

ELECTED TOWN OFFICIALS

Moderator

James D. Anker2013

Town Clerk

Pamela H. Powell2013

Selectmen

David Lindsay2013

Stanley Wysocki2014

Lawrence Delaney2015

Board of Health

Laura Andrews2013

Christopher Rogers2014

Christopher Slade2015

Board of Assessors

Susan Mason2013

Charlotte Johnson-Zembko2014

Jeffrey D. Nichols2015

Library Trustees

Leigh Shanny2013

Pamela Czekanski2014

Robert Zak2015

Cemetery Committee

Harold E. Brown2013

David Jaaskala2014

Brenda Baum2015

Park and Recreation Commissioners

Lori Colby2013

Thomas Wildman2014

Karen L. Regan2014

Joyce Sidopoulos2015

Planning Board

Mark Duggan2013

Douglas Storey2014

Mark Gautreau2015

John Karlon2016

Jonathan Keep2017

Bolton Housing Authority

Kevin O'Brien2013

Wendy Rogers2014

David Drugge2015

David Yesue2017

Nashoba Regional School District Committee

Reta Rupich2013
Nancy Federspiel2015

Trustees of Francis E. Whitcomb Benevolent Fund

Brooke James2013
Elizabeth Smith2014
Joanne Edmunds2015

Commissioners of Trust Funds

Shirley Sefton2013
Mary J. Nichols2014
Panny Gerken2015

Constables

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

FEDERAL AND STATE REPRESENTATIVES

United States Congress:

Senator Elizabeth Warren (D)

2400 JFK Federal Bldg, 15 New Sudbury Street, Boston, MA 02203 (617) 565-3170

2 Russell Courtyard, Washington, D.C. 20510 (202) 224-4543

Email: through web site www.warren.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

Email: through web site www.tsongas.house.gov

Massachusetts General Court:

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

State House, Room 208, 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) 722-2637

36 Hastings Street, Stow, MA 01775 (978) 897-1586

Email: Kate.Hogan@mahouse.gov

BOARD OF SELECTMEN

David Lindsay, Chairman2013
Stanley Wysocki2014
Lawrence Delaney2015



Lawrence Delaney, David Lindsay Chairman and Stanley Wysocki

Early in the year, the selectmen were occupied with issues that arose from a major snow storm that had occurred late in 2011. They discussed the possibility of establishing a shelter in Bolton for residents severely impacted by future storms. The Florence Sawyer or Emerson schools were thought to be likely locations for such a shelter, but substantial upgrades would be required before either school could qualify as a shelter. The selectmen also reviewed the impact of the storm on the Department of Public Works snow and ice removal budget.

During the period from January through April, the selectmen attended many of the Advisory Committee's budget meetings so that they would be familiar with major budget issues by the time in early April when they had to approve the budget and other articles for the Town Meeting warrant. The Board set in motion the Annual Town Meeting and Town Election process that would culminate in the spring by executing notice for the Town Caucus to take place on March 12.

During this period, the selectmen met with the Nashoba school committee to receive information regarding a plan by the school district to make a substantial upgrade to the high school's outdoor athletic facilities, including a new track and a new synthetic football/soccer field.

The Board considered whether or not to recommend to the Town Moderator that the Annual Town Meeting be televised live, or only with a delay. A majority of the selectmen voted to recommend against a live telecast, fearing that a live telecast would cause a decline in attendance at Town Meeting.

The Board discussed the desirability of establishing a policy that would allow town committee members to participate remotely (primarily by telephone) in meetings of the committees of which they were members if they were unable to attend due to a business commitment or illness. A Remote Participation policy was eventually written by the Town Administrator and approved by the selectmen.

In February, the Board received a proposal from Syncarpha for a solar electricity production facility at an exhausted gravel pit on the Bolton Orchards property. In March, it also received a proposal from the Kanes to rezone a portion of their property located near the intersection of State Route 117 and Interstate 495, which would permit a larger commercial development on that site. These proposals would prove to be major elements in the 2012 Annual Town Meeting. The town meeting warrant began to take shape and was regularly reviewed by the selectmen.

As town meeting approached, the selectmen finalized the warrant. They also intensified their review of the Nashoba plan for a new track and athletic field at the high school. Additional attention was given to the Syncarpha/Bolton Orchards solar energy facility and to the method by which this entity would be taxed. Discussion and review of two important zoning-related articles also increased. In addition to the Kane proposal the Planning Board submitted an article to establish a Village Overlay district.

The Annual Town Meeting in May produced little controversy regarding the town's budget for fiscal year 2013. Due to a release of funds from the Town's abatements reserves, revenues were less scarce than usual, and it was possible for the Advisory Committee to craft, and the selectmen to approve, a budget that satisfied nearly everyone. For the first time in several years, there were no borrowings needed for capital projects. A robust assortment of these projects, including repair of the Fyfeshire Dam, was able to be paid for from free cash (the Town's unrestricted cash holdings).

Town Meeting discussion focused primarily on zoning issues. The rezoning of the Kane property was debated vigorously and then rejected by the voters. Similarly, the proposed Village Overlay district also engendered an active debate and was then defeated. Finally, the town approved a tax agreement with Syncarpha, the company planning to build the large solar facility on the Bolton Orchards property. The agreement is expected to bring significant incremental revenue to the town, and at the same time be financially viable for Syncarpha.

At the May Town Election, Larry Delaney was elected to the open seat on the Board of Selectmen.

In sessions following Town Meeting, the selectmen appointed a Mobility Committee. It will function as a sub-committee of the Public Ways Safety Committee and will be concerned with developing ways for residents to move about town by means other than automobiles, such as sidewalks, pathways, trails, and bicycle paths. The selectmen also approved placing, and funding, a stair chair in the Houghton Building and accepted the gift of a stair chair in Town Hall. In the summer, the selectmen voted to raise the maximum that seniors who participate in the Senior Tax Rebate Program are able to deduct from their property taxes to \$1,000 from \$750.

From late summer into the fall, the Selectmen considered a proposal by the Nashoba school district to undertake an \$8 million high school science laboratories renovation, half of which would be paid for by a State grant. At Special Town Meeting, which followed the rejection of the proposal by Lancaster, Bolton voters also defeated the project.

Following the fall Special Town Meeting, the selectmen turned their attention to the concept of a Village Overlay District. While the bylaw proposed by the Planning Board failed at Town Meeting many thought it to be a concept worth pursuing. The selectmen appointed Jonathan Keep, Planning Board chairman, as chairman of the new Village Overlay District committee. In addition, seven other residents, possessing a wide range of interests and backgrounds, were appointed to the committee. The new committee is planning to have an updated Village Overlay District proposal ready for Annual Town Meeting in the spring of 2014.

The very successful completion of the town's new public safety building was made official when the selectmen agreed to dissolve the construction committee that had overseen the project. Well-deserved thanks were given to all those who served so effectively on the committee. In addition, the Board released nearly the last of the funds from the Comcast pool to be used by Bolton Access TV for its construction of telecast facilities and renovations in the Houghton Building. The selectmen noted that Bolton Access TV had done an excellent job with the building and had dramatically upgraded the quality and usefulness of an important town asset.

The Selectmen learned in the fall that their ruling in a dangerous dog hearing was upheld by the court and that the dog owner would not pursue further appeals.

Hurricane Sandy hit Bolton, along with the rest of the Northeast, late in October. The selectmen authorized opening the town's Emergency Operations Center (EOC) to oversee responses to problems caused by the storm. In reviewing the response at a selectmen's meeting after the storm, the Board concluded that the EOC had worked very well and reacted to problems expeditiously and effectively. Bolton was fortunate and was not seriously impacted by the storm, even avoiding any significant power outages.

Later in the fall, the selectmen met with the Board of Assessors to address the question of whether or not Bolton should have a split tax rate, charging businesses at a higher level than residential home owners. As it has done in the past, the Board decided that the town should have a single rate applying to all taxpayers. The selectmen did not want to do anything to discourage the relatively small number of commercial enterprises in town. At a subsequent meeting, the Assessors announced that they had set the tax rate at \$20.96 per \$1,000 of valuation.

In addition to the activities discussed above, the selectmen carried out many administrative actions, most of which are summarized here:

New and one-day liquor license approvals: 7
Conservation restriction approvals: 8
Sign request decisions: 12
Committee appointments: 9
Site plan reviews and similar actions: 14
Bicycle and other charity event approvals: 9
Lease approvals: 2

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary			
Appropriated			\$ 900.00
Expended			<u>\$ 300.00</u>
Unexpended balance returned to general fund			\$ 600.00
 Expenses			
Appropriated			\$19,900.00
Expended	WHEAT membership	\$5,000.00	
	Purchase of Services	1,783.53	
	Dues	647.00	
	Miscellaneous	605.86	
	Supplies	70.77	
Unexpended balance returned to general fund			<u>\$ 8,407.16</u> \$11,792.84

LAW COMMITTEE

David Lindsay	2013
Wendy Rogers.....	2013
Kenneth Troup	2013
Stanley Wysocki.....	2014
Lawrence Delaney.....	2015

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

**Financial Statement
July 1, 2011 to June 30, 2012**

Expenses			
Appropriated			\$35,300.00
Transfer Request			<u>\$14,103.75</u>
			\$49,403.75
Expended	Purchase of Services	\$49,103.75	
	Supplies	300.00	
Unexpended balance returned to general fund			\$ 0.00

TOWN ADMINISTRATOR
Don Lowe



The year 2012 was a year that will be remembered not only as a challenging year economically but another extreme weather year as well. We had no snow storms in January or February but it did snow in early March. By mid-March, temperatures hit 70 degrees. Unfortunately, October brought us Hurricane Sandy. Bolton was spared much of the more severe weather which hammered the eastern seaboard but we did have some heavy wind and rain. The Emergency Operations Center was opened. Once again, our Public Safety personnel did an outstanding job in coordinating a unified response to any problems which resulted from the storm. Damage was kept to a minimum and we had only scattered power outages.

Bolton Access Television completed the work they started in 2011 on the interior renovations of the Houghton Building. The project was completed in April. The result was a beautifully renovated building which houses not only Bolton Access Television but provides space for the Friends of the Library and the Bolton Conservation Trust as well as an additional meeting room. A formal dedication ceremony of the new meeting room to Lois J. Alex was held in November.

The Annual Town Meeting was held on May 7th. Town Meeting approved spending \$250,000 of free cash to repair Fyfeshire Dam and to lower the water level so that it would no longer be under the jurisdiction of the state. Work continued through 2012 to plan for the design and permitting phase of the project, which will take place in 2013. At the 2012 Annual Town Meeting, the voters funded the following articles:

- \$2,210,000 district-wide for Nashoba Regional High School to renovate the existing track, install an artificial turf field, construct a five-court tennis facility and construct a new concession building with personal facilities.
- \$250,000 to lower Fyfeshire Dam sufficiently to remove it from the state's jurisdiction, along with any required design and permitting.
- \$178,450 for the purchase of Self-Contained Breathing Apparatus and Turnout Gear for the Fire Department.
- \$100,000 to repair a culvert on Sugar Road.

The town operating budget for 2012 was \$19,842,663, an increase of 2.74% over 2011. The Advisory Committee and the Board of Selectmen worked extremely hard to produce a budget that maintained the same level of town services as 2011 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 2013, which begins in July 2012. 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.

In an effort to improve accessibility to the second floor of the Houghton Building, a chair lift was installed. Subsequently, a new chair lift was installed in Town Hall as well. The Town Hall chair lift was a gift which was generously paid for by Mary Boyd.

The town continues to make good use of the Regional Hazardous Waste Facility located in Devens. Although we are one of now 10 member communities, Bolton was number three in overall usage. In July 2012 I became the Vice-Chair of the Oversight Board, having already been the Chair of the Finance Sub-Committee. At the end of 2012, the facility was covering all expenses and showing a small profit. I am confident that we will be able to hold the line on prices in 2013.

At the end of 2012, I was nearing the end of my fourth 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. It is with a great deal of pride that I continue to serve as your Town Administrator.

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary		
Appropriated		\$95,988.00
Expended		<u>\$92,216.20</u>
Unexpended balance returned to general fund		\$ 3,771.80
 Wages		
Appropriated		\$ 56,919.00
Expended		<u>\$ 53,429.60</u>
Unexpended balance returned to general fund		\$ 3,489.40
 Expenses		
Appropriated		\$7,400.00
Expended	Longevity	\$ 550.00
	Disability Insurance	866.30
	Supplies	347.67
	In-State Travel	856.21
	Dues	143.97
	Meetings	370.00
Unexpended balance returned to general fund		<u>\$3,124.15</u> \$4,265.85

ADVISORY COMMITTEE

Naveen Rohatgi.....	2013
Randy Dinjian, Chairman	2013
Robert Czekanski	2014
Michael Zelenkov	2014
Connie Benjamin	2015
Brad Cote	2015

The 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. The 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, 2011 to June 30, 2012**

Expenses	
Appropriated	\$152.00
Expended	\$152.00
 Reserve Fund	
Appropriated	\$100,000.00
Expended	<u>81,631.98</u>
Unexpended balance returned to general fund	\$ 18,368.02

TOWN CLERK

Pamela H. Powell.....2013

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary			
Appropriated			\$53,053.00
Expended			\$53,053.00
 Wages			
Appropriated			\$37,596.00
Expended			<u>\$37,596.00</u>
Longevity			\$ 250.00
 Expenses			
Appropriated			\$2,160.00
Expended	Dues & Meetings	\$1,608.35	
	Supplies	268.41	
	Purchase of Services	110.00	<u>\$1,986.76</u>
Unexpended balance returned to general fund			\$ 173.24

DOG LICENSES ISSUED

2012

Total dogs in Town.....	962
Kennels (4 dogs or more).....	17
License & Late Fees Collected.....	\$11,871.00
Pick Up/Boarding Fees.....	\$120.00
Failure to License Fines.....	\$350.00
Total Paid to the Town.....	\$12,341.00

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 neighboring towns 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 will no longer be printing the individual names from vital records in the town report. This will help protect the privacy of individuals as well as help to curb identity theft.

BIRTHS.....35
MARRIAGES.....15
DEATHS.....25

APPOINTMENTS AND RESIGNATIONS

Recorded in 2012

Appointed by: Board of Selectmen		Term Expires
Affordable Housing Partnership Trust Fund Trustees:	Kevin O'Brien	6-30-2015
Agricultural Commission:	Jan Johnson	6-30-2015
Ambulance Director:	Margaret Diaz	6-30-2013
Ambulance Attendants:		6-30-2013
Christine Alfano	Andrew Bagdonas	Carey Baird
Christopher Baker	Barbara Brown	David Byler
Jenifer Cutty	Margaret Diaz	Normando Diaz
Kristen DeBlasi	Wesley (Chip) Durant III	Cassandra Ela
Ann Farrell	David Farrell	Kelsey Farrell
John (Jack) Holbrook	Katherine Howard	Allan Koug
Alex LeBlanc	Corbett Masters	Mary Ann McLaughlin
Margaret Mullane	Jesse Oxenberg	Evan Pappas
David Perry	Sam Porteus	Dina Rich
Curtis (Max) Roemer	Shannon Wheeler	Christopher Whynot
Gerald Wilson, Sr.		
Animal Control Officer:	Susan Latham	6-30-2013
Assistant:	Phyllis Tower	6-30-2013
Appeals, Board of:	Bradley Reed	6-30-2017
Associate Member:	Jack Sargent	6-30-2014
Building Inspector:	Michael Sauvageau	6-30-2013
Assistant:	David Drugge	6-30-2013
Capital Planning Committee:	Michael Guerin	6-30-2015

Conservation Commission:	Lorraine Stephenson	6-30-2015
	Maria Bermann	6-30-2015
	Mark Sprague	6-30-2014
	Janet Pesaturo	6-30-2014
Council on Aging:	Doris Ettinger	6-30-2015
	Flora Wilson	6-30-2015
	Anne (Panny) Gerken	6-30-2015
Economic Development Committee:	Bharat Nair	6-30-2013
	Erik Neyland	6-30-2013
Election Workers:		6-30-2013
Therese Abdalian	Kathleen Barry	Barbara Bing
Alice Coggeshall	Elizabeth Cook	Barbara Corley
Joanne Edmunds	Nancy Jagodnik	Pamela Kaminski
Sally Ann King	Theodore Kirchner	Phyllis Langberg
Frank Lazgin	Jane Libertine	Jean Lord
Susan Mason	David McKinley	Jean McKinley
Joyce Miller	Clare Moses	Shanna O'Connor
Cia Ochsenbein	Alice Roemer	Linda Shelales
Jean West	Thomas Wildman	
Emergency Management	Thomas Moses	6-30-2013
EMT/FF – Full Time:	David Farrell	6-30-2013
Energy Committee:	Margaret Campbell	6-30-2015
	Theodore Kirchner	6-30-2015
Fire Chief and Forest Warden:	John Mentzer	6-30-2013
Historical Commission:	Linda Engelmann	6-30-2015
	Alice Coggeshall	6-30-2015
Insurance Advisory Committee:		6-30-2013
Nathaniel Barry	Barbara Brown	
Donna Madden	Jonathan Couture	
Ninotchka Rogers		
MAGIC Representative:	Donald Lowe	6-30-2013
MART Advisory Board	Kenneth Troup	6-30-2013

Mobility Committee:		6-30-2015
Mary Ciummo	Winslow Green	
Margaret Campbell	Gordon Taylor	
Peter Ross		
Plumbing & Gas Inspector:	Wilfred Delorey	6-30-2013
Assistant Gas Inspector:	Robert Janda	6-30-2013
Police Department:		
<u>Chief</u>	Vincent Alfano	6-30-2013
<u>Lieutenant</u>	Warren Nelson	6-30-2013
<u>Sergeant</u>	A. Luke Hamburger	6-30-2013
<u>Patrol Officers</u>		6-30-2013
Kimberly Barry	Luke Hamburger	
Christopher Harrington	Sandra Lawton	
Jason Puri	Yvette Washington	
Jonathan Couture	Gregory Mailloux	
Eric Koukos		
<u>Reserve Officers:</u>		6-30-2013
Andrew Bagdonas	Cassandra Ela	
Daniel Keller	Mary Ann Kinirey	
Paul Smith	Hank Staake	
Jacob Vincente		
Public Ways Safety Committee:	Mary Ciummo	6-30-2015
	Peter Ross	6-30-2015
Registrars:	Leslie Breeze	6-30-2015
Senior Tax Rebate Program:	Clyde Wheeler	6-30-2015
Tax Collector:	Donna Madden	6-30-2015
Tree Warden:	Mark Caisse	6-30-2013
Veterans Agent:	James Cabral	6-30-2013
Village Overlay Working Committee:		Through Completion
Mark Duggan	Jonathan Keep	
Cia Ochsenbein	Erik Neyland	
Kenneth Troup	Eileen Griffin Wright	
Stephen Schneider	Lynda King	
	Kenneth Zito	

WHEAT Representative: Brooke James 6-30-2013

Wiring Inspector: James Boodry 6-30-2013

Assistant Wiring Inspector Peter Casello 6-30-2013

Appointed by: Chairman of Selectmen, Moderator and Town Clerk

Advisory Committee: Bradford Cote 6-30-2015

Connie Benjamin 6-30-2015

Appointed by: Board of Health

Animal Inspector: Phyllis Ann Tower 4-30-2013

Appointed by: Moderator

Law Committee: Gwendolyn Rogers 6-30-2013

Kenneth Troup 6-30-2013

Minuteman School Committee

Representative: David O'Connor 6-30-2013

Appointed by: Law Committee 6-30-2013

Town Counsel: Brackett & Lucas – Legal Services

Labor Counsel: Mirick, O'Connell

Appointed by: Treasurer / Collector

Deputy Tax Collector: Kevin Bolduc 12-31-2013

Appointed by: Town Clerk

Assistant Town Clerk: Susan J. Miles 6-30-2013

RESIGNATIONS:

Resignation Date

Capital Planning Committee: Bradford Cote 7-15-2012

Barbara Dirsa 7-23-2012

Wayne Day 12-17-2012

Economic Development: Eileen Schomp 3-7-2012

Christopher Nelson 6-25-2012

Emergency Mgmt Co-Director: Andrew Bagdonas 8-28-2012

Energy Committee: Paul Vasington 2-9-2012

Stu Malmberg 3-20-2012

Martha Broad 11-8-2012

Mobility Committee: Margaret Campbell 12-13-2012

**PRESIDENTIAL PRIMARY ELECTION
Nashoba Regional High School Auditorium
March 6, 2012**

The polls were declared open at 7:00 AM and declared closed at 8:00 PM. Lunch and dinner for the election workers was provided by Bolton Orchards. Snacks and drinks were provided by Joyce Miller.

Officials duly sworn in were:

Warden: Alice Roemer

Clerk of the Day: Joyce Miller

Checkers:	Barbara Bing	Liz Cook	Alice Coggeshall	Barbara Corley
	Nancy Jagodnik	Sallyann King	Phyllis Langberg	Jean Lord
	Clare Moses	Cia Ochsenbein	Shanna O'Connor	Linda Shelales
	Nancy Skinner	Diane Swenson	Isabel Wells	Jean West

Counters:	Kathleen Barry	Alice Coggeshall	Clare Moses	Isabel Wells
	Thomas Wildman			

Constables:	Vincent Alfano	Andrew Bagdonas	Barbara Brown	Christopher Slade
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State Primary Election Results

Total Votes Cast	594
Total Registered Voters	3329
Percent Voted	18%
Republican	527
Democratic	65
Green Rainbow	2

Democratic Party Results

Race / Candidates	Total votes
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Presidential Preference

Barack Obama	59
No preference	3
Blanks	2
Write-ins	1

State Committee Man

Harold P. Naughton.....	50
Blanks.....	14
Write-ins.....	1

Republican Party Results

Race / Candidates	Total votes
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Presidential Preference

Ron Paul	49
Mitt Romney.....	386
Rick Perry	0
Rick Santorum	58
Jon Huntsman	8
Michelle Bachman	2
Newt Gingrich	21
No Preference	1
Blanks	0
Write-ins	2

State Committee Woman

Mary H. Whitney.....49
Blanks.....15
Write-ins.....1

Town Committee – Democratic

Write-ins.....0
David Alan Wylie15
Sharon Toffey Shepela.....15
Joseph Myerson.....15
Richard M. Merrill15
Etta Davis15
Barbara Carvalho.....15
James Carvalho.....15

Green Rainbow

Race / Candidates **Total votes**
Kent Mesplay..... 0
Jill Stein..... 1
Harley Mikkelson..... 0
No preference..... 1
Write-ins..... 0

State Committee Man

Lance D. May183
Thomas F. Ardinger212
Blanks132
Write-ins0

State Committee Woman

Susan E. Smiley345
Blanks181
Write-ins1

Town Committee - Republican

Theodore N. Kirchner281
Francis S Lazgin248
Peter Adam Smith261
Bruce A. King272
Frederick C. Van Bennekon255
Kenneth A Zito253
Jacky Ann Forster281
Thomas T. Beeson.....258
Peter L. Hoover260
Sallyann King273
Frank L. McNamara309
Dale F. Eck263
Write-ins4

**MINUTES OF
ANNUAL TOWN MEETING
Monday, May 7, and Tuesday, May 8, 2012
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 Cia Ochenbein, Nancy Jagodnik, Shanna O'Connor, Jean West and Susan Miles. Under the direction of and including Tom Wildman, the counters were Alice Roemer, Joyce Miller, Susan Mason, Jeff Nichols, Roger Breeze, Randy Porteus, Pat Bensetler, Shanna O'Connor 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 total in attendance was 575 on Monday evening and 152 on Tuesday out of 3281 registered voters. Mr. Anker began the meeting with a moment of silence to honor William Hurley of Stow who tragically died the week before. He was a 2011 graduate Nashoba Regional High School.

Mr. Anker continued by introducing the members of the Board of Selectmen, Advisory Committee, Town Administrator, Town Counsel and Town Clerk. Mr. Anker recognized Mr. Plante's 6 years of service on the Board of Selectmen. The Moderator went over the procedures used for addressing Town Meeting.

Article 1: Accept Annual Reports

The Town voted to accept the reports of the Board of Selectmen and Advisory Committee, or any other Town officers, boards, or committees for the calendar year 2011.

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:** Majority in favor

Article 2: Additional Capital Share at Minuteman Regional School District

The Town voted to raise and appropriate, or transfer from available funds, the sum of \$11,382 (Eleven thousand three hundred eighty-two dollars) to defray the necessary expenses of the Minuteman Regional Vocational Technical School District (the "District") for the District's 2012 fiscal year, bringing the total appropriation from the Town for the District's 2012 fiscal year to \$324,217.

Sponsor: Board of Selectmen

Summary: This article requests additional funds for fiscal year 2012 (July 1, 2011 through June 30, 2012) for the Minuteman Regional Vocational Technical School District Assessment pursuant to an amended budget voted by the Minuteman School Committee on March 13, 2012. The amended budget was required due to unforeseen, emergency renovations to the Trades Hall section of the school building and water service improvements required to address code issues.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

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

Advisory Committee Member, Theresa Abdalian, gave a summary on the state of the town's finances prior to discussion and vote on the budget.

Article 3: Fiscal Year 2013 Operating Budget

The Town voted to raise and appropriate or transfer from available funds the sum of \$19,842,663 (Nineteen million eight hundred forty-two thousand and six hundred sixty-three dollars) or any other amount, as set forth in the budget for the purposes of operating and maintaining the various departments of the Town, and to meet such appropriation:

- a. The sum of \$150,000 (One hundred fifty thousand dollars) be transferred from the Cell Tower Fund;
- b. The sum of \$116,000 (One hundred sixteen thousand dollars) be transferred from the Ambulance Receipts Reserved for Appropriation to be applied to the Ambulance Department budget;
- c. The sum of \$175,527 (One hundred seventy -five thousand five hundred twenty-seven dollars) or any other amount, be transferred from Free Cash;
- d. The sum of \$19,401,136 (Nineteen million four hundred one thousand one hundred thirty-six dollars) to be raised by taxation.

Sponsor: Board of Selectmen

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

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

Article 4: Tree Replacement Program

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

Sponsor: Historical Commission and Tree Warden

Summary: A modest tree replacement program was approved in 2006 and 2009. This article would keep up the beautification.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

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

Article 5: Replacement of Self-Contained Breathing Apparatus and Turnout Gear for Fire Department

The Town voted to appropriate the sum of \$178,450 (One hundred seventy eight thousand four hundred fifty dollars) for the purchase of Self-Contained Breathing Apparatus (SCBA) in the amount of \$148,000 and Turnout Gear in the amount of \$30,450 to replace current equipment; and that to meet this appropriation, the sum of \$167,100 (One hundred sixty seven thousand one hundred dollars) be transferred from available funds; and the sum of \$11,350 (Eleven thousand three hundred fifty dollars) be transferred from unexpended funds from the Town Hall Boiler article, as previously appropriated by Article 8 of the May 2, 2011 Annual Town Meeting.

Sponsor: Fire Department

Summary: This equipment is vital to the firefighters to be able to safely enter a burning building or hazardous environment to extinguish a fire or rescue a victim. This article will allow the fire department to replace the protective clothing worn by the firefighters, which in most cases, is at or beyond its usable life of 8 to 10 years. In addition, 20 new Self-Contained Breathing Apparatus (SCBA) will be purchased to replace existing SCBA which are no longer compliant to national safety standards.

The Fire Department has applied for a Federal Assistance to Firefighters Grant from FEMA for 95% of the cost of this equipment but we may not know if we have received the grant until possibly the August, 2012 timeframe. The money from this warrant article would provide funds to purchase this equipment if we do not receive the grant and would only be spent prior to receiving word on the grant for equipment which requires immediate replacement.

Board of Selectmen Recommendation: Approved (Unanimous)

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

Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)

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

Article 6: Repair or Replacement of Sugar Road Culverts

The Town voted to appropriate or transfer from available funds the sum of \$100,000 (One hundred thousand dollars) for the repair or replacement of the culverts on Sugar Road.

Sponsor: Department of Public Works

Summary: The culverts are located on Sugar Road - 97 feet and 112 feet east of the intersection of Houghton Farm Lane. The culverts are in a state of deterioration and need to be replaced at this time.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)

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

Article 7: Establishment of Stabilization Fund for Minuteman Regional School District

The Town voted to establish a stabilization fund by the Minuteman Regional Vocational School District to pay the costs of capital repairs, renovations and improvements to the regional district school and its associated facilities, in accordance with the provisions of Chapter 71, Section 16G1/2 of the General Laws.

Sponsor: Board of Selectmen

Summary: Minuteman seeks to establish a stabilization fund for which the Regional School District may borrow money or for such other District purposes approved by the Department of Revenue Director of Accounts.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

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

Article 8: Field and Track Replacement Project at Nashoba Regional High School

The Town voted pursuant to Massachusetts General Laws (M.G.L.) Chapter 71, Section 16(d), or any other authority, to disapprove the bond authorization voted on March 15, 2012 by the Nashoba Regional School District for the field and track replacement project at the Nashoba Regional High School.

Sponsor: Nashoba Regional School District School Committee

Summary: The Nashoba Regional School Committee has voted to renovate the existing track, install an artificial turf field, construct a five (5) court tennis facility and construct a new concession building with personal facilities at a cost of \$2,210,000. The remaining site will be graded to maximize the existing field use with reconfiguration, drainage improvements and perimeter fencing. The current site has not had major upgrades since the 70's. The current condition presents safety and capacity concerns that cannot be addressed without these initiatives. The work will commence on or about June 1, 2012 and will be finished in 2013. Given the District is a separate legal entity it has the authority to issue bonds without the approval of member towns. By statute a member Town, at Town Meeting can only vote to disapprove, in essence a negative vote. Therefore to allow bonding to occur a Town can either take no action or somewhat counter intuitively vote no on the motion to disapprove.

Board of Selectmen Recommendation: Disapproved (Unanimous)

Advisory Committee Recommendation: Disapproved (Unanimous) (The Advisory Committee supports this project and therefore recommends disapproval of this article)

Vote Required: Majority **Vote:** YES – 177 – Oppose Field and Track
NO – 330 – In Favor of Field and Track
Defeated - Majority Opposed to motion

Article 9: 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 on permit fees of no more than 7.5% shall be deposited with an annual cap of \$20,000 (Twenty thousand dollars). The Revolving Fund, originally approved in Article 7 of the 2010 Annual Town Meeting, shall be accounted for separately from all other monies in the town and shall only be used for the purpose of funding on-going 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 on-going 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 hand held devices such as net books in the field.

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

Article 10: Re-Numbering and Revision of the Bolton Administrative Bylaws

The Town accepted the renumbering and revision of the Administrative Bylaws of the Town from their original numbering or their numbering, as amended through November 7, 2011, to the numbering or codification, arrangement, sequence and captions and the comprehensive revisions to the text of the Administrative Bylaws as set forth in the Final Draft of the Code of the Town of Bolton, dated November 2011, said codification having been done under the direction of the Board of Selectmen and Town Counsel, and said Code being a compilation and comprehensive revision of the present bylaws of the Town. All Administrative Bylaws of a general and permanent nature, as amended, heretofore in force and not included in the Code shall be repealed, except that such repeal shall not affect any suit or proceeding pending as the result of an existing law, and such repeal shall not apply to or affect any bylaw, order or article heretofore adopted accepting or adopting the provisions of any statute of the Commonwealth. In lieu of incorporating the full text of the amendments in this warrant, a copy of the proposed recodification is available for review at the Town Clerk's Office during business hours. These bylaws shall be referred to as the "Code of the Town of Bolton, Massachusetts".

Sponsor: Town Clerk and Board of Selectmen

Summary: At the May, 3, 2010 Annual Town Meeting the Town voted Article 2 to use professional services to reorganize or revitalize the Town's existing Administrative Bylaws. This article is the culmination of the project done by General Code Publishers. The Town's Administrative Bylaws were renumbered and structured for ease of use without changing their integrity. Included in the process was an analytical review of each bylaw, adding the date the bylaw was adopted and complete history of added amendments.

The finished document organizes the Administrative Bylaws in chapters and sections similar to MA General Laws and is designed to allow room for growth. Upon approval, the Town will be set up with a web-based, searchable electronic version and provided with CD's and a few hard copy binders.

