

# TOWNSEND TOWN REPORT 2012



The Town would like to thank Kim King for the cover photo of the newly restored copper cupola on Spaulding Memorial School as well as many others used throughout the publication.

# ANNUAL REPORT 2012

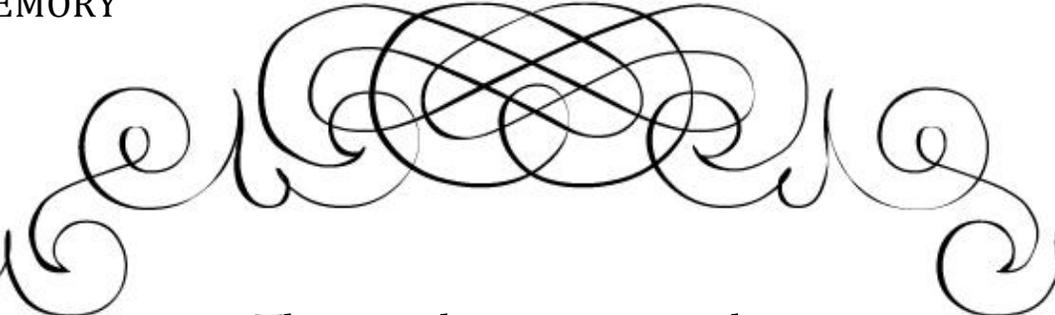


OF THE

OFFICIALS ✦ BOARDS

✦ COMMITTEES ✦ COMMISSIONS

IN MEMORY



*Those we love remain with us  
For love itself lives on  
And cherished memories never fade  
Because a loved one is gone  
Those we love can never be  
More than a thought apart  
For as long as there is memory  
They'll always live on in our hearts.*

Alan Barnaby

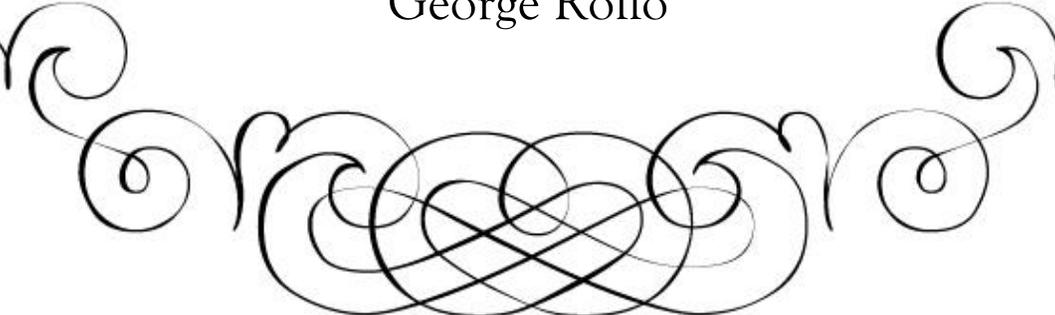
Frank Blanchard

Jane Briguglio

Cornelia "Connie" Giles

Norman Richard

George Rollo



# GENERAL INFORMATION

Website: [www.townsend.ma.us](http://www.townsend.ma.us)

Townsend is situated in Middlesex County

Incorporated in 1732

Town Seal:



Land Area 32.83 Square Miles  
5,420.4 Acres of State-Owned Land  
315 feet above Sea Level

Town Flag:



## Fiscal Year 2012

Tax Rate	\$16.96
Real Estate	\$836,332,193
Personal Property	\$21,572,470

## Population

2012	8,905
1990	8,340
1920	1,575
1765	598

## Schools

North Middlesex Regional School District  
North Middlesex Regional High School  
Hawthorne Brook Middle School  
Spaulding Memorial School  
Squannacook Early Childhood Center  
Nashoba Valley Technical High School

## Fiscal Year 2000

Tax Rate	\$17.26
Real Estate	\$453,209,925
Personal Property	\$9,379,000

## Registered Voters

2012	6,024
2001	5,478
1995	4,309
1990	4,475

(Townsend, Pepperell and Ashby)  
Grades 9-12 (includes all 3 towns)  
Grades 5-8 (includes Ashby)  
Grades K-4  
Preschool  
Grades 9-12 (Westford, Massachusetts)

## Emergency calls Police, Fire and Ambulance

General Calls Police  
Fire Burning Permits

911  
978-597-6214  
978-597-8150

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## APPOINTED OFFICIALS

### Abram S. French Fund Committee

Paul E. Sweet	2013
Renee Fossey	2013
Kristine Vaz	2013

### American Flag Committee

Alan Borneman
Albert "Tubby" Boucher
Mary Flora Hale
Avis A. Roy
Susan Y Vassallo

### Americans with Disabilities Act Coordinator

Richard D Hanks	2013
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### Animal Control Officer

Mary Letourneau	2013
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### Band Concert Coordinator

Betty Mae Tenney
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### Board of Registrars

Claire Devine	2013
Amy Collins	2014
Catherine Thrasher	2015
Susan Funaiole, Ex-Officio	

### Building Commissioner/ Zoning Enforcement Officer

Bentley Herget	2013
Peter Niall	2013
Richard D Hanks	

### Burial Agent

Susan Funaiole	2014
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### Cable Television Advisory Committee

Stephen Cloutier	2013
John D'Angelillo	2013
Stan Dillis	2013
Jerry Racette	2013
Kathleen Spofford	2013

### Capital Planning Committee

Bill Roberts (Planning Board)	2013
Colin McNabb (Moderator)	2013
Roger Rapoza (Selectmen)	2013
Richard J. Oakley III (Moderator)	2014
Lorna Fredd (Acting Chair)	2014
Andrea Wood (Finance Committee)	2015
Carolyn Smart (Moderator)	2015

### Chief Procurement Officer

Andrew J. Sheehan	2013
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### Charter Review Committee

John Barrett (Moderator)
Cheryl L. Cloutier (Library Trustees)
Susan A. Funaiole, Clerk (Moderator)
Mary Jane Kruger (Council on Aging)
Gene Rauhala (Finance Committee)
Carolyn Sellars (Finance Committee)
Kathleen Spofford (Moderator)
Julie Johnson (Planning Board)
Nicholas Thalheimer (Selectmen's appointee)

### Conservation Commission

James Deroian	2013
Peter Noon	2013
Jennifer Pettit	2014
Karen Chapman	2014
Mary Small	2015
Roger Rapoza, Jr.	2015
Leslie Gabrilksa (Interim Conservation Agent)	

### Constables

William Boyden	2013
Robert Nickerson	2013
Michelle Dold	2013
Lawrence E. Hartnett	2014
John Whittemore	2014
David Muscovitz	2014
Neil McGorty	2015
William Martin	2015

**Council on Aging**

Marcia MacMaster	2013
Kathleen Spaulding	2013
David A Profit	2014
Edward Snapp	2014
Bill Roberts	2014
Pauline Bradt	2014
Carol Mansfield Buxton	2015
Ray Jackson	2015
Janet Wesson	2015

Lonna Thiem  
Lois Howgate  
Jack Walsh  
Carlene Whittemore  
Carol Buxton  
Janet Leavitt  
Eino Kauppi  
Jean Bradley  
Dot Wicks  
Joan Beverly MacPhee  
Ronald Dionne

**Election Officials Precincts I, II & III**

*August 31, 2013*

**Wardens**

Carol Wright  
Betty Mae Tenney,II  
Jane Stonefield

**Deputy Wardens**

Stephen Baldwin  
Paula Woodman

**Clerks**

Avis Roy  
Paula Woodman  
Marcia MacMaster

**Deputy Clerks**

Sharon LaCasse  
Helen Kezar  
Louise Thorpe

**Ballot Box Clerk**

Cheryl Simoneau  
Donald Keefe  
Brian Colby  
Stephen Baldwin

**Inspectors**

John Stonefield  
Irene E. Johnson  
Heidi C. Munroe  
Lindsay Morand  
Janet Wesson  
Clare Kauppi  
Julie Johnson  
Charlene J. Smith  
Shirley Morton  
Carol Beauchamp  
Beulah E. Greenough  
Sandra Tuttle  
Eric Aaltonen  
Shirley M. Call  
Darlene Coit

**Energy Committee**

Christopher Campion	2013
Susan Dejaniak	2013
Sandra Brown	2013
Michael Brown	2013
Theresa Morse	2013

**Facilities Manager**

Mark Mercurio

**Fence Viewer**

John Whittemore

**Finance Committee**

(appointed by Moderator)

Andrea R Wood	2013
Carolyn Smart	2013
Nancy Rapoza	2014
Gini Lee King	2014
Sam Grant	2015
Colin McNabb	2015
Jason Vellen	2015

**Fire Department**

**Chief**

Donald Klein

**Deputy Chief/EMT**

David C. Roy 2013

**Full-Time Operations Captain/EMT-B**

Mike Grimley 2013

**Code Compliance Officer/EMT-B**

David Mazza

**Full-Time Firefighter/EMS**

John Tuomi

**On-Call Captains**

John Elliot 2013

**On-Call Lieutenants**

Gary Shepherd	2013
Brian Metivier	2013
William Elliott	2013
Richard Carlson	2013

**On-Call EMS Lieutenants**

Christopher Cotter - EMT-P	2013
Wanda Goodwin - EMT-P	2013
Jeffrey Cormier - EMT-B	2013

**On-Call Firefighters**

Jeffrey Beal	2013
Brian Borneman	2013
Andrew Brown	2013
Nicole Carter	2013
Joshua Chapman	2013
Cody Collins	2013
Jeffrey Cormier	2013
Austin Cote	2013
Duane Creighton	2013
Ryan Cronin	2013
Brent Davis	2013
Jonathan Eggleston	2013
Brian Fenton	2013
Greg Galeota	2013
Randy Girard	2013
Keith Hanks	2013
Brett King	2013
Jon Kinney	2013
Kris Klein	2013
Brian Mayer	2013
Eric Modica	2013
Steve Mongelli	2013
Benjamin Niemiera	2013
Leon Niemiera	2013
James Normington	2013
Joshua Robichaud	2013
William Rogers	2013
Greg Shepherd	2013
Michael Sodano	2013
David Stevens	2013
John Tuomi	2013
Andrew Virostko	2013

**On-Call EMTs**

Jessica Fellows	2013
Steven Gay	2013
Maria Imperiali	2013
Jean Nichols	2013
Sandy Oser	2013
Donna Williams	2013

**Per Diem Paramedics**

JP Antonio	2013
Tim Bellemore	2013
Leslie Bergquist	2013
Anthony Caruso	2013
Cyndi Childs	2013
Thomas Dardas	2013
Francesco DeMaio	2013
Zachary Driscoll	2013
Peter Laitinen	2013
Matthew Libby	2013
Joshua McCrillis	2013
Everett (Bill) Olson	2013
James Pelletier	2013
Ronald Petrucci	2013
Robert Plant	2013
Joseph Reger	2013
Paul Rekos	2013
Kevin Roberto	2013
Jeffrey Ruppel	2013
Jeremy Stebbins	2013
William (Bud) Thorpe	2013
Gary Vinokur	2013
Karen Weller	2013
Jorge Yarzebski	2013

**Fire/EMS Building Committee**

William Elliot
Michael Grimley
Brett King
Mark Mercurio
James Normington

**Gas/Plumbing Inspector**

Richard M Kapenas	2013
Gary Williams (Alternate)	2013

**Hazardous Waste Coordinator**

Donald E. Klein	2013
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**Highway Department****Superintendent**

Edward A Kukkula
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Keith Letourneau
Jeffrey Camber
Matthew Brady
James Smith
Brian Fenton

**Historic District Commission**

Clare Kauppi	2013
Kenneth Diranian	2013
Terry McNabb	2013
Niles Busler	2013
Eino Kauppi	2015
Susan R Gerken	2015
Michele Busler	2015

**Inspector of Animals**

John A King	2013
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**Inspector of Wires**

William F. Choate	2013
Daniel Haney (Alternate)	2013
Daniel Cushing (Alternate)	2013

**James H. Tucker Fund Committee**

Pamela B Haman	2013
Robert L Remelius	2013
Kenneth Gerken	2013

**Keeper of the Lockup**

Erving M. Marshall, Jr.	2013
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**Land Use Coordinators**

Karen Chapman/Jeanne Hollows

**Library Director**

Stacy Schuttler

**Local Licensing Authority**

Erving Marshall, Jr.	2013
David Profit	2013
Cheryl Mattson	2013
Mark Giancotti	2013
John Johnson	2013

**Lowell Regional Transit Authority**

Timothy Lorden

**Montachusett Regional Planning Commission**

Chris Jones (Planning Board)	2013
Laura Shifrin (Alternate)	2013

**Municipal Hearings Officer**

Andrew J. Sheehan	2013
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**Nashoba Valley****Technical High School Committee**

Sheldon Chapman	2014
Karen Chapman	2015

**North Middlesex Regional****Emergency Planning Committee Representative**

Shirley Coit	2013
Don Klein	2013
Karen Chapman (Alternate)	2013

**Open Space and Recreation****(Appointment until completion)**

Tom Nevins (Planning Board)
Mary Small (Conservation Commission)
Michelle Busler (Historic District Commission)
Rick Corsini (Recreation Commission)
Niles Busler (Water Commission)
Karen Clement (At-large member)
Bill Rideout (At-large member)
Eileen McHugh (At-large member)
Karen Chapman (Committee support)

**Parking Clerk**

Susan Funioale	2013
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**Police Department****Chief**

Erving M Marshall, Jr.	2013
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**Lieutenant**

David A. Profit	2013
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**Sergeants**

Cheryl A. Mattson	2013
Mark Giancotti	2013
John W Johnson	2013

**Officers**

Kimberly J. Mattson	2013
Thaddeus G Rochette	2013
James P. Marchand	2013
Randy Girard	2013
George D. Reidy	2013
Mark A Francis	2013
Jim Landi	2013
David Phillip	2013
Cassandra Ela	2013

**Communication Department**

Erving M. Marshall, Jr.	2013
Diane M Babineau	2013
Rebecca Borneman	2013
Melody S Cotter	2013
Michael Grimley (part time)	2013
Nim Collins	2013
Jean Nichols (part time)	2013
Janet O'Loughlin (part time)	2013
James Landi, (part time)	2013
Donald Girard (part-time)	2013
Jeffrey Cormier (part-time)	2013
Andrea Deschene (part-time)(resigned)	2013
Catherine Whitney	2013
Robert Heffernan	2013
Ronald Sawyer	2013

**Reserve Officers**

Joseph Quinn	2013
Christopher Van Voorhis	2013
Tony Brennan	2013
Austin Cote	2013
Michael Marchand	2013

**Matrons**

Elizabeth Miles	2013
Robin McRae	2013
Jean Nichols	2013
Janet O'Loughlin	2013

**Crossing Guard**

Patricia O'Reilly	2013
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**Volunteers of the Police Department**

William May	2013
Robert Camelio	2013
Charles Giantucco	2013

**Right to Know Coordinator**

Donald E. Klein	2013
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**Sealer of Weights and Measures**

Eric E Aaltonen	2013
Steve Cullinen (Alternate)	2013

**Spaulding School Building Committee**

Nicholas Thalheimer  
 Rich Carlson  
 Mark Mercurio  
 Jim Gage  
 Randee Rusch

**Town Accountant**

Kimberly Fales	2015
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**Town Administrator**

Andrew J. Sheehan	2013
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**Town Counsel**

Kopelman and Paige, PC

**Townsend Cultural Council**

Lynn Vaillancourt	2013
John Vaillancourt	2013
Mary Barrett	2014
Susan Shuford	2015
Katie Barrett	2015
Dave Kulvete	2015

**Town Treasurer/Tax Title Custodian**

Kathleen A Rossbach	2014
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**Townsend Emergency Management Agency**

Shirley Coit, Director	2015
Thomas Whittier, Deputy Director	2015
Donald Klein	2013
Eric Aaltonen	2013
Karen Chapman	2015
Chad Adams	2015
Richard Hanks	2015
Sheryl Vaughan	2015
Mike Grimley, Deputy Director	2015
Paula Hyde	2015
David Mazza	2015
Eino Kauppi	2015
Ed Snapp	2015
Carla Walter	2015

Ann Woods	
Theresa Sawyer	
Jonathan Sawyer	
Joan Walton	
Thomas Moore	
Joseph Reed	
Paul Upham	
Jeffrey Coit	
Ray Jackson	
Harold Hanna	
Wanda Goodwin	
Anita Hanna	

**Townsend Meeting Hall Committee**

David Profit 2013  
Marcia McMaster 2013  
Kimberly King 2013  
Sue Luongo 2013  
Suzanne Doust (resigned) 2013  
Karin Canfield (resigned) 2013  
Catherine Hill (resigned) 2013

**Townsend Meeting Hall Coordinator**

Melissa Hermann 2015

**Townsend Meeting Hall Gallery Committee**

Tracy Taylor 2013  
Nancy French 2014  
Marilyn Brown (resigned) 2014  
Kimberly King 2015  
Alice Struthers 2015

**Town Properties Committee**

Laura Shifrin (Assessor) 2013  
Andrea Wood (Finance) 2013  
Alice Struthers (At large) 2013  
Karen Chapman (Conservation) 2013  
Karen Coughlin (Planning) 2013

**Townsend Recycling Committee**

Irene Congdon  
Susan Shaine  
Michele Cannon  
Victoria Bender  
Salina Thomas

**Veteran's Agent**

Joseph J. Mazzola 2013

**Tree Warden**

Donald G. Massucco 2013

**Water Superintendent**

Paul Rafuse

**West Townsend Reading Room Committee**

Sharon Araujo 2013  
Vicki Coppinger 2013  
Lois Rearick 2013

**Zoning Board of Appeals**

John M. Giunta 2013  
Kelly Chambers 2013  
Anthony Genova 2013  
Craig M. Stevens 2014  
Darlene L Sodano 2015  
William J Cadogan 2016  
Julie Johnson 2017  
Karen Chapman



# ELECTED OFFICIALS

## Board of Selectmen

Nicholas E. Thalheimer (Chair)	2013
Robert Plamondon (Clerk)	2014
Sue Lisio (Vice-Chair)	2015

## Moderator

Gene A Rauhala	2015
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## Town Clerk

Susan A. Funaiolo	2014
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## Tax Collector

Kathleen Rossbach	2014
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## Board of Assessors

John Whittmore (resigned)	2013
Julie Johnson (appointed)	2013
Niles S. Busler	2014
Laura Shifrin	2015

## Board of Health

Michelle Dold	2013
James Le'Cuyer	2014
Christopher Genoter	2015

## Planning Board

Gerald B. Coughlin (resigned)	2013
Karen Coughlin	2014
Jeffrey R. Peduzzi	2015
Chris Jones	2016
Julie Johnson	2017
Associate Member (vacant)	

## Board of Water Commissioners

Niles Busler	2013
Francis G. McNamara	2014
Ronald Dionne	2015

## Library Trustees

Patricia Thomas-Jeanig	2013
Karin Canfield (resigned)	2013
Alison Bird (appointed)	2013
Suzanne Doust (resigned)	2014
Karen Waxman (appointed)	2013
Cheryl Cloutier	2014
Kimberly King	2015

## North Middlesex Regional School

### District Committee

Susan A. Robbins	2013
Michael Morgan (At Large)	2014
Randee Rusch (At large)	2014
Anne Buchholz (At Large)	2014
Robert Templeton	2015

## Cemetery and Parks Commissioners

Raymond P. Boyes, Sr.	2013
Albert "Tubby" Boucher	2014
John B. Barrett	2015

## Recreation Commissioners

Lynne LeBlanc	2013
Sharon Whittier	2014
Pamela Shifrin (resigned)	2014
Richard Corsini	2015
Alice Kennedy	2015

## Trustees of Soldier's Memorials

Walter Mann (Veteran)	2013
Peter Buxton (Non-Veteran)	2013
Keith Jackson (Veteran)	2014
Avis Roy (Non-Veteran)	2014
Robert Tumber (Veteran)	2015

## Amanda E Dwight Entertainment

### Fund Committee

Karen Clement	2013
Deborahanne Mayer	2014
Susan R. Gerken	2015

**Townsend Housing Authority**

Lorna Fredd 2012  
Kathleen Araujo 2013  
Kevin Smith 2013  
Laura E. Shifrin 2016  
Ronald Dionne 2017

**Democratic Town Committee**

Leslie K. Rauhala  
Mary Eileen Violette  
Michael J. Violette  
Maxfield J. MacPhee  
Gene A. Rauhala  
Amy Collins  
David Funaiole  
Scott Alexander MacPhee  
John Barrett  
Colin M. McNabb  
Adam C. Snodgrass  
Catherine Thrasher

Sam Grant  
Julie M. Grant  
Anthony J. Belloli  
Rita K. Belloli  
Claire E. Devine  
Cornelia C. Giles  
Keith Jackson  
Shirley E. Kao  
Kenneth T. Miller  
Dennis J. Murphy  
Penelope Ann Murphy  
Avis A. Roy  
Janet Simopoulos  
Louis S. Simopoulos  
Nicholas E. Thalheimer  
John Y. Trovato  
Susan Y. Vassallo  
Paul A. Vassallo  
Kristine A. Vaz  
Bruce Williams

**Townsend Republican Committee**

Albert "Tubby" Boucher  
Richard Shuford  
Paul Morin

**Trust Fund Commissioners**

Robert Tumber 2013  
Paul Nicoli (resigned) 2014

**BOARD OF SELECTMEN**

Two-thousand-twelve was a year of stability and progress for the Board of Selectmen. Sue Lisio was re-elected to the Board, maintaining the same membership from 2010. Following the election the Board reorganized with the following officers: Nicholas Thalheimer, Chairman; Sue Lisio, Vice Chairman; and Robert Plamondon, Clerk. Town Administrator Andy Sheehan began his third year. The Board also welcomed Karin Canfield as Executive Assistant to the Town Administrator. Karin began at the onset of FY13. She is quickly learning the duties of the position and has been a good fit in the organization.

Two-thousand-twelve was another fiscally challenging year for the Board, but also a year of continued growth. The Town held three Town Meetings and three special elections to address Town needs. The special elections were for Proposition 2 ½ overrides and were in addition to the annual town election. The first override election was held on June 21, 2012 to request additional funding for the North Middlesex Regional School District. The override was defeated in Townsend, Pepperell, and Ashby. The second override election, for a smaller amount for the schools, was held on August 28, 2012. It was defeated in Townsend, but approved in Pepperell and Ashby. Under the regional school agreement the operating budget is approved when two or more of the member towns approve it. So with the passage of the override in the other two towns the budget was passed. Townsend was then faced with meeting its obligation to the schools within the operating budget. A third override election to cover Townsend’s portion of the school budget and hold harmless municipal services was held November 13, 2012. The question was defeated. The

following evening Town Meeting approved budget reductions and amendments to balance the budget. The lengthy process was quite difficult on officials and employees. However, in the end the Town had a balanced budget for the year.

The year also saw the replacement of the roof of the Spaulding Memorial School. The original slate roof was removed and replaced with new slate, retaining the original look of the building. The barrel skylights were repaired and the copper replaced, and the cupola was rebuilt and new copper installed. A number of other repairs to the roof also took place, putting an end to the leaks that plagued the building and threatened the structure. Approximately 55 percent of the cost will be reimbursed by the Massachusetts School Building Authority. The remaining portion will be paid for by the Town and the Board has been setting aside surplus funds to cover those costs.



The Board adopted a new compensation and classification plan for non-union employees. This followed a 2011 consultant study that made certain recommendations for changes in compensation. The new compensation plan was implemented on January 1, 2012 and the Board is committed to maintaining the plan going forward. The Board plans to review the Town's personnel policies in 2013 in order to make them current. Contracts with labor groups are also up for renewal in 2013 and the Board hopes to have them in place before the Annual Town Meeting.

The Town unveiled a new website in May 2012. The improved website has robust content management capabilities and is proving to be a great source of information. Archival content is still being added and new information is regularly uploaded. Residents are clearly taking advantage of the new site and are using it as a 24/7 source of information.

One of the highlights of the year was being recognized as a Green Community. The Massachusetts Department of Energy Resources (DOER) establishes criteria that must be met for Green Communities designation. The Townsend Energy Committee satisfied all five criteria and received the designation in April 2012. Designation came along with a grant award of \$156,825 that must be used to reduce energy usage. The Energy Committee is using the first installment of funds for energy audits at Memorial Hall and the Police Station as well as anti-idling retrofits on a police cruiser. Future projects will include implementation of upgrades recommended in the audits. The Energy Committee is comprised of Christopher Champion, Sue Dejaniak, Sandra Brown, Michael Brown, and Theresa Morse. The Board of Selectmen has been continually impressed with their knowledge and dedication and thanks the Committee members for their work. The Board and the Committee also want to recognize and thank Karen Chapman, Land Use Coordinator, and Mark Mercurio, Facilities Coordinator. Karen and Mark were valuable advisors and assistants to the Committee.

The Facilities Department continued its efforts in maintaining and improving our buildings. A number of maintenance projects were undertaken during 2012. Mark Mercurio, Facilities Manager, worked with the

Energy Committee to identify energy efficiency upgrades that will help reduce the Town's operating costs and carbon footprint now and in the future.



The year also saw another generous donation to the Town from Sterilite. The tennis courts at the Hawthorne Brook Middle School were in a state of disrepair and had been closed for many years. Sterilite stepped up and rebuilt the tennis and basketball courts, installed new fencing, built a beach volleyball court, and landscaped the area around the courts. The courts can now be used by the North Middlesex Schools for matches and will also be available for Recreation Commission use.

As noted above, 2012 was another difficult budget year. It took the summer and fall to get a balanced budget in place for FY13. However, thanks to the Board's leadership and the cooperation of departments, the FY2012 budget closed out its free cash in a positive position. The Town was able to maintain reserves in excess of \$1 million in its stabilization fund. This reserve is available for use if needed and is viewed favorably by credit rating agencies when the Town borrows money. Additional reserves have been set aside for paying off the roof replacement at the Spaulding School. Future free cash can be used to further supplement reserves or to pay for one time capital items.

Despite the challenges, 2012 was a good year. The Board of Selectmen and Town Administrator extend thanks to all elected and appointed officials for their continued support and commitment. Their efforts do not go unnoticed and are sincerely appreciated. The Board of Selectmen and Town Administrator also thank the employees and departments for their dedication and sacrifices and hope the spirit of cooperation will continue to grow. We continue to face the challenge of delivering critical services while minimizing the impact on residents. We are confident that we can do this with continued leadership and the commitment of employees.

BOARD OF SELECTMEN:     Nicholas Thalheimer, *Chairman*  
                                      Sue Lisio, *Vice-Chairman*  
                                      Robert Plamondon, *Clerk*

Andrew J. Sheehan, *Town Administrator*  
Karin Canfield, *Executive Assistant to the Town Administrator*

## TOWN CLERK

“Success depends upon previous preparation, and without such preparation there is sure to be failure.”  
- Confucius

We were prepared.

Our Presidential Election year is always busy. This year we had the additional override elections and Special Town Meetings to add to the schedule. Suffice it to say, we were extremely busy with seven elections, the Annual Town Meeting, and three Special Town Meetings. The events and the results of each follow this initial section of the report.

We conducted our annual census through the mail in 2012. Phone calling had become a problem because residents have given up their land lines for cells phones, and we did not have their cell phone numbers. We also found mailing to be a cost savings. Resident voters found out that if you don't return your census you may (and some were) be removed from the voting list. Those who had been removed needed to stop and fill out a continuous residency form and show proof before voting. So please send your forms back.

The Presidential election had some machine issues, but we were able to overcome one machine problem ourselves and another one by receiving a back-up machine. Our Wardens deserve a great deal of credit for handling such a stressful situation with a professional attitude. The Honor Society students that helped with set-up, take down and those that worked the election with us were a great help covering for lunches, suppers and beyond. The High School maintenance crew was wonderful to work with, as was our Maintenance Supervisor and the crew from our Cemetery and Parks Department. We had help from our Conservation Agent as well as many of the election workers that stayed to help with picking up after the election. It is wonderful when a Community comes together for the good of all. Sounds corny, but it really does give you a warm feeling about the Community you call home when everyone works willingly and cooperatively to accomplish a common goal.

Kathleen Spofford, the Assistant Town Clerk, and I attended the Clerk's Annual conference at Falmouth this year. We learned about changes in the conflict of Interest Laws, continued improvements in voting methods for the military and overseas voters, and received tips on computer extracts in the State Computer System we use. We went over improvements to the Birth Certificate module we now use, and were briefed on the upcoming Death Certificate module which will be in place in 2014, if it continues to progress at its current rate. We get an opportunity at these conferences to go over office techniques used successfully in other towns that we can incorporate when we return to the Townsend office. Updates to laws and processes happen all the time and this is the best method to learn them.

The Boston Post Cane was presented to Edna Burnham this year. Congratulations Edna. After the presentation, we give our recipients a pin replica of the cane. We do this because in many communities the canes have gone missing. Ours is returned to the vault in Town Hall for safe keeping.

In closing, Kathy and I will continue to attend local and regional clerk's meetings, in order to learn the latest techniques, the upcoming changes to computer programs and to changes in Massachusetts General Laws that affect the work we do in our offices. This will enable us to serve the people of Townsend with the most recent information and techniques.

Population	8,905	Marriages	40
Registered voters	6,024	Raffles	7
Births	62	Dogs	1,074
Deaths	48		

It is all about Service. We are here to help you comply with the laws of Townsend and Massachusetts.

Susan A. Funaiole, CMC/CMM

## PRIMARY RESULTS – MARCH 6, 2012

Precinct	I	II	III	Total
Total Votes	366	329	342	1037

Presidential Primary Town of Townsend March 6, 2012 Democratic Party				
Precinct	I	II	III	Total
Total Democratic Votes	41	55	33	129
PRESIDENTIAL PREFERENCE				
Blanks	1	2	1	4
Barack Obama	31	45	28	104
No Preference	5	6	3	14
Write-ins	4	2	1	7
Total:	41	55	33	129
STATE COMMITTEE MAN				
Blanks	6	9	2	17
Harold P. Naughton, Jr.	34	46	30	110
Write-ins	1	0	1	2
Total:	41	55	33	129
STATE COMMITTEE WOMAN				
Blanks	4	9	3	16
Mary H. Whitney	36	46	30	112
Write-ins:	1	0	0	1
Total:	41	55	33	129
DEMOCRATIC TOWN COMMITTEE				
Group	23	29	20	72
Leslie K. Rauhala	54	64	43	161
Gene A. Rauhala	58	67	45	170
Amy Collins	55	63	42	160
Michael J. Violette	51	59	41	151
David A. Funaiole	57	69	43	169
Scott Alexander MacPhee	49	62	43	154

Maxfield J. MacPhee	52	60	42	154
John B. Barrett	59	72	44	175
Colin M. McNabb	62	75	46	183
Mary Eileen Violette	49	63	42	154
Adam S. Snodgrass	51	62	42	155
Catherine S. Thrasher	58	68	43	169
Write-ins	2	1	1	4

Presidential Primary Town of Townsend March 6, 2012 Republican Party				
Precinct	I	II	III	Total
Total Republican Votes	324	274	309	907
PRESIDENTIAL PREFERENCE				
Blanks	0	0	0	0
Ron Paul	34	27	33	94
Mitt Romney	239	204	220	663
Rick Perry	0	1	1	2
Rick Santorum	30	30	36	96
Jon Huntsman	0	1	1	2
Michele Bachman	0	0	0	0
Newt Gingrich	20	10	17	47
No Preference	1	0	1	2
Write-ins	0	1	0	1
Total:	324	274	309	907
STATE COMMITTEE MAN				
Blanks	57	43	54	154
Lance D. May	160	136	169	465
Thomas F. Ardinger	107	94	84	285
Write-ins	0	1	2	3
Total:	324	274	309	907

STATE COMMITTEE WOMAN				
Blanks	100	76	88	264
Susan E. Smiley	223	195	218	636
Write-ins	1	3	3	7
Total:	324	274	309	907
REPUBLICAN TOWN COMMITTEE				
Group	197	106	115	418
Albert N. "Tubby" Boucher	316	268	291	875
Paul R. Morin	285	236	276	797
Richard S. Shuford	275	228	273	776
Sam Grant	276	231	247	754
Bill Roberts	280	236	256	772
William R. Martin	296	251	246	793
Mark David Goodwin	288	248	247	783
Write-ins	4	2	4	10



Presidential Primary Town of Townsend March 6, 2012 Green-Rainbow Party				
Precinct	I	II	III	Total
Total Green-Rainbow Votes	1	0	0	1
PRESIDENTIAL PREFERENCE				
Blanks	0	0	0	0
Kent Mesplay	1	0	0	1
Jill Stein	0	0	0	0
Harley Mikelson	0	0	0	0
No Preference	0	0	0	0
Write-ins	0	0	0	0
Total:	1	0	0	1
STATE COMMITTEE MAN				
Blanks	0	0	0	0
Write-ins	1	0	0	1
Total:	1	0	0	1
STATE COMMITTEE WOMAN				
Blanks	0	0	0	0
Write-ins	1	0	0	1
Total:	1	0	0	1
TOWN COMMITTEE				
Blanks	10	0	0	10
Write-ins	0	0	0	0
Total:	10	0	0	10

# ANNUAL TOWN ELECTION - APRIL 23, 2012

(Total Registered Voters - 6020)

Precinct	I	II	III	Total
Total Votes	252	253	219	724
<b>BOARD OF SELECTMEN</b>				
Blanks	6	4	1	11
Sue Lisio	131	172	145	448
Gerald M. Copeland	42	20	29	91
James E. Lecuyer	73	55	44	172
Write-ins Scatterings	0	2	0	2
Total:	252	253	219	724
<b>MODERATOR</b>				
Blanks	44	41	48	133
Gene A. Rauhala	206	211	170	587
Write-ins Scatterings	2	1	1	4
Total:	252	253	219	724
<b>BOARD OF ASSESSORS</b>				
Blanks	68	73	54	195
Laura E. Shifrin	183	180	164	527
Write-ins Scatterings	1	0	1	2
Total:	252	253	219	724
<b>CEMETERY AND PARKS COMMISSONERS</b>				
Blanks	45	45	41	131
John B. Barrett	204	207	177	588
Write-ins Scatterings	3	1	1	5
Total:	252	253	219	724
<b>BOARD OF HEALTH</b>				
Blanks	71	57	53	181
Christopher Genoter	181	195	166	542
Write-ins Scatterings	0	1	0	1
Total:	252	253	219	724
<b>TOWNSEND HOUSING AUTHORITY</b>				
Blanks	245	246	217	708
Write-ins Scatterings	7	7	2	16
Total:	252	253	219	724

<b>BOARD OF LIBRARY TRUSTEES (3-YEAR) (2)</b>				
Blanks	171	165	147	483
Kimberly W. King	176	178	156	510
Suzanne M. Doust	154	163	133	450
Write-ins Scatterings	3	0	2	5
Total:	504	506	438	1448
<b>PLANNING BOARD (5-year)</b>				
Blanks	73	71	65	209
Julie E. Johnson	178	182	153	513
Write-ins Scatterings	1	0	1	2
Total:	252	253	219	724
<b>RECREATION COMMISSIONERS (2-year) (1)</b>				
Blanks	74	70	59	203
Sharon Whittier	177	182	159	518
Write-ins Scatterings	1	1	1	3
Total:	252	253	219	724
<b>RECREATION COMMISSIONERS (3-year) (2)</b>				
Blanks	328	321	286	935
Richard S. Corsini	170	174	148	492
Write-ins Scatterings	6	11	4	21
Total:	504	506	438	1448
<b>TRUSTEES OF SOLDIERS MEMORIALS (VETERAN)</b>				
Blanks	241	247	214	702
Write-ins Scatterings	11	6	5	22
Total:	252	253	219	724
<b>TRUST FUND COMMISSIONER</b>				
Blanks	246	249	216	711
Write-ins Scatterings	4	4	3	11
Total:	250	253	219	722
<b>AMANDA E. DWIGHT ENTERTAINMENT</b>				
Blanks	61	55	50	166
Susan R. Gerken	191	198	169	558
Write-ins Scatterings	0	0	0	0
Total:	252	253	219	724

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT COMMITTEE				
Blanks	83	75	64	222
Robert K. Templeton	168	177	153	498
Write-ins Scatterings	1	1	2	4
Total:	252	253	219	724
BOARD OF WATER COMMISSIONERS				
Blanks	84	87	66	237
Ronald Dionne	165	165	153	483
Write-ins Scatterings	3	1	0	4
Total:	252	253	219	724
Blanks	22	24	19	65
FEASABILITY STUDY				
Yes	103	128	105	336
No	127	101	95	323
Total:	252	253	219	724

Question:

“Shall the Town of Townsend be allowed to exempt from the provisions of proposition two and one-half, so-called the amounts required to pay the Town’s allocable share of the bond issued by the North Middlesex Regional School District for the purpose of paying costs of conducting a feasibility study to examine the possible construction of a new high school expected to be located at 19 Main Street, Townsend, or the possible remodeling and rehabilitation of the current high school, also located at 19 Main Street, Townsend, including the payment of all costs incidental and related thereto.”

FEASABILITY STUDY	I	II	III	Total
Blanks	22	24	19	65
Yes	103	128	105	336
No	127	101	95	323
Total:	252	253	219	724

Passed

## ANNUAL AND SPECIAL TOWN MEETINGS - MAY 1, 2012

Pre-meeting educational information by Shirley Coit, Townsend Emergency Management Director regarding the volunteer application form that was made available for people at the meeting - The Townsend Emergency Management Association is looking to train people to help in the event of any type of emergency where we need to have people go and stay at the shelter at Hawthorne Brook Middle School. The needs are varied and they are looking for assistance for various functions. Get your name on the list by filling out the application that you picked up on your way into the meeting.

There is a three hour course on shelter training – if you want that please enter that on your form. At the conclusion of Shirley Coit’s talk the meeting commenced with instructions from the Moderator, Mr. Gene Rauhala.

### Opened at 7:15pm with 281 voters present and 28 visitors

Visitors are to sit on the sides, overflow first to fill the empty seats in the auditorium then the balcony and last to the Selectmen’s Chambers. The Moderator, Mr. Gene Rauhala, because we were going to use the Selectmen’s Chambers asked Mr. Auguste Fortin to oversee that room as Deputy Moderator. Mr. Fortin agreed and after being sworn in, by the Town Clerk, as the Deputy Moderator was in control of the voters in the Selectmen’s Chambers.

We then stood and recited The Pledge of Allegiance, led by the Moderator Gene A. Rauhala. The Moderator continued by explaining that we would be using Parliamentary procedures from Town Meeting Time. Please raise your hand and wait to be recognized and wait for the microphone so all present and at home may hear your questions or comments. Address all your questions and comments to the Chair (the Moderator). All motions must be in writing and brought to Madam clerk sometime by the time

we have voted. If a matter is finally voted tonight it may be reconsidered by a majority vote tonight. If we have a second night and an article that was voted on this evening is to be reconsidered on the second night it must be with a 9/10ths vote. If a vote is questioned we will count if there are seven (7) individuals who stand up and say they question the vote. We will bring out the counters and get an exact count. If you are confused about the situation on the floor, you can stand up raise your hand ask your question and we will try to solve it. If you have a point of order – stand up and you may interrupt the speaker and make your point of order. If you wish to raise a point of privilege please stand and make your point of privilege. The return of the Warrant for the **Annual Town Meeting** was then read by the Town Clerk, Susan A. Funaiolo.

**ATM Article 1**

I move that the Town vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town.

Submitted by: Town Clerk      Read by: Susan A. Funaiolo      Vote: Passed

**ATM Article 2**

I move that the Town vote to hear reports of any Committees, Boards, Commissions, etc., or take any other action in relation thereto.

Submitted by: Board of Selectmen      Read by: Sue Lisio      Vote: Passed

The Charter Review Committee Chair, Julie Johnson, read the Charter report into the record.  
Charter Review Committee Report follows:

The Charter Review Committee is made up of nine members and has been holding monthly meetings since the end of last summer. This committee has review power only.

To date, we have completed a line by line review of the Charter and have identified a number of areas requiring attention.

The first area needing attention is simple housekeeping items such as spelling, punctuation, grammar and formatting. These corrections will not change the meaning or intent of the Charter.

Our second category of changes includes actual errors in terminology and inconsistent verbiage. These items will not affect meaning or intent but should improve readability.

Next we have to edit the lists of committees that work in Town. There are both additions and deletions to be made so that the Charter is current and accurate.

Additionally, there are changes to be made to the Charter from the new Open Meeting Law requirements. These are required to comply with the State regulations.

Lastly, we have substantive changes. These are topics that do affect the meaning and intent of the Charter and will require the attention of the Board of Selectmen. Public hearings will be held on these topics as we get closer to completion of the review.

After all these issues have been accurately identified, the committee will prepare a detailed report and submit it to the Board of Selectmen for review. A hearing will be held regarding the report and Warrant Articles with any needed changes will be presented at the Annual Town meeting in the spring of 2013. All Charter review Committee meetings are open to the public and we welcome any and all comments.

After Article 2 of the Annual Town Meeting we adjourned to the Special Town Meeting the return of the warrant for the Special Town Meeting was read and the Special Town Meeting commenced.

**STM ARTICLE 1**

I move that the Town vote to appropriate from surplus revenue the sum of \$52,321.81 for the purpose of offsetting the Snow and Ice Deficit under the provisions of M.G.L. Chapter 44, Section 31D.

Submitted by: Board of Selectmen      Read by:            Sue Lisio      Vote:            Passed

**STM ARTICLE 2**

I move that the Town vote to appropriate from surplus revenue the sum of \$40,770.00 for the purpose of offsetting the deficit related to storm cleanup from the October 2011 Nor'easter, said deficit incurred under the provisions of M.G.L. Chapter 44, Section 31.

Submitted by: Board of Selectmen      Read by:            Nicholas Thalheimer      Vote:            Passed

**STM ARTICLE 3**

I move that the Town vote to appropriate from surplus revenue the sum of \$1000.00 for the purpose of paying prior fiscal year bills.

Submitted by: Board of Selectmen      Read by:            Robert Plamondon      Vote:            Passed

**STM ARTICLE 4**

I move that the Town vote to appropriate from surplus revenue the sum of \$14,868.00 for the purpose of funding an assessment from the Massachusetts Education & Government Association Property and Casualty Group, Inc. (MEGA).

Submitted by: Board of Selectmen      Read by:            Sue Lisio      Vote:            Passed

**STM ARTICLE 5**

I move that the Town vote to appropriate and transfer from the Ambulance Receipts Reserved for Appropriation Account the sum of \$10,100.00 to supplement the FY12 Fire-EMS expense budget toward the purchase of a new ambulance.

Submitted by: Board of Selectmen      Read by:            Nicholas Thalheimer      Vote:            Passed

**STM ARTICLE 6**

I move that the Town vote to appropriate from available funds in the Treasury (unused salary reserve appropriation) the sum of \$1,169.00 into the Tax Collector's salary account for the purpose of giving the Tax Collector a raise.

Submitted by: Tax Collector      Read by:            Nicholas Thalheimer      Vote:            Passed

**STM ARTICLE 7**

I move that the Town vote to appropriate from available funds in the Treasury (unused salary reserve appropriation) the sum of \$1,750.00 into the Town Clerk's salary account for the purpose of giving the Town Clerk a raise.

Submitted by: Town Clerk      Read by:            Susan A. Funaiolo      Vote:            Passed

**STM ARTICLE 8**

I move that the Town vote to appropriate from surplus revenue the sum of \$5,000.00 for the specific purpose of funding the reimbursement of medical costs, in accordance with MGL Chapter 41, Section 100, for police officers and firefighters injured on duty, with the Board of Selectmen authorized to approve the reimbursement requests and the Treasurer authorized to make expenditures.

Submitted by: Board of Selectmen      Read by:      Robert Plamondon      Vote:      Passed

We dissolved the Special Town Meeting 8:10pm and returned to complete the Annual Town Meeting.

**ATM ARTICLE 3**

I move that the Town vote to choose a committee of three (3) West Townsend Village residents, Robert L. Remelius, Kenneth Gerken, and Pamela B. Haman, to serve as members of the James H. Tucker Fund in accordance with the bequest, for the sole purpose to keep the curbing, grave stones, and monuments in good order, including the installation and maintenance of fencing as necessary.

Submitted by: Cemetery & Parks Commissioners

Read by:      Pamela Haman      Vote:      Passed

**ATM ARTICLE 4**

I move that the Town vote to appropriate from surplus revenue the sum of \$4,000.00 for the purpose of funding the Assessors' Periodic Inspections as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments.

Submitted by: Board of Assessors      Read by:      Robert Plamondon      Vote:      Passed

Town Floor voted to waive the reading of the next three Articles – read motion only.

**ATM ARTICLE 5**

I move that the Town vote to continue to authorize revolving funds for certain town departments under M.G.L. Chapter 44, Section 53E½ for FY2013 beginning July 1, with the specified receipts credited to each fund, the purposes for which each fund may be spent, the amount annual expenditures shall not exceed, and the entity authorized to expend from the fund, as outlined in the following table.

Submitted by: Board of Selectmen      Read by:      Nicholas Thalheimer      Vote:      Passed

**ATM ARTICLE 6**

I move that the Town vote to appropriate and transfer from receipts reserved for appropriation accounts for FY 2013 beginning July 1, amounts as outlined in the following table.

Submitted by: Board of Selectmen      Read by:      Robert Plamondon      Vote:      Passed

**ATM ARTICLE 7**

I move that the town vote to accept the proposal of the Regional District School Committee passed on October 11, 2011 to amend the agreement establishing the Nashoba Valley Technical School District as amended (a) by providing for the admission to the district of the Town of Ayer as a vote to accept the agreement as amended; (b) by providing that members of the Committee shall be appointed by an appointing committee in each town consisting of the moderator, selectmen and local school committee members; (c) by providing that membership on the committee shall be as follows: Chelmsford - 3 members, Groton - 1 member, Littleton - 1 member, Westford - 2 members, Pepperell - 3 members, Shirley - 1 members, Townsend - 2 members, Ayer - 1 member (if Ayer joins the district); (d) by providing that each member town will have an alternate member to the committee who can serve in the absence or disability of a member from the town involved; (e) by providing that the admission of a new town or towns to the District shall result in the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon; (f) by providing that the capital costs of any subsequent capital improvements of the district shall be apportioned among all the member towns on the basis of their respective pupil enrollments in the district school; (g) by providing that in each case where the apportionment of capital costs is to be based on pupil enrollments in the district school, each member town shall be deemed to have an enrollment of at least five pupils; (h) by conforming the dates on which

payments to the district by the member towns are due to a July 1 - June 30 fiscal year; and (i) by making technical changes incidental to the foregoing amendments. (Such amendment will not become effective until the amendment is accepted by two-thirds of the member towns, approved by the Town of Ayer and upon the authorization of the Commissioner of Elementary and Secondary Education). Copies of the agreement as amended and proposed to be amended, as described in this article, are available in the office of the Town Clerk.

Submitted by: Nashoba Valley Technical School District School Committee

Read by: Dr. Judith Klimkiewicz Vote: Passed

#### **ATM ARTICLE 8**

I move that the Town vote to raise and appropriate \$16,470,361.00 and transfer from surplus revenue \$629.00 to defray the charges and expenses of the Town for Fiscal Year 2013 pursuant to a detailed budget. (New Total \$16,471,489.00)

Submitted by: Board of Selectmen/Finance Committee

Read by: Sue Lisio Vote: Passed

#### **ATM ARTICLE 9**

I move that the Town vote to raise and appropriate the sum of \$1,366,119.00 to supplement the appropriation made under Article 8 for the North Middlesex Regional School District budget; provided, however, that the appropriation made hereunder shall be contingent upon the passage of a Proposition two and one-half override vote pursuant to the provisions of Section 21c(G) of Chapter 59 of the Massachusetts General Laws at a special election to be held no later than September 15, 2012.

