voted to meet at the Nashoba Regional High School Auditorium in Bolton, on Monday, November 21, 2011 between the hours of 12 noon and 8 p.m. to vote on the ballot question; or do or act relating thereto.

Vote Required: Majority

Vote: Majority in Favor

Meeting dissolved at 9:16 pm.

**SPECIAL TOWN ELECTION
Monday, November 21, 2011**

The election was held at the new polling location in the Nashoba Regional High School Auditorium. Polls were open from 12 noon to 8 pm.

Total voters: 675

Total registered voters: 3295

Voter turnout: 20 %

Officials duly sworn in:

Warden: Alice Roemer

Clerk: Joyce Miller

Checkers: Terry Abdalian
Anne Dilling
Nancy Jagodnik
Clare Moses
David McKinley
Jean McKinley
Jo Edmunds
Nancy Skinner
Linda Shelales
Barbara Corley
Barbara Bing

Counters: Tom Wildman
Kathy Barry
Alice Coggeshall
Isabel Wells

Constables: Vincent Alfano
Andrew Bagdonas
Barbara Brown

Question: 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 in order to acquire the Smith property?

YES - 244

NO - 430

BOARD OF REGISTRARS

Leslie Breeze2012
 Carol O’Laughlin2013
 Pamela Powell2013
 Susan Miles2014

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 the street list contain name, address, date of birth, occupation and citizenship.

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 Town Hall. Please contact the Town Clerk’s office at townclerk@townofbolton.com or call 978-779-2771 for further information.

The Board would like to remember Neal Heeren who passed away in the summer of 2011 and served on the Board of Registrars from 2000 to 2003.

**Financial Statement
 July 1, 2010 to June 30, 2011**

Election			
Appropriated			\$ 8,834.00
Expended	Wages	\$1,192.50	
	Purchase of Services	5,385.16	
	Supplies	497.16	<u>\$ 7,074.82</u>
Unexpended balance returned to general fund			\$ 1,759.18

Registrars – Census / Street Listing			
Appropriated			\$ 950.00
Expended	Wages	\$150.00	
	Supplies	800.00	<u>\$ 950.00</u>
Unexpended balance returned to general fund			\$ 0.00

AFFORDABLE HOUSING PARTNERSHIP TRUST FUND

Kevin O'Brien.....2012
Doug Storey2013
Mark Duggan2014
And Board of Selectmen

We established a Housing Trust Fund in 2006. The fund has six members, three of whom are the members of the Board of Selectmen, and three others are members appointed by the Board of Selectmen. This board decides how and when to best use the resources in the Housing Trust Fund to pursue Affordable Housing opportunities in Bolton. We have not distributed any funds to date.

We currently have \$157,098.82 in the fund available for uses supporting our Affordable Housing goals.

In 2011 The Affordable Housing Trust met several times as part of regular Selectman meetings to consider affordable housing issues.

In 2011 we held a discussion on the Houghton Farm subdivision that has provided a lot for an affordable unit. A neighborhood meeting met much opposition to a duplex on the lot. We decided therefore not to pursue the issue. Habitat for Humanity determined it was no longer interested in building a single unit on the lot. We discussed options including selling the lot or doing an RFP for finding a developer to build a unit on the lot. If the lot was sold the proceeds would go into the Affordable Housing Trust Fund. No decision was made.

We voted in favor of using \$125,000 of the funds to invest in a Town purchase of the Smith property that would yield several affordable housing units. We also voted to endorse the Town purchase of the land. This purchase was not approved at the Special Town Meeting in the fall.

We voted to propose a change to the Inclusionary zoning bylaw to provide more discretion to the Planning Board in determining the location of the affordable units within a development. This Bylaw change was approved at the May 2011 Town Meeting.

We finished revising and updating the Affordable Housing Plan for the Town of Bolton and submitted it to the State for approval.

BOARD OF ASSESSORS

Jeffrey D. Nichols, Chairman2012
Susan Mason2013
Charlotte Johnson-Zembko2014

The town gained major growth in years 2000 through 2007. But in 2008, new construction of homes and major renovations contributing to growth had decreased significantly, and is expected to continue to decline through 2012. New construction of condos in 2010 and 2011 contributed significantly to overall new growth, but we expected this contribution to decline in 2012. There was a decline and relative bottoming out of home values during 2011 and this pattern is expected to continue for home values through 2012. There has been significant declines in the commercial and wireless technology sectors, and it is expected to continue through 2012 and beyond.

The Assessors office continues to maintain and enhance the CAMA mass appraisal system, the ArcView GIS system, and the Cartographics Query Manager application in managing the town's assessing, valuation, and parcel geographical data. The Assessors long-term goal is the implementation of the next generation GIS which is now targeted for delivery during Fiscal 2013. The benefits will include components of new ground control, photography, planimetrics, updated digital orthophotos, as well as the revised FEMA flood map overlays. This will render Level III Compliance to attain greater GIS precision and reduce map distortions.

The town's web site (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 web site has provided links to extensive assessing and related information, such as: Property record cards (which contain detailed data and valuation information for each parcel), assessing tax maps, real estate and vehicle abatement forms, the annual town financial rollup report, and various other useful links.

The goal is to provide most if not all of the data electronically that you normally have gone to the Assessors office for. Application forms may be downloaded for printing. Assessing maps may be viewed and printed as desired, and all assessments are available. It is even now possible to look up deeds directly from the Worcester Registry of Deeds web page. We have the self -service "Counter CAMA" computer at the Assessors counter to look up the above information. Of course, anyone may still obtain the information in the Town Hall.

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

Each summer the Assessors conduct interior inspections, on a rotational one-sixth of the residential parcels as required by the State. The total value of the town decreased from \$931,523,796 to \$878,135,162. The tax rate increased from \$17.61 to \$19.42.

Real estate tax exemptions are available for qualified persons: 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 Assessors Office for more information and applications.

Financial Statement
July 1, 2010 to June 30, 2011

Wages

Appropriated		\$48,974.00
Expended		<u>\$46,408.10</u>
Unexpended balance returned to general fund	\$2,565.90	

Expenses

Appropriated		\$81,126.00
Expended		
Supplies	\$528.66	
Purchase of Services	61,992.91	
Worcester Registry of Deeds	120.00	
Software Support	1,800.00	
Dues/membership	192.00	
Meeting expense	0.00	
Instate travel	535.43	
Training	550.00	
Postage	0.00	
GIS Map	500.00	\$66,219.00
Transfer to 2011 Snow & Ice Deficit		<u>5,000.00</u>
Unexpended balance		\$ 9,907.00

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION

Town Meeting Dates	FY	(a) Total Appropriations of Each Mtg.	(b) From Raise & Appropriate (Tax Levy)	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts and/or Enterprise Funds See A-1 See A-2	(f) Memo Only Borrowing Authorization
05/03/10	2010	\$73,525.00			\$73,525.00		
05/03/10	2011	\$19,292,872.03	\$18,351,924.00	\$472,583.00	\$468,365.03		\$646,358.81

(Appropriations included in column (b) must not be reduced by local receipts (Schedule A) or any other funding source. Appropriations must be entered as gross number to avoid a duplication in the use of estimated or other sources of receipts.)

AMOUNT TO BE RAISED

A. Appropriations		\$19,366,397.03
(col.(b) through col.(e))		
B. Other Amounts To Be Raised		
1. Amounts certified for tax title purposes	0.00	
2. Debt and interest charges not included in Schedule B	0.00	
3. Final court judgments	0.00	
4. Total overlay deficits of prior years	0.00	
5. Total cherry sheet offsets		3,539.00
6. Revenue deficits snow and sand	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. Worcester County Retirement System and Snow/Sand	0.00	
Total B (Total Lines 1 through 8)		\$3,539.00
C. State and County Cherry Sheet Charges		\$9,579.00
D. Allowance for Abatements and Exemptions		\$283,877.84
E. Total Amount To Be Raised		
	\$19,663,392.87	

ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES

A. Estimated Receipts - State		
1. Cherry Sheet Estimated Receipts	\$193,782.00	
2. Massachusetts School Building Authority Payments	\$431,753.00	
Total A (Total Lines 1 and 2)		\$625,535.00
B. Estimated Receipts - Local		
1. Local Receipts Not Allocated	\$970,000.00	
2. Offset Receipts	0.00	
3. Enterprise Funds	0.00	
Total B (Total Lines 1 through 3)		\$970,000.00
C. Revenue Sources Appropriated for Particular Purposes		
1. Free Cash	\$472,583.00	
2. Other Available Funds	\$541,890.03	
Total C (Total Lines 1 and 2)		\$1,014,473.03
D. Other Revenue Sources Appropriated Specifically to Reduce the Tax Rate		
1. Free Cash...Date of Appropriation	\$0.00	
2. Municipal Light Source	0.00	
3. Other Source (specify)	0.00	
Total Estimated Receipts and other Revenue Sources		\$2,610,008.03

TAX RATE SUMMARY

A. Total Amount to be Raised		\$19,663,392.87
B. Total Estimated Receipts and Other Revenue Sources		\$2,610,008.03
C. Tax Levy (IA minus IB)		\$17,053,384.84
D. Distribution of Tax Rates & Levies	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Unclassified	

Tax Rate: \$19.42

BOARD OF HEALTH

Christopher Slade, Chairman..... 2012
Laura Andrews..... 2013
Christopher Rogers..... 2014

Once again the three current members completed another year together. Our Administrative Assistant continues to be a valuable member of our team and her congeniality makes serving a pleasure.

Our responsibilities are basically four areas: food preparation, animal health, personal health and sanitation.

Through Nashoba Associated Boards of Health (NABH), we have the services of a professional food inspector. All food preparation and storage facilities both public (school lunch rooms) and private, are inspected regularly in accordance with Federal and State standards. Also through NABH, we provide our town with Nursing services. These services are most often used by our senior citizens, but are available to all residents. The wellness and flu clinics as well as responding to general health threats are also our responsibility.

The Animal Inspector we hire directly. Our Inspector conducts annual inspections of all farms and farm animals, both hobby and commercial.

For sanitation, NABH provides us with a Registered Sanitarian who specializes in Sewage Disposal Systems. Bolton’s Sanitarian possesses excellent knowledge of all state codes and has exceptional field experience regarding Sewage Disposal Systems.

At the Annual Town Meeting in May, the Town voted not to join the Central Mass Mosquito Control Project (CMMCP). The budget was very tight and the cost vs. protection was questioned from several points of view. Fortunately, we did not have any infectious outbreak of Eastern Equine Encephalitis (EEE) or West Nile Virus (WNV). Hopefully we will not in the future.

The Board worked to review and rewrite our local Well and Subsurface Sewage Disposal System Regulations. So often regulations end up a confusing conglomeration of amendments and additions driven by particular situations. We started out at “zero” and tried to protect the important elements and eliminate redundancy and needless bureaucracy. This will hopefully save time and money for both the applicant and the Town Hall staff.

Otherwise, it was a calm year. The Board continues to help applicants for permit approvals without compromising the standards which we are charged to protect.

**Financial Statement
July 1, 2010 to June 30, 2011**

Salary	
Appropriated	\$29,065.00
Transfer (snow and ice)	<u>(5,000.00)</u>
	\$24,065.00
Expended	<u>\$23,717.47</u>
Unexpended balance returned to general fund	\$ 347.53

Expenses			
Appropriated			\$ 8,836.00
Transfer			<u>500.00</u>
			\$ 9,336.00
Expended	Nashoba Associated		
	Boards of Health	\$6,895.75	
	Rabies Clinic	418.00	
	Travel	971.19	
	Supplies	792.00	
	Postage	3.63	
	Advertising	108.00	
	Dues & Memberships	100.00	
			<u>\$ 9,288.57</u>
Unexpended balance returned to general fund			\$ 47.43

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*)
- Nashoba assisted the Board in providing a school-located seasonal flu clinic at Nashoba Regional High School.
- 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 2011 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 67 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)90

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 two Nashoba secretaries during daily business hours.*

Food Service Licenses & Inspections32

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

Beach/Camp Inspections25

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 Investigations23

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-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications10

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests55

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

Septic System Plan Applications28

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 Reviews34

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

Septic System Permit Applications (new lots)10

Septic System Permit Applications (upgrades)25

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections ...72

Nashoba Sanitarian is called to a construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations276

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

Well Permits14

Water Quality/Well Consultations104

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

Rabies Clinics - Animals Immunized45

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 Visits595

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's 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 Visits336

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

Rehabilitative Therapy Visit359

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 Visits21

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

Spiritual Care/Volunteer Visits6

Nashoba's Volunteers and Clergy provide patients with emotional support, spiritual support and guidance, and companionship.

Clinics

Local Well Adult, Support Groups, & Other Clinic Visits270

Number of patients that attended Flu Clinics held in Bolton180

Number of patients whom received Flu Shots that live in Bolton89

Number of patients whom attended Well Adult Clinics from Bolton90

Communicable Disease - Communicable Disease Reporting & Control

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

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

Number of Communicable Disease cases

Investigated18

Communicable Disease Number of Cases

Babesiosis (suspect)1
 Human Granulocytic Anaplasmosis1
 Influenza1
 Lyme Disease2
 Lyme Disease (probable)2
 Lyme Disease (suspected)9
 Toxoplasmosis (suspected)1
 Varicella (suspected).....1

Health Promotion

Skilled Nursing109

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 Eligible265 Students Participating.....118
 Referred to Dentist10

Instruction - Grades K, 1 & 5

Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs13

ANIMAL INSPECTOR
Phyllis Tower.....2012

ASSISTANT ANIMAL INSPECTOR
Susan Latham2012

Barn Book

Residences with farm animals98

Quarantines/Releases

10 day quarantine dog to dog5
 10 day quarantine dog to person8
 10 day quarantine cat to cat3
 45 day wound to cat from unknown origin6
 6 month quarantine wound to cat from unknown origin1
 6 month quarantine wound to an alpaca from unknown origin1
 6 month quarantine to donkeys close proximity to a confirmed rabid animal...1

Financial Statement
July 1, 2010 to June 30, 2011

Salary

Appropriated	\$1,226.00
Expended	\$1,226.00

ANIMAL CONTROL OFFICER
Susan Latham.....2012

ASSISTANT ANIMAL CONTROL OFFICER
Phyllis Tower.....2012

Dog complaints66	Dogs found15	Dogs lost30
Dogs impounded14	Cat complaints4	Dogs returned to owners ..8
Livestock complaints...16	Cats lost.....15	Cats found20
Written warnings.....3	Wildlife.....45	Information23
Cruelty/Neglect.....3	Fines14	

Financial Statement
July 1, 2010 to June 30, 2011

Salary & Wages

Appropriated	\$16,354.00
Expended	<u>\$16,353.90</u>
Unexpended balance returned to general fund	\$.10

Expenses

Appropriated	\$ 2,900.00
Expended	
Supplies	\$462.77
In-State Travel	534.31
Purchase of Services	539.85
	<u>\$ 1,536.93</u>
Unexpended balance returned to general fund	\$ 1,363.07

PUBLIC WAYS SAFETY COMMITTEE

Mary Ciummo, Chairman	2012
Peter Ross	2012
Rob Hagopian	2013
Thomas Kittler	2013
Leslie Breeze	2014

In memory of Committee member Deborah Kellett who passed away on March 29, 2011.

Bolton values its winding, stonewall and tree-lined country roads, many of which have been designed “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 2011 included:

- The Line of Sight bylaw draft, which is being updated following presentation at town meeting.
- Creation of a prioritized master list of intersections which documents safety issues.
- The formation of a Mobility Subcommittee as part of the Committee’s ongoing work to make Bolton a more walkable community.
- Responding to citizen inquiries and concerns.

AGRICULTURAL COMMISSION

Sue Storbeck, Chairman	2011
Eric Schartner	2011
Barbara Parente	2012
Betsy Taylor-Kennedy.....	2012
Richard Pelletier	2013

The Bolton Agricultural Commission, a 5-member town board, in 2011 continued to address its mission to build awareness of agriculture, encourage good will and understanding between farmers and non-farming residents, and promote local farms and agricultural businesses. The board cites as accomplishments:

Farmers Meeting – The Board held the second annual event for local agricultural businesses in March. The dinner meeting took place at Bolton Orchards and attracted 22 people. Agricultural Commission members introduced themselves and detailed recent and planned activities. Guest speaker Brad Mitchell, director of governmental relations for the Massachusetts Farm Bureau, discussed current issues and legislative updates impacting agricultural businesses. State Representative Kate Hogan was also on hand to greet attendees and offer her support.

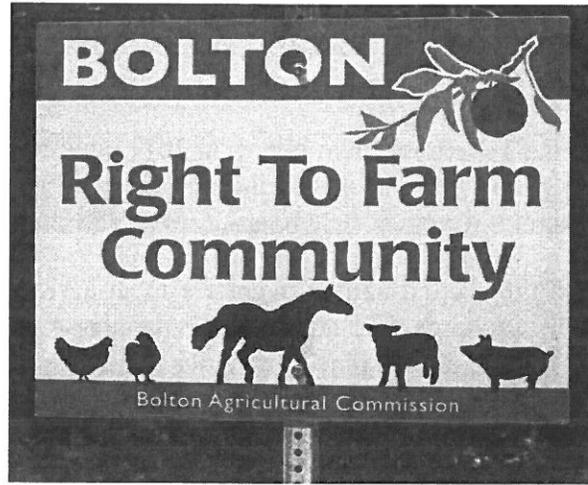


Local farmers listen to Massachusetts Farm Bureau speaker

Spring Agriculture Sale – The Agricultural Commission sponsored this at Great Brook Farms in April. Six Bolton businesses were on hand inside selling products made from the wool of local sheep (sweaters, ponchos, wool felted stuffed animals and scarves), daylily bulbs and gift certificates and local eggs. In addition, a local farmer and 4-H members brought sheep and bunnies to a tented area outside, answered questions and distributed 4-H information. A Fall Sale, scheduled as a result of the success of this one, as well as survey results, was, unfortunately snowed out due to the October snowstorm.

“Bolton Agriculture Row” at the Bolton Fair – In August, the AgComm created a good awareness and sales opportunity for five Bolton farmers/agricultural business to bring their products to a large audience. The tent included a table with the Board’s informational brochure, “Supporting Bolton Agriculture” as well as magnets with the “Right to Farm” sign artwork.

Right to Farm Signs – The Commission added two more large signs at town borders, at Still River Road and Harvard Road, bringing the total number to eight signs that now show drivers that “Bolton is a Right to Farm Community.”



Agriculture as an Allowable Use – Providing input to the Conservation Commission and the developer that led to allowing agricultural uses, such as community gardens on a preserved 5.18 acre parcel in the Houghton Farms subdivision.

Wayfinding Grant – After providing information and text for the application for the wayfinding planning grant that the Town of Bolton subsequently won, board members continued to offer input for agricultural businesses to be included in the signage.

Animal Emergency Management Plan – Recognizing the possible need for large animal rescue in cases of emergency, a subcommittee began meetings to develop a plan.

Additional Awareness Activities – Distributed “Supporting Bolton Agriculture” brochures to local businesses; revisions to AgComm website; newspaper article to promote farm opening dates.

**Financial Statement
July 1, 2010 to June 30, 2011**

Expenses	
Appropriated	\$1,800.00
Expended	<u>1,700.00</u>
Unexpended balance returned to General Fund	\$ 100.00

CONSERVATION COMMISSION

Maria Bermann.....	2012
Lorraine Stephenson.....	2012
Kevin Lord, Chairman.....	2013
Robert Cohen.....	2013
Amy Wilson	2014
Vacancy	2014
Vacancy.....	2014
Carol Gumbart, Conservation Administrator	

Membership: Sarah Greenough completed her term and declined reappointment for personal reasons. Her involvement with the Commission was extremely valuable. The Commission especially appreciated the videography work that she and Jennifer Robinson did on www.boltontrails.com. The Commission was unable to fill the 2 vacancies and had difficulty meeting the quorum requirements to hold meetings and vote on certain projects. In November the Commission asked Town Meeting to reduce the membership from 7 to 5 but the body voted down the proposal. The Commission hopes that new members will step forward to assist with their important work. The Commission is grateful to all the non-member volunteers that assist the Commission with their work.

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

Administration: The Conservation Commission consists of volunteer residents. The Board of Selectmen appoints the 7 voting members to the Commission. The Commission typically meets the first and third Tuesday of the month at the Town Hall but this year with changes to meeting space the Commission held meetings in the Florence Sawyer School when necessary. 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 2011, the Commission held 19 public meetings and reviewed new applications including: 11 Notices of Intent; and 9 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 web page on the Town of Bolton website at 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 2011 the Commission reviewed proposals for 6 new single family dwellings and associated appurtenances. Although the construction proposed is for single family houses, several of the projects proposed significant alteration within 100 feet of the wetlands or involved direct wetland alteration. The Commission spent a considerable amount of time working with the project proponents to refine their plans so either wetlands would not be altered or mitigation would be provided to negate long term impacts. Review of these and similar projects under Bolton's Wetland Bylaw was critical to the long term protection of the resource areas.

Open Space Preservation: The Conservation Commission worked on Six (6) Conservation Restrictions during 2011. One was granted and approved within 2011 and the other five are still under review. The restricted land will be managed under the care and custody of the Conservation Commission and amounts to approximately 30 plus acres. One (1) of the restrictions (approximately 12 acres) will be purchased from Paul and Barbara Weatherbee. The Weatherbee Restriction allows the property to remain in private hands but limits the development potential. The purchase of this Restriction is unique in that it abuts 90 acres of permanently protected lands known as Bowers Springs Conservation Area. The Conservation Commission applied for a LAND (Local Acquisition for Natural Diversity) grant and was awarded a contract from the Executive Office of Energy and Environmental Affairs for \$96,404 towards the acquisition costs. The Commission was eligible for the grant in part because the Commission has kept up to date the Open Space and Recreation Plan. The OSRP expires in February of 2012 so the Commission began the process of updating the Plan by holding information meetings to gather public input.