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

Article 11: Re-Numbering and Revision of the Bolton Zoning Bylaws

The Town accepted the renumbering and revision of the Zoning Bylaws of the Town from its original numbering, as amended through November 7, 2011, to the numbering or codification, arrangement, sequence and captions and the comprehensive revisions to the text of the Zoning Bylaws as set forth in the Final Draft of the Code of the Town of Bolton, dated November 2011, said codification of the Zoning Bylaw having been done with aid from the Planning Board, and being a compilation and comprehensive revision of the present Zoning Bylaws, including amendments thereto. All Zoning Bylaws, as amended, heretofore in force, and not included in the Zoning Bylaw, shall be repealed, except that such repeal shall not affect any suit or proceeding pending as the result of an existing law. In lieu of incorporating the full text of the amendments in this warrant, the proposed recodification is available in the Town Clerk's Office during business hours. The Zoning Bylaw shall be codified as Chapter 250 of the "Code of the Town of Bolton, Massachusetts".

Sponsor: Town Clerk and Board of Selectmen

Summary: At the May, 3, 2010 Annual Town Meeting the Town voted to approve Article 2 to use professional services to reorganize or revitalize the Town’s existing Zoning Bylaws. This article is the culmination of the project done by General Code Publishers. The Town’s Zoning Bylaws were renumbered and structured for ease of use without changing their integrity. Included in the process was an analytical review of each bylaw, adding the date the bylaw was adopted and complete history of added amendments.

The finished document organizes the Zoning Bylaws in chapters and sections similar to MA General Laws and is designed to allow room for growth. Upon approval, the Town will be set up with a web-based, searchable electronic version and provided with CD’s and a few hard copy binders.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 25, 2012, which followed advertised public hearings held on March 14, and continued on March 28, April 11, and April 25, 2012 on the proposed zoning change, the Bolton Planning Board voted to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 11 of the Warrant.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Vote Required: 2/3 Majority **Vote:** Passed - 2/3 Majority in favor

Article 12: Amendment to the Zoning Bylaws to add Section 2.4.3 Line of Sight at Intersections

Mr. Wagner made a motion to remove entire Section 2.4.3.5.3. Motion was seconded. After some discussion the motion was withdrawn by Mr. Wagner.

A reworded motion was made by Mr. Wagner to remove in Section 2.4.3.5.3. ‘hedges, brush and other vegetation’. Motion was seconded. The moderator called for a hand-counted vote.

Vote: YES – 280 NO – 191 Motion to amend passed by Majority.

Upon advice from Town Counsel Gary Brackett, a motion was made to add the wording ‘hedges, brush and other vegetation’ from Section 2.4.3.5.3. to Sections 2.4.3.6.1. and 2.4.3.8.1. Motion was seconded. The moderator called for a vote.

Vote: Motion to amend passed by Majority.

The Town voted to amend the Bolton Zoning Bylaws by inserting the following new section, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

2.4.3 Line of Sight at Intersections

2.4.3 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 multi-dwelling developments. It shall not include private shared and private common driveways.

- 2.4.3.1.2. The term “commercial driveway” shall include any public entrance into or out of a place of business including non-residential uses in a residential district.
- 2.4.3.1.3. The “restricted area” or “sight triangle” is 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.
- 2.4.3.2. 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 or high traffic volume warrant 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. Exemptions
 - 2.4.3.5.1. Existing buildings, existing stone walls, historic and other existing structures are exempt from these requirements.
 - 2.4.3.5.2. Existing fences, walls and signs are exempt from these requirements
 - 2.4.3.5.3. Trees are exempt from these requirements
- 2.4.3.6. Restrictions
 - 2.4.3.6.1. No new fence, wall, sign or structure, hedges, brush and other vegetation which impedes sight lines at elevations between 3 feet and 8 feet above the roadways shall be installed or permitted to remain in the restricted area.
- 2.4.3.7. Permit
 - 2.4.3.7.1. Any new fence, wall, sign 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 fence, wall or sign, hedges, brush and other vegetation 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 fence, wall, sign, hedges, brush and other vegetation 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 of the General Zoning Bylaws, or by any other means authorized bylaw.

Sponsor: Board of Selectmen

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 held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board made no recommendation to the Town Meeting regarding Article 12 of the Warrant.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

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

Article 13: Creation of a Five-Member Conservation Commission

The Town voted against accepting the provisions of the Massachusetts General Laws, Chapter 40, Section 8C as amended, and direct the Board of Selectmen to appoint a five-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.

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: No Recommendation

Advisory Committee Recommendation: Disapproved (5 in favor of disapproval, 1 abstained)

Vote Required: Majority **Vote:** Defeated – Majority opposed

Article 14: Fyfeshire Dam

The Town voted to raise and appropriate or transfer from available funds the sum of \$250,000 (Two hundred fifty thousand dollars), pursuant to any applicable statute, for the lowering of the Fyfeshire Dam, and to meet this appropriation, the sum of \$247,402 (Two hundred forty seven thousand four hundred two dollars) be transferred from the Assessor's Overlay Account, and the sum of \$2,598 (Two thousand five hundred ninety-eight dollars) be transferred from available funds, and further, that the Conservation Commission be authorized to file on behalf of Town of Bolton any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts and/or

any others in any way connected with the scope of this Article; and further, the Town of Bolton and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of Bolton to effect said lowering.

Sponsor: Conservation Commission

Summary: A letter of Non-Compliance with the Massachusetts Dam Safety Laws was received March 13, 2009, finding the dam unsafe and a potential threat to public safety. Subsequent investigations by independent consultants concurred that the lower dam at the Fyfeshire Conservation Area is structurally deficient with a significant hazard potential. A Phase I and II study was performed and a list of alternatives was provided. After further consideration an addendum to the alternatives was provided giving the Town the option to lower the dam sufficiently to remove it from the state's jurisdiction. This alternative will have much less impact on the adjacent wetlands and impoundments. It is expected that the level of permitting will be decreased helping to reduce the overall costs.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (Unanimous)

Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority Vote: Unanimous in favor

Article 15: Amendment to the Zoning Bylaws, Section 2.5.5.7 Design Review Criteria

The Town voted to amend Section 2.5.5.7 Design Review Criteria of its Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton.

2.5.5.7 Design Review Criteria

Appointment of Design Review Board (DRB) (*Advisory Team (DAT):*)

The Planning Board may, at its option, appoint a Design Review Board (*Advisory Team*) to assist in the review of any project being reviewed under this bylaw. Members of the DRB (DAT) may include: one or more Planning Board member(s); Bolton Energy Committee member(s); Bolton Conservation Commission member(s); professional architect(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 DRB (DAT) will provide advisory professional design review assistance to the Planning Board, Zoning Board of Appeals and Board of Selectmen.

The DRB (DAT) may also submit a written report to the Planning Board, Zoning Board of Appeals, and Board of Selectmen. The DRB (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 DRB (DAT) to discuss resolution of design standards.

Sponsor: Design Advisory Team

Summary: One of the goals of the 2006 Master Plan was to establish Design Review Guidelines and a committee to review commercial projects in town. Residential homes would not be subjected to the Design Review or the Guidelines. The Town adopted these guidelines and established a Design Advisory Team (DAT) at the May 2011 Town Meeting. This Committee reviews commercial building architecture, building materials, landscape treatments, lighting design, public amenities, building mass etc. This article changes the name of the Design Advisory Team (DAT) to Design Review Board (DRB).

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted 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 (Unanimous)
Advisory Committee Recommendation: Approved (Unanimous)
Vote Required: 2/3 Majority **Vote:** Unanimous in favor

Article 16: Citizen’s Petition – Rezoning

The Town voted not to re-zone the following parcels located in the Town of Bolton to zoning designation “Business”: Map 4.D Lot 34, Map 4.D Lot 33, Map 4.D Lot 30, Map 4.D Lot 61, Map 4.D Lot 28, and to re-zone a portion (1.30 acres) of the following parcel located in the Town of Bolton to zoning designation “Business”: Map 4.D Lot 71.

Sponsor: Citizen’s Petition

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)
Advisory Committee Recommendation: Disapproved (3 in favor of disapproval, 2 opposed)

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted not to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 16 of the Warrant.

Vote Required: 2/3 Majority **Vote:** Defeated – Not 2/3 majority in favor

Article 17: Amendment to the Zoning Bylaws to Add a New Section 2.5.10 Village Overlay District (BVOD)

Ms. Ochsenbein made a motion to amend Article 17 as follows:
“Section 2.5.10, Paragraph under “LOCATION”: Change the third line of paragraph to replace the words “and consisting of” with the word “excluding” as shown below:
The Bolton Village Overlay District includes properties zoned as Business and Limited Business as shown on the Town’s Base Map and identified as the business and limited business zoned parcels just east and west of 495 excluding land zoned business designated on the Bolton Assessors Map as Map 2, Parcel 19 with an address of 626 Main Street.”

Motion was seconded. The moderator called for a hand counted vote.
Vote: YES – 202 NO – 132 Motion to amend passed by Majority.

The Town voted not to amend the Bolton Zoning Bylaws by inserting the following new section, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

2.5.10 Village Overlay District

LOCATION:

The Bolton Village Overlay District includes properties zoned as Business and Limited Business as shown on the Town's Base Map and identified as the business and limited business zoned parcels just east and west of 495 and consisting of land zoned business designated on the Bolton Assessors Map as Map 2, Parcel 19 with an address of 626 Main Street.

STATEMENT OF PURPOSE:

The purpose and intent of the Bolton Village Overlay District is to allow for greater design flexibility and creativity in order to meet affordable housing goals and create retail and commercial space that is compatible with the existing surrounding uses and has been designed and operated in a non-obtrusive manner to preserve the community's unique, rural and historical character.

GOALS:

- to establish a village overlay district that will meet the community's goals (as expressed in the master plan) for a village center;
- to have this new village area in close proximity to the historic, largely residential, village center that also includes the municipal facilities;
- to have this new village area be connected, via sidewalks and off-road trails, to the existing residential areas and schools, to provide for walkability and convenience for residents and students, and to provide potential shoppers for the businesses located in the village;
- to provide commercial areas within walking distance to senior citizens living in the Bolton Country Manor housing facility, and
- to protect the streetscape appearance and protection of the character of the community and neighborhood.

The Bolton Planning Board is hereby designated the Special Permit Granting Authority (SPGA) to grant special permits for proposed developments under the provisions of this Article.

DEFINITIONS:

Mixed Use: A combination of residential and business uses, arranged vertically (in multiple stories of a structure) or horizontally (adjacent to one another in one or more buildings on a lot)

Live-Work Space: A dwelling unit in which up to 50% of the floor area is used for the production, showing and sale of art or handcrafted artisan crafts.

Community Space: Public locations where members of a community tend to gather for group activities, social support, public information, and other purposes. They may sometimes be open for the whole community or for a specialized group within the greater community.

PERMITTED USES:

In addition to those uses allowed under Section 2.3.4 of the Bolton By Law, a Village Overlay District may also include: open space, residential dwelling units and associated facilities, assisted living units, live-work spaces, community space, and commercial establishments that may include, without limitation, retail and service establishments, business or professional offices, medical offices, medical and dental clinics, bed and breakfasts, inns, restaurants, and other establishments serving food (but

excluding Fast Food Restaurants (see definition 2.6)), banks, convenience stores. It may include drive-up facilities for banks, pharmacies and other retail and service uses, but not for food establishments. Food may be consumed outdoors in landscaped terraces, designed for dining purposes.

In addition to those uses prohibited under Section 2.3.4 of the Bolton By law, no portion of the BVOD shall be used for research and development offices or establishments or research laboratories and manufacturing enterprises, adult use establishments, laundry and onsite dry cleaners, fast food restaurants (see definition 2.6), automotive repair shops or dealerships, car washes, bowling alleys, discotheques or dance halls.

SPECIAL PERMIT CRITERIA:

The Planning Board may grant a special permit that

- allows for mixed use development;
- decreases the required parking;
- increases the percent of impervious surface with a Transfer of Development Right (TDR);
- decreases the required front or other setbacks;
- allows for multiple buildings on one lot; and/or
- allows for increased building footprint within the BVOD up to maximum lot coverage of 10%.

Only upon finding that such use is in harmony with the general purpose and intent of the zoning bylaw and the proposal meets the specific provisions set forth under the Bolton Village Overlay District bylaw. In granting the special permit, the Planning Board may also specify conditions, safeguards and limitations concerning the use of the property associated therewith.

Site Plan Review, pursuant to Section 2.5.5.6, is required for all proposed developments under this bylaw.

Design Review Criteria, pursuant to Section 2.5.5.7 are to be considered for all commercial developments.

REQUIRED FINDINGS FOR A SPECIAL PERMIT:

Proposed development projects under the BVOD bylaw shall be granted special permits only in conformity with the following:

- a) suitability of the site for the proposed development;
- b) adequacy of the site in terms of the density of proposed uses;
- c) impact on the visual character of the business district and surrounding neighborhood;
- d) provides goods and services needed by the local community;
- e) follows the Design Guidelines;
- f) adequacy of pedestrian access to buildings, public spaces, and between adjacent uses;
- g) degree to which the proposed project complies with the goals of the Bolton Master Plan;
- h) meets affordable housing goals;
- i) creates compatible retail and commercial space (not "strip malls");
- j) permits small to moderate economic development and residential uses designed in a village setting and scale;
- k) provides strong connections, consistent architecture, and small scale structures;

- l) limits size and bulk of as to be consistent with the village character;
- m) allows for housing at a higher density;
- n) reduced setbacks;
- o) allows parking to be to the rear or side of the structures;
- p) allows multiple buildings in order to create small scale structures which would be more consistent with the village character;
- q) provides provision to reduce or eliminate undesirable visual, noise, odors or similar impacts upon adjoining properties and the public;
- r) provides safe vehicle access to and from the right-of-way; and
- s) privacy for residences

HOUSING:

The Village Overlay District may include the following: studio, 1 and 2 bedroom units, and multi-family housing.

The mix of uses shall be balanced and compatible and shall contribute to a vibrant village atmosphere, including a combination of ground floor street front uses such as retail, restaurant and offices.

Ground floors of buildings fronting streets or public access ways shall be reserved for commercial uses except as specified below.

Dwelling units shall be allowed on ground floors of buildings as follows:

- a) The building is set behind another building that has commercial uses on the ground floor, or
- b) The residential portion of the ground floor of a building is set behind street-front retail/office/restaurant uses within the same building, or
- c) The Planning Board determines that street-front residential uses will not have an adverse impact on the continuity of the commercial street front uses, and where such street-front residential uses will not be adversely affected by proximity to street and adjacent commercial uses.

PARKING:

Parking requirements: Entrances to dwelling units shall be visible and accessible from any parking areas located in the rear of a mixed-use building. All entrances are to have sufficient illumination at night time controlled by the residents of the development.

The Planning Board, consistent with Section 2.4.1.3 and this section, will consider the following parking requirements for developments within the Bolton Village Overlay District:

- a) 2 spaces per dwelling unit for 1 and 2 bedroom units
- b) 1 space per 200 sq ft of retail

The Planning Board may further reduce the total amount of parking required in the Village Overlay District if the developer shows that, based upon the expected temporal use of the parking by the various uses, there is not a need for the total number of spaces that would otherwise be calculated based upon the square footage of uses proposed and provide a parking reserve area for the amount of spaces reduced. A parking reserve is an area that is reserved for potential future use as parking if the Planning Board determines that the parking need exceeds the original estimated need, or if due to changes of use

in the development additional parking is needed for the new uses. The parking reserve shall be landscaped and maintained, but shall not be counted towards the minimum required pervious portion of the development (since it may at a future time be converted to parking use).

VEHICLE AND PEDESTRIAN:

Vehicle and Pedestrian Features: Vehicle, pedestrian and bicycle features shall be designed to provide a network of pathways, and promote walking within the Bolton Village Overlay District. Curb cuts shall be minimized.

To maintain a pedestrian-friendly environment, motor vehicle parking spaces shall be located behind or beside buildings wherever possible. Parking located directly between the building and the street alignment shall be strongly discouraged.

TRANSFER OF DEVELOPMENT RIGHTS:

Transfer of Development Rights (TDR): The Planning Board may grant a special permit allowing for a higher percentage of impervious surface (including both structures and other impervious surfaces), provided that for every one square foot that the development exceeds the 50% total impervious standard, 2 square feet of open space shall be provided on abutting properties in common ownership with the development, whether or not the adjacent properties are within the Bolton Village Overlay District but only as follows:

- a) The land used in such calculation (the “transfer land”) must be determined by the Planning Board to be of special importance to remain in a natural state because of its visual prominence or potential vista blockage, because of its ecological significance and fragility, because it has special importance as farmland, or because it is important to the Town’s open space plan.
- b) The transfer land must not be wetlands (as defined in MGL c. 131 Section 40 or the Bolton Wetland Bylaw Section 1.18, or in a Flood Plain District Section 2.5.3 and identified by the State as an Endangered Species Habitat Area.
- c) The transfer land cannot be used to satisfy lot area requirements for any other development, or be previously restricted from development by a conservation restriction or other binding device.
- d) The Planning Board, after consultation with the applicant, Board of Selectmen and Conservation Commission shall determine the most appropriate form of protection for the transfer land which may include, but not be limited to a conservation restriction or be owned by the Town. The form of protection must be established prior to the issuance of any building permit.
- e) No buildings, wells or septic systems are allowed in the transfer land.
- f) To the maximum extent possible, the Board will emphasize the goal of providing public access to open space both on the development parcel and on any such open space protected on nearby properties.

OPEN SPACE AND PUBLIC AMENITIES:

All developments approved under the BVOD shall contain a minimum of 10% publicly-accessible open space, located on the site to promote pedestrian and shopper accessibility. These areas may include pedestrian-friendly amenities, such as wide sidewalks/pathways, outdoor seating, patios, or courtyards, as well as landscaped/garden areas associated with these pedestrian amenities. It may include landscaped pathways connecting adjacent developments, but should not include painted pathways/crosswalks through paved parking lots. 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. All improvements to this publicly accessible open space shall be installed and maintained as part of the development by the project proponent.

SET BACKS:

Within the Bolton Village Overlay District, the Planning Board, as part of the Special Permit, may approve decreased front yard or side yard setbacks to improve site design, promote pedestrian and bicycle accessibility, or allow for consistency with the setbacks of abutting properties to allow new buildings to relate to existing adjacent structures. In order to promote accessibility from sidewalks along Main Street, front yard setbacks may be reduced to 40 feet, but may not be more than 80 feet, for developments proposed under this bylaw. In cases where more than one structure is placed on a parcel, not all structures need to be within the 40 – 80 foot setback; structures may be placed farther back on the site to establish courtyards or other open spaces, and to allow for appropriate layout and site design. Side yard setbacks may be reduced, especially where the abutting property is in business or mixed use. In all cases where a lesser setback is allowed, the Planning Board may impose such conditions as it deems necessary. Such circumstances may include landscaping, consistency with existing street setbacks, and design that encourages a pedestrian environment.

HIRING OF A CONSULTANT:

The Planning Board may utilize provisions of Chapter 44 section 53G to hire consultants to assist the Planning Board in review of the proposed developments. In addition, the Planning Board may, at its option, request the Design Review Board to assist in the review of any project in the Bolton Village Overlay District.

The Planning Board may adopt Rules and Regulations to advance the goals of this bylaw.

Sponsor: Planning Board

Summary: One of the goals of the 2006 Master Plan was to establish Design Review Guidelines and a committee to review commercial projects in town. Residential homes would not be subjected to the Design Review or the Guidelines. The Town adopted these guidelines and established a Design Advisory Team (DAT) at the May 2011 Town Meeting. This Committee reviews commercial building architecture, building materials, landscape treatments, lighting design, public amenities and building mass etc.

Another goal of the Master Plan is to create a Village Overlay District that allows for greater design flexibility and creativity in order to meet affordable housing goals and create compatible retail and commercial space. Bolton's current zoning only allows one building per lot which forces a developer to construct one large building. Current zoning also requires a 150' setback which forces most of the parking in front. The proposed district would allow for more than one building which would result in smaller structures that are more consistent with the character of the Town. It also reduces setbacks to allow parking to be located to the rear or side of the structure(s). The bylaw would allow for increased building footprint of up to 10%.

The development would have strong pedestrian connections and public amenities such as open space and walkways and allows for top of shop housing at a higher density. The proposed bylaw provides for a Transfer of Development Right (TDR) which allows the Town to receive protected open space in exchange for a higher percentage of impervious surface which includes both structures and impervious surfaces).

The Bolton Village Overlay District is proposed to include properties zoned as Business and Limited Business and identified as the business and limited business zoned parcels just east and west of 495 and consisting of land zoned business designated on the Bolton Assessors Map as Map 2, Parcel 19 with an address of 626 Main Street (The Salt Box).

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 17 of the Warrant.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)
Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)
Vote Required: 2/3 Majority **Vote:** Defeated – Not 2/3 majority in favor

Articles 18, 19, 20, 21, 22, 23: Various Zoning Amendments Related to Village Overlay District
Moderator initiated the use of a Consent Calendar for Articles 18, 19, 20, 21, 22, 23. After no ‘holds’ were voiced for any individual article, a motion was made by Mr. Storey, Chairman of the Planning Board to pass over the articles together since Article 17 was defeated.

Vote Required: Majority **Consent Calendar Vote:** Majority in favor to pass over

Article 18: Amendment to the Zoning Bylaws, Section 2.3.3 Mixed Uses

To see if the Town will vote to amend Section 2.3.3 Mixed Uses of the Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

No business, commercial, or industrial building or outdoor storage (except for agriculture, horticulture, or floriculture) shall be established on a lot on which a dwelling exists except as may be permitted by the Planning Board via Special Permit within the Village Overlay District.

Sponsor: Planning Board

Summary: One of the goals of the Master Plan is to create a Village Overlay District that allows for greater design flexibility and creativity in order to meet affordable housing goals and create compatible retail and commercial space. Bolton’s current zoning does not allow both commercial and residential mixes. This amendment would allow it under the village overlay district only.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)
Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)
Vote Required: 2/3 Majority **Vote:** Majority in favor to Passover

Article 19: Amendment to the Zoning Bylaws, Section 2.3.5.2 Dimensional Schedule

To see if the Town will vote to amend Section 2.3.5.2 Dimensional Schedule of the Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

2.3.5.2 Dimensional Schedule.

	Residential Lot	*** Backland Lot (Residential)	Other Uses i.e. Business, Industrial or Commercial
Minimum lot area**	80,000 sq. ft.	4.5 acres	1.5 acres
Minimum lot frontage**	200 feet	50 feet	200 feet
Minimum depth:			
Front yard**	50 feet	50 feet	150 feet****
Other yards**	20 feet	50 feet	50 feet****
Minimum lot width for 100 feet back from street line	150 feet	2.3.5.5 (b)	150 feet
Maximum lot coverage**	N/A	N/A	see Notes A and B

** See definition

*** Refer to 2.3.5.5

****Except as may be permitted by Special Permit under Section 2.5.10, the Bolton Village Overlay District, to improve site design and pedestrian accessibility.

Note A. Except as may be permitted by the Planning Board under Special Permit under Section 2.5.10, the Bolton Village Overlay District. Maximum lot coverage shall be 8% and the sum of all impermeable surfaces and other areas subjected to vehicle traffic or parking on a regular basis shall not exceed 50% of the total lot area within the zone of proposed use.

Note B. The definition of Lot Area set forth in Section 2.6, Definitions, shall apply, except that, in Limited Business Zones only, when a landowner has donated to the Town an easement in, or the Town has taken or purchased an easement in, any portion of a tract of land and said easement has been accepted by the Town for the relocation of an already existing public way, said portion of the tract of land shall be included in the calculation of the lot area of the tract for purposes of this bylaw, subject to the following requirements: the easement area is no greater than five (5) percent of the size of the tract; the tract remains the same dimensionally, and is not subdivided, divided, altered, or changed in any way; the boundary lines of said easement shall be considered lot lines for purposes of any setback measurements so that the easement area is not included in any calculations of setback requirements; and any use or structure complies with all other requirements of this bylaw.

Sponsor: Planning Board

Summary: Current zoning also requires a 150' setback which forces most of the parking in front. The proposed village overlay district reduces setbacks to allow parking to be located to the rear or side of the structure(s).

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

Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)

Vote Required: 2/3 Majority **Vote:** Majority in favor to Passover

Article 20: Amendment to the Zoning Bylaws, Section 2.3.5.3 One Building Per Lot

To see if the Town will vote to amend Section 2.3.5.3 One Building Per Lot of the Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

(c) Except as may be permitted by Special Permit under Section 2.5.10, the Bolton Village Overlay District, to improve site design of the development”

Sponsor: Planning Board

Summary: Bolton’s current zoning only allows one building per lot which forces a developer to construct one large building. The proposed village overlay district would allow for more than one building which would result in smaller structures that are more consistent with the character of the Town.

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

Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)

Vote Required: 2/3 Majority **Vote:** Majority in favor to Passover

Article 21: Amendment to the Zoning Bylaws, Section 2.3.5.6 Building Heights

To see if the Town will vote to amend Section 2.3.5.6 Building Heights of the Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

All buildings, except residential and agricultural uses, shall meet the following height limitations: Except as may be permitted by the Planning Board under Special Permit Buildings within the Bolton Village Overlay District, where the buildings including parapet or sloping façade which extends above the height of the roof shall be no more than 32’ and up to 35’ if approved by the Fire Department.

Sponsor: Planning Board

Summary: Current zoning only allows building heights of no more than thirty-two feet. The proposed village overlay district would allow a height of no more than 35’ to allow for on top of shop housing.

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

Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)

Vote Required: 2/3 Majority **Vote:** Majority in favor to Passover

Article 22: Amendment to the Zoning Bylaws, Section 2.4.1.3 Parking

To see if the Town will vote to amend Section 2.4.1.3 Parking of the Bolton Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

(c) The Planning Board, via Special Permit under 2.5.10, the Bolton Village Overlay District, may lower the required area of parking.

Sponsor: Planning Board

Summary: Bolton’s current parking requirement is very high compared to other surrounding towns. Under Special Permit in the proposed village overlay district the Planning Board could consider reducing the parking number requirement.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)
Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)
Vote Required: 2/3 Majority **Vote:** Majority in favor to Passover

Article 23: Amendment to the Zoning Bylaws, Section 2.5.9.3 Applicability

To see if the Town will vote to amend Section 2.5.9.3 Applicability of the Bolton Zoning Bylaws by inserting the new section 5 as follows (deletions in *parenthesis and italics*) and additions are underlined), and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

5. This bylaw shall apply to all units in mixed use developments approved by the Planning Board under a Special Permit under 2.5.10 Bolton Village Overlay District.

Sponsor: Planning Board

Summary: Bolton's current inclusionary bylaw requires one affordable unit for each 8 lots or more. This bylaw would also apply to mixed use developments in the proposed village overlay district.

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

Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)

Vote Required: 2/3 Majority **Vote:** Majority in favor to Passover

Motion made at 11:30 P.M. to vote to continue the Annual Town Meeting until 7:00 PM on Tuesday, May 8, 2012.

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

Moderator James Anker reconvened the meeting at 7:00 PM, Tuesday, May 8, 2012. More than the quorum of 75 had been checked in and the total for the evening was 152. Checkers were Ciao Ochsenbein', Nancy Jagodnik, Shanna O'Connor, Jean West and Susan Miles. Under the direction of and including Tom Wildman, the counters were Alice Roemer, Joyce Miller, Susan Mason, Jeff Nichols, Roger Breeze, Randy Porteus, Pat Bensenler, Shanna O'Connor and Burt Shnitzler.

Article 24: Amendment to the Zoning Bylaws, Section 2.6 Definitions

Mr. Stegner made a motion to amend by removing the entire second paragraph beginning with "The intent of the regulation". Motion was seconded. Town Counsel Gary Brackett advised the language be kept in since it had already been reviewed and approved by the Attorney General.

The moderator called for a vote. Vote: Motion to amend was defeated by majority.

The Town voted to amend Section 2.6 Definitions of the Bolton Zoning Bylaws by inserting the following paragraph in alphabetical order, (deletions in *parenthesis and italics*) and additions are underlined), and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

Fast Food - An establishment whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer in a ready to consume state for the consumption either within the building or outside the building or off premises, or within a parked motor vehicle and usually requires ordering at

a counter and whose principal method of operation includes sale of food and beverages in paper, plastic or other disposable containers. The foregoing shall not apply if such sales are wholly incidental and ancillary to a conventional restaurant or other allowed principal use; this regulation shall not apply to ice cream parlors.

The intent of the regulation is to address the adverse impacts of fast food restaurants on Bolton’s historic and adjacent residential areas as well as gateways to the town. The proliferation of fast food establishments has a negative impact on the Town’s economy, historical relevance, unique character and economic vitality. These uses are therefore restricted in order for Bolton to maintain unique dining experiences. Fast food establishments detract from the overall historic village experience and are found to be obtrusive and have substantial impacts to the public safety from increases in traffic, litter and childhood obesity.

Mixed Use - A combination of residential and business uses, arranged vertically (in multiple stories of a structure) or horizontally (adjacent to one another in one or more buildings on a lot)

Restaurant - An establishment whose principal use is for serving food within a building, or portion thereof, containing tables and/or booths which is designed, intended and used for the indoor sales and consumption of food prepared on the premises, except that food may be consumed outdoors in landscaped terraces, designed for dining purposes as approved by the Planning Board under Special Permit. The term “restaurant” shall not include “fast food restaurants”.

Live / Work Space – A dwelling unit in which up to 50% of the floor area is used for the production, showing and sale of art of handcrafted artisan crafts.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 24 of the Warrant.

Sponsor: Planning Board

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

Advisory Committee Recommendation: Approved (4 in favor)

Vote Required: 2/3 Majority **Vote:** Passed - 2/3 majority in favor

Article 25: Amendment to the Zoning Bylaws, Section 2.3.4 Use Table

The Town voted to amend Section 2.3.4 Use Table of its Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined), and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

			Limited			Limited
			Business	Commercial	Industrial	Recreation
Residential	Business		Business			District

Fast Food

Restaurants N N N N N N

Sponsor: Planning Board

Summary: The purpose of this amendment is to update the use table with the provision for Fast Food Restaurants.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 25 of the Warrant.

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

Advisory Committee Recommendation: Approved (4 in favor)

Vote Required: 2/3 Majority Vote: Passed - 2/3 majority in favor

Article 26: Amendment to the Zoning Bylaws, Section 2.6, Definitions, Base Map

The Town voted to amend the Base Town Map to incorporate zoning changes approved at Town Meeting and amend Section 2.6 Definitions, as follows (deletions in *parenthesis and italics*) and additions are underlined), and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

Base Map – the Base Town Map and Zoning District Map shall be known and referred to in the Town of Bolton Zoning Bylaws as the “Base Map”. The Base Map is the map prepared by Ducharme & Dillis Civil Design Group, Inc., revised (*July, 2008*) May 2012 and on file with the Town Clerk.

Sponsor: Planning Board

Summary: Update the Town base map and zoning map to include the village overlay district which will include properties zoned as Business and Limited Business and identified as the business and limited business zoned parcels just east and west of 495 and consisting of land zoned business designated on the Bolton Assessors Map as Map 2, Parcel 19 with an address of 626 Main Street. The purpose of the Bolton Village Overlay District is to allow for greater flexibility and creativity in the design of a Village Overlay District and to facilitate the construction and maintenance of streets and utilities and public services in a more economical and efficient manner. The update also corrects the incorrect spelling of “Annie More” to “Annie Moore” and adds roads Houghton Farm Lane, Mill Pond Road, Cider Circle and Old Stone Circle.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 26 of the Warrant.

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

Advisory Committee Recommendation: Approved (3 in favor, 1 opposed)

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

Article 27: Amendment to the Zoning Bylaws, to add Section 2.5.8 Commercial Solar Photovoltaic Renewal Energy Installations

Mr. Storey, Chairman of the Planning Board, made a new main motion amending Section 2.5.8.7.1 Financial Surety as follows:

“Proponents of COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION projects shall provide a (*bond*) non-cancellable surety bond or other form of surety approved by the Planning Board to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Special Permit and Site Plan Approval Granting Authorities, but in no event to exceed more than 150 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent.”

Mr. Cote made a motion to amend Section 2.5.8.2.1 to remove “Residential District”. After some discussion the Moderator called for a vote.

Vote: Motion to amend was defeated-majority opposed.

Mr. Pelletier made a motion to amend Section 2.5.8.1 Purpose by adding the phrase “250 kW or larger of rated nameplate capacity.” to the end of the section.

After some discussion the Moderator called for a vote.