Submitted by: Board of Selectmen/ Finance Committee

Read by: Nicholas Thalheimer Vote: Passed

#### **ATM ARTICLE 10**

I move that the Town vote to appropriate the sum of \$784,031.00 to operate the Water Department for Fiscal Year 2013 and that \$621,031.00 of this sum come from Water Enterprise Fund Revenues and, in order to fund the cost of inter-municipal expenses, that \$163,000.00 of this sum be appropriated in the general fund and funded from enterprise revenues.

Submitted by: Water Department/ Finance Committee

Read by: Robert Plamondon Vote: Passed

#### **ATM ARTICLE 11**

I move that the Town vote to fix the salaries and compensation of all elected Officers of the Town as provided by M.G.L. Chapter 41, Section 108, as amended, and as appropriated in this warrant.

Submitted by: Board of Selectmen/Finance Committee

Read by: Robert Plamondon Vote: Passed

#### **ATM ARTICLE 12**

I move that the Town approve the \$940,000.00 borrowing authorized by the North Middlesex Regional School District for the purpose of paying costs of conducting a feasibility study to examine the possible construction of a new high school, expected to be located at 19 Main Street, Townsend, or the possible remodeling and rehabilitation of the current high school, also located at 19 Main Street, Townsend, including the payment of all costs incidental and related thereto (the "Study"), and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any study costs the District incurs in excess of any grant approved by and received from the MSBA shall be

the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA.

Submitted by: North Middlesex Regional School Dist. School Committee

Read by: Robert Templeton      Vote:      Passed

### **ATM ARTICLE 13**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the stabilization fund, as allowed under MGL chapter 40, Section 5B, or take any other action in relation thereto.

Submitted by: Board of Selectmen

Read by: Sue Lisio      moved to take no action.      Passed to take no action

### **ATM ARTICLE 14**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the capital stabilization fund, including debt service payments of capital items, as allowed under MGL Chapter 40, Section 5B, or take any other action in relation thereto.

I move that the Town take no action.

Submitted by: Board of Selectmen

Read by: Nicholas Thalheimer moved to take no action.      Passed to take no action

### **ATM ARTICLE 15**

I move that the Town vote to appropriate and transfer from the Capital Stabilization Fund the sum of \$266,931.00 and to appropriate and transfer \$48,000.00 from the Ambulance Receipts Reserved for Appropriation Account for the purpose of funding capital improvements and capital equipment for Fiscal Year 2013 pursuant to a detailed budget totaling \$828,641.00 and further that it be acknowledged that \$52,500.00 has been raised and appropriated in the operating budget under Article 8 and \$411,210.00 is from existing appropriations available from Water Enterprise Fund and that \$50,000.00 is from Recreation Revolving Account.

Submitted by: Board of Selectmen and Capital Planning Committee

Read by: Robert Plamondon      *Tabled to later in the meeting for corrections.*

*Amended with the help of Town Counsel and re-read by Carolyn Sellars: I move that the Town vote to appropriate and transfer from the Capital Stabilization fund the sum of \$266,931.00 and to appropriate and transfer \$48,000.00 from the Ambulance receipts for appropriation fund for the purpose of funding capital improvements and capital equipment for pursuant to the FY2013 Capital improvement plan approved by the Board of Selectmen and further to appropriate and transfer from the stabilization fund the sum of \$30,000 to fund the fuel management system for the Highway Department.*

Vote as amended: Passed with one dissenting vote

### **ATM ARTICLE 16**

I move that the Town vote to appropriate from surplus revenue the sum of \$50,000.00 for the purpose of conducting a feasibility study on potential building options for combining Fire and EMS buildings located at 8 Elm Street, 13 Elm Street, 272 Main Street, and 460 Main Street into one building, and to examine potential sites, building materials funding sources and operating costs/savings.

Submitted by: Fire/EMS Chief      Read by: Chief Donald Klein      Vote: Passed

**ATM ARTICLE 17**

I move that the Town vote to amend Section 43-3 of the General Bylaws for the Town of Townsend by deleting section E as follows:

No wage/salary reclassification of positions shall occur until such time as a comprehensive classification and compensation analysis as performed by an outside consultant or other entity as designated by the Town Administrator and Board of Selectmen is completed.

Submitted by: Fire/EMS Chief                      Read by:                      Chief Donald Klein                      Vote:      Passed

**ATM ARTICLE 18**

I move that the Town vote to appropriate from surplus revenue the sum of \$5,000.00 to supplement the Townsend Conservation Commission’s Land Fund for the purpose of acquiring a parcel of land.

Submitted by: Conservation Commission

Read by:                      Karen Chapman                      Vote:      Passed; 2/3 declared

**ATM ARTICLE 19**

I move that the Town vote to dedicate for cemetery purposes two certain parcels, being Assessors Map 27-56 and Assessors Map 27-58, now held for general municipal purposes, to the Cemetery and Parks Commission.

Submitted by: Cemetery and Parks Commission

Read by:                      John Barrett moved to take no action                      Vote:      Take no Action - Passed

**ATM ARTICLE 20**

I move that the Town vote to approve placing The Old Burying Ground located on Highland Street and the westerly part of Hillside Cemetery, from 1st Avenue to the western boundary, into the Historic District I.

Submitted by: Cemetery and Parks Commission

Read by:                      John Barrett moved to take no action                      Vote:      Take no Action - Passed

**ATM ARTICLE 21**

I move that the Town vote to transfer from the Board of Selectmen for garage and other appropriate public purposes to the Recreation Commission for recreational purposes a parcel of land between the Library/Senior Center and the Squannacook School, being a part of Assessors Map 28-56-0 as shown on a plan on file in the office of the Town Clerk.

Submitted by: Recreation Commission      Read by:                      Sharon Whittier                      Vote:      Take no action

**ATM ARTICLE 22**

I move that the Town vote to raise the following fees in General By-Laws Article 11, Section 37-2 Fee schedule:

- (13) For furnishing a birth certificate:                      \$7
- (13a) For furnishing an abstract copy of a record of birth:                      \$5
- (30) For furnishing a certificate of death:                      \$7
- (44) For furnishing a certificate of Marriage:                      \$7
- (67) For copying any manuscript or record pertaining to a birth, marriage or death:                      \$7

Submitted by: Town Clerk                      Read by:                      Susan A. Funaiole                      Vote:      Passed

**ATM ARTICLE 23**

I move that the Town vote to amend the General By-Laws Article 11, Section 37-2 by deleting Passport Fees (Added 5-6-2003ATM by Art. 10).

Submitted by: Town Clerk                      Read by:                      Susan A. Funaiole                      Vote:      Passed

**ATM ARTICLE 24**

I move that the Town vote to authorize the Board of Selectmen to initiate a process to aggregate electrical load for citizens of the Town pursuant to M.G.L. c. 164, s. 134, and to develop, as part of that process, a plan for review by its citizens detailing the process and consequences of aggregation, and further, to develop an energy plan defining the manner in which the Town may implement demand side management programs and renewable energy programs consistent with state energy conservation goals.

Submitted by: Board of Selectmen      Read by:      Sue Lisio      Vote:      Passed

The Annual Town Meeting was dissolved at 11:40pm.



# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>135</b>	<b><u>Town Accountant</u></b>						
	Accountant Salary	31,236	31,236	31,236	31,486	32,396	32,396
	Severance Payment	0	0	0	0	0	0
	Assistant Accounting Clerk Wage	2,976	2,963	3,011	3,604	4,221	4,221
	Acct. Certification	1	1	1	0	0	0
*	Personnel Services	34,213	34,200	34,248	35,090	36,617	36,617
*	Expenses	3,047	2,932	7,514	3,387	3,387	3,387
*	Municipal Audit	13,500	0	3,250	15,000	15,000	15,000
	<b>Total</b>	<b>50,760</b>	<b>37,132</b>	<b>45,012</b>	<b>53,477</b>	<b>55,004</b>	<b>55,004</b>
<b>141</b>	<b><u>Board of Assessors</u></b>						
	Assessors Salary	3	3	3	1	3	3
	Principial Assessor Salary	45,902	45,902	45,902	46,315	47,904	47,904
	Administrative Assessor Wage	19,342	19,444	19,169	20,655	22,577	22,577
	Longevity	300	300	300	650	600	600
	Property Inspector Wage	5,987	5,332	5,069	9,988	10,766	10,766
*	Personnel Services	71,534	70,981	70,444	77,609	81,850	81,850
*	Expenses	12,573	12,812	9,913	16,596	13,825	13,825
	<b>Total</b>	<b>84,108</b>	<b>83,794</b>	<b>80,357</b>	<b>94,206</b>	<b>95,675</b>	<b>95,675</b>
<b>145</b>	<b><u>Treasurer</u></b>						
	Treasurer Salary	9,909	9,909	9,909	11,313	12,717	12,717
	Payroll Clerk Wage	5,707	6,079	6,192	7,035	7,893	7,893
	Seasonal Help	0	0	0	0	0	0
	Treasurer Certification	1	1	1	0	0	0
*	Personnel Services	15,617	15,989	16,101	18,348	20,610	20,610
*	Expenses	10,914	10,212	9,176	10,939	10,939	10,939
	<b>Total</b>	<b>26,531</b>	<b>26,201</b>	<b>25,277</b>	<b>29,287</b>	<b>31,549</b>	<b>31,549</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>146</b>	<b><u>Tax Collector</u></b>						
	Tax Collector Salary	49,575	49,575	49,575	49,575	53,519	53,519
	Assistant Tax Collector Wage	28,334	27,686	28,544	30,285	33,413	33,413
	Dept. Assistant Wage	314	362	0	1,937	1,937	1,937
	Longevity	1,200	1,200	1,200	1,500	900	900
	Tax Collector Certification	1	1	1	1	1	1
*	Personnel Services	79,424	78,824	79,320	83,298	89,770	89,770
*	Expenses	32,435	32,218	33,353	30,904	30,904	30,904
	<b>Total</b>	<b>111,859</b>	<b>111,042</b>	<b>112,673</b>	<b>114,202</b>	<b>120,674</b>	<b>120,674</b>
<b>151</b>	<b><u>Legal</u></b>						
*	Expenses	39,952	30,370	25,622	48,500	48,500	48,500
	<b>Total</b>	<b>39,952</b>	<b>30,370</b>	<b>25,622</b>	<b>48,500</b>	<b>48,500</b>	<b>48,500</b>
<b>153</b>	<b><u>Personnel Board</u></b>						
*	Personnel Services	0	0	0	0	0	0
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>155</b>	<b><u>Management Information Systems (Computer)</u></b>						
*	Personnel Services	753	0	0	0	0	0
*	Expenses	33,257	31,772	43,701	56,900	51,500	51,500
<b>Art. 6</b>	Transfer - Comcast Government Access Account	(14,000)	(14,000)	(21,800)	(30,000)	(30,000)	(30,000)
	<b>Total</b>	<b>20,010</b>	<b>17,772</b>	<b>21,901</b>	<b>26,900</b>	<b>21,500</b>	<b>21,500</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>160</b>	<b><u>Town Clerk</u></b>						
	Town Clerk Salary	53,851	53,851	53,851	53,851	57,351	57,351
	Assistant Town Clerk Wage	27,443	29,548	29,029	31,342	35,432	33,865
	Longevity	300	900	900	900	900	900
	Dept. Assistant Wage	149	11	0	0	0	0
	Certification	0	0	0	0	0	0
*	Personnel Services	81,743	84,310	83,781	86,093	93,683	92,116
*	Expenses	5,336	4,797	6,795	6,850	6,850	6,850
	<b>Total</b>	<b>87,079</b>	<b>89,107</b>	<b>90,576</b>	<b>92,943</b>	<b>100,533</b>	<b>98,966</b>
<b>162</b>	<b><u>Elections/Town Meetings</u></b>						
*	Personnel Services	1,311	1,129	1,423	1,200	4,350	4,350
*	Expenses	16,876	12,702	14,106	15,840	15,100	15,100
	<b>Total</b>	<b>18,187</b>	<b>13,831</b>	<b>15,529</b>	<b>17,040</b>	<b>19,450</b>	<b>19,450</b>
<b>163</b>	<b><u>Board of Registrars</u></b>						
*	Personnel Services	4,924	2,153	2,108	2,108	2,208	2,208
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>4,924</b>	<b>2,153</b>	<b>2,108</b>	<b>2,108</b>	<b>2,208</b>	<b>2,208</b>
<b>164</b>	<b><u>Street Listings</u></b>						
*	Expenses	3,135	3,042	2,885	4,300	4,300	4,300
	<b>Total</b>	<b>3,135</b>	<b>3,042</b>	<b>2,885</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>
<b>171</b>	<b><u>Conservation Commission</u></b>						
	Agent Wage	28,936	31,104	33,815	20,126	20,592	20,592
	Administrative Assistant Wage	3,552	3,814	2,782	17,063	21,021	21,021
	Longevity			300	600	600	600
*	Personnel Services	32,488	34,918	36,896	37,788	42,213	42,213
*	Expenses	1,153	1,196	934	954	954	954
	<b>Total</b>	<b>33,641</b>	<b>36,114</b>	<b>37,830</b>	<b>38,742</b>	<b>43,167</b>	<b>43,167</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>172</b>	<b><u>Well Sites</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>174</b>	<b><u>Montachusett Regional Planning Commission</u></b>						
*	Expenses	2,532	2,596	2,660	2,730	2,630	2,630
	<b>Total</b>	<b>2,532</b>	<b>2,596</b>	<b>2,660</b>	<b>2,730</b>	<b>2,630</b>	<b>2,630</b>
<b>175</b>	<b><u>Planning Board</u></b>						
	Dept. Assistant Wage	18,404	17,731	18,189	19,498	21,021	21,021
	Longevity	300	300	300	300	600	600
*	Personnel Services	18,704	18,031	18,489	19,798	21,621	21,621
*	Expenses	30	9	20	500	500	500
	<b>Total</b>	<b>18,735</b>	<b>18,041</b>	<b>18,509</b>	<b>20,299</b>	<b>22,121</b>	<b>22,121</b>
<b>176</b>	<b><u>Zoning Board</u></b>						
	Dept. Assistant Wage	2,951	3,082	3,367	5,154	5,886	5,886
*	Personnel Services	2,951	3,082	3,367	5,154	5,886	5,886
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>2,951</b>	<b>3,082</b>	<b>3,367</b>	<b>5,154</b>	<b>5,886</b>	<b>5,886</b>
<b>179</b>	<b><u>Land Use</u></b>						
	Land Use Coordinator Wage	20,633	20,895	21,319	22,028	23,681	23,681
*	Personnel Services	20,633	20,895	21,319	22,028	23,681	23,681
*	Expenses	2,822	3,942	3,506	4,300	4,300	4,300
	<b>Total</b>	<b>23,455</b>	<b>24,837</b>	<b>24,825</b>	<b>26,328</b>	<b>27,981</b>	<b>27,981</b>
<b>183</b>	<b><u>Housing Authority</u></b>						
*	Personnel Services	0	0	0	0	0	0
*	Expenses	150	150	150	0	0	0
	<b>Total</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>191</b>	<b><u>Facility Maintenance Department</u></b>						
	Facility Maintenance Coordinator Wage		17,773	25,822	27,721	36,036	36,036
	Longevity		600	300	300	300	300
	Other Wages		11,888	0	0	0	0
	Flexible Coverage Custodial		0	3,732	5,500	5,500	5,500
*	<b>Personnel Services</b>		<b>30,261</b>	<b>29,854</b>	<b>33,521</b>	<b>41,836</b>	<b>41,836</b>
	Energy		53,112	65,481	112,912	100,912	100,912
	Cleaning Services		22,471	34,723	37,879	37,879	37,879
	Other Expenses		37,389	59,464	36,750	36,750	36,750
*	<b>Expenses</b>		<b>112,972</b>	<b>159,668</b>	<b>187,541</b>	<b>175,541</b>	<b>175,541</b>
	<b>Total</b>	<b>0</b>	<b>143,233</b>	<b>189,522</b>	<b>221,062</b>	<b>217,377</b>	<b>217,377</b>
<b>192</b>	<b><u>Memorial Hall &amp; Annex</u></b>						
	Custodial Services	23,151	0	0	0	0	0
	Maintenance Custodian Wage	0	0	0	0	0	0
	Custodian Cleaner/Recycler Wage	0	0	0	0	0	0
	Longevity	600	0	0	0	0	0
	Flexible Coverage Custodial	0	0	0	0	0	0
*	<b>Personnel Services</b>	<b>23,751</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
*	<b>Expenses</b>	<b>76,323</b>	<b>13,292</b>	<b>11,019</b>	<b>15,600</b>	<b>12,500</b>	<b>12,500</b>
	<b>Total</b>	<b>100,074</b>	<b>13,292</b>	<b>11,019</b>	<b>15,600</b>	<b>12,500</b>	<b>12,500</b>
<b>193</b>	<b><u>W. Townsend Reading Room</u></b>						
	Expenses	4,900	4,900	4,900	4,900	4,900	4,900
<b>Art. 6</b>	Transfer - West Townsend Reading Room Receipt	(4,900)	(4,900)	(4,900)	(4,900)	(4,900)	(4,900)
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>195</b>	<b><u>Town Reports</u></b>						
*	Expenses	2,440	2,281	2,176	2,400	2,400	2,400
	<b>Total</b>	<b>2,440</b>	<b>2,281</b>	<b>2,176</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>198</b>	<b><u>13 Elm Street</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL GENERAL GOVERNMENT</b>		<b>766,913</b>	<b>798,216</b>	<b>861,421</b>	<b>965,059</b>	<b>987,487</b>	<b>985,921</b>
<b>PUBLIC SAFETY</b>							
<b>210</b>	<b><u>Police</u></b>						
	Chief Salary	90,926	90,926	95,529	96,683	97,469	97,469
	Salary & Wages - Oper. Staff	1,057,693	1,020,072	1,055,502	1,096,138	1,073,690	1,073,690
	Salary & Wages - Support Staff	79,835	70,846	70,846	71,841	74,340	74,340
*	Personnel Services	1,228,454	1,181,844	1,221,877	1,264,662	1,245,499	1,245,499
	Training Expenses	11,027	9,216	4,835	11,838	11,838	11,838
	Police Vehicles	47,527	52,493	47,924	52,500	52,500	52,500
	Other Expenses	126,831	118,929	131,743	129,635	131,135	131,135
	Out of State Travel	780	0	0	0	0	0
*	Expenses	186,165	180,638	184,502	193,973	195,473	195,473
	<b>Total</b>	<b>1,414,619</b>	<b>1,362,482</b>	<b>1,406,379</b>	<b>1,458,635</b>	<b>1,440,972</b>	<b>1,440,972</b>
<b>220</b>	<b><u>Fire/EMS Department**</u></b>						
	Chief Salary	76,118	76,118	76,118	76,919	79,352	79,352
	Salary & Wages - Oper. Staff	516,903	562,803	523,745	576,226	597,630	597,630
*	Personnel Services	593,021	525,306	599,863	653,145	676,982	676,982
	Fire Truck Lease	0	0	0	0	0	0
	Hazardous Waste Collection	0	0	0	0	4,457	4,457
	Other Expenses	188,826	248,001	163,062	159,584	183,585	183,585
	Out of State Travel	0	0	0	0	0	0
*	Expenses	188,826	248,001	163,062	162,034	188,042	188,042
	<b>Total Fire/EMS Operating Budget</b>	<b>781,847</b>	<b>773,307</b>	<b>762,924</b>	<b>815,179</b>	<b>865,024</b>	<b>865,024</b>
<b>Art. 6</b>	Transfer - Ambulance Receipts	(275,000)	(300,000)	(300,000)	(300,000)	(250,000)	(250,000)
	<b>Total</b>	<b>506,847</b>	<b>473,307</b>	<b>462,924</b>	<b>515,179</b>	<b>615,024</b>	<b>615,024</b>

\*\* See the Ambulance Department budget for the appropriations to EMS (aka Ambulance) from FY 2003 through FY 2006.

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>225</b>	<b><u>Communication Center</u></b>						
	Director	1	1	0	1	1	1
	Wages/Training	203,471	200,096	209,972	213,325	271,095	271,095
*	Personnel Services	203,472	200,097	209,972	213,326	271,096	271,096
	Out of State Travel	0	0	0	0	0	0
	Other Expenses	6,731	10,963	11,473	14,400	14,400	14,400
*	Expenses	6,731	10,963	11,473	14,400	14,400	14,400
	<b>Total</b>	<b>210,203</b>	<b>211,060</b>	<b>221,445</b>	<b>227,726</b>	<b>285,496</b>	<b>285,496</b>
<b>227</b>	<b><u>Hydrants</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>230</b>	<b><u>Ambulance</u></b>						
	Salaries & Wages (Support Staff & Director)	see Fire/EMS	see Fire/EMS				
	Financial Asst	see Fire/EMS	see Fire/EMS				
	ALS Wages	see Fire/EMS	see Fire/EMS				
	EMT Wages	see Fire/EMS	see Fire/EMS				
	Stipend & Clothing Allowance	see Fire/EMS	see Fire/EMS				
*	Personnel Services						
	Purchase of Services	see Fire/EMS	see Fire/EMS				
	Other Charges	see Fire/EMS	see Fire/EMS				
	Supplies	see Fire/EMS	see Fire/EMS				
	Capital Outlay	see Fire/EMS	see Fire/EMS				
*	Expenses						
	Total Ambulance Operating Budget	see Fire/EMS	see Fire/EMS				
	Transfer - Ambulance Receipts	see Fire/EMS	see Fire/EMS				
	<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>241</b>	<b><u>Building Department</u></b>						
	Commissioner Salary	60,450	60,450	60,450	60,616	63,455	63,455
	Alternate Commissioner	0	0	0	26	26	26
	Dept. Assistant Wage	13,203	18,209	16,882	22,156	25,323	25,323
	Longevity	600	900	900	900	1,200	1,200
	Clothing Allowance	381	385	485	485	485	485
	Certification	500	500	500	500	500	500
*	Personnel Services	75,134	80,444	79,217	84,683	90,989	90,989
*	Expenses	7,191	6,609	5,683	4,919	6,692	6,692
	<b>Total</b>	<b>82,325</b>	<b>87,053</b>	<b>84,900</b>	<b>89,602</b>	<b>97,681</b>	<b>97,681</b>
<b>242</b>	<b><u>Gas Inspector &amp; Alternate</u></b>						
*	Personnel Services	4,913	4,913	4,913	5,017	5,017	5,017
*	Expenses	105	105	104	0	0	0
	<b>Total</b>	<b>5,018</b>	<b>5,018</b>	<b>5,017</b>	<b>5,017</b>	<b>5,017</b>	<b>5,017</b>
<b>243</b>	<b><u>Plumbing Inspector &amp; Alternate</u></b>						
*	Personnel Services	7,080	7,080	6,976	7,080	7,080	7,080
*	Expenses	436	742	587	823	823	823
	<b>Total</b>	<b>7,516</b>	<b>7,822</b>	<b>7,563</b>	<b>7,903</b>	<b>7,903</b>	<b>7,903</b>
<b>244</b>	<b><u>Sealer Weights/Measures &amp; Alternate</u></b>						
*	Personnel Services	3,766	3,766	3,766	3,828	3,828	3,828
*	Expenses	100	213	26	200	200	200
	<b>Total</b>	<b>3,866</b>	<b>3,979</b>	<b>3,792</b>	<b>4,028</b>	<b>4,028</b>	<b>4,028</b>
<b>245</b>	<b><u>Electrical Inspector &amp; Alternate</u></b>						
*	Personnel Services	11,647	11,647	11,480	11,647	11,647	11,647
*	Expenses	925	848	516	850	850	850
	<b>Total</b>	<b>12,572</b>	<b>12,495</b>	<b>11,996</b>	<b>12,497</b>	<b>12,497</b>	<b>12,497</b>
<b>246</b>	<b><u>Inspector of Animals</u></b>						
*	Expenses	500	500	500	500	500	500
	<b>Total</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>247</b>	<b><u>Fence Viewer</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>291</b>	<b><u>Emergency Management Agency</u></b>						
*	Expenses	909	822	988	909	1,000	1,000
	<b>Total</b>	<b>909</b>	<b>822</b>	<b>988</b>	<b>909</b>	<b>1,000</b>	<b>1,000</b>
<b>292</b>	<b><u>Animal Control Officer</u></b>						
*	Personnel Services	9,331	15,996	15,996	16,000	16,000	16,000
*	Expenses	13,182	3,975	6,825	4,000	4,000	4,000
	<b>Total</b>	<b>22,513</b>	<b>19,971</b>	<b>22,821</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>294</b>	<b><u>Tree Warden</u></b>						
*	Personnel Services	9,666	9,666	9,666	9,666	9,666	9,666
*	Expenses	10,699	10,746	10,559	11,324	11,324	11,324
	<b>Total</b>	<b>20,365</b>	<b>20,412</b>	<b>20,225</b>	<b>20,990</b>	<b>20,990</b>	<b>20,990</b>
<b>295</b>	<b><u>Town Forest Committee</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>297</b>	<b><u>Burial Agent</u></b>						
*	Personnel Services	136	136	136	136	136	136
	<b>Total</b>	<b>136</b>	<b>136</b>	<b>136</b>	<b>136</b>	<b>136</b>	<b>136</b>
<b>298</b>	<b><u>Parking Clerk</u></b>						
*	Personnel Services	59	59	59	59	59	59
	<b>Total</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>2,287,448</b>	<b>2,205,116</b>	<b>2,248,745</b>	<b>2,363,183</b>	<b>2,511,303</b>	<b>2,511,303</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>EDUCATION</b>							
<b>300</b>	<b><u>NMRSD</u></b>						
	Operating Budget	7,342,416	7,235,384	7,095,842	7,142,023	8,739,209	7,373,090
	Transportation	714,912	801,392	886,040	796,544	775,309	775,309
	Total Debt (Excluded)	194,363	99,381	(14,046)	(31,139)	(43,285)	(43,285)
*	<b>Total</b>	<b>8,251,691</b>	<b>8,136,157</b>	<b>7,967,836</b>	<b>7,907,428</b>	<b>9,471,233</b>	<b>8,105,114</b>
<b>301</b>	<b><u>Nashoba Technical</u></b>						
	Operating Budget	546,187	688,246	715,704	759,422	748,443	748,443
	Capital Equipment	15,726	19,666	18,632	19,081	17,556	17,556
	Transportation	47,177	58,998	65,214	66,784	61,446	61,446
	Premium Offset				-2,578	(2,372)	(2,372)
	Total Debt (Excluded)	92,462	114,700	106,233	108,491	97,013	97,013
*	<b>Total</b>	<b>701,552</b>	<b>881,610</b>	<b>905,783</b>	<b>951,200</b>	<b>922,086</b>	<b>922,086</b>
<b>302</b>	<b><u>Minuteman Vocational School</u></b>						
	Tuition	22,000	0	0	0	0	0
*	<b>Total</b>	<b>22,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EDUCATION</b>		<b>8,975,243</b>	<b>9,017,767</b>	<b>8,873,619</b>	<b>8,858,628</b>	<b>10,393,319</b>	<b>9,027,200</b>
<b>STREETS &amp; HIGHWAYS</b>							
<b>421/422</b>	<b><u>Highway Department</u></b>						
	Superintendent Salary	74,708	74,708	74,709	74,708	74,709	74,709
	Certification	500	500	500	500	500	500
	Longevity	3,600	3,600	3,600	4,000	4,600	4,600
	Operational Staff Wages	237,091	238,574	249,620	249,621	249,621	249,621
	Dept. Assistant Wage	0	0	0	0	0	0
	Clothing Allowance	4,767	485	5,168	5,285	5,400	5,400
	Tuition Reimbursement				1,000	0	0
	Overtime & Differential	49,924	50,231	39,631	63,243	52,743	52,743
*	Personnel Services	370,590	368,098	373,228	398,357	387,573	387,573
*	Expenses	129,556	121,229	117,291	107,580	107,180	107,180
	<b>Total</b>	<b>500,146</b>	<b>489,327</b>	<b>490,519</b>	<b>505,937</b>	<b>494,753</b>	<b>494,753</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>423</b>	<b><u>Winter Operations</u></b>						
*	Expenses	382,350	358,955	283,391	125,000	125,000	125,000
	<b>Total</b>	<b>382,350</b>	<b>358,955</b>	<b>283,391</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>
<b>424</b>	<b><u>Street Lights</u></b>						
*	Expenses	18,576	14,740	15,308	15,000	15,000	15,000
	<b>Total</b>	<b>18,576</b>	<b>14,740</b>	<b>15,308</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>TOTAL STREETS &amp; HIGHWAYS</b>	<b>901,072</b>	<b>863,022</b>	<b>789,218</b>	<b>645,937</b>	<b>634,753</b>	<b>634,753</b>
	<b>SOLID WASTE SERVICES</b>						
<b>430</b>	<b><u>Landfill Operations</u></b>						
*	Expenses	17,076	13,995	7,387	16,600	14,400	14,400
	<b>Total</b>	<b>17,076</b>	<b>13,995</b>	<b>7,387</b>	<b>16,600</b>	<b>14,400</b>	<b>14,400</b>
<b>433</b>	<b><u>Curbside Pickup &amp; Disposal</u></b>						
*	Expenses	626,969	628,405	572,058	650,000	625,000	625,000
	<b>Total</b>	<b>626,969</b>	<b>628,405</b>	<b>572,058</b>	<b>650,000</b>	<b>625,000</b>	<b>625,000</b>
<b>435</b>	<b><u>Household Hazardous Waste</u></b>						
*	Expenses	5,198	5,198	21,109	9,655	5,198	5,198
	<b>Total</b>	<b>5,198</b>	<b>5,198</b>	<b>21,109</b>	<b>9,655</b>	<b>5,198</b>	<b>5,198</b>
	<b>TOTAL SOLID WASTE SERVICES</b>	<b>649,243</b>	<b>647,598</b>	<b>600,555</b>	<b>676,255</b>	<b>644,598</b>	<b>644,598</b>
	<b>HUMAN SERVICES</b>						
<b>491</b>	<b><u>Cemetery &amp; Parks</u></b>						
*	Personnel Services	63,881	64,473	64,078	73,178	93,711	93,711
*	Expenses/Playground/Pond	7,344	7,672	8,147	9,421	9,421	9,421
	Cemetery Improvement Fund	6,065	12,200	11,610	11,610	3,457	3,457
<b>Art. 6</b>	Transfer - Sale of Lot Receipts	(6,065)	(12,200)	(11,610)	(5,892)	(3,457)	(3,457)
	<b>Total</b>	<b>71,225</b>	<b>72,145</b>	<b>72,225</b>	<b>88,317</b>	<b>103,132</b>	<b>103,132</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>520</b>	<b><u>Board of Health</u></b>						
	Administrative Assistant	26,691	26,636	26,690	28,783	32,436	32,436
	Longevity	0	0	0	0	0	0
*	Personnel Services	26,691	26,636	26,690	28,783	32,436	32,436
*	Expenses	1,539	1,703	1,069	2,300	1,700	1,700
	<b>Total</b>	<b>28,230</b>	<b>28,339</b>	<b>27,759</b>	<b>31,083</b>	<b>34,136</b>	<b>34,136</b>
<b>521</b>	<b><u>Recycling Center Operations</u></b>						
*	Personnel Services	0	0	0	0	0	0
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>523</b>	<b><u>Mental Health</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>522</b>	<b><u>Nashoba Assessments</u></b>						
*	Board of Health Expenses	21,085	21,085	21,085	21,085	21,085	21,085
*	Nursing Expenses	6,166	6,166	6,166	6,166	6,166	6,166
	<b>Total</b>	<b>27,251</b>	<b>27,251</b>	<b>27,251</b>	<b>27,251</b>	<b>27,251</b>	<b>27,251</b>
<b>524</b>	<b><u>Landfill Engineering</u></b>						
*	Expenses	31,190	21,230	19,790	14,990	17,500	17,500
	<b>Total</b>	<b>31,190</b>	<b>21,230</b>	<b>19,790</b>	<b>14,990</b>	<b>17,500</b>	<b>17,500</b>
<b>541</b>	<b><u>Council on Aging</u></b>						
	Director Salary	34,975	34,989	35,046	35,120	36,036	36,036
	Salary & Wages - Oper. Staff	10,256	10,674	13,465	20,659	26,880	26,880
	Longevity	900	900	900	900	900	900
*	Personnel Services	46,131	46,563	49,411	56,679	63,816	63,816
*	Expenses	5,855	3,935	4,515	4,720	6,270	6,270
	<b>Total</b>	<b>51,986</b>	<b>50,498</b>	<b>53,926</b>	<b>61,399</b>	<b>70,086</b>	<b>70,086</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>542</b>	<b><u>Senior Center</u></b>						
*	Expenses	22,788	424	475	350	350	350
	<b>Total</b>	<b>22,788</b>	<b>424</b>	<b>475</b>	<b>350</b>	<b>350</b>	<b>350</b>
<b>543/544</b>	<b><u>Veteran's Agent</u></b>						
*	Salary	4,886	4,886	4,886	4,886	4,886	4,886
*	Expenses	35	0	0	33	33	33
*	Veterans Benefits	8,489	19,360	37,804	33,981	27,500	27,500
	<b>Total</b>	<b>13,411</b>	<b>24,247</b>	<b>42,691</b>	<b>38,900</b>	<b>32,419</b>	<b>32,419</b>
	<b>TOTAL HUMAN SERVICES</b>	<b>246,081</b>	<b>224,134</b>	<b>244,118</b>	<b>262,290</b>	<b>284,873</b>	<b>284,873</b>
	<b>CULTURE &amp; RECREATION</b>						
<b>610</b>	<b><u>Library</u></b>						
	Director Salary	38,691	38,585	39,047	40,182	42,980	42,980
	Library Operational Staff Wages	78,149	82,326	80,956	99,962	129,714	129,714
	Longevity	1,500	1,200	900	1,200	1,500	1,500
	Sick Time Replacement	0	0	0	0	0	0
*	Personnel Services	118,340	122,111	120,902	141,344	174,194	174,194
*	Expenses	50,708	43,490	44,319	46,311	44,269	44,269
	<b>Total</b>	<b>169,048</b>	<b>165,601</b>	<b>165,221</b>	<b>187,655</b>	<b>218,463</b>	<b>218,463</b>
<b>630</b>	<b><u>Recreation</u></b>						
*	Personnel Services	21,505	0	0	0	0	0
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>21,505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>631</b>	<b><u>Squannacook Fields</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>660</b>	<b><u>Memorial Day</u></b>						
*	Personnel Services	0	0	0	0	0	0
*	Expenses	3,620	3,609	4,053	4,558	4,558	4,558
	<b>Total</b>	<b>3,620</b>	<b>3,609</b>	<b>4,053</b>	<b>4,558</b>	<b>4,558</b>	<b>4,558</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
<b>691</b>	<b><u>Historic District Commission</u></b>						
*	Expenses	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>692</b>	<b><u>Band Concerts</u></b>						
*	Personnel Services	0	0	0	0	0	0
*	Expenses	7,750	7,923	7,929	7,929	8,129	8,129
	<b>Total</b>	<b>7,750</b>	<b>7,923</b>	<b>7,929</b>	<b>7,929</b>	<b>8,129</b>	<b>8,129</b>
	<b>TOTAL CULTURE &amp; RECREATION</b>	<b>201,923</b>	<b>177,133</b>	<b>177,203</b>	<b>200,142</b>	<b>231,150</b>	<b>231,150</b>
	<b>DEBT SERVICE</b>						
	<i>(Excluded from Prop 2 1/2)</i>						
<b>710</b>	Principal Police Station	0	0	0	0	0	0
<b>713</b>	Principal Memorial Hall/Land Purchase	115,000	115,000	115,000	125,000	125,000	125,000
<b>715</b>	Principal Fire Station, Landfill, 6 & 13 Elm Property	173,110	173,110	173,110	171,732	171,732	171,732
<b>720</b>	Principal Fire Truck/Highway Dump Truck	96,000	96,000	96,000	90,614	0	0
<b>723</b>	Principal Water Ext.	35,000	35,000	35,000	16,000	15,000	15,000
<b>750</b>	Interest Police Station	0	0	0	0	0	0
<b>752</b>	Interest Fire Truck/Highway Dump Truck	15,360	11,520	7,422	3,625	0	0
<b>753</b>	Interest Memorial Hall/Land Purchase	53,253	47,848	37,520	18,407	15,907	15,907
<b>755</b>	Interest Fire Station, Landfill, 6 & 13 Elm Property	114,321	107,399	100,173	92,816	85,517	85,517
<b>763</b>	Interest Water Ext.	14,603	12,958	8,364	1,873	1,563	1,563
	Principal & Interest Fire Ladder Truck			24,713	51,670	48,843	48,843
	<b>Total Excluded Debt</b>	<b>616,647</b>	<b>598,835</b>	<b>597,302</b>	<b>571,737</b>	<b>463,562</b>	<b>463,562</b>

# FY 2013 Town of Townsend General Fund Operating Budget - Article 8

DEPT #	DEPARTMENT	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROP	FY 2013 DEPT. REQUEST	FY 2013 TOWN MEETING APPROVED
	<b>(Not Excluded from 2 1/2)</b>						
713	Principal Water Extension	0	0	0	0	0	0
714	Principal MWPAT	27,697	27,697	27,769	27,769	27,554	27,554
753	Interest Water Extension	0	0	0	0	0	0
759	Interest Short Term and Issuance Costs	0	9,000	18,000	9,000	9,000	9,000
770	Principal Witch's Brook	6,890	6,890	6,890	8,268	8,268	8,268
775	Interest Witch's Brook	5,349	5,072	5,097	4,804	4,453	4,453
751	Principal & Interest Fire Ladder Truck		20,000	40,000	80,818	76,395	76,395
Art. 6	Transfer - Title V FB Receipts	(27,697)	(27,697)	(27,769)	(27,769)	(27,554)	(27,554)
	<b>Total Non-Excluded Debt</b>	<b>12,239</b>	<b>40,962</b>	<b>69,987</b>	<b>102,890</b>	<b>98,116</b>	<b>98,116</b>
	<b>* TOTAL DEBT SERVICE</b>	<b>628,886</b>	<b>639,797</b>	<b>667,289</b>	<b>674,627</b>	<b>561,678</b>	<b>561,678</b>
	<b>INSURANCE</b>						
911	Middlesex Retirement Fund	460,805	435,369	454,061	445,195	465,246	465,246
913	Unemployment Compensation	883	8,175	1,080	15,000	15,000	15,000
914	Employee Health Insurance	609,421	572,468	654,722	802,089	863,717	863,717
	Health Insurance Opt Out				2,000	2,000	2,000
915	Employee Life Insurance	311	307	284	450	450	450
916	FICA	43,645	43,198	43,981	44,750	45,600	45,600
945	Property & Liability Insurance	205,429	219,011	215,699	207,805	198,000	198,000
	<b>* TOTAL INSURANCE</b>	<b>1,320,494</b>	<b>1,278,528</b>	<b>1,369,827</b>	<b>1,517,289</b>	<b>1,590,013</b>	<b>1,590,013</b>
	<b>GRAND TOTAL TOWN (except Water Dept.)</b>	<b>15,977,302</b>	<b>15,851,312</b>	<b>15,831,994</b>	<b>16,163,409</b>	<b>17,839,175</b>	<b>16,471,489</b>

NOTE: Rows that contain a FY 2013 recommended line item to be voted by Town Meeting are marked with an asterisk (\*).

## BALLOT QUESTION - JUNE 21, 2012 ELECTION:

### Question:

Shall the Town of Townsend be allowed to assess an additional \$1,366,119 in real estate and personal property taxes for the purposes of funding a supplemental appropriation for the North Middlesex Regional School District budget for the fiscal year beginning July first, two thousand and twelve? Yes or No

Results:	Yes	No	Total
Precinct 1	184	500	684
Precinct 2	217	375	592
Precinct 3	175	431	606
<b>Total</b>	<b>576</b>	<b>1306</b>	<b>1882</b>

Does not Pass

## SPECIAL TOWN MEETING - AUGUST 15, 2012

Opened at 7:10pm

The Moderator went over the conduct of Town meeting according to Town Meeting Time

Regarding interrupting a speaker, raising your hand to ask a question, rising to be recognized stating your name and address for the floor and viewers at home. Further instructions as outlined in this report at other Town Meetings were reviewed. The return of the warrant was then read by the Town Clerk, Susan A. Funaiolo.

**Article 1:** I move that the Town vote to raise and appropriate the sum of \$417,728.00 to supplement the appropriation made under Article 8 of the Annual Town Meeting held on May 1, 2012, for the North Middlesex Regional School district budget; provided, however, that the appropriation made hereunder shall be contingent upon the passage of a Proposition two and one-half override vote pursuant to the provisions of Section 21C (g) of Chapter 59 of the MGL at an election.

Submitted by: Board of Selectmen      Read by: Sue Lisio      Vote: 101 Ayes 43 No's  
Ayes have it.

## BALLOT QUESTION - AUGUST 28, 2012 ELECTION

### Question:

Shall the Town of Townsend be allowed to assess an additional \$417,728.00 in real estate and personal property taxes for the purposes of funding a supplemental appropriation for the North Middlesex Regional School district budget for the fiscal year beginning July first, two thousand and twelve? Yes or No

Results:	Yes	No	Total
Precinct 1	332	515	847
Precinct 2	388	413	800
Precinct 3	382	445	827
<b>Totals</b>	<b>1102</b>	<b>1372</b>	<b>2474</b>

Does not pass

## STATE PRIMARY - SEPTEMBER 6, 2012

State Primary Town of Townsend Sept. 6, 2012 Republican Party				
Precinct	I	II	III	Total
<b>Total Votes</b>	192	177	147	516
<b>Total Republican Votes</b>	146	111	103	360
SENATOR IN CONGRESS				
Blanks	5	5	2	12
Scott P. Brown	140	106	101	347
Write-ins: Elizabeth Warren	1	0	0	1
<b>Total:</b>	146	111	103	360
REPRESENTATIVE IN CONGRESS				
Blanks	10	2	4	16
Jonathan A. Golnik	93	62	64	219
Thomas J. M. Weaver	43	47	35	125
Write-ins:	0	0	0	0
<b>Total:</b>	146	111	103	360
COUNCILLOR				
Blanks	34	24	20	78
Jennie L. Caissie	112	87	83	282
Write-ins:	0	0	0	0
<b>Total:</b>	146	111	103	360
SENATOR IN GENERAL COURT				
Blanks	146	109	102	357
Write-ins: Carmen Saver			1	
Write-ins: William Machamer	0	1	0	1
Write-ins: Thomas J. Weaver		1		
<b>Total:</b>	146	111	103	360

REPRESENTATIVE IN GENERAL COURT				
Blanks	22	18	18	58
Sheila C. Harrington	124	93	85	302
Write-ins:	0	0	0	0
<b>Total:</b>	146	111	103	360
CLERK OF COURTS				
Blanks	146	110	101	357
Write-ins: Robert Wellington			1	
Write-ins: Frederick Darling	0	1	0	1
Write-ins: Kirk Dunam			1	
<b>Total:</b>	146	111	103	358
REGISTER OF DEEDS				
Blanks	146	110	102	358
Write-ins: Frederick Darling	0	1	0	
Write-ins: Amy Duram	0	0	1	1
<b>Total:</b>	146	111	103	360
SHERIFF				
Blanks	146	110	102	358
Write-ins: David Darling	0	1	0	1
Write-ins: Roger Mann			1	
<b>Total:</b>	146	111	103	360

State Primary Town of Townsend Sept. 6, 2012 Democratic Party				
Precinct	I	II	III	Total
Total Democratic Votes	46	65	44	155
SENATOR IN CONGRESS				
Blanks	4	4	5	13
Elizabeth A. Warren	42	58	38	138
Write-ins: Scott Brown	0	3	1	4
Total	46	65	44	155
REPRESENTATIVE IN CONGRESS				
Blanks	8	4	2	14
Nicola S. Tsongas	38	60	42	140
Write-ins	0	1	0	1
Total:	46	65	44	155
COUNCILLOR				
Blanks	45	64	44	153
Write-ins: Richard Kin	1	0	0	1
Write-ins: Ernest Tousignant		1		1
Total:	46	65	44	155
SENATOR IN GENERAL COURT				
Blanks	4	9	4	17
Jennifer Flanagan	41	56	40	137
Write-ins: Jennifer Warren	1	0	0	1
Total:	46	65	44	155
REPRESENTATIVE IN GENERAL COURT				
Blanks	45	63	40	148
Write-ins: Sheila Harrington	0	1	0	1
Write-ins: Stephen Sally	1	0	0	1

Write-ins: Ernest Tousignant	0	1	4	5
Total:	46	65	44	155
CLERK OF COURTS				
Blanks	9	14	7	30
Michael A. Sullivan	36	51	37	124
Write-ins	Derrick Sari - 1	0	0	0
Total	45	65	44	154
REGISTER OF DEEDS				
Blanks	7	9	1	17
Robert B. Antonelli	23	25	20	68
Frank J. Ciano	1	6	2	9
Thomas B. Concannon, Jr.	3	2	5	10
Maria C. Curtatone	3	13	4	20
Tiziano Doto	4	2	6	12
Maryann M. Heuston	5	8	6	19
Write-ins	0	0	0	0
Total:	46	65	44	155
SHERIFF				
Blanks	12	15	6	33
Peter J. Koutoujian	34	50	38	122
Write-ins	0	0	0	0
Total:	46	65	44	155

State Primary Town of Townsend Sept. 6, 2012 Green-Rainbow Party				
Precinct	I	II	III	Total
<b>Total Green-Rainbow Votes</b>	0	1	0	1
SENATOR IN CONGRESS				
Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1
REPRESENTATIVE IN CONGRESS				
Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1
COUNCILLOR				
Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1

Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1
REPRESENTATIVE IN GENERAL COURT				
Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1
CLERK OF COURTS				
Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1
REGISTER OF DEEDS				
Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1
SHERIFF				
Blanks	0	1	0	1
Write-ins	0	0	0	0
Total:	0	1	0	1

# PRESIDENTIAL ELECTION - NOVEMBER 6, 2012

State Election  
Town of Townsend  
Nov. 6, 2012

Precinct	I	Provisional	II	Provisional	III	Provisional	Total
<b>Total Votes</b>	<b>1653</b>		<b>1591</b>	<b>2</b>	<b>1710</b>		<b>4956</b>

### ELECTORS OF PRESIDENT AND VICE PRESIDENT

Blanks	9		9		11		29
Johnson and Gray	28		26		34		88
Obama and Biden	664		702	1	721		2088
Romney and Ryan	941		847	1	939		2728
Stein and Honkala	11		7		5		23
Write-ins	0		0		0		0
<b>Totals:</b>	<b>1653</b>	<b>0</b>	<b>1591</b>	<b>2</b>	<b>1710</b>	<b>0</b>	<b>4956</b>

### SENATOR IN CONGRESS

Blanks	5		11		10		26
Scott P. Brown	1088		1004	1	1099		3192
Elizabeth A. Warren	560		576	1	601		1738
Write-ins:	0		0		0		0
							0
<b>Total:</b>	<b>1653</b>	<b>0</b>	<b>1591</b>	<b>2</b>	<b>1710</b>	<b>0</b>	<b>4956</b>

### REPRESENTATIVE IN CONGRESS

Blanks	65		51		50		166
Nicola S. Tsongas	773		838	2	880		2493
Jonathan A. Golnik	815		702		780		2297
Write-ins:	0		0		0		0
							0
<b>Total:</b>	<b>1653</b>	<b>0</b>	<b>1591</b>	<b>2</b>	<b>1710</b>	<b>0</b>	<b>4956</b>

### COUNCILLOR

Blanks	452		451		479		1382
Jennie L. Caissie	1201		1140	2	1231		3574
Write-ins	0		0		0		0
							0
<b>Total:</b>	<b>1653</b>	<b>0</b>	<b>1591</b>	<b>2</b>	<b>1710</b>	<b>0</b>	<b>4956</b>

### SENATOR IN GENERAL COURT

Blanks	542		485		528		1555
Jennifer Flanagan	1111		1106	2	1182		3401
Write-ins:	0		0		0		0
							0
<b>Total:</b>	<b>1653</b>	<b>0</b>	<b>1591</b>	<b>2</b>	<b>1710</b>	<b>0</b>	<b>4956</b>

**REPRESENTATIVE IN GENERAL COURT**

Blanks	418		391		436		1245
Sheila C. Harrington	1235		1200	2	1274		3711
Write-ins:	0		0		0		0
							0
Total:	1653	0	1591	2	1710	0	4956

**CLERK OF COURTS**

Blanks	564		519		563		1646
Michael A. Sullivan	1089		1072	2	1147		3310
Write-ins	0		0		0		0
							0
Totals	1653	0	1591	2	1710	0	4956

**REGISTER OF DEEDS**

Blanks	578		547		571		1696
Maria C. Curtatone	1075		1044	2	1139		3260
Write-ins	0		0		0		0
							0
Totals	1653	0	1591	2	1710	0	4956

**SHERIFF**

Blanks	414		378		368		1160
Peter J. Koutoujian	756		773	1	878		2408
Ernesto M. Petrone	483		440	1	464		1388
Write-ins	0		0		0		0
							0
Totals	1653	0	1591	2	1710	0	4956

**QUESTION 1**

Blanks	153		130		134		417
Yes	1293		1269	2	1390		3954
No	207		192		186		585
							0
Total:	1653	0	1591	2	1710	0	4956

**QUESTION 2**

Blanks	65		57		62		184
Yes	810		833	1	834		2478
No	778		701	1	814		2294
							0
Total:	1653	0	1591	2	1710	0	4956

**QUESTION 3**

Blanks	69		60		59		188
Yes	1015		1007	1	1062		3085
No	569		524	1	589		1683
							0
Total:	1653	0	1591	2	1710	0	4956

## BALLOT QUESTION - NOVEMBER 13, 2012

### Question:

Shall the Town of Townsend be allowed to assess an additional \$199,000.00 in real estate and personal property taxes for the purposes of funding a supplemental appropriation for the municipal budget for the fiscal year beginning July first, two thousand and twelve?