Land Management: The Commission continues to manage the town's conservation properties and thanks all the volunteer laborers who help keep the trails clear. An unusual October snow storm caused significant damage bringing down limbs and trees across the trails. The Commission with the help of volunteers and the Bolton Conservation Trust began to lay the ground work for invasive plant removal at Bowers Springs.

The Commission continued with a program to install boundary markers along the open space where it meets private land. This year the boundary marking was completed at the Danforth Open Space. The Commission found encroachment into open space properties by abutting land owners and hopes the boundary marking will help to reinforce the delineation between private and public land.

As required by the Office of Dam Safety (ODS) the Commission has contracted with professional engineers to monitor the condition of the lower Fyfeshire Dam. In 2009, the ODS declared the lower dam to be a Significant Hazard Dam in Poor Condition and required quarterly engineering reviews. The conditions do not appear to have worsened but the Commission withdrew their proposed Town Meeting article to remove the dam while state legislators consider ways to fund dam repair, breach and removal projects with short term loans. At the year's end, the consulting engineers presented the Commission with a addendum to the Phase II report that identified an alternative to lower the height of the dam to make the dam non-jurisdictional. In anticipation of the state passing legislation to fund dam repair, breach and removal projects the Commission has submitted a Town Meeting article to lower height of the dam.

Events: Volunteers again helped salamanders migrate on the "Big Night" from their upland homes to wetlands to mate and breed. The Bolton Conservation Trust's Tom Denny Nature Camp had another successful season at the Bowers Springs Conservation Area. Bowers Springs was also used by Nashoba High School's cross country team in the fall. And the Harvard Race organization held a kids race at Bowers Springs in November. The Conservation Administrator led Friday morning walks for the public in many conservation areas during May and October showing new and old trails. A Harry Potter wizard walk was led by volunteers last fall at the Fyfeshire Conservation Area.

Financial Statement
July 1, 2010 to June 30, 2011

Wages		
Appropriated		\$41,912.00
Expended		<u>\$41,134.22</u>
Unexpended balance returned to General Fund		\$ 777.78
Expenses		
Appropriated		\$11,925.00
Expended	Land Maintenance	\$2,416.55
	Training	105.00
	Vernal Pool Study	71.18
	Supplies	416.61
	Travel/Mileage	59.96
	Dues & Membership	455.00
	Capital	3,130.00
	Equipment	151.65
		\$ 8,685.95
Encumbered		<u>\$ 2,624.00</u>
Unexpended balance returned to General Fund		\$ 615.05
Conservation Fund		
Appropriated		\$ 100.00
	Conservation Fund	<u>\$ 880.00</u>
Unexpended balance returned to Trust Fund		\$ (780.00)
Expenses paid by state Wetland Filing Fees		
	Travel	\$27.48

HOUSING AUTHORITY

David Yesue.....2012
Kevin O'Brien.....2013
Wendy Rogers.....2014
David Drugge.....2015
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 on a number of re-financings of affordable homes (to assure the integrity of the Town interest in the properties).

Financial Statement
July 1, 2010 to June 30, 2011

Expenses		
Appropriated		\$250.00
Unexpended balance returned to General Fund		\$250.00

PLANNING BOARD

Doug Storey, Chairman.....	2012
Mark Duggan.....	2013
James Owen (Associate Member)...	2013
Jonathan Keep	2014
Marc Gautreau	2015
John Karlon, Vice Chairman.....	2016

The Planning Board held multiple meetings during calendar year 2011. 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, and land and business inquiries.
- Construction began for Century Mill Estates, a subdivision located on Century Mill and Spectacle Hill Roads. The road and utilities were installed in phase one which will include 22 lots. Weekly site visits were conducted by the Town Planner and the board's consulting engineer. The Applicant requested a Special Permit to allow an increase from 71 lots to 78 lots. The Planning Board approved this. Of the 78 lots, 3 of will be donated to the Bolton Affordable Housing Trust Fund. Of the 200 acres, approximately 100 acres will be preserved as open space. Houses are currently under construction.
- The Planning Department applied and received a technical assistance grant through the Department of Housing and Community Development (DHCD) to pay for the cost of a consultant to development a way finding program. Various boards and committees worked closely with the consultant. A final project should be submitted in early 2012 and a presentation made to the Board of Selectmen.
- The Town received 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. The Town was awarded a grant from MAPC to assist the Town with developing design guidelines which were adopted at the 2011 Town Meeting. The Village Overlay District is on the May 2012 Town Meeting Warrant.
- The Planning Board met with the Berlin Planning Board to discuss their process for mixed use villages and development agreements.
- The Board met numerous times with developers and the Planners for Planning in regards to proposed development at the Smith property located at 715 & 719 Main Street. Multiple public forums were held to discuss the future use of the Smith property. The Planning Board, Economic Development Committee and the Board of Selectmen held a joint public forum as well as the Planning Board and Economic Development Committee.
- The Planning Department worked closely with the regional planning agency, the Metropolitan Area Planning Council and the 13 possible shared transportation services.
- The Planning Department worked with the Regional Planning Agency on the 495/Metro East plan and held public meetings on this project which identifies priority development and preservation areas, and significant transportation and infrastructure investments for the region. The 495/MetroWest plan will form the framework for public decision-making in land use regulation and infrastructure investment within the region over the next twenty years.

- The Board was awarded a grant from the Department of Energy and Resources providing technical assistance in writing a Green Communities Action Plan for becoming a Green Community which would allow the town to obtain energy grants. The Planning Department worked closely with the Energy Committee to bring the adoption of the Stretch Code to Town Meeting in 2011 which ultimately failed.
- The Board met numerous times with the Public Ways Safety Committee on the Line of Sight at Intersections Bylaw which failed at Town Meeting but will be back on the 2012 Town Meeting Warrant.
- The Planning Department continues to strive to be more efficient and acquired permit tracking software which is up and running in many of the town departments. Residents and applicants will soon be able to apply for most applications on line and were more recently able to do so with online fire burning permits.
- The Board welcomed Jonathan Keep who replaced Michelle Tuck. The Board would like to thank Michelle for devoted service to the Board and assisting with developing the design guidelines and village overlay district.
- The Board established and appointed the newly formed Design Advisory Team who will review commercial projects in Town.
- The Planning Department approved a FOSPRD plan for Houghton Farm, located on Sugar and Golden Run Roads allowing for 15 lots with approximately 43.5 of the 72-acres of land preserved as open space and one lot for affordable housing. Installation of the road and utilities has been installed and the houses under construction.

The Board would like to remember Neal Heeren who passed away in the summer of 2011 and served on the Planning Board from 1994 to 1999.

Financial Statement
July 1, 2010 to June 30, 2011

Salary

Appropriated	\$58,758.00
Expended	<u>(5,000.00)</u>
	\$53,758.00
Expended	\$50,947.09
Unexpended balance returned to general fund	\$ 2,810.91

Expenses

Appropriated	\$14,150.00
Expended	
Purchase of Service	\$2,398.37
Advertising	1,404.80
Supplies	355.00
Dues & memberships	1,658.96
Meeting Expense	424.13
	<u>\$6,268.26</u>
Unexpended balance returned to general fund	\$7,881.74

BOARD OF APPEALS

Brad Reed	2012
Kay Stoner	2013
Alexander Kischitz.....	2014
Matthew Hurd	2015
Gerard Ahearn, Chairman.....	2016
Associate Members	
Jack Sargent	2012
Bryan Holmes	2013

The Board of Appeals oversaw 40B developments, reviewed applications and administrative items. Throughout the year progress has been made with the Town's permitted 40B developments:

- The Board has worked closely with three of the 40B's; Sunset Ridge, Bolton Manor and the Regency. All the units at the Regency have been constructed and consists of a total of 60 units with 15 of them affordable units. Sunset Ridge is currently under construction with 10 of the 14 buildings constructed or under construction. Sunset Ridge will consist of a total of 28 units with 7 of them affordable units. Bolton Manor located on Sugar Road was before the Board to extend its Comprehensive Permit and for preconstruction meetings. The development is currently on the market for sale. Construction has not yet 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.
- The Board updated its fee schedule during 2011 and met with residents of the Regency over concern of the lack of street lighting at the entrance.

Long time board member Jackie Smith passed during the summer of 2011. Jackie served on the Board of Appeals from 1980 and served as Assistant Town Clerk from 1976 to 1978. The Board will miss not only the experience that Jackie brought to the Board but also her sense of humor. The Board would also like to remember Charles Lord who passed away in the spring of 2011 and served on the Board of Appeals for many years.

Associate Member Matthew Hurd replaced Jackie as a full member of the Board. Two new associate members joined the Board in 2011; Jack Sargent and Bryan Holmes.

<u>Type of Application</u>	<u>Applicant</u>	<u>Address</u>	<u>Action</u>
Modification of Special Permit to expand a pre-existing non-conforming structure in order to make structural changes to the building and changes to the exterior appearance of the former barn to create offices.	Bolton Property Management, LLC	579 Main Street Bolton, Ma	Approved

Financial Statement July 1, 2010 to June 30, 2011

Expenses			
Appropriated			\$1,100.00
Expended	40B Permitting	\$100.00	
	Advertising	157.78	
	Meeting Expenses	500.00	
			<u>\$ 757.78</u>
Unexpended balance returned to general fund			\$ 342.22

ECONOMIC DEVELOPMENT COMMITTEE

Chris Nelson, Chairman	2013
John Karlon, Vice Chairman	2013
Helene Demmer.....	2013
Steve George	2013
Eileen Schomp.....	2013
Lysa Miller	2013
Dina Mazzola	2013
Bruce Slater	2013
Bharat Nair	2015
Jennifer Burney, Non-Voting Ex-Officio Member.....	2013

The Economic Development Committee was established January of 2010 and typically holds meetings the first Monday of each month. Currently there are eight appointed members and the Town Planner serving as a Non-Voting Ex-Officio member. The Town was designated as an Economic Target Area (ETA) and Economically Distressed Area (EDA) by the Massachusetts Office of Business Development which allows the Town to participate in economic incentives. The Committee was awarded a Peer to Peer Grant from the Department of Housing and Community Development which provides a consultant to assist the Committee with writing the Economic Development Action Plan. The Committee launched a survey on January 1, 2011 and conducted a public forum to announce the survey. The Committee will continue to gather data and conduct public forums in 2011.

During the second year the Committee conducted the following:

Website Enhancement:

- Updating a Bolton Economic Development website, which will act as an on-line resource for people interested in doing business in Bolton.

Interviews with property owners:

- Met with commercial property owners to discuss potential developments, concerns and possible changes to bylaws through Overlay District:

Interviews with other Town Boards and Committees:

- The Committee met with the Planning Board to discuss and review the Village Overlay District in order to enhance appropriate business activity in Bolton

Economic Development Plan

- Will include the results of the survey as well as the findings from the data collection process to establish recommendations on how the town should proceed on business development.
- Put together key metrics on Bolton (tax rate, spending, etc) along with similar information on other towns.
- Conducted a Town-wide on-line survey for all residents to understand what/where they want to see in terms of commercial/business development.
- Conducted a public forum announcing the survey and status of the Economic Development Committee.

Future Development Forums

- Provided a forum to better understand Economic Target Area designation and tools to stimulate economic growth and fill vacant office space.

Town Planning liaison

- Coordinating efforts with Town Planner issues as ETA, etc.

ENERGY COMMITTEE

Margaret Campbell	2012
Theodore Kirchner	2012
Martha Broad	2013
Ryan Prucnal	2013
Stu Malmberg	2014
Burt Shnitzler	2014
1 opening	

The Bolton Energy Committee mission is to explore ways to reduce the quantity used and cost of all fuels to the town, and to implement equipment or operating changes that are proven to be cost effective.

The goals are:

- To save town money on energy costs;
- Take advantage of federal, state, and other grants and funding to reduce the town’s energy costs;
- Document building operating procedures for town buildings to reduce energy consumption;
- Develop metrics and methods to quantify energy use and reductions in municipal buildings.

While the Stretch Code, a requirement to become designated a “Green Community”, was voted down at the May 2011 town meeting the Energy Committee has not been sitting still.

In the last year, we have supported the Bolton Library Trustees with their efforts to adjust energy usage, a necessary process in any major new building. After its first full year of occupancy, the Library Trustees began work to optimize the utility systems. The trustees verified that utilizing a critical air damper significantly reduced the amount of propane required to heat the building. The system's performance now meets the design model. The Trustees also performed a detailed inventory of all lighting fixtures (lighting is the primary electrical load in the Library), and identified several areas which could reduce annual electrical costs.

We have also extended the use of the MassEnergyInsight Database, helping the committee to pinpoint where energy savings efforts will give the greatest payback.

The committee is exploring the possibility of installing a solar array on town property to reduce electricity costs for all municipal buildings, and we are looking at other successful municipal implementations as an aid in constructing our own RFP.

Financial Statement July 1, 2010 to June 30, 2011

Expenses		
Appropriated		\$3,250.00
Expended	Supplies	18.00
Unexpended balance returned to general fund		\$3,232.00

PLUMBING AND GAS INSPECTOR

Fred Delorey.....2012

ASSISTANT PLUMBING AND GAS INSPECTOR

Robert Janda.....2012

There were 64 plumbing permits and 60 gas permits issued and approximately 203 inspections done in 2011.

Financial Statement

July 1, 2010 to June 30, 2011

Expenses

Appropriated

\$15,605.00

Expended

Purchase of Services

\$15,605.00

WIRING INSPECTOR

James Boodry.....2012

ASSISTANT WIRING INSPECTOR

Peter Casello.....2012

There were 167 electrical permits issued and approximately 364 inspections done in 2011. 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, 2010 to June 30, 2011

Expenses

Appropriated

\$18,091.00

Expended

Purchase of Services

\$18,091.00

BUILDING DEPARTMENT
Michael Sauvageau.....2012

Despite the sluggish economy, the number of building permits issued this past year remained very steady relative to past years. The Building Department issued 213 permits.

The Building Department moved from the Emerson School to the lower level of the Town Hall. The Building Department Administrative Assistant, Michelle Carlisle, is located in the Town Hall on the upper level. The office hours can be found on the Town website: www.townofbolton.com.

The 2009 International Residential Building Code, which is the Eighth Edition of the Massachusetts State Building Code, is now in full effect for one and two family dwellings.

Building permits are now being processed with the use of a new software program called GeoTMS. This program works in conjunction with other town departments such as the Conservation Commission, Board of Health, Planning Department as well as other town departments.

The following permits were issued in 2011:

Additions.....12	Barns3	Cell Tower Antennas.....2
Demolition4	Driveways.....10	Dwellings.....13
Garages3	Fences0	Remodeling.....85
Roofing28	Sheds.....2	Siding.....5
Signs.....1	Tents9	Solar Panels.....3
Swimming Pools6	Window Replacement16	Wood and Pellet Stoves.10

Financial Statement
July 1, 2010 to June 30, 2011

Wages		
Appropriated		\$22,485.00
Expended	Department Head	\$20,516.92
	Assistant	425.70
		<u>\$20,942.62</u>
Unexpended balance returned to general fund		\$ 1,542.38
 Expenses		
Appropriated		\$ 3,280.00
Expended	Vehicle Maintenance	\$1,571.30
	Supplies permits	741.00
		<u>\$ 2,312.30</u>
Unexpended balance returned to general fund		\$ 967.70

CAPITAL PLANNING COMMITTEE

Michael Guerin.....	2012
Erik Neyland	2013
Brad Cote	2013
Barbara Dirsa	2013
Michael Gorr	2014
Wayne Day	2014

Overview

The Capital Planning Committee (the “Committee”) considers all town departments’ annual capital requests, makes recommendations, and is responsible for capital planning on a continuing basis. By reviewing each capital request item, the Committee seeks to help the town understand:

- the relative need, timing, and cost of each capital expenditure, including methods of financing and 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

The outcome of the annual capital planning process is a recommendation on what capital projects should be placed on the next town meeting warrant for voter consideration of funding. In addition, a 5-year plan is prepared which attempts to identify future capital needs of the town.

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, etc), major building renovations or alterations, new construction, and municipal land purchases. Given the cycle of the fiscal year versus the calendar year, the majority of the Committee’s activity involves review of the FY funding requests from various town departments.

Summary

The total amount of capital requests for FY13 funding was \$1,162,570. The chart of capital requests below has been separated into four categories: *Necessary*, *Necessary Can Wait*, *Nice*, and *Not Now*. It is the Committee’s recommendation that these categories be used to guide the Advisory Committee and Selectmen through the prioritization process. Absent a final determination from the Advisory Committee on what funds may be available for FY13, some/all of the Committee’s list should ultimately be brought forward by the Advisory Committee and Selectmen to the voters for consideration at Town Meeting. This chart is based on a final vote by the Committee at their 06 February 2012 meeting.

The following definitions apply:

Necessary: The Committee recommends that expenditures be made in FY13.

Necessary Can Wait: The Committee recommends that expenditures be made currently if feasible; otherwise, they may be postponed but should be planned for in the near future.

Nice: The Committee recommends that these expenditures be considered if funds are available in excess of funds used for the *Necessary* and *Necessary Can Wait* requests.

Not Now: The Committee recommends that these expenditures would not presently be in the best interests of the Town.

Necessary – \$660,270

Department	Item Description	Funding Requested	Reason
Conservation Commission	Lower Fyfeshire dam	\$243,000	This request is to lower the Fyfeshire dam instead of repairing or removing the dam. A major reason is because this is the lowest cost option. In addition, it would enable us to avoid State jurisdiction over the dam.
Fire	Replace Self Contained Breathing Apparatus (SCBA)	\$131,820	<p>This request is to replace existing Self Contained Breathing Apparatus (SCBA), which includes 20 Scott AP 75 Breathing Apparatus (\$94,000), 44 Scott 45-minute air bottles (\$40,700), 20 Scott AV3000 masks with voice amplifier (\$11,020), Mask fit testing (\$400), and Air bottle bracket and storage modifications (\$500). This equipment is at the end of its functioning and useful life (15 years).</p> <p>The breathing apparatus are functionally obsolete and do not meet current NFPA standards – impacting firefighter safety. The new breathing apparatus also have better monitoring features.</p> <p>The air bottles must also be replaced according to federal regulations. If the purchase of air bottles is delayed the current air bottles will become unusable according to federal regulations and the department will lose its ability to send firefighters into any environment which poses any respiratory hazard.</p> <p>However, only 28 of the air bottles are necessary this year – the other 16 can wait until next year. Therefore, the \$40,700 can be reduced to \$25,900 bringing the total request from \$146,620 to \$131,820. The department applied for a federal grant under the Assistance for Firefighters Grant program administered by FEMA. If awarded, which may take until August 2012 to find out, the town will only have to match five percent of the total request allowing this capital request to be withdrawn.</p>

DPW	Replace Sugar road culvert	\$120,000	<p>This request is to replace a blocked culvert that is collapsing. This project has an expected useful life of 30 years.</p> <p>There is no way of knowing when this culvert will fail, it could go at any time, and thus it poses a hazard to those who drive over it and creates an unacceptable risk of liability for the Town. At a minimum, in the event of failure, it would cause road closure and traffic diversion likely for a longer time period than a planned rebuild.</p>
DPW	Replace Spectacle Hill road culvert	\$100,000	<p>This request is to replace a culvert pipe that is collapsing and decaying. This culvert was originally slated for FY14 but as a result of increased usage and more rapid decay than originally estimated it has been moved up to FY13. This project has an expected life of 40 years.</p> <p>Similar to the culvert above, there is no way of knowing when this culvert will fail, it could go at any time, and thus it poses a hazard to those who drive over it and creates an unacceptable risk of liability for the Town. At a minimum, in the event of failure, it would cause road closure and traffic diversion likely for a longer time period than a planned rebuild.</p>
School	Emerson – backup generator	\$35,000	<p>This request is to keep the pipes in the building from freezing or bursting in the event of a winter power outage, when temperatures frequently are below freezing level. The cost to repair damage caused by frozen or burst pipes could be orders of magnitude greater than the funding request.</p> <p>This generator could also position Emerson school to function as an emergency shelter for residents.</p>

Fire	Replace turnout gear	\$30,450	<p>This request is to replace old and substandard personal protective turnout coats and pants (15 full sets). The protective ensemble of ten years ago does not meet standards and is not capable of protecting today's firefighters in emergency situations and must be mitigated. The current turnout gear is mainly from 2003 and before (six sets were purchased after 2004).</p> <p>If this request is not granted, some sets will be purchased out of the operating budget, and some firefighters will still use outdated sets. The department applied for a federal grant under the Assistance for Firefighters Grant program administered by FEMA. If awarded, which may take until August 2012 to find out, the town will only have to match five percent of the total request allowing this capital request to be withdrawn.</p> <p>With the purchase of 15 full sets, the Chief will now be able to properly forecast the replacement of turnout gear in the department's operating budget and no longer require a capital request.</p>
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Necessary Can Wait – \$104,800

Department	Item Description	Funding Requested	Reason
DPW	Purchase new 1-ton truck	\$60,000	<p>This request is to replace an existing seven-year old 1-ton truck. The new truck has an expected life of seven years.</p> <p>The current truck is running and serviceable, but projected maintenance costs will increase on a progressive basis as it ages.</p>
DPW	Paint Houghton building	\$30,000	<p>This request is to paint the Houghton building, which has not been painted since the early to mid-1990s (the exact date is unknown as records were lost in the DPW office fire). The general useful life of a paint job is approximately seven years so this project is overdue.</p> <p>Painting is needed to arrest deterioration of the building. If the building is not painted, further deterioration will continue which will likely increase the cost due to the probability of construction repairs to go along with the paint job.</p>