Vote: Motion to amend was defeated-majority opposed.

The Town voted to amend the Bolton Zoning Bylaws by inserting the following new section, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

2.5.8 COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS

2.5.8.1 Purpose

The purpose of this bylaw is to provide a permitting process and standards for the creation of new COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address and protects public safety, minimizes undesirable impacts on residential property and neighborhoods, protects scenic, natural and historic resources, protects and/or provides for wildlife corridors, and does not diminish abutting property values and provides adequate financial assurance for the eventual decommissioning of such installations.

The provisions set forth in this section shall apply to the construction, operation, and/or repair of COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS.

- 2.5.8.2 **Applicability**
No **COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS** shall be erected or installed except in compliance with the provisions of this Section and other applicable Sections of the Zoning Bylaw, as well as state and federal law. Such use shall not create a nuisance, which is discernible from other properties by virtue of noise, vibration, smoke, dust, odors, heat, glare and radiation, unsightliness or other nuisance as determined by the Special Permit and Site Plan Approval Granting Authorities.
- 2.5.8.2.1 The construction and use of a **COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS** with 250 kW or larger of rated nameplate capacity within the Industrial, Limited Business, Business, Limited Recreation District and Residential District shall undergo site plan review by the Board of Selectmen and shall be subject to Special Permit by the Planning Board prior to construction, installation or modification as provided in this section.
- 2.5.8.2.2 This section also pertains to physical modifications that materially alter the type, configuration or size of these installations or related equipment throughout the useful life of the system or where alterations may impact abutters.
- 2.5.8.3 **General Requirements**
- 2.5.8.3.1 **Lot Requirements**
A **COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION** may be permitted on a lot, which contains an area of not less than four (4) acres and meets the setbacks and maximum lot coverage under Other Uses of the Dimensional Regulations Section 2.3.5.
- 2.5.8.3.2 **Visual Impact**
The visual impact of the **COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION**, including all accessory structures and appurtenances, shall be mitigated. All accessory structures and appurtenances shall be architecturally compatible with each other. Structures shall be shielded from view and/or joined and clustered to avoid adverse visual impacts as deemed necessary by and in the sole opinion of the Special Permit and Site Plan Approval Granting Authorities. Methods such as the use of landscaping, natural features and opaque fencing shall be utilized.
- 2.5.8.3.3 **Compliance with Laws, Ordinances and Regulations**
The construction and operation of all **COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS** shall be consistent with all applicable local regulations and bylaws, and state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of A **SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION** shall be constructed in accordance with the State Building Code.
- 2.5.8.3.4 **Utility Notification**
No **COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION** shall be constructed until evidence has been given to the Special Permit

and Site Plan Approval Granting Authorities that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner or operator's intent to install an interconnected customer-owned generator. Proof of a mutual agreement with the utility company shall be provided to the Special Permit and Site Plan Approval Granting Authorities. Off-grid systems shall be exempt from this requirement. If the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION goes on grid, it shall comply with this requirement.

2.5.8.3.5 Maintenance

The COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief, Police Chief, Emergency Medical Services and Special Permit and Site Plan Approval Granting Authorities. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

2.5.8.3.6 Emergency Services

The COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the local Fire Chief. The owner or operator shall provide an emergency response plan. The emergency response plan is subject to the approval of the Special Permit and Site Plan Approval Granting Authority, the Fire Department and the Police Department, and shall include at a minimum, explicit instructions on all means of shutting down the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION, which shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

2.5.8.3.7 Safety and Security

Safety and measures of security shall be subject to the approval of the Special Permit and Site Plan Approval Granting Authorities, the Fire Department and the Police Department and owner or operator shall be required to provide emergency services with training on all equipment and procedures referenced in the emergency response plan or might otherwise be necessary for emergency services to operate or perform.

The owner or operator shall be required to provide a Knox Box (a secure, tamper proof storage box for keys or other access tools) at each locked entrance to the facility and maintain a complete set of all keys or devices required to gain emergency access to all areas, buildings and equipment of the facility in each Knox Box.

2.5.8.4 Design Standards

2.5.8.4.1 Lighting

Lighting of the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION, including all accessory structures and appurtenances shall not be permitted unless required by the Special Permit and Site Plan Approval Granting Authorities,

Special Permit and Site Plan Approval Decision or required by the State Building Code. Where used, lighting shall be so arranged as to direct the light away from any street and from any premises residentially used or zoned. 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 (down light 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.

2.5.8.4.2 Signs and Advertising

Section 2.4.2 (Signs) of the Zoning Bylaw does not apply to this Section. Signage for COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS shall be limited in size as determined by the Special Permit and Site Plan Approval Granting Authority.

COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS shall not be used for displaying any advertising except for reasonable identification of the owner or operator of the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION and emergency contact information.

2.5.8.4.3 Utility Connections

All utility connections from the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS shall be underground unless specifically permitted otherwise by a Special Permit and Site Plan Approval Decision. Electrical transformers, inverters, switchgear and metering equipment to enable utility interconnections may be above ground if required by the utility provider.

2.5.8.4.4 Land Clearing, Soil Erosion and Habitat Impacts

Clearing of natural vegetation and trees shall be limited to what is necessary for the construction, operation and maintenance of the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION or otherwise prescribed by applicable laws, regulations and bylaws and meet the soil erosion and habitat impacts as required under the Solar Regulations.

2.5.8.4.5 Structures and Panels

All structures and panels and all associated equipment and fencing including COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATIONS shall be subject to all applicable bylaws and regulations concerning the bulk and height of structures, lot area setbacks, open space, parking and building and lot coverage requirements and may not exceed 50% of the total lot area.

2.5.8.5 Modifications

All substantive material modifications to a COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION made after issuance of the Special Permit and Site Plan Approval Decision shall require modification to the Special Permit and Site Plan Approval Decision.

2.5.8.6 Abandonment and Removal

2.5.8.6.1 Abandonment

Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION shall be considered abandoned when it fails to operate for more than one year without the written consent of the Special Permit and Site Plan Approval Granting Authorities. If the owner or operator of the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the town may enter the property and physically remove the installation.

2.5.8.6.2 Removal Requirements

Any COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION, which has reached the end of its useful life or has been abandoned, shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Special Permit and Site Plan Approval Granting Authorities by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

1. Physical removal of all COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION, structures, equipment, security barriers and transmission lines from the site.
2. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
3. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Special Permit and Site Plan Approval Granting Authorities may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

2.5.8.7.1 Financial Surety

Proponents of COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION projects shall provide a bond to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Special Permit and Site Plan Approval Granting Authorities, but in no event to exceed more than 150 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

Before issuance of any building permits for the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION, such construction and installation shall be secured in accordance with this bylaw and/or any regulations adopted pursuant to the COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION Bylaw for this purpose.

2.5.8.8 Special Permit and Site Plan Approval Decisions
 Special Permit and Site Plan Approval decisions shall conform to the requirements of this Section, section 2.5.5.5 and 2.5.5.6 of the Zoning Bylaw and other relevant Sections of the Zoning Bylaw.

2.5.8.9 The Planning Board may utilize provisions of Chapter 44, Section 53G to hire consultants to assist the Planning Board in review of the proposed developments. In addition, the Planning Board may at its option ask the Bolton Energy Committee to assist in review of the project. The Planning Board may adopt Regulations to implement the purpose of this bylaw.

All COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION Special Permit and Site Plan Approval Decisions shall be valid for a twelve (12) month period unless renewed or extended by the Special Permit and Site Plan Approval Granting Authorities following application made by the applicant. There is no limit to the number of renewals or extensions the Special Permit and Site plan Approval Granting Authorities may grant for a COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION.

Sponsor: Planning Board

Summary: The purpose of this bylaw is to provide a permitting process and standards for the construction, operation, and/or repair of commercial solar photovoltaic renewable energy installations in the Town of Bolton.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 27 of the Warrant.

Board of Selectmen Recommendation: Approved (Unanimous)
Advisory Committee Recommendation: Approved (3 in favor, 1 opposed, 1 abstained)
Vote Required: 2/3 Majority **Vote:** Unanimous in favor of motion as moved

Article 28: Amendment to the Zoning Bylaws, Section 2.3.4 Use Table

The Town voted to amend Section 2.3.4 Use Table of its Zoning Bylaws as follows (deletions in *parenthesis and italics*) and additions are underlined), and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

	Residential	Business	Limited Business	Commercial	Industrial	Limited Recreation District
<u>Commercial Solar Photovoltaic Energy Renewable Installation</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>

Sponsor: Planning Board

Summary: The purpose of this amendment is to update the use table with the provision for commercial solar photovoltaic energy renewable installations.

Chairman Doug Storey gave the Planning Board Oral Report: At a duly-noticed public meeting held on April 11, 2012, which followed advertised public hearings held on March 14, and continued on March 28, and April 11, 2012 on the proposed zoning change, the Bolton Planning Board voted to recommend to the Town Meeting that it approve the amendment to the zoning bylaw set forth in Article 28 of the Warrant.

Board of Selectmen Recommendation: Approved (Unanimous)

Advisory Committee Recommendation: Approved (3 in favor, 1 opposed, 1 abstained)

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

Article 29: Citizen’s Petition - Solar Property Tax Agreement, 125 Still River Road

Jeff Nichols, Chairman of the Board of Assessors made a new main motion as follows:

“That the Town vote to authorize the Board of Selectmen and the Board of Assessors to negotiate and enter into a tax agreement on behalf of the Town, as authorized by Mass. Gen. Laws c. 59, §38H, with Syncarpha Solar LLC (or a special purpose entity with Syncarpha Solar, LLC as its manager) said tax agreement to be an Agreement for Payment in Lieu of Taxes (PILOT), regarding the development of a ground-mounted solar photovoltaic facility with an estimated AC-rated capacity of 4.95 +/- megawatts to be installed on a portion of the property located at 125 Still River Road in Bolton for a term of up to 25 years and, further, that the Town ratify and approve the PILOT agreement made between the Board of Selectmen and the Board of Assessors with Syncarpha Solar LLC for the period July 1, 2012 through June 30, 2038.”

Original Article: To see if the Town will vote to authorize the Board of Selectmen to enter into and execute on behalf of the Town a tax agreement, as authorized by MGL Chapter 59, section 38H, with Syncarpha Solar, LLC (or a special purpose entity with Syncarpha Solar, LLC as its manager) with respect to annual payments in lieu of real and personal property taxes for a term of up to 25 years relative to a solar energy system with an AC-rated capacity of up to 5 megawatts, to be installed on a parcel of land owned by Bolton Orchards and located at 125 Still River Road, Bolton; or do or act relating thereto.

Sponsor: Citizen’s Petition

Summary: Bolton Orchards plans to lease approximately 40 acres of its sand pit south of Main Street and east of Still River Road for 25 years for installation of a ground-mounted 4.95 Megawatt solar energy system that will connect with National Grid’s distribution grid. The article authorizes the Selectmen to work with the Board of Assessors and the developer, as recommended by the Massachusetts Department of Revenue, to negotiate a mutually-acceptable annual payment to the town in lieu of taxes to reflect the business value of the project. At the end of the lease and the useful life of the solar facility, the developer will remove the equipment and return the property to its underlying residential zoning.

Board of Selectmen Recommendation: The Board met on May 7 at a duly posted meeting and voted unanimously to recommend approval of this motion.

Advisory Committee Recommendation: The Board met on May 7 at a duly posted meeting and voted unanimously to recommend approval of this motion.

Vote Required: Majority **Vote:** Unanimous in favor of motion as moved

Article 30: Local Historic District Commission

A motion was made by Iris Berdrow, Chairman of Local Historic District Study Committee, to Pass over the article.

Vote Required: Majority

Vote: Majority in favor to Passover

To see if the Town will vote to establish a Local Historic District and a Local Historic District Commission, and adopt the Local Historic District Bylaw as provided for under Massachusetts General Laws Chapter 40C, as amended, by adding Section 1.22 to the Administrative Bylaws. The Local Historic District boundaries would follow the boundaries of the current National Historic District, with the addition of the east side of Wattaquodock Hill Road up to and including the Memorial and Field House, and excluding the south side of Main Street between 495 and the lacrosse field, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or do or act relating thereto.

1.22 Bolton Historic District Bylaw

The Town of Bolton hereby establishes a Local Historic District, to be administered by a Bolton Local Historic District Commission (BLHDC) as provided for under M.G.L. Chapter 40C, as amended.

1. PURPOSE

The purpose of this Bylaw is to establish procedures for processing applications for Certificates of Appropriateness, for enforcement, and for the internal management of the Bolton Local Historic District. The objective is to aid in the preservation and protection of the distinctive characteristic and architecture of buildings and places significant in the history of the Town of Bolton and the encouragement of new building designs compatible with the existing architecture.

2. DEFINITIONS

The terms defined in this section shall be capitalized throughout this Bylaw. Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in this Bylaw the following terms shall have the following meanings:

ALTERATION, TO ALTER

The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition, and other similar activities.

BUILDING

A combination of materials forming either a shelter for persons, animals or property, and/or of historic significance.

CERTIFICATE

A certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this Bylaw.

COMMERCIAL

Any Business, Limited Business, Commercial or Industrial use of the property and/or structures as defined in Section 2.3.2 Types of Districts and Permitted Uses of the May 2011 Bolton Zoning Bylaws.

COMMISSION

The Local Historic District Commission as established in this Bylaw.

CONSTRUCTION, TO CONSTRUCT

The act or the fact of building, erecting, installing, enlarging, moving and other similar activities.

DAYS

Days refers to calendar days.

DISAPPROVAL

The application is denied and proposed additions, changes or demolitions shall not be allowed.

DISTRICT

The Local Historical District as established in the Bylaw consisting of one or more DISTRICT areas.

EXTERIOR ARCHITECTURAL FEATURE

Such portion of the exterior of a BUILDING or STRUCTURE as is open to view from a PUBLIC WAY or WAYS, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures.

PERSON AGGRIEVED

The applicant; an owner of adjoining property; an owner of property within the same DISTRICT area; an owner of property within 100 feet of said DISTRICT area; and any charitable corporation in which one of its purposes is the preservation of historic places, structures, BUILDINGS or districts.

PUBLIC WAY

Any named, paved public roadway.

SIGNS

Any symbol, design or device used to identify or advertise any place of business, product, activity or person.

STRUCTURE

A combination of materials other than a BUILDING, including but not limited to a SIGN, fence, wall, terrace, walk or driveway.

TEMPORARY STRUCTURE or BUILDING

A BUILDING not to be in existence for a period of more than two years.

A STRUCTURE not to be in existence for a period of more than one year.

3. DISTRICT

The DISTRICT shall consist of one or more DISTRICT areas as listed in Section 12 (Appendices) of this Bylaw.

4. COMMISSION

4.1 The DISTRICT shall be overseen by a COMMISSION consisting of seven members (five permanent members and two alternates) to be appointed by the Board of Selectmen, two members initially to be appointed for one year, two for two years, and one for three years, and each successive appointment to be made for three years. The first Alternate member shall be appointed for one year, each subsequent Alternate member shall be appointed for two-year terms, except that their terms may not expire in the same year. An alternate may become a permanent member of the COMMISSION upon appointment by the Board of Selectmen.

4.2 The COMMISSION shall include at least one of the initial permanent members chosen from the Local Historic District Study Committee, and, if possible, one member from two nominees solicited from the Bolton Historical Society, one member from two nominees solicited from the chapter of the American Institute of Architects covering Bolton; one member from two nominees of the Board of Realtors covering Bolton; and one property owner from within each of the DISTRICT areas. If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Board of Selectmen may proceed to make appointments as it desires.

4.3 Alternates are subject to the same attendance requirements as regular members and may take part in discussions. Alternates will have a right to vote only when they are designated to replace a regular board member. Alternates may be designated to replace regular board members only when there is no quorum of regular members, either because members are absent or because members have recused themselves from a case due to conflict of interest. To determine which alternate will be designated to replace a regular board member, a card will be drawn from a deck (Aces are withheld from deck) by alternate members in attendance. The highest card holder will be designated to replace the regular member.

4.4 Each member and alternate member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.

4.5 Meetings of the COMMISSION shall be held at the call of the Chairman, or at the request of two members and in such other manner as the COMMISSION shall determine in its Rules and Regulations.

4.6 Three members of the COMMISSION shall constitute a quorum. If a quorum cannot be reached with the number of regular and alternate members at a meeting during which a vote is required, the vote shall be deferred to a special meeting of the Commission to be held within seven (7) days.

5. COMMISSION POWERS AND DUTIES

5.1 The COMMISSION shall exercise its powers to review and render a decision of appropriateness on all proposed new construction, reconstructions, alterations, relocations and demolition of all exterior architectural features of STRUCTURES, or any portion thereof, within the District which are visible from any PUBLIC WAY. For purposes of this bylaw, any STRUCTURES partially within the DISTRICT shall be considered wholly within the DISTRICT. In exercising its powers and duties hereunder, the COMMISSION shall pay due regard to the distinctive characteristics of each BUILDING, STRUCTURE and DISTRICT area.

5.2 The COMMISSION shall adopt, and from time to time amend with Board of Selectmen approval, reasonable Standards and Guidelines not inconsistent with the provisions of the Bylaw or M.G.L. Chapter 40C, setting forth such forms and procedures as it deems desirable and necessary for the regulation of its affairs and the conduct of its business, including requirements for the contents and form of applications for CERTIFICATES, fees, hearing procedures and other matters. The COMMISSION shall file a copy of any such Standards and Guidelines with office of the Town Clerk.

5.3 The COMMISSION, after a public hearing duly posted and advertised at least 14 days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation, may adopt and from time to

time amend guidelines which set forth the designs for certain EXTERIOR ARCHITECTURAL FEATURES which are, in general, suitable for the issuance of a CERTIFICATE. No such design guidelines shall limit the right of an applicant for a CERTIFICATE to present other designs to the COMMISSION for approval.

5.4 The COMMISSION shall at the beginning of each fiscal year hold an organizational meeting and elect a Chairman, a Vice Chairman and Secretary, and file notice of such election with the office of the Town Clerk.

5.5. The COMMISSION shall keep a permanent record of its resolutions, transactions, decisions and determinations and of the vote of each member participating therein.

5.6 The COMMISSION shall undertake educational efforts to explain to the public and property owners the merits and functions of a DISTRICT.

6. ALTERATIONS AND CONSTRUCTION PROHIBITED WITHOUT A CERTIFICATE

6.1 Except as otherwise provided in this Bylaw, no BUILDING or STRUCTURE or part thereof within a DISTRICT shall be CONSTRUCTED or ALTERED in any way that affects the EXTERIOR ARCHITECTURAL FEATURES as visible from a PUBLIC WAY, unless the COMMISSION shall first have issued a CERTIFICATE with respect to such CONSTRUCTION or ALTERATION.

6.2 No building permit for CONSTRUCTION of a BUILDING or STRUCTURE or for ALTERATION of an EXTERIOR ARCHITECTURAL FEATURE within a DISTRICT and no demolition permit for demolition or removal of a BUILDING or STRUCTURE within a DISTRICT shall be issued by the Town or any department thereof until a CERTIFICATE as required under this Bylaw has been released by the COMMISSION

7. PROCEDURE FOR REVIEW OF APPLICATIONS

7.1 Except as this bylaw provides in §5, no STRUCTURE within the DISTRICT shall be constructed or altered in any way that affects EXTERIOR ARCHITECTURAL FEATURES unless the COMMISSION shall first have issued a CERTIFICATE of appropriateness, a CERTIFICATE of non-applicability, or a CERTIFICATE of hardship with respect to such CONSTRUCTION or ALTERATION, nor shall any building permit or permit for demolition be issued by the Town or any department thereof for any STRUCTURE within the DISTRICT until the certificate required by this section has been issued by the COMMISSION. The applicant must provide an abutters list and agrees to pay any fees for necessary legal notices.

7.2 Applications for CERTIFICATES shall be filed in triplicate, one copy being filed with the COMMISSION, one with the Building Inspector and one with the Town Clerk. Applications shall be in the form specified by the COMMISSION, to include plans and elevations, drawn to scale, detailed enough to show architectural design for the STRUCTURE and its relation to the existing building, and other materials and information deemed necessary by the COMMISSION. Plot and site plans should be filed when applications for CERTIFICATES are made for improvements affecting appearances, such as walls, fences, steps and paving. In the case of demolition or removal, the application must include a statement of the proposed condition and appearance of the property thereafter. The date of the filing of an application shall be the date on which a copy of such application is received by the office of the Town Clerk.

7.3 Within 14 days of the filing of an application for any CERTIFICATE, the COMMISSION shall determine whether the application involves any features which are subject to approval by the COMMISSION.

7.4 If the COMMISSION determines that an application for a CERTIFICATE involves new COMMERCIAL construction, the COMMISSION will forward the application to the Design Review Committee with notification to the Planning Board. Once the COMMISSION has received an approval of design from the Design Review Committee the COMMISSION may issue a CERTIFICATE of Appropriateness within *fourteen (14) DAYS* of receipt of the approval.

7.5 If the application requires the COMMISSION'S review, or at the request of the applicant, the COMMISSION shall hold a public hearing on the application, except as may otherwise be provided by this bylaw. Public notice of the time, place and purpose of the hearing shall be given at least 14 days in advance by posting in a conspicuous place in Town Hall, and in a newspaper of general circulation in Bolton. Concurrently, the COMMISSION shall mail a copy of said notice to the applicant, owners of all adjoining properties and all other properties deemed by the COMMISSION to be materially affected thereby, the Planning Board, the Building Inspector, the Town Clerk, any person filing a written request for notice of hearing, and other persons as the COMMISSION shall deem entitled to notice.

7.6 A public hearing on an application for a CERTIFICATE need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application for a CERTIFICATE may be waived by the COMMISSION if it determines that the EXTERIOR ARCHITECTURAL FEATURE involved, or its category, is so insubstantial in its effect on the DISTRICT that it may be reviewed by the COMMISSION without a public hearing. If the COMMISSION dispenses with a public hearing on an application for a certificate, notice of such application shall be given to the owners of all adjoining property and of other property deemed by the COMMISSION to be materially affected thereby as above provided, and 10 days shall elapse after the mailing of such notice before the COMMISSION may act upon such application.

7.7 The COMMISSION shall decide upon the determination of any application within 60 days of its filing or within such further time as the applicant may allow in writing, and shall issue a CERTIFICATE or a DISAPPROVAL.

7.8 If the COMMISSION determines that the proposed construction or alteration will be appropriate for or compatible with the preservation or protection of the DISTRICT, a CERTIFICATE of appropriateness shall be issued. In issuing CERTIFICATES, the COMMISSION may, as it deems appropriate, impose certain conditions and limitations and may require architectural or plan modifications consistent with the intent and purpose of this bylaw.

7.9 In the case of a disapproval of an application for CERTIFICATE, the COMMISSION shall set forth in its disapproval the reasons for such disapproval, and may include recommendations for changes in the applicant's proposal with respect to the appropriateness of design, arrangement, texture, material and similar features which, if made and filed with the COMMISSION in a subsequent application, would make the application acceptable to the COMMISSION. Prior to the issuance of a disapproval of an application for a CERTIFICATE of appropriateness, the COMMISSION may, at its sole discretion, notify the applicant in writing of its proposed action accompanied by specific recommendations of

changes in the applicant's proposal which, if made, would make the application acceptable to the COMMISSION. If within 14 days of receipt of such notice the applicant files a written modification of his application in conformity with said recommended changes, the COMMISSION shall issue a CERTIFICATE of appropriateness.

7.10 Upon request, the COMMISSION may issue a CERTIFICATE of non-applicability to any applicant whose request does not require COMMISSION approval.

7.11 If the construction or alteration for which an application for a CERTIFICATE of appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a CERTIFICATE of hardship, the COMMISSION shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the DISTRICT generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant, and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this bylaw. If the COMMISSION determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the COMMISSION shall issue a CERTIFICATE of hardship.

7.12 If the COMMISSION should fail to issue a CERTIFICATE or a DISAPPROVAL within 60 days of the date of the filing of the application for determination or within such further time as the applicant may allow in writing, the COMMISSION shall thereupon issue a CERTIFICATE of hardship due to failure to act.

7.13 The concurring vote of a majority of the members present shall be required to issue a CERTIFICATE.

7.14 A PERSON AGGRIEVED by a decision of the COMMISSION shall, within ten (10) days of the issuance of a CERTIFICATE or DISAPPROVAL, file a written request to the COMMISSION for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the Massachusetts Historical Commission. The finding of the person or persons making such review shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the COMMISSION, unless a further appeal is sought in the Superior Court as provided in Chapter 40C, Section 12A. The filing of such further appeal shall occur within twenty (20) days after the finding of the arbitrator has been filed with the office of the Town Clerk.

7.15 Each CERTIFICATE issued by the COMMISSION shall be dated and signed by its chairman or such other person designated by the COMMISSION to sign such CERTIFICATES on its behalf. Each CERTIFICATE issued by the COMMISSION will be held by the Town Clerk and not released to the applicant for action until the ten (10) DAY appeal process has expired, and only if no appeal or review was submitted.

7.16 If multiple hearings are held by the COMMISSION on one application, the same roster of voting members/alternates must be present for each hearing relevant to that application.

7.17 If a decision is reached on an application with the assistance of an alternate board member, and the applicant later comes back with a similar or related request the same roster of voting members/alternates for the original application shall vote on the similar or related request.

8. CRITERIA FOR DETERMINATIONS

8.1 In reviewing applications for Certificates of Appropriateness, the COMMISSION shall use the criteria set forth in the Bolton Zoning Bylaw, Town of Bolton Design Guideline- Design Review Criteria, and the Local Historic District Standards & Guidelines approved by the Board of Selectmen and adopted by the COMMISSION.

8.2 In deliberating on applications for CERTIFICATES, the COMMISSION shall consider, among other things, the historic and architectural value and significance of the site, BUILDING or STRUCTURE; the general design, proportions, detailing, mass, arrangement, texture and material of the EXTERIOR ARCHITECTURAL FEATURES involved; and the relation of such EXTERIOR ARCHITECTURAL FEATURES to similar features of BUILDINGS and STRUCTURES in the surrounding area.

8.3 In the case of new CONSTRUCTION or addition to existing BUILDINGS or STRUCTURES, the COMMISSION shall consider the appropriateness of the scale, shape and proportions of the BUILDING or STRUCTURE both in relation to the land area upon which the BUILDING or STRUCTURE is situated and in relation to BUILDINGS and STRUCTURES in the vicinity. The COMMISSION may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute of Bylaw. In the case of new CONSTRUCTION, refer to 9.10.

8.4 When ruling on applications for CERTIFICATES on solar systems as defined in Section IA of Chapter 40A, the COMMISSION shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

8.5 The COMMISSION shall not consider interior arrangements or architectural features not subject to public view from a PUBLIC WAY.

8.6 The historic character of a property should be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property should be avoided.

8.7 Changes to a property that have acquired historic significance in their own right should be retained and preserved.

8.8 Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved.

8.9 Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of a missing feature should be substantiated by documentary, physical or pictorial evidence.

8.10 New additions, exterior alterations or related new construction that destroy historic materials, features and spatial relationships that characterize the property should be avoided. New work should be differentiated from the old and should be compatible with the building's historic materials, features,

size, scale, proportion and massing to protect the integrity of the property and its environment. New additions and adjacent or related new construction which, if removed in the future, would impair the essential form and integrity of the historic property and its environment should be avoided.

9. EXCLUSIONS

9.1 The COMMISSION shall exclude from its purview the following:

9.1.1 Temporary BUILDINGS or STRUCTURES subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the COMMISSION may reasonably specify.

9.1.2 Terraces, walks, driveways, sidewalks and similar STRUCTURES, provided that any such STRUCTURE is substantially at grade level.

9.1.3 Storm windows and doors, screen windows and doors, and window air conditioners.

9.1.4 The color of paint.

9.2 Upon request the COMMISSION shall issue a CERTIFICATE of Non-Applicability with respect to CONSTRUCTION or ALTERATION in any category not subject to review by the COMMISSION in accordance with the above provisions.

9.3 Nothing in this Bylaw shall be construed to prevent the ordinary maintenance, repair or replacement of any EXTERIOR ARCHITECTURAL FEATURE within a DISTRICT which does not involve a change in design, materials or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any CONSTRUCTION or ALTERATION under a permit duly issued prior to the effective date of this Bylaw.

10. ENFORCEMENT AND PENALTIES

10.1 The COMMISSION shall determine whether a particular activity is in violation of this Bylaw or not, and the COMMISSION shall be charged with the enforcement of this Bylaw.

10.2 The COMMISSION, upon a written complaint from any Bolton resident, or owner of property in Bolton, or upon its own initiative, shall institute any appropriate action or proceeding in the name of the Town of Bolton to prevent, correct, restrain or abate violation of this Bylaw. In the case where the COMMISSION is requested in writing to enforce this Bylaw against any person allegedly in violation of same and the COMMISSION declines to act, the COMMISSION shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within *twenty one (21) days* of receipt of such request.

10.3 Whoever violates any of the provisions of this Bylaw shall be punishable by a fine of up to \$300.00 for each offense. Each day during any portion of which such violation continues to exist shall constitute a separate offense. Fines shall be collected by the Town Collector.

10.3.1 Any person aggrieved by the imposition of a fine pursuant to this bylaw shall have an absolute right to request the Board of Selectmen to review the amount of the fine imposed by the Local Historic District Commission. The Board of Selectmen in its absolute discretion may increase or decrease the amount of the fine.

10.3.2

- a. If the person or persons alleged to have violated any provision of this bylaw appeals the finding of violation and or imposition of a fine, the imposition of the fine shall be stayed until final resolution of the appeal.
- b. If an appeal is resolved in favor of the appellant, the fine shall be rescinded.
- c. If an appeal is resolved against the appellant, the fine is retroactive to the initial day of the violation.
- d. Retroactivity of the fine shall also be within the decision making power of the duly constituted appellate body.

10.4 The COMMISSION may designate the Building Inspector of the Town of Bolton to act on its behalf and to enforce this Bylaw under the direction of the COMMISSION.

11. VALIDITY AND SEPARABILITY

The provisions of this Bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Bylaw shall continue to be in full force and effect.

12. APPENDICES:

Appendix 1: Bolton Local Historic District Map

Sponsor: Local Historic District Study Committee

Support: Historical Commission, Local Historic District Study Committee

Summary: The Local Historic District Study Committee (LHDSC) was appointed by the Board of Selectmen on March 24, 2011. The LHDSC was charged with investigating and making recommendations on the application for a Local Historic District in Bolton. This is in direct response to the 1998 Preservation Plan, 2001 Archaeological Survey, 2006 Master Plan, and 2006 Dept of Conservation & Recreation Reconnaissance Report that all call for a local historic district to protect historic and archaeological sites from inappropriate alteration and/or destruction.

The proposed bylaw proposes the following:

1. To define the Local Historic District Boundaries.
2. To establish a Local Historic Commission of five permanent and two alternate members appointed by the Board of Selectmen
3. To grant the Local Historic Commission the authority to review and render a decision of appropriateness on all proposed new construction, reconstructions, alterations, relocations and demolition of all exterior architectural features of buildings and structures, or any portion thereof, within the Historic District which are visible from any public street, public way, public park or public body of water, except as limited by this bylaw. The term "structure" shall include but not be limited to stone walls, fences, driveways, walks, terraces, steps, pavings, signs, lights, and appurtenant fixtures on the lots, buildings, or structures. For purposes of this bylaw, any structures partially within the Historic District shall be considered wholly within the district. To administer the activity within the Local Historic Commission may adopt standards and guidelines which must be approved by the Board of Selectmen. Residents who violate the provisions of this Bylaw shall be punishable by a fine of \$300 per day pursuant to provisions of Section 10

Local Historic District: Follows the current boundaries of the National Historic District with the addition of the of the east side of Wattaquodock Hill Road up to and including the Memorial and Field House, and excluding the south side of Main St between 495 and the lacrosse field. The southern boundary between the lacrosse field and the eastern property line of

642 Main Street extends one hundred feet (100') from the roadway. All other boundaries are as shown on the LHD Map. (See Map)

The LHDSC has investigated the benefits; met with Massachusetts Historical Commission (MHC); studied the LHD bylaws of towns similar in size and character to Bolton; held forums for National Historic District (NHD) residents and all town residents; met with the Planning Board and Selectmen; sought input from the Bolton Historical Commission and the Design Advisory Team; and conducted a town wide survey. The final Study Report was submitted to (MHC) and the Bolton Planning Board on Feb 1st, 2012. MHC's confirmation of March 19th stated that "The Massachusetts Historical Commission encourages the Town of Bolton to establish a local historic district as a means of protecting historic resources." A public hearing was held for Bolton residents on April 9th, 2012, 60 days after the Study Report was filed.