Yes or No

Results:	Yes	No	Total
Precinct 1	185	414	599
Precinct 2	169	277	446
Precinct 3	128	335	463
<b>Grand Totals</b>	<b>482</b>	<b>1026</b>	<b>1508</b>

Does not pass

## SPECIAL TOWN MEETING - NOVEMBER 14, 2012

Our Special Town Meeting opened at 7pm and the Moderator Gene Rauhala explained the rules as he does at all our Town Meetings. We use Town Meeting Time as our parliamentary procedure guide. Mr. Rauhala continued by asking those who wished to speak to please stand, state your name and address for those here and for the viewers at home. All motions must be in writing and brought up to Madam Clerk at some point. If a matter is voted tonight it may be brought up for to be reconsidered tonight upon a majority vote. If this meeting goes to a second night, (which is tomorrow), and an article is to be re-considered it must be a nine-tenths vote of the floor. If at some point you question the vote tally tonight, if seven of you rise immediately we will bring out the tellers and we will do an actual count. If you become confused about a situation on the floor you may raise your hand and we will try to answer your questions. If you wish to raise a point of order, then please stand in place and say that you wish to raise a point of order. If you wish to raise a point of privilege stand as you would for a point of order and as before you may interrupt the speaker.

If there are any guests tonight would you please sit in the front row.

Madam Clerk, Susan A. Funaiole, was then asked to read the return of the Warrant and the

Special Town Meeting commenced.

### STM ARTICLE 1

I move that the Town vote to amend the Capital Plan as approved by Article 15 at the Annual Town Meeting held on May 1, 2012 as follows:

- by increasing the appropriation under said Article 15 by \$150,000.00 in order to fund an entire meter reading improvement project, such funds to come from Water Enterprise retained earnings;
- by adding to the Capital Plan the land purchase to be addressed in Article 19 of this Special Town Meeting;

Submitted By: Water Department/BOS

Read by:

Niles Busler

Vote: Passed

**STM ARTICLE 2**

I move that the Town vote to authorize the Board of Selectmen to petition the General Court for special legislation, as on file with the Town Clerk, creating a water district separate from the Town to be under the direction of an elected three-member board of water commissioners elected at a district-wide election, which district shall have authority to supply water to residents within the geographic area bounded generally by the current water distribution system, and to have all authority usually and customary vested in a Massachusetts Water District; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition.

Submitted by: Water Department      Read by:      Niles Busler      Vote:      Failed

**STM ARTICLE 3**

I move that the Town vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of paying prior fiscal year bills.

Submitted by: Board of Selectmen

Read By:      Nicholas Thalheimer moved to take no action      Vote:      Passed to take no action

**STM ARTICLE 4**

I move that the Town vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$\_\_\_\_\_ for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B.

Submitted by: Board of Selectmen

Read by:      Sue Lisio moved to take no action      Vote:      Passed to take no action

**STM ARTICLE 5**

*Motion to table this article until after Article 16 was defeated 70 no votes 39 yes votes.*

I move that the Town vote to transfer from surplus revenue the sum of \$400,000.00 for the purpose of supplementing the capital stabilization fund, including debt service payments of capital items, as allowed under MGL Chapter 40, Section 5B.

Submitted by: Board of Selectmen

Read by:      Robert Plamondon      Vote:      Passed 2/3 declared by Moderator

**STM ARTICLE 6**

I move that the Town vote to raise and appropriate the sum of \$893.00 to supplement the FY13 assessment from Nashoba Associated Boards of Health.

Submitted by: Board of Health/BOS      Read by:      Nicholas Thalheimer      Vote:      Passed

**STM ARTICLE 7**

I move that the Town vote to transfer Police Department Training Expenses from the Expenses subcategory to the Personnel Services subcategory with the Training Expenses appropriation remaining unchanged at \$11,838.00 and the department total remaining unchanged at \$1,440,972.00.

Submitted by: Board of Selectmen      Read by:      Sue Lisio      Vote:      Passed

**STM ARTICLE 8**

I move that the Town vote to raise and appropriate the sum of \$40,000.00 to supplement the FY13 Employee Health Insurance account.

Submitted by: Treasurer/BOS    Read by:    Robert Plamondon    Vote:    Passed

**STM ARTICLE 9**

I move that the Town vote to raise and appropriate the sum of \$5,307.00 to implement an amendment to the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 1703, Highway Union.

Submitted by: Board of Selectmen    Read by:    Nicholas Thalheimer    Vote:    Passed

**STM ARTICLE 10**

I move that the Town vote to raise and appropriate the sum of \$2,150.00 to supplement the FY13 Police Chief Salary line.

*Amended motion read by Ed Tokarski to raise and appropriate the sum of \$200.00 to supplement the FY13 Police Chief Salary Line. This motion failed 52no to 34 yes.*

Main Motion

Submitted by Board of Selectmen    Read by:    Sue Lisio    Vote:    Passed 45 Yes 43 no

**STM ARTICLE 11**

I move that the Town vote to transfer from the Finance Committee Reserve Fund the sum of \$500.00 to supplement the FY13 Expenses line in the Finance Committee budget.

Submitted by: Finance Committee    Read by:    Carolyn Smart    Vote:    Passed

**STM ARTICLE 12**

I move that the Town vote to transfer from surplus revenue the sum of \$3,300.00 to supplement the election budget for professional services to cover the costs of the 2013 Annual Election.

Submitted by: Town Clerk    Read by:    Susan A. Funaiole    Vote:    Passed

**STM ARTICLE 13**

I move that the Town vote to transfer from surplus revenue the sum of \$8,000.00 for the purpose of funding consulting services to evaluate changes to the Town’s employee health insurance and benefits program.

Submitted by: Board of Selectmen    Read by: Robert Plamondon    Vote: Passed 51 Yes 46 No

**STM ARTICLE 14**

I move that the Town vote to amend Article 6 of the May 1, 2012 Annual Town Meeting by increasing the amount appropriated and transferred from the Ambulance Receipts Reserved Account by an additional sum of \$50,000.00 to supplement the FY13 Fire-EMS Department operating budget.

Submitted by: Board of Selectmen    Read by:    Nicholas Thalheimer    Vote:    Passed

**STM ARTICLE 15**

I move that the Town vote to supplement the appropriation for the North Middlesex Regional School District approved under Article 8 of the Annual Town Meeting held on May 1, 2012 by appropriating the additional sum of \$417,728.00 for such purposes, and, as funding therefor:

- to raise from available funds the sum of \$109,118.00; and
- to raise from tax levy the sum of \$199,000.00 through a Proposition 2 ½ override;
- and to reduce appropriations under various line items of the budget approved under said Article 8, as set forth in a detailed schedule, by the total sum of \$109,610.00.

Submitted by: Board of Selectmen

Read by: Sue Lisio moved to take no action                      Vote: Passed to take no action

**STM ARTICLE 16**

I move that the Town vote to supplement the appropriation for the North Middlesex Regional School District approved under Article 8 of the Annual Town Meeting held on May 1, 2012 by appropriating the additional sum of \$417,728.00, and to meet said appropriation, to raise the sum of \$123,611.00 from available funds in the treasury and to transfer from surplus revenue the sum of \$23,000.00 (\$27,000) and to reduce appropriations under various line items of the budget approved under said Article 8, as set forth in a detailed schedule, by the total sum of \$271,117.00 (\$267,117).

Submitted by: Board of Selectmen

Read by: Robert Plamondon (amended amounts in ( ) read by: Carolyn Smart)

Vote: Passed with amended amounts.

*Note: Moderator asked the floor to correct an error in the line item of land use expenses to read an amount of \$3,300. Following is the spread sheet with the final amounts to the right hand side of the page for all the amendments.*

Article 16

Summary of Budget Reductions and Subtotals by Functional Area

DEPARTMENT	5/1/12 ATM APPROP.	PROPOSED AMENDED APPROP.	REDUCTION	<i>Actual amended Final Vote</i>	<i>Final Reduction</i>
<b>General Government</b>					
Board of Selectmen: Personnel Services	115,334	105,334	10,000	105,334	10,000
Assessors: Personnel Services	81,850	78,850	3,000	78,850	3,000
Collector: Personnel Services	89,770	87,833	1,937	87,833	1,937
Legal Expenses	48,500	38,500	10,000	38,500	10,000
MIS Expenses	51,500	47,500	4,000	51,500	0
Street Listings	4,300	3,100	1,200	3,100	1,200
Conservation Commission: Personnel Svs.	42,213	39,243	2,970	39,243	2,970
Land Use Expenses	4,300	2,300	1,000	3,300	1,000
Facility Maintenance Department: Energy	100,912	70,912	30,000	70,912	30,000
<b>Amended Total: General Government</b>	<b>985,921</b>	<b>921,814</b>	<b>64,107</b>	<b>925,814</b>	<b>60,107</b>
<b>Public Safety</b>					
Police: Personnel Services	1,245,499	1,225,499	20,000	1,225,499	20,000
Communications Center: Personnel Svs.	271,096	241,486	29,610	241,486	29,610
Fire-EMS: Personnel Services	676,982	622,982	54,000	622,982	54,000

Transfer - Ambulance Receipts	-250,000	-300,000	50,000	-300,000	50,000
<b>Amended Total: Public Safety</b>	<b>2,511,303</b>	<b>2,357,693</b>	<b>153,610</b>	<b>2,357,693</b>	<b>153,610</b>
<b>Streets &amp; Highways</b>					
Highway Personnel Services	387,573	342,573	45,000	342,573	45,000
<b>Amended Total: Streets &amp; Highways</b>	<b>634,753</b>	<b>589,753</b>	<b>45,000</b>	<b>589,753</b>	<b>45,000</b>
<b>Human Services</b>					
Council On Aging: Personnel Services	63,816	57,816	6,000	57,816	6,000
<b>Amended Total: Human Services</b>	<b>284,873</b>	<b>278,873</b>	<b>6,000</b>	<b>278,873</b>	<b>6,000</b>
<b>Culture &amp; Recreation</b>					
Library: Expenses	44,269	41,869	2,400	41,869	2,400
<b>Amended Total: Culture &amp; Recreation</b>	<b>231,150</b>	<b>228,750</b>	<b>2,400</b>	<b>228,750</b>	<b>2,400</b>
<b>Grand Total (excluding Water Dept.)</b>	<b>16,471,489</b>	<b>16,200,372</b>	<b>271,117</b>	<b>16,200,372</b>	<b>267,117</b>

Note: The last amendment was made to the MIS expenses by an amendment read by Carolyn Smart after Steven Cloutier pointed out that he had willing given 4,000 thinking everyone was losing hours of work. Loss of hours did not happen so Mrs. Smart's motion was to re-instate the amount for the MIS expense account to \$51,500 and 0reduction. The vote to re-instate the monies was unanimous and is reflected in the actual amended final vote column.

**STM ARTICLE 17**

I move that the Town vote to amend the Townsend General By-Laws, Chapter 138, Section 9, to read as follows:

“Any person who violates any provision of this by-law shall be punished by a fine of not more than \$300. Each day or portion thereof of continuing violation shall constitute a separate offense; and each provision of the by-law, regulations, or permit violated shall constitute a separate offense. This by-law may be enforced by the Conservation Agent, any Town police officer, the Town Building Inspector, or other officer having police powers. The Conservation Commission, as an alternative to initiating criminal proceedings against a violator of this by-law or any rules and regulations promulgated hereunder, may give the offender a written notice to appear before the Clerk of the Ayer District Court pursuant to the provisions of MGL c 40, §21D. Any person notified to appear before the Clerk of the Ayer District Court as hereinbefore provided may so appear and confess the offense charged, either personally or through a duly authorized agent or by mailing to such Clerk with the notice such specific sum of money as is stated in the notice. Such payment shall operate as a final disposition of the case. If an offender desires to contest the violation alleged in the notice to appear, he may, within 21 days after the date of the notice, request in writing a hearing be held before a district court judge, clerk, or assistant clerk. Proceedings held pursuant to this provision shall not be deemed to be criminal proceedings.”

Submitted by: Conservation Commission  
Read by: Karen Chapman                      Vote: Passed

**STM ARTICLE 18**

I move that the Town vote to amend the General By-Laws, Chapter 138, Section 1-B, to read as follows:

“In accordance with this purpose no person shall remove, fill, dredge, build upon, degrade, pollute, discharge into, or otherwise alter the following resource areas: banks, freshwater wetlands, marshes, bogs, wet meadows, swamps, creeks, rivers, streams, ponds, lakes, lands under water bodies, lands subject to flooding or inundation, vernal pools, isolated wetlands (collectively, resource areas) and lands within a buffer zone (as defined in § 138-7) of any such resource areas without a permit from the Conservation Commission, or as provided by this by-law. Any person wishing to engage in such activities must file a written notice of his intention to do so, including such plans as may be necessary to fully describe such proposed activity and its effect on the environment, and receive and comply with a permit issued by the Conservation Commission. Each notice shall be accompanied by a filing fee as shown on the graduated schedule of fees contained in the Townsend Wetland Regulations. A copy of such notice shall be sent at the same time, by certified mail, to the Department of Environmental Protection. Such notice must be filed concurrently with or after applications for all other permits, variances and approvals required by any zoning or non-zoning by-law or by the Subdivision Control Law and the regulations of the Planning Board thereunder have been obtained. Upon written request of any person, the Conservation Commission shall within 21 days make a written determination as to whether this by-law is applicable to any land or work thereon. Where such person is other than the owner, notice of any such determination shall be sent to the owner and to the person making such request.”

Submitted by: Conservation Commission                      Read by: Karen Chapman                      Vote: Passed

**STM ARTICLE 19**

I move that the Town vote to appropriate and borrow \$52,775.00 and authorize the Treasurer, with the approval of the Board of Selectmen, to issue any notes that may be necessary under any enabling authority, for the purpose of acquiring, for open space and passive recreational purposes, a certain parcel of land known as the Genova property, consisting of 35.3 acres, more or less, shown on Assessor’s Map 35, Block 5, Lot 0, and described in a deed recorded with the Middlesex Registry of Deeds in Book 49618, Page 39, and authorize the Conservation Commission to acquire said land by gift, purchase, and/or eminent domain under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, and as it may hereafter be

amended and other Massachusetts statutes relating to Conservation, to be managed and controlled by the Conservation Commission, and authorize the Conservation Commission to file on behalf of the Town of Townsend any and all applications under the LAND Program (G.L. c. 132A, §11) and/or any other applications for funds, gifts, grants, under any federal and/or other state program, in any way connected with the scope of this acquisition, and to enter into all agreements and execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition, with the foregoing appropriation to be contingent upon the Town obtaining the LAND grant, which funds, when received by the Town under said LAND grant or other grant, shall be used to repay any notes or bonds issued hereunder, and the balance of the purchase price be paid by the Conservation Fund, and, further, authorize the Board of Selectmen and/or the Conservation Commission to convey a conservation restriction on said land in accordance with G.L. c. 184.

Submitted by: Conservation Commission                      Read by:                      Karen Chapman                      Vote:                      Passed

**STM ARTICLE 20**

I move that the Town vote to amend the General Bylaws, Section 1-1 to insert a new section J, as follows:

**J. Wetlands Bylaw**

- 1) Enforcing Officer:
  - a. Conservation Agent
  - b. Townsend Police
  - c. Building Inspector
- 2) Fine Schedule:
  - a. Unauthorized Activity Either in Absence of or Beyond the Scope of Valid Order of Conditions or Determination of Applicability
    - (i) In Wetland Resource Area
      - (a) First Offense: \$100
      - (b) Second Offense: \$200
      - (c) Third and subsequent offenses: \$300
    - (ii) In Buffer Zone
      - (a) First Offense: \$50
      - (b) Second Offense: \$100
      - (c) Third and subsequent offenses: \$200
  - b. Activity in violation of or failure to comply with conditions of a valid Order of Conditions or Determination of Applicability.
    - (i) First Offense: \$100
    - (ii) Second Offense: \$200
    - (iii) Third and subsequent Offenses: \$300
  - c. Failure to comply with any measures mandated by an Enforcement Order
    - (i) First and subsequent Offenses: \$300
  - d. Failure to comply with required procedures, such as, but not limited to, recording an Order of Conditions at the Registry of Deeds before commencement of permitted activity, posting DEP file number at the site, and notifying Conservation Agent before commencement of work
    - (i) First Offense: \$25
    - (ii) Second Offense: \$50
    - (iii) Third and subsequent Offense: \$100

Submitted by: Conservation Commission                      Read by:                      Karen Chapman                      Vote:                      Passed

**The Meeting was dissolved at 10:05pm**

## BOARD OF REGISTRARS

We had nine voter registrations this year, seven elections an Annual Town Meeting and three Special Town Meetings. The Board of Registrars, throughout this year registered and filed new voter registrations and removed those who have registered elsewhere.

Amy Collins set up a system for us to use for the voter registration cards to be removed permanently every two years.

The Registrars are also involved with our election process. Catherine Thrasher is instrumental in helping with the tally sheet. Kathy Spofford, the Assistant Town Clerk, develops the tally sheet in advance, for each election. She and Kerry work as a team to reach the final tally results when the Wardens bring them the results from each precinct.

Claire Devine, during an election, does research on the VRIS system when a voter feels disenfranchised, has some other problem, or wants to make a change to their voter registration.

We are a conscientious group of people from different political parties who put affiliations aside for a common goal; to see that all who wish to vote are able to vote.

**Jan. 2012    Number of Voters -6006                      Dec. 2012    Number of Voters - 6024**

Respectfully Submitted,

The Board of Registrars

Amy Collins  
Claire Devine  
Catherine Thrasher  
Susan A. Funaiole, ex-officio

## BOARD OF ASSESSORS

As always, the Assessors Office has been a busy spot in Memorial Hall..... the year 2012 has been no exception. The Board of Assessors and its staff are responsible for the valuation of all real estate and personal property subject to taxation. Assessed valuations are based on “full and fair cash value” as of January 1<sup>st</sup> preceding each fiscal year.

Our three-member Board of Assessors consists of a chairman and two members. It is an elected Board with each member carrying a three-year term. This past April Niles Busler took over the chairman position. John Whitemore stepped down from his position after many years of service. Laura Shifrin and Julie Johnson fill the remaining two spots.

In order to maintain assessments at or near market value, the Board of Assessors regularly compare property valuations with the selling prices of properties that have sold in Townsend. Assessment-to-sales ratio statistics are analyzed to determine the median assessment level as well as assessment uniformity. We strive to maintain an accurate property database through our ongoing cyclical inspection program. Each parcel has a field card that contains information such as land size, building description, sales information, etc. These property record cards are available in our office and can now be accessed online through the town website.

We would like to extend our appreciation to John Whittemore for the many years he has volunteered his services. We would like to thank the Town for its support of our office and the efforts we have made to insure that the tax revenues flow to the Town in a consistent and timely manner.

Respectfully,

Victoria Tidman, Principal Assessor  
For the Members of the Board of Assessors and Staff

Niles Busler, Chairman  
Laura Shifrin, Member  
Julie Johnson, Member

Janina Majeran - Administrative Assessor  
Janet Leavitt - Property Inspector

**Fiscal Year 2012 Assessments and Revenues by Major Property Class**

<u>Property Class</u>	<u>Levy Percent</u>	<u>Valuation by Class</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
Residential	90.6767	736,548,385	16.96	12,491,860.61
Commercial	4.3848	35,617,057	16.96	604,065.29
Industrial	2.2827	18,541,400	16.96	314,462.14
Personal Property	2.6558	21,572,470	16.96	365,869.09

**Valuation and Tax History**

<u>Fiscal Year</u>	<u>Tax Rate</u>	<u>Valuation by Class</u>	<u>Accounts</u>	<u>Tax Levy</u>	<u>Change (%)</u>
2012	16.96	812,279,312	4,058	13,776,257.13	2.2121
2011	15.74	856,296,203	4,064	13,478,102.24	1.9579
2010	15.31	863,440,319	4,048	13,219,271.28	2.1709
2009	13.64	948,561,960	4,058	12,938,385.33	3.9421
2008	13.44	926,166,205	4,071	12,447,673.80	9.1969

**Fiscal Year 2012 Abstract of Assessments**

<u>Property Class Code and Description</u>	<u>Accts</u>	<u>Class Valuation</u>	<u>Avg. Value</u>
012 - 043 Mixed Use Properties	105	30,532,200	290,783
101 Residential Single Family	2802	655,920,200	234,090
102 Residential -Condominiums	272	20,322,000	74,713
104 Residential Two Family	44	9,820,800	223,200
105 Residential Three Family	11	2,944,500	267,681
Misc. Residential	15	3,525,600	235,040
111 - 125 Apartments	7	2,398,700	342,671
130 - 132, 106 Vacant Land	409	20,566,800	50,285
200 - 231 Open Space	0	-0-	-0-
300 - 393 Commercial	78	26,148,600	335,238
400 - 442 Industrial	16	17,831,400	1,114,462
501 - 506 Personal Property	185	21,572,470	116,607
600 - 821 Chapter 61, 61A, 61B	114	696,042	6,105
900 909 Exempt	195	130,549,500	669,484

### New Growth Revenue

<u>Fiscal Year</u>	<u>Added Valuation</u>	<u>Tax Rate</u>	<u>New Revenues</u>	<u>Change</u>
2012	3,622,936	15.74	57,024.00	-44.03
2011	6,654,450	15.31	101,880.00	32.54
2010	5,635,198	13.64	76,864.00	-52.96
2009	12,157,987	13.44	163,403.00	-16.15
2008	15,629,068	12.47	194,895.00	-11.37
2007	17,951,210	12.25	219,903.00	12.69

## FINANCE COMMITTEE

This year has seen a large change in the membership of the Committee; long standing members Paul Nicoli, Carolyn Sellars and John Whittemore have left. I would like to thank them for the endless hours of “homework” and meeting times that they gave to the Committee and to the Town. Trying to be the watch dog for the tax payer is often a thankless job, but they performed that service for a number of years without fail, sticking with it whether their ideas or recommendations met with success or failure and continued to keep themselves ready to proceed to the next problem. Thank you so much, you will be greatly missed. Our new members, Colin McNabb, Jason Vellen and Sam Grant, have a wide range of experience and are willing and able to take on the work ahead.

This year’s budget was complicated by the failure of Townsend to pass the N.M.R.S.D. override. Another override was presented which also failed. This caused the need to cut over \$400,000.00 from the operating budget. Several avenues were investigated including cutting existing services and hours. The Finance Committee and the Selectmen disagreed on the solution, however with some small modifications we agreed on maintaining services with the use of non- reoccurring funds for the remainder of the fiscal year. This action has caused us to have a small structural deficit. Although we will be able to maintain the cuts for this fiscal year, the next fiscal year bodes many problems. All the Union contracts as well as some of the other contracts are due to be renegotiated, some of the monies that were made available for the expense cuts will not be available, the wage matrix increases, the increase in the cost of Middlesex County Retirement, Health Care (and other Insurances), possible cuts in Local Aid from the State, the rising cost of utilities etc., all these plus other factors will present problems for us to maintain services and to end or at least not increase our structural deficit in the next fiscal year. Our costs seem to be rising faster than our revenues.

## CAPITAL PLANNING COMMITTEE

The process developed in 2011 with our adoption of the policy “criteria used to evaluate requests”— per the Massachusetts Municipal Association guidelines—facilitated creation and acceptance of the FY12 Capital Improvement Plan (CIP) and set the stage for a positive working relationship with departments and the Board of Selectmen.

Following that same approach in 2012, the Committee met with the departments and committees to develop the FY13 CIP for adoption at town meeting. Handicapped by an absence of information as to the amount of funding we had to work with, the Committee identified a list of what we deemed to be the most critical projects and submitted the CIP to the Board of Selectmen by March 1, 2012. Just prior to town meeting, we learned that the Board of Selectmen called into question the Capital Planning Committee’s

process and priorities. This made the entire process at town meeting difficult and confusing. It is our hope that communication between the Selectmen and the Committee will become more productive and effective in the future.

As mentioned above and in last year's report, concern with a lack of funds being designated for the FY13 plan was realized. We were able to fund some of the requests using different appropriations available, with an additional amount coming from the capital stabilization account. It is our strong recommendation that the ongoing capital needs of the community be acknowledged by an annual set-aside of monies for the capital stabilization account.

At the Fall Town Meeting the approved FY13 CIP was amended to include a land purchase at the request of the Conservation Commission and an increase in funds for an approved project for the Water Department. Below is the final FY13 CIP adopted and funded by town meeting.

Much work will need to be done for the FY14 CIP; with over 16 million in requests and a very limited amount of money available it will be a challenge. By working in concert with Town departments and the Board of Selectmen, we are confident that essential capital purchases will receive support.

Let us also take this opportunity to recognize the years of service of Jed Coughlin. Jed finished his term with the Committee on June 30, 2012, serving as the Chairman. Jed was a leader and a great asset to the committee; he will be missed and we wish him much success with all his future endeavors. We welcomed Roger Rapoza as our newest member, and look forward to working with Roger over the next year.

The Capital Planning Committee would like to express its sincere appreciation for the cooperation and assistance from the Town's Department Heads. Townsend is truly fortunate to have professional, competent, hard-working, dedicated employees and volunteers and it was an honor and a pleasure working with them all.

Respectfully submitted by,

The Capital Planning Committee

Lorna Fredd, Chairman  
Colin McNabb, Vice-Chairman  
Carolyn Smart, Secretary  
Andrea Wood, Finance Committee Representative  
Rick Oakley, Member  
Bill Roberts, Planning Board Representative  
Roger Rapoza, Board of Selectmen Representative

# TAX COLLECTOR/TREASURER

MONTH	RECEIPTS	DISBURSED	NOTES	BALANCE
<b>BEGINNING BALANCE 6/30/11</b>				<b>\$ 3,248,764.00</b>
July-11	\$ 852,353.00	\$ 1,359,577.00		\$ 2,741,540.00
August-11	\$ 2,585,162.00	\$ 2,830,971.00		\$ 2,495,731.00
September-11	\$ 565,145.00	\$ 708,265.00		\$ 2,352,611.00
October-11	\$ 475,168.00	\$ 828,432.00		\$ 1,999,347.00
November-11	\$ 3,217,165.00	\$ 2,575,223.00		\$ 2,641,289.00
December-11	\$ 679,488.00	\$ 1,244,867.00		\$ 2,075,910.00
January-12	\$ 902,698.00	\$ 842,694.00		\$ 2,135,914.00
February-12	\$ 2,906,679.00	\$ 2,482,301.00		\$ 2,560,292.00
March-12	\$ 1,076,878.00	\$ 934,562.00		\$ 2,702,608.00
April-12	\$ 662,292.00	\$ 458,408.00		\$ 2,906,492.00
May-12	\$ 3,093,047.00	\$ 2,813,840.00		\$ 3,185,699.00
June-12	\$ 1,614,176.00	\$ 827,646.00		\$ 3,972,229.00
<b>BALANCE PERFORMANCE BONDS</b>				<b>\$ 2,532,444.00</b>
<b>TAX TITLE COLLECTED</b>				<b>\$ 154,680.02</b>

2013	Real Estate	\$ 6,261,444.71
2012	Real Estate	\$ 6,963,453.10
2011	Real Estate	\$ 147,789.90
2010	Real Estate	\$ 59,696.05
2009	Real Estate	\$ 8,615.46
2012	Personal Property	\$ 357,610.07
2011	Personal Property	\$ 672.93
2010	Personal Property	\$ 276.98
2009	Personal Property	\$ 150.96
2012	Motor Vehicle	\$ 926,558.72
2011	Motor Vehicle	\$ 44,295.52
2010	Motor Vehicle	\$ 6,013.60
2009	Motor Vehicle	\$ 901.56
2008	Motor Vehicle	\$ 519.85
2007	Motor Vehicle	\$ 740.20

2006	Motor Vehicle	\$ 109.48
2005	Motor Vehicle	\$ 50.52
2004	Motor Vehicle	\$ 28.75
2003	Motor Vehicle	\$ 26.04
2002	Motor Vehicle	\$ 233.33
	Pilot	\$ 2,000.00
	Interest on Taxes	\$ 94,539.72
	CML	\$ 7,500.00
	Bank Interest	\$ 18.98
	RMV Non-renewal	\$ 6,400.00
	Bank Charges	\$ 50.00
	Demand & Warrant	\$ 21,974.00
	Title V	\$ 26,888.64
	Water Lien	\$ 10,269.92
	Adv TT	
	<b>Total</b>	<b>\$ 14,948,943.58</b>

## TOWN ACCOUNTANT

The General Laws of the Commonwealth provides for the appointment of a town accountant. The town accountant possesses training and experience to maintain the municipality's key financial records. The records verify that a town's monies are being collected and disbursed in accordance with the municipality's financial policies, including its operating budget.

I have continued to enjoy my ninth year as the Town Accountant. The continuing goal of this department is to process the information received from all other town departments in a timely and accurate manner to allow responsible parties to make informed operating decisions. This department continues to run smoothly. Free cash was certified on October 18, 2012 and the Schedule A state filing was submitted before the October 31st due date. I again assisted the assessing department with a timely filing of the tax recapitulation sheet.

Kathy Jastrab continues as the department assistant and is responsible for preparing the weekly warrants. Kathy continues to be a wonderful employee whose efforts are valued each and every week.

The financial statements included in this report are unaudited for the year ending June 30, 2012. The Town will soon be in the process of a financial statement audit for fiscal year 2012. There is no single audit requirement for FY12. The independent audit firm for the Town is Melanson, Heath & Co.

The Town continues to have a strong balance sheet and adhered to its operating budget in 2012 only spending 95.25%. Actual revenues exceeded budgeted revenues by \$206,357, which is favorable. The increase is due to interest on delinquent taxes, increases in licenses and permits, and reimbursements from grants. Free cash as of July 1, 2012 was certified at \$773,528 for the general fund and \$339,857 for the water enterprise fund. \$438,300 of FY12 free cash has been used to support the Town in meeting financial goals for FY13. \$400,000 of those funds went toward supplementing the Town's capital stabilization fund.

The Town will continue to be fiscally challenged in FY13. Costs are rising in all town departments and appropriations were reduced at the fall town meeting. Most costs increase at a rate greater than the increase in revenues. The implementation of a local option meals tax for January 1, 2012 has increased revenue for 2012 by \$67,073. With the continued support of all departments and guidance from the Board of Selectmen and the Finance Committee, prudent financial decisions will be made to maintain a high level of service to the community.

Respectfully submitted,

Kimberley S. Fales CPA, CGA  
Town Accountant

**TOWN OF TOWNSEND**  
**COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 2012**

	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	WATER ENTERPRISE	TRUST FUNDS	AGENCY FUND	ACCOUNT GROUPS GENERAL FIXED ASSETS	LONG TERM OBLIGATIONS	GROUP TOTAL
<b><u>ASSETS</u></b>									
Cash & Investments	\$ 1,603,328.71	\$ 2,711,844.22	\$ 153,008.46	\$ 1,183,681.83	\$ 570,701.33	\$ 283,607.44	\$ -	\$ -	\$ 6,506,171.99
Personal Property Tax Prior	4,737.24	-	-	-	-	-	-	-	4,737.24
Personal Property Tax Current	8,379.74	-	-	-	-	-	-	-	8,379.74
Real Estate Tax Prior	238,426.60	-	-	-	-	-	-	-	238,426.60
Real Estate Tax Current	525,116.14	-	-	-	-	-	-	-	525,116.14
Provisions for Abate & Exemptions	(164,340.43)	-	-	-	-	-	-	-	(164,340.43)
Tax Liens Receivable	637,300.22	-	-	-	-	-	-	-	637,300.22
Special Conveyance Tax Current	-	-	-	-	-	-	-	-	-
Deferred Tax Receivable	27,458.55	-	-	-	-	-	-	-	27,458.55
Motor Vehicle Excise Tax Prior	59,474.80	-	-	-	-	-	-	-	59,474.80
Motor Vehicle Excise Tax Current	101,346.72	-	-	-	-	-	-	-	101,346.72
Dept. Accounts Rec. Ambulance	172,512.00	-	-	-	-	-	-	-	172,512.00
Water User Charges Receivable	-	-	-	79,797.47	-	-	-	-	79,797.47
Water Other Services Receivable	-	-	-	2,494.48	-	-	-	-	2,494.48
Water Backflow Test Charges Receivable	-	-	-	400.00	-	-	-	-	400.00
Water Lien Added to Taxes	-	-	-	610.71	-	-	-	-	610.71
Loans Receivable Title 5	-	243,591.54	-	-	-	-	-	-	243,591.54
Betterments Receivable Title 5	-	-	-	-	-	-	-	-	-
Due (To)/From Government Entity	(1,500.00)	-	36,531.41	577.08	-	-	-	-	35,608.49
Due (To)/From Other Funds	-	(2,025.00)	-	-	2,025.00	-	-	-	-
Prepaid Expenditures	1,603.01	-	-	84.75	-	-	-	-	1,687.76
Land	-	-	-	-	-	-	4,063,917.00	-	4,063,917.00
Buildings & Improvements	-	-	-	-	-	-	25,857,580.03	-	25,857,580.03
Accum Depr Buildings & Improv	-	-	-	-	-	-	(4,107,173.00)	-	(4,107,173.00)
Machinery, Equipment, Vehicles	-	-	-	-	-	-	6,715,150.15	-	6,715,150.15
Accum Depr Mach, Equip & Vehicles	-	-	-	-	-	-	(4,683,043.00)	-	(4,683,043.00)
Infrastructure	-	-	-	-	-	-	12,264,441.22	-	12,264,441.22
Accum Depr Infrastructure	-	-	-	-	-	-	(4,353,114.00)	-	(4,353,114.00)
Construction in Progress	-	-	-	-	-	-	85,044.12	-	85,044.12
Art & Historical Treasures	-	-	-	-	-	-	55,200.00	-	55,200.00
Amt. Prov. For Landfill Monitoring Costs	-	-	-	-	-	-	-	314,736.00	314,736.00
Amt. Prov. for Retirement of Obligations	-	-	-	-	-	-	-	5,113,435.78	5,113,435.78
<b><u>TOTAL ASSETS</u></b>	<b>\$ 3,213,843.30</b>	<b>\$ 2,953,410.76</b>	<b>\$ 189,539.87</b>	<b>\$ 1,267,646.32</b>	<b>\$ 572,726.33</b>	<b>\$ 283,607.44</b>	<b>\$ 35,898,002.52</b>	<b>\$ 5,428,171.78</b>	<b>\$ 49,806,948.32</b>
<b><u>LIABILITIES &amp; FUND EQUITY</u></b>									
Warrants Payable	\$ 189,554.38	\$ 11,738.20	\$ -	\$ 75,718.87	\$ 1,459.54	\$ -	\$ -	\$ -	\$ 278,470.99
Insurance Receipts Payable	-	-	-	1,453.88	-	-	-	-	1,453.88
Employee Withholdings Payable	-	-	-	-	-	99.93	-	-	99.93
Contract Retainer Payable	-	-	-	-	-	-	-	-	-
Taxes Paid in Advance	30,685.68	-	-	-	-	-	-	-	30,685.68
Water User Chagres Paid in Advance	-	-	-	-	-	-	-	-	-
Deferred Revenue	-	-	36,531.41	83,269.03	-	-	-	-	119,800.44
Deferred Revenue Property Tax	460,712.47	-	-	-	-	-	-	-	460,712.47
Deferred Revenue Tax Liens	637,300.22	-	-	610.71	-	-	-	-	637,910.93
Deferred Revenue Special Conveyance	-	-	-	-	-	-	-	-	-
Deferred Revenue Deferred Tax	27,458.55	-	-	-	-	-	-	-	27,458.55
Deferred Revenue Motor Vehicle	160,821.52	-	-	-	-	-	-	-	160,821.52
Deferred Revenue Dept. Receivable	172,512.10	-	-	-	-	-	-	-	172,512.10
Deferred Revenue Loans Rec	-	243,591.54	-	-	-	-	-	-	243,591.54
Deferred Revenue Betterments	-	-	-	-	-	-	-	-	-
Interest Payable	-	402.93	-	-	-	-	-	-	402.93
Performance Security Deposit Payable	-	3,600.00	-	3,183.44	-	283,507.51	-	-	290,290.95
Bonds Payable	-	-	-	-	-	-	-	4,966,586.50	4,966,586.50
Capital Leases Payable	-	-	-	-	-	-	-	146,849.28	146,849.28
Post Closure Landfill Obligations	-	-	-	-	-	-	-	314,736.00	314,736.00
<b><u>TOTAL LIABILITIES</u></b>	<b>\$ 1,679,044.92</b>	<b>\$ 259,332.67</b>	<b>\$ 36,531.41</b>	<b>\$ 164,235.93</b>	<b>\$ 1,459.54</b>	<b>\$ 283,607.44</b>	<b>\$ -</b>	<b>\$ 5,428,171.78</b>	<b>\$ 7,852,383.69</b>
<b><u>FUND EQUITY</u></b>									
Reserve (Deficit) for Encumbrances	\$ 25,324.39	\$ -	\$ 153,008.46	\$ 47,860.53	\$ -	\$ -	\$ -	\$ -	\$ 226,193.38
Reserve for Expenditures	59,629.00	660,842.33	-	-	-	-	-	-	720,471.33
Reserve for Continued Appropriations	262,389.58	-	-	705,910.97	-	-	-	-	968,300.55
Reserve for Prepaid Expenses	1,603.01	-	-	84.75	-	-	-	-	1,687.76
Reserve for Bond Premium	27,805.43	-	-	-	-	-	-	-	27,805.43
Reserve for Special Purposes	7,289.12	755,466.47	-	9,612.43	335,885.31	-	-	-	1,108,253.33
Investment in General Fixed Assets	-	-	-	-	-	-	35,898,002.52	-	35,898,002.52
Undesignated Fund Balance	1,150,757.85	1,277,769.29	-	339,941.71	235,381.48	-	-	-	3,003,850.33
<b><u>TOTAL FUND EQUITY</u></b>	<b>\$ 1,534,798.38</b>	<b>\$ 2,694,078.09</b>	<b>\$ 153,008.46</b>	<b>\$ 1,103,410.39</b>	<b>\$ 571,266.79</b>	<b>\$ -</b>	<b>\$ 35,898,002.52</b>	<b>\$ -</b>	<b>\$ 41,954,564.63</b>
<b><u>TOTAL LIABILITIES &amp; FUND EQUITY</u></b>	<b>\$ 3,213,843.30</b>	<b>\$ 2,953,410.76</b>	<b>\$ 189,539.87</b>	<b>\$ 1,267,646.32</b>	<b>\$ 572,726.33</b>	<b>\$ 283,607.44</b>	<b>\$ 35,898,002.52</b>	<b>\$ 5,428,171.78</b>	<b>\$ 49,806,948.32</b>

TOWN OF TOWNSEND  
STATEMENT OF REVENUE, BUDGET VS ACTUAL  
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
<b>TAXES</b>			
Personal Property Tax-Prior	\$ -	\$ 1,357.46	\$ 1,357.46
Personal Property Tax-Curr.	365,869.09	360,564.00	(5,305.09)
Real Estate - Prior	-	262,714.83	262,714.83
Real Estate - Current	13,410,388.04	12,868,142.06	(542,245.98)
Payment In Lieu Of Taxes	5,000.00	2,000.00	(3,000.00)
Tax Liens Receivable	-	110,717.15	110,717.15
Motor Vehicle Excise-Prior	-	170,403.41	170,403.41
Motor Vehicle Excise-Curr.	815,000.00	794,735.09	(20,264.91)
Room Occupancy Tax	2,000.00	3,314.89	1,314.89
Local Meals Tax	-	21,371.40	21,371.40
Forest Product Tax	-	-	-
Payments After Abatements	-	702.14	702.14
<b>TOTAL TAX REVENUE</b>	<u>14,598,257.13</u>	<u>14,596,022.43</u>	(2,234.70)
<b>INTEREST &amp; PENALTIES</b>			
Interest on Property Tax	42,000.00	91,578.70	49,578.70
Interest on Motor Vehicle	4,000.00	6,955.51	2,955.51
Interest on Tax Liens	-	19,228.50	19,228.50
Interest on Invest - Treasurer	11,000.00	3,185.21	(7,814.79)
Interest on Invest - Collector	1,000.00	42.28	(957.72)
<b>TOTAL INTEREST REVENUE</b>	<u>58,000.00</u>	<u>120,990.20</u>	62,990.20
<b>TAX COLLECTOR FEES</b>	17,000.00	18,774.00	1,774.00
<b>RENTAL INCOME</b>	24,000.00	29,588.11	5,588.11
<b>LICENSES &amp; PERMITS</b>			
Entertainment	200.00	450.00	250.00
Common Victullar	500.00	650.00	150.00
Used Car	500.00	1,200.00	700.00
Alcoholic	8,000.00	9,145.00	1,145.00
Driveway Permits	200.00	100.00	(100.00)
Dog Licenses	5,000.00	5,168.00	168.00
Marriage Intentions	500.00	800.00	300.00
Raffle Permits	-	70.00	70.00
Gasoline Permits	-	90.00	90.00
ZBA Special Permits	300.00	300.00	-
Pistol Permits Class A/B License	2,000.00	3,337.50	1,337.50
FID Card ClassC/D License	200.00	537.50	337.50
Oil & Wood Burner Permits	1,400.00	1,150.00	(250.00)
Fuel Storage Permits	1,000.00	550.00	(450.00)
Burning Permits	5,000.00	7,100.00	2,100.00
Blasting Permits	-	-	-
Tank Removal Permits	-	100.00	100.00
Sprinkler Permit	-	100.00	100.00

TOWN OF TOWNSEND  
STATEMENT OF REVENUE, BUDGET VS ACTUAL  
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Septic & Well Permits	1,200.00	2,100.00	900.00
Food and Tobacco Permits	300.00	357.00	57.00
Weights & Measurers	1,000.00	1,500.00	500.00
Building Permits	36,700.00	41,679.00	4,979.00
Gas & Oil Permits	4,500.00	5,417.00	917.00
Plumbing Permits	6,500.00	6,745.00	245.00
Electrical Permits	11,000.00	15,617.00	4,617.00
<b>TOTAL LICENSE REVENUE</b>	<b>86,000.00</b>	<b>104,263.00</b>	<b>18,263.00</b>
 <b>FINES</b>			
Dog License Fines	1,400.00	2,087.00	687.00
Marajuana Citation Fines	2,000.00	1,550.00	(450.00)
Conservation Fines & Violations	100.00	99.00	(1.00)
Library Fines, Fees & Forfeits	1,500.00	3,137.28	1,637.28
Fire Prevention Fines Ch 148A	-	1,900.00	1,900.00
Court Fines	9,000.00	3,507.00	(5,493.00)
<b>TOTAL FINES REVENUE</b>	<b>14,000.00</b>	<b>12,280.28</b>	<b>(1,719.72)</b>
 <b>FEES AND CHARGES FOR SERVICES</b>			
<b>SELECTMEN</b>			
Memorial Hall Rent	-	150.00	150.00
Cable TV Fees	1,000.00	1,218.00	218.00
Other	1,500.00	2,302.06	802.06
 <b>ASSESSORS</b>			
Passport Fees	6,500.00	4,435.00	(2,065.00)
Other	300.00	349.94	49.94
 <b>TOWN CLERK</b>			
Dog License Fees	2,000.00	660.00	(1,340.00)
Street Listings	100.00	305.00	205.00
Vital Statistics	2,500.00	3,005.00	505.00
Business Certificates	700.00	890.00	190.00
Wildlife Fees	200.00	(23.10)	(223.10)
Other	-	231.78	231.78
 <b>TAX COLLECTOR</b>			
Municipal Liens	7,000.00	7,325.00	325.00
Registry of M V Fees	6,000.00	18,195.00	12,195.00
Other	-	202.00	202.00
 <b>TREASURER</b>			
Tax Title Redemptions	1,500.00	600.00	(900.00)
Miscellaneous	-	56.37	56.37
Other	-	11.00	11.00

TOWN OF TOWNSEND  
STATEMENT OF REVENUE, BUDGET VS ACTUAL  
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

CONSERVATION COMMISSION			
Public Hearing Fees	200.00	3,841.75	3,641.75
PLANNING BOARD			
ANR Filing Fee	900.00	1,125.00	225.00
Site Plan Review Fee	-	-	-
Miscellaneous	-	100.00	100.00
Open Space Pres Devel Filing Fee	-	100.00	100.00
ZONING BOARD OF APPEALS			
Variance Filing fees	200.00	-	(200.00)
POLICE DEPARTMENT			
Accident Reports	1,000.00	1,140.00	140.00
Sp. Detail Surcharge	8,500.00	7,215.24	(1,284.76)
Court Restitution	6,000.00	1,443.74	(4,556.26)
Other	-	36.00	36.00
TREE WARDEN			
	-	-	-
PARKING CLERK			
	200.00	120.00	(80.00)
FIRE DEPARTMENT			
Fire reports	-	73.00	73.00
Smoke Alarm	3,500.00	4,275.00	775.00
Alarm Applications	-	100.00	100.00
Other	100.00	50.00	(50.00)
HIGHWAY			
	-	4,266.40	4,266.40
CEMETERY & PARKS			
	-	1,045.00	1,045.00
HEALTH & SANITATION			
Other	100.00	-	(100.00)
LIBRARY			
Other	-	260.95	260.95
<b>TOTAL FEE REVENUE</b>			
	50,000.00	65,105.13	15,105.13
<b>STATE RECEIPTS</b>			
Add'l Polling Hours	-	1,425.00	1,425.00
Abate - Blind/Vets/Spouse/Elderly	39,404.00	43,366.00	3,962.00
Veteran Benefits	25,338.00	26,836.00	1,498.00
General Aid	1,031,249.00	1,031,249.00	-
Add'l Municipal Aid	80,375.00	80,375.00	-
State Owned Land	190,153.00	190,153.00	-
State Assessments	(71,743.00)	(69,683.00)	2,060.00
<b>TOTAL STATE RECEIPTS</b>			
	1,294,776.00	1,303,721.00	8,945.00