Fire	Replace Self Contained Breathing Apparatus (SCBA)	\$14,800	This is for the remainder of the air bottles proposed to be deferred above under "Necessary".
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Nice – \$397,500

Department	Item Description	Funding Requested	Reason
School	Sawyer – install air conditioning for classroom space	\$307,500	This request is for air conditioning in the Sawyer school. It is not a mission-critical investment however there is some support for the proposal, particularly in light of the air conditioning facilities in surrounding school districts, as well as in Emerson school.
DPW	Replace/Insulate windows in Town Hall	\$50,000	<p>This is a request to replace outdated windows and improve the efficiency and insulation properties of windows. This project has an expected useful life of 30 years.</p> <p>The current windows and associated trim and sills are significantly aged and worn. The cost estimate does not project any actual savings but it is likely that the savings would be quantified (via calculable heat savings) in the procurement process.</p> <p>This could be deferred, if necessary, as windows are serviceable. The most likely worst case scenario is that a single window failure would need to be patched or replaced. Also, heat savings will not be realized until well-insulated replacement windows are installed.</p>

DPW	Purchase generator trailer	\$40,000	<p>This request would place the generator currently at the Houghton building onto a trailer which could then be moved between the Town Hall and DPW garage as needed. This configuration will not only save money as opposed to buying a generator for each building but will also offer flexibility and portability. This project has an expected life of 20+ years.</p> <p>The DPW crew is required to work during business hours and non-business hours, in extreme weather conditions, to keep the roads open. The DPW needs power to fix equipment, and continue to be able to function on a normal basis when roads, facilities, and systems within the town are compromised. Both buildings could also encounter frozen or burst pipes should there be a prolonged power outage, which would create an unanticipated and significant expense.</p> <p>Concerns have been raised about the viability and safety of the DPW crew trying to move the generator during inclement weather. If it is feasible, the Town should consider acquiring two generators, rather than one trailer and one generator, in order to establish a more stable and reliable long-term solution.</p>
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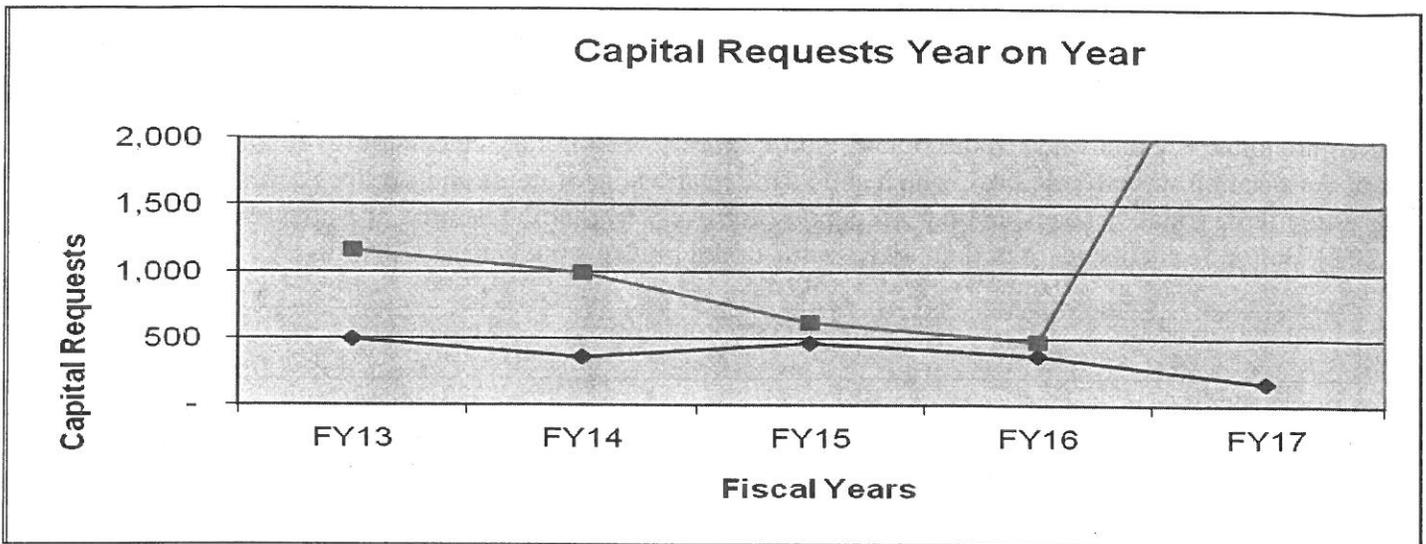
Not Now – Unknown

Department	Item Description	Funding Requested	Reason
Council on Aging	Senior Center	Unknown	<p>This request is to build a new Senior Center. The Council on Aging has had discussions with numerous people in the past but has been unable to find a suitable existing structure.</p> <p>Unfortunately, they have no real plan in place – they estimate the cost to be anywhere between \$1.5M-\$6M – and realize they need to come up with a concrete plan. There is no proposed location. In their words, they wanted to keep this in everyone’s mind for the future.</p>

5-Year Plan

The maintenance of a 5-year capital plan helps the town forecast and plan capital expenditures to allow a more balanced impact on the town budget and tax assessments. This 5-year plan is based on preliminary discussions with some, but not all, town departments.

As can be seen from the graph below, not having an accurate capital plan can cause wide variations in forecast and actual. The blue line represents the output from the FY12 5-year plan while the pink line represents the output from the FY13 5-year plan. There is a difference of around \$600,000 in FY13 and FY14. These differences can be explained but they are large enough to hamper planning efforts. For this 5-year plan to be truly effective, each town department must meet with the Committee each fiscal year and have well thought out 5-year plans prepared.



PUBLIC LIBRARY TRUSTEES

Robert C. Zak, Jr., Chairman.....2012
 Leigh Shanny.....2013
 Pamela Czekanski.....2014

A modern public library is a wealth of information, resources, connectivity, entertainment, education, and culture. Everyone who enters can search the web; research most any subject; entertain a child; find the latest bestseller; attend a meeting, lecture, or movie screening; borrow a pass to a local museum; consult with a knowledgeable staff member; and more. Library cards can also be used remotely to search authoritative databases, learn a foreign language, order materials from other libraries, and download e-books. Those who come to the library end a visit by opening their wallets—not for cash or a credit card, but for the library card that lets them use and enjoy everything described here free of charge.

It's been observed that public libraries provide the biggest bang for the public buck there is. We can assign a dollar figure to the use and value of the Bolton Public Library via a library calculator (available at the American Library Association website, ala.org), which shows the retail value of items and services accessed at the library. Using some representative items and not accounting for every available resource, it's apparent that in calendar year 2011 Bolton residents got over double the value of the library's budget (\$373,093 in FY11).

Item borrowed/used	Number of checkouts/uses	Retail value
Books, adult	13,140	\$223,380.00
Books, young adult	2,035	\$24,420.00
Books, juvenile	22,447	\$381,599.00
Videos, all ages	16,998	\$67,992.00
Audiobooks, all ages	2,955	\$29,402.25
Music CDs, all ages	1,988	\$19,780.60
Museum passes	421	\$8,420.00
Computer use (per hour)	1,833	\$21,996.00
		TOTAL: \$778,116.85

Every item borrowed from the library represents money not spent at retail. Simply put: using the library saves people money.

The library at a glance

Description	Number for FY11 (as of 6/31/11)	Change from FY10
Number of items in the collection	33,308	Up 12%
Total circulation of all materials	62,581	Up 43%
Incoming materials from other libraries	6,678	Up 49%
Our materials going to other libraries	12,587	Up 54%
Children's programs (number attending)	169 (2707)	Up 135% (115%)
Young adult programs (number attending)	26 (225)	Up 37% (246%)
Adult programs (number attending)	48 (556)	Up 109% (26%)
Total programs (number attending)	243 (3488)	Up 113% (156%)
Volunteer hours	528	Up 654%
Meeting room bookings	163	Up 92%
Hours open per week	41	Down 2%
Number of registered borrowers	3194	Up 8%

In 2011 we delivered service and value to the community with an overall budget that was 5.9% lower than that of the previous fiscal year, a book budget that was 16% less than FY10, and with a loss of 15 hours per week of staff time.

Trustee Activities

After many years of service on the Board as well as the building planning and construction committees, Roland Ochsenein chose not to run again. Pam Czekanski was elected to the Board in May. Feeling that her efforts to renovate, expand, and improve the library were concluded, longtime Trustee Chris Sterling resigned in order to pursue other interests. Leigh Shanny was nominated to fill her term until elections in 2012. Roland and Pam's experience as co-chairs of the Library Construction Committee led to their service as construction grant reviewers for the MA Board of Library Commissioners' 2011 grant round.

The Trustees held monthly business meetings. They continue to work with the project engineers, Town Energy Committee, and DPW to study the HVAC system, control costs, and improve efficiency. Their other ongoing projects include drafting a five-year plan, revising the policy manual, and establishing a library foundation.

The Board's major challenge this year was to absorb a significant budget cut. This was done by reducing the book and personnel lines, which necessitated a cut in open hours (the Saturday schedule was revised to 10 a.m.-2 p.m.; former closing time was 3 p.m.)

Personnel

In addition to everyday tasks, the staff was engaged in preparing for a major transition. C/W MARS, our library network, plans to migrate from commercial to open source software during FY12. The staff trained extensively in circulation, cataloging, and administration of the new software. In addition, to support statewide efforts at automating sorting of interlibrary loan materials, the entire staff worked regularly to change the location of every barcode to a standard location on each item. Early in 2011, we began offering a new website via Wordpress and a weekly e-newsletter, Wowbrary. Finally, Technical Services librarian Lyndsay Johnson initiated the reorganization and cataloging of every item in the local history collection.

Due to a budget cut for FY11, the position of Young Adult Specialist was reduced from 35 hours per week to 20. Shana Morales started work as our new Young Adult specialist in June. Owen Foster replaced Julie Anne Entwistle as Shelver.

At year's end, the library staff included Kelly Collins (finishing her 14th year of service to the Town as Director of the Library), Owen Foster, Deborah Garfield, Lyndsay Johnson, Linda McGeehan, Shana Morales, Susan Polansky, Roxanne Starkin, Cathie Velardocchia, and Adam Vigneaux.

Programs

This was the library's first full calendar year in the renovated, expanded building. Working with residents, staff quickly established a schedule of regular program offerings. These include (for children) LEGO club, Music and Movement, book club, after school craft club, storytime, lapsit time, and the summer reading program; (for teens) book club, summer reading program, and monthly craft programs; and (for adults) open mike, needlework group, local history discussion group, genealogy instruction, senior book group, and the First Thursdays lecture series.

We also hosted a number of well-attended special programs including Ed the Wizard, Sustainable Life Solutions, Jungle Encounters, Magic by Scott Jameson, a tea tasting, lectures by local talent (beekeeper Trisha Pishock, professional organizer Carol Ehrlich, and nutritionist Beth Colon), Shakespeare's birthday party, our second annual Cheesy Movie Festival, and the Acton-Boxborough High School Madrigal Choir.

Program Room

The Program Room, which seats 65 people and is equipped with a kitchenette and a/v setup, continues to be one of the greatest benefits of the expanded library. Though the room is intended primarily for use by the library for its own programs and events, this year we were pleased to offer it for the use of 29 boards, committees, community groups, and state agencies. In 2011 the room was used 156 times for community meetings, programs, and events attended by 1,941 people.

Friends of the Library

The Friends held monthly business meetings. Agendas were focused on expenditures to support and improve library programming. In addition to semiannual used book sales, the Friends continued a small perpetual book sale inside the library. Together with membership donations, book sale proceeds fund items such as the First Thursdays @ the Library lecture series, Wowbrary (our weekly e-newsletter), toys and supplies for the children's room, our movie license, and all of our museum passes. In addition, the Friends generously committed funds and applied for Cultural Council grants that brought some outstanding speakers and performers to town.

2011 also saw the migration of the book sale room from Emerson School to the Houghton Building. The Friends appreciate the ability to have an organized, indoor book sale twice per year. The renovation schedule

for the Houghton Building didn't permit a fall book sale, but the Friends are looking forward to moving in early 2012 and reestablishing this popular event.

Thanks

- Chris Sterling, for her long and devoted service on the Board of Trustees.
- Roland Ochsenbein, for tireless service to the library planning and building committees, and the Board of Trustees.
- The volunteers who are responsible for hosting our regular cultural or information series: Roger Breeze (genealogy and local history workshops), Dan and Faith Senie (open mike), and Lynda King (Bolton Local lecture & film series).
- *The Bolton Common* and *Clinton Item*, for timely coverage of library events
- Laura Kischitz and Sustainable Life Solutions for the donation of a Home Energy Conservation Kit.
- Bolton Garden Club, for decorating the building for the holidays.
- The Bartletts, for entertaining families

Financial Statement
July 1, 2010 to June 30, 2011

Salary

Appropriated	\$ 70,730.00
Expended	\$ <u>70,729.36</u>
Unexpended balance returned to general fund	\$.64

Wages

Appropriated	\$170,207.00
Expended	\$ <u>165,591.60</u>
Unexpended balance returned to general fund	\$ 4,615.40

Expenses

Appropriated	\$ 146,534.00
Expended	
Longevity	\$250.00
Purchase of Services	8,438.00
Heating	20,000.00
Electric	15,000.00
Repairs/Equipment	1,000.00
Repairs/Building	1,500.00
Software Support	659.00
Web	100.00
Trash Disposal	192.00
Postage	1,000.00
Telephone	2,100.00
Supplies	6,500.00
Books	60,033.00
Misc. & Programs	7,500.00
Travel & Meetings	1,000.00
Professional Dev.	\$1,000.00
	<u>\$146,521.97</u>
Unexpended balance returned to general fund	\$ 12.03

COUNCIL ON AGING

Jean Cahill, Bolton Country Manor Liaison ..	2012
Flora Wilson, Treasurer	2012
Doris Ettinger, Chair	2012
Susan Tripp, Editor.....	2013
Shirley Sefton, Meals on Wheels.....	2014
Barbara Brown, Vice-Chair/Police Liaison...	2014
Margaret Nangle, Secretary	2014
Emma Herbison, Regency Liaison	2014
Brooke James.....	2014
Sheila Chmielowski, Director	

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

The Bolton 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. Senior Center hours are Tuesdays, Wednesdays and Thursdays from 9:00 a.m. to 2:00 p.m. Various programs and services are offered and well-received throughout the year.

This year we had to say goodbye to Attorney Daniel Tremblay who will be moving to New Hampshire in early summer. In addition to being a valuable member of the COA, he also offered a free elder legal advice program "Lawyer for a Day" at the senior center. Brooke James, well known by most seniors as Bolton's former town nurse, was nominated by the members, approved by the Board of Selectmen, and is now our ninth member on the COA board. There is no doubt, by all COA members, that she will be a great asset to our cause. Her compassion for seniors is overwhelming and the members are very fortunate to have her expertise on our board.

At the COA we have a lot to be thankful for. With the wonderful support of the Selectmen, Town Administrator, Town Secretary, Friends of the Bolton Seniors (FOBS), 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 of the Council's prior major goals was the procurement of the van service for Bolton's elderly and handicapped. 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 introduced the Outreach Program to bring important information to Bolton seniors. The mission of the Outreach Program is to make contact with senior citizens, identify and meet their needs through information and referral, program development and advocacy. With the creation of this program, we at the COA hope to enhance the quality of life and independence of the seniors in Bolton and to educate the community to the needs of its seniors. The Outreach Coordinator can explain community programs and benefits, assist with applications to needed programs, aid elders in their search for services and act as an advocate and support for elders in need. Regrettably, our former Outreach Coordinator, Kathryn Becker resigned from her Outreach position earlier this year. She was well-liked by the seniors and did an excellent job in meeting their needs. She will be missed by all. Our newly hired Outreach Coordinator, Sally Steele, brings to us three years of professional experience in elder services, working at Minuteman Senior Services as Kathryn did formerly. Sally will continue to assess the needs and interests of the senior community in Bolton and follow through with ideas and referrals. She will also serve those who are isolated or homebound. In addition to making home visits, Sally will be available to all on Thursdays from 9 am to 3 pm in the upstairs lounge of Bolton Country Manor. She can also be reached at (978) 779-3314 or via email: outreach@townofbolton.com. Thanks to funding from a State Grant and COA's town budget we were able to continue this very important program throughout 2011.

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 is no longer being mailed to our seniors unless specifically requested. There is a \$5.00 yearly fee charged if you would like 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 Community Publications as a cost saving to the town. They provide the newsletter at no cost to the COA.

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 36 seniors that attended. This function is a yearly event and immensely enjoyed by all attendees.

The Annual Senior Picnic was held at Great Brook Farm in August and once again was sponsored by the Friends of the Bolton Seniors (FOBS). Thanks again to the Friends and also to Bruce Slater for offering his facility for the picnic event.



Annual Senior Picnic

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. Hot or frozen meals are 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.

Unfortunately, as of December 31, 2011, WHEAT will discontinue the monthly deliveries of USDA food commodities to the town hall for distribution to our seniors. Seniors who have been picking up the commodities at the town hall can go directly to the WHEAT Food Pantry where, not only the USDA food, but also other products received from the Food Bank, and the groceries received from private donations will be distributed. The sign-up forms are available at the senior center. For further information on how to apply, please contact the COA office.

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.

An exciting program which has been well-received and introduced at the senior center in 2010 is "Relax with Reiki". Reiki is a system of hands-on healing that allows seniors to feel relaxed, calm, and peaceful. Linda Crabtree, Reiki practitioner, focuses on the head and shoulders only. Sessions are held on the first Wednesday of every month. This is a free class.

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 2012.



Luncheon at First Parish Church

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, Friends of the Bolton Seniors, and all those who volunteered their services and time to our seniors this year. 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 2011.

**Financial Statement
July 1, 2010 to June 30, 2011**

Salary and Wages (includes MART van drivers)		\$30,680.00
Appropriated		<u>30,018.94</u>
Unexpended balance returned to general fund		\$ 661.06
 Expenses		
Appropriated		\$11,420.00
Expended		
	Purchase of Services	\$4,448.00
	Building Lease	1,800.00
	Telephone (MART)	243.00
	Cable DSL	727.00
	Supplies	2,237.15
	Gasoline (MART)	1,010.16
	Miscellaneous	645.96
		<u>\$11,111.27</u>
Unexpended balance returned to general fund		\$ 308.73

BOLTON ACCESS TELEVISION CORPORATION
Kenneth F. Troup, President

My first year leading BATCO has been an eventful one. Three BATCO members and the selectmen's liaison attended the last annual meeting. Up until that time, two of those people, Rick Merrill and Bob Johnson, had done all of the work associated with setting up the capability to televise selectmen's meetings and to air school committee meetings at a later date. Today we broadcast live most selectmen, Advisory, School Committee, Planning Board, Economic Development Committee, and Conservation Commission meetings as well as numerous non-governmental community organizations. We added and trained a group of nine additional cablecasters, five of whom were Nashoba students. One of the new adult cablecasters, Teresa Sauer, has expanded her role into scheduling of cablecasters, management of field equipment, much needed administrative help, and outreach with community organizations.

We worked closely with Stow TV and the Nashoba Regional School District to significantly increase the amount of school-related programming, particularly music performances; we teamed with Stow for a very successful recording of the high school graduation ceremony from the DCU Center in Worcester. We continue to collaborate with Florence Sawyer School in helping their video program and airing programs they provide to us. This year we added the 8th grade graduation ceremony and several junior high school concerts to our playlist.

This huge increase in activity and the number of new programs created and aired throughout the year place great strain on our facilities. During 2010, after the police department moved to the new Public Safety Building, we began talking with the town about the possible use of the Houghton Building by BATCO. That use was approved in December and we have spent the months since then planning and beginning the renovations that will be needed to make the Houghton Building our new TV facility. BATCO expects to complete the renovations and move to the Houghton Building before the end of the year. Our work includes a conference room on the first floor that will have all the video and sound equipment necessary to be used for public meetings, and we expect it to be heavily used by the town. From our new control room, we will be able to broadcast two meetings simultaneously from different locations in Bolton.

We look forward to further improvements in what BATCO offers the viewing public. We want to expand meeting coverage as well as record additional community events. We want to continue working with the schools and the other two Nashoba towns to air more school programs. The upgraded equipment we will have at the Houghton Building should allow us to improve the quality of our telecasts. We want to become more of a resource to community groups, both in helping them do public service announcements and in getting their programs or messages to the public. With all this, we hope to expand our programming, including locally produced and edited programs, and may soon justify the use of a second channel we are authorized.

All of this improvement requires people. We need additional people who are interested in contributing to our television efforts. I want to thank Rick Merrill, Bob Johnson, Teresa Sauer, and our selectmen liaison Dave Lindsay for their efforts this past year. There's much work to be done and we all have a lot of work to do to achieve the improvements and expansion we'd like for Bolton's local access television operation.

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
- Removal of roadside litter and brush
- Maintenance of traffic markings
- Maintenance of road and sidewalk safety in the winter by plowing and sanding
- Maintenance and repair of all public buildings
- Maintenance of public grounds
- Assisting the 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
- Working with various boards and committees on projects that benefit the Town of Bolton

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 by the department during 2011:

- Repaired 60 catch basins on various roads in Town
- Worked with subcontractors to install two new boilers at Town Hall
- Assisted BATCO with the rehabilitation of the Houghton Building
- Worked with several subcontractors and the Energy Committee to improve the energy efficiency of several Town buildings
- Began the process of engineering several culverts that need to be repaired due to various stages of failure
- Underwent massive cleanup efforts for Hurricane Irene and the Halloween Snowstorm
- Paved and repaired Kettle Hole Road, East End Road, Weathers Lane and Woodside Drive.