Board of Selectmen Recommendation: Recommendation to be made on Town Meeting Floor

Advisory Committee Recommendation: Recommendation to be made on Town Meeting Floor

Voter Required: 2/3 Majority

Vote: Majority in favor to Pass over

Article 31: Citizen's Petition – Tree Trimming Bylaw

A motion was made by Brian Cote, proponent of article, to Passover the article.

Vote Required: Majority

Vote: Majority in favor to Passover

Any and all trees, regardless of where its root system has established itself, residing within the right of way along any road, regardless of scenic distinction, within the town limits of Bolton is subject to tree trimming or removal if any of the below conditions exist; as determined by the town tree warden, or any other town approved certified arborist:

- 1) Diseased beyond the point of recovering or dead is to be removed at the base of the central main trunk or leader, or if a branch where the branch collar meets the central leader;
- 2) All limbs or branches growing into or towards power lines are to be removed;
- 3) Any limb or branch growing over any power line is to be removed if:
 - a. Starting at the farthest branch tip out from the central main trunk or leader, going back to each subsequent angle of attachment, down the limb to the central main trunk, the angle of attachment is less than 45%;
 - b. Scaffolding branches emerging from the central main trunk or leader at an angle less than 45% are to be removed.

The provisions of this Bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this bylaw shall continue to be in full force and effect.

Sponsor: Citizen's Petition

Board of Selectmen Recommendation: Disapproved (Unanimous)

Advisory Committee Recommendation: Disapproved (5 in favor of disapproval, 1 abstained)

Vote Required: Majority

Vote Required to Passover: Majority

Vote: Majority in favor to Passover

Article 32: Citizen's Petition – Town Meetings and Warrants Bylaw

A motion was made by Brian Cote, proponent of article, to Passover the article.

Vote Required: Majority

Vote: Majority in favor to Passover

(A Special Town Meeting shall, unless a different time or method is prescribed by law, be called by posting an attested copy of the warrant, calling the same, at the Town Hall, at the Post Office and at two other public places in the town fourteen days, at least, before the day appointed for said meeting, and by

mailing a copy of the warrant to each household where one or more registered voters resides.) = existing language. In addition to the above process, a Special Town Meeting shall:

- 1) Only take place while the Nashoba Regional School District is in session;
- 2) Only take place on a Monday, additionally:
 - a. No National Holiday shall take place within the same week
- 3) Special Town Election, if necessary, shall:
 - a. Take place on the Monday immediately following the Monday of the Special Town Meeting.
 - b. No National Holiday shall take place within the same week of a Special Town Election.

Prior to the article approving a town election, the town moderator, shall provide a summary description, based upon the article results of the night, explaining what a yes or no vote would mean to that article, and thus what questions would appear on a town election ballot.

The provisions of this bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Bylaw shall continue to be in full force and effect.

Sponsor: Citizen's Petition

Board of Selectmen Recommendation: Disapproved (Unanimous)

Advisory Committee Recommendation: Disapproved (Unanimous)

Vote Required: Majority

Vote Required to Passover: Majority **Vote:** Majority in favor to Passover

Article 33: Authorize Town Election

The Town voted to meet at the Nashoba Regional High School Auditorium in Bolton, on Monday, May 14, 2012, between the hours of 12 noon and 8 p.m. to elect by ballot the following officers; or do or act relating thereto.

ONE YEAR: One Moderator, One Town Clerk, One Library Trustee, One Parks and Recreation Commission

TWO YEARS: One Planning Board member

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, One member of the Nashoba Regional School District Committee, One member of the Park and Recreation Commission, One Trustee of the Francis E. Whitcomb Benevolent Fund.

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

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

Meeting dissolved at 8:40 P.M.

**ANNUAL TOWN ELECTION
Nashoba Regional High School Auditorium
Monday, May 14, 2012**

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. Dinner was provided by Bolton Orchards. Snacks and drinks were donated by Joyce Miller.

Total voters: 912 Total registered voters: 3281 Voter turnout: 28%

Officials duly sworn in:

Warden: Alice Roemer
Clerk: Joyce Miller

Checkers: Terry Abdalian
 Barbara Bing
 Liz Cook
 Susan Mason
 David McKinley
 Jean McKinley
 Clare Moses
 Cia Ochsenbein
 Shanna O'Connor

Counters: Tom Wildman
 Kathy Barry
 Alice Coggeshall
 Isabel Wells

Constables: Vincent Alfano
 Barbara Brown

OFFICE	TERM	NAME	ADDRESS	VOTE	Blanks
Moderator	1 Year	James D. Anker	176 Ballville Road	698	160
Town Clerk	1 Year	Pamela H. Powell	100 Nashaway Road	746	163
Board of Selectmen	3 Year	Connie Benjamin	24 Powder Hill Road	398	5
	3 Year	Lawrence S. Delaney	199 Fox Run Road	509	
Board of Health	3 Year	Christopher S. Slade	62 So. Bolton Road	700	210
Board of Assessors	3 Year	Jeffrey D. Nichols	55 Teele Road	673	238
Library Trustee	3 Year	Robert C. Zak	133 Wilder Road	667	244
	1 Year	Leigh A. Shanny	197 Wilder Road	648	264
Cemetery Committee	3 Year	Brenda C. Baum	125 East End Road	697	215
Comm. of Tr. Funds	3 Year	Anne 'Panny' Gerken	37 Woodside Drive	651	258
Park and Recreation	3 Year	Joyce F. Sidopoulos	37 Powder Hill Road	681	230
	1 Year	Amy Balewicz	1173 Main Street	656	256

Tr. of F.E. Whitcomb Benevolent Fund	3 Year	Joanne I. Edmunds	38 Vaughn Hill Road	680	231
Nashoba Regional School Committee	3 Year	Nancy Federspiel	78 Nashaway Road	682	230
Planning Board	5 Year	Jonathan D. Keep	752 Main Street	565	51
	5 Year	Cornelius J. 'Neal' Darcy	26 Oak Trail	296	
Planning Board	2 Year	Douglas E. Storey	89 Spectacle Hill Road	684	215
Housing Authority	5 Year	David Yesue	73 Woobly Road	638	273

STATE PRIMARY ELECTION
Nashoba Regional High School Auditorium
September 6, 2012

The polls were declared open at 7:00 AM and declared closed at 8:00 PM. Lunch and dinner for the election workers was provided by Bolton Orchards. Snacks and drinks were provided by Joyce Miller.

Officials duly sworn in were:

Warden: Alice Roemer
 Clerk of the Day: Joyce Miller

Checkers:	Barbara Corley	Joanne Edmunds	Nancy Jagodnik	Sallyann King
	Ted Kirchner	Frank Lazgin	Jane Libertine	Jean Lord
	Jean McKinley	David McKinley	Cia Ochsenbein	Shanna O'Connor
	Linda Shelales	Nancy Skinner	Diane Swenson	Isabel Wells
Counters:	Kathleen Barry	Susan Mason	Clare Moses	Thomas Wildman
Constables:	Vincent Alfano	Barbara Brown	David Goulding	

State Primary Election Results

Total Votes Cast	343
Total Registered Voters	3406
Percent Voted	10%
Republican	199
Democratic	143
Green Rainbow	1

Democratic Party Results

Race / Candidate	Total votes
Senator in Congress	
Elizabeth A. Warren.....	132
Blanks.....	7
Write-ins.....	4
Representative in Congress	
Nicola S. Tsongas	138
Blanks	2
Write-ins	3

Republican Party Results

Race / Candidates	Total votes
Senator in Congress	
Scott Brown	199
Blanks	11
Write-ins	0
Representative in Congress	
Jonathan A. Golnik	132
Thomas J.M. Weaver	57
Blanks	10
Write-ins	0

Councillor	
Blanks.....	141
Write-ins.....	2
Write-ins.....	0

Senator in General Court	
Jennifer L. Flanagan.....	128
Blanks.....	14
Write-ins.....	1

Representative in General Court	
Kate Hogan	135
Blanks	7
Write-ins	1

Clerk of Courts	
Dennis P. McManus	119
Blanks	23
Write-ins	1

Register of Deeds	
Anthony J. Vigliotti	118
Blanks	24
Write-ins	1

Green Party – All Races	
Blanks	1
Write-ins.....	0

Councillor	
Jennie L. Caissie	151
Blanks	48

Senator in General Court	
Blanks	197
Write-ins	2

Representative in General Court	
Chuck S. Kuniewich, Jr.	166
Blanks	33
Write-ins	0

Clerk of Courts	
Blanks.....	197
Write-ins.....	2

Register of Deeds	
Blanks	198
Write-ins	1

MINUTES OF SPECIAL TOWN MEETING
Tuesday, October 2, 2012
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 McKinley, Jean West, Joyce Miller and David McKinley. Under the direction of Tom Wildman, the counters were Alice Roemer, Susan Mason, Jeff Nichols, Randy Porteus, Terry Abdalian, Burt Shnitzler and Cia Ochsenein.

Moderator, James D. Anker, called the meeting to order at 7:00 pm after determining 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. Mr. Anker continued with by introducing the members of the Board of Selectmen, Advisory Committee, Town Administrator, Town Counsel and Town Clerk. The Moderator went over the procedures used for addressing Town Meeting. The total number in attendance was 124.

Article 1: Unpaid Bill for Fiscal Year 2012

The Town voted to transfer from available funds the sum of \$66.85 (Sixty six dollars and eighty five cents) for the purpose of paying the following unpaid FY12 bill, pursuant to Massachusetts General Laws, Chapter 44, Section 64; or do or act relating thereto.

\$66.85 A&P Courier Service, Inc.

Sponsor: Board of Health

Summary: This is necessary to pay an unpaid invoice from fiscal year 2012 for services that have been rendered.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Approved

Vote Required: 9/10 Majority Vote: Unanimous in favor

Article 2: Rescind Previously Authorized Debt

The Town voted to rescind \$250,000 of the borrowing authorized under Article 5 of the January 29, 2001 Special Town Meeting, said funding originally appropriated for the purpose of acquiring Moen Land, but no longer needed as the purchase is complete; or do or act relating thereto.

Sponsor: Town Accountant

Summary: The original borrowing authorization was for \$650,000. The Town issued debt of \$400,000 for the acquisition. This “housekeeping” article will remove the unspent authorization of \$250,000 which would otherwise remain on the books indefinitely.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Approved

Vote Required: Majority Vote: Unanimous in favor

Article 3: Rescind Previously Authorized Debt

The Town voted to rescind \$166,000 of the borrowing authorized under Article 25 of the May 3, 2004 Annual Town Meeting, said funding originally appropriated for the purpose of acquiring Stephenson Land, but no longer needed as the purchase is complete; or do or act relating thereto.

Sponsor: Town Accountant

Summary: The original borrowing authorization was for \$399,999. The Town issued debt of \$233,999 for the acquisition. This “housekeeping” article will remove the unspent authorization of \$166,000 which would otherwise remain on the books indefinitely.

Board of Selectmen Recommendation: Approved

Advisory Committee Recommendation: Approved

Vote Required: Majority Vote: Unanimous in favor

Article 4: Rescind Previously Authorized Debt

The Town voted to rescind \$10,000 of the borrowing authorized under Article 5 of the May 3, 2010 Annual Town Meeting, said funding originally appropriated for the purpose of implementing a permanent regional household hazardous waste facility, but no longer needed as the appropriation was paid from available funds, or do or act relating thereto.

Sponsor: Town Accountant

Summary: The original borrowing authorization was for \$10,000. The Town was unable to issue debt for this purpose. This “housekeeping” article will remove the unspent authorization of \$10,000 which would otherwise remain on the books indefinitely.

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

Article 5: Town Easement

The Town voted to authorize the Board of Selectmen to grant and convey access and a utility easement on property owned by the Town and located at 697 Main Street, which property is shown on Assessors Map 1.0, Parcel 6.0, for the purpose of constructing, reconstructing, repairing and maintaining two (2) push brace poles upon a portion of the land located on the northeasterly sideline of Main Street, and described in a deed recorded with the Worcester County Registry of Deeds in Book 118, Pages 288-290, in the year 1793; or do or act relating thereto.

Sponsor: Board of Selectmen
Summary: The location of said push brace poles will be positioned to provide support for utility pole #4 and utility pole #5 on Main Street.
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: Majority Vote: Majority in favor

Article 6: Town Easement

The Town voted to authorize the Board of Selectmen to grant and convey access and utility easements on property owned by the Town and located at 663 Main Street, (Lot 2), which property is shown on Assessors Map 2.0, Parcel 9.0, for the purpose of constructing, reconstructing, repairing and maintaining one (1) stub pole upon a portion of the land located on the northeasterly sideline of Main Street, and described in a deed recorded with the Worcester County Registry of Deeds in Book 6588, Page 352, on October 16, 1978 and shown as Lot 2 on a Plan of Land dated May 20, 1977 in Plan Book 456, Plan 90; or do or act relating thereto.

Sponsor: Board of Selectmen
Summary: The location of said stub pole will be positioned to provide support for utility pole #14 on Main Street.
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: Majority Vote: Majority in favor

Article 7: Science Lab Project at Nashoba Regional High School

The Town voted to disapprove the Eight million dollar (\$8,000,000) indebtedness authorized by the vote of the Regional District School Committee of the Nashoba Regional School District on September 11, 2012, subject to the terms of such vote, for the purpose of renovations to the science labs at the Nashoba Regional High School including the design costs thereof and all costs incidental thereto, which approval shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Massachusetts General Laws, Chapter 59, Section 21C (Proposition 2-1/2) amounts required to pay for the Town's share of the principal and interest on the borrowing authorized by the District, provided, however, that no debt may be incurred by the District, except for planning and other preliminary expenses as provided in such vote, until the District has received final approval for at least a 45.95% reimbursement grant from the Massachusetts School Building Authority; or do or act relating thereto.

Sponsor: Nashoba Regional School District School Committee

**PRESIDENTIAL and STATE ELECTION
Nashoba Regional High School Auditorium
November 6, 2012**

The polls located in the Nashoba Regional High School Auditorium were declared open at 7:00 AM and declared closed at 8:00 PM. Bolton Orchards provided lunch and dinner for the election workers. Snacks and drinks were donated by various election workers.

Officials duly sworn in were:

Warden:	Alice Roemer	
Clerk of the Day:	Joyce Miller	
Greeters:	Jo Edmunds	Clare Moses
Checkers:	Terry Abdalian	Jane Libertine
	Barbara Bing	David McKinley
	Liz Cook	Jean McKinley
	Ted Kirchner	Cia Ochsenbein
	Sallyann King	Linda Shelales
	Pam Kaminski	Diane Swenson
	Phyllis Langberg	Isabel Wells
	Frank Lazgin	Jean West
	Jean Lord	
Counters:	Tom Wildman	Clare Moses
	Kathy Barry	Cia Ochsenbein
	Alice Coggeshall	Randy Porteus
	Susan Mason	Isabel Wells
Constables:	Vincent Alfano	Barbara Brown
	David Goulding	
Student Volunteers:	Alex Ablavsky	Pra Vennapusa

Presidential and State Election Results

	Votes Cast at Polls:	2724
	Absentee Votes:	362
	Total Votes Cast:	3086
Total Registered Voters:	3519	
	Percent Voted:	88%

Race / Candidates Total votes

President/Vice President

Johnson and Gray	37
Obama and Biden	1554
Romney and Ryan	1463
Stein and Honkala	15
Write-ins	10
Blanks	7

Senator in Congress

Scott P. Brown	1717
Elizabeth A. Warren	1354
Write-ins	0
Blanks	15

Councillor – 7th District

Jennie L. Caissie	2115
Write-ins	0
Blanks	971

Clerk of the Courts – Worcester

Dennis P. McManus	1924
Write-Ins	0
Blanks	1622

Question 1: Right to Repair

YES	2420
NO	366
Blanks	300

Question 2: Death with Dignity

YES	1693
NO	1336
Blanks	57

Question 3: Medical Marijuana

YES	1908
NO	1125
Blanks	53

Race/Candidates Total votes

Representative in General

Court – 3 rd Middlesex District	
Kate Hogan	1659
Chuck S. Kuniewich, Jr.	1243
Write-ins	0
Blanks	184

Representative in Congress

Nicola S. Tsongas	1700
Jonathan A. Golnik	1286
Write-ins	0
Blanks	100

Senator in General Court

Jennifer L. Flanagan	2014
Write-ins	0
Blanks	1072

Register of Deeds-Worcester

Anthony J. Vigliotti	1933
Write-ins	0
Blanks	1153

BOARD OF REGISTRARS

Pamela H. Powell.....2013
 Carol O’Laughlin.....2013
 Susan Miles.....2014
 Leslie Breeze.....2015

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.

**Financial Statement
 July 1, 2011 to June 30, 2012**

Election

Appropriated			\$8,990.00
Expended	Wages	\$2,037.00	
	Purchase of Services	4,211.20	
	Supplies	713.37	<u>\$6,961.57</u>
Unexpended balance returned to general fund			\$2,028.43

Registrars – Census / Street Listing

Appropriated		\$1,830.00	
Expended	Wages	\$150.00	
	Purchase of Services	1,353.38	
	Supplies	324.36	<u>\$1,827.74</u>
Unexpended balance returned to general fund			\$ 2.26

AFFORDABLE HOUSING PARTNERSHIP TRUST FUND

Doug Storey2013
Mark Duggan2014
Kevin O’Brien.....2015
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 \$157,738.96 in the fund, available for uses supporting our Affordable Housing goals.

In 2012 members of The Affordable Housing Trust met several times on an as-needed basis to consider affordable housing issues before the town.

In 2011 the Houghton Farm subdivision provided a lot to the Town of Bolton via the AHP as part of the requirements of the Inclusionary Zoning Bylaw. This bylaw requires any development over seven units to provide one affordable unit per every eight units developed or a suitable donation of land or cash. 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. Another option is that the developer may buy the lot back from the town at fair market value. No decision was made.

Three additional lots will be donated to the Town via the AHP as part of the agreement of the Century Mill Estates subdivision.

We continued to discuss suitable uses of the former Smith property that was purchased by the Conservation Trust in 2012. Specifically we discussed whether the AHT would want to purchase or pursue use of 715 Main St. for Affordable Housing. While some interest in preserving the property was expressed, no feasible plan for development of Affordable Housing on the property was identified.

We continued to revise and update, where applicable, the Affordable Housing Plan for the Town of Bolton.

BOARD OF ASSESSORS

Susan Mason2013
Charlotte Johnson-Zembko2014
Jeffrey D. Nichols, Chairman2015

Since the height of the residential market in 2005, and subsequent downward spiral beginning in 2008, new growth attributable to construction of single family homes and major renovations has decreased significantly, with the majority of any growth due to condominiums. The downward trend and current bottoming out is expected to continue through 2013. Unfortunately, future condominium growth is expected to be weak, as the majority of approved condominiums have been built. With progressively lower market sales data, valuation assessments must be lowered annually to reflect market conditions. Steep declines in the commercial class for market sales and weak occupancy rates, along with significantly reduced wireless technology valuations (due to industry standards for accelerated equipment depreciation), continues to push values lower in those sectors. On a brighter note, the large Century Mill Subdivision may contribute favorably to overall new growth the next few years, and also several new businesses are moving into vacant commercial space in Bolton.

The Assessors Department continues to grow in technology platforms, providing increased services to Departments and the public. We maintain and enhance our appraisal systems: The State CAMA system and the State CSC Personal Property system. We provide assessment data for import to the new GeoTMS Permitting Software. For geographical data services we maintain an ArcView GIS platform overlaid with a GIS Query Manager Desktop application, and we complete annual digitized map updates. These systems manage the Town assessment records, valuation databases, and are enhanced by integration GIS for the ability to view, organize property data, and make custom maps. In FY2014, an additional GIS tool, Query Manager Online will be implemented for all Town Departments and public use. This provides an extension of the Desktop tool, but with enhanced ease of use online, with the latest MassGIS data layers. We are also in collaboration with our vendor, RRG Inc., for creation of additional Town-specific data layers of high priority interest to the Town. We have achieved the highest level of GIS “Level 3 Compliance” as defined by the State Executive Branch; it was partially subsidized by a grant from MassGIS. Level 3 is required as a condition for any future State funding for GIS data development.

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 Assessors Department on the town web site has provided links to extensive assessing information as an “assessing portal” to many areas of information and forms 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, historical market sales reports, Board of Assessors information, and various related web site links such as the Registry of Deeds.

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 and submittal. Assessing maps may be viewed and printed, and valuation and sales data is available. Deeds and surveyed plot plans can be viewed and downloaded using the link to the Registry of Deeds. We also have an “assessing kiosk”

computer on the Assessors' Office counter for self-service access to all the information described above. 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 year. The supplemental tax is only for parcels with a fifty-percent or more value increase over the past year, and prorated from the date of the occupancy permit. 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 increased from \$878,135,162 to \$880,376,239. The tax rate increased from \$19.42 to \$19.78.

Real estate tax exemptions are available for persons qualifying for: veterans, the elderly and surviving spouses/minors, and the blind; as well as, tax deferrals for property owners who meet State requirements. By local adoption, Bolton provides for up to a doubling of the initial exemption amount. The exemption increases incrementally as annual taxes increase. Please contact the Assessors' Office for more information.

**Financial Statement
July 1, 2011 to June 30, 2012**

Wages

Appropriated	\$48,974.00
Expended	<u>48,139.95</u>
Unexpended balance returned to general fund	\$ 834.05

Expenses

Appropriated	\$77,216.00
Expended	
Supplies	\$ 641.23
Purchase of Services	60,619.90
Worcester Registry of Deeds	120.00
Software Support	1,800.00
Dues/membership	192.00
Instate travel	483.40
Training	520.00
GIS Map	2,500.00
Unexpended balance returned to general fund	\$66,876.53 \$10,339.47

AMOUNT TO BE RAISED

A. Appropriations		\$19,451,689.69
(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	3,899.00	
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)		\$3,899.00
C. State and County Cherry Sheet Charges		\$6,848.00
D. Allowance for Abatements and Exemptions		\$156,363.01
E. Total Amount To Be Raised		\$19,618,799.70

ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES

A. Estimated Receipts - State		
1. Cherry Sheet Estimated Receipts		\$188,125.00
2. Massachusetts School Building Authority Payments		\$431,753.00
Total A (Total Lines 1 and 2)		\$619,878.00
B. Estimated Receipts - Local		
1. Local Receipts Not Allocated		\$940,000.00
2. Offset Receipts		0.00
3. Enterprise Funds		0.00
Total B (Total Lines 1 through 3)		\$940,000.00
C. Revenue Sources Appropriated for Particular Purposes		
1. Free Cash		\$363,565.69
2. Other Available Funds		
\$281,514.00		
Total C (Total Lines 1 and 2)		\$645,079.69
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		\$2,204,957.69

TAX RATE SUMMARY

A. Total Amount to be Raised		\$19,618,799.70
B. Total Estimated Receipts and Other Revenue Sources		\$2,204,957.69
C. Tax Levy (IA minus IB)		\$17,413,842.01
D. Distribution of Tax Rates & Levies	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified
	Tax Rate: \$19.78	

BOARD OF HEALTH

Christopher Slade, Chairman.....2015
Christopher Rogers.....2014
Laura Andrews.....2013

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.

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.

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

Our new local regulations have worked well. They eliminate unneeded applications and approval procedures while protecting the important elements of good sanitary engineering. This is saving time and money for both the applicants and the town staff.

Again, next year we will consider at Town Meeting (2013) the willingness of the Town to join the Central Mass Mosquito Control Project (CMMCP). This was defeated two years ago; however, more incidents with Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV) in abutting Towns last year prompted us to bring the question before the Town again. There were no incidents in Bolton, but there have been in Harvard, Lancaster and Berlin.

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary	
Appropriated	\$27,370.00
Expended	<u>\$27,221.44</u>
Unexpended balance returned to general fund	\$ 148.56

Expenses		
Appropriated		\$ 8,361.00
Transfer		<u>530.22</u>
		\$ 8,891.22
Expended	Nashoba Associated	\$ 6,861.00
	Boards of Health	
	Rabies Testing	267.40
	Travel	748.18
	Supplies	863.99
	Advertising	49.77
	Dues & Memberships	100.00
		<u>\$ 8,890.34</u>
Unexpended balance returned to general fund		\$.88

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*)
- Assisting the Board with providing a school-located seasonal flu clinic at Nashoba Regional High School.
- Responding 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 2012 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 65 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)82

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 & Inspections25

Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at-risk method of inspection. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection, health factors of food handlers are also investigated, and, where appropriate, medical consultation and laboratory testing may be required.

Beach/Camp Inspection34

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 Investigations17

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

Septic System Test Applications21

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 Tests97

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 Applications40

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 Reviews55

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)57

Septic System Permit Applications (upgrades)13
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections55
Nashoba Sanitarian is called to construction site at various phases of construction to witness and verify that systems are built according to plans.

Septic System Consultations78
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits12

Water Quality/Well Consultations63
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized2
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 Visits460
Nashoba's Certified Home Health Registered Nurses' visits provide skilled services to patients in their home under physicians' orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits292
Nashoba's Certified Home Care Aides provide assistance with normal activities of daily living including bathing, dressing, exercises, and meal preparation.

Rehabilitative Therapy Visit232
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 Visits20
Nashoba Social Workers provide short-term assistance to patients at-home for counseling and referral to community resources.

Spiritual Care/Volunteer Visits12
Nashoba's Volunteers and Clergy provide patients with emotional support, spiritual support and guidance, and companionship.

Clinics - Local Well Adult, Support Groups, & Other Clinic

Visits256

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

Number of patients who attended Flu Clinics held in Bolton160

Number of patients who attended Well-Adult Clinics from Bolton89

Communicable Disease - Communicable Disease Reporting & Control

Nashoba’s Nursing Service and 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 water-borne diseases and diseases being monitored by the MDPH.
- Receive reports, investigate, and conduct follow-up on all incidents involving positive rabies results.

Number of Communicable Disease cases

Investigated34

Confirmed20

Communicable Disease Number of Cases

Anaplasmosis1

Influenza7

Lyme Disease12

Health Promotion

Skilled Nursing24

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 Eligible254

Students Participating.....95

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 Programs7

ANIMAL INSPECTOR

Phyllis Tower.....2013

ASSISTANT ANIMAL INSPECTOR

Susan Latham2013

Barn Book

Residences with farm animals.....103

Quarantines/Releases

10 day quarantine dog to dog5
 10 day quarantine dog to person3
 10 day quarantine cat to person3
 45 day wound to cat from unknown origin2
 45 Day wound to dog from unknown origin2
 6 month quarantine wound to cat from unknown origin3

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary

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

ANIMAL CONTROL OFFICER

Susan Latham.....2013

ASSISTANT ANIMAL CONTROL OFFICER

Phyllis Tower..... 2013

Dog complaints78	Dogs found26	Dogs losts33
Dogs impounded15	Cat complaints2	Dogs returned to owners11
Livestock complaints7	Cats losts9	Cats found12
Written warnings2	Wildlife37	Information14
Fines22	Cruelty/Neglect5	

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary & Wages

Appropriated	\$16,354.00
Expended	\$16,354.00

Expenses

Appropriated		\$ 2,409.00
Expended	Supplies	\$ 393.37
	In-State Travel	787.87
	Purchase of Services	1,226.88
		<u>\$ 2,408.12</u>
Unexpended balance returned to general fund		\$.88

PUBLIC WAYS SAFETY COMMITTEE

Rob Hagopian2013
Thomas Kittler2013
Leslie Breeze2014
Mary Ciummo, Co-Chairman2015
Peter Ross, Co-Chairman2015

Bolton values its winding, stonewall and tree-lined country roads, many of which have been designated “scenic roads” pursuant to state law and Town bylaw. Pedestrians, bicyclists, and horseback riders share our roads with increasing car and truck traffic. The shared use of our roads for all travelers is becoming increasingly important in safety and quality-of-life aspects.

The Public Ways Safety Committee was created in 2003 as an outgrowth of the Main Street Safety Task Group of 2002. Appointees have staggered terms of 3 years.

The Committee is an advisory resource for the town. Working in conjunction with the Department of Public Works, Police Department, Planning Board, Selectmen, and Town Administrator, the Committee shall identify, investigate, and propose solutions to safety concerns throughout the town. This shall include, but not be limited to, the examination of:

- Existing motorized local, commuter, and trucking traffic patterns.
- Existing non-motorized transit patterns.
- Existing traffic accident documentation recorded by the Police Department.
- Excessive traffic volumes.
- Signage and regulatory markings.
- Traffic speed and traffic calming measures.
- Safety for pedestrians, bikers, and riders.
- Parking.
- Dangerous or problem sections of roadways or intersections.
- Emergency vehicle access.
- Impact of new development upon existing and planned transportation infrastructures.

The Committee consults with the Superintendent of Public Works, Police Department, Town Planner, other boards and committees in Bolton and in neighboring towns, MassHighway and/or any other agency or committee in gathering information prior to bringing a specific proposal to the Board of Selectmen.

The Committee reports to the Board of Selectmen and Planning Board at least one time per year and once in the Annual Town Report.

The Committee’s activities in 2012 included:

- Approval of the Line of Sight bylaw at Town Meeting.
- 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.

CONSERVATION COMMITTEE

Kevin Lord, Chairman	2013
Robert Cohen	2013
Amy Wilson	2014
Janet Pesaturo.....	2014
Mark Sprague.....	2014
Maria Bermann	2015
Lori Stephenson	2015
Carol Gumbart, Conservation Administrator	

Membership: After town meeting voted twice against lowering the number of members on the Conservation Commission to help with quorum problems, two residents, Janet Pesaturo and Mark Sprague, volunteered to join the Commission. Key responsibilities of the Bolton Conservation Commission include the administration of the State’s Wetlands Protection Act and the Rivers Protection Act, as well as the local 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 restriction, 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 in one of Bolton’s public meeting spaces. 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 typically advertised in the Bolton Common or another local newspaper. During 2012, the Commission held 22 public meetings and reviewed new applications including: 9 Notices of Intent; and 10 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 wetlands 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 2012 the Commission reviewed proposals for new single family dwellings, renovations to existing structures, construction of pools, and landscape improvement. Several projects were brought forward by the Town to improve road surfaces, water holes, and upgrade culverts. 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. In addition, the Conservation Commission reviewed and commented on proposals brought to other boards including the Planning Board, Zoning Board of Appeals, and Board of Health. The Commission continues to monitor the construction in the Century Mills Estate Subdivision as well as other ongoing larger projects.

Open Space Preservation: The Conservation Commission completed the purchase of a 12-acre Conservation Restriction on a portion of the Weatherbee's "Freedom Farm" permanently preserving a working landscape adjacent to the Bowers Springs Conservation Area. The purchase was funded in part by a grant of \$96,404 from the state's LAND (Local Acquisition for Natural Diversity) grant program. Another 8 acres of land adjoining this Restriction was also preserved through gifts of the Weatherbee and Ducharme families. An additional 17 acres of land was permanently protected by Conservation Restrictions to mitigate work done in or near wetlands. A gift of land was accepted that will add approximately 2 acres to the Fyfeshire Conservation Area and provide a link into Berlin open space. During the first half of the year, the Commission spent considerable time planning to update the Open Space and Recreation Plan. The work is ongoing as it took a back seat when permitting work intensified during the fall.

Land Management: The Commission continues to manage the town's conservation properties and thanks all the volunteer laborers who help keep the trails clear. Super Storm Sandy caused tree damage during the fall including the toppling of a large pine on the Old Sawmill Dam. Permitting is underway to remove the damaged tree and others that have the potential to erode the dam if their root systems were pulled out of the ground. The Commission, with the help of volunteers and the Bolton Conservation Trust, held three (3) work parties to remove invasive non-native plants at Bowers Springs. By way of follow-up, a landscape management firm with the equipment to remove large amounts of the invasive plants was hired. Due to funding limitations, the work will continue to need the assistance of volunteers. 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 Butternut Open Space. The Commission found encroachment into open space properties by abutting land owners and hopes the boundary marking will help to reinforce the demarcation between private and public land. With the assistance of professional engineers, the Commission brought forward an article to the Town Meeting proposing to lower the crest of the Fyfeshire Dam to make the dam non-jurisdictional to the Massachusetts Dam Regulations. Town Meeting approved the necessary funds and the Commission has awarded a contract to begin the design, engineering, and permitting phase to lower the crest.