TOWN OF TOWNSEND  
STATEMENT OF REVENUE, BUDGET VS ACTUAL  
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

TOTAL REVENUE RECEIVED	16,142,033.13	16,250,744.15	108,711.02
OTHER FINANCING SOURCE			
Bond Premiums	9,237.00	9,237.00	-
INTERFUND TRANSFERS			
Government Access	30,000.00	30,000.00	-
Receipts Reserved for Approp	386,561.67	396,661.67	10,100.00
Special Revenue Accounts	-	83,292.45	83,292.45
COA Grant	-	22,214.26	22,214.26
Water Enterprise	155,000.00	137,039.09	(17,960.91)
Capital Stabilization	310,550.00	310,550.00	-
<hr style="border-top: 1px dashed black;"/>			
TOTAL INTERFUND TRANSFERS	882,111.67	979,757.47	97,645.80
<hr style="border-top: 1px dashed black;"/>			
TOTAL RECEIPTS	\$ 17,033,381.80	\$ 17,239,738.62	\$ 206,356.82
<hr style="border-top: 3px dashed black;"/>			

RECONCILIATION OF UNDESIGNATED FUND BALANCE  
JUNE 30, 2012

BEGINNING BALANCE 07/01/11	\$	614,223.75	
INCREASES TO FUND BALANCE			
REVERSE PY F/B RESERVED FOR CONT APPROP		215,032.99	
REVERSE PY F/B RESERVED FOR EXPENDITURES		7,500.00	
REVERSE PY F/B RESERVED FOR ENCUMBRANCES		84,532.00	
REVERSE PY F/B RESERVED FOR PREPAID EXP		2,600.87	
REVERSE PY F/B RESERVED FOR REDC OF DEBT		31,175.49	
REVENUE RECEIVED		16,250,744.15	
OTHER FINANCING SOURCES - BOND PREMIUMS		9,237.00	
OTHER FINANCING SOURCES - TRANSFERS		979,757.47	
DECREASES TO FUND BALANCE			
ESTABLISH F.F. RESERVE FOR EXPENDITURES - FREE CASH VOTES		(59,629.00)	
ESTABLISH F.B. RESERVE FOR CONTINUED APPROP.		(262,389.58)	
ESTABLISH F.B. RESERVE FOR ENCUMBRANCES		(25,324.39)	
ESTABLISH F.B. RESERVE FOR PREPAID EXPEND.		(1,603.01)	
ESTABLISH F.B. RESERVE FOR REDUC OF DEBT SVS		(7,067.54)	
ESTABLISH F.B. RESERVE FOR UNRESOLVED CLAIM		(108.42)	
EXPENDITURES		(16,447,153.93)	
OTHER FINANCING USES		<u>(240,770.00)</u>	
ENDING BALANCE 06/30/12	\$	1,150,757.85	
		=====	
RESERVE FOR BOND PREMIUM FUND BALANCE, BEG		2,593.00	34,449.43
AMORTIZATION OF BOND PREMIUMS		<u>(341.00)</u>	<u>(8,896.00)</u>
RESERVE FOR BOND PREMIUM FUND BALANCE, END		2,252.00	25,553.43

SCHEDULE OF ACTIVITY IN SPECIAL REVOLVING FUNDS

FOR: MEETING HALL COMPLEX

SPENDING AUTHORIZATION FROM TOWN MEETING \$7,500.00  
 SPENDING AUTHORIZATION FROM BOS & FINCOM

DATE: 30-JUN-12

GENERAL LEDGER ACCOUNT 24-191-3191-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					3,656.34
JULY	0.00	0.00	0.00	0.00	3,656.34
AUGUST	0.00	0.00	0.00	0.00	3,656.34
SEPTEMBER	0.00	0.00	0.00	0.00	3,656.34
OCTOBER	0.00	0.00	0.00	0.00	3,656.34
NOVEMBER	1,569.00	0.00	-625.87	943.13	4,599.47
DECEMBER	760.00	0.00	0.00	760.00	5,359.47
JANUARY	0.00	0.00	-178.00	-178.00	5,181.47
FEBRUARY	175.00	0.00	0.00	175.00	5,356.47
MARCH	1,545.00	0.00	-83.18	1,461.82	6,818.29
APRIL	510.00	0.00	-31.28	478.72	7,297.01
MAY	425.00	0.00	0.00	425.00	7,722.01
JUNE	420.00	0.00	0.00	420.00	8,142.01
TOTALS	5,404.00	0.00	-918.33	4,485.67	8,142.01
Total Expended			-918.33		

UPDATED AS OF 06/30/12

SCHEDULE OF ACTIVITY IN SPECIAL REVOLVING FUNDS

FOR: FIRE ALARM MAINTENANCE

SPENDING AUTHORIZATION FROM TOWN MEETING \$4,000.00  
 SPENDING AUTHORIZATION FROM BOS & FINCOM

DATE: 30-JUN-12

GENERAL LEDGER ACCOUNT 24-220-3300-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					7,631.50
JULY	100.00	0.00	0.00	100.00	7,731.50
AUGUST	450.00	0.00	0.00	450.00	8,181.50
SEPTEMBER	200.00	0.00	-405.00	-205.00	7,976.50
OCTOBER	0.00	0.00	0.00	0.00	7,976.50
NOVEMBER	0.00	91.36	-27.00	-118.36	7,858.14
DECEMBER	0.00	0.00	-7.73	-7.73	7,850.41
JANUARY	418.85	0.00	-3.77	415.08	8,265.49
FEBRUARY	50.00	0.00	-83.35	-33.35	8,232.14
MARCH	256.40	0.00	0.00	256.40	8,488.54
APRIL	0.00	245.38	0.00	-245.38	8,243.16
MAY	0.00	430.30	-305.00	-735.30	7,507.86
JUNE	0.00	0.00	-2,214.90	-2,214.90	5,292.96
TOTALS	1,475.25	-767.04	-3,046.75	-2,338.54	5,292.96
Total Expended			-3,813.79		

UPDATED AS OF 06/30/12

SCHEDULE OF ACTIVITY IN SPECIAL REVOLVING FUNDS

FOR: CEMETERY

SPENDING AUTHORIZATION FROM TOWN MEETING \$30,000.00  
 SPENDING AUTHORIZATION FROM BOS & FINCOM

DATE: 30-JUN-12

GENERAL LEDGER ACCOUNT 24-491-3491-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					28,211.36
JULY	825.00	-386.28	-17.98	420.74	28,632.10
AUGUST	630.00	-871.74	-18.40	-260.14	28,371.96
SEPTEMBER	550.00	-1,247.58	-3,302.45	-4,000.03	24,371.93
OCTOBER	1,930.00	-965.70	-89.81	874.49	25,246.42
NOVEMBER	1,600.00	-673.38	-458.93	467.69	25,714.11
DECEMBER	2,250.00	-1,059.66	-36.06	1,154.28	26,868.39
JANUARY	0.00	-631.36	-19.25	-650.61	26,217.78
FEBRUARY	1,415.00	-666.70	-542.51	205.79	26,423.57
MARCH	0.00	-371.70	-42.00	-413.70	26,009.87
APRIL	1,645.00	-847.66	-130.31	667.03	26,676.90
MAY	2,285.00	-2,170.70	-260.33	-146.03	26,530.87
JUNE	3,150.00	-5,962.77	-238.54	-3,051.31	23,479.56
TOTALS	16,280.00	-15,855.23	-5,156.57	-4,731.80	23,479.56
Total Expended			-21,011.80		

UPDATED AS OF 06/30/12

SCHEDULE OF ACTIVITY IN SPECIAL REVOLVING FUNDS

FOR: BOARD OF HEALTH

SPENDING AUTHORIZATION FROM TOWN MEETING \$22,000.00  
 SPENDING AUTHORIZATION FROM BOS & FINCOM

DATE: 30-JUN-12

GENERAL LEDGER ACCOUNT 24-520-3301-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					13,892.73
JULY	326.00	-312.54	-17.22	-3.76	13,888.97
AUGUST	1,153.00	-306.84	-757.95	88.21	13,977.18
SEPTEMBER	453.00	-270.94	-17.20	164.86	14,142.04
OCTOBER	757.00	-269.68	0.00	460.32	14,602.36
NOVEMBER	1,183.50	-601.58	-298.93	282.99	14,885.35
DECEMBER	488.00	-372.56	-1,139.40	-1,023.96	13,861.39
JANUARY	316.00	-248.63	-1,480.50	-1,413.13	12,448.26
FEBRUARY	451.00	-459.98	-385.84	-394.82	12,053.44
MARCH	568.00	-293.47	-650.25	-375.72	11,677.72
APRIL	994.00	-598.91	-237.75	157.34	11,835.06
MAY	1,337.00	-672.60	-117.48	546.92	12,381.98
JUNE	622.55	-236.00	-1,441.37	-1,054.82	11,327.16
TOTALS	8,649.05	-4,670.73	-6,543.89	-2,565.57	11,327.16
Total Expended			-11,214.62		

UPDATED AS OF 06/30/12



**TOWN OF TOWNSEND  
CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS BY DEPARTMENT  
JULY 1, 2011 - JUNE 30, 2012**

<u>CODE</u>		<u>BEGINNING BALANCE</u>	<u>RECEIPTS</u>	<u>TRANSFERS INTRA-FUND</u>	<u>TRANSFERS INTER-FUND</u>	<u>EXPENDED PAYROLL</u>	<u>EXPENDED OTHER</u>	<u>ENDING BALANCE</u>
<b>BOARD OF SELECTMEN:</b>								
OSPD	Cablevision Access Account	131,369.89	40,002.71	(30,000.00)	-	-	(10,500.00)	130,872.60
OSPD	Audio Visual Equipment	18,020.38	-	-	-	-	(424.98)	17,595.40
OSGD	Capital Donations	1,485.00	-	-	-	-	-	1,485.00
FGCD	CDBG Program Income Fund Townsend	57,677.63	10,800.57	-	-	-	(2,804.94)	65,673.26
FGCD	CDBG Program Income Fund Ashby	17.70	0.09	-	-	-	-	17.79
<b>CONSERVATION COMMISSION:</b>								
OSRF	Cy Realty Escrow	2,406.72	11.58	-	-	-	-	2,418.30
SGGG	Toxic Use Reduction Grant	666.48	-	-	-	-	-	666.48
RRWP	Wetland Protection Notice of Intent	35,319.00	2,095.00	-	-	-	(1,524.29)	35,889.71
<b>PLANNING BOARD:</b>								
OSRF	53G Escrow - Locke Estates	0.69	(0.69)	-	-	-	-	0.00
OSRF	53G Escrow - Patriot Comm Def OSPD	412.75	4.64	-	-	-	-	417.39
OSRF	53G Escrow - Locke Brook Run	164.29	0.79	-	-	-	-	165.08
OSRF	53G Escrow - Deer Run	1,077.96	5.19	-	-	-	-	1,083.15
OSRF	53G Escrow - Ball Road Tower	19,810.62	95.37	-	-	-	-	19,905.99
OSRF	53G Escrow - Sprint Tower	1,794.22	8.64	-	-	-	-	1,802.86
OSRF	53G Escrow - Waterhouse Devel	2,141.11	10.30	-	-	-	-	2,151.41
OSRF	53G Escrow - Harbor Trace	3,400.79	16.37	-	-	-	-	3,417.16
<b>ZONING BOARD OF APPEALS:</b>								
OSRF	53G Escrow - Townsend Elder Housing	440.10	3.48	-	-	-	-	443.58
OSRF	53G Escrow - Turnpike Village	3.74	89.63	-	-	-	-	93.37
<b>W. TOWNSEND READING ROOM:</b>								
OSGD	WTRR Gifts and Donations	540.18	861.00	-	-	-	-	1,401.18
RROR	WTRR Receipts Reserved	10,843.29	6,557.61	(4,900.00)	-	-	-	12,500.90
<b>FACILITY MAINTENANCE:</b>								
RVMH	Meeting Hall Complex Revolving	3,656.34	5,404.00	-	-	-	(918.33)	8,142.01
FGOFG	ARRA Energy Efficiency Grant	26,918.42	23,658.07	-	-	-	(50,524.07)	52.42
<b>CIVIL DEFENSE:</b>								
FGEM	MEMA Emergency Planning Grant	2,500.00	-	-	-	-	-	2,500.00
FGEM	MEMA Ice Storm Grant	8,767.70	67,268.38	-	(76,036.08)	-	-	-
FGEM	MEMA Emergency Management Grant	-	3,487.61	-	(3,487.61)	-	-	-

**TOWN OF TOWNSEND**  
**CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS BY DEPARTMENT**  
**JULY 1, 2011 - JUNE 30, 2012**

	<u>BEGINNING BALANCE</u>	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED OTHER	<u>ENDING BALANCE</u>
<b>POLICE DEPARTMENT:</b>							
OSRF	Special Detail Revolving	(7,620.93)	104,419.34	-	-	(111,947.82)	(15,149.41)
FGPS	Law Enforcement Grant	1,153.76	-	-	-	-	1,153.76
SGPS	Local Law Enforcement Grant	85.05	-	-	-	-	85.05
OSGD	Donations & Gifts	5,879.71	2,470.00	-	-	(3,411.06)	4,938.65
OSGD	Donations - DARE	1,618.80	-	-	-	-	1,618.80
OSGD	Donations - Quimby Invest Fund	332.42	-	-	-	-	332.42
FGPS	COPS In School Grant	7,257.43	-	-	-	-	7,257.43
SGPS	Community Policing Grant	4,588.03	-	-	-	-	4,588.03
FGPS	Body Armor Matching Federal Grant	(6,000.00)	-	-	-	-	(6,000.00)
FGPS	Governor's Highway Safety Grant	41.60	-	-	-	-	41.60
<b>FIRE/EMS DEPARTMENT:</b>							
SGPS	Right to Know Law	422.16	-	-	-	(267.80)	154.36
OSGD	Gifts & Donations	976.69	925.00	-	-	(1,681.06)	220.63
SGPS	S.A.F.E. Grant	-	4,665.00	-	-	(291.85)	3,757.73
FGPS	Volunteer Fire Assistance Grant	-	2,000.00	-	-	(2,000.00)	-
RVFAM	Fire Alarm Maintenance Revolving	7,631.50	1,475.25	-	-	(767.04)	5,292.96
OSRF	Community Foundation Grants	-	18,000.00	-	-	(13,124.00)	4,876.00
FGEM	FEMA Flooding Assistance Grant	1,756.03	249.00	-	(2,005.03)	-	-
RRAB	Ambulance Receipts Reserved for Approp.	111,891.12	382,920.96	(298,000.00)	(10,100.00)	-	186,712.08
<b>COMMUNICATION DEPARTMENT:</b>							
SGPS	PSAP Grant Comm Center Training	(3,068.42)	4,941.70	-	-	(4,010.73)	(3,740.45)
SGPS	PSAP Grant Comm Center Equipment	(24,223.61)	24,223.61	-	-	-	(28,115.00)
<b>HIGHWAY DEPARTMENT:</b>							
SGPW	Highway Machinery Fund	634.99	-	-	-	-	634.99
FGEM	Oct'11 Nor'Easter Storm MEMA Grant	-	12,647.15	-	40,770.00	(10,931.94)	(109,613.52)
<b>CEMETERY &amp; PARKS DEPARTMENT:</b>							
RVCM	Cemetery Revolving Fund	28,211.36	16,280.00	-	-	(15,855.23)	23,479.56
RRSL	Cemetery Sale of Lot Fund	1,707.33	3,325.00	(3,457.33)	-	-	1,575.00
OGSD	Cemetery Burial Ground	621.00	-	-	-	-	621.00
OGSD	Parks Bandstand Fund	2,866.85	-	-	-	-	2,866.85
OGSD	Playground Donations	173.00	504.35	-	-	(113.00)	564.35
OGSD	American Flag Committee	2,761.44	-	-	-	(840.00)	1,921.44
OGSD	Town Common Maintenance Donations	1,275.06	250.00	-	-	(1,159.93)	365.13
<b>BOARD OF HEALTH:</b>							
OGSD	Composting Bins Donations	92.75	-	-	-	-	92.75
RVBH	Solid Waste Revolving	13,892.73	8,649.05	-	-	(4,670.73)	11,327.16
SGOSG	Emergency Preparedness Coalition Grant	772.41	-	-	-	-	772.41
FGOFG	H1N1 Flu Clinic Reimbursement Grant	2,584.70	-	-	-	(2,584.70)	-
SGOSG	Sustainable Materials Recovery Grant	-	-	-	-	(6,906.00)	(6,906.00)
OSMW	Septic Title V Repair Grant	12,594.76	-	-	-	-	12,594.76
OST5	Septic Title V Res for Approp	181,702.26	27,061.34	(27,554.00)	-	-	181,209.60

**TOWN OF TOWNSEND**  
**CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS BY DEPARTMENT**  
**JULY 1, 2011 - JUNE 30, 2012**

	<u>BEGINNING</u> <u>BALANCE</u>	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED OTHER	<u>ENDING</u> <u>BALANCE</u>
<b>COUNCIL ON AGING:</b>							
SGCOA Elder Affairs Formula Grant	-	8,825.00	-	-	-	(4,436.33)	4,388.67
OGSD Elder Affairs Gifts & Donations	1,207.76	75.00	-	-	-	(120.00)	1,162.76
OGSD COA Line Dancing Donations	87.00	-	-	-	-	-	87.00
OGSD COA Arts & Crafts Donations - F.Araujo	-	529.00	-	-	-	(27.95)	501.05
OSRF Kitchen Mgr Grant - Comm Foundation	-	5,800.00	-	-	(757.44)	-	5,042.56
SGCOA Elder Affairs LRTA Grant	(4,471.80)	46,036.76	-	(22,214.26)	(24,449.54)	(2,777.93)	(7,876.77)
<b>BOARD OF LIBRARY TRUSTEES:</b>							
SGLB Library Incentive Grant	13,214.67	11,930.03	-	-	(138.42)	(18,530.20)	6,476.08
OSRF Come Play Wii CMRLS Mini Grant	35.15	-	-	-	-	-	35.15
OGSD Library Collection Augmentation Donation	53.08	-	-	-	-	-	53.08
OGSD Extended Operating Hours Donation	500.26	5,000.00	-	(1,763.73)	(3,675.43)	-	61.10
SGLB Public Library Match Fundraising Grant	277.99	-	-	-	-	-	277.99
OSRF Target Early Childhood Reading Grant	286.99	-	-	-	-	-	286.99
OGSD Compact Disk Antitrust Settlement Gift	0.58	0.29	-	-	-	-	0.87
OGSD Library Memorial Gifts	2,406.86	265.00	-	-	-	(1,039.30)	1,632.56
OGSD Carolyn Kinney Library Gift	1,465.00	-	-	-	-	-	1,465.00
<b>RECREATION COMMISSION:</b>							
RVRC Recreation Revolving Fund	97,752.07	41,276.86	-	-	(33,355.44)	(15,768.30)	89,905.19
OGSD Gifts & Fundraising Recreation Building	13,972.61	8,438.97	-	-	-	-	22,411.58
<b>MISCELLANEOUS:</b>							
OGSD Veterans Memorial Marker Gifts	1,258.33	-	-	-	-	-	1,258.33
SGCR Arts Lottery Council	3,511.64	3,873.80	-	-	-	(4,624.07)	2,761.37
OGSD Sam Thorpe Prints	13,805.49	150.00	-	-	-	-	13,955.49
OSRF Insurance Reimbursements <20,000	8,885.58	14,160.03	-	-	-	(12,690.35)	10,355.26
OSRF Laurel Woods Escrow	3,000.00	-	-	-	-	-	3,000.00
Fund Balance Res. For Expenditures	<u>416,561.67</u>	<u>-</u>	<u>363,911.33</u>	<u>(416,561.67)</u>	<u>-</u>	<u>-</u>	<u>363,911.33</u>
Total Fund Balances	<u>\$ 1,255,857.91</u>	<u>\$ 921,747.83</u>	<u>-</u>	<u>(491,398.38)</u>	<u>\$ (211,175.18)</u>	<u>\$ (355,654.38)</u>	<u>\$ 1,119,377.80</u>
<b>STABILIZATION FUNDS:</b>							
Stabilization Fund	\$ 1,088,862.04	\$ 5,242.21	(30,000.00)	-	\$ -	\$ -	\$ 1,064,104.25
Stabilization Fund - Capital	277,857.89	2,738.15	(266,931.00)	200,000.00	-	-	213,665.04
Fund Balance Res. For Expenditures	<u>310,550.00</u>	<u>-</u>	<u>296,931.00</u>	<u>(310,550.00)</u>	<u>-</u>	<u>-</u>	<u>296,931.00</u>
Total Stabilization Funds Balance	<u>\$ 1,677,269.93</u>	<u>\$ 7,980.36</u>	<u>-</u>	<u>(110,550.00)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,574,700.29</u>

**BALANCE SHEET - CAPITAL PROJECTS**  
**JUNE 30, 2012**

	Memorial Hall	Recycle Ctr Upgrade	Highway Imprv Ch 90	TOTALS
<b><u>ASSETS</u></b>				
Cash	\$0.00	\$102,069.19	\$ 50,939.27	\$153,008.46
Due From the Commonwealth	-	-	36,531.41	36,531.41
<b>TOTAL ASSETS</b>	<b>\$ -</b>	<b>\$ 102,069.19</b>	<b>\$ 87,470.68</b>	<b>\$ 189,539.87</b>
<b><u>LIABILITIES</u></b>				
Warrants Payable	-	-	-	-
Bond Anticipation Note Payable	-	-	-	-
Deferred Revenue	-	-	36,531.41	36,531.41
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>36,531.41</b>	<b>36,531.41</b>
<b><u>FUND BALANCES</u></b>				
Undesignated Fund Balance	-	-	-	-
Reserve for Encumbrances	-	102,069.19	50,939.27	153,008.46
<b>TOTAL FUND BALANCES</b>	<b>-</b>	<b>102,069.19</b>	<b>50,939.27</b>	<b>153,008.46</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ -</b>	<b>\$ 102,069.19</b>	<b>\$ 87,470.68</b>	<b>\$ 189,539.87</b>

**WATER ENTERPRISE FUND - OPERATIONS**  
**JULY 1, 2011 - JUNE 30, 2012**

Retained Earnings Unreserved, beginning	\$	397,502.07
Retained Earnings Reserved for Special Purposes, beginning		64.00
Retained Earnings Reserved for Encumbrances, beginning		451.44
Retained Earnings Reserved for Continued Appropriations, beginning		367,022.41
Retained Earnings Reserved for Back Flow Prevention, beginning		-
		765,039.92

**Revenues:**

Water User Charges	\$	986,071.05	
Other Service Charges		22,897.04	
Connection Fees		14,000.00	
Interest & Demands		22,020.58	
Water Liens		10,269.92	
Other Miscelllaneous		994.31	
Back Flow Prevention		6,452.18	
		1,062,705.08	
			1,827,745.00

**Expenditures:**

Salary and Wages		(220,092.35)	
Expenses		(241,650.96)	
Debt Service		(103,957.03)	
Capitla Expenditures		(78,613.44)	
		(644,313.78)	

**Other Financing Sources/(Uses):**

Intermunicipal Agreement - Earnings on Investment		5,346.52	
Intermunicipal Agreement - Reimbursement to General Fund		(142,385.61)	
		\$ 1,046,392.13	
			=====

Retained Earnings Unreserved, ending	\$	339,941.71
Retained Earning Reserved for Special Purposes, ending		84.75
Retained Earnings Reserved for Encumbrances, ending		454.70
Retained Earnings Reserved for Continued Appropriations, ending		705,910.97
		\$ 1,046,392.13
		=====
Total Fund Equity June 30, 2012		\$ 1,046,392.13
		=====

**WATER ENTERPRISE FUND - OPERATIONS  
RECONCILIATION OF UNRESERVED RETAINED EARNINGS  
JUNE 30, 2012**

BEGINNING BALANCE 07/01/11	\$	397,502.07
 <b>INCREASES TO RETAINED EARNINGS</b>		
REVERSE PY R/E RESERVED FOR PREPAID EXP		64.00
REVERSE PY R/E RESERVED FOR CONT APPROP		367,022.41
REVERSE PY R/E RESERVED FOR ENCUMBRANCES		451.44
REVENUE RECEIVED		1,061,864.87
REVENUE RECEIVED - MISC RECEIPTS		840.21
OTHER FINANCING SOURCES - EARNINGS ON INVEST		5,346.52
 <b>DECREASES TO RETAINED EARNINGS</b>		
ESTABLISH RESERVE FOR CONTINUED APPROP.		(705,910.97)
ESTABLISH RESERVE FOR ENCUMBRANCES		(454.70)
ESTABLISH F.B. RESERVE FOR PREPAID EXPEND.		(84.75)
EXPENDITURES		(644,313.78)
OTHER FINANCING USES - REIMB TO GENERAL FUND		(142,385.61)
 ENDING BALANCE 06/30/12	 \$	 339,941.71
		=====
 CERTIFIED RETAINED EARNINGS 07-01-11	 \$	 397,502.00
STM 11/15/11 ARTICLE 27 TANK MIXING SYSTEM		(60,000.00)
 BOWC VOTE FOR SPECIAL PROJECTS 01/23/2012		 (337,502.00)
		-----
 AVAILABLE RETAINED EARNINGS 6/30/12	 \$	 -
		=====

WATER ENTERPRISE FUND - CAPITAL PROJECTS  
JULY 1, 2011 - JUNE 30, 2012

	EAST SIDE IMPROVEMENT PROJECT	WITCH'S BROOK WATER CO ACQUISITION	SOLAR UPGRADE HARBOR TRACE PUMP STATION
<b>ASSETS</b>			
Cash	\$ 54,767.48	\$ -	\$ 2,250.78
Due from Federal Gov - Grant Receivable	<u>-</u>	<u>-</u>	<u>577.08</u>
<b>TOTAL ASSETS</b>	<b>\$ 54,767.48</b>	<b>\$ -</b>	<b>\$ 2,827.86</b>
	=====	=====	=====
<b>LIABILITIES</b>			
Deferred Rev Fed Gov Grant	-	-	577.08
Note Payable - BAN	-	-	-
<b>FUND EQUITY</b>			
Retained Earnings Reserved for Special Purpose	10,189.51		(577.08)
Retained Earnings/(Deficit) Reserved for Encum.	<u>44,577.97</u>	<u>-</u>	<u>2,827.86</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 54,767.48</b>	<b>\$ -</b>	<b>\$ 2,827.86</b>
	=====	=====	=====
Retained Earnings Reserved, beginning	\$ 54,767.48	\$ -	\$ (577.08)
Retained Earnings/(Deficit) Reserved, ending	<u>\$ 54,767.48</u>	<u>\$ -</u>	<u>\$ (577.08)</u>
Reserve Fund Balance for Encumbrances, beginning	\$ -	\$ -	\$ 3,540.69
<u>Expenditures:</u>			
Construction	-	-	(712.83)
Reserve Fund Balance for Encumbrances, ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,827.86</u>
	=====	=====	=====

TOWN OF TOWNSEND  
TRUST FUNDS COMBINED BALANCE SHEET  
JUNE 30, 2012

	NON EXPENDABLE TRUSTS	EXPENDABLE TRUSTS	TOTAL
<b>ASSETS</b>			
Cash, Restricted	\$333,860.31	\$0.00	\$333,860.31
Cash, Unrestricted	-	236,841.02	236,841.02
Due From Other Funds	2,025.00	-	2,025.00
	<hr/>	<hr/>	
<b>TOTAL ASSETS</b>	335,885.31	236,841.02	572,726.33
<hr/>			
<b>LIABILITIES</b>			
Warrants Payable	-	1,459.54	1,459.54
	<hr/>	<hr/>	
<b>TOTAL LIABILITIES</b>	-	1,459.54	1,459.54
 <b>FUND BALANCES</b>			
Amanda E Dwight Poor Fund	-	69,781.88	69,781.88
Albert J Atwood Worthy Fund	16,000.71	14,551.99	30,552.70
Abram S French Welfare Fund	10,000.00	13,112.88	23,112.88
Susan Wilson Worthy Fund	634.00	4,226.31	4,860.31
Steven Coffey Library Fund	500.00	287.57	787.57
Amanda E Dwight Library Fund	-	18,906.26	18,906.26
Charles Emery Library Fund	500.00	495.49	995.49
Lorraine Peterson Library Fund	368.00	667.47	1,035.47
Mary Worcester Library Fund	5,000.00	3,964.57	8,964.57
Townsend Grange Library Fund	100.00	148.56	248.56
Walter & Beuhla Murray Fund	500.00	605.84	1,105.84
Frances Rafferty Library Fund	4,500.00	942.61	5,442.61
H.A.R.T. Library Donations	-	723.26	723.26
Hale Memorial Library Trust	917.00	39.05	956.05
Charles A Sloan Memorial Fund	7,507.50	74.06	7,581.56
Maria L Lane School Fund	1,500.00	1,903.41	3,403.41
Spaulding Alumni Fund	1,500.00	3,061.04	4,561.04
Francis E Boucher Memorial Fund	600.00	1,248.62	1,848.62
Amanda E Dwight Concert Fund	-	4,603.54	4,603.54
M E Homer W.T. Reading Room	10,000.00	13,557.70	23,557.70
W Townsend Reading Room Grange	200.00	32.07	232.07
John Birney Blood Monument Fund	5,055.85	8,841.28	13,897.13
Memorial Common	1,400.00	609.29	2,009.29
Charles & Gertrude Packard Parks	5,000.00	418.37	5,418.37
Bandstand Fund	3,026.50	922.38	3,948.88
Amanda E Dwight Cemetery Fund	-	8,426.15	8,426.15
Cemetery Perpetual Care	251,150.75	22,023.36	273,174.11
Maude Hyde Gates Cemetery Fund	500.00	396.36	896.36
Joel Giles Cemetery Fund	2,200.00	1,116.07	3,316.07
James N Tucker Cemetery Fund	500.00	27.69	527.69
Combined Floral Funds	6,725.00	2,277.83	9,002.83
M C MacEarchern Memorial Fund	-	4,129.93	4,129.93
Conservation Fund	-	30,190.74	30,190.74
Memorial Hall Preservation	-	1,901.48	1,901.48
Town Common Holiday Lighting	-	1,166.37	1,166.37
	<hr/>	<hr/>	
<b>TOTAL FUND BALANCES</b>	335,885.31	235,381.48	571,266.79
 <b>TOTAL LIABILITIES AND FUND BALANCES</b>			
	\$335,885.31	\$236,841.02	\$572,726.33
<hr/>			

TOWN OF TOWNSEND  
 CHANGES IN FUND BALANCE FOR EXPENDABLE TRUST FUNDS  
 JULY 1, 2011 - JUNE 30, 2012

NAME	BALANCE JULY 1, 2011	INVESTMENT INCOME	OTHER RECEIPTS	EXPENDED OTHER	EXPENDED PAYROLL	BALANCE JUNE 30, 2012
Amanda E Dwight Poor Fund	\$ 66,728.92	\$ 3,052.96	\$ -	\$ -	\$ -	\$ 69,781.88
Albert J Atwood Worthy Fund	17,147.10	156.09	-	(2,751.20)	-	14,551.99
Abram S French Welfare Fund	16,654.66	142.78	100.00	(3,784.56)	-	13,112.88
Susan Wilson Worthy Fund	4,203.02	23.29	-	-	-	4,226.31
Stephen Coffey Library Fund	283.79	3.78	-	-	-	287.57
Amanda E Dwight Library Fund	26,393.99	5,083.09	-	(12,570.82)	-	18,906.26
Charles Emery Library Fund	490.72	4.77	-	-	-	495.49
Lorraine Peterson Library Fund	662.51	4.96	-	-	-	667.47
Mary Worcester Library Fund	3,921.62	42.95	-	-	-	3,964.57
Townsend Grange Library Fund	147.37	1.19	-	-	-	148.56
Walter & Beulah Murray Library	600.54	5.30	-	-	-	605.84
Frances Rafferty Library Fund	921.97	20.64	-	-	-	942.61
H.A.R.T. Library Donations	1,977.71	6.67	572.00	(1,833.12)	-	723.26
Hale Memorial Library Trust	34.47	4.58	-	-	-	39.05
Charles A Sloan Memorial Fund	37.73	36.33	-	-	-	74.06
Maria L Lane School Fund	2,384.74	18.67	-	(500.00)	-	1,903.41
Spaulding Alumni Fund	3,039.19	21.85	-	-	-	3,061.04
Francis E Boucher Mem. Fund	1,239.76	8.86	-	-	-	1,248.62
Amanda E Dwight Concert Fund	3,740.82	2,337.72	-	(1,475.00)	-	4,603.54
M E Homer W.T. Reading Rm	13,444.83	112.87	-	-	-	13,557.70
W. Townsend Reading Rm Grange	30.96	1.11	-	-	-	32.07
John Birney Blood Monument Fund	8,774.69	66.59	-	-	-	8,841.28
Memorial Common	599.66	9.63	-	-	-	609.29
Charles & Gertrude Packard Parks	392.41	25.96	-	-	-	418.37
Bandstand Fund	923.40	18.37	-	(19.39)	-	922.38
Amanda Dwight Cemetery Fund	6,790.26	1,635.89	-	-	-	8,426.15
Cemetery Perpetual Care	24,710.83	1,325.22	-	(2,997.20)	(1,015.49)	22,023.36
Maude Hyde Gates Cemetery Fund	392.06	4.30	-	-	-	396.36
Joel Giles Cemetery Fund	1,100.18	15.89	-	-	-	1,116.07
James N Tucker Cemetery Fund	25.16	2.53	-	-	-	27.69
Combined Floral Funds	2,581.39	42.44	-	(346.00)	-	2,277.83
M C MacEarchern Memorial Fund	8,602.41	36.97	-	(4,509.45)	-	4,129.93
Conservation Fund	30,046.08	144.66	-	-	-	30,190.74
Memorial Hall Preservation	1,892.37	9.11	-	-	-	1,901.48
Town Common Holiday Lights	1,160.79	5.58	-	-	-	1,166.37
<b>Total Fund Balances</b>	<b>\$ 252,078.11</b>	<b>\$ 14,433.60</b>	<b>\$ 672.00</b>	<b>\$ (30,786.74)</b>	<b>\$ (1,015.49)</b>	<b>\$ 235,381.48</b>

TOWN OF TOWNSEND  
 CHANGES IN FUND BALANCE FOR NON-EXPENDABLE TRUST FUNDS  
 JULY 1, 2011 - JUNE 30, 2012

FUND NAME	BALANCE JULY 1, 2011	OTHER RECEIPTS	BALANCE JUNE 30, 2012
Albert J Atwood Worthy Fund	\$ 16,000.71	\$ -	\$ 16,000.71
Abram S French Welfare Fund	10,000.00	-	10,000.00
Susan Wilson Worthy Fund	634.00	-	634.00
Steven Coffey Library Fund	500.00	-	500.00
Charles Emery Library Fund	500.00	-	500.00
Lorraine Peterson Library Fund	368.00	-	368.00
Mary Worcester Library Fund	5,000.00	-	5,000.00
Townsend Grange Library Fund	100.00	-	100.00
Walter & Beuhla Murray Fund	500.00	-	500.00
Frances Rafferty Library Fund	4,500.00	-	4,500.00
Hale Memorial Library Trust	917.00	-	917.00
Charles A Sloan Memorial Fund	7,507.50	-	7,507.50
Maria L Lane School Fund	1,500.00	-	1,500.00
Spaulding Alumni Fund	1,500.00	-	1,500.00
Francis E Boucher Memorial Fund	600.00	-	600.00
M E Homer W.T. Reading Room	10,000.00	-	10,000.00
W Townsend Reading Room Grange	200.00	-	200.00
John Birney Blood Monument Fund	5,055.85	-	5,055.85
Memorial Common	1,400.00	-	1,400.00
Charles & Gertrude Packard Parks	5,000.00	-	5,000.00
Bandstand Fund	2,889.50	137.00	3,026.50
Cemetery Perpetual Care	249,125.75	2,025.00	251,150.75
Maude Hyde Gates Cemetery Fund	500.00	-	500.00
Joel Giles Cemetery Fund	2,200.00	-	2,200.00
James N Tucker Cemetery Fund	500.00	-	500.00
Combined Floral Funds	6,725.00	-	6,725.00
<b>TOTAL FUND BALANCES</b>	<u>\$ 333,723.31</u>	<u>\$ 2,162.00</u>	<u>\$ 335,885.31</u>

STATEMENT OF LONG TERM OBLIGATIONS  
JUNE 30, 2012

		BONDS PAYABLE	NOTES PAYABLE		CAPITAL LEASES PAYABLE						
<b>GENERAL OBLIGATION BOND - REFUNDED</b>											
Memorial Hall/ Conservation Land/ Water/Fire Truck											
Original Loan: \$2,882,000.00											
Dated June 15, 1999											
New Funding: \$765,000.00											
Declining Principal											
Due 12/15/1999 - 12/15/2017	BALANCE:	\$ 1,405,000.00									
 <b>GENERAL OBLIGATION BOND</b>											
Harbor Fire Station/6 & 13 Elm/Landfill Capping											
Original Loan: \$3,374,000.00											
Dated June 15, 2004											
Declining Principal											
Due 12/15/2004 - 06/15/2024	BALANCE:	1,930,000.00									
 <b>WATER POLLUTION ABATEMENT TRUST</b>											
Title V Homeowner Loan Program											
Original Loan: \$196,061.00											
Dated February 1, 1999											
Declining Principal											
Due 08/01/2002 - 08/01/2019	BALANCE:	86,852.00									
 <b>WATER POLLUTION ABATEMENT TRUST</b>											
Title V Homeowner Loan Program - Grant II											
Original Loan: \$138,182.00											
Dated February 1, 2004											
Declining Principal											
Due 08/01/2004 - 08/01/2022	BALANCE:	79,688.00									
 <b>WATER POLLUTION ABATEMENT TRUST</b>											
Title V Homeowner Loan Program - Grant III											
Original Loan: \$190,499.50											
Dated December 14, 2007											
Declining Principal											
Due 07/15/2008 - 07/15/2027	BALANCE	152,399.50									
 <b>WATER POLLUTION ABATEMENT TRUST</b>											
Water Ent - East Side Improvement - Phase I											
Original Loan: \$695,639.00											
Dated November 16, 2005											
Declining Principal											
Due 07/15/2006 - 07/15/2025	BALANCE:	517,434.00									
 <b>WATER POLLUTION ABATEMENT TRUST</b>											
Water Ent - East Side Improvement - Phase II											
Original Loan: \$1,035,361.00											
Dated December 14, 2006											
Declining Principal											
Due 07/15/2007 - 07/15/2026	BALANCE:	795,213.00									
 <b>STATE HOUSE NOTE</b>											
Fire and Highway New Truck Purchase											
Original Loan: \$480,000.00											
Dated June 12, 2007											
Constant Principal											
Due 12/01/07 - 06/01/12	BALANCE:		-								
 <b>CAPITAL LEASES PAYABLE</b>											
Republic First National											
Braun Chevy G4500 Ambulance											
Original Financing \$115,948.00 for 3 years											
Declining Principal											
Due 01/15/2015	BALANCE:				115,948.00						
 All American Investment Group											
Fire Air Filling System											
Original Financing \$47,957.00 for 2 years											
Declining Principal											
Due 08/08/2013	BALANCE:				30,901.28						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;">\$ 4,966,586.50</td> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;">\$ -</td> <td style="width: 33%; border-top: 1px solid black; border-bottom: 1px solid black;">\$ 146,849.28</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">=====</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">=====</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">=====</td> </tr> </table>						\$ 4,966,586.50	\$ -	\$ 146,849.28	=====	=====	=====
\$ 4,966,586.50	\$ -	\$ 146,849.28									
=====	=====	=====									