The Transfer Station and Recycling Center had another successful year. The facility continues to serve all residents and 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. The Town of Bolton urges 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.

At the Annual Town Meeting last May, voters decided to join the Devens Regional Household Hazardous Products Collection Center. This facility became operational over the summer and operates ten months per year. This will allow residents twenty opportunities per year to safely and properly dispose of hazardous products at the regional facility located on the Devens campus.

The residents of the Town of Bolton should be very proud of their recycling efforts as you helped to achieve an outstanding recycling rate!

Financial Statements
July 1, 2010 to June 30, 2011

190 – Buildings - Expenses & Services

Appropriated		\$110,195.00
Expended	Maintenance	\$57,871.07
	Repairs	42,539.92
	Grounds Maintenance	8,328.01
	Trash Hauling	708.00
	Other Charges	553.78
		<u>\$110,000.78</u>
Unexpended balance returned to general fund		\$ 194.22

293 – Traffic Lights - Expenses & Services

Appropriated		\$3,700.00
Expended	Electric	\$1,613.64
	Repairs	227.00
		<u>\$1,840.64</u>
Unexpended balance returned to general fund		\$1,109.36

421 – Highways

Salary

Appropriated		\$100,287.00
Expended		<u>\$100,286.16</u>
Unexpended balance returned to general fund		\$0.84

Wages & Overtime

Appropriated		\$495,504.00
Expended	Wages	\$477,572.65
	Overtime	11,144.39
	Longevity	1,850.00
		<u>\$490,567.04</u>
Unexpended balance returned to general fund		\$ 4,936.96

Expenses & Services

Appropriated		\$123,400.00
Expended	Purchase of Service	\$ 4,444.42
	Heating	4,496.84
	Electric	6,022.64
	Repairs	47,691.04
	Telephone	5,196.14
	Supplies	10,353.70
	Gasoline	13,251.89
	Stickers	1,016.00
	Oil / Lube	3,351.24
	Tires	1,175.51
	Diesel	11,542.40
	Parts / Supplies	5,250.99
	Clothing Allowance	6,360.00
	Training	1,133.00
		<u>\$121,285.81</u>
Unexpended balance returned to general fund		\$ 2,114.19

422 – Highway Improvement - Wages			
Appropriated			\$17,000.00
Expended			<u>\$11,462.50</u>
Unexpended balance returned to general fund			\$ 5,537.50

Expenses & Services			
Appropriated			\$195,000.00
Expended	Local Imp.	\$199,606.68	<u>\$199,606.68</u>
Unexpended balance returned to general fund			\$ 930.82

423 – Snow & Ice Wages & Overtime			
Appropriated			\$38,000.00
Transfer			<u>\$10,538.64</u>
			\$48,538.64
Expended	Wages	\$ 8,933.98	
	Overtime	39,604.66	<u>\$48,538.64</u>

Expenses & Services			
Appropriated			\$142,000.00
Transfer			<u>\$138,589.66</u>
			\$280,589.66
Expended	Repairs	\$ 36,548.10	
	Snow Removal	109,037.97	
	Supplies	10,978.95	
	Gasoline	378.35	
	Diesel	21,037.75	
	Road Salt	62,230.02	
	Sand	29,839.88	<u>\$270,051.02</u>
Unexpended balance returned to general fund			\$ 10,538.64

424 – Street Lights Expenses & Services			
Appropriated			\$7,500.00
Expended	Electric	\$5,115.63	
	Repairs	1,874.30	<u>\$6,989.93</u>
Unexpended balance returned to general fund			\$ 510.07

433 – Transfer Station Wages & Overtime			
Appropriated			\$64,090.00
Expended	Wages	\$56,036.59	
	Overtime	5,637.74	<u>\$61,674.33</u>
Unexpended balance returned to general fund			\$2,415.67

Expenses & Services			
Appropriated			\$123,702.00
Expended	Electric Service	\$ 1,798.27	
	Trash Disposal	69,058.24	
	Trash Hauling	8,090.00	
	Recycling Hauling	9,343.70	
	Maintenance	8,314.12	<u>\$96,604.33</u>
Unexpended balance returned to general fund			\$27,097.67

CEMETERY COMMITTEE

Brenda Baum2012
 Harold E. Brown2013
 David Jaaskela2014

The Pan Cemetery expansion project continued in 2011 and will continue in the upcoming year as well. In FY13, the Committee will begin the process of digitizing maps and burial records for all cemeteries. Residents wishing to reserve a cemetery plot, or obtain a plot certificate should contact the Department of Public Works for assistance. 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.

**Financial Statement
 July 1, 2010 to June 30, 2011**

Expenses & Services

Appropriated			\$5,000.00
Expended	Purchase of Service	\$1,896.28	
	Other Charges	\$3,045.40	<u>\$4,941.68</u>
Unexpended balance returned to general fund			\$ 58.32

**TREE WARDEN
 Mark E. Caisse**

The Tree Warden works with National Grid, other utility companies and subcontractors to remove dead and diseased trees that endanger the traveling public and power lines. In addition, the department, in conjunction with the Historical Commission, is working to maintain the rural character of Bolton through the ongoing tree replacement program. There were several challenges in the Forestry Department in 2011. Hurricane Irene swept through the area downing trees and power lines. In addition, a surprise October snowstorm brought more trees down and shut down power for many days. The cleanup of these two natural disasters continues in 2012. 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, 2010 to June 30, 2011**

294 – Forestry - Salary

Appropriated			\$3,052.00
Expended			\$3,052.00

Wages

Appropriated			\$2,500.00
Expended			<u>\$1,487.50</u>
Unexpended balance returned to general fund			\$1,012.50

Expenses & Services

Appropriated			\$43,000.00
Expended	Tree Trimming	\$34,788.00	
	Other Expenses	7,955.14	<u>\$42,743.14</u>
Unexpended balance returned to general fund			\$ 256.86

HISTORICAL COMMISSION

Alice Coggeshall	2012
Linda Engelmann	2012
J. Howard Black	2013
Marshall McKee	2014
Martha Remington	2014

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:

Three bollards were replaced at Pan Burying Ground after being sheared off during the winter in two separate hit-and-run accidents. Care will be taken in the future to flag these costly posts during heavy snowfall winters. Preservation Consultants were asked to evaluate 6 broken tombstones at West Burying Ground for a future proposal for repairs.

Tree Replacement Program:

Four young trees were planted at locations on Mechanic Street, Old Sugar Road and Wattaquadock Hill Road. Species chosen were Green Mountain sugar maples (2) horse chestnut and sycamore. Please notify the Commission if you would foster a FREE tree on your property along the public way. The Tree Replacement Program is co-sponsored by the Tree Warden and the Commission.

Gold Star Memorial Signs:

A new Howard P. Davis, Jr. sign was installed at Hudson Road and Main Street after an auto accident in March 2009 felled the original. In October the new sign was demolished in a hit-and-run accident that tore up the island at that location. Replacement will have to be at the expense of the Commission because the \$838.00 cost falls below the town insurance deductible.

Bolton Pan National Register Historic District:

Work on the nomination portion of this project is ongoing. It is hoped to have this phase completed and ready to submit to the Massachusetts Historical Commission by the fall of 2013.

Plaques:

At the request of the Commission, the Public Safety Center Construction Committee purchased a plaque marking the approximate site of an 18th-century potash works featured on the 1794 town map and located on this town property. The plaque can be found mounted on one of the many rocks unearthed during construction, next to the visitors parking area in the terraced garden. Thank you DPW for relocating the rock.

At Regency at Bolton, Toll Brothers, Inc. has installed a plaque mounted on a granite base near the pond. The plaque marks a site along the *Lancaster Railroad* and was requested by the Commission in 2005 when this 40B project was under the evaluation of the Board of Appeals.

Town Clock:

The town clock resides in the First Parish Church steeple. The Advisory Committee requested that the Commission take over the expense for manual clock winding of the antique instrument. Equipment was purchased for automated winding/chiming of the clock. Design specifications and installation of the hands-off system were done by Bob Johnson. Our thanks to Bob now that the line item (\$200.00) for 'Clock Winding' has been eliminated from the budget.

Participation with other town groups:

Planning Board –

- Design Review Guidelines
- Salt Box complex preliminary planning review
- Village Overlay District
- Smith property site proposals
- Delta Equity (579 Great Road/Main St.) expansion

Conservation Commission –

- Open Space & Recreation Plan
- Fyfeshire Lower Dam
- Weatherbee land conservation restriction

Selectmen –

- Pole hearings for scenic roads/historic landscapes
- Persons Park cottage future use and upkeep

Local Historic District Study Committee –

- Alice Coggeshall, a resident of the proposed Center LHD is a member of this Study Committee and acts as liaison.

Support and Membership :

The Commission was proud to support the *Partners in Planning* Town Green Proposal at Special Town Meeting in November. We continue to support *Group for the Preservation of Fyfeshire Ponds* seeking to save the historic lower dam. WILL OUR SEARCH FOR TWO NEW MEMBERS EVER END? Please come to our 6PM meetings normally held on the first and third Wednesday of the month, locations to be announced.

**Financial Statement
July 1, 2010 to June 30, 2011**

Expenses		
Appropriated		\$6,970.00
Transfer		\$ <u>255.00</u>
		\$7,225.00
Expended	Supplies	\$4,380.77
	Purchase of Services	1,801.00
	Dues	560.00
	Books	251.81
	Advertising	161.25
	Postage	70.10
		\$7,224.93
Unexpended balance returned to general fund		\$.07

CULTURAL COUNCIL

Tricia Sohl-Dickstein	2012
Judith Leonard	2013
Gong Jai Xing	2013
Rosemary Donnelly.....	2013
Li Juan He	2014
Pat Bensetler	2017
Margot Brody	2017
Michelle Grann	2017
Wynne Weingarden.....	2017

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.

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.

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 6/30/2011 was \$ 4,537.28 with \$4,026 available for 2012 funding. The BAC (restricted) Account balance for fiscal year ending 6/30/2011 was \$1,108.63.

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. Future enterprises have been entertained, such as encouraging the development of a cultural center in Bolton and a brochure highlighting Bolton's history, unique characteristics and cultural offerings.

FY 11-12 Awards Process

The Bolton Cultural Council met on November 14, 2011 with the primary objective of reviewing grant applications and determining grant awards in accordance with the MCC guidelines.

FY 11-12 MCC Grant Award Recipients

Grant applications for the upcoming fiscal year were shared for review and discussion. FY 12 Grants were awarded as follows for an award funding total of \$4026.

Bolton Fair, Kids Country	\$400
Bolton Fair - Fiddler Contest	\$300
Bolton Historical Society	\$326
Council on Aging	\$200
Friends of Bolton Public Library	
Bubblemania	\$200
Jam Puppetry	\$200
The Mountaineer	\$200
Appalachian Trail	\$200
Sneak Peak	\$200
Otha Day Drum Cir.	\$200
FSS Drama Soci - costumes	\$300
Indian Hill Lunch Concerts	\$100
Sawyer Sch Grade 3 Plimoth	\$600
Sawyer – PAC Enrichment	\$400
Sounds of Stow	\$100
Symphony Pro Musica	\$100

PARKS & RECREATION COMMISSION

Joyce Sidopoulos	2012
Lori Colby.....	2013
Karen Regan, Chairman	2014
Thomas Wildman	2014
Open	2013

The Parks & Recreation Commission meets monthly, usually on the second 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. The Parks and Recreation Commission is a five-person elected council. Elected commissioners serve a 3-year-term. The current Commission has operated as a four-person council since the resignation of Daniel Teague in August 2011. Teague's commitments to other Town organizations prevented him from fully participating on the Parks and Recreation Commission, which led him to the decision to resign. The Parks and Recreation Commission are actively seeking a replacement to fill the fifth position.

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 two volunteer days during FY11 to help restore/improve local recreation locations. The Little Pond Clean Up in May was another success while the fall Pond Park Clean Up had to be canceled due to the October Nor'easter. However, outside of aesthetic improvements, Pond Park was properly prepared for the 2011-2012 skating season.

With regard to property development, the Commission has collected the information necessary to draft a preliminary plan to develop Horse Ring Field and Derby Field into suitable and safe playing surfaces. Surveying and full size field plans for Horse Ring will be executed in the next year. The Commission has also invested time into researching improvements and recreation alternatives for the Persons Park property to create a plan that will meet the needs of the community. The Commission has also begun work on a phased plan to restore Pond Park and create a 4-season, open and mixed-use recreational space that highlights the area's historical and natural attributes.

Improvements made in 2011 included the purchase of new picnic tables for Pond Park (winter)/Town Beach (summer) and at Memorial Field. These are high-quality, weather-resistant tables that require little to no maintenance and have a longer lifecycle than standard wooden tables. The Commission plans to continue to purchase tables to systematically replace dilapidated wooden tables at the Town's various fields and parks. The Commission also replaced the lifeguard chair at the Town Beach with a weather resistant alternative that was more suitable for guarding a pond swimming area. The Commission added a storage container at the Town Beach to better protect the equipment purchased for the Learn to Swim program and beach safety. Additionally, the Commission also worked with the DPW and local groups to replace damaged American and Town flags.

Registration for the Town's annual swim lessons was successful with the Commission booking the two, two-week sessions. The Commission added a beach manager during the 2011 swim season to ensure proper lifeguard coverage and to address concerns/comments from the users during regular beach hours.

The Commission will combine the role of beach manager and swim instructor for the 2012 swim season and is currently in the process of recruiting for that position. For the second consecutive year, the Commission offered a kayaking and yoga program to both provide additional recreational opportunities for the town as well as drive revenue. Further, the Commission is working to finalize a fee schedule to effectively rent the town's fields and facilities to local businesses and sports leagues to help raise funds that can go toward additional field and facility improvements.

Holiday celebrations included the annual Easter Egg Hunt at Emerson School, which attracted ~100 people (~75 children) and the Halloween Parade, which attracted approximately ~300 people (~200 children). The Commission again used Constant Contact, event software, to help improve the registration process and better manage the purchase of supplies based on expected attendance. The turnout for both events was high, regardless of a downpour during the Easter event and a Nor'easter during the Halloween event. The Commission also launched a Facebook page to help manage time-sensitive and weather dependent events such as the skating pond opening day and the ongoing maintenance of the skating surface during the winter season. Annual or special observances included Memorial Day and the 10 Year Anniversary of 9/11. The Commission provided refreshments for the Memorial Day observance and support for the 9/11 observance.

The Commission updated the Parks and Recreation Rules and Regulations document and improved the application process for field and facility use in 2010. The new Rules and Regulations and application process proved successful in 2011 by way of:

- Improved management of field/facility use;
- Access to enforceable rules for both neighbors and field users;
- Improved communication channel and access to information regarding field use (i.e., online calendar, field scheduler email alias, improved contact between users and P&R); and
- Online resources for: Rules and Regulations; Fields/Facilities under P&R management; contact information for comments, issues, complaints; Field Access Info (closures, improvements, etc.).

The Town of Bolton received the honor of being the runner up in *Boston Magazine's* "Top Places to Live for Kids" on May 23, 2011, second only to Neponset, a neighborhood in Dorchester. The article noted four of the Commission's programs or events in the paragraph describing why Bolton was a Top Place for Kids:

"Americana at its finest: elaborate Fourth of July celebrations, an Easter egg hunt, a Halloween parade and party with cider, pumpkin carving, and costume contests, a town beach with swimming lessons, and hot cocoa to celebrate the opening of skating at Pond Park. Did we mention the good schools?"

The ranking is a great testament to volunteerism, both by those elected to the Parks and Recreation Commission but also to the community—from parents to local businesses—who contribute to the success of the programs, events, parks and facilities that the Commission manages on behalf of the Town.

Financial Statement
July 1, 2010 to June 30, 2011

Recreation

Wages	
Appropriated	\$5,589.00
Expended	<u>\$5,522.38</u>
Unexpended balance returned to general fund	\$ 416.62

Expenses			
Appropriated			\$14,670.00
Transfer			<u>(\$350.00)</u>
			\$14,320.00
Expended	Purchase of Services	\$5,023.00	
	Equipment	6,641.13	
	Supplies	2,062.48	<u>\$13,726.61</u>
Unexpended balance returned to general fund			\$ 593.39

Parks			
Expenses			
Appropriated			\$4,080.00
Expended	Purchase of Service	\$2,525.87	
	Electric	738.15	<u>\$3,264.02</u>
Unexpended balance returned to general fund			\$ 815.98

DEPARTMENT OF VETERANS' SERVICES

James Cabral, Veteran's Agent2012

The Veterans' Services office is located at 23 Linden Street, Berlin. Regular office hours are Monday through Thursday and by appointment if needed. To arrange an appointment please call 978-838-2442 or my cell phone at 978-875-0700. You may also contact me by e-mail at vetagent@townofbolton.com.

The purpose of the Veterans' Department is to assist Veterans and/or their dependants in procuring financial assistance, information and benefits to which they are entitled. These services and benefits are relative to vocational or other educational opportunities, medical care, compensation, pensions, burial allowance, and other benefits granted under existing State and Federal laws. The office of Veterans' Services is a one stop human service office with top priority of providing services designed to improve the quality of life for our Veterans in the Town of Bolton and their families.

I would like to take this time to reach out to the Veterans of the Town of Bolton and their dependants. Please do not hesitate to call the Veterans' Office if you need assistance.

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 dependant needs to file for benefits. If you do not have a copy of your discharge documents I can help you obtain them. In closing I would like to thank the Board of Selectmen, Town Officials and most of all Michelle Marino.

Financial Statement July 1, 2010 to June 30, 2011

Wages			
Appropriated			\$4,459.00
Expended			\$4,458.96
Expenses			
Appropriated			\$1.00
Unexpended balance returned to general fund			\$1.00

**POLICE DEPARTMENT
ROSTER AS OF DECEMBER 31, 2010**

Chief of Police Vincent C. Alfano, 5 years of service
Lieutenant Warren E. Nelson, 19 years of service
Sergeant Michael W. Slepetz, 27 years of service
Detective Kimberly Barry, 15 years of service
Patrol Officer Yvette Washington, 7 years of service
Patrol Officer Jason Puri, 7 years of service
Patrol Officer Luke Hamburger, 6 years of service
Patrol Officer Sandra Lawton, 3 years of service
Patrol Officer Jonathan Couture, 1 year of service
Patrol Officer Greg Mailloux, hired July 1, 2011
Patrol Officer Eric Koukos, hired November 13, 2011
Reserve Officer Hank Staake, 13 years of service
Reserve Officer Daniel Keller, 5 years of service
Reserve Officer Jacob Vicente, 5 years of service
Reserve Officer Mary Ann Kinirey 4 years of service
Reserve Officer Andrew Bagdonas, 25 years of service
Administrative Assistant Lorraine Kenney, 13 years of service

2011 saw the Police Department adapting well to its new quarters within Bolton's Public Safety Center. This modern facility has greatly improved safety of our personnel and efficiency of our operations. The mettle and design of the facility was well tested this past year by numerous significant severe weather events. Our Emergency Operations Center (EOC) was utilized a number of times to coordinate Town Government resources and response to these severe weather events. Our emergency generator performed flawlessly for days at a time, maintaining vital radio communications and 911 emergency phone services. Making arrests and processing of prisoners is one of the most dangerous duties our Officers perform. Officer safety has now been greatly improved due to our modern jail cells and prisoner handling facilities. The station's Harold Brown Jr. Training Room sees daily use for classes and meetings by Bolton Public Safety agencies and local Town organizations and groups, making it one of the most popular facets of this new facility. We thank all of you, our residents, business owners, and government officials, for your support in making this wonderful facility a reality. It will serve Bolton well for decades to come.

With the availability of our Training Room, the Police Department finally has the meeting space to reach out to the community with an ongoing series of programs and seminars targeted at topics of value and concern to our residents. As Bolton has not been immune to the region-wide epidemic of house breaks, this past year the Police Department held a well-attended seminar on Home Security, and how to help us combat and prevent burglaries. This seminar has been aired repeatedly on local Cable television as well for those who could not attend. We also continue our popular "Home Security Survey" program where Bolton Police Officers actually visit resident's homes or local businesses and personally walk through with you noting areas where home security and safety could be improved, and making suggestions on lighting, locks, alarms, landscaping, visible house numbering, and other aspects of security awareness. We know these programs have been successful, because a number of burglars have been arrested by our Officers this past year directly attributed to prompt calls from residents reporting suspicious persons or activity. You are our eyes and ears around Town, and your assistance is invaluable.

Domestic Violence is a crime that cuts across the grain of society, and no community is immune. In 2011, Bolton Police responded to over 20 calls involving Domestic Violence or abuse, many resulting in an arrest. Your Police Department has been very proactive in the battle against this devastating crime. Again, our Training Room has served us well this past year in enabling us to host a public forum on Domestic Violence awareness and resources. We assembled an outstanding group of specialists representing area Domestic Violence support and counseling organizations who educated attendees on the types and availability of local assistance to victims. Our State Senator Jennifer Flanagan and our State Representative Kate Hogan were in attendance, and spoke demonstrating their unwavering support for this critical issue. In addition, we formed a partnership with the Worcester County District Attorney's Office, whose representatives reinforced their commitment to prosecution of abusers and victim assistance. Our Department Detective is assigned to an area law enforcement task force identifying and assisting high risk victims of Domestic Violence. As a follow-up, this year, 2011, we are hosting a seminar on Teen Dating Violence. We are steadfast in continuing our efforts to render Domestic Violence in all forms socially unacceptable and intolerable, working hard to end the suffering of so many. We are most thankful to the many Bolton residents who have volunteered to assist us in the organization and presentations of our Domestic Violence seminars. Their time, help, and caring has been instrumental in enabling us to make this program so successful. We are also proud of the Police Department's partnership with the Bolton Neighbor to Neighbor program. Once again, we see Bolton residents donating their time and expertise to assist us and their fellow townspeople in times of need or emergency. We are fortunate to have so many willing to give so much to assist others.