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 Denney 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. The Harvard Race organization held a kids' race at Bowers Springs.

Financial Statement
July 1, 2011 to June 30, 2012

Wages

Appropriated	\$43,514.00
Expended	<u>41,601.87</u>
Unexpended balance returned to General Fund	\$1,912.13

Expenses

Appropriated	\$16,115.00
Expended	
Purchase of Service	\$3,330.00
Land Maintenance	3,816.67
Training	130.00
Vernal Pool Study	293.00
Supplies	269.08
Travel/Mileage	323.41
Dues & Membership	448.00
Capital	2,566.71
Equipment	471.28
Unexpended balance returned to General Fund	\$ <u>11,668.29</u> \$ 4,446.71

Conservation Fund

Appropriated	\$100.00
Unexpended balance returned to Trust Fund	\$100.00

Expenses paid by state Wetland Filing Fees

Supplies	\$947.00
Travel	36.14

PLANNING BOARD

Mark Duggan.....2013
Doug Storey, Chairman2014
Marc Gautreau2015
John Karlon,2016
Jonathan Keep, Chairman2017
James Owen (Associate Member)..2013

The Planning Board held multiple meetings during calendar year 2012. 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, administering performance guarantees, reviewing as-builts, conducting site walks, and land and business inquiries.
- Construction is well underway 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. Site visits were conducted by the Town Planner and the board's consulting engineer. This subdivision will consist of 78 homes, 3 of which will be donated to the Bolton Affordable Housing Trust Fund. Of the 200 acres, approximately 100 acres will be preserved as open space. Houses are currently under construction with 4 homes already completed.
- 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 develop a way-finding program. Various boards and committees worked closely with the consultant. A final project was submitted to the Town. The project is currently in the works for implementation.
- 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 was not approved at the May 2012 Town Meeting. However, many residents urged the Board to continue working on the overlay requiring a housing component and leaving out the Salt Box. In December the Board of Selectmen approved a Village Overlay Working Group who will continue the effort. The Town was also awarded a Sustainable Communities Grant which will provide technical assistance to the Town in this effort.
- The Board met numerous times with the Public Ways Safety Committee on the Line of Sight at Intersections Bylaw which finally passed at the 2012 Town Meeting.
- The Planning Board approved a Special Permit for a 4.95 Megawatt solar energy facility at 125 Still River Road (Bolton Orchards). The Board also worked on developing a Solar Bylaw which passed at the May 2012 Town Meeting.
- 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 can now apply for most applications on line, as well for fire burning permits. The Planning Department

is now exploring on-line mapping which would be available to residents as well as GIS for the department.

- The Town was awarded a Sustainable Communities grant along with the Towns of Boxborough, Lexington and Littleton on A Comprehensive Agricultural Planning project. This grant will assist the Towns in exploring tools to preserve precious farmland by advocating for farms, sub-regional management options for agricultural land uses, marketing for new agricultural operations, and regulatory changes to allow for diversified operations such as agri-tourism and value-added processing.
- The Town also received a grant through our regional planning council, MAPC to work on local and regional public transportation services for residents. A survey was conducted to gather information on enhancing transit options within Bolton and destinations outside of town.
- The Planning Department worked closely with the Mobility Committee on exploring non-motorized mobility options in Bolton. A survey was conducted as well as a public forum. The Planning Department will continue working on this program in 2012.
- The Planning Department approved several ANR's and Backland lots.

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary			
Appropriated			\$53,258.00
Expended			<u>\$47,959.05</u>
Unexpended balance returned to general fund			\$ 5,298.95
 Expenses			
Appropriated			\$ 6,235.00
Expended	Purchase of Services	\$1,937.39	
	Advertising	301.83	
	Supplies	687.62	
	Dues & Memberships	1,626.00	
	Meeting Expenses	445.28	
			<u>\$ 4,998.12</u>
Unexpended balance returned to general fund			\$ 1,236.88

AGRICULTURAL COMMISSION

Eric Schartner	2013
Richard Pelletier	2013
Robyn Roberts	2014
Jan Johnson	2015

The Bolton Agricultural Commission, a 5-member town board, in 2012 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 its third annual event for local agricultural businesses in March. The dinner meeting took place at Nashoba Valley Winery and attracted 28 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.

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.

Wayfinding Grant – Continue to offer input for agricultural businesses to be included in the signage.

**Financial Statement
July 1, 2011 to June 30, 2012**

Expenses	
Appropriated	\$1,746.00
Expended	<u>462.31</u>
Unexpended balance returned to General Fund	\$1,283.69

HOUSING AUTHORITY

Kevin O’Brien.....2013
Wendy Rogers.....2014
David Drugge.....2015
David Yesue.....2017
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, 2011 to June 30, 2012**

Expenses	
Appropriated	\$200.00
Unexpended balance returned to General Fund	\$200.00

BOARD OF APPEALS

Kay Stoner 2013
Alexander Kischitz..... 2014
Matthew Hurd 2015
Gerard Ahearn, Chairman..... 2016
Brad Reed 2017
Associate Members
Bryan Holmes 2013
Jack Sargent 2014

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 consist of a total of 60 units with 15 of them affordable units. At the end of 2012 the ZBA accepted the As-Built Plan and released the Performance Guarantee. The project is in the process of being turned over to the Condo Association. Sunset Ridge is currently under construction and will consist of a total of 28 units with 7 of them affordable units. Bolton Manor located on Sugar Road, is currently on the market for sale. Construction has not 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. No construction has begun.

- The ZBA had the following applications before them:

Application Type	Applicant	Address	Description	Decision	Date of Approval
Special Permit	Joel Cote	32 Harvard Road	Special Permit for demo and construction of new house on a non-conforming lot. House will not meet front set back.	continued to January 2013	
Comprehensive Permit	Toll Brothers (Heritage Manor Development, LLC)	Main Street	As-Built Acceptance	Approved	12/17/12
Variance (V), Special Permit (SP)	Sophie & Daniel Teague	53 Laurel Road	Construction of a front porch	Approved	5/16/12
Special Permit	Bolton Property Management, LLC	579 Main Street	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. Proposing to install dormers instead of approved skylights in the barn.	Approved	4/5/12
Comprehensive Permit	Bolton Manor	Sugar Road	Extension of the Comprehensive Permit (40B)	Approved	1/19/12

**Financial Statement
July 1, 2011 to June 30, 2012**

Expenses			
Appropriated			
	\$650.00		
Expended	Advertising	\$100.00	
	Supplies	5.99	
	Meeting Expenses	444.01	\$ 550.00
Unexpended balance returned to general fund			\$ 100.00

PLUMBING AND GAS INSPECTOR

Fred Delorey..... 2013

ASSISTANT PLUMBING AND GAS INSPECTOR

Robert Janda..... 2013

There were 77 plumbing permits and 112 gas permits issued and approximately 186 inspections done in 2012.

**Financial Statement
July 1, 2011 to June 30, 2012**

Expenses	
Appropriated	\$15,605.00
Expended	<u>\$14,304.62</u>
Unexpended balance returned to general fund	\$ 1,300.38

WIRING INSPECTOR

James Boodry.....2013

ASSISTANT WIRING INSPECTOR

Peter Casello..... 2013

There were 213 electrical permits issued and approximately 391 inspections done in 2012. In addition to scheduled inspections, the inspector responded to 27 calls from residents for guidance and expertise pertaining to electrical projects.

**Financial Statement
July 1, 2011 to June 30, 2012**

Expenses	
Appropriated	\$18,091.00
Expended	<u>\$16,583.38</u>
Unexpended balance returned to general fund	\$ 1,507.62

BUILDING INSPECTOR

Michael Sauvageau..... 2013

ASSISTANT BUILDING INSPECTOR

David Drugge..... 2013

The number of building permits issued this past year remained very steady relative to past years. The Building Department issued 215 permits.

The Building Department is located on 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 2009 International Residential Building Code, which is the Eighth Edition of the Massachusetts State Building Code, is in effect for construction. Please be advised that this code requires a building permit for swimming pools. This requirement includes both in-ground and above-ground pools. While many conventional above-ground pools can easily meet the required code for their construction, several code requirements such as fencing, gates and safety ladders need to meet specific requirements as well. This can only be determined by an inspection in conjunction with the issuance of a building permit. The blue inflatable pools as well as smaller erectable pools do not meet the code requirements for their installation. While you are not prohibited from erecting one of these types of pools, certain protective barriers need to be in place as well as the installation of gates, fencing and other requirements need to be met as well. In addition, electrical code requirements must be met. Anyone who has any question that their pool may or may not comply with these requirements can call my office for assistance.

All homes, regardless of their age, are required by law to have carbon monoxide detectors installed. Please contact the Fire Department for the location and type of detectors required.

The following permits were issued in 2012:

Additions.....13	Barns1	Cell Tower Antennas3
Demolition3	Driveways.....12	Dwellings20
Garages6	Fences1	Remodeling71
Roofing15	Sheds4	Siding6
Signs.....5	Tents7	Solar Panels.....9
Swimming Pools4	Window Replacement16	Wood and Pellet Stoves . 19

**Financial Statement
July 1, 2011 to June 30, 2012**

Wages		
Appropriated		\$22,369.00
Expended	Department Head	\$21,351.96
Unexpended balance returned to general fund		\$ 1,017.04
Expenses		
Appropriated		\$ 2,830.00
Expended	Vehicle Maintenance	\$2,080.00
	Supplies permits	273.84
Unexpended balance returned to general fund		<u>\$ 2,353.84</u>
		\$ 476.16

ECONOMIC DEVELOPMENT COMMITTEE

Bharat Nair, Chairman	2013
Helen Demer, Vice Chairman.....	2013
Erik Neyland, Secretary	2013
Heather Hughes	2013
Steve George.....	2013
Eileen Schomp	2013
Lysa Miller.....	2013
Bruce Slater.....	2013
Jennifer Burney, Non-Voting Ex-Officio Member..	2013

The Economic Development Committee (EDC) was established in 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, with three vacant slots. 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 will revisit the Economic Development Action Plan developed in 2011 and apply modifications based on recent feedback from key constituents and other committee members in town.

During the third year the Committee conducted the following:

Budget

- The EDC operates without appropriated budgets. Nothing to report.

Membership Update

- Chris Nelson, the EDC Chairman since its founding in 2010 resigned in summer of 2012.
- In October, the EDC met and elected new office holders for 2013 (see list above).
- The EDC has unanimously approved and formally requested the BOS to reduce the membership from the current eleven (11) to nine (9) for 2013.
- The EDC also agreed to dissolve/replace members who miss three meetings in a row. The EDC has solicited feedback from the BOS on this item.

Future Electronics / Paragon Communications

- As a result of direct involvement of the EDC, especially Chris Nelson, Bolton was able to attract Paragon Communications to occupy the vacant Future Electronics property.
- *In 2013, the EDC has decided to focus on finding a tenant [new owner] for the Skinner property on Main Street.*

Website / Social Media

- 2012 saw the EDC fully embracing social media and digital marketing with frequent updates promoting local businesses, activities, programs, and other town related articles.
- *In 2013, we will continue to leverage the digital medium to promote vacant properties, local businesses, and overall market all the town has to offer.*

Interviews with property and business owners:

- Met with commercial property owners to discuss potential developments, concerns, and possible changes to bylaws through a Village Overlay District.
- Met with local business owners to solicit feedback on their outlook, including showcasing some through EDC-sponsored articles and on our website.

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.
- *In 2013, EDC will participate in the Village Overlay subcommittee as well as provide inputs and feedback to Bolton Conservation Trust on Smith Property plans.*

Town Meetings

- Met on numerous occasions with town committees, boards, and organizations, including private property owners, and held several public hearings on the various warrants that were presented at the town meeting in May 2012.

Informal/Semi-Formal Survey

- The town meeting in May was a disappointment to the EDC, not as much in the outcome of the various warrants as much as the process and the personal attacks on the members. Subsequently, the EDC met informally and semi-formally with several town constituents to better understand why there was such a backlash to the EDC's work in May. The EDC also met formally, on request, with the BOS.
- *Based on feedback, EDC has aligned our mission and goals for 2013 to better align and integrate with key town committees, boards, and organizations.*

Ribbon Cutting

- The EDC supported two ribbon-cutting ceremonies in town, promoting new businesses. Both events were well-represented by town officials, state officials, and residents. The events were well-publicized locally and on EDC digital media.
- *In 2013, the EDC will formalize a process to promote local business through ribbon cutting ceremonies for interested local business.*

Future Development Forums

- Provided a forum to better understand Economic Target Area designation and tools to stimulate economic growth and fill vacant office space.
- *In 2013, the EDC will continue to work with local and state representatives to better understand the advantages, promotions, and tools available to us to continue to attract business to town.*

Town Planning liaison

- Supported other committees in town, most prominently the Planning Board's Village Overlay efforts.

ENERGY COMMITTEE

Ryan Prucnal, Chairman 2013
Burt Shnitzler 2014
Margaret Campbell 2015
Theodore Kirchner 2015

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.

The Committee is completing a Request For Proposal to install a solar array on town property to reduce electricity costs for all municipal buildings. We will open the RFP for bids early this year.

We continued to support the Bolton Library Trustees with their efforts to adjust energy usage. In its second full year of occupancy, the work of Library Trustees resulted in a significant increase in efficiency.

We continue to extend the use of the MassEnergyInsight Database, helping the committee to pinpoint where energy savings efforts will give the greatest payback, and have initiated quarterly meetings with the town administrator to pinpoint and communicate the greatest opportunities for the town.

We are using the MassEnergyInsight Database to evaluate the effects of the renovations and new boilers in Town Hall. We also did an evaluation of the street lighting in Bolton.

In addition to the RFP, we hope to begin working with the schools over the next year and integrating their data into the MassEnergyInsight Database. And with the largest town buildings now having modern energy systems, additional savings will result from behavioral changes. We plan to establish a series of workshops to highlight what users can do to save energy and reduce costs.

**Financial Statement
July 1, 2011 to June 30, 2012**

Expenses	
Appropriated	\$1,800.00
Unexpended balance returned to general fund	\$1,800.00

CAPITAL PLANNING COMMITTEE

Erik Neyland	2013
Michael Gorr	2014
David Yesue	2014
Michael Guerin	2015

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 \$10,000 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 \$2,206,668. 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.

The following definitions apply:

Necessary: The Committee recommends that expenditures be made in FY14.

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.

PUBLIC LIBRARY

Leigh Shanny2013
 Pamela Czekanski2014
 Robert C. Zak, Jr., Chairman2015

“We love our Bolton Library. It is the place where we attend programs of interest, enjoy our lovely building, and the super-helpful and pleasant staff.”

“I love this library! Great selection of books, audio CDs, and programs for kids. I also work here at least 1 day a week—nice and quiet.”

“...One of the nicest locations in town for senior citizens.”

These are some of the comments that visitors to the Library left on April 10, 2012. On that day, the Library participated in Snapshot Day, a national effort to collect quotes and photos representing a day in the life of the nation’s public libraries. Of the 181 visitors to the library that day, 34 left comments like the ones throughout this report.

“Books are so expensive that I constantly borrow from the library to save money.”

Using the library saves people money. Using some representative items and not accounting for every available resource, it’s apparent that in calendar year 2012 Bolton residents got over triple the value of the library’s budget (\$361,419 in FY12).

Item borrowed/used	Number of checkouts/uses	Retail value
Books, adult	15,190	\$258,230
Books, young adult	2,578	30,936
Books, juvenile	25,817	438,889
Videos, all ages	19,030	76,120
Audiobooks, all ages	5,955	59,252
Museum passes	329	6,580
Computer use (per hour)	4433 hours, 2520 sessions	1,392
Ebooks downloaded	1,069	16,035
Meeting room use	118 uses @ 2 hours each	5,900
Interlibrary loans rec’d	8,271	206,775
Children’s programs	4,135 attendees	28,945
Adult programs	917 attendees	13,755
	TOTAL	\$1,142,809*

*Source: Library Value Calculator, www.ala.org

“The library has changed dramatically since I moved to town, from being open so few hours that I had to take my 3-year-old son to Hudson (Library) to being a greatly expanded, vital part of the community. My family visits several times a week.”

Completing its third year of operation in an expanded, renovated building, the library holds more materials and hosts more programs, meetings, and events than ever before:

Description	Number for FY12 as of 6/31/12)	Change from FY11
Number of items in the collection	34,876	+4.7%
Total circulation of all materials	71,641	+ 14.4%
Incoming materials from other libraries	8,271	+ 23.8%
Our materials going to other libraries	15,767	+ 25.2%
Children’s programs (number attending)	148 (4,135)	-12.4% (+52.7%)
Young adult programs (number attending)	39 (150)	+50% (-33%)
Adult programs (number attending)	90 (917)	+87.5% (+64.9%)

This year we introduced a service called Freading to Bolton’s e-reading public. Those who prefer to download their reading material already have a good selection through our network and Overdrive. Freading is a different model, and one of the main benefits is simultaneous use of all 22,000+ available titles. This means no waiting lists; just download and read. Freading offers titles from small and independent publishers. By the year’s end, 35 users had downloaded 184 titles.

We also offer ebooks via Overdrive, a weekly newsletter delivered via email, a website, and a Facebook page.

Trustee Activities: Bob Zak was re-elected this year, and having served the balance of Chris Sterling’s term, Leigh Shanny was elected to a three-year term. Pam Czekanski continues her service on the Board.

The Trustees held monthly business meetings. Board members invested additional time in special projects. Board Chair Bob Zak worked closely with the Town Energy Committee to track energy usage and identify potential savings. Pam Czekanski’s research resulted in the beginning of a foundation via the Greater Worcester Community Foundation. We hope to kick off the foundation in earnest in 2013. Leigh Shanny started organizing a number of focus groups which will ultimately inform short- and long-term planning efforts.

The budget is always an important and time-consuming part of the Trustees' year. For FY12, an unusually mild winter was a benefit to the town in the form of \$14,213 unused in the Heat and Electric lines and returned to the General Fund. For FY14, we've worked closely with the Town Administrator and the Town Accountant to fine-tune every line, with special attention to Heat and Electric. The expanded building has been open for almost three full years, and the HVAC systems are finally stable and running at maximum efficiency.

At the end of the year the Board met with the Town Administrator and DPW Superintendent to discuss short- and long-term plans for maintenance of the building and grounds. We are always happy to have the opportunity to communicate and cooperate with the DPW on the management of our facility.

Network: After over a year of anticipation followed by six months of delays, the staff and public alike finally endured a major software change when the C/W MARS network migrated to Evergreen at the end of May 2012. Unlike previous programs, Evergreen is open source software. It's already used by several major libraries and networks across the country. While the transition was neither smooth nor easy, Evergreen promises flexibility and customization not possible with previous software. Network staff continues to take comments and suggestions as they work to improve the product. In December, we upgraded to version 2.3.1 which resolved many outstanding issues.

Personnel: 2012 saw no changes in the staff roster. At year's end, the library staff included Kelly Collins (finishing her 15th 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. Library staff members have collectively earned four Master's degrees, seven Bachelor's degrees, and two Associates' degrees. Together the staff has devoted 40+ years of service to the Town.

Director Collins, supported by the Trustees and using the library's grant and aid fund, attended a national library conference this year. At the Public Library Association conference in Philadelphia in March, she learned about national efforts toward making e-books affordable for libraries and accessible to the public, and met with colleagues to share ideas about libraries' role in a digital age. She attended a statewide e-book summit at College of the Holy Cross, completed an online course in library advocacy, and once again served as a construction grant reviewer for the MA Board of Library Commissioners. Director Collins also serves on the C/W MARS Executive Committee, which met monthly throughout the year. She is chair of the Nominating Committee, which recruits and helps train new Executive Committee members from the network's 120+ library directors.

“Wonderful children's programs.”

Programs and other offerings: Continuing children's programs include LEGO club, Music and Movement, book club, after school craft club, storytime, and lapsit time, and the summer reading program. For teens and tweens, we offer a book club, summer reading program, comic book club, and monthly craft programs.

Adults can choose from open mike, needlework group, local history discussion group, genealogy instruction, senior book group, monthly lectures and films by Bolton Local, and the First Thursdays lecture series. This year we added Artists' Night Out to the adult roster. This monthly meeting brings painters and other artists out of their solitary studios to work together in a congenial, supportive atmosphere. We also hosted a number of special programs including hikers Roger Tetrault, Pat Piper, and Nancy Sporborg, and mountaineer Craig John. At year's end, we were pleased to announce the availability of the Program Room as gallery space and within a week received the first proposal. Look for this new opportunity in 2013!

Friends of the Library: The Friends held monthly 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, Mango Languages, 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. Among these were Bubblemania, mountaineer Craig John, historian Patricia Perry, Otha Day Drum Circle, and Toe Jam Puppet Band.

2012 saw two major changes for the Friends. First, Lori Nelson stepped down as chair. Lori and the Nelson family provided major support for the Library Capital Campaign, and Lori's energetic leadership of the Friends since 2009 saw many positive changes. In the fall, Corrin Crowley began her service as chair. The second major change for the Friends was the new location of their book sale, at the Houghton Building. Increased visibility on Main Street led to two successful sales, while the perpetual book sale within the library offers an ever-changing array of gently used books and another source of support for the Friends.

Thanks

- To 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), Lynda King (Bolton Local lecture & film series), and Barbara Perilli-Palmer (Artists' Night Out)
- To the *Bolton Common* and *Clinton Item*, for timely coverage of library events
- To the Garden Group of Bolton Local, and the Friends, for decorating the building for the holidays
- And always to our loyal and supportive Friends group.

“Bolton Library is a great community asset.”

Thank you. It's a pleasure to be of service.

Financial Statement
July 1, 2011 to June 30, 2011

Salary

Appropriated	\$ 72,851.00
Expended	\$ <u>72,850.06</u>
Unexpended balance returned to general fund	\$.04

Wages

Appropriated	\$155,712.00
Expended	\$ <u>147,228.58</u>
Unexpended balance returned to general fund	\$ 8,482.42

Expenses

Appropriated		\$ 132,856.00																												
Expended	<table> <tr> <td>Longevity</td> <td style="text-align: right;">\$ 250.00</td> </tr> <tr> <td>Purchase of Services</td> <td style="text-align: right;">5,879.43</td> </tr> <tr> <td>Heating</td> <td style="text-align: right;">16,434.79</td> </tr> <tr> <td>Electric</td> <td style="text-align: right;">14,452.10</td> </tr> <tr> <td>Repairs/Equipment</td> <td style="text-align: right;">1,042.16</td> </tr> <tr> <td>Repairs/Building</td> <td style="text-align: right;">309.08</td> </tr> <tr> <td>Web</td> <td style="text-align: right;">108.49</td> </tr> <tr> <td>Postage</td> <td style="text-align: right;">262.31</td> </tr> <tr> <td>Telephone</td> <td style="text-align: right;">2,487.54</td> </tr> <tr> <td>Supplies</td> <td style="text-align: right;">7,028.03</td> </tr> <tr> <td>Books</td> <td style="text-align: right;">63,891.73</td> </tr> <tr> <td>Misc. & Programs</td> <td style="text-align: right;">2,002.24</td> </tr> <tr> <td>Travel & Meetings</td> <td style="text-align: right;">576.93</td> </tr> <tr> <td>Professional Development</td> <td style="text-align: right;">489.00</td> </tr> </table>	Longevity	\$ 250.00	Purchase of Services	5,879.43	Heating	16,434.79	Electric	14,452.10	Repairs/Equipment	1,042.16	Repairs/Building	309.08	Web	108.49	Postage	262.31	Telephone	2,487.54	Supplies	7,028.03	Books	63,891.73	Misc. & Programs	2,002.24	Travel & Meetings	576.93	Professional Development	489.00	\$ <u>115,213.83</u>
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Misc. & Programs	2,002.24																													
Travel & Meetings	576.93																													
Professional Development	489.00																													
Unexpended balance returned to general fund		\$ 17,642.17																												

COUNCIL ON AGING

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, Food Bank Liaison	2014
Panny Gerken, Food Bank Liaison	2015
Flora Wilson, Treasurer	2015
Doris Ettinger, Chair	2015
Sheila Chmielowski, Director	
Irene Spencer, Honorary Member	
Thomas Byron, Co-Editor	

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 Jean Cahill who resigned from the COA due to health reasons. A huge thank you goes out to Jean who kept us updated on the goings on at the Bolton Country Manor. Panny Gerken was nominated for membership and appointed by the Board of Selectmen as our new member. Panny has volunteered numerous hours to the town of Bolton in various committees and boards and held the prestigious position of a member of the Board of Selectmen. Panny, with her past experience, will be a great asset to our cause. The COA members are very fortunate to have her expertise on our board.

This has been a wonderful year for Bolton Seniors, with the wonderful support of the Selectmen, Town Administrator, Town Secretary, Friends of the Bolton Seniors (FOBS), townspeople, an active Council, and many volunteers, we have established a vital Senior Center. Without their assistance we would not be able to operate such a successful and welcoming senior center. We offer field trips, transportation to the senior center, shopping, medical appointments, health and exercise classes, parties, workshops and

many, many entertaining, and educational programs. We are looking into more classes, trips, and events for next year.

The COA introduced the Outreach Program in 2010 to bring important information to Bolton seniors. The mission of the Outreach Program is to make contact with senior citizens, and 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. Sally Steele, Outreach Coordinator, brings to us three years of professional experience in elder services, working at Minuteman Senior Services. Sally is well-liked by the seniors and does an excellent job in meeting their needs. 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 Tuesdays from 9:30 am to 3:30 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 2012.

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.

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

The Annual Senior Picnic was held this year at the First Parish Church of Bolton in August and once again was sponsored by the Friends of the Bolton Seniors (FOBS). Thanks again to the Friends and also to Reverend Richard Jones for offering his place of worship for our annual get together.

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 seventeen 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.

As of December 31, 2011 WHEAT discontinued delivering food commodities to our town hall. Seniors 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. For information on times, signup, etc. please contact Dely Cruz at (978) 365-6349. Wednesdays are designated seniors' day at the WHEAT facility, which is located on the second floor at 500 Main Street, Clinton. Transportation is available through our MART van. Call Sheila for a van reservation.

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.

"Relax with Reiki" has been well received by our seniors, having been introduced at the senior center in 2010. 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 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 and cost \$3.00 per session. Classes are held every Wednesday at the senior center commencing at 10:15 a.m.

The FOBS, 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 2013

Your senior center is pleased to offer this year Tai-Chi (TIE-chee) classes on Wednesdays from 11:30 a.m. to 12:30 p.m. Tai-Chi is a series of postures or movements in a slow, graceful manner. It is a great way to reduce stress and help maintain your balance. Seniors cost is \$5.00 per class or 6 classes for \$23.00. Out of town seniors are welcome at \$6.00 per class. Please contact your senior center to sign up. Classes are subsidized by our State Grant and FOBS.

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. Our senior center will only be successful with your support, and your participation. 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 2012.

**Financial Statement
July 1, 2011 to June 30, 2012**

Salary and Wages (includes MART van drivers)		\$34,150.00
Appropriated		<u>\$32,478.00</u>
Unexpended balance returned to general fund		\$ 1,671.15
 Expenses		
Appropriated		\$10,070.00
Expended		
	Purchase of Services	\$4,019.00
	Building Lease	1,867.50
	Telephone (MART)	248.50
	Cable DSL	820.63
	Supplies	1,562.40
	Gasoline (MART)	1,166.35
	Miscellaneous	286.94
		<u>\$ 9,971.32</u>
Unexpended balance returned to general fund		\$ 98.68

BOLTON ACCESS TELEVISION CORPORATION

Kenneth F. Troup, President
Susan Zuckermann, Director
Burt Shnitzler, Treasurer
Edward Sterling, Director
Robert Johnson, Clerk
Joel Bates, Florence Sawyer
Richard Merrill, Director
Perry Graham, Nashoba Regional HS
Frank Lazgin, Director
David Lindsay, Selectmen Liaison
Kristin Dejohn, Director

Houghton Building Renovation

It was another busy year for Bolton Access Television Corporation (BatCo), the 501(c)-3 non-profit corporation that is Bolton's Cable Access Provider. In the fall, we decided to call ourselves Bolton Access TV to better represent to the public what we do. The Bolton Access TV-funded renovations to the Houghton Building were completed in January 2012 and we began the process of moving old and new equipment into our suite of rooms on the second floor. These include a studio, editing room, control room where cablecasters will operate the cameras, and a server room where we house the computers, video, and audio systems that we need to operate Bolton's access station. Bolton Access TV thanks its general contractor Jonathan Mechlin and architect Steve Egnatz for their outstanding efforts in bringing the renovation project in on time and within budget. The project cost-effectively made the Houghton Building usable by the town for decades to come.

In the studio, we have implemented a pipe grid, studio curtains, room darkening shades, and initial studio lighting. The grid, aluminum track, curtains, shades, and the wiring that was needed to connect to equipment, were all installed ably by our own Bob Johnson and we thank him for all of his huge volunteer efforts to make the studio a reality. We are lucky to have someone with Bob's expertise and his willingness to give of his time.

Bolton Access TV has outfitted the new Lois Alex meeting room at the back of the building on the first floor where Lois had her office for many years. Official meetings of boards and committees have been held in the room since April 2012. Our implementation and tests are now essentially completed and we broadcast live from the Lois Alex Room with permanent multiple cameras and microphones. There was a Grand Opening on November 10, 2012 at which the Lois J. Alex Meeting Room was dedicated with her family attending.



**Lois J. Alex Meeting Room Dedication,
Houghton Building, November 10, 2012**

Public Programming

Bolton Access TV has increased its recording of local group meetings and events including lectures at the library, events at the senior center, the Domestic Violence Forums, and parades, for a total of 41 events from September 2011 through August 2012. We continue to broadcast church services.

With the advent of the studio and improved editing facilities at the Houghton Building, we have had many new volunteers walk through the door. The increased amount of local programming we produced and aired has aided in creating interest and participation in the station.

During the spring of 2012, Bolton Access TV worked with Bolton Local to produce two episodes of a Bolton talk show called “The Neighborhood” that featured Bolton history and the town meeting. These are ½ hour programs and included segments with interviews that highlight people in town that can speak to the subject, man on the street interviews which ask the public questions, Bolton history stories by Roger Breeze, short interviews with people that play an important role in the town both past and present, and video of new arrivals in town that included pea plants, apple blossoms, and boisterous lambs at a local farm. The hope is to produce episodes every month or two. In April 2012, we produced and recorded interviews with the two selectmen candidates and we continued to air the Candidates’ Forum.

We have been approached by several residents who have other ideas for shows and will work toward making their production ideas happen. Special thanks go to Teresa Sauer who works with the volunteers and who became a salaried Bolton Access TV employee as our Local Production Manager and Outreach Coordinator in May 2012. Teresa is the person to contact if anyone is interested in creating or showing videos or public service announcements on Bolton Access Channel 99 and now Channel 8.

Education Programming

Bolton Access TV has increased coverage of school events, both at Florence Sawyer School and Nashoba Regional High School, recording and broadcasting 11 school shows, not counting programs produced at the schools themselves. Florence Sawyer has an active video club (FSTV) that produces programs and records Florence Sawyer events and concerts that we broadcast on Channel 99. Bolton

Access TV records concerts at the High School, as well as the High School graduation. Interest in video at the High School is increasing and we are working closely with a number of staff people to organize, in conjunction with classes and clubs, students interested in video. We also are working toward recording more high school events including athletics.

Government Programming

Bolton Access TV has continued to refine our live broadcast, repeats, and video on demand service for Bolton town government programming. We continue to broadcast live Selectmen, Planning Board, Conservation Commission, and Advisory Committee meetings and broadcast 121 meetings during the period September 2011 through August 2012. We implemented a consistent repeat schedule for second and third showings of the various meetings to make it more predictable for the viewers to see the meetings they wanted to watch. We also air School Committee meetings, eventually hoping to broadcast them live on Channel 99. At year's end, we occasionally broadcast such meetings live on Channel 8 although it remains a work in progress. We record Town Meetings for later broadcast, as well as Tri-Town and Economic Development Committee meetings. Almost all government meetings are available on our Video On Demand site through the Bolton Access TV website at www.BoltonAccess.TV. In the coming months, we will be implementing permanent cameras and microphones in the Library Program Room and installing wiring in the Harold E. Brown Jr. Training Room at the Public Safety Center to permit broadcast of meetings there without compromising police department security. This will allow live broadcasts to be held in both rooms.