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: CHARTER COMM (SPEC ART) 119								
01-119-5400-000	PROF & TECH-LEGAL/CONSULT REVIEW		\$0.00	\$5,000.00	\$5,000.00	\$90.81	\$90.81	\$4,909.19 1.82%
sub-total [1] >CHARTER COMM (SPEC ART)			\$0.00	\$5,000.00	\$5,000.00	\$90.81	\$90.81	\$4,909.19 1.82%
Department: SELECTMEN 122								
01-122-5100-000	SALARY - TOWN ADMINISTRATOR	\$80,000.00	0.00	80,000.00	7,662.85	80,000.14	(0.14)	100.00%*
01-122-5112-000	WAGES - SUPPORT STAFF	30,673.00	(2,690.50)	27,982.50	0.00	25,481.44	2,501.06	91.06%
01-122-5190-000	OTHER - STIPENDS LONGEVITY	600.00	0.00	600.00	0.00	600.00	0.00	100.00%*
01-122-5191-000	OTHER - STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	
01-122-5192-000	OTHER - WAGES (T/A VAC BUY BACK)	0.00	3,100.00	3,100.00	3,065.14	3,065.14	34.86	98.88%
01-122-5300-000	PROF SERVICES	1,300.00	0.00	1,300.00	68.02	68.02	1,231.98	5.23%
01-122-5340-000	COMMUNICATIONS	150.00	0.00	150.00	20.15	20.15	129.85	13.43%
01-122-5420-000	OFFICE SUPPLIES	1,150.00	0.00	1,150.00	944.78	1,721.85	(571.85)	149.73%*
01-122-5580-000	OTHER SUPPLIES	300.00	0.00	300.00	0.00	0.00	300.00	
01-122-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-122-5710-000	TRAVEL/MILEAGE-IN STATE	200.00	0.00	200.00	0.00	27.32	172.68	13.66%
01-122-5730-000	DUES & MEMBERSHIPS	2,500.00	0.00	2,500.00	0.00	2,019.00	481.00	80.76%
01-122-5780-000	OTHER CHARGES	2,500.00	0.00	2,500.00	77.00	3,876.81	(1,376.81)	155.07%*
sub-total [1] >SELECTMEN		\$119,373.00	\$409.50	\$119,782.50	\$11,837.94	\$116,879.87	\$2,902.63	97.58%
Department: 123								
01-123-5100-000	SALARY/WAGE INCREASE COMP/CLASS PLAN		\$0.00	470.54	470.54	0.00	0.00	470.54
01-123-5191-000	OTHER - CERTIFICATION		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >			\$0.00	\$470.54	\$470.54	\$0.00	\$0.00	\$470.54
Department: TOWN MEETING ARTICLE 124								
01-124-5300-000	PROF SVCS - TOWN GRANT WRITER	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-124-5301-000	PROF SVCS - EASEMENT WHEELER RD BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	
01-124-5305-000	COMP/CLASS STUDY STM 10/10 ART 13	0.00	11,000.00	11,000.00	0.00	8,000.00	3,000.00	72.73%
01-124-5306-000	RETIREE H/CARE STUDY STM 10/10 ART 14	0.00	5,000.00	5,000.00	0.00	3,500.00	1,500.00	70.00%
01-124-5402-000	CERTIFIED PROPERTY APPRAISAL ATM 5/05 ART 37	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN MEETING ARTICLE		\$0.00	\$16,000.00	\$16,000.00	\$0.00	\$11,500.00	\$4,500.00	71.88%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: UNPAID BILLS 125								
01-125-5000-000	UNPAID BILLS		\$0.00	\$1,000.00	\$1,000.00	\$56.45	\$824.70	\$175.30 82.47%
sub-total [1] >UNPAID BILLS			\$0.00	\$1,000.00	\$1,000.00	\$56.45	\$824.70	\$175.30 82.47%
Department: FINANCE COMMITTEE 131								
01-131-5420-000	OFFICE SUPPLIES		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
sub-total [1] >FINANCE COMMITTEE			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department: FIN COMM RESERVE FUND 132								
01-132-5401-000	FIN COM RESERVE FUND		\$30,000.00	-\$3,679.79	\$26,320.21	\$0.00	\$0.00	\$26,320.21
sub-total [1] >FIN COMM RESERVE FUND			\$30,000.00	-\$3,679.79	\$26,320.21	\$0.00	\$0.00	\$26,320.21
Department: ACCOUNTING 135								
01-135-5100-000	SALARY - TOWN ACCOUNTANT		\$31,236.00	249.60	31,485.60	3,149.02	31,420.25	65.35 99.79%
01-135-5112-000	WAGES-SUPPORT STAFF		3,105.00	499.20	3,604.20	284.04	3,373.27	230.93 93.59%
01-135-5191-000	OTHER - CERTIFICATION		0.00	0.00	0.00	0.00	0.00	0.00
01-135-5245-000	REPAIR & MAINT EQUIPMENT		2,000.00	0.00	2,000.00	0.00	1,950.00	50.00 97.50%
01-135-5300-000	PROF & TECH SERVICES		550.00	0.00	550.00	0.00	548.65	1.35 99.75%
01-135-5420-000	OFFICE SUPPLIES		350.00	0.00	350.00	0.00	133.00	217.00 38.00%
01-135-5600-000	PRIOR YEAR ENCUMBRANCE		0.00	11,750.00	11,750.00	0.00	9,880.00	1,870.00 84.09%
01-135-5710-000	TRAVEL/MILEAGE IN-STATE		197.00	0.00	197.00	0.00	347.07	(150.07) 176.18%*
01-135-5730-000	DUES & MEMBERSHIPS		290.00	0.00	290.00	121.00	386.00	(96.00) 133.10%*
01-135-5900-000	AUDIT OF BOOKS		15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
sub-total [1] >ACCOUNTING			\$52,728.00	\$12,498.80	\$65,226.80	\$3,554.06	\$48,038.24	\$17,188.56 73.65%
Department: ASSESSING DEPARTMENT 141								
01-141-5100-000	SALARY-PRINCIPAL ASSESSOR		\$45,902.00	413.40	46,315.40	4,417.79	46,315.40	0.00 100.00%*
01-141-5110-000	WAGES - OPER STAFF		9,795.00	192.66	9,987.66	900.80	7,285.45	2,702.21 72.94%
01-141-5112-000	WAGES-SUPPORT STAFF		19,342.00	1,313.00	20,655.00	2,110.00	20,714.10	(59.10) 100.29%*
01-141-5130-000	ADDITIONAL GROSS - LONGEVITY		650.00	0.00	650.00	0.00	600.00	50.00 92.31%
01-141-5190-000	OTHER - STIPENDS		1.00	0.00	1.00	0.00	0.00	1.00
01-141-5245-000	REPAIR & MAINT EQUIPMENT		\$10,121.00	\$0.00	\$10,121.00	\$0.00	\$8,450.00	\$1,671.00 83.49%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-141-5300-000	PROF SERVICES	\$3,500.00	0.00	3,500.00	980.40	3,039.90	460.10	86.85%
01-141-5420-000	OFFICE SUPPLIES	800.00	0.00	800.00	221.05	829.86	(29.86)	103.73%*
01-141-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	1,400.00	1,400.00	0.00	1,139.26	260.74	81.38%
01-141-5710-000	TRAVEL/MILEAGE-IN STATE	600.00	0.00	600.00	36.89	291.16	308.84	48.53%
01-141-5730-000	DUES & MEMBERSHIPS	175.00	0.00	175.00	0.00	185.00	(10.00)	105.71%*
01-141-5900-000	ASSESSORS PROPERTY MAPPING ART	0.00	0.00	0.00	0.00	0.00	0.00	
01-141-5901-000	ASSESSORS ASSESSMENT SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >ASSESSING DEPARTMENT		\$90,886.00	\$3,319.06	\$94,205.06	\$8,666.93	\$88,850.13	\$5,354.93	94.32%
Department: ASSESSORS SPECIAL ARTICLES 142								
01-142-5902-000	ASSESSORS DATA VERIFICATION	\$4,000.00	1,516.33	5,516.33	0.00	5,333.82	182.51	96.69%
01-142-5903-000	MAPS DIGITIZED STM 11/29/05 ART 10	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >ASSESSORS SPECIAL ARTICLES		\$4,000.00	\$1,516.33	\$5,516.33	\$0.00	\$5,333.82	\$182.51	96.69%
Department: TREASURY 145								
01-145-5100-000	SALARY -TREASURER	\$9,909.00	1,404.00	11,313.00	3,055.80	11,313.00	0.00	100.00%*
01-145-5112-000	WAGES-SUPPORT STAFF	6,372.00	663.00	7,035.00	774.38	6,685.48	349.52	95.03%
01-145-5191-000	OTHER - CERTIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	
01-145-5300-000	PROF SERVICES	1,500.00	0.00	1,500.00	332.95	1,332.95	167.05	88.86%
01-145-5380-000	OTHER SERVICES	8,000.00	0.00	8,000.00	1,157.20	8,072.50	(72.50)	100.91%*
01-145-5420-000	OFFICE SUPPLIES	864.00	0.00	864.00	171.02	222.93	641.07	25.80%
01-145-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-145-5710-000	TRAVEL/MILEAGE - IN STATE	225.00	0.00	225.00	0.00	0.00	225.00	
01-145-5730-000	DUES & MEMBERSHIPS	350.00	0.00	350.00	0.00	30.00	320.00	8.57%
01-145-5780-000	OTHER CHARGES - BANK FEES	0.00	0.00	0.00	0.00	26.34	(26.34)	
sub-total [1] >TREASURY		\$27,220.00	\$2,067.00	\$29,287.00	\$5,491.35	\$27,683.20	\$1,603.80	94.52%
Department: COLLECTION DEPARTMENT 146								
01-146-5100-000	SALARY -TAX COLLECTOR	\$49,575.00	1,169.00	50,744.00	5,913.88	50,744.00	0.00	100.00%*
01-146-5110-000	WAGES - OPER STAFF	27,976.00	2,308.80	30,284.80	3,308.48	29,839.08	445.72	98.53%
01-146-5112-000	WAGES-SUPPORT STAFF	1,937.00	0.00	1,937.00	0.00	0.00	1,937.00	
01-146-5130-000	ADDITIONAL GROSS - LONGEVITY	1,500.00	0.00	1,500.00	0.00	900.00	600.00	60.00%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-146-5131-000	ADDITIONAL GROSS - OVERTIME	\$0.00	0.00	0.00	0.00	73.88	(73.88)	
01-146-5191-000	OTHER - CERTIFICATION	1.00	0.00	1.00	0.00	0.00	1.00	
01-146-5245-000	REPAIR & MAINT EQUIPMENT	6,300.00	0.00	6,300.00	0.00	7,617.96	(1,317.96)	120.92%*
01-146-5270-000	EQUIPMENT RENTAL	80.00	0.00	80.00	0.00	982.44	(902.44)	>*
01-146-5300-000	PROF & TECH SVS TAX TITLE	13,500.00	3,679.79	17,179.79	4,589.44	5,759.44	11,420.35	33.52%
01-146-5340-000	COMMUNICATION	10,250.00	0.00	10,250.00	1,970.89	18,150.10	(7,900.10)	177.07%*
01-146-5420-000	OFFICE SUPPLIES	774.00	0.00	774.00	445.70	2,013.85	(1,239.85)	260.19%*
01-146-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-146-5730-000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	60.00	(60.00)	
sub-total [1] >COLLECTION DEPARTMENT		\$111,893.00	\$7,157.59	\$119,050.59	\$16,228.39	\$116,140.75	\$2,909.84	97.56%
Department: COLLECTOR SPECIAL ARTICLES 147								
01-147-5900-000	POSTAGE METER REPAIR/PURCH ATM 5/05 ART 19	\$0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >COLLECTOR SPECIAL ARTICLES		0.00	0.00	0.00	0.00	0.00	0.00	
Department: TOWN COUNSEL 151								
01-151-5300-000	PROF & TECH - GENERAL LEGAL SVS	\$22,500.00	0.00	22,500.00	4,704.00	17,119.78	5,380.22	76.09%
01-151-5301-000	PROF & TECH - LABOR & LITIGATION	26,000.00	0.00	26,000.00	3,092.39	13,568.55	12,431.45	52.19%
01-151-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN COUNSEL		\$48,500.00	\$0.00	\$48,500.00	\$7,796.39	\$30,688.33	\$17,811.67	63.27%
Department: MANAGEMENT INFO SYSTEMS 155								
01-155-5110-000	SALARY & WAGES - GIS ADMINISTRATOR	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-155-5245-000	REPAIR & MAINT EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
01-155-5300-000	PROFESSIONAL SERVICES	42,000.00	0.00	42,000.00	10,500.00	42,000.00	0.00	100.00%*
01-155-5380-000	OTHER PURCHASED SERVICES	0.00	10,000.00	10,000.00	3,538.50	6,786.50	3,213.50	67.87%
01-155-5420-000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-155-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-155-5870-000	REPLACEMENT EQUIPMENT	4,000.00	900.00	4,900.00	1,047.26	4,325.85	574.15	88.28%
sub-total [1] >MANAGEMENT INFO SYSTEMS		\$46,000.00	\$10,900.00	\$56,900.00	\$15,085.76	\$53,112.35	\$3,787.65	93.34%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: TOWN CLERK 160								
01-160-5100-000	SALARY-TOWN CLERK	\$53,851.00	1,750.00	55,601.00	5,170.85	55,601.00	0.00	100.00%*
01-160-5110-000	WAGES - OPER STAFF	29,275.00	2,067.00	31,342.00	2,586.86	30,067.54	1,274.46	95.93%
01-160-5112-000	WAGES-SUPPORT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-160-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	0.00	900.00	120.27	1,020.27	(120.27)	113.36%*
01-160-5131-000	ADDITIONAL GROSS - OVERTIME	1.00	0.00	1.00	0.00	16.60	(15.60)	>*
01-160-5191-000	OTHER - CERTIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	
01-160-5245-000	REPAIR & MAINT EQUIPMENT	250.00	0.00	250.00	0.00	0.00	250.00	
01-160-5300-000	PROF SERVICES	5,000.00	0.00	5,000.00	1,033.42	4,993.30	6.70	99.87%
01-160-5420-000	OFFICE SUPPLIES	600.00	0.00	600.00	0.00	506.41	93.59	84.40%
01-160-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-160-5710-000	TRAVEL/MILAGE-IN STATE	450.00	0.00	450.00	153.82	435.16	14.84	96.70%
01-160-5730-000	DUES & MEMBERSHIPS	550.00	0.00	550.00	0.00	410.00	140.00	74.55%
01-160-5900-000	CODIFYING TOWN BYLAWS	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN CLERK		\$90,877.00	\$3,817.00	\$94,694.00	\$9,065.22	\$93,050.28	\$1,643.72	98.26%
Department: ELECTIONS & REGISTRATIONS 162								
01-162-5110-000	WAGES - OPER STAFF	\$1,200.00	0.00	1,200.00	253.76	583.76	616.24	48.65%
01-162-5245-000	REPAIR & MAINT EQUIPMENT	600.00	0.00	600.00	0.00	600.00	0.00	100.00%*
01-162-5300-000	PROF SERVICES	10,590.00	0.00	10,590.00	2,755.00	8,285.00	2,305.00	78.23%
01-162-5580-000	OTHER SUPPLIES	4,550.00	0.00	4,550.00	335.95	4,295.81	254.19	94.41%
01-162-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-162-5710-000	TRAVEL/MILEAGE IN-STATE	100.00	0.00	100.00	0.00	20.47	79.53	20.47%
sub-total [1] >ELECTIONS & REGISTRATIONS		\$17,040.00	\$0.00	\$17,040.00	\$3,344.71	\$13,785.04	\$3,254.96	80.90%
Department: REGISTRARS 163								
01-163-5190-000	OTHER - STIPENDS	\$2,108.00	0.00	2,108.00	163.80	2,108.00	0.00	100.00%*
sub-total [1] >REGISTRARS		\$2,108.00	\$0.00	\$2,108.00	\$163.80	\$2,108.00	\$0.00	100.00%*
Department: STREET LISTINGS 164								
01-164-5300-000	PROFESSIONAL SERVICES	\$4,300.00	0.00	4,300.00	668.75	3,056.81	1,243.19	71.09%
01-164-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >STREET LISTINGS		\$4,300.00	\$0.00	\$4,300.00	\$668.75	\$3,056.81	\$1,243.19	71.09%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: CONSERVATION COMMISSION 171								
01-171-5100-000	WAGES-CONSERV.AGENT	\$19,923.00	202.80	20,125.80	2,864.19	34,694.19	(14,568.39)	172.39%*
01-171-5112-000	WAGES-SUPPORT STAFF	16,705.00	357.50	17,062.50	0.00	2,491.58	14,570.92	14.60%
01-171-5190-000	STIPEND - LONGEVITY	600.00	0.00	600.00	0.00	600.00	0.00	100.00%*
01-171-5300-000	PROF SERVICES	754.00	0.00	754.00	0.00	0.00	754.00	
01-171-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-171-5730-000	DUES & MEMBERSHIPS	200.00	0.00	200.00	0.00	374.00	(174.00)	187.00%*
01-171-5780-000	OTHER CHARGES	0.00	0.00	0.00	0.00	27.63	(27.63)	
sub-total [1] >CONSERVATION COMMISSION		\$38,182.00	\$560.30	\$38,742.30	\$2,864.19	\$38,187.40	\$554.90	98.57%
Department: CONSERVATION LAND FUND 172								
01-172-5300-000	PROF & TECH SVCS - WELL SITES	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-172-5900-000	TRANSFER TO CONSERV LAND TRUST FUND	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >CONSERVATION LAND FUND		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Department: MONTACHUSETT REGIONAL PLANNING 174								
01-174-5730-000	DUES & MEMBERSHIPS - MRPC	\$2,730.00	0.00	2,730.00	0.00	2,726.45	3.55	99.87%
sub-total [1] >MONTACHUSETT REGIONAL PLANNING		\$2,730.00	\$0.00	\$2,730.00	\$0.00	\$2,726.45	\$3.55	99.87%
Department: COMMUNITY PLANNING 175								
01-175-5112-000	WAGES-SUPPORT STAFF	\$18,406.00	1,092.00	19,498.00	2,019.84	18,871.09	626.91	96.78%
01-175-5190-000	STIPENDS - LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%*
01-175-5300-000	PROF SERVICES	100.00	0.00	100.00	0.00	0.00	100.00	
01-175-5340-000	COMMUNICATION	200.00	0.00	200.00	0.00	0.00	200.00	
01-175-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-175-5710-000	TRAVEL/MILAGE-IN STATE	50.00	0.00	50.00	10.12	66.03	(16.03)	132.06%*
01-175-5730-000	DUES & MEMBERSHIPS	150.00	0.00	150.00	0.00	0.00	150.00	
sub-total [1] >COMMUNITY PLANNING		\$19,206.00	\$1,092.00	\$20,298.00	\$2,029.96	\$19,237.12	\$1,060.88	94.77%
Department: BOARD OF APPEALS 176								
01-176-5110-000	WAGES - OPER STAFF	\$4,562.00	591.50	5,153.50	544.41	4,293.52	859.98	83.31%
01-176-5300-000	PROFESSIONAL SERVICES - LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >BOARD OF APPEALS		\$4,562.00	\$591.50	\$5,153.50	\$544.41	\$4,293.52	\$859.98	83.31%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: LAND USE 179								
01-179-5100-000	WAGES-LAND USE ADMIN.	\$22,041.00	986.70	23,027.70	2,308.74	21,862.55	1,165.15	94.94%
01-179-5300-000	PROF & TECH SERVICES	3,500.00	0.00	3,500.00	1,571.60	2,324.80	1,175.20	66.42%
01-179-5420-000	OFFICE SUPPLIES	600.00	0.00	600.00	1,487.23	1,735.63	(1,135.63)	289.27%*
01-179-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-179-5710-000	TRAVEL/MILEAGE-IN STATE	100.00	0.00	100.00	0.00	142.59	(42.59)	142.59%*
01-179-5730-000	DUES & MEMBERSHIPS	100.00	0.00	100.00	0.00	0.00	100.00	
sub-total [1] >LAND USE		\$26,341.00	\$986.70	\$27,327.70	\$5,367.57	\$26,065.57	\$1,262.13	95.38%
Department: HOUSING AUTHORITY 183								
01-183-5400-000	HOUSING AUTHORITY	\$0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >HOUSING AUTHORITY		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Department: FACILITIES MAINTENANCE 191								
01-191-5100-000	WAGES - DEPT HEAD FAC MAINT COORD	\$25,303.00	2,418.00	27,721.00	2,955.96	28,790.03	(1,069.03)	103.86%*
01-191-5110-000	WAGES - OPERATING STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-191-5120-000	WAGES - TEMP HELP	5,500.00	1,700.00	7,200.00	567.12	5,778.50	1,421.50	80.26%
01-191-5130-000	ADDITIONAL GROSS - OVERTIME	0.00	0.00	0.00	0.00	260.82	(260.82)	
01-191-5190-000	STIPENDS - LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%*
01-191-5210-000	ENERGY	112,912.00	(1,700.00)	111,212.00	9,007.47	68,676.23	42,535.77	61.75%
01-191-5240-000	REPAIR & MAINTAIN - BUILDING	29,000.00	0.00	29,000.00	5,115.11	38,197.02	(9,197.02)	131.71%*
01-191-5245-000	REPAIR & MAINTAIN - EQUIPMENT	0.00	0.00	0.00	255.00	2,568.75	(2,568.75)	
01-191-5270-000	LEASES & RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	
01-191-5300-000	PROFESSIONAL SERVICES	37,879.00	0.00	37,879.00	2,658.84	34,255.59	3,623.41	90.43%
01-191-5320-000	WATER	3,700.00	0.00	3,700.00	514.50	4,259.00	(559.00)	115.11%*
01-191-5340-000	COMMUNICATIONS	1,000.00	0.00	1,000.00	235.14	1,471.85	(471.85)	147.19%*
01-191-5430-000	BUILDING SUPPLIES	1,850.00	0.00	1,850.00	412.80	8,765.93	(6,915.93)	473.83%*
01-191-5460-000	GROUNDSKEEPING SUPPLIES	0.00	0.00	0.00	0.00	854.12	(854.12)	
01-191-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-191-5710-000	TRAVEL - IN STATE MILEAGE	1,200.00	0.00	1,200.00	101.70	722.58	477.42	60.22%
01-191-5850-100	SNOWTHROWER & TRAILER STM 11/17/09 ART 9	0.00	0.00	0.00	0.00	0.00	0.00	
01-191-5860-100	ABATEMENT STUDY HART BLDG STM 11/09 ART 10	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	
sub-total [1] >FACILITIES MAINTENANCE		\$218,644.00	\$5,418.00	\$224,062.00	\$21,823.64	\$194,900.42	\$29,161.58	86.99%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: MEMORIAL HALL 192								
01-192-5110-000	WAGES-OPER STAFF		\$0.00	0.00	0.00	0.00	0.00	0.00
01-192-5120-000	WAGES - TEMP HELP		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5130-000	ADDITIONAL GROSS - LONGEVITY		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5210-000	ENERGY		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5240-000	REPAIR & MAINT BUILDING		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5245-000	REPAIRS & MAINTENANCE EQUIPMENT		3,000.00	0.00	3,000.00	303.71	3,131.65	(131.65) 104.39%*
01-192-5270-000	RENTALS AND LEASES		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5300-000	PROF SERVICE		1,200.00	0.00	1,200.00	125.00	125.00	1,075.00 10.42%
01-192-5320-000	WATER		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5340-000	COMMUNICATION		6,900.00	0.00	6,900.00	858.55	4,776.48	2,123.52 69.22%
01-192-5420-000	OFFICE SUPPLIES		4,500.00	0.00	4,500.00	592.03	3,380.98	1,119.02 75.13%
01-192-5430-000	BUILDING SUPPLIES		0.00	0.00	0.00	105.01	105.01	(105.01)
01-192-5450-000	CUSTODIAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5600-000	PRIOR YEAR ENCUMBRANCE		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5710-000	TRAVEL/MILEAGE IN-STATE		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5901-000	ROOF 274 MAIN ST STM 11/29/05 ART 15		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5902-000	DIGITAL COPIER STM 11/29/05 ART 16		0.00	0.00	0.00	0.00	0.00	0.00
01-192-5930-000	CAP BUDGET-REPAINT/GLAZE BLDG & WIND ATM 5/11		35,000.00	0.00	35,000.00	-	13,608.01	21,391.99 38.88%
sub-total [1] >MEMORIAL HALL			\$50,600.00	\$0.00	\$50,600.00	\$1,984.30	\$25,127.13	\$25,472.87 49.66%
Department: WEST TOWNSEND READING ROOM 193								
01-193-5210-000	ENERGY		\$3,869.00	0.00	3,869.00	153.35	1,345.31	2,523.69 34.77%
01-193-5240-000	REPAIR & MAINT BUILDING		350.00	0.00	350.00	193.00	193.00	157.00 55.14%
01-193-5300-000	PROFESSIONAL SERVICES		250.00	0.00	250.00	0.00	0.00	250.00
01-193-5320-000	WATER		125.00	0.00	125.00	0.00	124.50	0.50 99.60%
01-193-5340-000	COMMUNICATION		100.00	0.00	100.00	0.00	0.00	100.00
01-193-5380-000	OTHER SERVICES		0.00	0.00	0.00	0.00	80.00	(80.00)
01-193-5420-000	OFFICE SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00
01-193-5430-000	BUILDING SUPPLIES		106.00	0.00	106.00	31.93	300.17	(194.17) 283.18%*
01-193-5460-000	GROUNDKEEPING SUPPLIES		100.00	0.00	100.00	0.00	0.00	100.00
01-193-5600-000	PRIOR YEAR ENCUMBRANCE		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >WEST TOWNSEND READING ROOM			\$4,900.00	\$0.00	\$4,900.00	\$378.28	\$2,042.98	\$2,857.02 41.69%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: TOWN BUILDING ARTICLES 194								
01-194-5860-000	FEAS STUDY/DESIGN DOCS SPAULDING STM 3/11 ART 2		\$0.00	58,582.50	58,582.50	0.00	(10,917.50)	69,500.00 <
sub-total [1] >TOWN BUILDING ARTICLES			\$0.00	\$58,582.50	\$58,582.50	\$0.00	-\$10,917.50	\$69,500.00 <
Department: TOWN REPORTS 195								
01-195-5300-000	PROF & TECH - TOWN REPORTS		\$2,400.00	0.00	2,400.00	0.00	2,241.00	159.00 93.38%
sub-total [1] >TOWN REPORTS			\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$2,241.00	\$159.00 93.38%
Department: TOWN - RT 119 SIDEWALK 196								
01-196-5900-000	DESIGN/ENGINEER 119 SIDEWALK STM 11/29/05 A18		\$0.00	100,000.00	100,000.00	0.00	0.00	100,000.00
sub-total [1] >TOWN - RT 119 SIDEWALK			\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Department: TOWN PROPERTY - 5 JEFTS ST 197								
01-197-5820-000	ENGINEERING DESIGN COST STM 12/04 ART 25		\$0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >TOWN PROPERTY - 5 JEFTS ST			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department: TOWN PROPERTY - 13 ELM STREET 198								
01-198-5210-000	ENERGY		\$0.00	0.00	0.00	0.00	0.00	0.00
01-198-5240-000	REPAIR & MAINT BUILDING		0.00	0.00	0.00	0.00	0.00	0.00
01-198-5320-000	WATER		0.00	0.00	0.00	0.00	0.00	0.00
01-198-5430-000	BUILDING MAINTENANCE SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00
01-198-5600-000	PRIOR YEAR ENCUMBRANCE		0.00	0.00	0.00	0.00	0.00	0.00
01-198-5820-000	13 ELM ST - PRELIM & CONCEPT DESIGN COSTS		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >TOWN PROPERTY - 13 ELM STREET			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department: DUE TO STABILIZATION FUND 199								
01-199-5000-000	DUE TO GENERAL STABILIZATION		\$0.00	0.00	0.00	0.00	0.00	0.00
01-199-5010-000	DUE TO CAPITAL STABILIZATION		0.00	200,000.00	200,000.00	0.00	200,000.00	0.00 100.00%*
sub-total [1] >DUE TO STABILIZATION FUND			\$0.00	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	\$0.00 100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: POLICE DEPARTMENT 210								
01-210-5100-000	SALARY -POLICE CHIEF	\$95,529.00	1,154.40	96,683.40	9,337.80	96,517.92	165.48	99.83%
01-210-5110-000	SALARY & WAGES-OPER STAFF	727,015.00	(10,000.00)	717,015.00	65,899.44	651,580.56	65,434.44	90.87%
01-210-5112-000	WAGES-SUPPORT STAFF	70,863.00	977.60	71,840.60	6,974.00	71,823.44	17.16	99.98%
01-210-5120-000	WAGES-RESERVE OFFICERS	9,577.00	128.13	9,705.13	801.60	36,999.57	(27,294.44)	381.24%*
01-210-5130-000	ADDITIONAL GROSS - OVERTIME	121,908.00	0.00	121,908.00	11,511.82	92,926.27	28,981.73	76.23%
01-210-5131-000	ADDITIONAL GROSS - HOLIDAY	42,288.00	0.00	42,288.00	3,412.08	33,730.32	8,557.68	79.76%
01-210-5132-000	ADDITIONAL GROSS - LONGEVITY	14,550.00	0.00	14,550.00	0.00	13,300.00	1,250.00	91.41%
01-210-5190-000	OTHER - STIPENDS COLL/QUINN	162,122.00	0.00	162,122.00	0.00	120,158.40	41,963.60	74.12%
01-210-5195-000	OTHER - UNIFORM ALLOWANCE	18,550.00	0.00	18,550.00	5,059.56	16,809.31	1,740.69	90.62%
01-210-5196-000	OTHER - TRAINING	11,838.00	0.00	11,838.00	1,720.04	7,443.32	4,394.68	62.88%
01-210-5197-000	OTHER - SPECIAL INVESTIGATIONS	0.00	0.00	0.00	0.00	0.00	0.00	
01-210-5198-000	OTHER - WAGES, GROUNDSKEEPING MAINT	0.00	0.00	0.00	0.00	0.00	0.00	
01-210-5199-000	OTHER - 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00	
01-210-5210-000	ENERGY	19,500.00	2,500.00	22,000.00	2,855.85	21,808.86	191.14	99.13%
01-210-5240-000	REPAIR & MAINT BUILDING	5,000.00	0.00	5,000.00	338.05	7,574.71	(2,574.71)	151.49%*
01-210-5245-000	REPAIR & MAINT EQUIPMENT	42,750.00	0.00	42,750.00	1,199.21	28,742.18	14,007.82	67.23%
01-210-5270-000	EQUIPMENT RENTAL	375.00	0.00	375.00	0.00	0.00	375.00	
01-210-5300-000	PROF SERVICES	1,000.00	5,000.00	6,000.00	2,136.28	5,361.46	638.54	89.36%
01-210-5320-000	WATER	1,090.00	0.00	1,090.00	217.50	1,457.00	(367.00)	133.67%*
01-210-5340-000	COMMUNICATION	2,960.00	2,500.00	5,460.00	41.28	4,995.92	464.08	91.50%
01-210-5380-000	OTHER SERVICES	500.00	0.00	500.00	-	556.00	(56.00)	111.20%*
01-210-5420-000	OFFICE SUPPLIES	3,549.00	0.00	3,549.00	1,428.89	3,268.62	280.38	92.10%
01-210-5430-000	BUILDING MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	210.95	(210.95)	
01-210-5480-000	VEHICULAR SUPPLIES	26,935.00	0.00	26,935.00	7,960.06	41,634.88	(14,699.88)	154.58%*
01-210-5580-000	OTHER SUPPLIES	4,809.00	0.00	4,809.00	79.50	2,048.52	2,760.48	42.60%
01-210-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	3,000.00	3,000.00	0.00	2,121.50	878.50	70.72%
01-210-5710-000	TRAVEL/MILEAGE-IN STATE	231.00	0.00	231.00	256.53	461.95	(230.95)	199.98%*
01-210-5720-000	TRAVEL-OUT OF STATE	0.00	0.00	0.00	0.00	0.00	0.00	
01-210-5730-000	DUES & MEMBERSHIPS	4,400.00	0.00	4,400.00	0.00	8,575.50	(4,175.50)	194.90%*
01-210-5780-000	OTHER CHARGES - TRAINING	13,536.00	0.00	13,536.00	1,397.00	4,900.52	8,635.48	36.20%
01-210-5850-000	NEW EQUIPMENT	52,500.00	0.00	52,500.00	29,105.00	52,060.00	440.00	99.16%
01-210-5870-000	REPLACE EQUIPMENT	0.00	0.00	0.00	134.00	134.00	(134.00)	
sub-total [1] >POLICE DEPARTMENT		\$1,453,375.00	\$5,260.13	\$1,458,635.13	\$151,865.49	\$1,327,201.68	\$131,433.45	90.99%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: POLICE DEPT - ARTICLES 211								
01-211-5303-000	POLICE HEPETITIS B SHOTS		\$0.00	1,320.00	1,320.00	0.00	0.00	1,320.00
01-211-5304-000	POLICE DEPT COMPUTER ART # 32		0.00	0.00	0.00	0.00	0.00	0.00
01-211-5306-000	POLICE MOBILE DATA TERMINAL		0.00	0.00	0.00	0.00	0.00	0.00
01-211-5308-000	POLICE/COM REPAIR BLDG TRIM BOARDS		0.00	0.00	0.00	0.00	0.00	0.00
01-211-5310-000	POLICE PHONE SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00
01-211-5800-000	CAP BUDGET - BODY ARMOR (MATCH GRNT FUNDS)		0.00	3,500.00	3,500.00	0.00	683.00	2,817.00 19.51%
01-211-5801-000	CAP BUDGET-STATION ROOF REPLACE ATM 5/11 ART 18		25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
01-211-5802-000	CAP BUDGET-REPLACE HVAC ATM 5/11 ART 18		16,500.00	0.00	16,500.00	0.00	0.00	16,500.00
sub-total [1] >POLICE DEPT - ARTICLES			\$41,500.00	\$4,820.00	\$46,320.00	\$0.00	\$683.00	\$45,637.00 1.47%
Department: FIRE DEPARTMENT 220								
01-220-5100-000	SALARY-FIRE CHIEF/EMS DIR		\$76,118.00	800.80	76,918.80	7,444.00	76,913.64	5.16 99.99%
01-220-5110-000	WAGES - OPER STAFF FULL TIME FIRE		37,239.00	1,539.20	38,778.20	3,864.00	38,994.16	(215.96) 100.56%*
01-220-5110-220	WAGES - OPER STAFF FT FIRE/EMS		63,992.00	5,886.40	69,878.40	5,941.74	67,466.78	2,411.62 96.55%
01-220-5110-230	WAGES- OPER STF FULL TIME EMS		0.00	0.00	0.00	0.00	5,979.60	(5,979.60)
01-220-5111-230	WAGES-OPER STF PER DIEM ALS EMS		296,139.00	993.72	297,132.72	28,253.00	286,397.40	10,735.32 96.39%
01-220-5112-000	WAGES-SUPPORT STAFF		0.00	0.00	0.00	0.00	0.00	0.00
01-220-5120-000	WAGES - ON CALL FIREFIGHTERS		63,603.00	(1,036.48)	62,566.52	12,094.20	52,977.74	9,588.78 84.67%
01-220-5120-230	WAGES-ON CALL BLS EMT		44,008.00	2,158.13	46,166.13	1,140.08	48,997.70	(2,831.57) 106.13%*
01-220-5130-000	ADDITIONAL GROSS -LONGEVITY		900.00	0.00	900.00	0.00	900.00	- 100.00%*
01-220-5131-000	ADDITIONAL GROSS - OVERTIME OPER STAFF		18,411.00	0.00	18,411.00	1,545.81	26,604.30	(8,193.30) 144.50%*
01-220-5131-230	ADDITIONAL GROSS-OVERTIME EMS OPER STAFF		9,747.00	0.00	9,747.00	1,033.34	8,712.45	1,034.55 89.39%
01-220-5132-000	ADDITIONAL GROSS - OVERTIME ON-CALL FF		3,082.00	0.00	3,082.00	1,063.40	2,886.52	195.48 93.66%
01-220-5132-230	ADDITIONAL GROSS-OVERTIME ON CALL EMT		1,082.00	0.00	1,082.00	313.27	2,130.05	(1,048.05) 196.86%*
01-220-5190-000	OTHER - STIPENDS		1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
01-220-5190-230	OTHER - STIPENDS - ON CALL EMS		18,200.00	0.00	18,200.00	2,602.00	4,267.00	13,933.00 23.45%
01-220-5195-000	OTHER - UNIFORM ALLOWANCE		2,400.00	0.00	2,400.00	95.00	2,036.06	363.94 84.84%
01-220-5195-230	OTHER - UNIFORM ALLOWANCE EMS		2,700.00	0.00	2,700.00	0.00	2,737.95	(37.95) 101.41%*
01-220-5210-000	ENERGY		24,000.00	0.00	24,000.00	1,984.66	21,603.55	2,396.45 90.01%
01-220-5240-000	REPAIR & MAINT BUILDING		10,000.00	0.00	10,000.00	(732.45)	6,331.50	3,668.50 63.32%
01-220-5245-000	REPAIR & MAINT EQUIPMENT		25,000.00	0.00	25,000.00	335.98	20,541.18	4,458.82 82.16%
01-220-5245-230	REPAIR & MAINT - EMS EQUIP, VEHICLES		9,500.00	4,330.29	13,830.29	5,355.66	12,620.50	1,209.79 91.25%
01-220-5300-000	PROF SERVICES		5,400.00	0.00	5,400.00	0.00	3,148.30	2,251.70 58.30%
01-220-5300-230	PROFESSIONAL & TECHNICAL - EMS BILLING		11,500.00	0.00	11,500.00	5,173.36	19,177.78	(7,677.78) 166.76%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-220-5310-000	PROF & TECH SVCS - TRAINING	\$500.00	0.00	500.00	0.00	230.00	270.00	46.00%
01-220-5320-000	WATER	1,000.00	0.00	1,000.00	0.00	1,125.00	(125.00)	112.50%*
01-220-5340-000	COMMUNICATION	10,000.00	0.00	10,000.00	1,257.52	10,180.49	(180.49)	101.80%*
01-220-5380-000	OTHER SERVICES	250.00	0.00	250.00	29.86	427.46	(177.46)	170.98%*
01-220-5380-230	OTHER PURCHASED SERVICES - EMS	2,500.00	0.00	2,500.00	46.43	2,116.49	383.51	84.66%
01-220-5420-000	OFFICE SUPPLIES	1,700.00	0.00	1,700.00	20.12	1,813.32	(113.32)	106.67%*
01-220-5430-000	BUILDING SUPPLIES	1,500.00	0.00	1,500.00	19.79	366.71	1,133.29	24.45%
01-220-5435-230	EQUIPMENT MAINTENANCE SUPPLIES EMS	100.00	0.00	100.00	99.70	178.85	(78.85)	178.85%*
01-220-5450-000	CUSTODIAL/HOUSEKEEPING SUPPLIES	600.00	0.00	600.00	0.00	480.74	119.26	80.12%
01-220-5480-000	VEHICULAR SUPPLIES	16,000.00	0.00	16,000.00	(471.33)	19,427.88	(3,427.88)	121.42%*
01-220-5500-230	MEDICAL SUPPLIES	19,000.00	0.00	19,000.00	3,273.26	22,272.35	(3,272.35)	117.22%*
01-220-5580-000	OTHER SUPPLIES	6,000.00	0.00	6,000.00	0.00	1,534.38	4,465.62	25.57%
01-220-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	2,350.00	2,350.00	0.00	2,350.00	0.00	100.00%*
01-220-5710-000	TRAVEL/MILEAGE - IN STATE	0.00	0.00	0.00	0.00	0.00	0.00	
01-220-5720-000	TRAVEL-OUT OF STATE	0.00	0.00	0.00	0.00	0.00	0.00	
01-220-5730-000	DUES & MEMBERSHIPS	1,000.00	0.00	1,000.00	0.00	1,195.00	(195.00)	119.50%*
01-220-5730-230	DUES & MEMBERSHIPS EMS	1,800.00	0.00	1,800.00	0.00	2,100.00	(300.00)	116.67%*
01-220-5780-000	OTHER CHARGES	1,000.00	0.00	1,000.00	(25.94)	1,442.55	(442.55)	144.26%*
01-220-5850-000	NEW EQUIPMENT	6,334.00	0.00	6,334.00	2,935.00	9,503.86	(3,169.86)	150.05%*
01-220-5870-000	REPLACE EQUIPMENT	5,000.00	0.00	5,000.00	3,975.00	6,115.61	(1,115.61)	122.31%*
01-220-5890-000	TRUCK LEASE PURCHASE	0.00	10,100.00	10,100.00	0.00	10,100.00	0.00	100.00%*
01-220-5900-000	HAZARDOUS WASTE COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >FIRE DEPARTMENT		\$798,605.00	\$27,122.06	\$825,727.06	\$88,666.46	\$804,384.85	\$21,342.21	97.42%
Department: FIRE DEPT - ARTICLES 222								
01-222-5800-000	CAP BUDGET - FIRE PREVENTION VEHICLE	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5810-000	CAP BUDGET - FIREFIGHTING GEAR	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5850-000	FOREST FIRE FIGHTING EQUIPMENT ART 23	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5850-100	EMS LAPTOPS & SOFTWARE STM 11/09 ART 11	0.00	10,033.00	10,033.00	0.00	4,748.50	5,284.50	47.33%
01-222-5860-000	FEMA EQP GRT MATCH STM 10/10 ART 11 - FED	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5870-000	SCOTT 50 AIR PACKS - ART 16 STM 12/14/04	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5875-000	PHYSICAL EXAMS FOR NEW FIREFIGHTERS	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5876-230	CAP BUDGET - MEDIC 1 TRUCK	0.00	24.97	24.97	0.00	0.00	24.97	
01-222-5877-000	HVAC UNIT STM 10/10 ART 12	0.00	233.19	233.19	0.00	0.00	233.19	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-222-5878-000	EMERGENCY GENERATOR - STM 5/10 ART 4	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5879-000	MULTI-FUNC COPIER ATM 5/10 ART 18	0.00	1,471.00	1,471.00	0.00	0.00	1,471.00	
01-222-5880-230	CAP BUDGET-NEW AMBULANCE 3Y LSE ATM 5/11	48,000.00	0.00	48,000.00	0.00	48,000.00	0.00	100.00%*
01-222-5881-000	CAP BUDGET-AIR FILLING STATION 3Y LSE ATM 5/11	17,056.00	0.00	17,056.00	0.00	17,055.72	0.28	100.00%
01-222-5882-000	CAP BUDGET-NEW FORD EXPLORER FUEL EFF ATM 5/11	34,456.00	0.00	34,456.00	0.00	34,456.00	0.00	100.00%*
sub-total [1] >FIRE DEPT - ARTICLES		\$99,512.00	\$11,762.16	\$111,274.16	\$0.00	\$104,260.22	\$7,013.94	93.70%
Department: COMMUNICATIONS CENTER 225								
01-225-5100-000	SALARY - DIRECTOR	\$1.00	0.00	1.00	0.00	0.00	1.00	
01-225-5110-000	WAGES - OPER STAFF	156,824.00	0.00	156,824.00	14,150.16	142,941.50	13,882.50	91.15%
01-225-5120-000	WAGES - TEMP HELP	18,317.00	2,371.80	20,688.80	2,412.93	40,011.32	(19,322.52)	193.40%*
01-225-5130-000	ADDITIONAL GROSS	32,234.00	0.00	32,234.00	1,829.97	16,084.17	16,149.83	49.90%
01-225-5132-000	ADDITIONAL GROSS - LONGEVITY	3,750.00	0.00	3,750.00	0.00	0.00	3,750.00	
01-225-5190-000	OTHER - STIPENDS	1.00	0.00	1.00	475.49	475.49	(474.49)	>*
01-225-5195-000	OTHER - UNIFORM ALLOWANCE	2,000.00	0.00	2,000.00	231.51	1,228.63	771.37	61.43%
01-225-5199-000	OTHER - 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5240-000	REPAIR & MAINTAIN BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5245-000	REPAIR & MAINT EQUIPMENT	4,350.00	0.00	4,350.00	0.00	1,849.50	2,500.50	42.52%
01-225-5300-000	PROF & TECH SERVICES	750.00	0.00	750.00	0.00	662.96	87.04	88.39%
01-225-5340-000	COMMUNICATION	7,400.00	0.00	7,400.00	1,314.35	6,398.66	1,001.34	86.47%
01-225-5380-000	OTHER SERVICES	1,000.00	0.00	1,000.00	0.00	-	1,000.00	
01-225-5420-000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00	433.39	66.61	86.68%
01-225-5580-000	OTHER SUPPLIES	100.00	0.00	100.00	0.00	0.00	100.00	
01-225-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5610-000	EXPENSE 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5710-000	TRAVEL, MILEAGE - IN STATE	300.00	0.00	300.00	0.00	151.80	148.20	50.60%
01-225-5720-000	TRAVEL-OUT OF STATE	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5870-000	REPLACE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >COMMUNICATIONS CENTER		\$227,527.00	\$2,371.80	\$229,898.80	\$20,414.41	\$210,237.42	\$19,661.38	91.45%
Department: COMM CENTER SPECIAL ARTICLES 226								
01-226-5900-000	2 24/7 INTENSIVE USE CHAIRS ATM 5/05 ART 16	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-226-5901-000	CAP BUDGET - COMM CENTER UPGRADE	0.00	894.76	894.76	0.00	0.00	894.76	
sub-total [1] >COMM CENTER SPECIAL ARTICLES		0.00	894.76	894.76	0.00	0.00	894.76	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: FIRE DEPT - MECHANICAL 227								
01-227-5850-000	HYDRANT MAINTENANCE		0	0	0	0	0	0
sub-total [1] >FIRE DEPT - MECHANICAL			0	0	0	0	0	0
Department: AMBULANCE DEPARTMENT 230								
01-230-5100-000	SALARIES & WAGES-AMB DIRECTOR		0	0	0	0	0	0
01-230-5110-000	SALARY & WAGES - OPER STAFF ALS		0	0	0	0	0	0
01-230-5111-000	SALARY & WAGES - OPER STAFF EMT		0	0	0	0	0	0
01-230-5112-000	SALARY & WAGES-SUPPORT STAFF		0	0	0	0	0	0
01-230-5130-000	ADDITIONAL GROSS - OT ALS OPER STAFF		0	0	0	0	0	0
01-230-5131-000	ADDITIONAL GROSS - OT EMT OPER STAFF		0	0	0	0	0	0
01-230-5132-000	ADDITIONAL GROSS - OT SUPPORT STAFF		0	0	0	0	0	0
01-230-5190-000	OTHER - STIPENDS		0	0	0	0	0	0
01-230-5195-000	OTHER - UNIFORM ALLOWANCE		0	0	0	0	0	0
01-230-5245-000	REPAIR & MAINT EQUIPMENT		0	0	0	0	0	0
01-230-5300-000	PROF & TECH SERVICES		0	0	0	0	0	0
01-230-5340-000	COMMUNICATION		0	0	0	0	0	0
01-230-5380-000	OTHER PURCHASED SERVICES		0	0	0	0	0	0
01-230-5420-000	OFFICE SUPPLIES		0	0	0	0	0	0
01-230-5435-000	EQUIPMENT MAINT SUPPLIES		0	0	0	0	0	0
01-230-5450-000	CUSTODIAL SUPPLIES		0	0	0	0	0	0
01-230-5480-000	VEHICULAR SUPPLIES		0	0	0	0	0	0
01-230-5500-000	MEDICAL SUPPLIES		0	0	0	0	0	0
01-230-5580-000	OTHER SUPPLIES		0	0	0	0	0	0
01-230-5600-000	PRIOR YEAR ENCUMBRANCE		0	0	0	0	0	0
01-230-5730-000	DUES & MEMBERSHIPS		0	0	0	0	0	0
01-230-5780-000	OTHER CHARGES		0	0	0	0	0	0
01-230-5850-000	NEW EQUIPMENT		0	0	0	0	0	0
01-230-5870-000	REPLACEMENT EQUIPMENT		0	0	0	0	0	0
sub-total [1] >AMBULANCE DEPARTMENT			0	0	0	0	0	0
Department: AMBULANCE - ARTICLES 231								
01-231-5407-000	UPGRADE 2 LIFEPAK W/CAPNOG STM 1129/05 A 13/		0	0	0	0	0	0
01-231-5900-000	COMSTAR COLLECTION AGREEMENT		0	0	0	0	0	0