In reviewing our offense and response statistics for 2011, I have noticed several trends. Breaking & Entering cases to vehicles, businesses, or residences has dropped significantly, from 51 in 2010 to just 18 in 2011. We attribute this drop, particularly in breaks to automobiles, to heightened security awareness and reporting by residents, and aggressive patrol and investigative work by our Officers. More residents are being careful to lock their cars and homes when unattended, and quickly report suspicious persons. This past year, because of prompt reporting of a suspicious vehicle by a resident and outstanding police response and investigative work by a team of our Officers, an organized multi-State burglary ring was identified and smashed, with arrests made and thousands of dollars in stolen goods recovered. Over 17 housebreaks from around Massachusetts and Rhode Island were solved. Motor Vehicle Accidents with Injury increased slightly, with 43 in 2010 to 50 in 2011. We attribute this rise to the significant severe weather events, and subsequent hazardous driving conditions we experienced this past year. Motor Vehicle Accidents with Property Damage Only did decrease slightly, but the number of "winch outs" of stuck vehicles and disabled motor vehicles increased, again due to the severe weather. Demonstrating our Officers commitment to aggressive traffic enforcement, the number of Motor Vehicle Criminal Complaints issued rose from 145 in 2010 to 201 in 2011, and citations rose significantly from 615 in 2010 to 852 in 2011. Their hard work helps ensure our roads are safer for us all.

As always, this past year the Police Department has looked for ways to maximize the efficiency of our operations and save on costs wherever possible. To assist us in reducing maintenance costs for the facility, we have formed a partnership with the RFK Center in Lancaster. This State institution houses and works with troubled teens to assist them in adapting to a workplace environment and career counseling and training. Weekly, accompanied by adult Staff members, students from the RFK Center volunteer their time and efforts at the station performing light maintenance and landscaping duties. These services are provided free of charge to the Town. An added benefit of this program is the positive interaction and mentoring between the students and Police and Communications personnel. Many of these students are from communities across the Commonwealth, and have had negative experiences with other law enforcement personnel or agencies. This program has significantly changed in a positive way how many of these students feel towards Police Officers. Also, we are pleased to participate in the Town's Senior Tax Rebate Program (STRP). A number of our Senior Citizens have been invaluable in assisting us with their landscaping efforts and gardening expertise at the Public Safety building. Their hard work has ensured that the facility remains a building the Town can be proud of.

We also continue our efforts in the area of energy conservation. Our cruisers are equipped with two stage engines that automatically run on fewer cylinders when idling or at lower speeds, saving fuel, and future cruisers will employ even more energy efficient new V6 engines.

In closing, I would like to thank the men and women of the Bolton Police Department. Its Officers and Communications specialists dedicate themselves on a daily basis to provide vital emergency and law enforcement services to all who live here, work in, or pass through our community. Their efforts ensure that you are provided with the most efficient, professional, and compassionate law enforcement services possible. I also thank all of you for your support and assistance. As my 6th year serving as your Police Chief, I count myself fortunate to have met and serve so many wonderful fellow townspeople. Working together, we will continue to ensure that Bolton remains a safe, vibrant community that we are all proud to call home.

Financial Statement
July 1, 2010 to June 30, 2011

Salaries

Appropriated	\$110,952.00
Expended	<u>\$102,116.56</u>
Unexpended balance returned to general fund	\$ 8,835.44

Wages w/Overtime

Appropriated	\$715,211.00
Expended	<u>\$712,699.66</u>
Unexpended balance returned to general fund	\$ 2,511.34

Expenses

Appropriated	\$139,303.00
Transfer	<u>\$ 30,000.00</u>
	\$169,303.00

Expended

Oil & Lube	859.30	
Building	52,481.99	
Supplies	8,037.73	
Firearms Supplies	4,564.74	
Uniforms	12,899.99	
Training	1,461.65	
Dues & Subscriptions	2,742.43	
Other Expenses	31.50	
Hired Services	2,283.00	
Cruiser Repairs	18,781.67	
Cruiser Equipment	8,108.11	
Cruiser Tires	4,201.08	
Cruiser Gasoline	20,815.44	
Cruiser	31,376.00	<u>\$168,644.63</u>

Unexpended balance returned to general fund	\$ 658.37
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**POLICE DEPARTMENT COMMUNICATION CENTER
Roster as Of December 31, 2011**

Police Chief Vincent C. Alfano

**Donna L. Hathaway, 25 years of service
Edward Haimila, 13 years of service
Jaine Galeski, 7 years of service
Diane Coolidge, 12 years of service
MaryAnn McLaughlin, 15 years of service
Hank Staake, 14 years of service
David Byler, 6 year of service
David Perry, 4 year of service**

Bolton Dispatchers handled 8576 Calls for Service in 2011, including 361 Ambulance Calls, 8 Mutual Aid Ambulance Calls provided, 36 Mutual Aid Ambulance Calls received and 216 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, 2010 to June 30, 2011**

Wages w/Overtime

Appropriated	\$232,396.00
Expended	<u>\$229,649.33</u>
Unexpended balance returned to general fund	\$ 2,746.57

Expenses

Appropriated		\$72,668.00
Expended	Purchase of Service	\$31,415.08
	Training	819.71
	Software Support	377.00
	Telephone	25,003.97
	Teletype	2,336.99
	Supplies	6,867.46
	Uniforms	1,525.00
	Miscellaneous	356.65
	Antenna-Tower	1,259.94
	Radio Console	502.91
	Computer Equipment	234.00
		<u>\$70,698.71</u>
Unexpended balance returned to general fund		\$ 1,969.29

Arrests and Citations	<u>2010</u>	<u>2011</u>
Arrests	48 (5 Juvenile)	46
Motor vehicle citations	615	852

Offenses reported to FBI for Statistical purposes by year	2010	2011
Rape (Forcible and statutory)	2	1
Forcible Sodomy	0	1
Aggravated assault (includes domestic A&B)	4	3
Simple assault	25	18
Intimidation (includes bomb threats)	9	9
Breaking and entering, vehicle, business or residential	51	18
Theft from building	5	17
Theft from motor vehicle	16	4
Theft of motor vehicle	2	1
Theft of motor vehicle parts/accessories	0	0
All other larceny	31	16
Stolen property offenses	8	5
Destruction/Damage/Vandalism of property	55	44
Drug/Narcotic violations	19	19
Drug/Equipment violations	0	0
Weapon Law violation	1	5
Disorderly conduct	12	9
Driving under the influence	21	16
Liquor law violations	7	8
Trespass	7	9
All other offenses	33	9
Traffic/Town Bylaw offenses	244	9
Counterfeiting/Forgery	1	4
Shoplifting	0	0
False pretenses / swindle	7	3
Impersonation	4	0
Bad Checks	1	0
Credit Card / Automatic Teller	3	3
Bribery	1	0

Response by Police by type of call	2010	2011
Local ordinance/Bylaw violations	20	15
Missing persons	6	5
Disturbance	8	2
Domestic disturbances	23	20
Noise complaint	25	30
Suspicious activity	149	147
Suspicious person	40	38
Suspicious motor vehicle	66	62
Officer wanted	298	254
Burglar alarm	276	329
Lost/Found Property	47	59
Motor vehicle stops	1166	938
Leaving the scene of an accident	7	10
Motor vehicle accidents – injury	43	50
Motor vehicle accidents – Property damage only	153 + 5 winch-outs	137+14 winch-outs
Motor vehicle complaints	145	201
Disable motor vehicles	190	209
Parking violations	8	10
Building / house checks	2571	2566
Court appearances	126	132
Assist other PD	183	151
Community Policing Activities	285	226

AMBULANCE SQUAD

Director:	Margy Diaz	Training Officer:	Cassie Ela
Assistant Director:	Dina Rich	Assistant Director:	Andrew Bagdonas
Medical Director:	Marc Gautreau	Full Time EMT/FF:	David Farrell

<u>EMT Attendants:</u>	Margy Diaz	David Farrell	Alex LeBlanc	Curtis Roemer
Christine Alfano	Norman Diaz	Kelsey Farrell	Kara McClean	Jamie Weliver
Chris Baker	Wesley Durant	Luis Forte	MaryAnn McLaughlin	Gery Wilson
Andrew Bagdonas	Kristen DiBlasi	Jack Holbrook	David Perry	Shannon Wheeler
Barbara Brown	Cassie Ela	Kate Howard	Dina Rich	Chris Whynot
David Byler	Ann Farrell	Allan Koung	Curtis Roemer	

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-B 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, ten 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 out of Hudson or Community Ambulance out of Marlboro when necessary and available.

2011 was an exciting year with many changes and additions. We continued working with the state to comply with the MATRIS initiative and have started using electronic patient care reports. Being paperless will help our billing process become more efficient, make it easier to comply with state reporting standards and more importantly will help with patient care. Our software system has the ability to securely store vital patient information such as allergies and medical history, similar to systems used by hospitals. As always patient information is strictly confidential and is only used to treat patients. A big thanks goes out to Andrew Bagdonas who worked tirelessly to make the transition as smooth as possible. This year we deployed our new defibrillators and are in the process of deploying Public Access Defibrillators in several public areas. A special thanks goes to MaryAnn McLaughlin, Ann Farrell and Cassie Ela for coordinating and providing the training needed to make this program a success.

In 2011 we had a record number of calls topping last year's record of 362 calls. In 2011 we responded to 399 requests for emergency assistance.

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!

**Financial Statement
July 1, 2010 to June 30, 2011**

Wages		
Appropriated		\$106,517.00
Expended		\$105,521.71
Unexpended balance returned to general fund		\$ 995.27

Expenses		
Appropriated		\$57,550.00
Expended	Purchase of Services	\$ 5,820.37
	Diesel	3,456.99
	ALS Services	16,635.00
	Telephone	556.40
	Coastal Medical Billing	6,622.63
	Uniforms	179.90
	Repairs – Motor Vehicle	1,956.89
	Cadet EMT Program	13,820.00
	Supplies	1,354.36
	Equipment	4,640.42
Unexpended balance returned to general fund		\$ 54,042.94
		\$ 3,507.06

FIRE DEPARTMENT
Roster of Active Members

Fire Chief: John Mentzer
Deputy Chief: Gerald Wilson
Lieutenant: David Farrell

Firefighters:

Cory Baird	Christopher Baker	Donald Baum
David Byler	Peter Casello	Chip Durant
Ryan Hartwell	Michael Kenney	Roger McManus Jr.
Jeremy O'Connell	David Perry	Curtis Plant
James Porteus	Christopher Poutenis	Robert Publicover
Curtis Roemer	Christopher Slade	Paul Slade
John Stephenson	Christopher Whynot	

Trainees:

Matthew Colacchio	Jaclyn Welch	Jennifer Cuddy
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Honorary Members:

Gigi Bonazzoli	Jack Holbrook	Eric Newton
Eric Stephenson	James Weliver	

Fire Safety Education:

Barbara Wilson

After settling into our new and refurbished quarters at the Public Safety Center the Fire Department has had a very busy year in 2011 with a record 236 fire calls.

The Department worked closely and cooperatively with the Police, Ambulance Squad and DPW to deal with the severe weather emergencies presented by Tropical Storm Irene in August and the surprise October snowstorm. The new Emergency Operations Center in the Harold E. Brown, Jr. Memorial Training Room of the Public Safety Center proved invaluable in providing a central location from which the emergency response of all Town agencies could be planned and directed in a unified manner.

After leading the Department for 36 years Chief John Stephenson retired as Chief on June 30th. His many years as a firefighter, officer and then Chief exemplify the meaning of a volunteer serving his community. Chief Stephenson successfully led the Department through many changes and advances in firefighting equipment and practices and has left the Department well-placed to meet future challenges and the needs of the community. After a search and selection process for a new Chief, the Board of Selectmen appointed John Mentzer as the new Fire Chief on December 1st.

Under the dedicated direction of Barbara Wilson, the Department continued its emphasis on fire safety with its annual visits to Florence Sawyer School in October to teach and reinforce fire safety principles with the students.

Every five years the Department pays tribute to its long term members with 5 or more years of service to Bolton. This year the members who received a service award pin and certificate were:

Gigi Bonazzoli	65 years	Jack Holbrook	45 years	Christopher Slade	45 years
John Stephenson	45	Paul Slade	40	Donald Baum	30
John Mentzer	25	Curtis Plante	25	Gerald Wilson	25
Chip Durant	20	Peter Casello	15	Christopher Baker	10
Ryan Hartwell	5	David Byler	5	David Farrell	5
James Weliver	5	David Perry	5	Michael Kenny	5
Curtis Roemer	5	Chris Poutenis	5		

Each of these members has shown the dedication, motivation and diligence that allow the Department to continue to provide high quality fire emergency services to the residents of Bolton.

Financial Statement
July 1, 2010 to June 30, 2011

Wages

Appropriated			\$95,359.93
Expended	Clerical	\$ 5,050.00	
	Firefighters	90,309.93	\$95,359.93
Unexpended balanced returned to the general fund			\$ 0.00

Expenses

Appropriated			\$42,686.12
Expended	Heating	\$3,754.51	
	Electric	4,509.98	
	Repairs	8,616.58	
	Software support	2,070.00	
	Radio maintenance	598.07	
	Training	572.43	
	Telephone	392.10	
	Supplies	3,706.35	
	Gasoline	29.10	
	Diesel	3,433.86	
	Automotive	3,732.77	
	Uniforms	4,510.07	
	Other	1,868.85	
	Dues/Memberships	529.00	
	Water Holes	4,305.00	\$42,628.67
Unexpended balanced returned to the general fund			\$ 57.45

Fire Calls for 2011

Building fires	1	Vehicle fires	4
Brush fires	10	Motor vehicle accidents	27
Carbon Monoxide detector activation	13	Ice/Water rescue	1
Power line down/arcng	31	Building collapse	1
Mutual aid given	5	Bomb scare	1
Automatic fire alarm activation	30	Smoke detector activation	26
Severe weather	7	Hazardous materials	7
Service call	5	Public service	7
Odor of smoke	10	Miscellaneous	50

Permits Issued for 2011

Oil Burner	22	Commercial Stove Hood	1
New home smoke alarms	26	Tank truck	1
General permit	8	Home for resale smoke alarm	75
Underground tank removal	2	Propane tanks	35
Fire alarm installation	8	Open burning	539

NASHOBA REGIONAL SCHOOL DISTRICT

Nashoba Regional School District continues to grow, both physically and educationally. Our current enrollment is 3550 PK -12. The District's budget passed overwhelmingly during the 2011 Annual Town Meeting. The net total budget for FY 12 as voted is \$43,328,245, up 2.57% from FY 2011. Bolton's assessment was a total of \$11,288,266. The district enrolled 1104 students from Bolton; 297 were high school students.

We had turnover of a key leadership role: Jeremy Roche left in June as Principal of Nashoba Regional High School and we hired an Interim Principal, Ralph Olsen. We also welcomed Julie Flynn to the school as our new Assistant Principal.

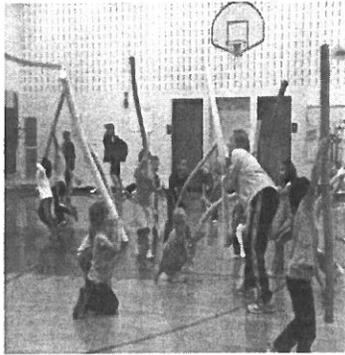
At the Florence Sawyer School, students, community members and teachers continue to extend themselves in the spirit of giving to make their world a better place. In the past year:

- Seventh graders raised nearly \$10,000 for the Relay for Life;
- Our Student Council organized an effort for Toys for Tots that filled three trucks with new unwrapped toys;
- Middle School students generated over \$1,000 for the Make-A-Wish foundation through the classroom "Penny Wars;"
- Students generated over

four hundred thirty (430) pounds of canned goods for WHEAT Community Services prior to

Thanksgiving;

- A student-generated plan is underway to build backpacks of donated school supplies to send to students in Haiti; and,
- FSS students raised over \$19,000 for cancer research through the PMC Kids Ride and Trivia for a Cure.



Eleven (11) students from our senior class have achieved *Commended Student* status in the National Merit Program, and four (4) have been named *National Merit Semi-Finalist* for the final round. Last year all four (4) of our *Semi-Finalists* went on to become *Finalists* and two (2) were recipients of awards.

At our high school the nationally recognized "Best Buddies Program" pairs students who support intellectually and physically challenged youngsters. Inclusive opportunities such as physical education and dances have been expanded to include school-wide vocal and instrumental performances. The personalization of the pairings has benefited both students and our school's climate. The school's co-curricular activities have been expanded to include chess, debate, and a competitive computer programming team. Nashoba's robotics team and the business department's Distribute Education Clubs of America students have achieved state recognition, which qualifies them to compete on a national level.

Nashoba made substantial progress in sustainability during the past year. The NRHS Green Team won the top state award for Environmental Education and Action in May of 2011 in recognition of their environmental achievements. In addition to paper, cardboard and bottle recycling activities, students planted new raised bed gardens and harvested the produce and herbs for use in food and nutrition classes. Students also constructed large compost bins outside the school and began a composting



pilot program. Overall the Nashoba school district saved approximately \$6000 due to these student efforts.

The high school athletic program is strong and robust with a total of five hundred thirty-five (535) student athletes. We have twenty-five (25) varsity teams (26 if we count our girls' ice hockey co-op team with St. Bernard's, Leominster, and Gardner) and 42 total teams at NRHS. We have seven (7) total teams at each at our middle schools. In 2011 68 different student athletes were named Total Mid-Wach League all-stars, with a total of 92 league all-stars overall, as some students were all stars in more than one sport. Most significantly, we had 21 out of 25 teams qualify for MIAA playoffs in 2011. Of those teams our 2011 Football squad won the super bowl!



The Emerson School continues to be a vibrant part of the Florence Sawyer Elementary School complex and the regional offices enjoy being a part of this dynamic community. The 1922 section of the Emerson School recently was vacated by the town's municipal offices and BATCO. The District has begun a process of migrating offices over into this section to allow for the 1952 wing to be used for more academic space. The District already runs its Extended Day program out of the lower level of the Emerson School and has its Teaching and Learning Department on the first floor.

Overall, our students, faculty and staff enjoyed a very successful year. We are appreciative for the families and the communities for what they offer and bring in terms of their ongoing support.