Bolton Access TV Operations

Bolton Access TV operates Channel 99, which replaced Channel 10 on the Comcast line up, and has just taken over Channel 8. This will permit greater flexibility in our television scheduling, while still making school-related programs available in Stow as well as Bolton. Consolidating operations and systems in Houghton has largely been accomplished with upgraded servers and procedures. We vacated our sound booth in the Town Hall and removed the equipment rack from the front hall, moving all of the equipment to the Houghton Building. We are still refining the processes and are working closely with the town committees that use the town hall meeting room and the Lois Alex room to be sure everyone understands how the new processes work; our cablecasters now work exclusively from the Houghton Building. All of this is possible because of efforts to improve operation of the network that connects the town hall, Bolton Public Library, as well as Emerson and Florence Sawyer-Schools. We are not quite there yet, but have very nearly gotten the wrinkles out of the systems. Special thanks to Bob Johnson for the many many things he has done related to the move and upgrade and to Rick Merrill and Teresa Sauer for their efforts in working with Comcast as well as our system suppliers to make the new operations a reality.

Administrative Update

Burt Shnitzler became Bolton Access TV's treasurer in February 2012 after Rick Merrill resigned the position after a number of years. We thank Rick for his many hours as the volunteer treasurer and appreciate Burt's willingness to take over at a time when the level of activity and complexity is increasing. In the spring of 2012, Bolton Access TV prepared and submitted to the Selectmen a business plan for Bolton Access TV operations through calendar year 2013. This included cost projections and growth assumptions based on local productions and expanding education operations. We intend to continually update the plan and track expenses against the plan.

One of the things we discovered in creating the business plan is that monthly revenues from Comcast, which amount to about \$5,200, are not sufficient to fully fund a robust local production operation in addition to our government meetings and school programs. Thus, in the summer 2012, we began work on an underwriting program in which local businesses, organizations, and individuals have the opportunity to financially support specific local productions or general Bolton Access TV operations. We hope that such underwriting will be beneficial to Bolton's business community and will generate revenue to support Bolton Access TV's local production operations.

While Comcast revenues and underwriting are important for our future, we cannot underestimate the significance of volunteerism and the countless hours that people have contributed to all of the areas described above. With only two paid personnel and a nominal stipend for our cablecasters, everything else is done by volunteers. Bolton Access TV's officers and directors volunteer 10 hours a week or more; technical and operations staff work at least that much as volunteers beyond their paid assignments. We estimate that the 10 to 12 volunteers who worked on "The Neighborhood" contributed more than 50 hours to each of the two episodes. Volunteers are what make public access television what it is and we thank all of these people for their time and effort.

While Bolton Access TV is Bolton's Access Provider, we are not to be confused with the selectmen-appointed town Cable Advisory Committee (CAC) that in the past negotiated the contract with Comcast and will be reconstituted during the spring of 2013 to handle the negotiations of the 2014 franchise renewal. Residents interested in serving on the CAC should contact Town Hall.

Bolton Access TV Goals

Bolton Access TV looks forward to the coming year as we become fully operational at Houghton and can provide better station facilities and equipment to the public. We are pleased that local programming has increased the community's interest in being to be involved in its access station. The community, from the Historic Society to DPW, has reached out more in the last year to provide information to the community through the station. We are working hard so that the content we broadcast on Channel 99 and Channel 8 will be a news, information, and entertainment resource for Bolton and will be used by more and more people to express their ideas, issues, and video creativity.

Bolton Access TV's editing systems and duplication equipment is available to the people in the community to use to express themselves. Our staff will train volunteers and community members to use the equipment and to create professional local productions. Bolton Access TV is your public-education-government station and is committed to being of even greater service to Bolton.

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 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 2012:

- Repaired 40 catch basins on various roads in Town
- Worked with subcontractors to install a new boiler at the Houghton Building
- Began the process of engineering several culverts that need to be repaired due to various stages of failure
- Paved and repaired sections of Main Street and Kettle Hole Road
- Repaired culverts on Sugar Road and Forbush Mill Road.

After much research, in 2012 the Department used new technology with road projects. During the paving process, a method called “hot-in-place asphalt recycling” was used. This method uses the existing pavement base and mixes it with new material to create a new pavement surface. This process saved the Town of Bolton approximately \$100,000 over paving with traditional methods. In addition, new technology was used with culvert repair. This process, called “slip-lining”, is a way of reinforcing the culvert by using pipe and grout. This method costs approximately 60% less than culvert replacement. We look forward to using these new methods in the years to come.



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 is currently in our second year as a member of the Devens Regional Household Hazardous Products Collection Center. This facility 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. Please visit www.devenshhw.com for dates and additional information.

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

**Financial Statements
July 1, 2011 to June 30, 2012**

190 – Buildings - Expenses & Services

Appropriated			\$121,841.00
Expended	Maintenance	\$102,369.69	
	Repairs	11,267.58	
	Grounds Maintenance	6,936.94	
	Trash Hauling	624.00	
			<u>\$121,198.21</u>
Unexpended balance returned to general fund			\$ 642.79

293 – Traffic Lights - Expenses & Services

Appropriated			\$2,700.00
Expended	Electric	\$1,353.40	
	Repairs	6,232.40	
			<u>\$7,585.80</u>
Advisory transfer			\$4,950.00
Unexpended balance returned to general fund:			\$ 64.20

421 – Highways - Salary

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

Wages & Overtime

Appropriated		\$510,950.00
Expended	Wages	\$469,815.76
	Overtime	11,734.23
	Longevity	2,250.00
Unexpended balance returned to general fund:		<u>\$483,799.99</u>
		\$ 27,150.01

Expenses & Services

Appropriated		\$119,900.00
Expended	Purchase of Service	\$2,960.34
	Heating	1,937.09
	Electric	5,202.45
	Repairs	41,683.76
	Telephone	5,267.22
	Supplies	8,434.41
	Gasoline	17,780.88
	Stickers	608.00
	Oil / Lube	1,337.88
	Tires	2,072.53
	Diesel	17,048.97
	Parts / Supplies	9,549.80
	Equipment	693.42
	Clothing Allowance	7,320.00
	Training	665.00
Unexpended balance returned to general fund:		<u>\$122,561.75</u>
		\$ 2,661.75

422 – Highway Improvement - Wages

Appropriated		\$8,000.00
Expended		<u>\$7,105.00</u>
Unexpended balance returned to general fund		\$ 895.00

Expenses & Services

Appropriated		\$159,200.00
Expended	Local Improvements	\$152,576.14
Unexpended balance returned to general fund		<u>\$152,576.14</u>
		\$ 6,623.86

423 – Snow & Ice - Wages & Overtime

Appropriated		\$38,000.00
Expended	Wages	\$23,937.48
	Overtime	\$9,651.65
Unexpended balance returned to general fund:		<u>\$33,589.13</u>
		\$ 4,410.87

Expenses & Services

Appropriated			\$142,000.00
Expended	Repairs	\$9,651.65	
	Snow Removal	46,466.30	
	Supplies	6,347.93	
	Gasoline	0.00	
	Diesel	8,923.06	
	Road Salt	44,688.65	
	Sand	30,499.28	<u>\$146,576.87</u>
Advisory transfer:			\$ 4,576.87

424 – Street Lights - Expenses & Services

Appropriated			\$6,500.00
Expended	Electric	\$5,259.90	
	Repairs	\$740.20	<u>\$6,000.10</u>
Unexpended balance returned to general fund:			\$499.90

433 – Transfer Station - Wages & Overtime

Appropriated			\$61,086.00
Expended	Wages	\$49,086.58	
	Overtime	10,714.35	<u>\$59,800.93</u>
Unexpended balance returned to general fund			\$1,285.07

Expenses & Services

Appropriated			\$99,000.00
Expended	Electric Service	\$ 1,528.08	
	Trash Disposal	56,606.19	
	Trash Hauling	8,195.00	
	Recycling Hauling	14,845.55	
	Maintenance	6,571.35	<u>\$87,746.17</u>
Unexpended balance returned to general fund			\$11,253.83

CEMETERY COMMITTEE

Harold E. Brown2013
 David Jaaskela2014
 Brenda Baum2015

The Cemetery Committee works with the Department of Public Works to continue the maintenance and landscaping of all cemeteries in Town and assisting with burials. In 2012, the Committee received funding to digitize cemetery records. In 2013, the Committee looks forward to moving ahead with that project and getting the program online. If residents wish to reserve a cemetery plot, or residents who currently have a plot and wish to have a certificate for their records, they should contact the Town of Bolton Department of Public Works at 978-779-6402.

**Financial Statement
 July 1, 2011 to June 30, 2012**

Expenses & Services

Appropriated			\$5,000.00
Expended	Purchase of Service	\$1,125.00	
	Ground Maintenance	840.00	
	Other Charges	103.95	
			<u>\$2,068.95</u>
Unexpended balance returned to general fund			\$ 2,931.05

**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.

The Forestry Department was once again very busy in 2012. As was the case in 2011, another surprise October snowstorm brought additional trees down and shut down power. We continue to deal with long-term damage to trees as a result of these storms.

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, 2011 to June 30, 2012**

294 – Forestry - Salary

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

Wages			
Appropriated			\$2,500.00
Expended			<u>\$8,015.00</u>
			\$5,515.00
Transfer request			<u>\$5,515.00</u>
Unexpended balance returned to general fund			\$ 0.00
 Expenses & Services			
Appropriated			\$41,700.00
Expended	Tree Trimming	\$21,401.00	
	Other Expenses	14,784.00	<u>\$36,185.00</u>
Unexpended balance returned to general fund			\$ 5,515.00

DEPARTMENT OF VETERANS' SERVICES

James Cabral, Veteran's Agent2012

The Veterans' Services office is located at 23 Linden Street, Berlin. Regular office hours are held 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 or veteranservices@townofberlin.com.

The purpose of the Veterans' Department is to assist veterans and/or their dependents in procuring financial assistance, information and benefits to which they are entitled. These services and benefits are relative to vocational or other educational opportunities, compensation, pensions, burial allowance, and other benefits granted under existing State and Federal laws.

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

Sadly, during the year the Town of Bolton lost two of its Veterans.

Martin O'Donnell	Marine and Vietnam Veteran
Albert Ayoub	Army Vietnam Veteran

In closing, I would like to thank the Board of Selectmen and Town Officials.

**Financial Statement
July 1, 2011 to June 30, 2012**

Wages	
Appropriated	\$4,459.00
Expended	<u>4,087.38</u>
Unexpended balance returned to general fund	\$ 91.67
 Expenses	
Appropriated	\$2,876.00
Expended	<u>2,875.00</u>
Unexpended balance returned to general fund	\$ 1.00

HISTORICAL COMMISSION

J. Howard Black	2013
Marshall McKee	2014
Martha Remington	2014
Alice Coggeshall	2015
Linda Engelmann	2015

The Bolton Historical Commission was established in 1992 by Article 14 on the Town Warrant. The Commission is charged by the Town of Bolton and the Massachusetts Historical Commission to identify, evaluate, document, and where possible, protect and preserve the historical, cultural and archeological resources of the town.

ACTIVITIES -

Demolition Permit Requests

- 32 Harvard Road - Sawyer/Southwick House
- 34 Harvard Road - A.B. Miner House
- 125 Harvard Road - c1829, no historical survey
- 719 Main Street - Bolton Garage (Smith Motors)
- 723 Main Street - Sutton House
- 84 Sampson Road – Charles H. White House

Historic Cemeteries

Preservation Consultants worked at West Burying Ground on the ongoing project to repair over a half dozen of the most damaged monuments. Many thanks to the owners of 51 Green Road for help with the water source for this project.

Tree Replacement Program

Larger caliper trees will be planted in 2013 to make up for delayed 2012 installations. Please notify the Commission if you would like a free replacement of a roadside tree. Many species are available and trees are good-sized when installed. The Tree Replacement Program is co-sponsored by the Tree Warden and the Commission.

Gold Star Memorial Signs

The remaining three original Gold Star signs on Great Road (Main Street) were replaced commemorating WWI/WWII servicemen Amory Sawyer, D.O.N Edes, and Arnold Lemke at East End, Harvard and Still River Roads respectively. In addition, the newly installed Howard P. Davis, Jr. sign, destroyed October 2011, in a hit-and-run accident at the Main Street/Hudson Road intersection, was replaced thanks to the help of the Advisory Committee.

Bolton Pan National Register Historic District

Work on the nomination portion of this project is now in full swing after having fallen behind in 2012. It is expected the project will be completed by July 2013, and submitted to Massachusetts Historical Commission in the 275th Anniversary year of the town.

Participation with other town groups

Conservation Commission –

- Fyfeshire Conservation Area Lower Dam.

An alternative to the demolition or restoration of this small dam was approved by voters at the annual town meeting in May. Lowering of the spillway will exclude the dam from yearly inspections by the Commonwealth, and preserve the two ponds for future generations. Our thanks to the voters, the private Group for the Preservation of Fyfeshire Ponds, Conservation Commission, Town Administrator Don Lowe, and Representative Kate Hogan for their help in crafting this solution.

- Open Space and Recreation Plan

Planning Board –

- Village Overlay District
- Whitcomb Road stone wall, partial removal

Parks & Recreation –

- A site visit with our Preservation Consultant, Anne Forbes took place at the 1919 cottage at Persons Park. The resulting historical property survey has been completed, and we have permission from Parks & Recreation to explore grants and individual funds that might be available for the upkeep of this important structure.

Local Historic District Study Committee –

- Although disappointed the Bolton Center LHD article was withdrawn from the May Town Warrant, the Commission remains committed to educating our residents about the positive aspects a local district would provide for our historic center. We thank Iris Berdrow and the members of the LHD Study Committee for their dedicated efforts.

Book Collection

Formerly located at the Historical Society, the Commission's growing collection of books has, since 2011, resided at the Bolton Public Library. From historic paint color selection to period landscaping, you can bring your antique home into the 21st century while retaining its historic charm.

We continue to seek volunteers interested in Historical Commission membership. Public meetings are held each month at Town Hall on the 1st and 3rd Wednesdays at 6:00 P.M.

Financial Statement July 1, 2011 to June 30, 2012

Expenses

Appropriated			\$6,250.00
Expended	Supplies	\$341.20	
	Purchase of Services	5,370.00	
	Dues	345.24	
	Books	44.73	
	Postage	13.25	<u>\$6,250.00</u>
Unexpended balance returned to general fund			\$ 135.18

CULTURAL COUNCIL

Judith Leonard, Chair	2013
Gong Jai Xing	2013
Rosemary Donnelly.....	2015
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 (329) local councils that serve every city and town (351) in the Commonwealth. The state legislature provides an annual appropriation to the Massachusetts Cultural Council (MCC), which then allocates funds to each local council. Decisions about which activities to support are made at the community level by the BCC, a board of municipally-appointed volunteers.

As dictated by MCC regulations, the Town receives funds from the MCC and releases funds to the grant recipients after the approval of the BCC and upon subsequent satisfactory completion of the project within the year. Any residual funding is eligible for re-granting. The Town provides the BCC with meeting space as needed, a mailbox, and the Town Accountant maintains, manages, and provides reporting for the BCC financial accounts.

The reported MCC/BCC Account balance for fiscal year ending 6/30/2012 was \$5,494.36 with \$4,067.00 available for 2013 funding.

The BAC (restricted) Account balance for fiscal year ending 6/30/2012 was \$1,119.70

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 2008 and 2009 Chinese New Year Event, held at the Florence Sawyer School.

Future enterprises have been entertained, such as encouraging the development of a cultural center in Bolton and a BCC brochure highlighting Bolton's history, unique characteristics and cultural offerings, and further exploration of possible similar interest collaborations with the Conservation Commission, the Historical Commission, and Parks and Recreation.

Note: Because of Massachusetts State budget cuts to this Massachusetts Cultural Council Organization's programs- the Bolton Cultural Council has been allocated only \$3780. ("level funded") for the past three years.

FY 12-13 Awards Process

The Bolton Cultural Council met on November 19, 2012 with the primary objective of reviewing grant applications and determining grant awards in accordance with the MCC guidelines.

FY 12-13 MCC Grant Award Recipients

Grant applications for the upcoming fiscal year were shared for review and discussion. FY 13 Grants were awarded as follows for an award funded total of \$4167.00

Hudson Area Arts Alliance (River's Edge Holiday Concert)	\$ 200
Hudson Area Arts Alliance (Synergia: Local History, Art, Poetry Fusion)	\$ 200
Sounds of Stow (Concert Season)	\$ 100
Fruitlands Museum (Family Learning Center)	\$ 200
Worcester Chamber Music Society (Free Senior tickets to WCMS Harvard Concert)	\$ 100
Bolton Council on Aging ("Atticus" from "To Kill a Mockingbird")	\$ 350
Florence Sawyer/Emerson Schools (Music Technology w/ Brent Daniels)	\$1,100
Symphony Pro Musica (Musical Matinee: Our Annual Family Concert)	\$ 100
Concerts on the Common (2013 Spring Concert)	\$ 100
Fitchburg Art Museum (78th Regional Exhibition of Arts&Crafts)	\$ 75
Indian Hill (Music-Bach's Lunch Concert Series)	\$ 142
Tracy Lindsay/Nashoba Drama ("Hello Dolly")	\$ 500
Friends of the Bolton Library (Awesome Robb Magic Show)	\$ 200
Friends of the Bolton Library (Fun with Fossils and Dinosaurs)	\$ 200
Friends of the Bolton Library (Hungrytown)	\$ 200
Friends of the Bolton Library (Star Wars Symposium)	\$ 200
Friends of the Bolton Library (Art of Zentangle)	\$ <u>200</u>
	\$4,167

Online 2013 BCC Annual Summary Report and 2013 Awards were approved by The Massachusetts Cultural Council on January 14th, 2013 with permission for BCC to send approval letters to the above successful applicants.

Note: These grants are reimbursement-based. (The applicant expends their own money, and if approved for a grant, then submits all required paperwork for completed project reimbursement, by mail, to the local council. BCC signs off and submits approved reimbursements to the Town Accountant for distribution in the following year.)

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 5-11 members and welcomes new members as well as input and involvement from Bolton residents. Positions currently open include Secretary/Publicity /Press Releases, Membership/Recruitment and Chair/Co-chair open as of March 1st.

Community surveys are distributed at the Annual Town Meeting every three years to solicit fresh input and suggestions from the community at large. The next Community Survey will be taken at the Town Meeting May 2013.

PARKS & RECREATION COMMISSION

Joyce Sidopoulos2015
Lori Colby2013
Karen Regan, Chairman2014
Thomas Wildman2014
Open2013

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 Amy Balewicz in October 2012.

Local fields that include Memorial, Derby, Tower, Horse Ring and Forbush are used by youth sports organizations for soccer, baseball, softball and lacrosse. Two adult leagues also use Forbush Field: 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, which is leased to the Town of Bolton from Memorial Day to Labor Day by the Boy Scouts of America. Instead of organizing a volunteer group to prepare the Town Beach for the 2012 swimming season, the Commission hired a local contractor. This proved successful and the Commission plans to contract help versus organizing a volunteer day moving forward. The Commission did not organize a Pond Park volunteer clean up day either as the turnout in past years was low. However, with help from the DPW, Pond Park was properly prepared for the 2011-2012 skating season.

With regard to property development, the Commission has worked with the DPW to create a plan to develop Horse Ring Field into suitable and safe playing surfaces. 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 continues to 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. The Derby Field project has been put on hold.

Registrations for the Town’s annual swim lessons were reduced to one, two-week session due to health issues of our scheduled instructor. The Commission was able to find a suitable replacement for the second session. The Commission again added a beach manager during the 2012 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 2013 swim season and has already hired an experienced and trained person for that role who has a long history as a Bolton lifeguard. As of the spring of 2013, the Commission will have offered kayaking for the fourth consecutive year in an effort to both provide additional recreational opportunities for the town as well as drive revenue. Further, the Commission is continues to work toward finalizing 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 ~300 people (~200 children) and the Halloween Parade, which attracted approximately ~600 people (~450 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. In 2012, the Commission launched a Face book 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.

The Parks and Recreation, in conjunction with the Florence Sawyer School, hosted the first outdoor movie night the Friday prior to school starting. The movie previewed was “Up!” and the Commission provided all the kids in attendance with a balloon that was released to signal the beginning of the movie. The event attracted more than 100 people, comprising 60 kids. Due to the events success, the Commission hosted a second movie night as part of the Town’s Halloween celebration on Friday, October 26, for Bolton’s first “Creature Feature” starring E.T. The second event had a larger attendance of more than 150 people with 70 kids.

In our ongoing effort to partner with more town groups and committees to promote true community events, the Commission outreached to the Playground Committee group and worked with them to set up a fundraiser during both movie nights. The Playground Committee sold refreshments during the movie nights to raise funds for the new Florence Sawyer playground and raised ~\$160 and ~\$225 respectively. The Commission will continue to explore partnership opportunities to benefit the community.

Annual or special observances included Memorial Day at which the entire Commission attended and provided light refreshments and seating for the attendees honoring Bolton’s heroes.

**Financial Statement
July 1, 2011 to June 30, 2012**

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

**POLICE DEPARTMENT
ROSTER AS OF DECEMBER 31, 2011**

Chief of Police Vincent C. Alfano, 6 years of service
Lieutenant Warren E. Nelson, 20 years of service
Sergeant Michael W. Slepetz, 28 years of service
Sergeant Luke Hamburger, 7 years of service
Detective Kimberly Barry, 16 years of service
Patrol Officer Jason Puri, 8 years of service
Patrol Officer Sandra Lawton, 4 years of service
Patrol Officer Jonathan Couture, 2 years of service
Patrol Officer Greg Mailloux, 1.5 years of service
Patrol Officer Eric Koukos, 1 years of service
Reserve Officer Hank Staake, 14 years of service
Reserve Officer Daniel Keller, 6 years of service
Reserve Officer Jacob Vicente, 6 years of service
Reserve Officer Mary Ann Kinirey, 5 years of service
Reserve Officer Paul Smith, 2.5 years of service
Administrative Assistant Lorraine Kenney, 14 years of service

2012 was a year of extreme weather conditions for Bolton. Climate change and global warming saw event after event of extreme weather visit our community, with all the associated damage and inconvenience. Your Police Department, and our fellow Town government personnel, worked tirelessly to ensure the safety and security of our community. Our Emergency Operations Center (EOC) located in the Public Safety building was put to good use on several occasions. From this central point, Public Safety, Town Government, Emergency Management, and Public Utility officials were able to effectively manage all extreme weather events. Long-range weather forecasting and studies suggest that this trend of extreme weather will continue. Your Police Department has implemented operational planning procedures and equipment preparation to deal with whatever Mother Nature continues to throw at us.

Some highlights of our programs and activities for the year include the following. We continue our efforts to combat domestic violence and abuse, through enforcement, awareness, and prevention. Bolton is not immune to this crime, which cuts across all grains of society and demographics. In 2012, Bolton Police responded to 27 calls involving domestic assault and abuse. One call is too many. Working together with local volunteers, we have continued our series of public forums to raise awareness of teen dating violence and domestic and elder abuse. These forums have been well attended, and will be expanded upon and continued through 2013.

School safety is of paramount concern to us. We continue our daily interaction with the schools, working closely with school administrators, staff, and students to ensure a safe environment at all our school facilities. We conduct regular lock-down drills in all the schools, security assessments, staff meetings, and safety trainings, which have been helpful to Police, school staff, and students alike. The Bolton Police conduct regular tactical training exercises with our neighboring Lancaster Police Department regarding response to school threats, so that we may support each other in the event mutual aid is needed. We have also expanded our joint RAD (Rape & Aggression Defense) classes for students

at Nashoba Regional High School. This course consists of both classroom and practical exercises, including “hands on” experience that teaches students to defend themselves against attackers. The class is jointly taught by Bolton Police Officers and School Health and Physical Education staff, and is very popular with students.

In 2012, our Officers responded to 9563 calls for service. A review of call statistics for 2012 has shown some interesting trends. Drug violations have risen from 19 in both 2010 and 2011 to 30 in 2012. This is mostly due to our more frequent encounters of Marijuana among teenage students since recent law changes de-criminalizing amounts less than 1 ounce, and making possession of such a civil violation with a \$100.00 fine. Breaking & Entering to vehicles, businesses, or residences rose slightly from 18 in 2011 to 21 in 2012. This reflects a regional trend among area towns, with most breaks attributed to persons with heroine abuse problems. You, as residents, are our eyes and ears throughout Town. It is imperative that you call 911 IMMEDIATELY should you have any suspicious persons come to your door, or a neighbor's. Trust your inner “gut” feelings. If something doesn't look or feel right, it usually isn't. Call us, we will check it out. That is what we are here for. In 2012, the investigative efforts of our Officers have led to the arrests of numerous persons for many of these breaks. In one case alone, starting with the prompt reporting of a suspicious car by a resident to Police, officers were able to interrupt a house break and arrest the suspect, recovering the stolen property in the process. The investigation led to the arrest of a second suspect, who had escaped from the scene and evaded a massive search including a State Police helicopter and tracking dogs. Bolton Officers executed a search warrant at the suspect's home in Rhode Island, and recovered additional stolen property. These arrests resulted in the smashing of an organized burglary ring responsible for over 21 housebreaks in two states.

Traffic enforcement and safety continue to occupy a significant portion of Officers' time and effort. In 2012, Officers issued 1034 motor vehicle citations. We all know and experience the demographics of Bolton's location and proximity to major highways, resulting in the large volume of commuter and commercial traffic that we deal with every day. Our motor vehicle accident rate for 2012 remained fairly constant from 2011, with a slight decrease in accidents with injuries, down to 48 in 2012 from 50 in 2011. Property damage accidents were up, with 151 in 2011, and 176 in 2012. We directly attribute this increase to the trend in severe weather, particularly snow and ice, and associated difficult road conditions. As noted earlier in this report, this trend is predicted to continue. I urge all of you to take extra care in your driving during severe weather, and ensure that your vehicles are properly equipped with good snow tires and winter wiper blades. If you have teen drivers in the family, spend some time talking to them about severe weather driving, and ensure that their vehicle is well serviced and equipped to deal with weather-related road conditions. We have noticed that a significant portion of our weather-related motor vehicle accidents involve drivers in their teens.

Our new Public Safety Center at 15 Wattaquodock Hill Road continues to serve our Police, Fire, and Ambulance Departments well. It has significantly improved the efficiency of our operations, and the safety of our personnel. Our modernized 911 Dispatch Center efficiently manages all calls for service for all three Bolton public safety agencies on a daily basis. The Harold Brown Jr. Training Room has enabled us to continue to host public programs, seminars, and meetings, allowing much-improved community involvement in our programs and those of other Town user groups. With our increase in arrests, the building's prisoner detention and processing area has greatly improved Officer and prisoner safety. I urge any resident who has not had the opportunity to tour the Public Safety Center to contact me personally to arrange for a tour. We are very proud of this milestone facility, and welcome your visit.

In closing, I thank the residents of Bolton for the support you have shown throughout the year to your Police Department. Public safety is a team effort, and your assistance to our professionals is invaluable. Never hesitate to call us if you have any questions or unique concerns that we may assist you with. We believe in being easily accessible to the public, and open to your ideas and suggestions. I also thank the men and women of the Bolton Police Department. These dedicated Officers, Dispatchers, and administrative staff work tirelessly to provide law enforcement and public safety services to our community 24 hours a day, 7 days a week. Many times these employees place themselves in harm's way to ensure the safety and security of those who entrust us to protect them, and aid them in time of need. I am proud to serve with these dedicated professionals, and ensure you that you are in good hands.

**Financial Statement
July 1, 2011 to June 30, 2012**

Salaries

Appropriated	\$112,152.00
Expended	<u>111,597.42</u>
Unexpended balance returned to general fund	\$ 554.58

Wages w/Overtime

Appropriated	\$728,757.00
Expended	<u>680,068.44</u>
Unexpended balance returned to general fund	\$ 48,688.56

Longevity

Appropriated	\$1,500.00
Expended	<u>1,400.00</u>
Unexpended balance returned to general fund	\$ 100.00

Expenses

Appropriated		\$92,410.00
Expended	Gasoline	\$24,862.07
	Tires	3,108.00
	Cruiser Repairs	19,896.98
	Oil & Lube	695.10
	Supplies	6,364.95
	Firearms Supplies	5,570.71
	Uniforms	15,289.72
	Training	2,819.95
	Dues & Subscriptions	3,258.95
	Miscellaneous	250.00
	Hired Services	3,610.98
	Lock-up	520.07
	Equipment	5,689.58
		<u>\$91,937.06</u>
Unexpended balance returned to general fund		\$ 472.94

**POLICE DEPARTMENT COMMUNICATION CENTER
Roster as Of December 31, 2012**

Police Chief Vincent C. Alfano
 Donna L. Hathaway, 26 years of service
 Edward Haimila, 14 years of service
 Jaine Galeski, 8 years of service
 Diane Coolidge, 13 years of service
 MaryAnn McLaughlin, 16 years of service
 David Byler, 7 years of service
 David Perry, 5 years of service
 Marcie Furlong, hired September 2012

Bolton Dispatchers handled 9563 Calls for Service in 2012, which included 342 Ambulance Calls, 4 Mutual Aid Ambulance Calls provided, 36 Mutual Aid Ambulance Calls received and 138 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, 2011 to June 30, 2012**

Wages w/Overtime

Appropriated	\$227,851.00
Expended	<u>\$227,169.81</u>
Unexpended balance returned to general fund	\$ 681.19

Expenses

Appropriated		\$ 7,750.00
Expended	Training	\$ 880.00
	Supplies	5,313.47
	Uniforms	1,525.00
	Miscellaneous	75.00
Unexpended balance returned to general fund		<u>\$70,698.71</u> \$ 1,969.29

Longevity

Appropriated	\$ 800.00
Expended	\$ 800.00

Arrests and Citations	<u>2011</u>	<u>2012</u>
Arrests	46	55
Motor vehicle citations	852	1034

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:	Max Roemer
Assistant Director:	Andrew Bagdonas	Training Officer:	Alex LeBlanc
Medical Director:	Marc Gautreau	Full Time EMT/FF:	David
Farrell			

<u>EMT Attendants:</u>	Jenifer Cuddy	David Farrell	Margaret Mullane	
	Curtis Roemer			
Christine Alfano	Margy Diaz	Kelsey Farrell	Jeremy O’Connell	Gery
Wilson				
Corey Baird	Norman Diaz	Jack Holbrook	Scott O’Neil	
	Shannon Wheeler			
Chris Baker	Wesley Durant	Allan Koung	Evan Pappas	Chris
Whynot				
Andrew Bagdonas	Kristen DiBlasse	Alex LeBlanc	David Perry	
Barbara Brown	Cassie Ela	MaryAnn McLaughlin	Sam Porteus	
David Byler	Ann Farrell	Roger McManus	Dina Rich	

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

Weekday, daytime coverage is provided by one full-time EMT/Firefighter stationed at the Fire station and an on-call crew from the Nashoba Regional High School Cadet EMT program. The Nashoba Regional High School Cadet EMT program has been providing essential daytime coverage for over 20 years. Participants of the program have successfully completed the Department of Transportation approved Emergency Medical Technician class and continue their education with weekly classes. Students must maintain a minimum GPA in EMS classes and in all other school course work. Students provide coverage from the very beginning of the school day until 5pm and also provide coverage at sporting events. A Mass state waiver allows Bolton’s Ambulance to transport patients with one adult certified EMT-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, twelve 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.