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-231-5901-000	COASTAL COLLECTION AGREEMENT		0.00	0.00	0.00	0.00	0.00	0.00
01-231-5902-000	DEFIBRILLATOR/MONITOR/2 LIFEPAK 500'S		0.00	0.00	0.00	0.00	0.00	0.00
01-231-5904-000	AMBULANCE A.L.S. VEHICLE		0.00	0.00	0.00	0.00	0.00	0.00
01-231-5909-000	PARAMEDIC RESPONSE VEHICLE		0.00	0.00	0.00	0.00	0.00	0.00
01-231-5910-000	AMBULANCE ATM 11/29/05 ART 12		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >AMBULANCE - ARTICLES			0.00	0.00	0.00	0.00	0.00	0.00
Department: BUILDING INSPECTOR 241								
01-241-5100-000	SALARY -BLDG COMMISSIONER		\$60,450.00	728.00	61,178.00	6,756.22	61,178.00	0.00 100.00%*
01-241-5110-000	STIPEND - OPER (ALT BLDG INSP)		26.00	0.00	26.00	0.00	0.00	26.00
01-241-5112-000	WAGES-SUPPORT STAFF		19,800.00	555.60	20,355.60	1,609.56	15,898.90	4,456.70 78.11%
01-241-5120-000	WAGES - TEMP HELP		0.00	0.00	0.00	0.00	0.00	0.00
01-241-5130-000	ADDITIONAL GROSS - LONGEVITY		900.00	0.00	900.00	0.00	900.00	0.00 100.00%*
01-241-5190-000	OTHER - STIPEND CERTIFICATION		500.00	0.00	500.00	0.00	500.00	0.00 100.00%*
01-241-5195-000	OTHER - UNIFORM ALLOWANCE		485.00	0.00	485.00	268.48	485.00	0.00 100.00%*
01-241-5245-000	REPAIRS AND MAINTENANCE - EQUIPMENT		1,500.00	0.00	1,500.00	975.63	1,937.01	(437.01) 129.13%*
01-241-5300-000	PROFESSIONAL SERVICES		1,500.00	0.00	1,500.00	100.00	1,540.00	(40.00) 102.67%*
01-241-5340-000	COMMUNICATIONS		400.00	0.00	400.00	34.46	367.39	32.61 91.85%
01-241-5420-000	OFFICE SUPPLIES		300.00	0.00	300.00	0.00	163.40	136.60 54.47%
01-241-5480-000	VEHICULAR SUPPLIES		969.00	1,800.00	2,769.00	35.00	2,385.88	383.12 86.16%
01-241-5600-000	PRIOR YEAR ENCUMBRANCE		0.00	0.00	0.00	0.00	0.00	0.00
01-241-5710-000	TRAVEL, MILEAGE IN-STATE		0.00	0.00	0.00	16.99	16.99	(16.99)
01-241-5730-000	DUES & MEMBERSHIPS		250.00	0.00	250.00	0.00	210.85	39.15 84.34%
sub-total [1] >BUILDING INSPECTOR			\$87,080.00	\$3,083.60	\$90,163.60	\$9,796.34	\$85,583.42	\$4,580.18 94.92%
Department: GAS INSPECTOR 242								
01-242-5100-000	STIPEND - GAS INSPECTOR		\$4,913.00	0.00	4,913.00	410.04	4,913.00	0.00 100.00%*
01-242-5110-000	STIPEND - OPER (ALT INSP)		104.00	0.00	104.00	104.00	104.00	0.00 100.00%*
01-242-5400-000	GAS INSP EXPENSE		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >GAS INSPECTOR			\$5,017.00	\$0.00	\$5,017.00	\$514.04	\$5,017.00	\$0.00 100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expen Y-T-D
Department: PLUMBING INSPECTOR 243								
01-243-5100-000	STIPEND - PLUMBING INSPECTOR	\$6,976.00	0.00	6,976.00	583.46	6,976.00	0.00	100.00%*
01-243-5110-000	STIPEND- OPER (ALT INSP)	104.00	0.00	104.00	104.00	104.00	0.00	100.00%*
01-243-5300-000	PROFESSIONAL & TECHNICAL	150.00	0.00	150.00	0.00	200.00	(50.00)	133.33%*
01-243-5400-000	PLUMBING INSP EXPENSE	175.00	0.00	175.00	0.00	0.00	175.00	
01-243-5710-000	TRAVEL, MILEAGE IN-STATE	498.00	0.00	498.00	444.77	444.77	53.23	89.31%
sub-total [1] >PLUMBING INSPECTOR		\$7,903.00	\$0.00	\$7,903.00	\$1,132.23	\$7,724.77	\$178.23	97.74%
Department: SEALER of WEIGHTS & MEASURES 244								
01-244-5100-000	STIPEND-SEALER WEIGHTS & MEASURERS	\$3,766.00	0.00	3,766.00	370.74	3,766.00	0.00	100.00%*
01-244-5110-000	STIPEND - OPER (ALT INSP)	62.00	0.00	62.00	0.00	0.00	62.00	
01-244-5195-000	STIPENDS - CLOTHING ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-244-5400-000	WEIGHTS & MEASURER EXPENSE	100.00	0.00	100.00	59.99	74.99	25.01	74.99%
01-244-5420-000	OFFICE SUPPLIES	50.00	0.00	50.00	0.00	0.00	50.00	
01-244-5710-000	TRAVEL, MILEAGE IN-STATE	50.00	0.00	50.00	0.00	10.93	39.07	21.86%
sub-total [1] >SEALER of WEIGHTS & MEASURES		\$4,028.00	\$0.00	\$4,028.00	\$430.73	\$3,851.92	\$176.08	95.63%
Department: ELECTRICAL INSPECTOR 245								
01-245-5100-000	STIPEND - WIRE INSPECTOR	\$11,480.00	0.00	11,480.00	957.62	11,480.00	0.00	100.00%*
01-245-5110-000	STIPEND- OPER (ALT INSPECTOR)	167.00	0.00	167.00	167.00	167.00	0.00	100.00%*
01-245-5300-000	PROFESSIONAL & TECHNICAL	150.00	0.00	150.00	480.70	480.70	(330.70)	320.47%*
01-245-5400-000	WIRE INSPECTOR EXPENSE	100.00	0.00	100.00	0.00	0.00	100.00	
01-245-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	501.00	501.00	0.00	0.00	501.00	
01-245-5710-000	TRAVEL, MILEAGE IN-STATE	600.00	0.00	600.00	542.43	542.43	57.57	90.41%
sub-total [1] >ELECTRICAL INSPECTOR		\$12,497.00	\$501.00	\$12,998.00	\$2,147.75	\$12,670.13	\$327.87	97.48%
Department: ANIMAL INSPECTOR 246								
01-246-5400-000	ANIMAL INSPECTOR SERVICES	\$500.00	0.00	500.00	0.00	500.00	0.00	100.00%*
sub-total [1] >ANIMAL INSPECTOR		\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	100.00%*
Department: T.E.M.A. 291								
01-291-5245-000	REPAIR & MAINT - EQUIPMENT	\$600.00	\$0.00	\$600.00	\$491.82	\$491.82	\$108.18	81.97%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-291-5380-000	OTHER PURCHASED SERVICES	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-291-5420-000	OFFICE SUPPLIES	109.00	0.00	109.00	0.00	0.00	109.00	
01-291-5580-000	OTHER SUPPLIES	200.00	0.00	200.00	0.00	0.00	200.00	
01-291-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-291-5710-000	TRAVEL, MILEAGE - IN STATE	0.00	0.00	0.00	193.79	193.79	(193.79)	
01-291-5900-000	N. MIDDX. EMG. PL. COMM.	0.00	0.00	0.00	0.00	0.00	0.00	
01-291-5901-000	EMERGENCY MGMT GRANT MATCH ATM 5/11 ART 19	3,500.00	0.00	3,500.00	0.00	3,487.61	12.39	99.65%
sub-total [1] >T.E.M.A.		\$4,409.00	\$0.00	\$4,409.00	\$685.61	\$4,173.22	\$235.78	94.65%
Department: ANIMAL CONTROL OFFICER 292								
01-292-5100-000	STIPEND-ANIMAL CONTROL OFFICER	\$16,000.00	0.00	16,000.00	1,337.00	16,000.00	0.00	100.00%*
01-292-5300-000	PROFESSIONAL SERVICE	2,500.00	0.00	2,500.00	174.00	1,578.62	921.38	63.14%
01-292-5420-000	OFFICE SUPPLIES	100.00	0.00	100.00	0.00	0.00	100.00	
01-292-5580-000	OTHER SUPPLIES	600.00	0.00	600.00	130.00	509.98	90.02	85.00%
01-292-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-292-5610-000	EXPENSE 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00	
01-292-5710-000	TRAVEL, MILEAGE - IN STATE	800.00	0.00	800.00	90.46	1,337.49	(537.49)	167.19%*
sub-total [1] >ANIMAL CONTROL OFFICER		\$20,000.00	\$0.00	\$20,000.00	\$1,731.46	\$19,426.09	\$573.91	97.13%
Department: TREE WARDEN 294								
01-294-5100-000	STIPEND-TREE WARDEN	\$9,666.00	0.00	9,666.00	805.50	9,666.00	0.00	100.00%*
01-294-5270-000	EQUIPMENT RENTAL	9,374.00	0.00	9,374.00	1,100.00	10,700.00	(1,326.00)	114.15%*
01-294-5380-000	OTHER PURCHASED SERVICES	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00	
01-294-5580-000	OTHER SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-294-5710-000	TRAVEL, MILEAGE - IN STATE	300.00	0.00	300.00	46.50	365.02	(65.02)	121.67%*
01-294-5730-000	DUES AND MEMBERSHIPS	450.00	0.00	450.00	-	170.00	280.00	37.78%
sub-total [1] >TREE WARDEN		\$20,990.00	\$0.00	\$20,990.00	\$1,952.00	\$20,901.02	\$88.98	99.58%
Department: FOREST COMMITTEE 296								
01-296-5580-000	OTHER SUPPLIES-FOREST COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >FOREST COMMITTEE		0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: BURIAL AGENT 297								
01-297-5100-000	STIPEND - BURIAL AGENT		\$136.00	0.00	136.00	22.70	136.00	0.00 100.00%*
01-297-5380-000	OTHER PURCHASED SERVICES		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >BURIAL AGENT			\$136.00	\$0.00	\$136.00	\$22.70	\$136.00	\$0.00 100.00%*
Department: PARKING CLERK 298								
01-298-5100-000	STIPEND - PARKING CLERK		\$59.00	0.00	59.00	9.80	59.00	0.00 100.00%*
01-298-5380-000	OTHER PURCHASED SERVICES		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >PARKING CLERK			\$59.00	\$0.00	\$59.00	\$9.80	\$59.00	\$0.00 100.00%*
Department: SCHOOL N.M.R.S.D. ASSESSMENT 300								
01-300-5400-000	N.M.R.S.D. ASSESSMENT		\$7,907,428.00	0.00	7,907,428.00	0.00	7,907,428.00	0.00 100.00%*
sub-total [1] >SCHOOL N.M.R.S.D. ASSESSMENT			\$7,907,428.00	\$0.00	\$7,907,428.00	\$0.00	\$7,907,428.00	\$0.00 100.00%*
Department: SCHOOL N.V.T.H.S. ASSESSMENT 301								
01-301-5400-000	N.V.T.H.S. ASSESSMENT		\$951,200.00	0.00	951,200.00	0.00	951,200.00	0.00 100.00%*
sub-total [1] >SCHOOL N.V.T.H.S. ASSESSMENT			\$951,200.00	\$0.00	\$951,200.00	\$0.00	\$951,200.00	\$0.00 100.00%*
Department: SCHOOL NON REG ASSESSMENT 302								
01-302-5400-000	NON REG SCH ASSMT - MINUTEMAN REG HS		0.00	0.00	0.00	0.00	0.00	0.00
01-302-5410-000	NON REG SCH ASSMT - NORFOLK AGI HS		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >SCHOOL NON REG ASSESSMENT			0.00	0.00	0.00	0.00	0.00	0.00
Department: HIGHWAY DEPT - WAGES 421								
01-421-5100-000	SALARY-HIGHWAY SUPERINTENDENT		\$74,708.00	0.00	74,708.00	7,155.36	74,708.00	0.00 100.00%*
01-421-5110-000	WAGES-OPER STAFF		249,621.00	0.00	249,621.00	16,236.00	209,450.00	40,171.00 83.91%
01-421-5112-000	WAGES-SUPPORT STAFF		0.00	0.00	0.00	0.00	0.00	0.00
01-421-5130-000	ADDITIONAL GROSS - OT & DIFRL		63,243.00	(5,600.00)	57,643.00	79.50	25,852.79	31,790.21 44.85%
01-421-5132-000	ADDITIONAL GROSS - LONGEVITY		4,000.00	300.00	4,300.00	0.00	4,300.00	0.00 100.00%*
01-421-5134-000	ADDITIONAL GROSS - COLLECTIVE BARGAINING		0.00	0.00	0.00	0.00	0.00	0.00
01-421-5191-000	OTHER STIPEND - CERTIFICATION		\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00 100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-421-5192-000	OTHER STIPEND - TUITION REIMBURSEMENT	\$1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	
01-421-5195-000	OTHER - UNIFORM ALLOWANCE	5,285.00	300.00	5,585.00	941.84	5,554.41	30.59	99.45%
sub-total [1] >HIGHWAY DEPT - WAGES		\$398,357.00	-\$5,000.00	\$393,357.00	\$24,412.70	\$320,365.20	\$72,991.80	81.44%
Department: HIGHWAY EXPENSES 422								
01-422-5210-000	ENERGY	\$13,680.00	0.00	13,680.00	937.51	10,485.90	3,194.10	76.65%
01-422-5240-000	REPAIR & MAINT BUILDING	1,000.00	0.00	1,000.00	0.00	1,142.08	(142.08)	114.21%*
01-422-5245-000	REPAIR & MAINT EQUIPMENT	4,500.00	5,000.00	9,500.00	2,535.04	17,473.38	(7,973.38)	183.93%*
01-422-5270-000	EQUIPMENT RENTAL	1,500.00	0.00	1,500.00	0.00	2,589.00	(1,089.00)	172.60%*
01-422-5300-000	PROFESSIONAL SERVICES	1,500.00	0.00	1,500.00	0.00	312.10	1,187.90	20.81%
01-422-5320-000	WATER	200.00	0.00	200.00	0.00	287.50	(87.50)	143.75%*
01-422-5340-000	COMMUNICATION	3,000.00	0.00	3,000.00	327.96	2,577.25	422.75	85.91%
01-422-5380-000	OTHER SERVICES	1,250.00	0.00	1,250.00	3,372.02	16,313.56	(15,063.56)	>*
01-422-5420-000	OFFICE SUPPLIES	1,000.00	0.00	1,000.00	0.00	3,665.93	(2,665.93)	366.59%*
01-422-5430-000	BUILDING SUPPLIES	2,000.00	0.00	2,000.00	0.00	333.56	1,666.44	16.68%
01-422-5480-000	VEHICULAR SUPPLIES	41,000.00	0.00	41,000.00	0.00	18,035.48	22,964.52	43.99%
01-422-5530-000	PUBLIC WORKS SUPPLIES	30,000.00	0.00	30,000.00	2,155.85	28,504.44	1,495.56	95.01%
01-422-5580-000	OTHER SUPPLIES	3,000.00	0.00	3,000.00	0.00	409.05	2,590.95	13.64%
01-422-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	150.00	150.00	0.00	53.56	96.44	35.71%
01-422-5710-000	TRAVEL	0.00	0.00	0.00	0.00	9.50	(9.50)	
01-422-5730-000	DUES & MEMBERSHIPS	300.00	0.00	300.00	0.00	606.95	(306.95)	202.32%*
01-422-5850-000	NEW EQUIPMENT	2,000.00	0.00	2,000.00	0.00	3,586.00	(1,586.00)	179.30%*
01-422-5870-000	REPLACE EQUIPMENT	1,500.00	0.00	1,500.00	0.00	3,407.10	(1,907.10)	227.14%*
sub-total [1] >HIGHWAY EXPENSES		\$107,430.00	\$5,150.00	\$112,580.00	\$9,328.38	\$109,792.34	\$2,787.66	97.52%
Department: SNOW & ICE REMOVAL 423								
01-423-5120-000	SALARY & WAGES-TEMPORARY HELP	\$2,000.00	2,634.55	4,634.55	0.00	4,634.55	0.00	100.00%*
01-423-5120-291	WAGES - TEMP HELP 10/29/11 STORM DAMAGE	0.00	0.00	0.00	0.00	0.00	0.00	
01-423-5130-291	WAGES - OT 10/29/11 STORM DAMAGE	0.00	0.00	0.00	0.00	0.00	0.00	
01-423-5245-000	REPAIR & MAINTAIN EQUIPMENT	0.00	3,817.50	3,817.50	0.00	3,817.50	0.00	100.00%*
01-423-5270-000	EQUIPMENT RENTAL	25,000.00	575.00	25,575.00	0.00	25,575.00	0.00	100.00%*
01-423-5270-291	EQUIPMENT RENTAL - 10/29/11 STORM DAMAGE	0.00	0.00	0.00	0.00	0.00	0.00	
01-423-5480-000	VEHICULAR SUPPLIES	\$4,000.00	\$40,015.61	\$44,015.61	\$0.00	\$44,015.61	\$0.00	100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-423-5512-000	SALT	\$70,000.00	5,180.09	75,180.09	0.00	75,180.09	0.00	100.00%*
01-423-5513-000	SAND	22,000.00	784.84	22,784.84	0.00	22,784.84	0.00	100.00%*
01-423-5870-000	REPLACEMENT EQUIPMENT	2,000.00	(685.78)	1,314.22	0.00	1,314.22	0.00	100.00%*
sub-total [1] >SNOW & ICE REMOVAL		\$125,000.00	\$52,321.81	\$177,321.81	\$0.00	\$177,321.81	\$0.00	100.00%*
Department: STREET LIGHTING 424								
01-424-5210-000	ENERGY - HWY STREET LIGHTS	\$15,000.00	2,300.00	17,300.00	2,616.26	16,924.58	375.42	97.83%
01-424-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >STREET LIGHTING		\$15,000.00	\$2,300.00	\$17,300.00	\$2,616.26	\$16,924.58	\$375.42	97.83%
Department: HIGHWAY - ARTICLES 425								
01-425-5858-000	HIGHWAY TRUCK LEASE PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5859-000	HIGH BAND RADIOS - STM 12/04 ART 18	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5860-000	TRUCK W/ASSOC EQUIP - STM 11/07 ART 8	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5861-000	SANDER BODY W/ASSOC EQUIP ATM 5/05 ART 18	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5862-000	CAP BUDGET - SANDER BODY	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5863-000	CAP BUDGET-USED 6WH DUMPTRUCK ATM 5/11 ART 18	50,000.00	0.00	50,000.00	0.00	49,989.09	10.91	99.98%
01-425-5864-000	CAP BUDGET-NEW F450 DUMP 1T W PLOW ATM 5/11	45,000.00	0.00	45,000.00	0.00	45,000.00	0.00	100.00%*
01-425-5865-000	CAP BUDGET-NEW SANDER BODY ATM 5/11	15,000.00	0.00	15,000.00	0.00	13,860.00	1,140.00	92.40%
01-425-5866-000	CAP BUDGET-ASPHALT HOT BOX W/SPRAYER ATM 5/11	40,000.00	0.00	40,000.00	0.00	39,896.00	104.00	99.74%
01-425-5867-000	CAP BUDGET-FORD ESCAPE HYBRID ATM 5/11	32,538.00	0.00	32,538.00	0.00	32,538.00	0.00	100.00%*
01-425-5868-000	TRANS-STORM CLEAN UP STM 5/12 ART 2	0.00	40,770.00	40,770.00	0.00	40,770.00	0.00	100.00%*
sub-total [1] >HIGHWAY - ARTICLES		\$182,538.00	\$40,770.00	\$223,308.00	\$0.00	\$222,053.09	\$1,254.91	99.44%
Department: LANDFILL OPERATIONS 430								
01-430-5210-000	ENERGY	\$6,000.00	0.00	6,000.00	309.95	1,429.34	4,570.66	23.82%
01-430-5240-000	REPAIR & MAINT LANDFILL BUILDING	500.00	0.00	500.00	0.00	42.88	457.12	8.58%
01-430-5245-000	REPAIR & MAINTAIN EQUIPMENT	0.00	0.00	0.00	0.00	1,105.61	(1,105.61)	
01-430-5300-000	PROFESSIONAL SERVICES	7,600.00	0.00	7,600.00	1,170.00	5,870.00	1,730.00	77.24%
01-430-5301-000	LANDFILL BUILDING MAINTENANCE - SPEC ARTICLE	0.00	0.00	0.00	0.00	0.00	0.00	
01-430-5340-000	COMMUNICATIONS	300.00	0.00	300.00	61.66	369.93	(69.93)	123.31%*
01-430-5414-000	LANDFILL AIR PUMP ART # 12	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-430-5580-000	OTHER SUPPLIES	\$0.00	0.00	0.00	0.00	233.46	(233.46)	
01-430-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	2,200.00	2,200.00	0.00	0.00	2,200.00	
sub-total [1] >LANDFILL OPERATIONS		\$14,400.00	\$2,200.00	\$16,600.00	\$1,541.61	\$9,051.22	\$7,548.78	54.53%
Department: SOLID WASTE OPERATIONS 433								
01-433-5301-000	CURBSIDE PICKUP & TRANS.	\$650,000.00	0.00	650,000.00	151,034.99	600,820.74	49,179.26	92.43%
01-433-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	54,000.00	54,000.00	0.00	53,270.50	729.50	98.65%
sub-total [1] >SOLID WASTE OPERATIONS		\$650,000.00	\$54,000.00	\$704,000.00	\$151,034.99	\$654,091.24	\$49,908.76	92.91%
Department: HOUSEHOLD HAZARDOUS WASTE 435								
01-435-5300-000	PROF SVS - NORTH CENT REG SOLID WASTE COLL	\$5,198.00	0.00	5,198.00	0.00	5,198.00	0.00	100.00%*
01-435-5305-100	DEVENS HAZARD PROG CAP FEE STM 11/09 ART 12	0.00	0.00	0.00	0.00	0.00	0.00	
01-435-5310-100	DEVENS HAZARD PROG OPER FEE	3,095.00	1,362.00	4,457.00	0.00	4,457.00	0.00	100.00%*
sub-total [1] >HOUSEHOLD HAZARDOUS WASTE		\$8,293.00	\$1,362.00	\$9,655.00	\$0.00	\$9,655.00	\$0.00	100.00%*
Department: CEMETERY/PARKS DEPARTMENT 491								
01-491-5100-000	WAGES-CEMETERY SUPERINTENDENT	\$39,686.00	3,057.60	42,743.60	4,404.00	42,513.48	230.12	99.46%
01-491-5110-000	WAGES - OPER FOREMAN	17,732.00	3,764.28	21,496.28	0.00	6,916.98	14,579.30	32.18%
01-491-5112-000	WAGES - SUPPORT STAFF	650.00	119.60	769.60	0.00	1,216.02	(446.42)	158.01%*
01-491-5120-000	WAGES - TEMP HELP	6,686.00	1,142.40	7,828.40	0.00	20,901.30	(13,072.90)	266.99%*
01-491-5130-000	ADDITIONAL GROSS - OVERTIME	0.00	0.00	0.00	0.00	1,308.87	(1,308.87)	
01-491-5135-000	ADDITIONAL GROSS - LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%*
01-491-5195-000	OTHER - UNIFORM ALLOWANCE	40.00	0.00	40.00	0.00	0.00	40.00	
01-491-5210-000	ENERGY	3,525.00	0.00	3,525.00	306.32	3,829.72	(304.72)	108.64%*
01-491-5240-000	REPAIR & MAINTAIN BUILDING	500.00	0.00	500.00	0.00	0.00	500.00	
01-491-5245-000	REPAIR & MAINTENANCE EQUIPMENT	350.00	0.00	350.00	423.35	706.58	(356.58)	201.88%*
01-491-5270-000	EQUIPMENT RENTAL	1,000.00	0.00	1,000.00	280.00	823.75	176.25	82.38%
01-491-5320-000	WATER	300.00	0.00	300.00	0.00	267.00	33.00	89.00%
01-491-5340-000	COMMUNICATION	300.00	0.00	300.00	68.18	595.98	(295.98)	198.66%*
01-491-5380-000	OTHER PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
01-491-5420-000	OFFICE SUPPLIES	46.00	0.00	46.00	62.00	72.00	(26.00)	156.52%*
01-491-5430-000	BUILDING MAINTENANCE SUPPLIES	100.00	0.00	100.00	0.00	248.79	(148.79)	248.79%*

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01-491-5460-000	GROUNDSKEEPING SUPPLIES	1,100.00	0.00	1,100.00	198.18	965.50	134.50	87.77%
01-491-5480-000	VEHICULAR SUPPLIES	1,700.00	0.00	1,700.00	39.62	1,447.40	252.60	85.14%
01-491-5580-000	OTHER SUPPLIES	500.00	0.00	500.00	195.50	450.82	49.18	90.16%
01-491-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >CEMETERY/PARKS DEPARTMENT		\$74,515.00	\$8,083.88	\$82,598.88	\$5,977.15	\$82,564.19	\$34.69	99.96%
Department: CEMETERY ARTICLES 493								
01-493-5000-000	CEMETERY IMPROVEMENT FUND	\$5,892.67	13,457.24	19,349.91	0.00	9,248.70	10,101.21	47.80%
01-493-5010-000	OTHER CHARGES - PORT A POTTIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-493-5800-000	CAP BUDGET - MINI EXCAVATOR	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >CEMETERY ARTICLES		\$5,892.67	\$13,457.24	\$19,349.91	\$0.00	\$9,248.70	\$10,101.21	47.80%
Department: BOARD OF HEALTH 520								
01-520-5112-000	WAGES-SUPPORT STAFF	\$26,696.00	2,620.75	29,316.75	3,031.88	29,316.76	(0.01)	100.00%*
01-520-5120-000	WAGES - TEMPORARY HELP	0.00	0.00	0.00	0.00	0.00	0.00	
01-520-5130-000	ADDITIONAL GROSS	0.00	0.00	0.00	0.00	0.00	0.00	
01-520-5300-000	PROF SERVICES	930.00	0.00	930.00	167.56	279.56	650.44	30.06%
01-520-5340-000	COMMUNICATION	270.00	(154.00)	116.00	400.00	433.10	(317.10)	373.36%*
01-520-5420-000	OFFICE SUPPLIES	200.00	0.00	200.00	35.00	189.84	10.16	94.92%
01-520-5580-000	OTHER SUPPLIES	0.00	0.00	0.00	0.00	26.00	(26.00)	
01-520-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	600.00	600.00	0.00	0.00	600.00	
01-520-5710-000	TRAVEL/MILEAGE IN-STATE	200.00	0.00	200.00	40.35	452.31	(252.31)	226.16%*
01-520-5730-000	DUES & MEMBERSHIPS	100.00	0.00	100.00	0.00	155.00	(55.00)	155.00%*
sub-total [1] >BOARD OF HEALTH		\$28,396.00	\$3,066.75	\$31,462.75	\$3,674.79	\$30,852.57	\$610.18	98.06%
Department: HUMAN SERVICES 521								
01-521-5100-000	HUMAN SERVICES APPROPRIATION RESERVE	\$5,718.00	0.00	5,718.00	0.00	0.00	5,718.00	
sub-total [1] >HUMAN SERVICES		\$5,718.00	\$0.00	\$5,718.00	\$0.00	\$0.00	\$5,718.00	
Department: NASHOBA ASSESSMENTS 522								
01-522-5300-000	NURSING CONTRACT	\$6,166.00	\$0.00	\$6,166.00	\$0.00	\$6,166.00	\$0.00	100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-522-5301-000	NASHOBA ASSESSMENT	\$21,085.00	0.00	21,085.00	0.00	21,085.00	0.00	100.00%*
sub-total [1] >NASHOBA ASSESSMENTS		\$27,251.00	\$0.00	\$27,251.00	\$0.00	\$27,251.00	\$0.00	100.00%*
Department: LANDFILL 524								
01-524-5300-000	LANDFILL ENGINEERING SERVICES	\$14,990.00	0.00	14,990.00	3,186.00	14,990.00	0.00	100.00%*
01-524-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	6,280.00	6,280.00	0.00	2,280.00	4,000.00	36.31%
sub-total [1] >LANDFILL		\$14,990.00	\$6,280.00	\$21,270.00	\$3,186.00	\$17,270.00	\$4,000.00	81.19%
Department: 540								
01-540-5000-000	COA KITCHEN MANAGEMENT SERVICES	\$0.00	3,720.00	3,720.00	591.75	2,106.63	1,613.37	56.63%
01-540-5800-000	CAP BUDGET - SENIOR CTR BUILDING DESIGN	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >		\$0.00	\$3,720.00	\$3,720.00	\$591.75	\$2,106.63	\$1,613.37	56.63%
Department: COUNCIL ON AGING 541								
01-541-5100-000	WAGES-C.O.A DIRECTOR	\$34,947.00	172.90	35,119.90	3,477.60	34,588.77	531.13	98.49%
01-541-5110-000	WAGES - OPER STAFF	14,703.00	2,236.00	16,939.00	1,799.50	17,208.17	(269.17)	101.59%*
01-541-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	0.00	900.00	0.00	900.00	0.00	100.00%*
01-541-5245-000	REPAIR & MAINT EQUIPMENT	345.00	0.00	345.00	0.00	510.00	(165.00)	147.83%*
01-541-5270-000	RENTAL - BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-541-5300-000	PROFESSIONAL SERVICES	400.00	0.00	400.00	150.00	793.17	(393.17)	198.29%*
01-541-5340-000	COMMUNICATIONS	1,300.00	0.00	1,300.00	167.03	1,341.92	(41.92)	103.22%*
01-541-5380-000	OTHER SERVICES	0.00	0.00	0.00	0.00	277.78	(277.78)	
01-541-5420-000	OFFICE SUPPLIES	1,000.00	0.00	1,000.00	365.99	989.34	10.66	98.93%
01-541-5580-000	OTHER SUPPLIES	1,525.00	0.00	1,525.00	0.00	597.90	927.10	39.21%
01-541-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-541-5730-000	DUES & MEMBERSHIPS	150.00	0.00	150.00	0.00	185.00	(35.00)	123.33%*
sub-total [1] >COUNCIL ON AGING		\$55,270.00	\$2,408.90	\$57,678.90	\$5,960.12	\$57,392.05	\$286.85	99.50%
Department: SENIOR CITIZENS CENTER 542								
01-542-5210-000	ENERGY	0.00	0.00	0.00	0.00	0.00	0.00	
01-542-5240-000	REPAIR & MAINT BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-542-5242-000	RENT - BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-542-5320-000	WATER	75.00	0.00	75.00	0.00	0.00	75.00	
01-542-5380-000	OTHER SERVICES	100.00	0.00	100.00	0.00	0.00	100.00	
01-542-5450-000	BUILDING SUPPLIES	175.00	0.00	175.00	0.00	0.00	175.00	
01-542-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-542-5850-000	NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >SENIOR CITIZENS CENTER		\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	
Department: VETERAN AGENT 543								
01-543-5100-000	STIPEND-VETERANS AGENT	\$4,886.00	0.00	4,886.00	408.68	4,886.00	0.00	100.00%*
01-543-5340-000	COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	
01-543-5420-000	OFFICE SUPPLIES	33.00	0.00	33.00	0.00	0.00	33.00	
01-543-5730-000	DUES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >VETERAN AGENT		\$4,919.00	\$0.00	\$4,919.00	\$408.68	\$4,886.00	\$33.00	99.33%
Department: VETERANS BENEFITS 544								
01-544-5300-000	PROFESSIONAL SERVICES	\$0.00	0.00	0.00	0.00	0.00	0.00	
01-544-5380-000	OTHER SERVICES - VET BENEFITS	33,981.00	0.00	33,981.00	2,323.47	23,949.20	10,031.80	70.48%
sub-total [1] >VETERANS BENEFITS		\$33,981.00	\$0.00	\$33,981.00	\$2,323.47	\$23,949.20	\$10,031.80	70.48%
Department: LIBRARY 610								
01-610-5100-000	WAGES-LIBRARY DIRECTOR	\$38,585.00	1,597.44	40,182.44	4,016.00	40,261.68	(79.24)	100.20%*
01-610-5110-000	WAGES - LIBRARY TECH - 8 HOUR	5,008.00	364.80	5,372.80	1,355.75	5,717.85	(345.05)	106.42%*
01-610-5110-101	WAGES - CHILDREN'S LIBRARIAN	21,278.00	5,116.80	26,394.80	2,709.00	24,950.72	1,444.08	94.53%
01-610-5110-102	WAGES - CHILDREN'S SENIOR TECH	14,924.00	3,510.00	18,434.00	2,110.00	18,659.54	(225.54)	101.22%*
01-610-5110-201	WAGES - SENIOR LIBRARY TECH	24,257.00	2,793.44	27,050.44	2,869.60	27,256.20	(205.76)	100.76%*
01-610-5110-202	WAGES - LIBRARY TECH 19 HR	9,208.00	2,682.42	11,890.42	1,135.75	10,125.28	1,765.14	85.15%
01-610-5110-203	WAGES - LIBRARY TECH 11 HR	5,768.00	1,335.62	7,103.62	848.13	6,732.01	371.61	94.77%
01-610-5110-204	WAGES - LIBRARY TECH 12 HR	5,007.00	1,694.16	6,701.16	1,128.38	9,411.79	(2,710.63)	140.45%*
01-610-5130-000	ADDITIONAL GROSS - LONGEVITY	1,200.00	0.00	1,200.00	0.00	1,200.00	0.00	100.00%*
01-610-5210-000	ENERGY	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5240-000	REPAIR & MAINT BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-610-5245-000	REPAIR & MAINTAIN - EQUIPMENT	425.00	0.00	425.00	0.00	0.00	425.00	
01-610-5270-000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5300-000	PROFESSIONAL & TECHNICAL SERVICES	1,000.00	0.00	1,000.00	0.00	282.00	718.00	28.20%
01-610-5320-000	WATER	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5340-000	COMMUNICATION	1,050.00	0.00	1,050.00	77.72	559.85	490.15	53.32%
01-610-5380-000	OTHER PURCHASED SERVICES	8,900.00	0.00	8,900.00	49.50	8,571.98	328.02	96.31%
01-610-5420-000	OFFICE SUPPLIES	2,500.00	0.00	2,500.00	346.77	2,959.49	(459.49)	118.38%*
01-610-5450-000	CUSTODIAL SUPPLIES	100.00	0.00	100.00	0.00	0.00	100.00	
01-610-5580-000	OTHER SUPPLIES - BOOKS, DVD, CD	30,574.00	0.00	30,574.00	1,430.29	32,703.18	(2,129.18)	106.96%*
01-610-5581-000	OTHER SUPPLIES - MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5730-000	DUES & MEMBERSHIPS	200.00	0.00	200.00	0.00	285.00	(85.00)	142.50%*
01-610-5780-000	OTHER CHARGES	1,562.00	0.00	1,562.00	0.00	929.10	632.90	59.48%
sub-total [1] >LIBRARY		\$171,546.00	\$19,094.68	\$190,640.68	\$18,076.89	\$190,605.67	\$35.01	99.98%
Department: LIBRARY - ARTICLES 611								
01-611-5241-000	LIBRARY FRONT STAIRS	0.00	0.00	0.00	0.00	0.00	0.00	
01-611-5242-000	PLAN & DESIGN MATCHING FUNDS GRANT ART 14	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >LIBRARY - ARTICLES		0.00	0.00	0.00	0.00	0.00	0.00	
Department: RECREATION DEPARTMENT 630								
01-630-5100-000	SALARY & WAGES-REC. DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	
01-630-5110-000	SALARY & WAGES - OPER STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-630-5580-000	OTHER SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >RECREATION DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00	
Department: REC SQUANNOCOOK FIELDS 631								
01-631-5000-000	SQUANNOCOOK REC FIELDS - SPEC ARTICLE	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5210-000	ENERGY	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5230-000	WATER	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5380-000	OTHER PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5460-000	GROUNDSKEEPING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-631-5580-000	OTHER SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >REC SQUANNOCOOK FIELDS			0.00	0.00	0.00	0.00	0.00	0.00
Department: MEMORIAL DAY COMMITTEE 660								
01-660-5120-000	SALARY & WAGES TEMPORARY HELD		\$0.00	0.00	0.00	0.00	0.00	0.00
01-660-5300-000	PROFESSIONAL SERVICES		1,500.00	0.00	1,500.00	1,284.08	215.92	85.61%
01-660-5350-000	BAND SERVICES		2,225.00	0.00	2,225.00	-	408.00	81.66%
01-660-5580-000	OTHER SUPPLIES		833.00	0.00	833.00	601.15	101.85	87.77%
sub-total [1] >MEMORIAL DAY COMMITTEE			\$4,558.00	\$0.00	\$4,558.00	\$1,885.23	\$725.77	84.08%
Department: HISTORICAL COMMISSION 691								
01-691-5780-000	HISTORICAL COMMISSION		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >HISTORICAL COMMISSION			0.00	0.00	0.00	0.00	0.00	0.00
Department: BAND CONCERTS 692								
01-692-5120-000	SALARY & WAGES TEMPORARY HELP		\$0.00	0.00	0.00	0.00	0.00	0.00
01-692-5350-000	BAND SERVICES		7,629.00	0.00	7,629.00	3,498.00	(83.00)	101.09%*
01-692-5580-000	OTHER SUPPLIES		\$300.00	\$0.00	\$300.00	\$216.86	\$83.14	72.29%
sub-total [1] >BAND CONCERTS			\$7,929.00	\$0.00	\$7,929.00	\$3,714.86	\$0.14	100.00%
Department: LONG TERM DEBT 710								
01-710-5000-000	LONG TERM DEBT POLICE STATION		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >LONG TERM DEBT			0.00	0.00	0.00	0.00	0.00	0.00
Department: title not on file 711								
01-711-5000-000	PRINC & INT FIRE LADDER TRUCK		\$51,670.00	0.00	51,670.00	3,185.70	0.00	100.00%*
sub-total [1] >title not on file			\$51,670.00	\$0.00	\$51,670.00	\$3,185.70	\$0.00	100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: LONG TERM DEBT 713								
01-713-5000-000	LONG TERM DEBT MEMORIAL HALL	\$125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	100.00%*
01-713-5010-000	LONG TERM DEBT EXTRA PRIN WATER LOOP	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >LONG TERM DEBT		\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$125,000.00	\$0.00	100.00%*
Department: LONG TERM DEBT 714								
01-714-5000-000	LONG TERM DEBT W.P.A.T.	\$27,769.00	0.00	27,769.00	0.00	27,769.00	0.00	100.00%*
sub-total [1] >LONG TERM DEBT		\$27,769.00	\$0.00	\$27,769.00	\$0.00	\$27,769.00	\$0.00	100.00%*
Department: LONG TERM DEBT 715								
01-715-5000-000	LONG TERM DEBT - FIRE STATION/ELM/CAPPING	\$171,732.00	0.00	171,732.00	171,732.00	171,732.00	0.00	100.00%*
sub-total [1] >LONG TERM DEBT		\$171,732.00	\$0.00	\$171,732.00	\$171,732.00	\$171,732.00	\$0.00	100.00%*
Department: title not on file 720								
01-720-5000-000	LONG TERM NOTE - FIRE TRUCK/HWY DUMP TRUCK	\$90,614.00	0.00	90,614.00	0.00	90,613.33	0.67	100.00%
sub-total [1] >title not on file		\$90,614.00	\$0.00	\$90,614.00	\$0.00	\$90,613.33	\$0.67	100.00%
Department: title not on file 723								
01-723-5000-000	LONG TERM DEBT PRINC WATER EXTENSION	\$16,000.00	0.00	16,000.00	0.00	16,000.00	0.00	100.00%*
sub-total [1] >title not on file		\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$16,000.00	\$0.00	100.00%*
Department: INTEREST 750								
01-750-5000-000	LONG TERM INT POLICE STATION	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >INTEREST		0.00	0.00	0.00	0.00	0.00	0.00	
Department: INTEREST 751								
01-751-5000-000	NON-EXCLD PRINC & INT FIRE LADDER TRUCK	\$80,818.00	0.00	80,818.00	4,983.55	80,818.00	0.00	100.00%*
sub-total [1] >INTEREST		\$80,818.00	\$0.00	\$80,818.00	\$4,983.55	\$80,818.00	\$0.00	100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: title not on file 752								
01-752-5000-000	LONG TERM INT - FIRE TRUCK/HWY DUMP TRUCK	\$3,625.00	0.00	3,625.00	0.00	1,813.46	1,811.54	50.03%
sub-total [1] >title not on file		\$3,625.00	\$0.00	\$3,625.00	\$0.00	\$1,813.46	\$1,811.54	50.03%
Department: INTEREST 753								
01-753-5000-000	LONG TERM INTEREST MEMORIAL HALL	\$18,407.00	0.00	18,407.00	8,578.87	18,407.00	0.00	100.00%*
sub-total [1] >INTEREST		\$18,407.00	\$0.00	\$18,407.00	\$8,578.87	\$18,407.00	\$0.00	100.00%*
Department: INTEREST 755								
01-755-5000-000	INTEREST - FIRE STATION/ELM/CAPPING	\$92,816.00	0.00	92,816.00	44,006.00	92,816.00	0.00	100.00%*
sub-total [1] >INTEREST		\$92,816.00	\$0.00	\$92,816.00	\$44,006.00	\$92,816.00	\$0.00	100.00%*
Department: INTEREST ON TEMPORARY LOANS 759								
01-759-5000-000	INT ON ST LOANS/ISSUANCE COSTS	\$9,000.00	0.00	9,000.00	0.00	0.00	9,000.00	
sub-total [1] >INTEREST ON TEMPORARY LOANS		\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	
Department: title not on file 763								
01-763-5000-000	LONG TERM INTEREST WATER EXTENSION	\$1,873.00	0.00	1,873.00	855.01	1,871.26	1.74	99.91%
sub-total [1] >title not on file		\$1,873.00	\$0.00	\$1,873.00	\$855.01	\$1,871.26	\$1.74	99.91%
Department: title not on file 770								
01-770-5000-000	NON-EXCLD - BOND PRINC - WITCH'S BROOK	\$8,268.00	0.00	8,268.00	8,268.00	8,268.00	0.00	100.00%*
sub-total [1] >title not on file		\$8,268.00	\$0.00	\$8,268.00	\$8,268.00	\$8,268.00	\$0.00	100.00%*
Department: title not on file 775								
01-775-5000-000	NON-EXCLD - BOND INTEREST - WITCH'S BROOK	\$4,804.00	0.00	4,804.00	4,804.00	4,804.00	0.00	100.00%*
sub-total [1] >title not on file		\$4,804.00	\$0.00	\$4,804.00	\$4,804.00	\$4,804.00	\$0.00	100.00%*

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: title not on file 776								
01-776-5965-000	TRANSFER TO WATER BAN DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >title not on file			0.00	0.00	0.00	0.00	0.00	0.00
Department: COUNTY RETIREMENT 911								
01-911-5000-000	COUNTY RETIREMENT SYSTEM	\$429,000.00	16,195.00	445,195.00	0.00	445,195.00	0.00	100.00%*
sub-total [1] >COUNTY RETIREMENT		\$429,000.00	\$16,195.00	\$445,195.00	\$0.00	\$445,195.00	\$0.00	100.00%*
Department: UNEMPLOYMENT 913								
01-913-5000-000	UNEMPLOYMENT COMPENSATION	\$15,000.00	0.00	15,000.00	1,984.00	3,064.00	11,936.00	20.43%
sub-total [1] >UNEMPLOYMENT		\$15,000.00	\$0.00	\$15,000.00	\$1,984.00	\$3,064.00	\$11,936.00	20.43%
Department: HEALTH INSURANCE 914								
01-914-5000-000	HEALTH INSURANCE TOWN SHARE	\$800,089.00	0.00	800,089.00	58,141.71	759,361.15	40,727.85	94.91%
01-914-5001-000	HEALTH INSURANCE OPT-OUT	2,000.00	0.00	2,000.00	-	2,000.00	-	100.00%*
sub-total [1] >HEALTH INSURANCE		\$802,089.00	\$0.00	\$802,089.00	\$58,141.71	\$761,361.15	\$40,727.85	94.92%
Department: LIFE INSURANCE 915								
01-915-5000-000	LIFE INSURANCE TOWN SHARE	\$450.00	0.00	450.00	23.00	293.00	157.00	65.11%
sub-total [1] >LIFE INSURANCE		\$450.00	\$0.00	\$450.00	\$23.00	\$293.00	\$157.00	65.11%
Department: MEDICARE 916								
01-916-5000-000	MEDICARE TOWN SHARE	\$44,750.00	0.00	44,750.00	4,984.05	43,854.88	895.12	98.00%
sub-total [1] >MEDICARE		\$44,750.00	\$0.00	\$44,750.00	\$4,984.05	\$43,854.88	\$895.12	98.00%
Department: IOD STM 5/1/12 ART 8 917								
01-917-5000-000	INJURED ON DUTY (IOD) CLAIMS	\$0.00	5,000.00	5,000.00	0.00	506.00	4,494.00	10.12%
sub-total [1] >IOD STM 5/1/12 ART 8		\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$506.00	\$4,494.00	10.12%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: GENERAL LIABILITY INSURANCE 945								
01-945-5000-000	PROPERTY, LIABILITY & VEHICLE	\$224,000.00	(18,495.00)	205,505.00	0.00	178,050.00	27,455.00	86.64%
01-945-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	2,301.00	2,301.00	0.00	1,647.00	654.00	71.58%
sub-total [1] >GENERAL LIABILITY INSURANCE		\$224,000.00	-\$16,194.00	\$207,806.00	\$0.00	\$179,697.00	\$28,109.00	86.47%
Department: title not on file 946								
01-946-5000-000	MEGA ASSESSMENT STM 5/12 ART 4	0.00	14,868.00	14,868.00	4,745.11	4,745.11	10,122.89	31.91%
sub-total [1] >title not on file		0.00	14,868.00	14,868.00	4,745.11	4,745.11	10,122.89	31.91%
GRAND TOTALS >>>>		\$16,808,274.67	\$712,606.80	\$17,520,881.47	947435.81 1	\$6,687,923.93	\$832,957.54	95.25%

FINANCIAL REPORT OF TOWN OF TOWNSEND for JUNE  
 WATER DEPARTMENT MONTHLY EXPENDITURES

( Fiscal Year 2012 )

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Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: GENERAL OPERATIONS 000								
Object: PERSONNEL SERVICE 1								
61-000-5100-000	SALARY-WATER SUPERINTENDENT	\$65,110.00	790.40	65,900.40	6,386.00	65,873.36	27.04	99.96%
61-000-5110-000	WAGES-OPER STAFF	85,114.00	2,496.00	87,610.00	8,532.00	85,791.24	1,818.76	97.92%
61-000-5112-000	WAGES-SUPPORT STAFF	51,465.00	1,365.00	52,830.00	5,057.50	45,990.41	6,839.59	87.05%
61-000-5120-000	WAGES - TEMPORARY HELP	1.00	0.00	1.00	0.00	0.00	1.00	
61-000-5125-000	SALARY/WAGE INCREASE COMP/CLASS PLAN	0.00	348.60	348.60	0.00	0.00	348.60	
61-000-5130-000	ADDITIONAL GROSS	1.00	0.00	1.00	0.00	0.00	1.00	
61-000-5131-000	ADDITIONAL GROSS - OVERTIME	6,000.00	0.00	6,000.00	16.00	969.63	5,030.37	16.16%
61-000-5132-000	ADDITIONAL GROSS - LONGEVITY	2,700.00	0.00	2,700.00	0.00	3,000.00	(300.00)	111.11%*
61-000-5135-000	ADDITIONAL GROSS - REG & SPEC ON-CALL	14,325.00	0.00	14,325.00	1,395.10	16,597.65	(2,272.65)	115.86%*
61-000-5190-000	OTHER - STIPENDS WATER COMMISSIONERS	3.00	0.00	3.00	0.00	0.00	3.00	
61-000-5191-000	OTHER - RETIREMENT BENEFIT	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	
61-000-5195-000	OTHER - CLOTHING ALLOWANCE	2,250.00	0.00	2,250.00	285.87	1,870.06	379.94	83.11%
sub-total [2] >PERSONNEL SERVICE		\$228,969.00	\$5,000.00	\$233,969.00	\$21,672.47	\$220,092.35	\$13,876.65	94.07%
Object: PURCHASED SERVICES 2								
61-000-5201-000	PRIOR YEAR UNPAID BILLS	\$0.00	0.00	0.00	0.00	0.00	0.00	
61-000-5210-000	ENERGY	75,000.00	0.00	75,000.00	11,847.56	76,415.02	(1,415.02)	101.89%*
61-000-5240-000	REPAIR & MAINT BUILDING	5,000.00	0.00	5,000.00	0.00	4,865.79	134.21	97.32%
61-000-5245-000	REPAIR & MAINT EQUIPMENT	20,000.00	0.00	20,000.00	2,812.66	43,160.17	(23,160.17)	215.80%*
61-000-5245-100	REPAIR & MAINTAIN - SCADA SYSTEM	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00	
61-000-5270-000	RENTALS	1,000.00	0.00	1,000.00	0.00	315.00	685.00	31.50%
sub-total [2] >PURCHASED SERVICES		\$119,000.00	\$0.00	\$119,000.00	\$14,660.22	\$124,755.98	-\$5,755.98	104.84%*
Object: PURCHASED SERVICES 3								
61-000-5300-000	PROFESSIONAL SERVICES	\$20,000.00	0.00	20,000.00	2,944.71	17,257.60	2,742.40	86.29%
61-000-5300-100	PROF SVS - BACKFLOW SURVEY TESTING	6,000.00	0.00	6,000.00	1,100.00	6,900.00	(900.00)	115.00%*
61-000-5340-000	COMMUNICATION	17,600.00	0.00	17,600.00	2,249.08	16,002.82	1,597.18	90.93%
61-000-5380-000	OTHER SERVICES	2,600.00	0.00	2,600.00	0.00	400.00	2,200.00	15.38%
sub-total [2] >PURCHASED SERVICES		\$46,200.00	\$0.00	\$46,200.00	\$6,293.79	\$40,560.42	\$5,639.58	87.79%
Object: PURCHASED SUPPLIES 4								

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
61-000-5420-000	OFFICE SUPPLIES	\$5,000.00	0.00	5,000.00	673.35	3,234.69	1,765.31	64.69%
61-000-5430-000	BUILDING SUPPLIES	1,500.00	0.00	1,500.00	49.99	337.56	1,162.44	22.50%
61-000-5435-000	EQUIPMENT MAINT SUPPLIES	1,500.00	0.00	1,500.00	0.00	547.31	952.69	36.49%
61-000-5460-000	GROUNDKEEPING SUPPLIES	500.00	0.00	500.00	216.55	1,303.67	(803.67)	260.73%*
61-000-5480-000	VEHICULAR SUPPLIES	8,000.00	0.00	8,000.00	2,123.36	9,791.34	(1,791.34)	122.39%*
sub-total [2] >PURCHASED SUPPLIES		\$16,500.00	\$0.00	\$16,500.00	\$3,063.25	\$15,214.57	\$1,285.43	92.21%
Object: PURCHASED SUPPLIES 5								
61-000-5530-000	PUBLIC WORKS SUPPLIES	\$35,000.00	0.00	35,000.00	7,350.00	33,545.04	1,454.96	95.84%
61-000-5531-000	CHEMICALS	23,000.00	0.00	23,000.00	3,039.66	13,902.79	9,097.21	60.45%
61-000-5580-000	OTHER SUPPLIES	1,000.00	0.00	1,000.00	0.00	28.50	971.50	2.85%
sub-total [2] >PURCHASED SUPPLIES		\$59,000.00	\$0.00	\$59,000.00	\$10,389.66	\$47,476.33	\$11,523.67	80.47%
Object: title not on file 6								
61-000-5600-000	PRIOR YEAR ENCUMBRANCE	\$0.00	\$451.44	\$451.44	\$0.00	\$451.44	\$0.00	100.00%*
sub-total [2] >title not on file		\$0.00	\$451.44	\$451.44	\$0.00	\$451.44	\$0.00	100.00%*
Object: OTHER CHGS & EXP 7								
61-000-5710-000	TRAVEL/MILEAGE-IN STATE	\$1,100.00	0.00	1,100.00	306.97	687.58	412.42	62.51%
61-000-5720-000	OUT OF STATE TRAVEL	100.00	0.00	100.00	0.00	0.00	100.00	
61-000-5730-000	DUES & MEMBERSHIPS	1,500.00	0.00	1,500.00	0.00	1,426.25	73.75	95.08%
61-000-5780-000	OTHER CHARGES	500.00	0.00	500.00	0.00	0.00	500.00	
61-000-5785-000	WATER ASSESSMENT D.E.P.	1,700.00	0.00	1,700.00	0.00	1,916.03	(216.03)	112.71%*
sub-total [2] >OTHER CHGS & EXP		\$4,900.00	\$0.00	\$4,900.00	\$306.97	\$4,029.86	\$870.14	82.24%
Object: CAPITAL 8								
61-000-5850-000	NEW EQUIPMENT	\$10,000.00	0.00	10,000.00	8,874.25	9,162.36	837.64	91.62%
61-000-5870-000	REPLACEMENT EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
61-000-5890-000	HYDRANTS	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [2] >CAPITAL		\$10,000.00	\$0.00	\$10,000.00	\$8,874.25	\$9,162.36	\$837.64	91.62%
Object: DEBT SERVICE 9								
61-000-5900-000	DEBT SERVICE - MWPAT - EAST SIDE IMP	\$42,380.00	\$0.00	\$42,380.00	\$0.00	\$42,373.76	\$6.24	99.99%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
61-000-5901-000	DEBT SERVICE - MWPAT EAST SIDE PHASE II	\$63,000.00	0.00	63,000.00	0.00	61,583.27	1,416.73	97.75%
61-000-5902-000	DEBT SERVICE - WITCH'S BROOK BORROWING	0.00	0.00	0.00	0.00	0.00	0.00	
61-000-5975-000	INTERMUNICIPAL AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
61-000-5990-000	EMERGENCY RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [2] >DEBT SERVICE		\$105,380.00	\$0.00	\$105,380.00	\$0.00	\$103,957.03	\$1,422.97	98.65%
sub-total [1] >GENERAL OPERATIONS		\$589,949.00	\$5,451.44	\$595,400.44	\$65,260.61	\$565,700.34	\$29,700.10	95.01%
Department: PUBLIC WORKS 400								
Object: 0								
61-400-5005-000	MASTER PLAN REVISION	\$0.00	118.50	118.50	0.00	0.00	118.50	
61-400-5006-000	SO. STREET BRIDGE PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5009-000	MAIN STREET STATION UPGRADE	0.00	58,219.23	58,219.23	0.00	0.00	58,219.23	
61-400-5011-000	STORAGE TANK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5012-000	SYSTEM ENHANCEMENTS	0.00	508,432.00	508,432.00	525.00	22,496.84	485,935.16	4.42%
61-400-5013-000	WATER MAIN EXTENSION	0.00	127,911.75	127,911.75	0.00	0.00	127,911.75	
61-400-5013-001	WATER MAIN EXTENSION - UNITIL ELEC EXTENSION	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5014-000	WELL DEVELOPMENT & EXPLORATION	0.00	6,276.29	6,276.29	0.00	0.00	6,276.29	
61-400-5015-000	EAST SIDE IMP (TRANS)INITIAL DESIGN	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5015-001	EAST SIDE IMP (DWSR F04-16)APPROVED CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5015-002	EAST SIDE IMP (DWSRF) CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5015-003	EAST SIDE IMP (TRANSFER)	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5015-004	EAST SIDE IMP (TRANS WELL EXPLORATION)	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5015-015	EAST SIDE IMP (RECLASSIFIED FUNDS) CARDILLO	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5016-000	HARBOR TRACE WELL CONSTRUCTION	0.00	3,566.64	3,566.64	0.00	0.00	3,566.64	
sub-total [2] >		\$0.00	\$704,524.41	\$704,524.41	\$525.00	\$22,496.84	\$682,027.57	3.19%
sub-total [1] >PUBLIC WORKS		\$0.00	\$704,524.41	\$704,524.41	\$525.00	\$22,496.84	\$682,027.57	3.19%

Department: ARTICLES 500

Object: 0

Account Number	Account Title	Original Appropriated	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
61-500-5000-000	EQUIPMENT REPLACEMENT FUND STM 12/04 ART 29	\$10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	
61-500-5010-000	LAND INT VINTON POND ATM 5/06 ART 18	0.00	0.00	0.00	0.00	0.00	0.00	
61-500-5020-000	STORAGE TANK MAINT FUND ATM 5/06 ART 19	10,000.00	60,000.00	70,000.00	49,792.25	56,116.60	13,883.40	80.17%
61-500-5025-000	LEGAL FEES & ENGINEERING COSTS WITCHE'S BROOK	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [2] >		\$ 20,000.00	\$ 60,000.00	\$ 80,000.00	\$ 49,792.25	\$ 56,116.60	\$ 23,883.40	70.15%
sub-total [1] >ARTICLES		\$ 20,000.00	\$ 60,000.00	\$ 80,000.00	\$ 49,792.25	\$ 56,116.60	\$ 23,883.40	70.15%
GRAND TOTALS >>>>		\$ 609,949.00	\$ 769,975.85	\$ 1,379,924.85	\$ 115,577.86	\$ 644,313.78	\$ 735,611.07	46.69%

## POLICE DEPARTMENT



As Chief of Police, I respectfully submit the following 2012 annual report for the Townsend Police Department. Overall incidents increased in 2012 with a total of 18,025 which were up slightly from last year's total of 17,671. Completing a comparison of incident types, there were no significant increases in any particular reporting category.