NASHOBA REGIONAL HIGH SCHOOL CLASS OF 2011

Laura Abigail Hoover * † – President
 Alicyn Barr Reverdy * † – Secretary

Kristen Diane DiBlasi – Vice President
 Adam Justin Tocci, Jr. - Treasurer

Timothy Francis Albert
 Nicholas Samuel Alberts *
 Anders Arthur Anderson
 Eric Leif Anderson
 Rebecca Lynne Ashe ‡
 Anthony Francis Averso
 Brendan Patrick Aylward * †
 Courtney Leigh Bailey
 Gwendolyn Maibh Bailey
 Prudence Abigail Bailey
 Olivia Catherine Basile
 Nicholas Thomas Bateman
 Shara Pantiva Batson
 Margaret Julia Beaton †
 Christina Elizabeth Bebernitz **
 Adam Wesley Benjamin
 Luke David Benney
 Jonathan Michael Charles Berglund **
 Maxwell Conor Berry
 Kyle Zach Bonazzoli
 Jonathan Robert Booth
 Amber Ashley Borgilt
 Madeline Keely Borsari * †
 Taylor Jeanne Boufford
 Cassandra Faith Bradbury *
 Kevin Michael Brady
 Tyler John Brower
 Devin Patrick Brown
 Stephen Carleton Brown-Wooster Jr. **
 Ellen Louise Bruso
 Kevin Page Buettner
 Samuel Stetson Buffum *
 Nathan Edward Burgoyne
 Emma Lisa Christina Burr Nyberg *
 Rachel Marie Busch
 Christine Alexandra Butler
 Christopher Andrew Camoscio
 Nicholas Lawrence Capone **
 Lauren Elisabeth Casaceli *
 Meghan Rose Casella
 Daniel Andres Ceron
 Benjamin Lawrence Ciummo **
 Emily Lauryn Clark ***
 Russell Rowan Clements ‡
 Matthew Robert Cody
 Hannah Rose Collins
 Lauren Marie Corazzini
 Felicia Marie Couture
 Dylan Bradford Cross
 Elizabeth Mary Cross ***
 Andria Gail Cubero *
 Jennifer Helene Cuddy †

Stephanie Vanessa D'Ambrosio *
 Lusan Lee DellaGrotte *
 David Aneillo DiMasi Jr.
 Ryan Patrick Donnelly
 Matthew Manny Doucette
 James John Driscoll
 Nolan Kenneth Duchi
 Julia Marie Duffin
 Kenneth Tumulak Eckland
 Marcelino Khairallah El-Hayek
 Noah Emrich
 Amy Melise Enman ‡
 Julie Anne Halloran Entwistle *
 Robert Alexander Enzmann
 Russell Leon Farnsworth
 Olivia D. Farrell *
 Tanya Margot Finnerty
 Christina Lee Fossa
 Sean Michael Foster
 Sydney Charlotte Foster
 Alexander Scott Fraser
 Ryan Kenneth Fuller
 Kate-Lyn Rae Gadoua *
 Kristen Miriam Gandek
 Marissa Lander Generoso
 Richard Kevin Genetti
 April Melissa Gerry
 Chelsea Alexis Giannelli
 Cole Dorothy Gibson **
 Zachary Gerald Gilmore
 Leanna Eleanor Giordano
 Peter James Gjeltema ** †
 Rachel Elizabeth Glover
 Taylor Matthew Gordon ** †
 Benjamin Grajales
 Thomas Whitney Redford Granger ** †
 Caroline Elizabeth Grosch
 Brya Sunshine Gross *
 Hannah Marie Groudas *
 Anvesh Gurijala
 Thompson Jeffrey Hangen * †
 Ross Tyler Harvie
 Kelsey Lynn Hawkins
 Kathleen Campbell Hayden *
 Morgana Maria Hayek
 Mary Catherine Ann Heelan * †
 Emily Grace Heeren
 Peter Thomas Heislein
 Ken Michael Herbison
 Derek Matthew Herbst
 Mary Leigh Hilliger * †
 Kristen Lee Holbrook

Robert Charles Howe
 Lauren Ashley Howell
 William Tecumseh Hurley
 Rebecca Morgan Jackson
 Ryane Melissa Jackson *
 Michaela Evelina Jacobs ***
 James Lawson Jesson
 Courtney Anne Johnson
 Sean Patrick Kalil
 Fallon Christine Keenan
 Abigail Mary Kennefick
 Linnea Aislinn Kennison
 Samuel Maxwell Kessel ** †
 Blake Dickson Korn *
 Lacey Hamilton Kremer †
 Hailey Alyssa Labier
 Justin Andrew Labier
 Keenan Crosley LaBonte
 Lea Nicole Lafond
 Alexander Michael Langelo
 Kyle Jameson Lavallee
 Cameron Nathan Leavenworth
 Alex Michel LeBlanc
 Eric Robert Lidstone
 Bret Andrew Macko
 Timothy John MacLaughlin
 Michael Patrick Malloy
 Kevin Russell Marino
 Kelleigh Laine Maroney ** †
 Nils Andreas Martinson
 Naomi Matos
 Thomas John Matty
 Andrew Stephen McGarry *
 Lawrence Patrick McGillicuddy *
 Mary Ann McKean
 Neil Francisco Mechlin *
 Christiana Rose Minardi ** †
 Christopher Goodwyn Morse
 Connor Patrick Mullin
 Jordan Ari-Roger Munger *
 Emily Margaret Murphy
 Kristen Michelle Nagy
 Julian Philip Earle Nanton
 Nathan Murphy Needle †
 Meredith Joanne Nelson
 Brian Walter O'Hare
 Brittany Janice Owen *
 James Nicholas Owen
 Jesse Aaron Oxenberg *
 Alexander Charles Pappas
 Evan William Pappas
 Joseph Seymour Pappas
 Randy David Patterson
 Lindsey Marie Pavlin
 Kayla Rose Perkins *
 William James Perreira ‡
 Zachary Alexander Phillips
 Alejandro Manuel Pirez

Alex Michael Piso
 Dylan Michael Plaskon ** †
 Siobhan Marie Pokorney *
 Andrey Polovinkin
 Adam Murphy Prentiss
 Luke Salvatore Puleo
 Sara Elizabeth Quirk
 Brianna Marie Radl *
 Nicholle Diane Reeves *
 Lauren Aldrich Rhodes
 Justin Charles Ringler
 Chelsea Jean Roche
 Enmanuel Rodriguez
 Drew Tyler Rosen
 Connor Allen Ruby
 Gemma Krista Sanders
 Katherine Toms Savino †
 Daniel Paul Schartner
 Abigail Ruth Schopp
 Alexander Cameron Schryver
 Jennifer Ann Schumacher ‡
 Joshua Raymond Shelales
 Zachary Thomas Shepard
 Henry Wills Shepherd
 Andrew Michael Slattery
 Luke Samuel Smith *
 Thomas Andrew Starkey *
 James Elliot Steere
 Kathryn Anne Stefos **
 Lauren Michele Steigerwalt *
 Jillian Anne Temple
 Mary Lynne Temple †
 Leah Catherine Tepper
 Alana Elizabeth Toabe ** †
 Courtney Debra Tolliday †
 Emmanuelle Torres **
 Kyle Kurt Ursuliak
 Aubrie Rose Vannasse †
 Justin William Velez
 Kyle James Wallace
 Rachel Joy Wikoff
 Chelsea Nayer Willoughby * †
 Courtney Elaine Willoughby **
 Caleb Jelinek Wisch *
 Conor Michael Wyand *
 Rolan Yang *
 Ryan Joseph Zangarine
 Jason Anthony Zelle
 Maxwell Elton Zoller

* Cum Laude
 ** Magna Cum Laude
 *** Summa Cum Laude

† National Honor Society Senior Project completion

‡ Certificate of Completion

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

About Minuteman

Minuteman is a four-year public high school serving the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs.

Bolton Enrollment

As of October 1, 2011, ten (10) high school students were enrolled at Minuteman providing a full-time equivalent (FTE) of ten (10) students that reside in Bolton.

Minuteman experienced a 7% increase in the Freshman Class resulting in the largest freshman class in 12 years. The "Benefits of Minuteman" are clear:

- Experience the Modern American High School. Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.
- Believe in Yourself. Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- Prepare for College and Life. Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- Learn from Experts. Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- Be More Than Just Another Student. There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- Make a Fresh Start. From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

Nashoba Valley Regional High School and Minuteman Half Day Program

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half-day-every-day basis in a career major. This allows a student to graduate from Nashoba Regional High School and receive a competency certificate from Minuteman. Currently, no Bolton students participate.

Minuteman offers 'Post Graduate' programs to Bolton residents of any age who are seeking to enhance their skill development. Post-Graduate Students are charged tuition to offset operating costs.

2011 Bolton Graduates and Awards

Michael Breen, Biotechnology

Nicole Collette, Drafting

At the 2011 graduation, Michael Breen was awarded the Walter J. Markham Award, Mass. Association of Vocational Administrators, Minuteman Attendance Award, Minuteman Drama Club Award, Minuteman Parent

Association Award, Student Athlete Award, and Minuteman Principal's Award. Nicole Collette was awarded the Minuteman Alumni Association Award and the Minuteman Community Service Committee Award.

SkillsUSA Award – Bolton

<u>Student</u>	<u>Competition Category</u>	<u>State Results</u>	<u>National Results</u>
Michael Breen	Sustainability Solutions	1 st Place	3 rd Place
Nicole Collette	Engineering Technology	3 rd Place	

Class of 2011 Graduate Achievement Highlights

- 73% college bound or advanced Technical Training, 12% career bound and 4% military. Overall, graduates achieved an 89% positive placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 90% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 78% of Cosmetology graduates passed State Board examinations.
- Health Occupation graduates achieved 78% in college acceptance.
- 86% of Environmental Technology graduates earned the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License.
- Valedictorian Michael Breen, Biotechnology graduate from Bolton attending University of Rochester in Rochester, NY. Salutatorian Benjamin Basseches, Pre-Engineering graduate from Lexington attending Brown University in Providence, RI.

Capital Projects

- Lexington Water Department is requiring replacement of several major components of the school's water supply system. This work will be completed in December 2011; estimated total cost of \$120,000 is covered out of our FY12 budget.
- An emergency \$475,000 capital project was successfully completed. Lexington issued an order at the end of June 2011 in regards to the area of the school known as the Trades Hall. The order restricted access and occupancy to the Trades Hall immediately. Minuteman had to obtain a waiver from DCAM to hire a design architect, demolish the interior area and rebuild the area under current building codes in order to open school in the fall.
- MSBA Update: Minuteman is in the "pipeline" of the Vocational School Repair and Renew program announced by the State Treasurer's office in 2010. The Feasibility Study financing was unanimously approved by all 16 member towns in 2010. The School Building Committee will review various models to accommodate member community enrollment, as well as various levels of non-member enrollment. A final project model is expected by 2014.

Curriculum and Instruction

- Since 2008, all 9th grade students will have English and Math every day, rather than a "week-on-week-off" schedule, thus providing more consistent and concentrated instruction as well as project-based learning.
- The Educational Program planning process has identified several new programs that offer students increased choices in career majors, including Criminal Justice/Bio-Security, Animal Science and the Technical Theater Arts. Two programs phased out in 2010 included Office Technology and Auto Body Repair. Drafting and Design Visual Communications will be phased out by 2014.

Professional Development

- The Minuteman staff has created academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices, teacher-to-teacher peer observations, Executive Function support, Reading Consultancies, and Academic-Career and Technical curriculum integration. The integration of technology to enhance student learning is an ongoing commitment.

Student Access, Participation and Support

- An Executive Function initiative was launched last year. Minuteman provides students with resources to enhance their planning and organization skills.
- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disability, develop skills and techniques to minimize the impact of the student's disability, and to promote independence and personal responsibility. The SLC supports the transition to college.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Students have more than 20 clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the *Grant-a-Wish* program supports numerous initiatives and incentives for student achievement.

TAX COLLECTOR

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

Financial Statement July 1, 2010 to June 30, 2011

Salary		
Appropriated		\$26,791.00
Expended		<u>\$26,790.91</u>
Unexpended balance returned to general fund		\$ 0.09
Expenses		
Appropriated		\$19,215.00
	Software	\$9,965.00
	Postage	5,300.00
	Office Supplies	2,600.00
	Tax Taking	1,100.00
	Miscellaneous Expenses	100.00
	Meetings	150.00
		<u>\$19,173.17</u>
Unexpended balance returned to general fund		\$ 41.83

FY2010 TAX COLLECTIONS

	<u>REAL ESTATE</u>	<u>PERSONAL PROPERTY</u>	<u>FARM EXCISE</u>	<u>MOTOR VEHICLE EXCISE</u>
<u>2000 Taxes</u>				
Outstanding 7/1/10	\$0.00			
Refunded Collected				
Balance 6/30/11	\$0.00			
<u>2001 Taxes</u>				
Outstanding 7/1/10	\$0.00			
Refunded Collected				
Balance 6/30/11	\$0.00			
<u>2002 Taxes</u>				
Outstanding 7/1/10	\$0.00			
Refunded Collected				
Balance 6/30/11	\$0.00			
<u>2003 Taxes</u>				
Outstanding 7/1/10	\$0.00			
Refunded Collected				
Balance 6/30/11	\$0.00			
<u>2004 Taxes</u>				
Outstanding 7/1/10	\$0.00	\$0.00		\$6,897.52
Refunded Abated				\$6,897.52
Collected				
Balance 6/30/11	\$0.00	\$0.00		\$0.00
<u>2005 Taxes</u>				
Outstanding 7/1/10	\$0.00	\$0.00		\$3,268.03
Refunded Abated				\$3,268.03
Collected				
Balance 6/30/11	\$0.00	\$0.00		\$0.00
<u>2006 Taxes</u>				
Outstanding 7/1/10	\$0.00	\$0.00		\$1,922.71
Committed Tax Title	\$485.44			
Refunded Abated				\$1,922.71
Collected	\$485.44			
Balance 6/30/11	\$0.00	\$0.00		\$1,922.71

	<u>REAL ESTATE</u>	<u>PERSONAL PROPERTY</u>	<u>FARM EXCISE</u>	<u>MOTOR VEHICLE EXCISE</u>
<u>2007 Taxes</u>				
Outstanding 7/1/10	\$0.00	(\$0.30)		\$607.73
Committed Tax Title	\$503.36			
Refunded Abated				\$5.00
Collected	\$503.36	(\$0.30)		
Balance 6/30/11	\$0.00	\$0.00		\$602.73
<u>2008 Taxes</u>				
Outstanding 7/1/10	\$791.83	\$54.04		\$2,451.04
Committed Tax Title	\$541.55			
Refunded Abated				\$79.58 \$155.93
Collected	\$533.27	\$54.04		\$503.45
Balance 6/30/11	\$800.11	\$0.00		\$1,871.24
<u>2009 Taxes</u>				
Outstanding 7/1/10	\$43,384.21	\$123.42	\$0.00	\$6,628.31
Committed Tax Title	\$448.57 \$32,061.75			\$1,892.22
Refunded Abated	\$23,865.00 \$23,865.00	\$96.85		\$392.19 \$375.94
Collected	\$9,572.05			\$5,714.89
Balance 6/30/11	\$2,198.98	\$26.57	\$0.00	\$2,821.89
<u>2010 Taxes</u>				
Outstanding 7/1/10	\$337,367.77	\$1,288.87	\$0.00	\$31,171.59
Committed Tax Title	\$385.56 \$68,253.90		\$3,946.27	\$80,362.89
Refunded Abated	\$15,922.03 \$15,690.51			\$6,884.49 \$7,191.16
Collected	\$248,912.55	\$418.50	\$3,914.34	\$105,881.93
Balance 6/30/11	\$20,818.40	\$870.37	\$31.93	\$5,345.88
<u>2010 Supplemental Taxes</u>				
Outstanding 7/1/09	\$17,383.61			
Committed Collected	\$17,416.76			
Refunded	\$33.15			
Balance 6/30/10	\$0.00			

	<u>REAL ESTATE</u>	<u>PERSONAL PROPERTY</u>	<u>FARM EXCISE</u>	<u>MOTOR VEHICLE EXCISE</u>
<u>2011 Taxes</u>				
Outstanding 7/1/10	\$0.00	\$0.00		\$0.00
Committed	\$16,539,768.94	\$513,619.02		\$634,707.43
Exemptions	\$52,755.39			
Tax Title	\$93,157.75			
Refunded	\$19,554.69			\$2,710.51
Abated	\$41,572.98	\$403.33		\$6,817.35
Collected	\$16,087,392.51	\$512,023.41		\$569,613.61
Balance 6/30/11	\$284,445.00	\$1,192.28		\$60,986.98

2011 Supplemental Taxes

Outstanding 7/1/10	\$0.00
Committed	\$49,832.57
Collected	\$31,594.49
Balance 6/30/11	\$18,238.08

TREASURER

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

**Financial Statement
July 1, 2010 to June 30, 2011**

Salary

Appropriated	\$69,919.00
Expended	<u>\$69,918.16</u>
Unexpended balance returned to general fund	\$ 0.84

Expenses

Appropriated		\$14,425.00
Software Support	\$3,600.00	
Postage	1,700.00	
Office Supplies	1,200.00	
Bank Charges	2,550.00	
In-State Travel	1,300.00	
Dues	250.00	
Educational Assistance	2,000.00	
Miscellaneous Expenses	525.00	
Meetings	1,300.00	
		<u>\$12,382.02</u>
Unexpended balance returned to general fund		\$ 2,042.98

**TOWN OF BOLTON
TRUST FUNDS
July 1, 2010- June 30, 2011**

	<u>Non- Expendible Principal</u>	<u>Expendible Balance 7/1/2010</u>	<u>Deposits</u>	<u>Interest</u>	<u>Expended</u>	<u>Expendible Balance 6/30/2011</u>
Helen M. Brigham Nursing Fund	1,000.00	10,181.91		102.49		10,284.40
Gerdon A. Brown School Fund	2,700.00	693.79		31.11		724.90
Gerdon A. Brown Library Fund	2,700.00	537.03		29.69		566.72
Joan Sullivan Fund	4,146.00	5,403.19		92.57	250.00	5,245.76
Bolton History Fund		3,234.26		29.64		3,263.90
Francis E. Whitcomb Benevolent	5,000.00	68.45		46.32		114.77
Sign Fund		511.24		4.68		515.92
Perpetual Care Account	30,724.13					
Perpetual Care Income Account		7,589.96		220.43		7,810.39
Houghton High School Fund	12,000.00	1,318.03		75.50		1,393.53
Miriam S. Edes Fund	10,000.00	502.94		102.22	300.00	305.16
Lucy F. Bowen Library Fund		110.17		1.01		111.18
Conservation Fund		30,612.83		159.40		30,772.23
Dorothy Dewhurst Fund						
Fire Department		13,293.47		74.39		13,367.86
Police Department		5,292.08		57.67	108.74	5,241.01
Affordable Housing Trust		69,890.31	40,000.00	426.78		110,317.09
Stabilization Fund		958,740.33		5,838.01		964,578.34
	68,270.13	1,107,979.99	40,000.00	7,291.91	658.74	1,154,613.16

**TOTAL OUTSTANDING LONG TERM DEBT
AS OF JUNE 30, 2011**

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>NET DEBT SERVICE</u>
6/30/2012	1,450,000.00	672,320.00	2,122,320.00
6/30/2013	1,450,000.00	617,225.00	2,067,225.00
6/30/2014	1,445,000.00	565,015.00	2,010,015.00
6/30/2015	1,440,000.00	512,837.50	1,952,837.50
6/30/2016	1,405,000.00	460,075.00	1,865,075.00
6/30/2017	1,405,000.00	408,206.25	1,813,206.25
6/30/2018	1,395,000.00	354,525.00	1,749,525.00
6/30/2019	890,000.00	299,318.75	1,189,318.75
6/30/2020	895,000.00	261,250.00	1,156,250.00
6/30/2021	855,000.00	225,092.50	1,080,092.50
6/30/2022	725,000.00	193,960.00	918,960.00
6/30/2023	725,000.00	166,328.75	891,328.75
6/30/2024	640,000.00	138,608.75	778,608.75
6/30/2025	650,000.00	114,065.00	764,065.00
6/30/2026	655,000.00	88,437.50	743,437.50
6/30/2027	665,000.00	61,937.50	726,937.50
6/30/2028	550,000.00	34,100.00	584,100.00
6/30/2029	<u>410,000.00</u>	<u>11,200.00</u>	<u>421,200.00</u>
	\$		
Total	17,650,000.00	\$5,184,502.50	\$22,834,502.50

Par Amounts of Selected Issues

December 15,2000 School Remodeling	950,000.00
December 15,2000 Landfill & Transfer Station	430,000.00
December 15, 2000 Land Acquisition	465,000.00
July 11, 2005 Adv Refinance of 6/98 School	3,763,300.00
July 11, 2005 Adv Refinance of 6/98 Decontamination	141,700.00
June 15, 2006 Land Acquisition	1,190,000.00
June 15, 2007 School Wastwater Treatment Plant	2,000,000.00
April 1, 2008 Library	2,337,000.00
April 1, 2008 Public Safety	368,000.00
April 1, 2009 Library	750,000.00
April 1, 2009 Public Safety	1,190,000.00
April 1, 2009 Public Safety II	220,000.00
October 1, 2009 Public Safety	<u>3,845,000.00</u>
	\$
	17,650,000.00

2011 W-2 SALARIES AND WAGES

Alfano, Christine	\$	3,158.00	Ela, Cassandra	\$	8,849.00
Alfano, Vincent	\$	103,714.00	Entwistle, Julie Ann	\$	2,044.00
Bagdonas, Andrew	\$	16,419.00	Farnsworth, Donna	\$	34,455.00
Baird, Corey	\$	3,154.00	Farrell, Ann	\$	9,810.00
Baker, Christopher	\$	5,551.00	Farrell, David	\$	69,729.00
Balco, John	\$	135.00	Farrell, Kelsey	\$	12,141.00
Balco, Rona	\$	3,813.00	Fazio, Michael	\$	915.00
Barry, Kimberly	\$	58,092.00	Ferrechio, Lauren	\$	50.00
Barry, Ryan	\$	63,197.00	Fischer, Jason	\$	183.00
Baum, Donald	\$	56,322.00	Forte, Luis	\$	1,312.00
Berry, Nathaniel	\$	52,796.00	Foster, Owen	\$	662.00
Boodry, James	\$	17,991.00	Galeski, Jaine	\$	45,743.00
Bradbury, Cynthia	\$	44,457.00	Galeski, Ronald	\$	49,370.00
Breen, Michael	\$	848.00	Gannon, Martin	\$	683.00
Brown, Barbara	\$	635.00	Garfield, Deborah	\$	11,673.00
Brown, Harold	\$	99,071.00	Geis, John	\$	3,020.00
Burgoyne, Alyssa	\$	12,250.00	Goguen, David	\$	1,470.00
Burney, Jennifer	\$	49,027.00	Goulding, David	\$	2,035.00
Byler, David	\$	10,080.00	Gumbart, Carol	\$	34,923.00
Cabral, James	\$	743.00	Gumbart, Ryan	\$	431.00
Caisse, Mark	\$	5,113.00	Haimila, Edward	\$	11,711.00
Carlisle, Michelle	\$	26,295.00	Hamburger, A. Luke	\$	68,512.00
Casello, Peter	\$	4,679.00	Harrington, Christopher	\$	50,851.00
Centeno, David	\$	245.00	Hartwell, Ryan	\$	4,361.00
Chmielowski, Sheila	\$	25,903.00	Hathaway, Donna	\$	49,058.00
Colacchio, Matthew	\$	305.00	Hatstat, Frederick	\$	420.00
Collins, Kelly	\$	66,265.00	Herbison, Linda	\$	914.00
Collins, Sean	\$	320.00	Heron, Lee	\$	2,763.00
Colwell, Bryan	\$	4,608.00	Holbrook, John	\$	235.00
Connors, John	\$	193.00	Howard, Katherine	\$	2,095.00
Cook, Douglas	\$	640.00	Hughes, Robert	\$	520.00
Coolidge, Diane	\$	47,816.00	Jesson, James	\$	911.00
Corriveau, Carl	\$	1,460.00	Johnson, Lyndsay	\$	27,994.00
Costello, Julie	\$	58,231.00	Keller, Daniel	\$	5,935.00
Couture, Jonathan	\$	56,850.00	Kenney, Lorraine	\$	43,925.00
Cuddy, Jennifer	\$	1,205.00	Kenney, Michael	\$	4,603.00
Day, Linda	\$	52,078.00	Kinirey, Mary Ann	\$	10,670.00
Delorey, Wilfred	\$	15,605.00	Klouda, Timothy	\$	1,000.00
Diaz, Margaret	\$	9,563.00	Koujos, Eric	\$	6,529.00
Diaz, Normando	\$	60.00	Kuong, Allan	\$	3,014.00
DiBlasi, Kristen	\$	319.00	Lamb, Kevin	\$	263.00
Drugge, David	\$	426.00	LaPrade, Craig	\$	280.00
Durant III, Wesley	\$	8,258.00	Latham, Susan	\$	14,192.00
Dwinells, Scott	\$	47,617.00	Lawton, Sandra	\$	51,570.00
			LeBlanc, Alex	\$	3,017.00

