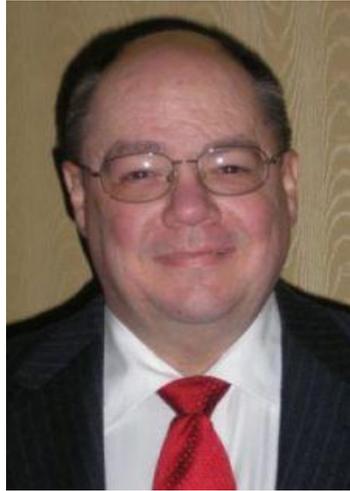


**TOWN ADMINISTRATOR**  
**Don Lowe**



The year 2010 was a year that saw the town's two major capital projects reach successful conclusions. The Library project was completed in February. The dedication ceremony was attended by a large number of people who were among the first to see this beautiful new building. The project was within budget (\$7,000,000), due in no small part to the hard work of the volunteers who served on the building committee.

The new Public Safety Building opened in September. Another large crowd attended the dedication ceremony. This large new building certainly dwarfs the Houghton Building, which was the home of the Police Department for many years. The functionality of this new building is already the envy of other area Police and Fire Departments. Once again, this project was completed within budget (\$5,985,000). The volunteers who served on this building committee worked long and hard in doing their best to deliver a facility of which the town can be proud.

The new Economic Development Committee held its first meeting in January. Comprised of 8 volunteers (there are 3 openings) and led by our Town Planner – Jennifer Burney, the Economic Development Committee began working on ways to help increase the level of awareness of the existing businesses in town, as well as the beautiful existing available space for new businesses that would like to move to Bolton. The committee has been very busy in 2010 and plans to unveil a web site and data base in 2011. The Committee planned to launch a survey in January. They have been working on an Economic Development Action Plan and received some consulting assistance through a Peer to Peer grant through the Department of Housing and Community Development. The Town received designation as an Economic Target Area (ETA) and Economically Distressed Area (EDA) by the Massachusetts Office of Business Development, which will allow the town and state to offer tax incentives to qualified businesses.

The Town Hall staff continues to work on the implementation of our new permit tracking software. A vendor has been selected and progress was made on our implementation schedule. The new software should be up and running in February 2011. This will allow us to streamline several processes and will allow people to track the status of their permits and licenses online.

The town budget for 2011 was \$18,983,007, an increase of 1.8% over 2009. The Advisory Committee and the Board of Selectmen worked extremely hard to produce a budget that maintained the same level of town services as 2009 but did not require an operating override. The Great Recession impacted every city and

town in the Commonwealth of Massachusetts and Bolton was no exception. However, the town was able to produce a balanced budget without reducing hours for the services that we provide to our taxpayers.

The Capital Planning Committee was very involved in the early budget planning process for Fiscal Year 2012, which begins in July 2011. They met several times during 2010 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 2010, the cell tower at the transfer station was constructed by Verizon and went on line. This resulted in improved cell phone reception for the western section of town.

Our Town Planner, Jennifer Burney, applied for and received the following grant awards in 2010:

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

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

**Design Guidelines & Village Overlay Zoning** – The Town was awarded a grant through the Regional Planning Organization (Metropolitan Area Planning Council) which provided technical assistance to the town to create design guidelines and village overlay zoning.

**Peer to Peer Grant** – The Town was awarded a grant for consulting assistance through a Peer to Peer grant through the Department of Housing and Community Development. The consultant has been working with the Economic Development Committee in writing the Economic Development Action Plan.

**Metropolitan Area Planning Council** – Through the regional planning agency the town has been working on three initiatives:

- 1) Shared Services – the town has been working with the 13 towns of Minuteman Advisory Group on Interlocal Coordination (MAGIC) on the possibility of shared services.
- 2) Transportation – the town has been working with the 13 towns of MAGIC on the possibility of shared transportation services.
- 3) Rapid transportation and bike path – the town has been working with MAGIC on looking at the former train line that intersects Bolton, Berlin and Hudson on the feasibility of creating a rapid bus service/bike path.

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

**Question No. 1:** Shall the Town of Bolton cease assessing the excise imposed under General Laws Chapter 59, Section 8A on certain animals, machinery and equipment owned by individuals and non-corporate entities principally engaged in agriculture? Yes - 497 No - 212

**Question No. 2:** Shall the Town of Bolton be allowed to exempt from the provisions of Proposition two and one-half so called, the amounts required to pay for the bond issued to cover capital costs associated with implementing a permanent regional household hazardous waste facility? Yes - 407 No - 317

**Question No. 3:** Shall the Town of Bolton be allowed to exempt from the provisions of Proposition two and one-half so called, the amounts required to pay for the bond issued for the purchase of a one-ton truck for use in the Department of Public Works? Yes - 418 No - 300

At the end of 2010, I was nearing my second year as your Town Administrator. Serving in this capacity continues to be an honor and a privilege that I will never take lightly. The difficult year that we faced due to the economy did nothing to dampen the spirit of the townspeople that I have come to know and work with on a daily basis. Bolton continues to be a community in which its citizens take great pride and deservedly so. The people of Bolton display an incredible level of energy in supporting the town and one another, whether it be in the form of volunteerism or looking out for a neighbor. Once again, there were many wonderful community events throughout the year, culminating with the Christmas brunch that the town employees prepared and served to our senior citizens. Santa returned again this year and passed out candy canes while leading the group in a few Christmas carols. As I look to the years ahead, I look forward to many more exciting and gratifying years serving as your Town Administrator.

**Financial Statement  
July 1, 2009 to June 30, 2010**

**Salary**

Appropriated	\$ 89,431.00
Expended	<u>\$ 89,430.49</u>
Unexpended balance returned to general fund	\$ .51

**Wages**

Appropriated	\$ 56,361.87
Expended	<u>\$ 56,361.87</u>
Unexpended balance returned to general fund	0.00

**Expenses**

Appropriated	\$ 8,300.00
Expended	
Longevity	550.00
Disability Insurance	452.37
Training	1,625.00
Supplies	87.61
In-State Travel	1,115.35
Dues	781.04
Miscellaneous	350.29
Meetings	326.45
Unexpended balance returned to general fund	<u>\$ 5,288.11</u> \$ 3,011.89