The total number of major incidents in 2012 were 995, again up slightly from 980 in 2011.

Custody incidents were 74 in 2012 compared to 65 in 2011, an increase of approximately 15%.

Total criminal complaint applications to both Ayer and Lowell District Courts for 2012 were 152 compared to 138 last year. Citations issued in 2012 were 2906 generating \$22,085.00 in fine amounts. This is also up slightly from 2011 where 2,223 citations were issued resulting in fines generating \$17,050.00.

Two officers that joined our ranks in November and December of 2011 completed their first year with the Townsend Police Department. David Phillips, who was appointed in November, 2011 and Cassandra Ela, who was appointed in December of 2011 have both turned out to be valuable assets to the department and brought with them both education and experience. We are very fortunate to have these two individuals as members of the department and my hopes are that they will stay with us for an extended period of time, continue to grow, and be of benefit to the community.

Jim Landi, a resident of Townsend who received sponsorship to the fourteen-week reserve academy in September of 2005 and who was appointed as a reserve police officer for the Townsend Police in May of 2007 was appointed as a full-time police officer on December 7, 2012 after attending and successfully completing a twenty-two week municipal police training program. Jim, who was no stranger to us, had qualified himself for this full-time position by the outstanding job that he did while working as a reserve police officer. I am confident that Jim possesses the attitude and skills necessary to make him an exemplary police officer as he continues to grow and moves forward with his career in law enforcement.

The current fiscal climate facing our State, cities and towns is making it very difficult for police departments to make their training mandates. The State's Municipal Training Committee (MPTC) is tasked with the development and regulation of police training in the Commonwealth of Massachusetts. For the second year in a row the MPTC has informed Police Chiefs of the Commonwealth of its intention not to fund mandated 32 hours of annual in-service training that is required of each police officer. A 2008 state-by-state comparison of police training funding indicates that Massachusetts pays substantially less in state funds to train its municipal police officers. This study also showed that of the \$2,911,398.00 spent on training 15,568 police officers in the state translated to \$187.00 spent on training each officer, which made Massachusetts the lowest state for police training with the state of Washington being the second lowest who spent twice the amount on police training as did Massachusetts. Since 2008 the situation has become even worse with only \$2,600,000.00 being budgeted for training by the state last year.

The trend of the state cutting money on municipal expenses creates the problem of having local municipalities fund these cuts themselves or develop plans to offset the cost of training. For this reason, the Townsend Police Department has joined a host of other municipalities and has made changes in the ways that it trains its officers and complies with the mandates set forth by MPTC. Last year we began an on-line

training program through the Municipal Police Institute and have reduced our officers having to travel to an academy to receive required training. They are now required to complete mandated topics during the course of their regular duty assignments which cuts down on the costs associated with overtime and the back-fill of shifts for those attending training. Mandated training is not only important as it keeps officers abreast of changes in the law and refreshes their knowledge, it also lessens liability to the town, the officer, and the department as lack of training is the main issue related to any lawsuit that is filed.

Lack of funding is a serious concern as year after year we are forced to level fund and even reduce budgets to insure that we come out with a balanced budget. This past year was no exception due to an increase in school funding and the voters voting down an override. Due to the fact that this caused an unbalanced budget I was forced to reduce my overtime budget by \$20,000.00 which I reluctantly did in order to save police positions. It should be noted that the police department currently employs a total of fourteen officers including myself. This is down from a level of sixteen officers just a few years ago. One of those positions was funded as the school resource officer for the schools, whose position was cut due to lack of funding from the schools. The other position was cut two years ago after the state decided that it was no longer going to fund educational incentives for police, and in order for the town to fund the state's share, this position was excluded to allow the town to continue this funding.

Where these cuts are concerned, we have also lost two important positions, the school resource officer and the detective's positions. The school resource officer's position is important in so many ways. With increasing concerns over school violence, it only makes sense to have a police officer within the schools who can respond immediately to any threat or violent incident. In 2002, after the shooting incident at Columbine High School in Littleton, CO, the Secret Service and US Department of Education collaborated in a study involving school violence and came out with their findings in a publication known as the Safe School Initiative. This initiative represented a study of 37 incidents related to violent school shootings from 1974-2000. One of the findings of this study indicated that "despite prompt law enforcement responses, most shooting incidents were stopped by means other than law enforcement intervention." This is a very strong statement that emphasizes the need of having police presence in the schools, as teachers and administrators are not trained or equipped to handle an armed suspect, coupled with the fact that schools, in general, are not designed for security.

Among the other important roles that the school resource officer provides is collaboration with school administrators on a variety of incidents from violations of rules and regulations to other criminal conduct that may or may not include violence. The mere presence of a police officer in the schools is also a deterrent to criminal behavior.

The detective's position was cut two years ago with the loss of the officer due to the lack of funding from the state for educational incentives. The detective's position is important as it allows us to follow-up on criminal activity in those cases that involve extra commitment due to the complexity of the situation. Without the detective's position, officers are required to handle follow-ups along with their on-duty responsibilities or overtime is required which is not cost effective.

Again, year-after-year we are asked to submit budgets that are either level funded or are asked to make cuts. Since 2009 I have represented in my budget cover letter that my budgets are based on the guidelines that are set forth in the instructions from the Town Administrator and **do not** represent adequate funding levels or recommendations of the department head. In other words, I am doing what I am being told to do but do not agree and do not take responsibility in the event of a tragedy that could be related to lack of funding.

As in the past I add these words of caution to homeowners that sometimes become the victims of crime due to complacency. Take extra precautions in locking your vehicles at night, leave lights on around your homes

and businesses and notify us while you are away on vacation so that we can make extra checks of your property. These checks are assigned to regular patrols through our daily operational plans. If someone comes to your door to ask directions or you see a suspicious individual(s) in your neighborhoods, please call us, that's what we're here for. You should also be aware that door-to-door solicitation requires a permit issued by the police department which is required to be worn when someone comes to your home. Do not give out information about yourself over the phone or internet unless you can verify who you are giving the information to. If you find that you have become the victim of identity theft please visit our website at [www.townsendpd.org](http://www.townsendpd.org) to fill out the identity theft packet that you will find there.

This past year there were six internal investigations conducted within the police department due to complaints alleged against officers. Two of these incidents were "not sustained" indicating that there was inadequate or insufficient evidence to either prove or disprove the complaint while four incidents were sustained and required disciplinary action against the officer. Internal investigations are conducted for a variety of reasons and the objective of internal affairs investigations are: 1. Protection of the public, 2. Protection of the employee, 3. Protection of the Townsend Police Department, 4. Removal of unfit personnel, 5. Disciplinary action against the employee; and 6. Correction of procedural problems.

Each year I have always attempted to produce an annual report that is accurate and to give the reader an overview of what has occurred over the past year, what we have been involved in, and a status update of our operations. I have always tried to send a positive message to ensure the readers and residents that you are being adequately protected and that we are doing everything in our power to make sure that Townsend is a safe and secure community. While I still feel this is the case, my concerns about inadequate protection and having untrained personnel grows stronger each year. If my message sounded less positive as in past years, it was because it was designed that way. After having been a police officer in Townsend for the past thirty-five years and as you Chief of Police for the past eleven, I am becoming increasingly concerned that we are heading in the wrong direction and that you, the residents of Townsend, are being short changed as a result of inadequate funding. While we attempt to stay ahead of advancements in the field and up-to-date on training, we have started to fall behind in these areas. This not only affects our operations, it increases liability and officer safety concerns. Each year that we are asked to level fund or cut our budgets we are falling further and further behind, especially as costs continue to increase. I am acutely aware of my responsibilities to stay within the confines of my budget, but find this harder to do each year and find that more and more areas within my budget that were sufficiently funded in the past are running into deficit spending.

While this is a serious concern of mine, it should be a concern of the residents of Townsend as well. When an override fails or when the state cuts its level of funding, we are then asked to come up with funding out of already strained budgets. When this occurs it means that adequate patrol functions, investigations, training, and equipment expenses are negatively impacted as well as the overall operations of the police department. This situation cannot continue and other forms of revenue must be identified to properly fund the police department and emergency services in general so that we may continue to protect you.

In closing, I would like to say that it has once again been my privilege to serve as your Chief of Police and I have been honored to do so. Although this past year we have had challenges, I feel that we have met those challenges to the best of our ability under current conditions and remain committed to do so. Once again, I consider myself fortunate to work with the men and women of the Townsend Police Department who give so much of themselves and make my job an enjoyable and rewarding experience. I would also like to extend my thanks and appreciation to the business owners and citizens of Townsend for their support as well as the support that we have received from the Massachusetts State Police, Middlesex County District Attorney's Office, Office of the Massachusetts Attorney General, Chiefs of Police across the state and in particular, those from the Northeastern Massachusetts Law Enforcement Council. I would also like to

thank the other department heads, boards and committees, Board of Selectmen and Town Administrator for their support and guidance this past year which led to the overall success of the organization.

Respectfully submitted,

Erving M. Marshall, Jr.  
Chief of Police

## COMMUNICATIONS CENTER

As Director of Communications, I respectfully submit the following annual report for the Townsend Communications Department.

The Townsend Communications Department, the hub of emergency services for the Town of Townsend, recorded 18,025 overall incidents for the year. These incidents are recorded for reporting purposes and include all incidents both major as well as minor in detail within ninety-seven separate recording categories. The number of incidents recorded this year increased slightly from the previous year with 17,671 incidents recorded in 2011.

While these incident statistics give us an accounting of the type, quantity, and nature of the calls received, they do not account for the thousands of informational general service type calls that do not require incident reporting or the multitude of walk-in requests for information, thus do not account for the overall work performed on a daily basis by the department's Telecommunication's personnel. To prove this point, this past year a part-time Telecommunicator was hired who also works as a full-time Telecommunicator in a surrounding community. After several weeks of training, this individual advised that he did not want to continue his employment as our communications center was "too busy." A second Telecommunicator who was also hired to fill a part-time position and who received several weeks of training, advised that he did not want to continue his employment as he found that that the job was too stressful.

I mention this as I find the job of our Telecommunicators is not for everyone, and as I've stated in the past, takes a certain type of individual to handle the amount of work and stresses of the job. Our Telecommunicator's performance is often overlooked and the job that they do is certainly commendable.

The Townsend Communications Department currently employs four full-time and six part-time Telecommunicators who are committed to their jobs and are the lifeline of public safety. They are the faceless public safety officials who arrive at the scene via phone first and prior to any police car, ambulance, or fire truck and they are trained to give emergency medical advice including talking a caller through performing CPR if the need arises. They have gone through a variety of mandatory and supplemental training over the last couple of years thanks to the grants received through the State 911 Department and have all been certified prior to the July 2012 deadline for mandated Emergency Medical Dispatch training.

In addition to training money received through the State 911 Department training initiative (\$15,000.00), the Communications Department also qualifies and receives approximately \$27,000.00 annually in a support grant from the State 911 Department that allows us to attend to updates and expenses in communications that relate to infrastructure and allow us to keep current with technology. These two grants allow us to stay fully operational. Without them we would be facing a situation that would be unacceptable due to the lack of funding at the local level.

This year we have also met our Federal mandate in "Narrow Banding" our radio frequencies which was a Federal requirement that all radio frequencies operating in the 150-174 MHz (VHF) and 421-512 MHz

(UHF) bands to “narrow band” from a wideband width of 25kHz to a narrow band width of a 12.5 kHz. The idea behind this change was to ensure more efficient use of the spectrum and greater spectrum access for public safety and non-public use as technology emerges. In order to accomplish this mandate, older radios owned and operated by the fire department needed to be replaced and a second repeater site location was added for the east end of town that now communicates with our first repeater site located on Lunenburg Road. This project although expensive, with a cost of approximately \$200,000.00, has allowed us to meet this mandate and more importantly has improved our radio reception/transmission capabilities.

In 2012, the communications department added the position of Communications Supervisor. The role of the Communications Supervisor will oversee the department and its training needs and will also work on technology and staying current with the latest trends. This position was necessitated by the rapid changes occurring in the communications field as it pertains to technology and training. Unfortunately, due to budget cuts that were necessitated in the fall, we have yet been unable to fill this position, but hopes are that we will be able to add this much needed position in 2013.

In April Rebecca Borneman was appointed as a full-time Telecommunicator. Rebecca, who served as a part and full-time Telecommunicator from 1997-2002, resigned her position due to family obligations. I was very pleased with Becky’s decision to come back to work for the communication department as she had always done an excellent job in the past. Becky rejoined the communications department due to the retirement of Barbara Ammendolia who served as a Telecommunicator for twenty-five years and who was a valuable asset herself during her tenure.

In closing, I would like to say that it has been my privilege and honor to serve as the Director of Communications this past year. I would like to extend my thanks and appreciation to the men and women of the Townsend Communications Department who are very professional and committed to excellence in their positions. I would also like to extend my thanks and appreciation to Mike Grimley and David Mazza of the Fire-EMS Department who assisted with the narrow banding project and without whose help would have been an impossible task.

Respectfully submitted

Erving M. Marshall, Jr.  
Director of Communications

## FIRE-EMS DEPARTMENT

Calendar year 2012 has again been a very challenging year. The continued decline in available money to support our emergency service operations continues to force us to forgo non-emergency repairs to buildings and equipment. We have gone over a decade without increased funding to our operating budget, while our costs to provide emergency services continue to increase. While we have been able to somewhat offset some of the decrease in tax revenue, with money received from our ambulance receipts, the monies we receive from this area have also seen a decline in revenue, while request for medical services has increased. The lack of investment in the operational side of the department over the last decade has put a serious strain on the department's ability to deliver the quality services our citizens have come to expect. With the lack of funds available we have been forced to cut back on hiring replacement personnel as members leave the department. During certain periods of time during the day, the lack of personnel has left the town lacking on both medical and fire coverage.

We have continually and will continue to apply for all available grants that will help the department and community with the necessary equipment needed to provide the most basic of emergency services. This year we have been somewhat successful in being awarded a few of the smaller state grants, but larger federal grants still continue to elude us. We again received a \$2,000 matching VFA forestry grant for equipment from the State. This will be used to complete our forestry projects by outfitting our forestry trucks with additional equipment that we desperately need. We also received a \$4,000 SAFER grant to provide public education to children in the elementary school. We applied last year for a Homeland Security/FEMA grant totaling \$183,000 to replace or update our air packs and bottles, but were turned down for the second year in a row. We will try again this year for a grant to cover the replacement of this equipment, but at this point with funds for these types of grants being reduced, we do not hold out a lot of hope of being awarded one. We will continue into the foreseeable future to apply for Homeland Security grants, with the hopes that we will be awarded the necessary funding to upgrade or replace other aging equipment in the future.

We are in dire need of replacing four of the five fire stations we currently have with a structure that will support the needs of the department today and well into the future. Two of these stations were built in 1875 and can no longer support modern fire apparatus. The other two were either purchased or built as temporary solutions for space needs until a more modern structure could be built. These structures were never designed for their current use and they are very costly to operate and maintain. It is our sincere hope that the residents of the community will support the replacement of these four buildings with one facility that will meet the needs of the community and the fire department well into the future.

The Fire-EMS Department currently operates out of five buildings compared to the three we had just a few decades ago. This expansion was necessary due to a couple of factors. First we began to outgrow our facilities in the mid-eighties when we hired our first fulltime fire chief. Then in the mid-nineties we added our first fulltime firefighter and since that time we have added two additional fulltime firefighters, and in 2007 the town merged the Fire and EMS departments into one organization. The office space required for these expansions and mergers necessitated moving the Fire-EMS offices, first from the Center Fire Station to police headquarters, then to the old Union



National Bank building on Main Street next to Town Hall and finally to its current location at 13 Elm Street.

Our newest station in the Harbor opened in 2004 and is the first new fire station built in this community since the three original stations were built in 1875. The town purchased another building in 2002 with the intent of building a new center fire station on the site, but to date this has not happened. The cost of building a new station keeps increasing and with funding still being cut or level funded, the likelihood of building two new stations in the near future is fairly slim. I have proposed that we look at consolidating the four older remaining stations; the three buildings in the center of town and the one in West Townsend, into one location somewhere between Townsend Center and West Townsend. We requested funds last spring to do a feasibility study on combining, building and operating one fire station to replace these four older buildings. We will be presenting the feasibility report to the Board of Selectmen and the Capital Planning Committee in late January 2013. We are hopeful that we will be able to secure funding for this project in FY13 and start the building process with in a year.

While we have spent a great deal of time and money upgrading or replacing our aging fleet of vehicles, the lack of funds have caused us to cut back the preventive maintenance program for these vehicles. We had a motor go in one of our ambulances this fall and had to expend a large portion of our maintenance budget to replace it. We are very appreciative of the community support when we request tax dollars to replace these vehicles, but it also takes funds to keep them maintained. The lack of funding in this area has me very concerned that we may not be able to achieve the full life expectancy of this equipment in the future.

We presented our annual Firefighter and EMS provider of the year awards at our annual Christmas party and awards night. This year's recipients were Leon Niemiera, firefighter of the year and Jessica Fellows, EMS provider of the year. Leon has been a member of the Townsend Fire-EMS Department for 5 years and in that time has established himself as a valuable member of the department. Leon has become an established role model for all of the younger fire personnel and has become a valued member of the training division. Jessica has been a member of our EMS staff for 5 years as well. She continues to work her full time job, answer medical calls, work one shift per week on the ambulance and raise two small children. Jessica's hard work ethics have also been a role model for other members of the EMS staff.

On a good note, we continue to look at energy improvements to all of our buildings with the goal of continuing to reduce our energy costs now and into the future. But, replacing all of the 1875 buildings and our other two older building is still my major priority going forward.

#### **CLOSING REMARKS**

Even though the town continues to have financial problems, we have had the support of a number of folks and boards that have kept things going. I would like to thank the Board of Selectmen and the Town Administrator, Andrew Sheehan, for their continued support and all of the other boards and departments we interact with on a daily basis. I especially would like to thank the people of Townsend for their continued support. In these difficult financial times, I will do my best to provide the community with the highest level of service possible.

Respectfully submitted by,

Donald E. Klein  
Chief, Townsend Fire-EMS Department

## FIRE STATISTICS

TYPE OF INCIDENT	2007	2008	2009	2010	2011	2012
Structure Fire	8	9	10	5	16	10
Vehicle Fire	4	1	5	4	3	1
Motor Vehicle Accidents	23	34	51	27	50	35
Rescues	6	9	3	2	2	0
Animal Rescues	1	0	0	1	4	1
Search	0	1	2	0	0	0
Mutual Aid Given	29	39	20	28	25	26
Investigations	59	94	46	38	41	41
Chimney Fire	9	8	3	6	8	10
Brush Fires	18	12	6	12	6	12
Alarm Activation	40	47	43	31	46	28
Municipal Box Alarm	37	39	37	37	42	22
Oil Burner Malfunction	0	0	0	0	0	0
Hazardous Spills	12	10	7	5	1	2
Unauthorized Burning	26	0	33	12	5	37
Electrical Hazard	20	17	12	18	73	27
Domestic Terrorism	5	0	0	0	0	0
Carbon Monoxide Alarm	17	40	27	22	29	17
Severe Weather	7	1	0	1	1	0
House Lockout	6	2	0	0	5	3
Gas Odor / Leak	0	3	0	3	21	17
Assist Police	3	0	0	2	0	31
Assist EMS	18	0	0	1	0	0
Aircraft Standby	5	1	1	0	0	0
Station Coverage	3	3	5	0	5	5
P/S Atwood Acres	1	3	0	0	0	0
P/S Ice Removal	0	0	8	6	0	0
P/S Resident	6	42	0	19	0	21
P/S Water Removal	33	34	28	14	5	5
P/S Town Department	14	5	26	10	41	27
Other Incidents	0	7	13	20	43	111
<b>TOTAL INCIDENTS</b>	<b>410</b>	<b>464</b>	<b>386</b>	<b>324</b>	<b>472</b>	<b>489</b>
<b>Total Calls for the Year</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>			
	<b>1473</b>	<b>1594</b>	<b>1504</b>			

The EMS call volume for 2012 is as follows:

	ALS	BLS	ALS	BLS	ALS	BLS
	2010	2010	2011	2011	2012	2012
Townsend	332	207	447	183	421	276
Groton	286	0	248	0	114	0
Lunenburg	114	0	121	0	110	0
Ashby	98	0	81	0	74	0
Ayer	1	0	1	0	0	0
Pepperell	109	0	38	0	16	0
Brookline	0	0	0	0	1	0
Littleton	0	0	0	0	0	0
Shirley	2	0	1	0	0	0
Fitchburg	0	0	0	0	1	0
Mason	0	0	2	0	1	0
	<b>942</b>	<b>207</b>	<b>939</b>	<b>183</b>	<b>742</b>	<b>276</b>

# TOWNSEND EMERGENCY MANAGEMENT AGENCY

“Plan Prepare Preserve Protect”

It has been a busy year for the Townsend Emergency Management Agency. I continue to attend state and regional Emergency Management meetings and regional practice drills.

We continued to hold monthly “Shelter” meetings to fine tune the shelter practices and create a safe, effective shelter program that would serve Townsend in any emergency. I asked the townspeople to consider volunteering to work at the shelter and was delighted to have a large willing force respond. Most of them also volunteered to become members of TEMA as well. I attended Regional shelter training sessions and utilized the expertise of my new Deputy Directors, Tom Whittier and Captain Mike Grimley of the Fire Department to run shelter training sessions for our new members. We will continue to run readiness programs next year to further their training. We also plan to hold a Skywarn Program and a Ham Radio Class during the next year. These programs will be open to the public and we will welcome all newcomers. We prepared for Hurricane Sandy but fortunately it bypassed us. Others were not as lucky. Residents must remember that they may be on their own for the first days of a major emergency. PLEASE be sure you have an emergency bag prepared that will supply you for three days, either at home or away if you are asked to evacuate.

I must thank Chief Don Klein and his entire department as they have been most helpful throughout the year. We still have work to do but we remain ready to respond to the needs of the town.

Respectfully submitted,

Shirley Coit, Emergency Management Director

## ANIMAL CONTROL OFFICER

Again, Busy Year! The number of “stray” dogs and cats was up again this year, although, more stray cats than dogs. I will continue to work with area Rescues to find homes for the dogs and cats, along with Animal Shelter Inc. of Sterling, MA and Lowell Humane Society in Lowell, MA. Tiny Tigers Feline Rescue and Volunteer Humane Society in Lancaster has been a great resource for the numerous cats that have been abandoned this year. Medical Funding from “Pound Hounds Inc.” for strays has been a big help on the budget. We also receive \$1,000.00 a year from M.V.M.A. for medical care. I also applied for a Vaccination Grant through Petfinder, and was awarded 100 combo vaccines, to be used on the strays.

Stray Dogs	19
Stray Cats	36
Loose Dog Complaints	71
Barking Dog Complaints	52
Wild Animal Complaints	56
Misc. Complaints	82
Combined Total calls	316 (this does not include follow-up phone calls)

Wildlife issues continue to be a concern. If you see a wild animal that “doesn’t look right”, Please call, it may be perfectly normal or it may be sick or injured. I will take a look at it and determine if something should be done.

As the economy gets tighter, our pets still need their vaccinations, Our annual Rabies Clinic is coming up in march, Check with the Board of Health for the date. Petco also offers vaccinations at low cost. Check their schedule at [www.luvmypet.com](http://www.luvmypet.com).

If I can be of any assistance, or if you know someone who might need help with their animals, Please don't hesitate to contact me at 978-597-5868. In an emergency, the Police Department can contact me by cell.

Respectfully Submitted,

Mary L Letourneau  
Animal Control Officer

## ANIMAL INSPECTOR

I have visited 58 farms this year. It was a sad year with the loss of the final dairy farm here in Townsend. For the first time the number of horses have exceeded the number of cattle. I found the animals in town to be well cared for and in good condition.

Animal	Adult	Young
Cattle:		
Dairy		
Beef	40	42
Oxen/steers	2	
Goats	50	8
Sheep	19	3
Swine - Breeders	5	
Feeders		

Llamas/Alpacas	10	
Equines: Horses/Ponies	149	4
Donkeys/ Mules	4	
Poultry: Chickens	2147	
Turkeys	2	
Ratites Emu/Ostrich		
Waterfowl	55	
Gamebirds	25	
Rabbits	11	

Respectfully submitted,

John King  
Animal Inspector

## BUILDING DEPARTMENT

Listed below is the yearly report of activities of the Building Department for 2012.

The Building Department is here to interpret and enforce the building codes for the safety of the public. The only way that we can be fully effective is through the issuance of a building permit. This requires the submittal of an application and building plans for review and approval for code compliance.

Some of the most commonly overlooked items that require building permits are siding, roofing, swimming pools and hot tubs, decks, and replacement windows. If you have any projects or repairs planned, or have any questions please feel free to contact the Building Department. We will be pleased to assist you with your permit process.

Finally I would like to thank all of the other departments and boards that interact with the Building Department for their continuous support and excellent working relations.

Respectfully submitted by,

Richard D. Hanks, Building Commissioner

<u>REPORT 2012</u>	<u>NUMBER OF PERMITS</u>
SINGLE FAMILY DWELLINGS	-7-
Multi Family Dwellings	-1-
Remodeling and Additions	50
ACCESSORY BUILDINGS	-6-
Swimming Pool and Hot Tubs	14
Commercial and Industrial Buildings	-3-
Commercial and Industrial Renovations	-4-
Solid Fuel Appliances	15
Demolition	10
Siding, Roofing, Replacement Windows	43
Decks and Porches	19
SIGNS	-7-
Business Permits	29
WEATHERIZATION	12
Sheet Metal	-1-
Solar	21
Safety Inspections	16
Other	15
<b>Total</b>	<b>273</b>

**Total Increase in Valuation \$3,957,935**

<u>COLLECTED FOR 2012</u>	<u>PERMITS ISSUED</u>	<u>FEE COLLECTED</u>
Building Permits	255	\$59,733
Safety Inspections	18	\$1,270
Collected for the Plumbing Inspector	116	\$7,012
Collected for the Gas Inspector	146	\$7,221
Collected for the Wiring Inspector	202	\$12,783
<u>Collected for the Sealer of Wghts. &amp; Msrs.</u>	<u>83</u>	<u>\$1,570</u>

*TOTAL COLLECTED BY THE BUILDING DEPARTMENT* \$89,589

## INSPECTOR OF WIRES

I, hereby submit my annual report year ending December 31, 2012. A total of 202 permits were taken out.

Permits issued: 202                      Fee received: \$12,783

All electrical work done must be according to the Massachusetts electrical code.

Permits may be obtained in the building department, Townsend memorial hall.

I wish to thank Dan Cushion and Dan Haney, the alternate inspector of wires for their help. Also, thanks to all other departments and boards for their ongoing cooperation and support.

Respectfully submitted by:

William Choate, *Inspector of Wires*

## **SEALER OF WEIGHTS & MEASURES**

The following inspections for accuracy were performed during 2012:

Inspections Performed: 83    Amount of fees collected: \$1,5700

Anyone acquiring new or replacement scales or pumps must have them officially checked and sealed before they can be used. Appointments to have pumps and scales inspected and sealed are made through Eric Aaltonen, Sealer, 978-597-8855.

Respectfully submitted,

Eric Aaltonen, *Sealer of Weights and Measures*

## **PLUMBING INSPECTOR**

I hereby submit my annual report for the year ending December 31, 2012. There were 116 plumbing permits issued. These permits were issued for new homes, renovations and commercial buildings.

All installation of plumbing must follow the State Uniform Code under Chapter 142 of the Massachusetts General Laws and Titles of the Environmental Code. The Plumbing Code is founded upon certain principles of environmental sanitation and safety through proper design, acceptable and adequate installation, and maintenance. Construction may vary, but the basic sanitary and safety principles are desirable and necessary to protect the health of the people are the same everywhere.

Permits are also required for the installations of hot water tanks, solar heat installations, and any other domestic water connections, including back-flow preventers, lawn sprinkler systems, and all septic tank installations must be installed by a licensed plumber.

All plumbing must be done by a Massachusetts licensed plumber and is subject to inspection. Permits may be obtained at the Building Department office in the Town Hall.

Permits Issued: 116                      Fee Received: \$7,012

Respectfully submitted by:

Richard Kapenas, *Plumbing Inspector*

## **GAS INSPECTOR**

I hereby submit my annual report for the year ending December 31, 2012. There were 146 gas permits issued. These permits were issued for new homes, renovations, commercial buildings, and heating appliances.

All installation of gas, both natural and liquid propane must follow the State Uniform Code under Chapter 142 of the Massachusetts General Laws and Titles of the Environmental Code. The Gas Code is founded upon certain principles of safety through proper design, accepted and adequate installation, and maintenance. Construction may vary, but the basic safety principles are desirable and necessary to protect the safety of the people and are the same everywhere.

Permits are also required for the installations of water heaters, fireplace logs, heating boilers and furnaces, new or when they are replaced.

All gas must be done by a Massachusetts licensed plumber or licensed gas fitter, and are subject to inspections. Permits may be obtained at the Building Department office in the Town Hall.

I recommend the purchase and installation of a Carbon Monoxide Detector and the regular maintenance of your heating system.

Permits Issued: 146                      Fee Received: \$7,221

The Plumbing and Gas Inspector would like to thank the people of Townsend for their support in helping him to give better service.

Respectfully submitted,

Richard Kapenas, *Gas Inspector*

## LAND USE COORDINATOR

The Land Use Coordinator (LUC) serves as the professional charged with the coordination of overall planning and policy making in support of the Planning Board, Conservation Commission and Zoning Board of Appeals. The LUC also works in conjunction with other Town Departments, the Housing Authority, Board of Selectmen, Finance Committee, Capital Planning Committee, Strategic Planning Committee, Open Space & Recreation Plan Committee, Energy Committee, Stormwater Committee, and Master Plan Committee, outside agencies including Montachusett Regional Planning Commission (MRPC) and the Nashua River Watershed Association, along with a number of State and Federal agencies, to further the goals and objectives of the Department. In addition, the LUC works with the Town Administrator and Town Counsel on any land use issue needing legal clarification and opinion.

The LUC coordinates policies and procedures of the Land Use Boards in order to streamline the permitting process on applications for projects including but not limited to subdivisions, site plan review, wetlands permits, special permits, and variances, in compliance with Rules and Regulations and General and Zoning Bylaws. The position also provides oversight related to public hearings in conjunction with tree removal under the Scenic Roads Act and road acceptance or discontinuance of public ways, as well as the process for the town to exercise its First Right of Refusal Option on properties classified as recreation, forestry and agriculture (Chapters 61, 61A & 61B). The LUC is responsible for communicating with other towns regarding land use strategies that have been effective, as well as seeking grant opportunities, writing grant applications and administering grants received for land use purposes.

Karen Chapman and Jeanne Hollows have served as Co-Land Use Coordinators for the town since 2006. Karen is also the Zoning Board of Appeals Administrative Assistant and Jeanne is also the Planning Board Administrator. In 2012, Jeanne and Karen worked on many projects for the Land Use Boards. In addition, they have met with the public and other Department Heads to research and resolve issues, attended Department Head meetings, managed collection and payments for Legal Notices and 53G Accounts, maintained a comprehensive online databases for case histories, handled budget preparation and tracking, and the ordering of department supplies.

Under the direction of the Town Administrator and a consultant hired by the Town, the Land Use Department participated in finalizing a Classification and Compensation Study for non-union employees and also updated Job Descriptions for the Land Use Coordinator, the Zoning Board's Administrative Assistant, the Conservation Agent and Conservation Assistant, and the Assistant to the Planning Board,

changing that position's title to "Planning Board Administrator." As a result of the study, employee compensations advanced one level (step) for FY13, effective 07/01/12.

The LUC oversees the town's compliance with Federal Stormwater regulations. Under the U.S. Environmental Protection Agency's (EPA) Clean Water Act, Townsend is subject to the National Pollutant Discharge Elimination System (NPDES) Phase II General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4). The NPDES Stormwater Program regulates discharges from MS4s (which can include catch basins, storm drains, detention and retention basins, pipes, and drainage ditches), construction activities, and industrial activities. Polluted stormwater runoff is commonly transported through MS4s, and often discharged untreated into local water bodies we use for drinking water, fishing, and swimming. To prevent harmful pollutants from being washed or dumped into an MS4, cities and towns are now mandated to obtain a NPDES permit, and to develop and implement a stormwater management program to reduce contamination from stormwater runoff and prohibit illicit discharges. The LUC is responsible for implementing the Program's "measurable goals," which consist of: Public Education and Outreach, Public Participation and Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention and Good Housekeeping; and must submit an annual report to the EPA and Department of Environmental Protection (DEP) by May 1<sup>st</sup> of each year. The EPA is in the process of reissuing a new NPDES Phase II General Permit that expired in 2008. Once the permit is reissued, the town will have to reapply to be covered under this new permit.

In support of the NPDES Phase II Stormwater Bylaw, the Stormwater Management Rules & Regulations, Application and all associated forms including a "Best Development Practices" document are in final draft status, and will be reviewed by the Stormwater Authority (Planning Board) and then forwarded to a peer review engineering firm and to Town Counsel prior to final approval by the Planning Board in a public hearing. Jeanne and Karen have worked to prepare these drafts through a long process with a committee consisting of members from various town departments including the Building Commissioner, Board of Health Assistant, Conservation Agent, Highway Superintendent, and a staff member from the Nashua River Watershed Association.

In 2010, the Federal Emergency Management Agency (FEMA) revised its Flood Insurance Rate Maps (FIRMs) and an associated Flood Insurance Study, requiring the town to adopt the new maps as a requisite for the Town's residents to maintain eligibility in the National Flood Insurance Program. As a result, many residents were informed by their mortgage and insurance companies that they had a new requirement for flood insurance. Jeanne and Karen continue to receive requests for information from stunned residents and direct them to FEMA, as the town was told by FEMA not to interpret the new maps for residents. The phone number to contact FEMA is 877-336-2627.

Karen has been providing support to the Energy Committee, who successfully obtained Green Communities designation through the State Executive Office of Energy and Environmental Affairs. With the Green Communities designation, the Town was awarded a grant for \$156,000 to further their goal of reducing the town's energy use by 20% by the year 2016. So far, the town has reduced energy use by 5% since the base year of 2010. Karen supports the Committee through scheduling meetings posting agendas, taking and transcribing minutes, coordinating outside consultants, recordkeeping, quarterly and annual reporting to the State, managing the grant monies, tracking energy use for all town buildings and vehicles, and general administrative duties.

In 2012, Karen continued to work with nine volunteers serving on a Committee to update the town's Open Space and Recreation Plan (OSRP). The following residents volunteered to serve: Michele Busler (Historic District Commission), Niles Busler (Water Commission), Karen Clement (citizen-at-large), Eileen McHugh

(citizen-at-large), Sheila Murphy (Board of Health rep), Tom Nevins (Planning Board rep), Rick Corsini (Recreation Commission), Bill Rideout (citizen-at-large), and Mary Small (Conservation Commission). Thank you to these dedicated volunteers for contributing so much of their time to benefit the town. The OSRP is critical to land use planning as it sets forth goals and objectives to best utilize the town's resources while accommodating population growth, protecting habitats, and promoting neighborhood parks and outdoor recreational facilities. To obtain the benefits of development without losing valued environmental assets, the town must plan how to use its land. Planning provides the opportunity to assess where we are, where we would like to go, and how we might get there. The State requires cities and towns to submit an OSRP for approval, as it is used as a determining factor in awarding grants for projects such as open space purchases and recreational facility upgrades. Analysis of a town-wide survey indicated residents are primarily concerned with the protection of our drinking water, would like more public information available about our open space and recreation, and also cited the lack of safe access for bicyclists and pedestrians to navigate the town. The committee submitted the draft OSRP to the State Department of Environmental Protection and has received preliminary approval through January 2020. Some changes and updates need to be made to the draft and re-submitted to the State for final approval. Karen will be completing these updates. The draft OSRP can be found on the town's website under the Conservation Commission page, along with the survey results, public forum minutes and presentation, and the maps required in the OSRP.

Karen worked with the GIS System to create several detailed maps for various departments and local organizations.

When it came to their attention that the Townsend Housing Authority (THA) had lost members and had therefore been inactive over the previous year, Karen and Jeanne picked up the slack by reviewing and responding to a back-log of mail. They currently provide support to the newly organized Authority, on an "as-needed basis," by fielding questions, compiling information, attending meetings and keeping abreast of on-going administration of a Community Development Block Grant (CDBG). Karen has been attending THA meetings and assisting in updating the Town's Affordable Housing Plan. The Plan is a proactive strategy for planning and developing affordable housing. Three key parts of the Plan are a comprehensive housing needs assessment, affordable housing goals, and implementation strategies for the goals. The State Department of Housing and Community Development (DHCD) requires that at least ten percent of a city or town's housing stock be affordable. As of December 2012, Townsend has an affordable housing percentage of 5.1% or 174 units, up from 3.8% and 126 units in 2011. This increase is due to approval of a 48-unit 40B project known as Turnpike Village.

Karen and Jeanne frequently receive phone calls from various entities requesting land use information relative to specific properties in the town. Some of these requests require significant research. They also work closely with the Conservation Commission and Mass Dept. of Fish & Wildlife on issues related to proposed land acquisitions by the State or conveyances to the State to protect open space. When land is set aside as part of an "Open Space Preservation Development," it must be preserved in perpetuity and there are several ways to reach that goal. Andy Sheehan, Town Administrator, met with the Planning Board to discuss Homeowner's Associations, Conservation Restrictions and tax revenues versus financial burdens incurred by the Town when agreeing to accept land. It was the consensus that ownership options of open space within subdivisions must be reviewed and determined case by case, and there is really no "one size fits all" solution.



In a related project, Jeanne worked in conjunction with the Planning Board, to research how other towns handle the responsibility and expense of maintaining culverts, detention basins and stormwater structures constructed on land to be conveyed to the town following subdivision approvals and road acceptances. Of the ten towns contacted, seven responded, revealing a general consensus that this is a problem. Outside of charging a fee per stormwater structure, which one town has adopted, there is nothing in place to offset expenses incurred by towns. In communications with the Highway Superintendent, he concurred that these structures add maintenance responsibilities for his staff and create a financial burden. The Planning Board will be considering adding a one-time fee to be assessed for each stormwater appurtenance that would become the town's responsibility, and these payments would go into the general fund to help offset some of the expense.

A draft Master Plan Update prepared by a nine member committee of volunteer residents is available on the town web site for review. The Planning Board would welcome any input from the public. Hearings must be held to edit and finalize the draft prior to formal adoption of the Plan.

Karen attended "Working for the Green", a conference on the economic, environmental and community benefits of sustainable development sponsored by Massachusetts Audubon, the Devens Enterprise Commission and the Devens Eco-Efficiency Center. Jeanne attended a Low Impact Development (LID) Field Trip sponsored by the Montachusett Regional Planning Commission (MRPC) to view examples of measures taken to mitigate adverse environmental impacts of development, within a residential subdivision, a commercial site and a natural resource recreational area.

Karen served on the Toxic Use Reduction Institute's (TURI) Community Grant Committee. After having received grants from the UMASS-Lowell TURI organization for the Conservation Commission in the past, Karen was asked to serve on the committee to choose future grant recipients. Karen is also serving on a committee initiated by MRPC, made up of area town representatives, to evaluate the need for a shared Economic Development Manager who would serve the towns of Townsend, Shirley and Ashby.

Karen and Jeanne worked with a town-hired consultant updating the Town's website to populate and organize the Planning Board, Zoning Board, Conservation Commission, and Land Use Department's webpages. These pages are important resources for residents to find information and application forms.

Lastly, a big thank you to all the residents who volunteer their time and expertise to serve their town on the three land use boards.

Respectfully Submitted,

Karen Chapman & Jeanne Hollows, Co-Land Use Coordinators

## **PLANNING BOARD**

The year 2012 brought an interesting mix of activity to the Planning Board. The Board consists of five elected members and one Associate Member. An Associate is appointed on an annual basis and is authorized by the Chair to act on special permit applications in the case of absence, inability to act, or conflict of interest on the part of any member; or in the event of a vacancy. This year ended with only four elected members and a vacancy for the Associates' position. These vacancies create a challenge in meeting statutory mandates because four members are required to participate at each session of a public hearing to determine approval of special permits. Committed volunteers have juggled their personal schedules to accommodate these needs.

The Board's responsibilities include the review and approval of Subdivisions and Site Plan projects requiring Special Permits; "Approval Not Required" (ANR) Plans for subdividing lots, and applications submitted under the "Scenic Roads Act." The Board holds public hearings for zoning bylaw amendments and submits recommendations to Town Meeting relative to these proposals; serves as the Stormwater Authority to oversee the Stormwater Management Bylaw, and is in charge of updating the Town's Master Plan. Agendas are posted on the Bulletin Board outside Town Hall, and on the Town Web Site. Meetings are open to the public and held on the last Monday of the month, with additional meetings scheduled as needed.

In the April Town-wide election Julie Johnson was elected to a five-year term on the Board, while Members bid good bye to Gini King, who had served for four years, completing the balance of a five-year term. The Board thanked her and was grateful for her service. In August, due to a conflict in his work schedule, Jed Coughlin submitted his resignation after completing nine years as a member and past Chairman. The Board accepted his resignation with regret and thanked him for his many years of service.

Members again elected Jeff Peduzzi to serve as Chairman, Karen Coughlin as Vice-Chair and Chris Jones as Clerk. Individual Members also take on additional responsibilities. Chris Jones represents Townsend on the Montachusett Regional Planning Commission, and serves as Secretary of that organization. Karen Coughlin is the Board's Representative on the Town Properties Committee, and Jeff Peduzzi remains the Board's Representative to the Master Plan Update Committee. Julie Johnson is the Board's representative to the Charter Review Committee and serves as Chair of that group. Julie is also a sitting member of the Zoning Board of Appeals. Town resident Bill Roberts was appointed to represent the Board on the Capital Planning Committee.

Site Plan Special Permit applications were reviewed by the Board through the Public Hearing process and Permits were approved for building renovations to open a new Karate Studio, and also for construction of a new 90-seat restaurant, both on Main Street. Additional existing permits were reviewed to determine eligibility for automatic extensions granted by the State under the Economic Development Reorganization Act of 2010, which was renewed in 2012, adding an additional two years. Over the year, the Board reviewed and endorsed Approval Not Required (ANR) Plans on five properties resulting in the creation of sixteen lots and two parcels.

The developer of a seven-lot Open Space Preservation Development (OSPD) off Haynes Road met with the Board to request lot releases. Four homes are constructed and occupied and 48 acres of open space are deed-restricted for passive recreational use. Home construction is on-going within a 15-lot OSPD, off Ash Street, with six homes completed to date and 17 acres of protected open space. The Board met with the developer of a 17-lot OSPD off South Street a couple of times to review proposed design changes, consulted with the Highway Superintendent, and approved the changes as non-substantive and not requiring a public hearing. Nine homes are completed and occupied, with 34 acres of "open space," six owned by a Homeowner's Association and 28 that were given to the care, custody and control of the Water Department for construction of a Town well field. A 20-unit Open Space Multi-Family Development off West Meadow Road remains on hold with a State-granted automatic permit extension. One unit will be donated to Habitat for Humanity and added to the Town's "affordable housing" stock. A five-lot Definitive Subdivision off West Meadow Road, approved in 2005 to include 6 acres of "open space," has not begun construction to date.

The Board Chairman met with the Building Commissioner/Zoning Enforcement Officer (ZEO) to review proposed upgrades to a site currently operating under a Special Permit issued by the Board to determine if additional requirements would be needed; and he also met with an engineer to discuss requirements for a

new site plan project. Members have visited sites on their own time to familiarize themselves with existing conditions prior to holding a public hearing.