2011 W-2 SALARIES AND WAGES

Lowe, Donald	\$	87,910.00	Rich, Dina	\$	1,545.00
Madden, Donna	\$	70,969.00	Roemer, Curtis	\$	1,546.00
Mailloux, Gregory	\$	25,669.00	Rogers, Ninotchka	\$	21,877.00
Manzo, Rosie Marie	\$	69.00	Romasco, Emma	\$	316.00
Marino, Michele	\$	3,716.00	Sauvageau, Michael	\$	31,820.00
Masters, Corbett	\$	6,101.00	Schartner, Eric	\$	793.00
McGeehan, Linda	\$	18,485.00	Slepetz, Michael	\$	65,814.00
McGrady, Samuel	\$	22,401.00	Smith, Paul	\$	3,588.00
McKeon, Caitlin	\$	9,191.00	Soar, Donald	\$	53,377.00
McLaughlin, Mary Ann	\$	54,388.00	Sozio, Nicholas	\$	71.00
McManus Jr., Roger	\$	3,292.00	Spaulding, Howard	\$	2,920.00
McNally, John	\$	1,985.00	Staake, Hank	\$	5,458.00
McNamara, James A	\$	263.00	Starkin, Roxanne	\$	30,278.00
Mentzer, John	\$	3,900.00	Steele, Sally	\$	1,666.00
Miles, Susan	\$	37,462.00	Stephenson, John	\$	8,492.00
Moody, Everett	\$	280.00	Tower, Phyllis	\$	3,388.00
Morales, Shana	\$	10,408.00	Velardocchia., Cathie	\$	16,308.00
Mortimer, Patrick	\$	600.00	Vincente, Jacob	\$	11,828.00
Mustard, Kelvin	\$	5,691.00	Vigneaux, Adam	\$	2,619.00
Nelson Jr., Warren	\$	78,669.00	Ware, Jason	\$	1,245.00
Notaro, Jeffrey	\$	740.00	Washington, Yvette	\$	74,725.00
O'Connell, Jeremy	\$	12,691.00	Welch, Jaclyn	\$	321.00
O'Toole, Michelle	\$	38,758.00	Welch, Thomas	\$	320.00
Oxenberg, Jesse	\$	1,577.00	Weliver, James	\$	1,735.00
Pappas, Evan	\$	205.00	Wheeler, Shannon	\$	8,028.00
Penney, James	\$	42,658.00	Whynot, Christopher	\$	7,479.00
Perkins, Wayne	\$	46,560.00	Wilson, Gerald	\$	5,121.00
Perry, David	\$	6,387.00	Wysocki, Chris	\$	5,072.00
Plante, Curtis	\$	453.00			
Polansky, Susan	\$	16,949.00			
Pond, Kevin	\$	300.00			
Porteus, James	\$	5,857.00			
Porteus, Samuel	\$	2,822.00			
Poutenis, Christopher	\$	2,773.00			
Powell, Margaret	\$	1,144.00			
Powell, Pamela	\$	52,280.00			
Publicover, Robert	\$	1,312.00			
Puri, Jason	\$	54,539.00			
			Total Wages	\$	2,787,552.00

REPORT OF THE TOWN ACCOUNTANT
FOR THE FISCAL YEAR ENDING JUNE 30, 2011

The following is a list of all receipts and expenditures as per warrants, for ALL FUNDS, for the period beginning July 1, 2010 through June 30, 2011.

RECEIPTS - GENERAL FUND

INCOME FROM TAXATION:

Personal Property Taxes

2008	\$54.04	
2010	\$418.50	
2011	\$512,023.41	\$512,495.95

Real Estate Taxes

2009	(\$14,681.56)	
2010	\$234,517.14	
2011	\$16,067,469.43	\$16,287,305.01

Motor Vehicle Excise Taxes

2005		
2006		
2008	\$423.87	
2009	\$5,322.70	
2010	\$98,997.44	
2011	\$566,903.10	\$671,647.11

Farm Animal Excise

2010	\$3,914.34	\$3,914.34

Tax Lien Revenue

\$157,506.31

Tax Foreclosures

\$991.62

Rollback Taxes

\$2,364.47

Supplemental Taxes

\$48,978.10

Penalties & Interest Real & Personal

\$56,617.49

Penalties & Interest Motor Vehicle Excise

\$2,232.31

\$58,849.80

CHARGES & FEES:

Landfill	\$93,726.50	
Tax Collector	\$18,171.72	
Police Admin Fees	\$10,720.00	
Town Clerk	\$9,239.30	
Parks	\$6,380.00	
COA Van Fees	\$5,790.96	
Cemetery	\$4,600.00	
Planning	\$4,038.55	
Library	\$3,924.29	
Selectmen	\$3,853.00	
Treasurer	\$3,020.19	
Conservation Fees	\$2,335.65	
Police	\$2,335.50	
Registry Release Fees	\$2,165.00	
Assessors	\$620.00	
Nashoba Board of Health	\$586.00	
Board of Appeals	\$472.68	
Dog Fines	\$200.00	\$171,979.34

LICENSES & PERMITS:

Alcohol Beverage	\$9,800.00	
BOS Other Licenses	\$630.00	
Dog Licenses	\$11,433.44	
Driveway Permits	\$175.75	
Building	\$65,810.91	
Wire	\$11,918.04	
Plumbing	\$16,877.15	
Trench	\$155.00	
Beach Parking	\$230.00	
Fire	\$3,775.00	\$120,805.29
		<hr/>

INCOME FROM STATE:

Abatements to Blind/Elderly	\$19,199.00	
Construction of School Projects	\$431,753.00	
Lottery	\$166,996.00	
Room Occupancy	\$10,361.84	
State Owned Land	\$9,474.00	\$637,783.84
		<hr/>

FINES:

Court Fines	\$43,320.00	
Parking Fines	\$145.00	\$43,465.00
		<hr/>

MISCELLANEOUS:

Earnings on Investments	\$16,010.21	
Donations		
Premium from Sale of Bonds		
Sale of Fixed Assets	\$6,080.39	
Miscellaneous Revenue	\$30,338.79	
Transfer from Rec. Reserved for Approp.	\$120,000.00	
Transfer from State Grants Fund		
Transfer from Revolving Fund	\$71,266.88	
Transfer from Capital Projects		
Transfer from Trust & Agency Funds		\$243,696.27
		<hr/>

TOTAL RECEIPTS - GENERAL FUND

\$18,961,782.45

RECEIPTS - HIGHWAY FUND

RECEIPTS:

Chapter 90	\$0.00	
		<hr/>

TOTAL RECEIPTS - HIGHWAY FUND

\$0.00

RECEIPTS - STATE GRANTS FUND

RECEIPTS:

MEMA	\$844.00	
Library State Aid	\$4,003.89	
Arts Lottery Council	\$3,885.36	
Bulletproof Vests	\$467.13	
Council on Aging	\$3,500.00	
Police Equipment	\$18,638.89	
Extended Polling Hours	\$1,158.00	
State 911	\$14,687.32	
Selective Enforcement	\$2,148.32	
Fire Safety Equipment	\$3,860.63	
		<hr/>

TOTAL RECEIPTS - STATE GRANTS FUND

\$53,193.54

RECEIPTS - EXPENDABLE TRUST FUNDS

RECEIPTS:

Earned Interest:	
Stabilization	\$5,838.01
Cemetery Perpetual Care	\$220.43
Conservation	\$159.40
Houghton School	\$75.50
Dewhurst, Fire	\$74.39
Affordable Housing	\$426.78
Nursing	\$102.49
M. Edes	\$102.22
Joan Sullivan	\$92.57
Dewhurst, Police	\$57.67
Whitcomb	\$46.32
Brown School	\$31.11
Brown Library	\$29.69
Bolton History	\$29.64
Sign Fund	\$4.68
Lucy Bowen Library	\$1.01
Income:	
Affordable Housing	\$40,000.00

TOTAL RECEIPTS - EXPENDABLE TRUST FUNDS

\$47,291.91

TOTAL RECEIPTS - ALL FUNDS

\$19,645,768.69

TOWN OF BOLTON

As of June 30, 2011

Balance Sheet - General Fund

Cash - Unrestricted Checking	\$	2,536,419.29	
Petty Cash - Ambulance	\$	200.00	
Personal Property Receivable:			
2009	\$	26.57	
2010	\$	870.37	
2011	\$	1,192.28	
Real Estate Receivable:			
2008	\$	800.11	
2009	\$	2,198.98	
2010	\$	20,818.40	
2011	\$	284,445.00	
Provision for Abts & Exempt:			
2004			\$ 75,511.08
2005			\$ 109,333.39
2006			\$ 62,558.09
2007			\$ 140,726.52
2008			\$ 102,131.04
2009			\$ 168,315.74
2010			\$ 180,366.01
2011			\$ 189,146.14
Tax Lien Receivable	\$	442,546.09	
Supplemental Tax Receivable			
2011	\$	18,238.08	
Motor Vehicle Excise Receivable:			
2007	\$	602.73	
2008	\$	1,871.24	
2009	\$	2,821.89	
2010	\$	5,345.88	
2011	\$	60,986.98	
Farm Animal Excise Receivable:			
2010	\$	31.93	
Tax Foreclosures	\$	11,682.59	
Warrants Payable			\$ 129,390.46
Health Insurance Withholding			\$ 13,193.40
Life Insurance Withholding			\$ 104.55
Disability Insurance Withholding			\$ 144.70
Comm of Mass DCP Withholding	\$	1,523.04	
Accrued Payroll			\$ 68,067.78
Abandoned Property and Unclaimed Items			\$ 3,096.37
Deferred Revenue - Real Estate & Pers. Prop.	\$	717,736.30	
Deferred Revenue - Tax Liens			\$ 442,546.09
Deferred Revenue - Tax Foreclosures			\$ 11,682.59
Deferred Revenue - Supplemental Taxes			\$ 18,238.08
Deferred Revenue - Motor Vehicle Excise			\$ 71,628.72
Deferred Revenue - Farm Animal Excies			\$ 31.93
F/B Reserved for Encumbrances			\$ 62,749.89
F/B Reserved for Expenditures			\$ 315,276.00
Undesignated Fund Balance			\$ 1,946,119.18
	\$	<u>4,110,357.75</u>	\$ <u>4,110,357.75</u>

Balance Sheet - Highway Fund

Cash - Unrestricted Checking			\$ 215,707.84
F/B Designated State Grant	\$	<u>215,707.84</u>	
	\$	<u>215,707.84</u>	\$ <u>215,707.84</u>

Balance Sheet - State Grant Fund

Cash - Unrestricted Checking	\$ 72,382.84	
Warrants Payable		\$ 4,454.44
F/B Library State Aid		\$ 52,502.44
F/B Emergency Preparedness		\$ 8,597.91
F/B Arts Lottery		\$ 4,537.28
F/B Fire FEMA		\$ 2,994.79
F/B MASSGIS		\$ 2,547.00
F/B Community Policing		\$ 2,445.69
F/B Emergency Management		\$ 1,562.68
F/B Health Preparedness		\$ 1,068.26
F/B Extended Polling		\$ 1,038.00
F/B Clean Energy		\$ 975.06
F/B Clean Energy - Sawyer		\$ 276.22
F/B LEPC Grant		\$ 10.00
F/B Council on Aging		\$ 0.17
F/B Selective Enforcement Grant	\$ 948.28	
F/B Bulletproof Vests	\$ 1,158.82	
F/B Conservation Appraisal	\$ 3,520.00	
F/B MEMA/FEMA	\$ 5,000.00	
	<u>\$ 83,009.94</u>	<u>\$ 83,009.94</u>

Balance Sheet - Receipts Reserved for Appropriation

Cash	\$ 260,001.31	
Ambulance Receivable	\$ 101,819.12	
Deferred Revenue - Ambulance		\$ 101,819.12
F/B Reserved - Ambulance		\$ 260,001.31
	<u>\$ 361,820.43</u>	<u>\$ 361,820.43</u>

Balance Sheet - Revolving Fund

Cash	\$ 575,616.55	
Departmental Receivable	\$ 10,124.50	
Warrants Payable		\$ 809.60
Accrued Payroll		\$ 1,760.00
Deferred Revenue - Departmental		\$ 10,124.50
F/B Cable		\$ 273,659.65
F/B Cingular Tower Funds		\$ 212,896.94
F/B Conservation Wetland Fees		\$ 40,857.85
F/B Ambulance Donations		\$ 26,471.24
F/B Bolton Fair Lease		\$ 9,452.59
F/B Recycling Programs		\$ 6,767.25
F/B Library Memorial Fund		\$ 2,201.64
F/B Conservation Gift		\$ 1,860.69
F/B Park & Recreation Gift		\$ 1,575.00
F/B Municipal Software Revolving		\$ 1,546.44
F/B Law Enforcement Trust		\$ 1,436.45
F/B Cultural Council		\$ 1,108.63
F/B DARE Gift		\$ 852.26
F/B COA Donations		\$ 696.00
F/B Police Gift		\$ 553.71
F/B Highway Gift		\$ 400.00
F/B Fire Donations		\$ 75.00
F/B Bolton Flag Fund Gift		\$ 70.00
F/B World War II Memorial Gift		\$ 25.00
F/B Conservation Vernal Pool		\$ 25.00
F/B Selectmen Gift		\$ 16.11
F/B Police Revolving	\$ 9,500.50	
	<u>\$ 595,241.55</u>	<u>\$ 595,241.55</u>

Balance Sheet - Consultant Revolving Fund

Cash - Restricted Savings	\$ 7,625.27	
F/B Houghton Farm Peer Review		\$ 6,774.00
F/B Cons. Wetlands and Wildlife Inc.		\$ 1,758.00
F/B Heritage Properties		\$ 500.07
F/B Sunset Ridge		\$ 233.20
F/B Century Mill Estates Peer Review	\$ 1,640.00	
	<u>\$ 9,265.27</u>	<u>\$ 9,265.27</u>

Balance Sheet - Capital Projects Fund

Cash	\$ 544,437.59	
Warrants Payable		\$ 11,721.20
Retainage Payable		\$ 21,800.00
BAN's Payable		\$ 535,620.00
F/B Two Used Trucks	\$ 33,334.00	
F/B Used Highway Truck	\$ 49,731.00	
F/B Chipper	\$ 31,360.00	
F/B Defibrillators	\$ 29,085.20	
F/B Public Safety Software	\$ 19,380.57	
F/B Main Street Sidewalks	\$ 10,907.00	
F/B New 1 Ton Truck	\$ 10,121.00	
F/B Copier	\$ 4,000.00	
F/B Public Safety Center		\$ 14,585.35
F/B Wastewater Treatment Plant		\$ 84,151.17
F/B Library Renovation/Expansion		\$ 64,478.64
	<u>\$ 732,356.36</u>	<u>\$ 732,356.36</u>

Balance Sheet - Non-Expendable Trust Fund

Cash - Restricted Savings	\$ 68,270.13	
F/B Cemetery Perpetual Care Principal		\$ 30,724.13
F/B Houghton High School		\$ 12,000.00
F/B M. Edes Scholarship		\$ 10,000.00
F/B Whitcomb Benevolent		\$ 5,000.00
F/B Sullivan Scholarship		\$ 4,146.00
F/B G. Brown Library		\$ 2,700.00
F/B G. Brown School		\$ 2,700.00
F/B Nursing		\$ 1,000.00
	<u>\$ 68,270.13</u>	<u>\$ 68,270.13</u>

Balance Sheet - Expendable Trust Fund

Cash - Investment	\$ 1,154,613.16	
F/B Stabilization Fund		\$ 964,578.34
F/B Affordable Housing Trust		\$ 110,317.09
F/B Conservation Fund		\$ 30,772.23
F/B Dewhurst, Fire		\$ 13,367.86
F/B Nursing		\$ 10,284.40
F/B Cemetery Perpetual Care Income		\$ 7,810.39
F/B Joan Sullivan Scholarship		\$ 5,245.76
F/B Dewhurst, Police		\$ 5,241.01
F/B Bolton History Fund		\$ 3,263.90
F/B Houghton School Fund		\$ 1,393.53
F/B Gerdon Brown School		\$ 724.90
F/B Gerdon Brown Library		\$ 566.72
F/B Sign Fund		\$ 515.92
F/B M. Edes Scholarship		\$ 305.16
F/B Whitcomb Benevolent Fund		\$ 114.77
F/B Lucy Bowen Library		\$ 111.18
	<u>\$ 1,154,613.16</u>	<u>\$ 1,154,613.16</u>

Balance Sheet - Agency Fund

Cash - Unrestricted	\$ 152,089.35	
Warrants Payable		\$ 1,560.00
Due to Commonwealth		\$ 136.50
Guaranteed Deposits		\$ 1,068.56
Planning Board Escrow - Steven Venincasa		\$ 13,200.00
Planning Board Escrow - Houghton Farm		\$ 7,476.00
Planning Board Escrow - Centurymill		\$ 6,136.00
Planning Board Escrow - Woodview Develop.		\$ 2,997.50
Planning Board Escrow - Hudson Rd. Common Driveway		\$ 1,000.00
Planning Board Escrow - Behzad Lavari Driveway		\$ 1,000.00
Planning Board Escrow - Spedden Driveway		\$ 1,000.00
Planning Board Escrow - Regency at Bolton	\$ 1,559.34	
Board of Health Escrow - 244-248 Harvard Road		\$ 7,587.40
Board of Health Escrow - 662-664 Main Street		\$ 5,958.68
Conservation Escrow - High Oaks Realty Trust		\$ 29,550.00
Conservation Escrow - Century Mill Estates		\$ 25,009.40
Conservation Escrow - Tolliday		\$ 20,000.00
Conservation Escrow - Essex Equine		\$ 8,600.00
Conservation Escrow - Duval & Klasnick		\$ 6,300.00
Conservation Escrow - Schoolcraft/Colacchio		\$ 5,111.00
Conservation Escrow - Heritage		\$ 5,000.00
Conservation Escrow - Danforth Brook		\$ 1,881.00
Conservation Escrow - Rocky Dundee		\$ 1,442.97
Conservation Escrow - Great Brook Farms		\$ 775.00
Conservation Escrow - Evangelous		\$ 690.00
Conservation Escrow - Ragozzino OOC 112-535		\$ 168.68
	<u>\$ 153,648.69</u>	<u>\$ 153,648.69</u>

Balance Sheet - Long Term Debt Group

Loans Authorized	\$ 416,800.00	
Loans Authorized & Unissued		\$ 416,800.00
Amount to be Provided for Payment	\$ 17,650,000.00	
Bonds Payable - Refunding		\$ 3,905,000.00
Bonds Payable - Library Exp/Renovation		\$ 3,087,000.00
Bonds Payable - Wastewater Treatment Plant		\$ 2,000,000.00
Bonds Payable - Public Safety Center		\$ 5,623,000.00
Bonds Payable - APR's		\$ 1,190,000.00
Bonds Payable - Emerson Remodeling		\$ 913,000.00
Bonds Payable - Landfill Closure		\$ 430,000.00
Bonds Payable - Nashoba Realty Land		\$ 315,000.00
Bonds Payable - Barrett's Hill Land		\$ 90,000.00
Bonds Payable - Savignano Land		\$ 60,000.00
Bonds Payable - Sawyer Repairs		\$ 37,000.00
	<u>\$ 18,066,800.00</u>	<u>\$ 18,066,800.00</u>

EXPENDITURES - GENERAL FUND

GENERAL GOVERNMENT			
Moderator	Expense Approp.	\$100.00	
	Expenses		\$20.00
Selectmen Salary	Salary Approp.	\$900.00	
	Salary		\$300.00
Selectmen's Expense	Expense Approp.	\$20,550.00	
	Transfer out	<u>(\$5,000.00)</u>	
		\$15,550.00	
	Expenses		\$10,074.57
Administrator Salaries	Salary Approp.	\$152,511.00	
	Transfer in	<u>\$205.00</u>	
		\$152,716.00	
	Salary		\$152,164.45
Administrator Expenses	Expense Approp.	\$5,900.00	
	Transfer out	<u>(\$3,721.66)</u>	
		\$2,178.34	
	Expenses		\$2,177.81
Advisory Comm. Expenses	Expense Approp.	\$190.00	
	Expenses		\$152.00
Accountant Salary	Expense Approp.	\$59,192.00	
	Expenses		\$59,191.13
Accountant Expenses	Expense Approp.	\$18,498.00	
	Expenses		\$17,460.49
Assessor's Salaries	Salary Approp.	\$49,224.00	
	Salary		\$46,658.10
Assessor's Expense	Expense Approp.	\$81,126.00	
	Transfer out	<u>(\$5,000.00)</u>	
		\$76,126.00	
	Expenses		\$66,219.00
Treasurer Salaries	Salary Approp.	\$69,919.00	
	Salary		\$69,918.16
Treasurer Expense	Expense Approp.	\$14,425.00	
	Transfer out	<u>(\$2,000.00)</u>	
		\$12,425.00	
	Expenses		\$12,382.02
Tax Collector Salaries	Salary Approp.	\$26,791.00	
	Salaries		\$26,790.91
Tax Collector Expense	Expense Approp.	\$19,215.00	
	Expenses		\$19,173.17
Law Committee	Expense Approp.	\$40,300.00	
	Transfer out	<u>(\$1,765.00)</u>	
		\$38,535.00	
	Expenses		\$35,553.15
MIS Expense	Expense Approp.	\$37,908.00	
	Transfer in	<u>\$52.67</u>	
		\$37,960.67	
	Expenses		\$37,960.67
Town Clerk Salaries	Salary Approp.	\$93,256.00	
	Transfer in	<u>\$50.00</u>	
		\$93,306.00	
	Salary		\$93,304.40
Town Clerk Expense	Expense Approp.	\$2,185.00	
	Expenses		\$1,815.60