In 2012 we responded to 352 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, 2011 to June 30, 2012**

Wages

Appropriated	\$119,148.14
Expended	<u>\$117,608.72</u>
Unexpended balance returned to general fund	\$ 1,539.42

Expenses

Appropriated	\$54,065.00	
	Purchase of Services	\$ 4,251.57
	ALS Services	17,225.00
	Coastal Medical Billing	5,529.72
	Repairs – Motor Vehicle	1,820.07
	Supplies	1,569.77
	Diesel	4,243.76
	Uniforms	250.00
	Cadet EMT Program	13,280.00
	Equipment	5,156.99
		<u>\$53,866.88</u>
Unexpended balance returned to general fund		\$ 198.12

**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	Matthew Colacchio
Wesley Durant	Jason Fischer	Ryan Hartwell
Doug Henry	Michael Kenney	Roger McManus Jr.
Jeremy O'Connell	David Perry	Curtis Plante
James Porteus	Christopher Poutenis	Robert Publico
Curtis Roemer	Paul Slade	Christopher Whynot

Trainees:

Matthew Brier	Jennifer Cuddy	Christopher Davis
Jeffery Galeski	Mark Giunta	

Honorary Members:

Gigi Bonazzoli	Jack Holbrook	Christopher Slade
Eric Stephenson	John Stephenson	James Weliver

Fire Safety Education: Barbara Wilson

The Fire Department had another busy year in 2012 responding to 193 calls for assistance. The nature of calls that we responded to was diverse, but it is significant that we did respond to a large increase in motor vehicle accidents, especially on I495, which each year has increased traffic volume.

At one particular call during the year, the value of fire sprinkler systems was again proven at a local business when oily rags were left overnight on a work bench after staining some new furniture. During the night the rags self-ignited and what could have been a major loss of a building and equipment was limited to a damaged workbench and some puddles of water on the floor from the single sprinkler head that was activated by the heat. Commercial and residential fire sprinkler systems do work!

All public safety departments successfully worked together to prepare the town for Hurricane Sandy in October. Luckily the effects were relatively minor and short-lived, but this was another valuable learning experience in how the Town departments can effectively work together to manage large scale events.

At the annual Town meeting in May, the voters approved the purchase of replacement self-contained breathing apparatus and protective turnout coats and pants for the firefighters. This equipment is vital in protecting your firefighters from the heat, flames and smoke found at every fire. The turnout coats and pants have been purchased and put into service, replacing clothing that was at or beyond its safe and useful life. The new breathing apparatus has been received and the firefighters are receiving training on the new equipment. It will be placed into service in early 2013 once this training is complete. To help with this training, the Bolton Conservation Trust offered the fire department the use of a vacant house in the center of town for training with this equipment in realistic conditions. As firefighters, our training is

constant and never-ending, so having a building like this to train in for emergencies that could happen in any home here in Bolton is invaluable.

During 2013 I would like to ask all residents to be aware of the small, but important things we can all do to increase fire safety in our homes. Please test your smoke detectors once a month and replace the batteries twice during the year. Don't forget to check and clean your clothes dryer exhaust hose of accumulated lint. Never leave oily rags inside your home or garage and please dispose of ashes from your woodstove or fireplace in a metal container away from the house or deck, no matter how cold they may look or feel. Please help us to keep you and your family safe.

**Financial Statement
July 1, 2011 to June 30, 2012**

Wages

Appropriated			\$98,653.24
Expended	Clerical	\$ 2,500.00	
	Firefighters	89,742.00	\$ <u>92,242.00</u>
Unexpended balanced returned to the general fund			\$ 6,411.24

Expenses

Appropriated			\$34,881.27
Expended	Electric	\$ 560.78	
	Repairs	3,945.72	
	Training	393.15	
	Supplies	3,738.65	
	Gasoline	139.42	
	Diesel	4,243.75	
	Automotive	2,329.12	
	Uniforms/Protective Clothing	13,438.58	
	Dues/Memberships	650.00	
	Capital Outlay	4,255.00	\$33,694.17
Unexpended balanced returned to the general fund			\$ 1,187.10

Fire Calls for 2012 / Total fire calls 193

Automatic fire alarm activation	43	Building fires	3
Brush fires	18	Carbon Monoxide detector	10
Chimney fires	3	Good intent	2
Hazardous materials	8	Miscellaneous	6
Motor vehicle accidents	40	Mutual aid given	14
Odor or smoke investigation	10	Power line down/arcng	16
Public service	3	Severe weather	1
Smoke detector activation	12	Vehicle fires	4

Permits Issued for 2012 / Total Permits 1007

Oil Burner	30	Commercial Stove Hood	0
New home smoke alarms	16	Tank truck	2
General permit	12	Home for resale smoke alarm	96
Underground tank removal	4	Propane tanks	80
Fire alarm installation	1	Open burning	766

NASHOBA REGIONAL SCHOOL DISTRICT

Michael Wood, Superintendent

Nashoba Regional School District continues to be a vibrant, thriving educational community consisting of students, staff, parents and citizens who value above all a rigorous education that affords student options and choices when they graduate. Ninety-two (92%) percent of our seniors in 2012 were accepted to over two hundred seventy-three (273) post-secondary institutions. Eighty-one percent (81%) of our students attend a four (4) year college, while nine percent (9%) more attend a two (2) year college. Over fifty-six (56%) percent of our senior class scored a three (3) or better on the four hundred nine (409) Advanced Placement (AP) Exams taken over the course of the last school year. We had six (6) national AP Scholars, eleven (11) National Merit Commendations, and four (4) National Merit Semi-Finalists.

Our high school underwent a smooth change in leadership with the hiring of our new Principal, Dr. Frank (Parry) Graham. Dr. Graham has distinguished himself as an educator in the first few months of his tenure, working with staff to start the accreditation process, with parents on the high school improvement council, on goals addressing school climate and safety, and with students through classroom visits, attendance at extracurricular events, and sports competitions.

The high school, a convener of our student bodies from three different towns, shows a tremendous amount of accomplishment through its extracurricular events as well. Our Best Buddies Chapter has been awarded its highest honor for the Commonwealth. Committed to helping students with disabilities assimilate into the culture of the high school at every turn, our best buddies strive to have all of our students involved in sports, theater and everyday events such as school lunch. The high school drama club has been busy putting on very ambitious productions like "We Love Lucy" (Fall 2012), and last year we presented "Disney's Beauty and the Beast" in the spring. We were nominated for fifteen (15) TAMY awards by the Mount Wachusett Community College theater organization in which we competed. We won five (5) of the awards including Best Scenic Design, Best Lighting Design, Best Costumes, and Best Director.

This fall we had champion teams in all varsity sports with each one making State tournaments. The football team earned a spot in the division super bowl and won against Shepherd Hill at Gillette Stadium. In *Volleyball* we earned the best overall record since the program began. The *Boys' Cross-Country team* was the Mid-Watch B League Champions and earned 4th place in District Championship. The *Girls' Cross-Country squad* was the Mid-Wach B League Champions; MIAA Central Mass. Division 1 Champions (first time since 2000); and placed 11th in the State overall. Freshman Rylee Gillen (Stow) placed first in the League and District Championship. In winter of 2012 our League All-Stars total was twenty-three (23).

The teams all benefited from the generous contributions of our citizens toward the favorable vote to renovate the existing stadium to create a new multi-plex with an artificial turf, new track and adjoined with five new tennis courts. A new building that will house concessions still is to be built along with housing comfort stations for visitors and spectators. Future renovations include earth work to level practice fields and to relocate the baseball diamond and provide fill to extend the javelin throwing area.

At Florence Sawyer School we welcomed two talented professionals into new roles. Mr. Steve Grant, a veteran classroom teacher who became an Assistant Principal, and Mrs. Alana Cyr, a long time special educator for our middle school within Florence Sawyer School. Along with a number of new staff, the school was blessed to receive a special gift of a “Koi” pond with a bridge inside its open courtyard in the center of the complex. Additionally, plans were unveiled for the new playground to be constructed on the rear of the property with funds donated throughout the year. In one event they raised close to fifty thousand (\$50,000) dollars.

Our opportunities for students to extend themselves beyond the school day continue to expand. Our Destination Imagination program and Florence Sawyer Drama Society continue to grow. Over the past twelve (12) months, we have added an Origami Club, Knitting Club, and a Snow Shoeing Club.

We have been honored to play host to several distinguished speakers over the last twelve (12) months. Most recently, former Governor Michael Dukakis and Senator Scott Brown spoke with our middle school students about their lives in public service.

The District also said goodbye to many fine individuals in 2012.

Cheryl Benson (Stow)	Dawn Laughlin (Lancaster)
Sheryl Lavigne (Lancaster)	Paulette Prucha (Lancaster)
Grace Rahe (Lancaster)	Marion Rayner (Stow)
Pat Fontes (NRHS)	Linda Marashio (Stow)
Janet Savignano (Stow)	

Financial Stability

Our District continues to enjoy a healthy financial status. We have weathered significant economic turbulence, while at the same time having budgets that average less the three (3%) percent increases; eliminating positions, but not staff; and, continued attention toward the foundational elements of good instruction: professional development, teacher resources, and highly talented professionals. Our FY 13 District budget is \$44,675,778. It allowed us enough capacity to maintain all existing professional positions, and required only minimal transitions among para-professionals and support staff. With a student populations just over 3500 students, our growth has been minimal from year to year at less than one (1%) percent. We have earned an *AA bond rating* for the ninth (9th) year running.

We have an outstanding school system that thrives on the work of teaching and learning. We are thankful to be comprised of three communities that value education so that their children and greater community will benefit for years to come.

NASHOBA REGIONAL HIGH SCHOOL CLASS OF 2012

Valedictorian – Tanner Douglas - Stow

Salutatorian-Oliver Jenkins - Stow

Oliver Jenkins – President, Stow

Samantha Malmberg – Vice President, Bolton

Angelina DeSocio – Secretary, Bolton

Hamilton Carpenter – Treasurer, Bolton

Bolton Graduates

Amanda	Abraham	Jessica	Lemay
Nicole	Adams	Scott	Lovington
Aidan	Ahearn	Connor	MacGregor
Thomas	Ayres	Matthew	Mahoney
Colin	Bateman	Kathleen	Malley
Bret	Bemis	Samantha	Malmberg
Kathryn	Berg	Heather	Malone
Aaron	Black	Thomas	Miller II
Kathryn	Bruning	Thomas	Moran
Hamilton	Carpenter	Margaret	Mullane
Timothy	Collins	Scott	O'Neil
Gregory	Comas	Mary	O'Ryan
Kerry	Conlin	Gregory	Parrow
Jennifer	Conry	Alex	Pastorkovich
Michelle	Cuddy	Philip	Peacock
Giovanna	DeMeo	Hayden	Peirce
Jessica	Demmer	Jacob	Pelland
Angelina	DeSocio	Samuel	Porteus
Amy	Donato	Brandon	Radziewicz
Erik	Ek	Eric	Rice
Nicole	Evans	Eric	Richards
Megan	Fournier	Nicholas	Riseman
James	Gandek	Christopher	Rucinski
Jack	Garreffi	Sabrina	Salvage
Alexander	Gili	Reid	Sullivan
Anna	Goldman	Evan	Tarullo
Alexander	Haid	Zachary	Temple
Adam	Hastings	Isabelle	Tower
Jesslyn	Joseph	Ashley	Tripp
Brian	Killackey	Colleen	Vickers
Brielle	Koppelman	Jennie	Webb
Colin	Lamontagne	Mitchell	Witkowski
Lisa	Laythe	Kathleen	Zayka
Derek	LeBlanc		

Lancaster Graduates

Larissa	Abreu	Sydney	Linton
Zachary	Arsenault	Alexander	LLanso
Caroline	Atkinson	Ryan	Lombardozzi
Andrew	Bailey	Jacob	Mansfield
Tyler	Boudreau	David	McCue
Jordin Lee	Bushnell	Benjamin	McNally
Rachel	Butler	Karissa	Medeiros
Heather	Cannon	Callie	Millet
Nathaniel	Christoph	Gregory	Mpelkas
Faith	Connor	Katherine	O'Toole
Alison	Crooker	Gretchen	Owens
Megan	Crowley	Sara	Palis
Jair	Cruikshank	Rashida	Patrick
Devin	Doyle	Kevin	Poole
Eric	Dray	Joshua	Raymond
Brian	Falvey	Michelle	Rheaume
Jordan	Farren	Shelby	Ripa
Melissa	Genest	Philippa	Schwarzkopf
Joshua	Glover	Colleen	Sheridan
John	Graves	Jae Won	Shin
Robert	Green	Amelia	Sliwa
Ronald	Hamwey	Brittney	Spellman
Caleb	Hart	Brandon	Steff
Nicole	Hart	Connor	Sullivan
Ellen	Hedstrom	Nicholas	Tambolleo
Molly	Heffernan	Jacob	Thissell
Katherine	Houseman	Paige	Thompson
Katheryn	Keating	Casey	Weatherbee
Spencer	King	Nathan	Weber
Jane	Kirkpatrick	Demetrius	Whittington
Anna	Klouda	Corinne	Wilder
Spencer	Kuzmitch	Alison	Williams
Brytney	Laird	Jene'	Williams
Samantha	Langberg	Justin	Wood
Brian	Laughlin	Brian	Yentz
Catherine	Leach	Beatrice	Zhang

Stow Graduates

Alexandra	Allaire	Rosamond	Kopczynski
Justin	Aylaian	Andrew	Lenox
Rebecca	Bagdigian	Christina	Lombardo
Hadley	Barndollar	Joshua	Mandelbaum
Abigail	Bemis	Ryan	Manley
Nathan	Boucher	Etana	Matatia
Nicolette	Bricknell	Kyrstin	McMaster
Cassandra	Campana	Allison	McNemar
Allison	Carvalho	Colin	Montgomery
Juliana	Chapin	Matthew	Oliver
Ceeagan	Cook	Rachel	Peabody
Matthew	d'Entremont	Alexandria	Pechonis
Oliver	Dansereau	Christopher	Peters
Evan	Davis	Jace	Petterson
Andrea	DeMeo	Jennifer	Phillips
James	Doucette	Michael	Piantedosi
Tanner	Douglas	Kendall	Poulson
Miranda	Doutch	Mitchell	Ray
John	Farrell	Alexa	Ricci
Nicholas	French	Elizabeth	Rogers
Sydney	Giovinazzo	Elizabeth	Sabourin
Zachary	Gjeltema	Lisa	Sangermano
Leah	Goss	Daniel	Sardella
Libby	Goss	Sarah	Schomp
Alexander	Gothie	Nicholas	Sestito
Nicholas	Hammill	Joshua	Sherman
Samuel	Handrick	Cameron	Skoletsky
Wesley	Hart	John	Slattery
Clayton	Hennessy	Gabrielle	Sloan
Miles	Hodge	Casey	Teska
Gilson	Hogan	Timothy	vonStetten
Abigail	Hurd	Justin	Wasserman
Oliver	Jenkins	Julie	Wheeler
Maura	Kalil	Eric	Woelki
Colin	King	Trevor	Wyand

Graduates from Other Towns

Levi	Berry	Auburn
Samson	Ashline	Clinton
Carroll	Bailey	Clinton
Magan	Baldwin	Clinton
Tamika	Isaac	Clinton
Thomas	Jernberg	Clinton
Rana	LaPine	Clinton
Steven	Saari	Clinton
Kira	Thomas	Clinton
Rebecca	Tang	Fitchburg
Kristoff	Foster	Gardner
Galen	Lisse-Brown	Hudson
Kimberly	DiManno	Leominster
Gabrielle	Larivee	Leominster
Briana	Mansour	Leominster
Taylor	Venturi-Matthews	Leominster
Gannon	Fraser	Littleton
Kirin	Runtagh	Lunenburg
Charles	Butler	Marlboro
Shannon	Kanniard	Maynard
Kaleigh	Smith	Pepperell

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Edward A. Bouquillon, Superintendent/Director

About Minuteman

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a REVOLUTION IN LEARNING, preparing every student for success in college, industry, and life.

Bolton Enrollment

As of October 1, 2012, nine (9) high school students and one (1) Post Graduate student were enrolled at Minuteman providing a full time equivalent (FTE) of ten (10) residents of Bolton.

While attending Minuteman, these students receive a number of benefits:

- 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 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 technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

2012 Bolton Graduates and Awards - Michael Bowe, Programming & Web and Brendan Dahill, Carpentry

SkillsUSA

<u>Student</u>	<u>Program Category</u>	<u>State Results</u>	<u>National Results</u>
Michael Bowe	Programming & Web	Gold Medalist	Eighth Place
Ryan Gleason	Environmental Science	Gold Medalist	Fifth Place

Class of 2012 Graduate Achievement Highlights

- 66% college bound or advanced Technical Training, 27% career bound and 3% military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care Infant/Toddler and Preschool graduates achieved Teacher Certification.
- 100% of Cosmetology graduates passed State Board examinations.
- 100% of Health Occupation graduates achieved college acceptance or career placement.
- 100% of Environmental Technology graduates were certified in OSHA 40-Hour HAZWOPER training, and confined-space entry training. 62% passed either the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam.
- Valedictorian James Cardillo, Electrical Wiring graduate from Peabody attending Florida Atlantic University in Boca Raton Fl. Salutatorian Daniel Dangora, Robotics graduate from Medford attending UMass, Lowell to pursue electrical engineering.

Capital Projects

- MSBA Update: Minuteman moves forward in the “pipeline” of the MSBA Vocational School Repair and Renew program announced by the State Treasurer’s office in 2010. On December 3, 2012 Minuteman was approved by MSBA to hire SKANSKA as the Owner’s Project Manager (OPM) for the Feasibility Study. The OPM and School Building Committee will work together to review various models of enrollment as stated in the Request For Service for the OPM. In January of 2013 a link to the School Building Project will keep all towns informed of our progress.

Curriculum and Instruction

- Since 2008, all 9th grade students 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. Minuteman is rated a Level 1 school by the DESE. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2012.
- As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice/Bio-Security, Animal Science, Entertainment Engineering, Advanced Computer Manufacturing, and Medical Equipment Repair.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the Career and Technical Education (CTE) week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.

Professional Development

Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and CTE goals that emphasize formative assessment practices and common summative assessments. Teachers meet to review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher peer observations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: note-taking, unit organization, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development has also been focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the

SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed).

Student Access, Participation and Support

- An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques 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 continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education 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. The SLC also supports the transition to college, by following a model of service delivery that is popular among most colleges and universities in the United States.
- The Music and Art department continues to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received an All-State Chorus recommendation. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years, the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season, Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.
- 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.

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

Financial Statement
July 1, 2011 to June 30, 2012

Salary

Treasurer / Collector/HR Director - Wages	\$72,019.00
Staff – Wages	<u>\$27,535.00</u>
	\$99,552.98
Unexpended balance returned to general fund	\$ 1.02

Expenses

Appropriated		\$32,090.00
	Software Support	\$13,700.00
	Postage	7,000.00
	Office Supplies	3,450.00
	Tax Taking	1,340.00
	Bank Charges	3,000.00
	In-State Travel	1,300.00
	Dues	250.00
	Educational Assistance	800.00
	Meetings	1,250.00
		<u>\$31,265.20</u>
Unexpended balance returned to general fund		\$ 824.80

2002 Taxes

Outstanding 7/1/11
 Refunded
 Collected
 Balance 6/30/12

2003 Taxes

Outstanding 7/1/11
 Refunded
 Collected
 Balance 6/30/12

2004 Taxes

Outstanding 7/1/11

Refunded

Abated

Collected

Balance 6/30/12

2005 Taxes

Outstanding 7/1/11

Refunded

Abated

Collected

Balance 6/30/12

2006 Taxes

Outstanding 7/1/11

Committed

Collected

Balance 6/30/12

2007 Taxes

Outstanding 7/1/11

Committed

Collected

Balance 6/30/12

2008 Taxes

Outstanding 7/1/11

Committed

Abated

Collected

Balance 6/30/12

2009 Taxes

Outstanding 7/1/11

Committed

Refunded

Abated

Collected

Balance 6/30/12

2010 Taxes

Outstanding 7/1/11

Committed

Abated

Refunded

Collected

Balance 6/30/12

2011 Taxes

Outstanding 7/1/11

Committed

Tax Title

Refunded

Abated

Collected

Balance 6/30/12

2011 Supplemental Taxes

Outstanding 7/1/11

Committed

Collected

Balance 6/30/12

2012 Taxes

Outstanding 7/1/11

Committed

Exemptions

Tax Title

Refunded

Abated

Collected

Balance 6/30/12

2012 Supplemental Taxes

Outstanding 7/1/11

Committed

Collected

Balance 6/30/12

Town of Bolton
Total Outstanding Long Term
Debt
As of June 30, 2011

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
6/30/2013	1,450,000.00	617,225.00
6/30/2014	1,445,000.00	565,015.00
6/30/2015	1,440,000.00	512,837.50
6/30/2016	1,405,000.00	460,075.00
6/30/2017	1,405,000.00	408,206.25
6/30/2018	1,395,000.00	354,525.00
6/30/2019	890,000.00	299,318.75
6/30/2020	895,000.00	261,250.00
6/30/2021	855,000.00	225,092.50
6/30/2022	725,000.00	193,960.00
6/30/2023	725,000.00	166,328.75
6/30/2024	640,000.00	138,608.75
6/30/2025	650,000.00	114,065.00
6/30/2026	655,000.00	88,437.50
6/30/2027	665,000.00	61,937.50
6/30/2028	550,000.00	34,100.00

6/30/2029	410,000.00	11,200.00
	\$	\$
Total	16,200,000.00	4,512,182.50

Par Amounts of Selected Issues

- December 15,2000 School Remodeling
- December 15,2000 Landfill & Transfer Station
- December 15, 2000 Land Acquisition
- July 11, 2005 Adv Refinance of 6/98 School
- July 11, 2005 Adv Refinance of 6/98 Decontamination
- June 15, 2006 Land Acquisition
- June 15, 2007 School Wastwater Treatment Plant
- April 1, 2008 Library
- April 1, 2008 Public Safety
- April 1, 2009 Library
- April 1, 2009 Public Safety
- April 1, 2009 Public Safety II
- October 1, 2009 Public Safety

**TOWN OF BOLTON
TRUST FUNDS
July 1, 2011 - June 30,
2012**

**Non-
Expendible
Principal**

**Expendible
Balance
7/1/2011**

Deposits

Interest

Expende

Helen M. Brigham Nursing Fund	1,000.00	10,284.40	69.86	
Gerdon A. Brown School Fund	2,700.00	724.90	21.20	
Gerdon A. Brown Library Fund	2,700.00	566.72	20.37	
Joan Sullivan Fund	4,146.00	5,245.76	58.69	250.00
Bolton History Fund		3,263.90	20.20	
Francis E. Whitcomb Benevolent	5,000.00	114.77	31.65	
Sign Fund		515.92	3.20	
Perpetual Care Account	30,724.13			
Perpetual Care Income Account		7,810.39	179.11	
Houghton High School Fund	12,000.00	1,393.53	62.16	
Miriam S. Edes Fund	10,000.00	305.16	64.46	300.00
Lucy F. Bowen Library Fund		111.18	0.69	
Conservation Fund		30,772.23	126.45	
Dorothy Dewhurst Fund				
Fire Department		13,367.86	61.94	6,000.00
Police Department		5,241.01	33.22	688.40
Affordable Housing Trust		110,317.09	46,372.00	697.94
Stabilization Fund		964,578.34	4,983.61	28,500.00
	68,270.13	1,154,613.16	46,372.00	6,434.75
				35,738.40

2012 W-2 SALARIES AND WAGES

Alfano, Christine	\$ 1,292.00		Ela, Cassandra	\$ 5,093.00
Alfano, Vincent	\$ 108,586.00		Farnsworth, Donna	\$ 39,377.00
Bagdonas, Andrew	\$ 11,260.00		Farrell, Ann	\$ 9,181.00
Baird, Corey	\$ 7,165.00		Farrell, David	\$ 72,532.00
Baird, Francis	\$ 320.00		Farrell, Kelsey	\$ 11,262.00
Baker, Christopher	\$ 4,538.00		Fazio, Michael	\$ 320.00
Balco, John	\$ 144.00		Fields, Stephen	\$ 140.00
Balco, Rona	\$ 3,041.00		Fischer, Jason	\$ 1,494.00
Barry, Kimberly	\$ 53,391.00		Foster, Owen	\$ 1,930.00
Barry, Ryan	\$ 59,734.00		Furlong, Marcie	\$ 2,164.00
Baum, Donald	\$ 54,987.00		Galeski, Jaine	\$ 48,989.00
Berry, Nathaniel	\$ 48,899.00		Galeski, Jeffrey	\$ 48.00
Bing, Barbara	\$ 28.00		Galeski, Ronald	\$ 53,467.00
Boodry, James	\$ 17,424.00		Gannon, Martin	\$ 1,388.00
Bradbury, Cynthia	\$ 44,955.00		Garfield, Deborah	\$ 10,653.00
Brier, Matthew	\$ 54.00		Geis, John	\$ 1,560.00
Brown, Barbara	\$ 1,363.00		Giunta, Mark	\$ 255.00
Brown, Harold	\$ 98,408.00		Goguen, David	\$ 4,740.00
Burney, Jennifer	\$ 49,530.00		Goulding, David	\$ 3,002.00
Byler, David	\$ 6,795.00		Gumbart, Carol	\$ 35,958.29
Cabral, James	\$ 4,482.00		Gumbart, Laurel	\$ 1,723.00
Caisse, Mark	\$ 3,684.00		Gumbart, Ryan	\$ 1,701.00
Carlisle, Michelle	\$ 27,462.00		Haimila, Edward	\$ 13,564.00
Casello, Peter	\$ 3,746.00		Hamburger, A. Luke	\$ 78,685.00
Centeno, David	\$ 800.00		Harrington, Christopher	\$ 927.00
Chmielowski, Sheila	\$ 26,812.00		Hartwell, Ryan	\$ 3,753.00
Colacchio, Matthew	\$ 5,775.00		Hathaway, Donna	\$ 46,078.00
Collins, Kelly	\$ 68,990.00		Hatstat, Frederick	\$ 160.00
Collins, Sean	\$ 380.00		Hayden, Kathleen	\$ 1,483.00
Connors, John	\$ 1,600.00		Hazelrigg, Patrick	\$ 160.00
Coolidge, Diane	\$ 44,142.00		Henry, Douglas	\$ 994.00
Corriveau, Carl	\$ 1,440.00		Herbison, Linda	\$ 888.00
Costello, Julie	\$ 60,422.00		Heron, Lee	\$ 2,773.00
Couture, Jonathan	\$ 69,099.00		Holbrook, John	\$ 211.00
Cuddy, Jennifer	\$ 9,378.00		Johnson, Lyndsay	\$ 29,309.00
Cutler, Corey	\$ 41.00		Keller, Daniel	\$ 10,195.00
DaCosta, Robert	\$ 320.00		Kenney, Lorraine	\$ 44,278.00
David, Christopher	\$ 122.00		Kenney, Michael	\$ 4,398.00
Day, Linda	\$ 51,862.00		Kinirey, Mary Ann	\$ 18,822.00
Delorey, Wilfred	\$ 15,683.00		Kinnas, Peter	\$ 775.00
Diaz, Margaret	\$ 10,025.00		Klouda, Timothy	\$ 1,081.00
Diaz, Normando	\$ 695.00		Koujos, Eric	\$ 69,317.00
DiBlasi, Kristen	\$ 663.00		Kuong, Allan	\$ 2,176.00
Duhaime, Catherine	\$ 215.00		Laprade, Craig	\$ 565.00
Durant III, Wesley	\$ 7,226.00		Latham, Susan	\$ 14,263.00
Dwinells, Scott	\$ 45,350.00		Lawton, Sandra	\$ 73,822.00

REPORT OF THE TOWN ACCOUNTANT

FOR THE FISCAL YEAR ENDING JUNE 30, 2012

The following is a list of all receipts and expenditures as per warrants, for ALL FUNDS, for the period beginning July 1, 2011 through June 30, 2012.

RECEIPTS - GENERAL FUND

INCOME FROM TAXATION:

Personal Property Taxes

2009	(\$100,111.19)	
2011	\$947.88	
2012	\$425,533.81	\$326,370.50

Real Estate Taxes

2009	(\$10.92)	
2010	\$18,786.22	
2011	\$251,577.88	
2012	\$16,525,319.28	\$16,795,672.46

Motor Vehicle Excise Taxes

2007	\$8.75	
2008	\$578.23	
2009	\$386.15	
2010	\$2,677.93	
2011	\$118,213.45	
2012	\$598,837.34	\$720,701.85

Tax Lien Revenue \$86,866.84

Rollback Taxes \$4,030.57

Supplemental Taxes \$42,876.58

Penalties & Interest Real & Personal \$46,596.30

Penalties & Interest Tax Lien \$25,345.92

Penalties & Interest Motor Vehicle
Excise \$2,823.62 \$74,765.84

CHARGES & FEES:

Landfill \$96,875.86

Tax Collector \$21,052.77

Police Admin Fees \$10,394.50

Town Clerk \$8,939.00

Selectmen \$6,918.00

COA Van Fees \$5,563.73

Library \$5,177.30

Rentals \$5,000.00

Treasurer	\$3,874.16	
Parks	\$3,780.00	
Cemetery	\$3,550.00	
Planning	\$3,256.02	
Police	\$2,077.00	
Registry Release Fees	\$1,473.00	
Conservation Fees	\$1,467.22	
Nashoba Board of Health	\$502.00	
Assessors	\$427.75	
Dog Fines	\$345.00	
Board of Appeals	\$257.15	\$180,930.46
<hr/>		
LICENSES & PERMITS:		
Building	\$82,967.13	
Plumbing	\$18,947.04	
Wire	\$17,018.22	
Dog Licenses	\$12,556.30	
Alcohol Beverage	\$10,875.00	
Fire	\$4,830.00	
Driveway Permits	\$2,465.15	
Beach Parking	\$195.00	
Trench	\$150.00	\$150,003.84
<hr/>		
INCOME FROM STATE:		
Construction of School Projects	\$431,753.00	
Lottery	\$166,996.00	
Abatements to Blind/Elderly	\$35,826.00	
State Owned Land	\$10,106.00	
Room Occupancy	\$9,638.83	\$654,319.83
<hr/>		
FINES:		
Court Fines	\$38,721.00	
Parking Fines	\$190.00	\$38,911.00
<hr/>		
MISCELLANEOUS:		
Earnings on Investments	\$10,562.03	
Miscellaneous Revenue	\$24,678.70	
Transfer from Rec. Reserved for Approp.	\$120,000.00	
Transfer from State Grants Fund	\$11,008.00	
Transfer from Revolving Fund	\$100,000.00	
Transfer from Trust & Agency Funds	\$28,500.00	\$294,748.73
<hr/>		
TOTAL RECEIPTS - GENERAL FUND		<u><u>\$19,370,198.50</u></u>

RECEIPTS - HIGHWAY FUND

RECEIPTS:

Chapter 90 \$372,960.00

TOTAL RECEIPTS - HIGHWAY FUND

\$372,960.00

RECEIPTS - STATE GRANTS FUND

RECEIPTS:

MEMA	\$42,137.66
State 911	\$17,176.26
Council on Aging	\$4,775.00
Library State Aid	\$4,639.95
Arts Lottery Council	\$3,881.08
Conservation Appraisal	\$3,520.00
Emergency Management	\$2,366.02
Small Scale Initiative	\$1,250.00
DHCD Peer to Peer	\$556.10
Extended Polling Hours	\$451.00
Selective Enforcement	\$396.50
Fire Mobilization	\$240.80

TOTAL RECEIPTS - STATE GRANTS
FUND

\$81,390.37

RECEIPTS - RECEIPTS RESERVED FOR APPROPRIATION

RECEIPTS:

Ambulance:	
Charges for Services	\$124,636.23
Interest	\$2,733.53

TOTAL RECEIPTS - RECEIPTS RESERVED FOR APPROPRIATION

\$127,369.76

RECEIPTS - REVOLVING FUNDS

RECEIPTS:

Cingular Tower Funds	\$138,379.48
Police Outside Details	\$105,425.00
Cable Fees	\$61,378.26
Municipal Software Fees	\$10,272.67
Conservation Wetlands	\$785.00
Ambulance Donations	\$720.00
Insurance Recovery	\$705.00
Park & Recreation Gift	\$685.00
Library Memorial Fund	\$155.00
Recycling	\$150.00
Eagle Scout Donation	\$150.00
DARE Gift	\$6.70

Law Enforcement \$3.53

TOTAL RECEIPTS - REVOLVING
FUNDS

\$318,815.64

RECEIPTS - CONSULTANT FUND

RECEIPTS:

Century Mill Estates \$1.16
34 Fox Run Consultant Fee \$500.00
Century Mill Estates Peer Review \$15,000.00

TOTAL RECEIPTS - CONSULTANT
FUND

\$15,501.16

RECEIPTS - CAPITAL PROJECTS FUND

RECEIPTS:

Bond Proceeds
State Revenue
Interest Income \$234.76
Transfer from General Fund \$122,138.00
Transfer from Rec. Reserved for Approp. \$19,400.00
Transfer from Trust Funds \$6,000.00

TOTAL RECEIPTS - CAPITAL
PROJECTS FUND

\$147,772.76

RECEIPTS - EXPENDABLE TRUST FUNDS

RECEIPTS:

Earned Interest:
Stabilization \$4,983.61
Affordable Housing \$697.94
Cemetery Perpetual Care \$179.11
Conservation \$126.45
Nursing \$69.86
M. Edes \$64.46
Houghton School \$62.16
Dewhurst, Fire \$61.94
Joan Sullivan \$58.69
Dewhurst, Police \$33.22
Whitcomb \$31.65
Brown School \$21.20
Brown Library \$20.37
Bolton History \$20.20
Sign Fund \$3.20

Lucy Bowen Library \$0.69
 Income:
 Affordable Housing \$46,372.00

TOTAL RECEIPTS - EXPENDABLE TRUST FUNDS \$52,806.75

TOTAL RECEIPTS - ALL FUNDS \$20,486,814.94

TOWN OF BOLTON									
As of June 30, 2012									
<u>Balance Sheet - General Fund</u>									
Cash - Unrestricted Checking									\$
									2,810,743.33
Petty Cash - Ambulance									\$
									200.00
Personal Property Receivable:									
2009									\$
									138.42
2010									\$
									603.41
2011									\$
									244.40
2012									\$
									2,941.70
Real Estate Receivable:									
2008									\$
									800.11
2009									\$
									2,205.13
2010									\$
									2,368.55
2011									\$
									14,330.83
2012									\$
									274,412.47
Provision for Abts & Exempt:									
2007									\$
									140,726.52
2008									\$
									102,131.04
2009									\$
									68,310.97
2010									\$
									180,093.76
2011									\$
									189,146.14
2012									\$

						80,603.01		
Tax Lien Receivable				\$				
				496,639.97				
Motor Vehicle Excise Receivable:								
2007				\$				
				593.96				
2008				\$				
				1,292.51				
2009				\$				
				2,268.24				
2010				\$				
				2,034.59				
2011				\$				
				6,317.62				
2012				\$				
				46,145.14				
Farm Animal Excise Receivable:								
2010				\$				
				31.93				
Tax Foreclosures				\$				
				11,682.59				
Warrants Payable						\$		
						127,419.52		
Medicare Withholding						\$		
						9.28		
State Income Tax Withholding						\$		
						30.74		
County Retirement Withholding						\$		
						463.24		
Health Insurance Withholding						\$		
						13,039.20		
Life Insurance Withholding						\$		
						114.80		
Disability Insurance Withholding						\$		
						0.09		
Comm of Mass DCP Withholding						\$		
						48.00		
Accrued Payroll						\$		
						84,810.54		
Abandoned Property and Unclaimed Items						\$		
						3,187.41		
Deferred Revenue - Real Estate & Pers. Prop.				\$				
				462,966.42				
Deferred Revenue - Tax Liens						\$		
						496,639.97		
Deferred Revenue - Tax Foreclosures						\$		
						11,682.59		
Deferred Revenue - Motor Vehicle Excise						\$		
						58,652.06		
Deferred Revenue - Farm Animal Excies						\$		
						31.93		
F/B Reserved for Encumbrances						\$		
						578,261.05		
F/B Reserved for Expenditures						\$		
						175,527.00		

Undesignated Fund Balance						\$		
						1,828,032.46		
					\$	\$		
					4,138,961.32	4,138,961.32		
<u>Balance Sheet - Highway Fund</u>								
Cash - Unrestricted Checking						\$		
						106,165.15		
F/B Designated State Grant					\$			
					106,165.15			
					\$	\$		
					106,165.15	106,165.15		
<u>Balance Sheet - State Grant Fund</u>								
Cash - Unrestricted Checking						\$		
						67,420.62		
Warrants Payable						\$		
						4,238.02		
Accrued Payroll						\$		
						699.96		
F/B Library State Aid						\$		
						52,892.09		
F/B Emergency Preparedness						\$		
						8,597.91		
F/B Arts Lottery						\$		
						4,385.73		
F/B Emergency Management						\$		
						3,928.70		
F/B Fire FEMA						\$		
						2,994.79		
F/B MASSGIS						\$		
						2,547.00		
F/B Community Policing						\$		
						2,006.81		
F/B Extended Polling						\$		
						1,038.00		
F/B Clean Energy						\$		
						975.06		
F/B Small Scale Initiative						\$		
						500.00		
F/B Clean Energy - Sawyer						\$		
						276.22		
F/B Fire Mobilization						\$		
						240.80		
F/B LEPC Grant						\$		
						10.00		
F/B Council on Aging						\$		
						0.22		
F/B Selective Enforcement Grant					\$			

				800.00			
F/B Bulletproof Vests				\$			
				5,935.27			
F/B MEMA/FEMA				\$			
				49,685.66			
F/B Conservation Appraisal				\$			
				96,331.00			
				\$		\$	
				152,751.93		152,751.93	
<u>Balance Sheet - Receipts Reserved for Appropriation</u>							
Cash				\$			
				247,971.07			
Ambulance Receivable				\$			
				128,750.06			
Deferred Revenue - Ambulance						\$	
						128,750.06	
F/B Reserved - Ambulance						\$	
						247,971.07	
				\$		\$	
				376,721.13		376,721.13	
<u>Balance Sheet - Revolving Fund</u>							
Cash				\$			
				408,145.97			
Departmental Receivable				\$			
				11,280.00			
Warrants Payable						\$	
						137.05	
Deferred Revenue - Departmental						\$	
						11,280.00	
F/B Cable						\$	
						70,037.91	
F/B Cingular Tower Funds						\$	
						251,276.42	
F/B Conservation Wetland Fees						\$	
						40,505.04	
F/B Ambulance Donations						\$	
						24,642.10	
F/B Bolton Fair Lease						\$	
						9,452.59	
F/B Recycling Programs						\$	
						6,437.18	
F/B Library Memorial Fund						\$	
						2,356.64	
F/B Conservation Gift						\$	
						1,860.69	
F/B Park & Recreation Gift						\$	
						2,260.00	

F/B Municipal Software Revolving					\$		
					5,139.85		
F/B Law Enforcement Trust					\$		
					1,439.98		
F/B Cultural Council					\$		
					1,108.63		
F/B DARE Gift					\$		
					458.96		
F/B COA Donations					\$		
					599.11		
F/B Police Gift					\$		
					453.71		
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 Eagle Scout Gift					\$		
					25.00		
F/B Selectmen Gift					\$		
					16.11		
F/B Police Revolving				\$			
				10,656.00			
				\$		\$	
				430,081.97		430,081.97	
Balance Sheet - Consultant Revolving Fund							
Cash - Restricted Savings				\$			
				8,361.68			
Warrants Payable					\$		
					660.00		
F/B Houghton Farm Peer Review					\$		
					6,774.00		
F/B Cons. Wetlands and Wildlife Inc.					\$		
					1,759.16		
F/B Heritage Properties					\$		
					500.07		
F/B Sunset Ridge					\$		
					233.20		
F/B 34 Fox Run					\$		
					25.25		
F/B Century Mill Estates Peer Review				\$			
				1,590.00			
				\$		\$	
				9,951.68		9,951.68	
Balance Sheet - Capital Projects Fund							

Cash					\$				
					294,846.04				
Warrants Payable							\$		
							1,038.49		
BAN's Payable							\$		
							491,814.00		
F/B Wastewater Treatment Plant							\$		
							86,871.17		
F/B Library Renovation/Expansion							\$		
							63,113.40		
F/B Public Safety Center							\$		
							13,795.42		
F/B Pagers							\$		
							3,812.53		
F/B Public Safety Software							\$		
							853.43		
F/B Defibrillators					\$				
					22,738.40				
F/B Chipper					\$				
					24,320.00				
F/B DPW Truck					\$				
					40,000.00				
F/B Sanding Truck					\$				
					75,000.00				
F/B Weatherbee					\$				
					204,394.00				
					\$		\$		
					661,298.44		661,298.44		
<u>Balance Sheet - Non-Expendable Trust Fund</u>									
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		
					\$		\$		
					68,270.13		68,270.13		

<u>Balance Sheet - Expendable Trust Fund</u>									
Cash - Investment									
								\$	
								1,171,681.50	
F/B Stabilization Fund								\$	
								941,061.95	
F/B Affordable Housing Trust								\$	
								157,387.03	
F/B Conservation Fund								\$	
								30,898.68	
F/B Nursing								\$	
								10,354.26	
F/B Cemetery Perpetual Care Income								\$	
								7,989.50	
F/B Dewhurst, Fire								\$	
								7,429.80	
F/B Joan Sullivan Scholarship								\$	
								5,054.45	
F/B Dewhurst, Police								\$	
								4,585.82	
F/B Bolton History Fund								\$	
								3,284.10	
F/B Houghton School Fund								\$	
								1,455.69	
F/B Gerdon Brown School								\$	
								746.10	
F/B Gerdon Brown Library								\$	
								587.09	
F/B Sign Fund								\$	
								519.12	
F/B Whitcomb Benevolent Fund								\$	
								146.42	
F/B Lucy Bowen Library								\$	
								111.87	
F/B M. Edes Scholarship								\$	
								69.62	
								\$	
								1,171,681.50	
								\$	
								1,171,681.50	
<u>Balance Sheet - Agency Fund</u>									
Cash - Unrestricted								\$	
								196,938.37	
Warrants Payable								\$	
								8,065.00	
Due to Commonwealth								\$	
								137.50	
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 - Regency at Bolton						\$		
						1,391.11		
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 - 26 Oak Trail Driveway						\$		
						1,000.00		
Planning Board Escrow - 31A Oak Trail Driveway						\$		
						1,000.00		
Planning Board Escrow - Burnham Rd 4-4C Driveway						\$		
						1,000.00		
Planning Board Escrow - Skinner Driveway						\$		
						1,000.00		
Board of Health Escrow - 244-248 Harvard Road						\$		
						8,620.40		
Board of Health Escrow - 662-664 Main Street						\$		
						7,377.68		
Conservation Escrow - High Oaks Realty Trust						\$		
						29,550.00		
Conservation Escrow - Century Mill Estates						\$		
						25,014.85		
Conservation Escrow - Arsenalth 112-576						\$		
						22,150.00		
Conservation Escrow - Tolliday						\$		
						20,000.00		
Conservation Escrow - Nancy Skinner						\$		
						15,000.00		
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 - Mark Santoro						\$		
						1,350.00		
Conservation Escrow - Great Brook Farms						\$		
						775.00		
Conservation Escrow - Ragozzino OOC 112-535						\$		
						168.80		
						\$		
						197,075.87		
						\$		
						197,075.87		

<u>Balance Sheet - Long Term Debt Group</u>							
Loans Authorized				\$			
				416,800.00			
Loans Authorized & Unissued						\$	
						416,800.00	
Amount to be Provided for Payment				\$			
				16,200,000.00			
Bonds Payable - Refunding						\$	
						3,310,000.00	
Bonds Payable - Library Exp/Renovation						\$	
						2,908,000.00	
Bonds Payable - Wastewater Treatment Plant						\$	
						1,875,000.00	
Bonds Payable - Public Safety Center						\$	
						5,362,000.00	
Bonds Payable - APR's						\$	
						1,090,000.00	
Bonds Payable - Emerson Remodeling						\$	
						822,000.00	
Bonds Payable - Landfill Closure						\$	
						386,000.00	
Bonds Payable - Nashoba Realty Land						\$	
						280,000.00	
Bonds Payable - Barrett's Hill Land						\$	
						80,000.00	
Bonds Payable - Savignano Land						\$	
						54,000.00	
Bonds Payable - Sawyer Repairs						\$	
						33,000.00	
				\$		\$	
				16,616,800.00		16,616,800.00	

<u>EXPENDITURES - GENERAL FUND</u>							
GENERAL GOVERNMENT							
Moderator		Expense Approp.		\$97.00			
		Expenses				\$49.00	
Selectmen Salary		Salary Approp.		\$900.00			
		Salary				\$300.00	
Selectmen's Expense		Expense Approp.		\$19,900.00			
		Expenses				\$8,107.16	
Administrator Salaries		Salary Approp.		\$155,307.00			
		Salary				\$154,100.86	

Administrator Expenses	Expense Approp.	\$5,000.00		
	Expenses			\$1,717.85
Advisory Comm. Expenses	Expense Approp.	\$152.00		
	Expenses			\$152.00
Accountant Salary	Expense Approp.	\$60,967.00		
	Expenses			\$60,966.89
Accountant Expenses	Expense Approp.	\$18,600.00		
	Expenses			\$18,215.96
Assessor's Salaries	Salary Approp.	\$49,224.00		
	Salary			\$46,592.96
Assessor's Expense	Expense Approp.	\$77,216.00		
	Expenses			\$66,876.53
Treasurer Salaries	Salary Approp.	\$99,554.00		
	Salary			\$99,552.98
Treasurer Expense	Expense Approp.	\$32,090.00		
	Expenses			\$31,265.20
Law Committee	Expense Approp.	\$35,300.00		
	Transfer out	\$14,103.75		
		\$49,403.75		
	Expenses			\$49,403.75
MIS Expense	Expense Approp.	\$35,852.00		
	Expenses			\$33,748.92
Town Clerk Salaries	Salary Approp.	\$90,899.00		
	Salary			\$90,899.00
Town Clerk Expense	Expense Approp.	\$2,095.00		
	Expenses			\$2,086.76
Election Wages	Wage Approp.	\$3,140.00		
	Wages			\$2,037.00
Election Expense	Expense Approp.	\$5,850.00		
	Expenses			\$4,924.57
Registrars Wages	Wage Approp.	\$150.00		
	Wages			\$150.00
Registrars Expense	Expense Approp.	\$1,680.00		
	Expenses			\$1,677.74
Conservation Comm.	Wage Approp.	\$43,764.00		

Wages					
	Wages				\$41,851.87
Conservation Comm. Exp.	Expense Approp.	\$15,865.00			
	Expenses				\$11,668.29
Planning Board Wages	Wage Approp.	\$53,258.00			
	Wages				\$47,959.05
Planning Board Expense	Expense Approp.	\$6,235.00			
	Expenses				\$4,998.12
Board of Appeals Expense	Expense Approp.	\$650.00			
	Expenses				\$550.00
Agricultural Commission	Expense Approp.	\$1,746.00			
	Expenses				\$744.31
Town Buildings Expense	Expense Approp.	\$121,841.00			
	Transfer in	\$12,000.00			
		\$133,841.00			
	Expenses				\$121,198.21
Town Hall Expense	Expense Approp.	\$35,390.00			
	Expenses				\$35,374.97
Building Insurance Expense	Expense Approp.	\$31,485.00			
	Expenses				\$29,763.00
Town Reports	Expense Approp.	\$3,880.00			
	Transfer in	\$887.60			
		\$4,767.60			
	Expenses				\$4,767.60
Energy Committee	Expense Approp.	\$1,800.00			
	Expenses				\$0.00
TOTAL GENERAL GOVERNMENT					\$971,700.55
PROTECTION OF PERSONS & PROPERTY					
Public Safety Building	Expense Approp.	\$153,795.00			
	Expenses				\$137,144.98
Police Dept. Salaries	Salaries Approp.	\$842,409.00			
	Salaries				\$793,065.86
Police Dept. Expense	Expense Approp.	\$92,410.00			
	Expenses				\$91,937.06
Fire Dept. Wages	Wage Approp.	\$87,953.00			

	Transfer in	\$10,700.24		
		\$98,653.24		
	Wages		\$92,242.00	
Fire Dept. Expense	Expense Approp.	\$24,000.00		
	Transfer in	\$10,881.27		
		\$34,881.27		
	Expenses		\$33,694.17	
Ambulance Wages	Wage Approp.	\$98,078.00		
	Transfer in	\$21,070.14		
		\$119,148.14		
	Wages		\$117,608.72	
Ambulance Expense	Expense Approp.	\$54,065.00		
	Expenses		\$53,856.88	
Building Inspector Wages	Wage Approp.	\$22,369.00		
	Wages		\$21,351.96	
Building Inspector Expense	Expense Approp.	\$2,830.00		
	Expenses		\$2,353.84	
Plumbing Inspector Expense	Expense Approp.	\$15,605.00		
	Expenses		\$15,605.00	
Wiring Inspector Expense	Expense Approp.	\$18,091.00		
	Expenses		\$18,091.00	
Emergency Management	Expense Approp.	\$2,400.00		
	Expenses		\$2,227.23	
Animal Control Salary	Salary Approp.	\$16,354.00		
	Salary		\$16,354.00	
Animal Control Expense	Expense Approp.	\$2,400.00		
	Transfer in	\$9.00		
		\$2,409.00		
	Expenses		\$2,408.12	
Traffic Lights	Expense Approp.	\$2,700.00		
	Transfer out	\$4,950.00		
		\$7,650.00		
	Expenses		\$7,585.80	
Forestry Salary	Salary Approp.	\$5,552.00		
	Salary		\$5,552.00	

Forestry Expense	Expense Approp.	\$41,700.00		
	Expenses		\$41,700.00	
Communication Wages	Wage Approp.	\$228,651.00		
	Wages		\$227,969.81	
Communication Expense	Expense Approp.	\$7,750.00		
	Expenses		\$7,801.47	
TOTAL PROTECTION OF PERSONS & PROPERTY			\$1,688,549.90	
SCHOOLS				
Nashoba School District	Assessment Approp.	\$11,288,366.00		
Assessment	Assessment		\$11,288,366.00	
Minuteman Vocational	Assessment Approp.	\$312,835.00		
	Transfer in	\$11,382.00		
		\$324,217.00		
Assessment	Assessment		\$323,246.00	
TOTAL SCHOOLS			\$11,611,612.00	
PUBLIC WORKS & OTHER				
Highway Dept. Wages	Wage Approp.	\$611,237.00		
	Wages		\$584,086.15	
Highway Dept. Expense	Expense Approp.	\$123,400.00		
	Expenses		\$122,561.75	
Highway Improvements	Wage & Exp. Approp	\$167,200.00		
	Wages		\$7,105.00	
	Expenses		\$152,576.14	
Snow & Sand Wages	Wage Approp.	\$38,000.00		
	Wages		\$33,423.13	
Snow & Sand Expenses	Expense Approp.	\$142,000.00		
	Expenses		\$146,576.87	
Street Lights	Expense Approp.	\$6,500.00		
	Expenses		\$6,000.10	
Transfer Station Wages	Wage Approp.	\$61,086.00		
	Transfer in	\$4,000.00		
		\$65,086.00		
	Wages		\$59,800.93	

Transfer Station Expense	Expense Approp.	\$99,000.00		
	Transfer in	(\$4,000.00)		
		\$95,000.00		
	Expenses		\$87,746.17	
Landfill	Expense Approp.	\$7,440.00		
	Expenses		\$5,749.92	
Sewer	Expense Approp.	\$6,900.00		
	Expenses		\$6,900.00	
Cemetery	Expense Approp.	\$5,000.00		
	Expenses		\$2,068.95	
TOTAL PUBLIC WORKS & OTHER				\$1,214,595.11
HEALTH				
Animal Inspector Salary	Salary Approp.	\$28,596.00		
	Salary		\$28,447.44	
Board of Health Expenses	Expense Approp.	\$8,361.00		
	Transfer in	\$530.22		
		\$8,891.22		
	Expenses		\$8,890.34	
Nurse Expense	Expense Approp.	\$7,000.00		
	Expenses		\$7,000.00	
TOTAL HEALTH				\$44,337.78
CHARITIES & VETERANS				
Council on Aging Salary	Salary Approp.	\$34,150.00		
	Salary		\$32,478.85	
Council on Aging Expenses	Expense Approp.	\$10,070.00		
	Expenses		\$9,971.32	
Veterans Salary	Salary Approp.	\$4,459.00		
	Salary		\$4,459.00	
Veterans Expense	Expense Approp.	\$1.00		
	Transfer in	\$2,875.00		
		\$2,876.00		
	Expenses		\$2,875.00	
Housing Authority	Expense Approp.	\$200.00		
	Expenses		\$0.00	
TOTAL CHARITIES AND VETERANS				\$49,784.17

CULTURE & RECREATION					
Library Salaries	Salary Approp.	\$228,813.00			
	Salaries			\$220,329.54	
Library Expense	Expense Approp.	\$132,606.00			
	Expenses			\$114,963.83	
Recreation Wages	Wage Approp.	\$5,911.00			
	Transfer in	\$2,100.00			
		\$8,011.00			
	Wages			\$7,963.26	
Recreation Expense	Expense Approp.	\$13,740.00			
	Transfer out	(\$2,000.00)			
		\$11,740.00			
	Expenses			\$7,872.88	
Parks Expense	Expense Approp.	\$2,948.00			
	Expenses			\$2,819.81	
Historical Commission	Expense Approp.	\$6,250.00			
	Expenses			\$6,069.58	
Memorial Day	Expense Approp.	\$1,500.00			
	Expenses			\$986.50	
TOTAL CULTURE & RECREATION				\$361,005.40	
UNCLASSIFIED					
Debt Principal:					
Sawyer Repairs	Expense Approp.	\$4,000.00			
	Expenses			\$4,000.00	
Emerson School	Expense Approp.	\$91,000.00			
	Expenses			\$91,000.00	
Landfill Closure/Transfer Station	Expense Approp.	\$44,000.00			
	Expenses			\$44,000.00	
Barretts Hill Land	Expense Approp.	\$10,000.00			
	Expenses			\$10,000.00	
Nashoba Valley Land	Expense Approp.	\$35,000.00			
	Expenses			\$35,000.00	
Savignano Land	Expense Approp.	\$6,000.00			
	Expenses			\$6,000.00	
Schartner/Nicewicz APR	Expense Approp.	\$100,000.00			
	Expenses			\$100,000.00	

Refunding	Expense Approp.	\$595,000.00		
	Expenses		\$595,000.00	
Wastewater Treatment Plant	Expense Approp.	\$125,000.00		
	Expenses		\$125,000.00	
Library Expansion/Renovation	Expense Approp.	\$138,000.00		
	Expenses		\$138,000.00	
Public Safety Center	Expense Approp.	\$22,000.00		
	Expenses		\$22,000.00	
PSC/Library Renovation/Exp	Expense Approp.	\$120,000.00		
	Expenses		\$120,000.00	
Public Safety Center	Expense Approp.	\$160,000.00		
	Expenses		\$160,000.00	
Debt Interest:				
Sawyer School Repairs	Expense Approp.	\$1,806.00		
	Expenses		\$1,806.00	
Emerson School Restoration	Expense Approp.	\$43,343.00		
	Expenses		\$43,342.75	
Landfill Closure/Transfer Sta.	Expense Approp.	\$20,394.00		
	Expenses		\$20,393.50	
Barretts Hill Land	Expense Approp.	\$4,213.00		
	Expenses		\$4,212.50	
Nashoba Valley Land	Expense Approp.	\$14,769.00		
	Expenses		\$14,768.75	
Savignano Land	Expense Approp.	\$2,849.00		
	Expenses		\$2,849.00	
Wastewater Treatment Plant	Expense Approp.	\$92,563.00		
	Expenses		\$92,562.50	
Schartner/Nicewicz APR	Expense Approp.	\$51,145.00		
	Expenses		\$51,145.00	
Refunding	Expense Approp.	\$136,675.00		
	Expenses		\$136,675.00	

Copier	Expense Approp.	\$80.00			
	Expenses			\$80.00	
Sidewalks	Expense Approp.	\$219.00			
	Expenses			\$219.00	
Public Safety Software	Expense Approp.	\$405.00			
	Expenses			\$405.00	
DPW 1-ton	Expense Approp.	\$334.00			
	Expenses			\$334.00	
Library Expansion/Renovation	Expense Approp.	\$91,928.00			
	Expenses			\$91,927.75	
Public Safety Center	Expense Approp.	\$14,473.00			
	Expenses			\$14,472.25	
Two Used DPW Trucks	Expense Approp.	\$667.00			
	Expenses			\$667.00	
Chipper	Expense Approp.	\$628.00			
	Expenses			\$628.00	
DPW Truck	Expense Approp.	\$1,000.00			
	Expenses			\$1,000.00	
Emerson Well	Expense Approp.	\$783.00			
	Expenses			\$783.00	
Defibrillators	Expense Approp.	\$800.00			
	Transfer in	\$22.00			
		\$822.00			
	Expenses			\$822.00	
Weatherbee Land	Expense Approp.	\$200.00			
	Transfer in	\$719.00			
		\$919.00			
	Expenses			\$921.09	
Public Safety Center	Expense Approp.	\$117,225.00			
	Expenses			\$117,225.00	
PSC/Library Renovation/Exp	Expense Approp.	\$80,940.00			
	Expenses			\$80,940.00	
State Assessments	Assessment Approp.	\$6,848.00			

	Assessments			\$8,028.00
County Retirement Assess.	Assessment Approp.	\$306,848.00		
	Assessment		\$306,848.00	
Workers Compensation	Expense Approp.	\$22,300.00		
	Transfer in	\$14,244.00		
		\$36,544.00		
	Expenses		\$36,544.00	
Unemployment	Expense Approp.	\$100.00		
	Transfer in	\$1,380.76		
		\$1,480.76		
	Expenses		\$1,480.76	
Health Ins. - Town Share	Expense Approp.	\$440,700.00		
	Transfer out	(\$12,000.00)		
		\$428,700.00		
	Expenses		\$413,849.04	
Life Insurance - Town Share	Expense Approp.	\$1,350.00		
	Expenses		\$1,318.15	
Medicare Ins. - Town Share	Expense Approp.	\$41,000.00		
	Expenses		\$37,674.65	
Other Insurance	Expense Approp.	\$69,143.00		
	Expenses		\$55,738.22	
Transfer out	Expense Approp.	\$122,138.00		
	Expenses		\$122,138.00	
TOTAL UNCLASSIFIED			\$3,111,797.91	
CURRENT YEAR EXPENDITURE TOTAL				\$19,053,382.82
ENCUMBRANCES & CARRY FORWARDS FROM FISCAL YEAR 2011				
Prior Year Bills	Expense Balance	\$229.69		
	Expenses		\$229.69	
Selectmen	Expense Balance	\$500.00		
	Expenses		\$500.00	
Accountant	Expense Balance	\$800.00		
	Expenses		\$0.00	
Assessors	Expense Balance	\$9,800.00		
	Expenses		\$500.00	

GIS STM 11/98 #7	Expense Balance	\$4,462.01			
	Expenses			\$0.00	
Legal	Expense Balance	\$1,058.50			
	Expenses			\$1,058.50	
Town Clerk	Expense Balance	\$4,828.00			
	Expenses			\$1,586.00	
Election	Expense Balance	\$1,000.00			
	Expenses			\$1,000.00	
Conservation	Expense Balance	\$2,196.80			
	Expenses			\$1,996.80	
Fyfeshire Dam Phase II	Expense Balance	\$6,310.00			
ATM 5/09 #8	Expenses			\$2,630.00	
Fyfeshire Dam Lowering	Expense Balance	\$250,000.00			
ATM 5/12 Art. 14	Expenses			\$0.00	
Planning Board	Expense Balance	\$1,000.00			
	Expenses			\$1,000.00	
Master Plan Enhancements	Expense Balance	\$787.84			
ATM 5/10 #9	Expenses			\$0.00	
Web-based Municipal Software	Expense Approp.	\$1,600.00			
ATM 5/10 #6	Expenses			\$900.00	
Town Hall	Expense Balance	\$179.48			
	Expenses			\$179.48	
Town Hall Boiler	Expense Balance	\$25,000.00			
ATM 5/11 Art. 8	Expenses			\$13,650.00	
Oil Tank Cleanup	Expense Balance	\$28,500.00			
ATM 5/11 Art. 9	Expenses			\$28,000.00	
Police	Expense Balance	\$74.50			
	Expenses			\$74.50	
SCBA and Turnout Gear	Expense Balance	\$178,450.00			
ATM 5/12 Art. 5	Expenses			\$0.00	
Ambulance	Expense Balance	\$265.00			
	Expenses			\$265.00	

School Space Needs 5/06 #5	Expense Balance	\$10,000.00		
	Expenses			\$0.00
School Zone Flasher ATM 5/09 #7	Expense Balance	\$305.00		
	Expenses			\$0.00
Highway	Expense Balance	\$60.00		
	Expenses			\$60.00
Gas Spill Cleanup Continued	Expense Balance	\$7,467.03		
ATM 5/08 #18	Expenses			\$2,636.26
Sugar Road Culverts ATM 5/12 Art. 6	Expense Balance	\$100,000.00		
	Expenses			\$0.00
Replacement Monitoring Wells	Expense Balance	\$5,557.06		
STM 11/04 #8	Expenses			\$0.00
Recreation	Expense Balance	\$458.95		
	Expenses			\$458.95
Tree Replacement 5/06 #10	Expense Balance	\$4,631.31		
	Expenses			\$1,368.97
Unemployment	Expense Approp.	\$2,400.00		
	Expenses			\$1,046.09
TOTAL ENCUMBRANCES FROM FISCAL YEAR 2011				\$59,140.24
TOTAL EXPENDITURES - GENERAL FUND				<u>\$19,112,523.06</u>
<u>EXPENDITURES - HIGHWAY GRANT FUND</u>				
EXPENSES:				
Chapter 90		\$263,417.31		
TOTAL EXPENDITURES - HIGHWAY FUND				<u>\$263,417.31</u>
<u>EXPENDITURES - STATE GRANTS FUND</u>				
EXPENSES:				
Conservation Appraisal		\$96,331.00		
FEMA		\$75,815.32		
State 911		\$17,176.26		
Bulletproof Vest		\$4,776.45		
Council on Aging		\$4,774.95		

Library State Aid			\$4,250.30		
Arts Lottery Council			\$4,032.63		
Emergency Preparedness			\$1,068.26		
Small Scale Initiative			\$750.00		
DHCD Peer to Peer			\$556.10		
Extended Polling			\$451.00		
Community Policing			\$438.88		
Selective Enforcement			\$248.22		
Transfer to General Fund			\$11,008.00		
TOTAL EXPENDITURES - STATE GRANTS FUND					\$221,677.37
				<u>EXPENDITURES - RECEIPTS RESERVED FOR APPROPRIATION</u>	
EXPENSES:					
Transfer to General Fund - Ambulance			\$120,000.00		
Transfer to Capital Projects			\$19,400.00		
TOTAL EXPENDITURES - RECEIPTS RES. FOR APPROP.					\$139,400.00
<u>EXPENDITURES - REVOLVING FUNDS</u>					
EXPENSES:					
Cable Gift			\$265,000.00		
Police Outside Details			\$106,580.50		
Municipal Software			\$6,679.26		
Ambulance Gift			\$2,549.14		
Conservation Wetlands			\$1,137.81		
Insurance under \$10K			\$705.00		
Recycling Revolving			\$480.07		
DARE Gift			\$400.00		
Eagle Scout Gift			\$125.00		
Police Gift			\$100.00		
COA Gift			\$96.89		
Transfer to General Fund - Miscellaneous			\$100,000.00		
TOTAL EXPENDITURES - REVOLVING FUNDS					\$483,853.67
<u>EXPENDITURES - CONSULTANT FUNDS</u>					
EXPENSES:					
Century Mill Estates			\$14,950.00		
34 Fox Run Road			\$474.75		
TOTAL EXPENDITURES - CONSULTANT FUNDS					\$15,424.75
<u>EXPENDITURES - CAPITAL PROJECT FUNDS</u>					

EXPENSES:						
Weatherbee Conservation Restriction				\$204,394.00		
Sanding Truck				\$75,000.00		
Pagers				\$32,533.47		
Emerson Well				\$5,105.00		
Defibrillators				\$1,653.20		
Library Expansion/Construction				\$1,600.00		
Public Safety Center				\$789.93		
TOTAL EXPENDITURES - CAPITAL PROJECT FUNDS						\$321,075.60
EXPENDITURES - EXPENDABLE TRUST FUNDS						
EXPENSES:						
Transfer to General Fund				\$28,500.00		
Transfer to Capital Projects				\$6,000.00		
Dewhurst, Police				\$688.41		
Edes Fund				\$300.00		
Joan Sullivan				\$250.00		
TOTAL EXPENDITURES - EXPENDABLE TRUST FUNDS						\$35,738.41
TOTAL EXPENDITURES - ALL FUNDS						\$20,593,110.17