Election Wages	Wage Approp. Transfer out	\$3,814.00 <u>(\$2,600.00)</u> \$1,214.00	
	Wages		\$1,192.50
Election Expense	Expense Approp. Expenses	\$7,620.00	\$5,882.32
Registrars Wages	Wage Approp. Wages	\$150.00	\$150.00
Registrars Expense	Expense Approp. Expenses	\$800.00	\$800.00
Conservation Comm. Wages	Wage Approp. Wages	\$42,162.00	\$41,384.22
Conservation Comm. Exp.	Expense Approp. Expenses	\$11,925.00	\$8,685.95
Planning Board Wages	Wage Approp. Transfer out	\$58,758.00 <u>(\$5,000.00)</u> \$53,758.00	
	Wages		\$50,947.09
Planning Board Expense	Expense Approp. Expenses	\$14,150.00	\$6,268.26
Board of Appeals Expense	Expense Approp. Expenses	\$1,100.00	\$757.78
Agricultural Commission	Expense Approp. Expenses	\$1,800.00	\$1,700.00
Affordable Housing Expense	Expense Approp. Expenses	\$100.00	\$0.00
Town Buildings Expense	Expense Approp. Expenses	\$110,195.00	\$110,000.78
Town Hall Expense	Expense Approp. Expenses	\$35,900.00	\$34,985.57
Building Insurance Expense	Expense Approp. Transfer in	\$16,485.00 <u>\$12,462.00</u> \$28,947.00	
	Expenses		\$28,947.00
Town Reports	Expense Approp. Transfer out	\$5,880.00 <u>(\$3,000.00)</u> \$2,880.00	
	Expenses		\$2,866.00
Energy Committee	Expense Approp. Expenses	\$3,250.00	\$18.00
TOTAL GENERAL GOVERNMENT			\$945,901.10

PROTECTION OF PERSONS & PROPERTY			
Police Dept. Salaries	Salaries Approp.	\$805,663.00	
	Transfer in	<u>\$21,500.00</u>	
		\$827,163.00	
	Salaries		\$815,816.22
Police Dept. Expense	Expense Approp.	\$139,303.00	
	Transfer in	<u>\$30,000.00</u>	
		\$169,303.00	
	Expenses		\$168,644.63
Fire Dept. Wages	Wage Approp.	\$88,647.00	
	Transfer in	<u>\$6,712.93</u>	
		\$95,359.93	
	Wages		\$95,359.92
Fire Dept. Expense	Expense Approp.	\$39,642.00	
	Transfer in	<u>\$3,044.12</u>	
		\$42,686.12	
	Expenses		\$42,628.67
Ambulance Wages	Wage Approp.	\$103,517.00	
	Transfer in	<u>\$3,000.00</u>	
		\$106,517.00	
	Wages		\$105,521.71
Ambulance Expense	Expense Approp.	\$60,550.00	
	Transfer out	<u>(\$3,000.00)</u>	
		\$57,550.00	
	Expenses		\$54,042.94
Building Inspector Wages	Wage Approp.	\$22,485.00	
	Wages		\$20,942.62
Building Inspector Expense	Expense Approp.	\$3,280.00	
	Expenses		\$2,312.30
Plumbing Inspector Expense	Expense Approp.	\$15,605.00	
	Expenses		\$15,605.00
Wiring Inspector Expense	Expense Approp.	\$18,091.00	
	Expenses		\$18,090.96
Emergency Management	Expense Approp.	\$2,500.00	
	Expenses		\$2,366.02
Animal Control Salary	Salary Approp.	\$16,354.00	
	Salary		\$16,353.90
Animal Control Expense	Expense Approp.	\$2,900.00	
	Expenses		\$1,536.93
Traffic Lights	Expense Approp.	\$3,700.00	
	Transfer out	<u>(\$750.00)</u>	
		\$2,950.00	
	Expenses		\$1,840.64
Forestry Salary	Salary Approp.	\$5,552.00	
	Salary		\$4,539.50
Forestry Expense	Expense Approp.	\$43,000.00	
	Expenses		\$42,743.14
Communication Wages	Wage Approp.	\$218,896.00	
	Transfer in	<u>\$13,500.00</u>	
		\$232,396.00	
	Wages		\$229,649.43
Communication Expense	Expense Approp.	\$62,668.00	
	Transfer in	<u>\$10,000.00</u>	
		\$72,668.00	
	Expenses		\$70,698.71
TOTAL PROTECTION OF PERSONS & PROPERTY			\$1,708,693.24

SCHOOLS

Nashoba School District Assessment	Assessment Approp. Assessment	\$11,065,629.00	\$11,065,629.00
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Minuteman Vocational Assessment	Assessment Approp.	\$271,942.00	
	Transfer out	<u>(\$48,305.00)</u>	
		\$223,637.00	\$223,635.00

TOTAL SCHOOLS \$11,289,264.00

PUBLIC WORKS & OTHER

Highway Dept. Wages	Wage Approp.	\$605,791.00	
	Transfer out	<u>(\$10,000.00)</u>	
		\$595,791.00	\$590,853.20

Highway Dept. Expense	Expense Approp. Expenses	\$123,400.00	\$121,285.81
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Highway Improvements	Wage & Exp. Approp	\$212,000.00	
	Wages Expenses		\$11,462.50
			\$199,606.68

Snow & Sand Wages	Wage Approp.	\$38,000.00	
	Transfer in	<u>\$10,538.64</u>	
		\$48,538.64	\$48,538.64

Snow & Sand Expenses	Expense Approp.	\$142,000.00	
	Transfer in	<u>\$128,051.02</u>	
		\$270,051.02	\$270,051.02

Street Lights	Expense Approp. Expenses	\$7,500.00	\$6,989.93
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Transfer Station Wages	Wage Approp.	\$61,090.00	
	Transfer in	<u>\$3,000.00</u>	
		\$64,090.00	\$61,674.33

Transfer Station Expense	Expense Approp.	\$122,200.00	
	Transfer in	<u>\$1,502.00</u>	
		\$123,702.00	\$96,604.33

Landfill	Expense Approp. Expenses	\$7,440.00	\$7,130.43
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Sewer	Expense Approp.	\$6,900.00	
	Transfer in	<u>\$1,088.84</u>	
		\$7,988.84	\$7,988.84

Water	Expense Approp.	\$3,200.00	
	Transfer out	<u>(\$3,200.00)</u>	
		\$0.00	\$0.00

Cemetery	Expense Approp. Expenses	\$5,000.00	\$4,941.68
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TOTAL PUBLIC WORKS & OTHER \$1,427,127.39

HEALTH

Animal Inspector Salary	Salary Approp.	\$30,291.00	
	Transfer out	<u>(\$5,000.00)</u>	
		\$25,291.00	\$24,943.47

Board of Health Expenses	Expense Approp.	\$8,836.00	
	Transfer in	<u>\$500.00</u>	
		\$9,336.00	\$9,288.57

Nurse Expense	Expense Approp. Expenses	\$7,000.00	\$6,965.25
TOTAL HEALTH			\$41,197.29
CHARITIES & VETERANS			
Council on Aging Salary	Salary Approp. Salary	\$30,680.00	\$30,018.94
Council on Aging Expenses	Expense Approp. Expenses	\$11,420.00	\$11,111.27
Veterans Salary	Salary Approp. Salary	\$4,459.00	\$4,458.96
Veterans Expense	Expense Approp. Expenses	\$1.00	\$0.00
Housing Authority	Expense Approp. Expenses	\$250.00	\$0.00
TOTAL CHARITIES AND VETERANS			\$45,589.17
CULTURE & RECREATION			
Library Salaries	Salary Approp. Transfer out	\$241,187.00 <u>(\$10,000.00)</u>	
	Salaries	\$231,187.00	\$226,571.60
Library Expense	Expense Approp. Expenses	\$146,534.00	\$146,521.97
Recreation Wages	Wage Approp. Wages	\$5,589.00	\$5,522.38
Recreation Expense	Expense Approp. Transfer out	\$14,670.00 <u>(\$350.00)</u>	
	Expenses	\$14,320.00	\$13,726.61
Parks Expense	Expense Approp. Expenses	\$4,080.00	\$3,264.02
Historical Commission	Expense Approp. Expenses	\$6,970.00	\$6,387.03
Memorial Day	Expense Approp. Expenses	\$1,500.00	\$1,475.60
TOTAL CULTURE & RECREATION			\$403,469.21
UNCLASSIFIED			
Debt Principal: Sawyer Repairs	Expense Approp. Expenses	\$4,000.00	\$4,000.00
Emerson School	Expense Approp. Expenses	\$93,000.00	\$93,000.00
Landfill Closure/Transfer Station	Expense Approp. Expenses	\$43,000.00	\$43,000.00
Highway Gas Cleanup Addtl	Expense Approp. Expenses	\$13,000.00	\$13,000.00
Barretts Hill Land	Expense Approp. Expenses	\$10,000.00	\$10,000.00
Nashoba Valley Land	Expense Approp. Expenses	\$35,000.00	\$35,000.00
Savignano Land	Expense Approp. Expenses	\$7,000.00	\$7,000.00
Schartner/Nicewicz APR	Expense Approp. Expenses	\$100,000.00	\$100,000.00

Refunding	Expense Approp. Expenses	\$600,000.00	\$600,000.00
Wastewater Treatment Plant	Expense Approp. Expenses	\$125,000.00	\$125,000.00
Library Expansion/Renovation	Expense Approp. Expenses	\$138,000.00	\$138,000.00
Public Safety Center	Expense Approp. Expenses	\$22,000.00	\$22,000.00
PSC/Library Renovation/Exp	Expense Approp. Expenses	\$100,000.00	\$100,000.00
Public Safety Center	Expense Approp. Expenses	\$155,000.00	\$155,000.00
Debt Interest:			
Sawyer School Repairs	Expense Approp. Expenses	\$1,988.00	\$1,987.75
Emerson School Restoration	Expense Approp. Expenses	\$47,721.00	\$47,721.00
Landfill Closure/ Transfer Sta.	Expense Approp. Expenses	\$22,459.75	\$22,459.75
Highway Gas Cleanup Addtl	Expense Approp. Expenses	\$308.75	\$308.75
Barretts Hill Land	Expense Approp. Expenses	\$4,683.00	\$4,683.00
Nashoba Valley Land	Expense Approp. Expenses	\$16,415.00	\$16,415.00
Savignano Land	Expense Approp. Expenses	\$3,178.50	\$3,178.50
Wastewater Treatment Plant	Expense Approp. Expenses	\$97,875.00	\$97,875.00
Schartner/Nicewicz APR	Expense Approp. Expenses	\$55,645.00	\$55,645.00
Refunding	Expense Approp. Expenses	\$157,675.00	\$157,675.00
Copier	Expense Approp. Transfer out	\$320.00 (\$228.26)	
		<u>\$91.74</u>	
	Expenses		\$91.74
Sidewalks	Expense Approp. Transfer out	\$436.00 (\$310.92)	
		<u>\$125.08</u>	
	Expenses		\$125.08
Public Safety Software	Expense Approp. Transfer out	\$809.00 (\$576.96)	
		<u>\$232.04</u>	
	Expenses		\$232.04
DPW 1-ton	Expense Approp. Transfer out	\$666.00 (\$474.87)	
		<u>\$191.13</u>	
	Expenses		\$191.13
Library Expansion/Renovation	Expense Approp. Expenses	\$96,067.50	\$96,067.50
Public Safety Center	Expense Approp. Expenses	\$15,132.50	\$15,132.50

Two Used DPW Trucks	Expense Approp.	\$2,667.00	
	Transfer out	<u>(\$1,290.54)</u>	
		\$1,376.46	
	Expenses		\$933.33
Chipper	Expense Approp.	\$1,568.00	
	Transfer out	<u>(\$1,118.45)</u>	
		\$449.55	
	Expenses		\$449.55
Public Safety Center	Expense Approp.	\$122,338.00	
	Expenses		\$122,337.50
PSC/Library Renovation/Exp	Expense Approp.	\$84,940.00	
	Expenses		\$84,940.00
State Assessments	Assessment Approp.	\$9,579.00	
	Assessments		\$9,479.00
County Retirement Assess.	Assessment Approp.	\$280,139.00	
	Assessment		\$280,139.00
Workers Compensation	Expense Approp.	\$22,300.00	
	Transfer in	<u>\$1,448.00</u>	
		\$23,748.00	
	Expenses		\$23,748.00
Unemployment	Expense Approp.	\$100.00	
	Transfer in	<u>\$4,105.10</u>	
		\$4,205.10	
	Expenses		\$1,705.10
Health Ins. - Town Share	Expense Approp.	\$387,000.00	
	Transfer out	<u>(\$10,750.00)</u>	
		\$376,250.00	
	Expenses		\$374,015.28
Life Insurance - Town Share	Expense Approp.	\$1,350.00	
	Expenses		\$1,295.60
Medicare Ins. - Town Share	Expense Approp.	\$41,000.00	
	Transfer out	<u>(\$3,000.00)</u>	
		\$38,000.00	
	Expenses		\$37,876.13
Other Insurance	Expense Approp.	\$69,143.00	
	Transfer out	<u>(\$5,000.00)</u>	
		\$64,143.00	
	Expenses		\$63,247.00
Transfer out	Expense Approp.	\$59,891.00	
	Expenses		\$59,891.00
TOTAL UNCLASSIFIED			\$3,024,845.23
CURRENT YEAR EXPENDITURE TOTAL			\$18,886,086.63
ENCUMBRANCES & CARRY FORWARDS FROM FISCAL YEAR 2009			
Prior Year Bills	Expense Balance	\$68.41	
	Expenses		\$60.00
Town Administrator	Expense Balance	\$119.69	
	Expenses		\$119.69
Accountant	Expense Balance	\$1,000.00	
	Expenses		\$1,000.00
GIS STM 11/98 #7	Expense Balance	\$4,462.01	
	Expenses		\$0.00
Legal	Expense Balance	\$2,656.76	
	Expenses		\$2,656.76
MIS	Expense Balance	\$1,781.50	
	Expenses		\$1,781.50

Town Clerk	Expense Balance Expenses	\$8,200.00	\$3,172.00
Registrars	Expense Balance Expenses	\$730.00	\$682.14
Conservation	Expense Balance Expenses	\$14,574.00	\$13,233.26
Fyfeshire Dam Phase II ATM 5/09 #8	Expense Balance Expenses	\$6,310.00	\$0.00
Master Plan Enhancements ATM 5/10 #9	Expense Balance Expenses	\$7,067.84	\$6,280.00
Web-based Municipal Software ATM 5/10 #6	Expense Approp. Expenses	\$6,500.00	\$4,900.00
Town Hall	Expense Balance Expenses	\$236.68	\$236.68
School Space Needs 5/06 #5	Expense Balance Expenses	\$10,000.00	\$0.00
School Zone Flasher ATM 5/09 #7	Expense Balance Expenses	\$305.00	\$0.00
Gas Spill Cleanup Continued ATM 5/08 #18	Expense Balance Expenses	\$10,356.35	\$2,889.32
Highway Improvements	Expense Balance Expenses	\$8,050.00	\$6,900.00
Replacement Monitoring Wells STM 11/04 #8	Expense Balance Expenses	\$5,557.06	\$0.00
Tree Replacement 5/06 #10	Expense Balance Expenses	\$1,681.28	\$49.97
Other Insurance	Expense Approp. Expenses	\$100.00	\$25.00
TOTAL ENCUMBRANCES FROM FISCAL YEAR 2009			\$43,986.32

TOTAL EXPENDITURES - GENERAL FUND \$18,930,072.95

EXPENDITURES - HIGHWAY GRANT FUND

EXPENSES:			
Chapter 90		\$215,707.84	
TOTAL EXPENDITURES - HIGHWAY FUND			<u>\$215,707.84</u>

EXPENDITURES - STATE GRANTS FUND

EXPENSES:			
Clean Energy		\$18,430.00	
Arts Lottery Council		\$5,003.00	
Conservation Appraisal		\$3,520.00	
Council on Aging		\$3,499.94	
Library State Aid		\$2,369.82	
Selective Enforcement		\$2,196.60	
Extended Polling		\$2,099.00	
Fire Safety Equipment		\$2,006.79	
Community Policing		\$1,450.83	
FEMA		(\$5,000.00)	
TOTAL EXPENDITURES - STATE GRANTS FUND			<u>\$35,575.98</u>

EXPENDITURES - RECEIPTS RESERVED FOR APPROPRIATION

EXPENSES:			
Transfer to General Fund - Ambulance		\$120,000.00	
TOTAL EXPENDITURES - RECEIPTS RES. FOR APPROP.			<u>\$120,000.00</u>

EXPENDITURES - REVOLVING FUNDS

EXPENSES:

Transfer to General Fund - Miscellaneous	\$71,266.88
Police Outside Details	\$70,872.50
Cable Gift	\$50,000.00
Intel Assabet Watershed	\$30,000.00
Insurance under \$10K	\$9,271.46
Ambulance Gift	\$9,070.58
COA Gift	\$1,904.00
Municipal Software	\$1,845.81
Flag Pole Gift	\$932.00
Cultural Council	\$300.00
DARE Gift	\$300.00
Police Gift	\$192.00
Police Law Enforcement	\$100.00
Conservation Wetlands	\$27.28

TOTAL EXPENDITURES - REVOLVING FUNDS \$246,082.51

EXPENDITURES - CONSULTANT FUNDS

EXPENSES:

Century Mill Estates	\$16,640.00
Houghton Farm Peer Review	\$10,126.00

TOTAL EXPENDITURES - CONSULTANT FUNDS \$26,766.00

EXPENDITURES - CAPITAL PROJECT FUNDS

EXPENSES:

Public Safety Center	\$379,457.19
Oil Leak Monitoring & Testing	\$35,325.75
Defibrillators	\$29,085.20
Library Expansion/Construction	\$9,292.90

TOTAL EXPENDITURES - CAPITAL PROJECT FUNDS \$453,161.04

EXPENDITURES - EXPENDABLE TRUST FUNDS

EXPENSES:

Edes Fund	\$300.00
Joan Sullivan	\$250.00
Dewhurst, Police	\$108.74

TOTAL EXPENDITURES - EXPENDABLE TRUST FUNDS \$658.74

TOTAL EXPENDITURES - ALL FUNDS \$20,028,025.06

TOWN OF BOLTON

Encumbrances and Carry Forwards to Fiscal Year 2012

Selectmen	Purchase of Services	0200-122-5200-ENC	\$	500.00
Selectmen	Prior Year Bills	0200-000-5200-ART	\$	8.41
Accountant	Audit Services	0200-135-5303-ENC	\$	800.00
Assessors	Purchase of Services	0200-141-5200-ENC	\$	9,800.00
Assessors	GIS Art 7 11/98	0200-141-5820-ART	\$	4,462.01
Legal	Purchase of Services	0200-151-5200-ENC	\$	1,058.50
Town Clerk	Purchase of Services	0200-161-5200-ENC	\$	4,828.00
Elections	Purchase of Services	0200-162-5200-ENC	\$	1,000.00
Conservation	Land Maintenance	0200-171-5240-ENC	\$	2,196.80
Conservation	Fyfeshire Dam Phase II Inspection Art. 8 5/09	0200-171-5800-ART	\$	6,310.00
Planning	Purchase of Services	0200-175-5200-ENC	\$	1,000.00
Planning	Master Plan Enhancements Art. 9 5/10	0200-175-5201-ART	\$	787.84
Planning	Web Based Municipal Software Art. 6 5/10	0200-175-5300-ART	\$	1,600.00
Town Hall	Capital Outlay	0200-192-5800-ENC	\$	179.48
Police	Supplies	0200-210-5400-ENC	\$	74.50
Ambulance	ALS Services	0200-231-5201-ENC	\$	265.00
School	School Space Needs Art 5 5/06	0200-300-5200-ART	\$	10,000.00
Public Ways	School Zone Flasher Art. 7 5/09	0200-400-5800-ART	\$	305.00
Highway	Gas Spill Art 18 5/08	0200-421-5782-ART	\$	7,467.03
Highway	Purchase of Services	0200-421-5200-ENC	\$	60.00
BOH	Replacement Monitoring Wells Art 8 11/04	0200-510-5802-ART	\$	5,557.06
Recreation	Wages	0200-630-5113-ENC	\$	293.25
Recreation	Supplies	0200-630-5400-ENC	\$	165.70
Historical Commission	Tree Replacement Art 10 5/06, Art. 5/09	0200-691-5800-ART	\$	1,631.31
Unemployment	Unemployment	0200-913-5172-ENC	\$	2,400.00
Total Encumbered and Carried Forward			\$	<u>62,749.89</u>