The Board met with representatives from wireless communication companies to discuss equipment upgrades on cell towers at four separate sites in Town and approved the work after determining that the modifications were in line with routine maintenance, would significantly increase data capacity, and would not have any significant visual impact.

Agenda time was allotted to property owners seeking guidance and possible options in subdividing their land, and also to the Mass Dept. of Fish & Wildlife to discuss preservation of open space. Representatives from other Town Departments met with the Board to discuss land use options on Town-owned properties and the Board was able to offer support to viable proposals that will benefit the Town. The Board also worked in conjunction with other Land-Use Departments to solicit feedback that might inter-relate with their regulations, prior to issuing endorsements.

In Work Sessions, members discussed options for ownership of “Open Space” within Subdivisions, and also met with Andy Sheehan, Town Administrator, to discuss Homeowner’s Associations, Conservation Restrictions and tax revenues versus financial burdens incurred by the Town when agreeing to accept land. When land is set aside as part of an “Open Space Preservation Development,” it must be preserved in perpetuity and there are several ways to reach that goal. Further work was done to research and discuss handling the responsibility and expense of maintaining culverts, detention basins and stormwater structures constructed on Town-owned land following subdivision approvals and road acceptances. The Board solicited and received input from the Highway Superintendent and from several other towns, and will be discussing the assessment of a stormwater structure fee to offset expenses incurred to the Town.

Under the direction of the Town Administrator and a consultant hired by the Town, the Board participated in finalizing a Classification and Compensation Study for their department, updated the Job Description for their Administrative Assistant, and in the process changed the position’s title to “Planning Board Administrator.” Jeanne Hollows who has held that position since 2003 has continued to provide support to the Board as their liaison to applicants, their attorneys and representatives, developers, contractors, engineers, Town Counsel, and the general public, while also working with Land Use issues, in her position as Co-Land Use Coordinator. The year’s work has again included preparing draft documents to support the federally mandated NPDES Phase II Stormwater Bylaw.

Julie Johnson provided feedback to the Board after attending a Planning & Zoning Conference & Workshop in March and a Zoning Seminar in April. J. Hollows attended a Low Impact Development (LID) Field Trip, sponsored by the Montachusett Regional Planning Commission (MRPC), to view examples of measures taken to mitigate adverse environmental impacts of development within a residential subdivision, a commercial site and a natural resource recreational area.

Work on a draft Wind Energy Bylaw and draft Master Plan Update remains on hold. The general public is invited to offer input on a draft Master Plan posted on the Town website. Public hearings must be held to finalize the draft prior to formal adoption of the Plan.

The Board continues to benefit from their association with the Montachusett Regional Planning Commission (MRPC), as one of 22 member cities and towns in the network.

The Planning Board remains committed to working with, developers, engineers and the general public, to encourage sustainable, low impact development, protect the aquifer, include affordable housing within subdivisions, retain the New England village character of the Town and support the goals of the Town’s

Master Plan in ways that will promote economic, environmental & community health for the Town and its residents.

Respectfully Submitted,

Planning Board Administrator, Jeanne Hollows

## CONSERVATION COMMISSION

The Conservation Commission began the year with a seven member board. Karen Chapman was Chairman in 2011, and she volunteered to serve another year, making it her 5<sup>th</sup> year as Chairman! That kind of continuity and experience is invaluable to a Board, and we thank her for her dedication to protecting Townsend's natural resources. Karen also serves as the Commission's representative to the Town Properties Committee, as well as its chairman. All agree that she is a pleasure to work with!

We regretfully accepted John Stonefield's resignation after serving almost 10 years on the Board, 3 of which were as Chairman. During that time he earned his Fundamentals and Advanced Certificates for Conservation Commissioners and served many years as the Commission's representative on the Town Properties Committee. John is a well-respected member of the community, and we miss his dedication to protecting wetlands as well as his practical perspective. Linda Mack, who was serving as Vice-Chairman, also resigned due to other commitments. Her experience as a former Chairman and Conservation Agent, and her clarity, candor and easy attitude, were invaluable to us. We wish John and Linda the best of luck in their new responsibilities. Fortunately, Mary Small agreed to take on the position of Vice-Chairman in July. Mary is affable, experienced and has excellent qualifications, with a Master's Degree in Wildlife Management and many years as an environmental consultant. We thank Mary for agreeing to serve on the Commission for another three-year term!

The longest serving member is Jennifer Pettit, who joined the Commission in 1996. "The eyes and ears of the Commission", her dedication to protecting Townsend's wetlands and wildlife are irreplaceable. Townsend residents are lucky to have someone who cares so much about the environment and Townsend on their Commission. She is able to bring a historical perspective to issues before the Commission, and her expertise as a landscaper serves us well in the field.

Finally, Peter Noon, a Biology teacher at Varnum Brook Middle School, and Jim Deroian, a Townsend resident all his life, and owner/farmer of Deronfield Farm, round out a well-diversified and highly qualified Conservation Commission. Both Peter and Jim are in their third year as Commissioners, and we sincerely hope that they will agree to another three-year term in 2013!

Roger Rapoza, Jr. joined the Commission for a short time this summer; however, his college commitments proved to be too demanding to allow him to be an active participant. We greatly appreciate his interest and effort in becoming involved in town government at the age of 20, and look forward to him joining again when his schedule permits!

During the normal course of business we reviewed 6 Notices of Intent, 3 Requests for Determination, and 1 Abbreviated Notice of Resource Area Delineation. We issued 4 Orders, 1 denial of an Order of Conditions, 1 Order of Resource Area Delineation, and 15 Certificates of Compliance. The Commission is making a concerted effort to contact property owners who still have outstanding Orders of Conditions in order to issue a Certificate of Compliance. The Certificate clears your property title, so it is extremely important that this process be completed. If you know that you have an Order of Conditions for work on your property, and you are not certain if a Certificate has ever been issued, please call us and we will look

into it for you. It can be very difficult to refinance or purchase a property if the title search turns up an outstanding Order of Conditions.

In December we were thrilled to hear that we were awarded a \$35,547 LAND grant from the MA Executive Office of Energy and Environmental Affairs to purchase the “Genova” parcel! This 35 acre parcel splits Old Meetinghouse Park into two large areas connected only by a narrow strip of land, so purchasing it will allow us to develop a more diversified trail system. In addition to hiking, cross country running, horseback riding and snow shoeing, the Park is becoming very popular for geocaching, an international sport.

Though the Commission obtained Town approval for the purchase at the Fall Special Town Meeting, it will be purchased at no cost to the town. The remaining monies are available in the Commission’s Conservation Land Fund. We thank the townspeople for their support of this purchase and for their support of the Commission’s efforts over the years to increase the monies in the Conservation Land Fund. We now have approximately \$35,000, although it will be reduced to only about \$20,000 after this purchase. We should complete the purchase of the property by the end of June, 2013.

Special thanks must go to our own Chairman, Karen Chapman, who organized the Open Space and Recreation Committee, with whom she developed and wrote the draft Open Space and Recreation Plan. Without the Plan, the Commission could not have received the LAND grant!

We extend a sincere and grateful thank you to Karen and all of the members of the Committee!

We would also like to thank the town for their approval of three additional articles that we presented at the 2012 Fall Special Town Meeting. These articles amended and updated our Townsend Wetlands Bylaw. Our Agent can provide details on the articles if you would like more information.



Regarding trail work in Old Meetinghouse Park, the Highland Street trail was finally completed! Mark Puglia finished his Eagle Scout project, the 4<sup>th</sup> leg of the trail, which now connects to a large loop trail in the center of the Park. Thank you to all of the Eagle Scouts, who worked so hard over the past few years to see this trail, and a mapped Park trail system, come into fruition! Without the efforts of Jeremiah Grantham, Alec Nelson, Brendan Lyons, Andrew Lewis, Tim Gabriliska, and the Scouts of Troop 10, this would not have been possible. As soon as the Commission completes the purchase of the Genova parcel, we will have new trail maps placed on each of the two trailhead kiosks at Highland Street and the top of Old Meetinghouse Road. A trail map or brochure will also be available at that time at each kiosk for hikers to take with them as they explore the Park.

Now that the Eagle Scouts have created beautiful hiking trails, the Commission is in need of trails volunteers to maintain them. Dave Funaiole, Bill Biswanger, Don Massucco, Jennifer Pettit, Ray Jackson and our Agent cleared the trails in the spring from the debris left by the October 2011 snowstorm. So please let us know if you would like to help when the need arises – remember, many hands make light work! Our office number is 597-1700, ext. 1739.

Off street parking for the Highland Street entrance has been an ongoing need. Thankfully the Water Department agreed to allow those using that trail to park their vehicles at the Water Department driveway across the street. We ask all those who park there not to block the entrance – please park your car as far over on the left shoulder as possible. In addition, the Townsend Highway Department will paint a crosswalk across Highland Street when the weather is warm to alert drivers to watch for hikers. They also installed our trail signs on the speed limit signs to further warn drivers of the presence of a trail crossing.

In November, the Commission met with the foresters who developed the Old Meetinghouse Park Forest Stewardship Plan. The Commission agreed to begin long term management of the property, with goals to maintain a healthy forest, diversified wildlife habitat, and a quality hiking experience for those who use the Park for recreational purposes. We will be involved in the process every step of the way.

The Commission was unable to finalize the Forest Stewardship Plan for what is known as the "Clement property", located off South Row and Emery Roads last year. We are fortunate that the state moved our grant award to FY13, so we hope to complete the Plan and receive the grant in the spring of 2013. We can then proceed with the long term forest management goals of this Plan as well. The grant includes funding for educational outreach, so we will be able to demonstrate good forestry practices to the public through site visits during the process!

The Commission's Agent also assisted the Townsend Cemetery and Parks Commission by reviewing two of their properties and obtaining a licensed forester to develop appropriate long term management plans.

Our Conservation Agent was accepted in the Keystone Project, a 3½ day workshop sponsored and paid for by the MA Dept. of Conservation and Recreation's Service Forestry's program, the Nature Conservancy, Harvard Forest, and Mass Extension, and was held at Harvard Forest in Petersham. The classes and field trips focused on good forest management techniques and the importance of conserving the woodlands of Massachusetts. Those who are actively involved in the community in forest management and protection are encouraged to apply for the annual conference.

We have noticed an increase in the amount of timber harvesting in town by loggers who have not adequately checked for wetlands before harvesting. They are also unwilling to respect the Townsend Wetlands Bylaw setbacks. If you plan to hire a timber harvester, or if a logger offers to take your trees at no cost to you, PLEASE check with the Commission office to be sure that the wetlands are flagged and the buffer zones are respected. Enforcement affects not just the logging company, but the property owner as well.

Spring brought about a noticeable increase in the number of illegal ATVs on town and state property. In March the Commission partnered with the Friends of Willard Brook and the Division of Fisheries and Wildlife to send a town-wide mailing advising residents that off-road recreational vehicles are illegal on Townsend's conservation and municipal lands, MA Department of Conservation and Recreation's lands and MA Fisheries and Wildlife properties. A copy of the notification, which has information on the new MA state law, (Chapter 202 of the Acts of 2010) is available upon request. Friends of Willard Brook President, Emily Norton, and Commissioner Jennifer Pettit volunteered many weekends to post "No ATV" signs on state property.

Our office has received many calls about farming and creating our own Farmer's Market in Townsend. In September we organized an exploratory meeting of local farmers to determine the level of interest in creating a Townsend Agricultural Commission. There was an enthusiastic response, so we are working with the farming community to write an article for the Spring 2013 Annual Town Meeting. The Board of Selectmen endorsed the idea and have asked to sponsor the article! Once created, the town's agricultural community will then be able to have a unified voice to advise town boards on issues of concern to farming. They may be able to create a Farmers Market as well! Again, please call our office if you would like to help make this happen!

The Commission worked with the Highway Department to have a beaver flow device installed at the beaver pond on Dudley Road. Hopefully this will save the Highway Department from having to clean beaver debris out of the culvert on a regular basis, and the integrity of the roadway will be maintained as well.

We were so thrilled that two parcels on Ball Road that we have worked long and hard to protect were purchased by the MA Dept. of Fish and Game. They were added to the Townsend Hill Wildlife Management Area early in January 2012. We also need to thank the Townsend Conservation Land Trust, who partnered with F&G to make this purchase possible. Later in the year Fish and Game added another 25 acres to the Townsend Hill WMA!! The Commission worked with Fish and Game to protect a 32-acre parcel on South Row Road and a 40-acre parcel on Dudley Road as well. As always, we cannot thank our Fish and Game Land Agent, Anne Gagnon, enough for her support in protecting wildlife habitat in Townsend! We know that there are lots of other parts of northeastern Massachusetts that would be glad to have F&G protect open land in their communities! Also, the next time you are talking to a hunter, thank them for their continued interest in hunting and wildlife - without hunting, there would be less money available for the protection of wildlife habitat.

We held a one-day members' workshop with Dennis Magee, a recognized wetland scientist and author of the manual, *Freshwater Wetlands: A Guide to Common Indicator Plants of the Northeast* and *Flora of the Northeast: A Manual of the Vascular Flora of the New England and adjacent New York* in the spring. The Commission takes an active role in confirming wetland delineations, and we were fortunate to have Mr. Magee's renowned expertise to ourselves for a day!

The Commission completed the reclassification of the part-time Conservation Agent and Administrative Assistant positions in conjunction with the town reclassification process. The Agent salary remained essentially the same, and the Administrator salary was increased. The Commission is fortunate to have a very skilled professional in Leslie Gabriliska, who has been serving as Conservation Agent *and* Administrative Assistant for 5 ½ years now. Leslie was hired as an Administrative Assistant in 2001 and has been an integral part of the Commission's successful continuity and smooth operation ever since. Leslie's dedication, attention to detail and genuine love of the work she does proves her to be an enormous asset to the Commission and the Town. Her experience and ability to effectively work together with applicants, other Town departments, State and Federal agencies, as well as violators is invaluable. Being a Conservation Agent is at times a very difficult job, dealing with dissatisfied residents as well as indifferent and unfriendly contractors. Leslie handles these situations with skill and diplomacy to produce a result that is acceptable to all parties. In addition, Leslie has to perform part of her job in the field, no matter the weather. She has had several tick bites and wasp stings, all treated with antibiotics, and is constantly exposed to ticks, wasps, deep water, deep mud, deep snow, thick briars, poison ivy, poison sumac. Leslie also provides her own vehicle, which may be driven in substandard areas that are undeveloped. Leslie has completed many training sessions to further her knowledge in all areas of conservation and wetlands protection and to keep current with ever changing laws. She has worked tirelessly with State agencies to successfully protect valuable wildlife habitat as open space.

Other exciting news included the news that we received authorization from the Natural Heritage and Endangered Species Program (NHESP) that will allow us to judiciously trim and remove a lot of the snags in a large section of the Squannacook River! Over the years we have received numerous requests to make the Squannacook River more accessible to canoes and kayaks. So, we worked with the state Division of Ecological Restoration (DER), the Division of Fisheries and Wildlife (DFW), and the NHESP to address those concerns. Our Agent walked the river with Patricia Huckery, Fisheries and Wildlife Northeast District Director, and Russ Cohen, MA Division of Ecological Restoration, taking photographs and notes at each snag. In August all of our work paid off and we received a one-year permit! If you are strong and healthy, and would like to take part in this effort, we would love to hear from you! Our Agent will walk the river with DER again to check for any additional issues before we start, and then we will work in the river under DER's guidance during the July or August low flow conditions.

Five more vernal pools were certified this year. Certifying vernal pools is an annual project done by the Agent, Jennifer Pettit and volunteers each spring. We again offer a sincere thank you to Emily Norton for all of the time and effort she donates to protecting our vernal pools and wildlife habitat. If you are interested in certifying a pool, or know where a potential vernal pool might be, we would love to hear from you!

2013 looks to be a busier year than ever. We have a commitment from the Massachusetts Association of Conservation Commissions to hold a statewide workshop here in Townsend on erosion and sedimentation control. It is sedimentation in wetlands and streams that professionals now know has a major impact on our water quality. Towns such as Townsend, that obtain their drinking water from groundwater, must protect nature's natural filtering process: the wetland. We are looking forward to the guidance that this workshop will provide. We will also be monitoring logging operations, working in the Squannacook, pursuing land acquisition and certifying more vernal pools, in addition to our regular permitting and enforcement responsibilities.

We currently have two openings on the Conservation Commission, whose members serve three-year terms. If you are interested in finding out about the life of a Conservation Commissioner, or would just like to attend a few meetings to see what it is like, we would love to hear from you! Commissioners have a highly rewarding role in our community and if you value Townsend's natural world, this may just be the place for you.

## ZONING BOARD OF APPEALS

In the year 2012, the members of the Zoning Board of Appeals (the "Board") were William "Bill" Cadogan, Darlene Sodano, Craig Stevens, Anthony "Tony" Genova and Julie Johnson. The Board had two Associate members, John Giunta and Kelly Chambers. Having associate members allows the Board to have alternates that are allowed to vote at public hearings if any members are absent. This allows the Board to carry on its business without delay to applicants. Bill Cadogan served as Chairman, Darlene Sodano served as Vice-chairman and Julie Johnson served as Clerk. Karen Chapman continues as the Boards Administrative Assistant.

Bill joined the Board in 1992, Darlene in 1995, Julie and Tony in 2006 and Craig in 2008. John has been involved with the Board since 2003, first as a member and now as an Associate member and Kelly has been an Associate member since 2008. The extensive experience of Bill and Darlene is invaluable to the Town and the continuity of the Board. Craig, Anthony and Julie provide valuable insight and renewed interest in the function of the Zoning Bylaws of the Town. Associate members John and Kelly show dedication and ambition in their roles in assisting the Board.

The Board meets as needed on Wednesday nights for hearings on applications for variances from the Townsend Zoning Bylaws, special permits for various uses, and appeals of decisions made by the Building Commissioner, who is also the Zoning Enforcement Officer. The Zoning Bylaws and application forms can be found on the Town's website ([www.townsend.ma.us](http://www.townsend.ma.us)) under the Zoning Board of Appeals in the Boards & Committees drop down menu. Also found on the Board's page is a link to a Zoning District map showing all of the districts in the town.

The Board had a very slow year in 2012, receiving only three new applications. There were two special permit applications and one appeal application. One of the special permits was granted to continue the use of a gas station and convenience store at 324 Main Street. The other special permit was granted to continue the use of an accessory apartment at 199 Wallace Hill Road. The appeal application was for an illegal use of a residential property for a commercial business on Blood Road. The Zoning Enforcement

Officer's cease and desist order was upheld by the Board and the business subsequently moved to a property allowing this business use.

ZBA meetings are open to the public and interested parties are welcome to attend. The Board has one opening for an Associate member and anyone interested should submit a Volunteer Response Form to Town Clerk. This form can be found on the Town's website under Forms & Documents on the left of the home page; scrolling down to Town Administrator and clicking on Volunteer to Serve Your Town.

Submitted by

William Cadogan  
Chairman

## HOUSING AUTHORITY

After what seemed to be a brief hiatus in 2011; 2012 became a year of many changes for the Housing Authority. We saw the end of Michele Cannon's term and the resignation of long time member James Clish and Chairman William Hackler. We would be remiss if we did not express our gratitude of all the volunteer time and effort of these fine individuals.

After working with the Housing Authority to submit applications in 2005, 2006 and 2007, RCAP Solutions was finally awarded a US Department of Housing and Urban Development Section 202 grant. RCAP Solutions will receive \$5,039,500 to construct an expansion at Atwood Acres which is sorely needed by our elderly citizens. An additional \$525,900 is also being provided as rental subsidies. The Town chose RCAP Solutions as the developer, contributed the project site at no cost for the purpose of creating this housing. The success of the grant application was due in large part to the generosity of not only the town, but individuals and businesses who pledged in-kind goods and services to the project.

Thanks to all of you Townsend Woods officially opened its doors and quickly filled all 36 units by the end of 2011. In the fall of 2012 their board of directors had its first official meeting. Laura Shifrin and Kathy Araujo who were involved from its inception are currently on the Townsend Woods Board of Directors as well as serving on the Townsend Housing Authority elected board.

Habitat for Humanity's first house in Townsend on Apple Drive was done in 2008. Our board continues to look for the means to bring a 2nd Habitat home to Townsend and will continue efforts in 2013. This is a large undertaking which requires the helping hands of many in our community.

Townsend is also part of a consortium of towns who belong to the Montachusett Regional Planning Commission. In the last quarter of 2012 we began collecting data thru a survey to update our Affordable Housing Plan (last done in 2004). the survey and updated plan are both necessary in order for the town to apply for any further funding from either a Community Development Block Grant or any other government funding.

'Turnpike Village', a newly approved Chapter 40B development on 12.6 acres on Turnpike Road was approved by the ZBA under Chapter 40B. All 48 rental units have been approved to count towards Townsend's affordable housing. Work is projected to begin in 2013.

*"The State Department of Housing and Community Development (DHCD) requires that at least ten percent of a city or town's housing stock be affordable. As of December 2012, Townsend has an affordable housing percentage of 5.1% or*

174 units, up from 3.8% and 126 units in 2011. This increase is due to approval of a 48-unit 40B project known as Turnpike Village."

From 2006 thru 2011 the 40B Coppersmith Way project has had 21 new families move into their newly constructed homes. Eight of which have been considered "affordable" housing.

A PDF grant was utilized a number of years ago to assess the development potential of a 19 acre parcel owned by the town in the Timberlee Park area. Wetlands and septic studies were performed and a schematic of a possible layout was completed. However, due to results of the testing, this project was not deemed suitable to move forward.

The Housing Authority currently consists of Laura Shifrin, Chair, Kathy Araujo, Clerk, (appointed to a one year term), newly elected member Ronald Dionne and member Kevin Smith, (appointed to a one year term).

We do not currently have an individual to fill the position of State Representative. We would welcome anyone at our meetings who would like to learn or help us. We try to be flexible with our meeting schedule as we are all volunteers. Please check the bulletin board postings for agenda and meeting room assignment as well as the Town's website. We look forward to your participation.

*"The mission of the Townsend Housing Authority is to promote, maintain and provide quality housing for income groups which could not otherwise afford to live here."*

## BOARD OF HEALTH

The Board of Health has another year with Chris Genoter serving as the Chairman of the Board. Michelle Dold still serves as Vice-Chairman and James Le'Cuyer continues as Clerk.

Meetings are still held the second and fourth Mondays of the month at 6:30 p.m. in the Town Hall. Agendas are always posted in the Board of Health Office several days in advance.

The Board continues to work with Weston & Sampson monitoring the closed landfill and G.W. Shaw is still hauling the curbside trash and recycling. Unfortunately, the paper market was not strong this year and we only earned \$6,834.00 in paper revenue. For 2012 the town collected 358 tons of paper, 301 tons of glass, cans and plastic and 2660 tons of trash which 260 tons less than 2011. The Board spent the fall in negotiations with G.W. Shaw's to see if we could still decrease the tonnage of trash and increase recycling more.

The Recycling Center is open the 1<sup>st</sup> and 3<sup>rd</sup> Saturday from 7am-2pm still. From April 20<sup>th</sup> to May 18<sup>th</sup> it is open every Saturday for spring cleaning. You may drop off furniture, mattresses/box springs, scrap metal, appliances, tires, batteries, computers, misc. electronics, T.V's, monitors, fluorescent bulbs, books, yard waste, propane tanks carpeting and clean Styrofoam. Health Administrator Carla Walter obtained a \$7,500 grant from the DEP for a bulky container to take large plastic items such as lawn furniture and other things that cannot be left at the curbside. She also secured a \$5,000 grant from DEP for a Recycling Coordinator to work 2.5 hours a week helping educate the residents on the benefits of recycling. Some items have fees to cover off-site disposal costs at the Center still and these fees have recently been updated. These fees and the schedule are available at

<http://www.townsend.ma.us/towngov/landuse/recycling/center.pdf>

You may also purchase yard composters there and at Apple Meadow Hardware.

The Board of Health reviewed and approved 5 new construction septic permits, 28 upgrades for existing homes, 1 extension and 1 new restaurant. For a more detailed listing of all the Board of Health regulates, please review the Nashoba Board of Health report. They also had the pleasure of resident Mary Sampson volunteering over 60 hours to help create a better data management system for the paperwork in the Board of Health office. Some permits date back to 1940 and you can now access them more efficiently.

A note of caution to all homeowners, when or if you plan on selling your home, please be sure to get a Title V inspection. Title V reports are valid for 2 years from the report date. A Title V report can be extended for an additional year if you provide two annual pumping receipts.

Residents remember if you have a well, a water quality test plus radon is necessary. Water quality tests are valid for 3 years. *Don't let surprises ruin your sale or put off your closing date.*

If you have any questions or concerns please call your Board of Health office at (978) 597-1713. Our Health Administrator has office hours Monday 9am-4pm, Tuesday 9-4pm and 6pm-8pm, Wednesday - Friday 9am-12noon. Should we be unavailable and you have a health emergency, please call Nashoba Associated Boards of Health at 978-772-3335.

Respectfully submitted by,

Townsend Board of Health Members:

Christopher Genoter, Chairman  
Michelle Dold, Vice-Chairman  
James Le'Cuyer, Clerk

## 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 Townsend. In addition to the day to day public health work we conduct for Townsend, we also provide the following services.

- ✦ Maintaining Nashoba's internet web site to provide information for the public. (See [nashoba.org](http://nashoba.org))
- ✦ Through our involvement in the Bioterrorism Regional Coalition we are keeping the Townsend Board of Health up-to date on matters of emergency preparedness planning. Currently we are working on the Emergency Dispensing Site plan for the Town.
- ✦ Nashoba assisted the Board with provided a school-located seasonal flu clinic at Hawthorn Brook Middle School.
- ✦ Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Townsend's Board of Health. Included in the day to day work of Nashoba in 2012 were the following:

- ✦ Through membership in the Association Townsend 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
- ✦ Provided health education programs in collaboration with the Townsend Council on Aging.
- ✦ Collaborated with Montachusett Home Care concerning elders at risk and other safety issues.
- ✦ Reviewed 98 Title 5 state mandated private Septic System Inspections for Townsend Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Townsend Board of Health for enforcement action.

By the Townsend 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, under local control, at a reasonable cost!

Environmental Health Department

Environmental Information Responses  
Townsend Office (days).....133

The Nashoba sanitarian is generally scheduled to be available for the on Tuesday and Thursday afternoons at the Townsend Board of Health Office. Other meetings occur informally. This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.

Food Service Licenses/Inspections..... 38

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. Licensees are inspection on 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 is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Camp Inspections.....10

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

Housing & Nuisance Investigations.....56

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

Septic System Test Applications.....33

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 Tests.....136

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

Septic System Plan Applications.....26

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

Septic System Plan Reviews .....31

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)..... 6  
Septic System Permit Applications (upgrades).....18

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

Septic System Construction Inspections.....70

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

Septic System Consultations.....25

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

Well Permits.....7  
Water Quality/Well Consultations.....42

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

Rabies Clinics - Animals Immunized.....47

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

Nashoba Nursing Service & Hospice

Home Health  
Nursing Visits.....1390

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

Home Health Aide Visits .....521

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

Rehabilitative Therapy Visit.....1266

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

Medical Social Service Visits.....34

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

Hospice Spiritual Care/Volunteer Visits.....19

Nashoba’s Clergy and volunteers provide patients with emotional/spiritual support and guidance.

Clinics  
Local Well Adult, Support Groups, & Other Clinic Visits.....574

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

Number of patients that attended Flu Clinics held in Townsend.....295  
Number of patients whom attended Well Adult Clinics from Townsend...236

Communicable Disease

Communicable Disease Reporting & Control

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

Investigate and control the spread of communicable diseases within Townsend (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.

Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, Sec6)

Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health”.

Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.

Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

Number of Communicable Disease cases:  
Investigated.....49 Confirmed.....15

Communicable Disease Number of Cases:

Anaplasmosis.....1	Campylobacter.....2
Group B Streptococcus..... 1	Hepatitis C.....4
Influenza.....4	Lyme Disease.....1
Salmonella.....2	

Health Promotion  
Skilled Nursing.....54

#### Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4  
Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....315  
Students Participating.....197  
Referred to Dentist.....33

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 Programs.....7

## **MONTACHUSETT REGIONAL PLANNING COMMISSION**

The Montachusett Regional Planning Commission (MRPC), located in Fitchburg, administers Community Development Block Grant programs, and undertakes transportation and planning initiatives for communities in the Montachusett region. This is a summary of recent Townsend programs.

#### **FY11 Community Development Block Grant (CDBG) Limited Housing Rehab Program:**

The Town allocated about \$60,000 in available CDBG Program Income funds to assist up to three homeowners with housing rehab projects. The applications period closed in September 2011. Two projects were undertaken during 2012.

#### **Natural Hazard Pre-Disaster Mitigation Plan:**

A Natural Hazard Pre-Disaster Mitigation Plan was completed for Townsend in 2008 and MRPC staff has scheduled a meeting with representatives of the Town on February 27<sup>th</sup>, 2013 to initiate an update. This plan is integrated with a regional plan as well as the overall state plan. Plans need local, state and federal approval and will make communities eligible for pre-disaster mitigation funding. The report outlines actions that can be taken now to reduce the impact of natural disasters when and if they occur. The plan also reduces the region's vulnerability to natural disasters by effectively identifying appropriate projects for funding made available in the future.

**Siting of Renewable Energy Facility Plan:**

MRPC was just recently awarded grant funds in September 2012 from the federal Department of Commerce's Economic Development Administration (EDA) to develop a plan for the Siting of Renewable Energy Facilities for the Montachusett Region. Upon request, this grant could potentially allow MRPC staff to assist the Town with a Wind Energy Conversion System Bylaw. MRPC staff is scheduled to meet with the Townsend Planning Board on February 25<sup>th</sup>, 2013 to explore this possibility.

**Regional Traffic Count Program:**

As a member community Townsend had traffic counts taken by the MRPC at 3 locations within the community on Route 119 and South Street. MRPC conducts traffic counts throughout the Region for MassDOT and as part of our yearly data collection program.

**Pavement Management Program:**

The *Pavement Management Program* at the Montachusett Regional Planning Commission consists of surveying all federal aid eligible roadways in the region for the purpose of collecting, maintaining and evaluating pavement condition data for use in transportation plan and project decision making. The principal intention of having a pavement management program at MRPC is for the purpose of including the data in our transportation evaluation criteria (TEC). TEC is a data driven process that is used when putting together documents such as the Transportation Improvement Program (TIP), an annual prioritized listing of transportation and transit projects proposed for implementation during future federal fiscal years for the region. In the Montachusett region the pavement management program will help, along with other programs and data, to develop a more accurate prioritization of transportation needs, and to balance those needs with available funding.

**Roadway Safety Improvement Project Selection Report:**

The purpose of the Report is to serve as a screening tool to identify top high crash locations within the MRPC region and to encourage the development of safety improvement projects by targeting the unsafe locations. Safety improvement projects at these locations may be eligible to be funded through the Highway Safety Improvement Program (HSIP) funding category of the Montachusett Transportation Improvement Program (TIP). The funding sources for TIP projects include federal and non-federal sources such as the state. The goals of the HSIP funding category for the Region are to first reduce the number of fatal or injury crashes and second to reduce the overall number of crashes. There are three top high crash location categories in the MRPC region:

- Crash cluster locations based on all crashes
- Pedestrian and bicycle crash cluster locations
- Lane departure fatal and incapacitating injury crashes on road segments

A secondary purpose of the Report is to announce that the MRPC is interested in obtaining feedback concerning the MassDOT crash information which is the data source used in the Report. The objective of this effort is to reconcile any differences and to fill in any gaps between the local crash information and the MassDOT crash information. The MRPC will be contacting communities within the MRPC region in the near future with more information about this effort.

Copies of the full reports are available by contacting the MRPC.

Respectfully submitted by,

Kevin Flynn, Community Development Director

John Hume, Planning and Development Director

Brad Harris, Transportation Director  
Montachusett Regional Planning Commission

## HIGHWAY DEPARTMENT

Roadway Maintenance/Repairs: During the year, the staff carried out routine roadway maintenance that included: pothole repair, street sign installation and replacement, brush trimming, catch basin repairs, street sweeping, roadway patching and culvert replacement.

Roadway Asphalt Repairs and Overlays: Multiple roads throughout town were patched utilizing our new heated asphalt hot box.

Winter Operations: Sand is available to town residents at the highway garage located at 177 Main Street at the rear left corner of the lot. The sand is mixed with salt which keeps the sand from freezing solid.

This past fiscal year turned out to be relatively mild during the winter months. Even though there weren't many storms that required plowing the Highway Department was sent out 18 times to sand and/or plow.

The Highway Department staff and its' subcontractors do an exceptional job of keeping the roads clear and safe throughout the winter months.

Paving Construction Goals for FY13:

This spring Wallace Hill Road will be completed. As always Chapter 90 funding will dictate how much road construction and can actually be completed this coming year.

Waste Oil: 556.5 gallons of waste oil were collected from January through December of 2012. As a reminder a new collection schedule has been set up to collect waste oil. Waste Oil will only be collected every other month, beginning in January, from 8:00 AM until 12:00 PM. Please check the town's web site for dates.

If a holiday falls on the Friday before the first Saturday or during that weekend, then waste oil will be collected on the second Saturday of that month.

Capital Planning:

The Highway Department has installed a new fuel dispensing system which will make recordkeeping less troublesome and more accurate.

My sincerest thanks go out to my staff for all the hard work they perform throughout the year.

Please feel free to contact our office if you have any questions or concerns regarding any of the Town's roads. We will be glad to help in any way possible.

Ed Kukkula  
Highway Superintendent

# WATER DEPARTMENT

*“When the well is dry, we know the worth of water.”*

*Benjamin Franklin*

The Water Department is pleased to submit its annual report for the year 2012. This year we pumped a total of 202,490,163 gallons of water that supplied approximately 6,300 customers. Also, to maintain a neutral P.H. for the purpose of corrosion control 19,146 gallons of Sodium Hydroxide was introduced into the distribution system from all well sites. We recorded a total snow fall of 29 inches and a total rain fall of 33 inches.

Annual Statistical Data	Main St. Pumping Station	Cross St. Pumping Station	Harbor Trace Pumping Station	Timberlee Park		Source Totals
				Witch's Brook Well # 1	Witch's Brook Well # 2	
Total Days Pumped - January 2012	28	31	31	0	3	93
Total Days Pumped - February 2012	29	29	28	0	5	91
Total Days Pumped - March 2012	30	31	31	0	7	99
Total Days Pumped - April 2012	30	30	30	0	6	96
Total Days Pumped - May 2012	30	26	31	1	6	94
Total Days Pumped - June 2012	30	30	29	1	14	104
Total Days Pumped - July 2012	31	31	30	0	18	110
Total Days Pumped - August 2012	31	31	29	0	14	105
Total Days Pumped - September 2012	30	29	29	0	10	98
Total Days Pumped - October 2012	31	29	25	0	13	98
Total Days Pumped - November 2012	29	26	27	0	5	87
Total Days Pumped - December 2012	29	29	30	0	9	97

Total Pumpage (MG) - January 2012	4.483	3.628	4.854	0.000	0.295	13.259
Total Pumpage (MG) - February 2012	4.005	2.948	4.448	0.000	0.824	12.225
Total Pumpage (MG) - March 2012	4.108	2.801	4.728	0.000	1.404	13.041
Total Pumpage (MG) - April 2012	5.248	3.914	6.519	0.000	0.936	16.617
Total Pumpage (MG) - May 2012	5.669	3.822	8.654	0.191	0.955	19.290
Total Pumpage (MG) - June 2012	6.123	4.367	7.228	0.119	2.854	20.691
Total Pumpage (MG) - July 2012	8.465	6.095	9.631	0.000	4.087	28.278
Total Pumpage (MG) - August 2012	6.395	4.565	7.093	0.000	2.797	20.850
Total Pumpage (MG) - September 2012	6.108	3.658	6.046	0.000	1.936	17.748
Total Pumpage (MG) - October 2012	4.425	2.674	4.010	0.000	2.666	13.776
Total Pumpage (MG) - November 2012	5.029	2.874	4.797	0.000	0.880	13.580
Total Pumpage (MG) - December 2012	3.927	2.795	4.710	0.000	1.705	13.136

Total Pumping Days 2012	358	352	350	2	110	
Total Pumpage (MGY) 2012	63.985	44.140	72.719	0.310	21.337	202.490
Average Daily Pumpage (MGD) 2012	0.175	0.121	0.199	0.001	0.058	0.553
Maximum Daily Pumpage (MGD) 2012	0.455	0.322	0.547	0.191	0.387	1.311

MGY= Million Gallons per Year MGD=Million Gallons per Day. Pumped amounts are in million gallons, i.e. 4.848 = 4,848,000 gallons

## PROJECTS/IMPROVEMENTS

### ✦ *Highland St. Storage Tank Mixing System Project:*

Our tanks like many other communities “store” large amounts of water for the purpose of providing fire protection and, maintaining pressure to parts of the distribution system to name a couple. Although a key component of the distribution system, a common problem with these tanks is stagnation and stratification of the water inside that can degrade water quality. This is caused due to the inability to properly “mix” the water inside the tank through normal operation. In the spring we addressed this issue by installing the Tideflex mixing system. We procured the services of Winston Builders to install the system. Prior to installation we procured the services of Maher Services to properly clean the inside of the tank.



*Winston Builders worker works on the installation of the Tideflex Mixing*



*The Tideflex Mixing System installed*

### ✦ *Proposal to Create a Water District:*

At the fall Town Meeting we submitted an article to eliminate our current form of organization as a department and create a “Water District” as allowed by Mass. General Law. Many months of preparation and effort by the Board of Water Commissioners, Superintendent, Attorney Mary Bassett and, the surveying firm of David Ross Associates, Inc. were spent informing the public and developing a consensus with the Board of Selectmen and other Town entities. Unfortunately, the article did not pass at Town Meeting. Water Districts are very common throughout the country and, the Commonwealth. Districts are formed because a service is provided and charged to a certain group or population within a designated geographical location. Due to their design and nature Districts are valued by their governing bodies and their customers.

We understand with any change there is concern. Many of the issues raised at Town Meeting as explained, could not be acted upon without the approval of the customers within the district as by Mass. General Law. Operating within the current system is costly, inefficient, unproductive and prevents the department from operating at its full potential. Despite unanimously authorizing the Water Department to expend funds for legal preparation for the district we were perplexed and disappointed by the lack of support from the Board of Selectmen. As the leading executive body of the Town it was apparent that this caused increased confusion among the Town Meeting floor regarding the district. We feel this is a very important issue that would benefit our department and our customers. We welcome any comments, questions or, concerns the public may have regarding this matter and look forward to working with and educating our elected officials in order to better serve our customers.

## GENERAL MAINTENANCE

- ✦ Maintenance of the distribution system consists of approximately 50 miles of water main, 2,010 service connections, approximate population of 6,400 residents, 365 hydrants, 5 pumping stations with treatment for corrosion control, 2 storage tanks, a Booster Station and an office/garage.
- ✦ The distribution system was flushed by means of our semi-annual uni-directional flushing program. All dead end hydrants were flushed semi-annually as well. Hydrants were also inspected in the spring and fall for leakage; gaskets were replaced as needed, hydrant caps were greased and flags installed for winter operations.

- ✦ Master meters, flow and pressure transmitters were serviced and calibrated at all pumping stations and at both storage tanks.
- ✦ Main operating valves at both pumping stations were serviced as well as the 16” altitude valve at the Highland St. Storage Tank.
- ✦ Chemical feed pumps were serviced; pH probes and analyzers were cleaned and calibrated at all pumping stations. The PH probe at the Harbor Trace station was replaced due to age.
- ✦ As part of our ongoing Cross Connection Control Program, annual and semi-annual testing was performed on all commercial, industrial and municipal back flow prevention devices. These devices are designed to prevent any non-potable substance from contacting and contaminating the public water supply. Regular testing and proper maintenance of these devices is essential in protecting public health.
- ✦ Six (6) new water services were installed. Two (2) leaks were repaired, two (4) hydrants were replaced. Curbstops, cellar valves and, meter setups were repaired/replaced as needed.
- ✦ Water Department personnel also repaired raised/lowered or replaced main line gate boxes as needed.
- ✦ As a member of Dig Safe, we are electronically notified prior to any excavation performed within the distribution system. This allows Water Department personnel to locate and mark all water lines in the area of excavation before work begins. Water Department personnel responded to and marked out 119 regular dig safe requests and 11 emergency requests.
- ✦ We constantly monitor the protection area around our sources to prevent contamination of the ground water that influences our wells. One constant threat to our water supply we’ve noticed over the years and was no different this year is the ongoing beaver activity in close proximity to our wells. Again this year we hired the services of a local trapper and trapped and removed several beaver around our wells.

### WATER QUALITY

- All State and Federal required water quality testing for approximately 100 regulated and unregulated contaminants was performed. Samples taken for analysis include Nitrate, Nitrite, Perchlorate, Secondary Contaminants, Synthetic Organic Compounds (SOC’s), Volatile Organic Compounds (VOC’s), Inorganic Compounds (IOC’s), Sodium, Radium, Lead & Copper and monthly Bacteriological Analysis. We are happy to report that water quality for the residents and businesses of Townsend continues to meet or exceed all state and federal requirements.

### EDUCATION

- Seminars and classes were attended to further education in the water industry and to stay current with changing regulations, new technology, new products and, to accrue mandated total contact hours (TCH’S) in order to retain state and federal required operator’s licenses in the areas of distribution and treatment. Water Department’s are strictly monitored by the state and subject to random audits to assure that employees possess the required licenses and total contact hours (TCH’s).

### CONCLUSION

- As Superintendent, I would like to take this opportunity to recognize and thank the employees of the Water Department, Mike MacEachern, Jim Blanchard, Jean Dinon, Brenda Boudreau and, Carolyn Smart for their dedication and hard work . It takes a combined effort to continue to maintain and provide safe high quality drinking water to the residents and businesses of Townsend. Unfortunately in January Jean Dinon resigned from her position as Office Administrator to pursue other interests. Jean was a dedicated employee for 12 years and we want to thank her for her service and wish her luck in her future endeavors.
- Maintenance and operating reports of the Water Department are available at the office at 540

Main Street, West Townsend. The office is open Monday through Friday from 9:00 a.m. to 3:00 p.m., and the hours of operation are from 7:00 a.m. to 3:30 p.m. Monday through Friday. The Board of Water Commissioners meets the second Monday of each month at 5:30 p.m. Please feel free to attend and participate in these meetings.

Respectfully Submitted By:

#### BOARD OF WATER COMMISSIONERS

Paul L. Rafuse  
Superintendent

Niles S. Busler  
Chairman

Francis McNamara  
Vice Chairman

Ron Dionne  
Member

## CEMETERY & PARKS COMMISSION

2012 was another busy year for the Cemetery and Parks Department, numerous repairs to the cemeteries and parks in town kept the department hard at work, along with the usual upkeep of the grounds. There were 38 burials recorded between the Hillside Cemetery and Riverside Cemetery over the year. Yet again the common was the site of many events. This included band concerts, fairs, weddings, and many other activities, keeping the department on their toes during the off hours.

Pertaining to the cemeteries, the department diligently maintained the 3 cemeteries in town: Hillside Cemetery, Riverside Cemetery, and the Old Burial ground, on a weekly basis. This maintenance included general landscaping, line trimming, and mowing the cemeteries, pruning trees, trimming hedges, loaming and seeding, along with repairing and up righting the gravestones. The Riverside Cemetery was also lucky enough to have Dana Kram build a new fence for his Eagle Scout project. The department extends a warm thank you to Dana Kram for the hard work on the professionally built fence that improves the already beautiful view of the Riverside Cemetery.

The department maintains a multitude of town properties, this maintenance included general landscaping/cleanup of the town properties. Projects to note at the parks around town include the clearing of trails at Howard Park, extensive pruning and cleaning at the Upper Common to reveal the Bicentennial Stone at its center, painting the fence at the Town Common, along with repairing and painting the spire at the top of the gazebo. The Town Common also benefitted from Joe Dwyer and his Eagle Scout project, the donation of 8 masterfully crafted picnic tables not only improve the stunning grandeur of the common, but also provide more seating for town events. The department would like to extend a hearty thank you to Joe Dwyer and his generous contribution to the Town Common, which will be put to good use during the upcoming town events.



The Cemetery and parks Department would like to thank all the town departments that have assisted us over the past year, along with the Flag Committee, which purchased new flags and poles for memorial celebrations.

Thanks to Roger Rapoza with his leadership and his hard working crew, the Cemetery and Parks Department continues to be effectively run and is always willing to offer assistance to other departments when necessary. The dedication and commitment of Roger and his crew is to be commended.

Respectfully submitted:

Raymond Boyes,

Albert (Tubby) Boucher

John Barrett

## NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT

### SUPERINTENDENT'S REPORT

Susan Robbins, Chair, Townsend  
Ken Brown, Vice Chair, Ashby  
Anne Adams, Member, Pepperell  
Anne Buchholz, At Large Member  
Jonna Clermont, Member, Pepperell  
Michael Morgan, At Large Member  
Randee Rusch, At Large Member  
Arnold Silva, Jr., Member, Pepperell  
Robert Templeton, Member, Townsend

Joan Landers - Superintendent of Schools

Student Representatives to the School Committee

2011-2012 School Year

Douglas Babineau

Brian Edmonds

Amy Jones

Jessie Rancourt

Matthew White

#### **Report of School Committee Chairperson**

The North Middlesex Regional School District School Committee congratulated Jonna Clermont, and Robert Templeton on their re-election to the School Committee and Anne Adams on her appointment, replacing Schuyler Minckler. The committee extended its appreciation to retiring school committee member, Sue C. Fitzgerald from Pepperell, who served on the School Committee from 2000 to 2012. At the committee's reorganizational meeting in May, Susan Robbins was re-appointed Chair and Ken Brown, Vice-Chair.

#### **Report of the Superintendent of Schools**

This past year, the North Middlesex Regional School District was saddened by the loss of Ms. June Kelly who devoted over 30 years to our district. June had a vibrant personality, a passion for teaching, and a strong commitment to her students.

## **Students**

The Superintendent of Schools presented the Superintendent's Award of Excellence to seniors Joseph Clark and Casey Libonate. This award is presented to the highest ranking male and female student and is presented at the Senior Awards Ceremony in May.

## **Volunteerism and Donations**

North Middlesex Regional School District is a community of volunteers. The School Committee and administration are grateful to all the individuals and groups who have made contributions to the programs throughout the district, and to those who have donated thousands of hours to help deliver educational services to the students of North Middlesex.

The School District would like to acknowledge and thank Sterilite Corporation of Townsend for their generous donation of the revitalization of the Hawthorne Brook Middle School recreation area which included the tennis courts, basketball courts, volleyball court and the recreation field.

## **Capital Projects**

During 2011-2012, the North Middlesex Regional School District facilitated the following Capital Projects:

- Roof/Window Replacement at Ashby Elementary School
- Repair of Spaulding Memorial School roof, skylights and cupola
- Replacement of grounds equipment with lease purchased vehicle/truck with plow and sander
- Energy Efficient Lighting Retrofit at Squannacook Elementary School, Hawthorne Brook Middle School, Spaulding Memorial School, and the North Middlesex Regional High School
- Repaired Ashby Elementary Classroom Floors
- Upgraded IMAC Computer Lab at the North Middlesex Regional High School
- Replaced 2<sup>nd</sup>/3<sup>rd</sup> floor carpet and ceiling at Spaulding Memorial School
- Purchased HP Computers for all schools
- Replaced Carrier HVAC Condensing Unit at Varnum Brook Elementary School

## **Personnel**

The North Middlesex Regional School District saw fifteen of their staff retire over the last year: Kathleen Boyer, Chet Chambers, Alice Cofman, Barbara Frietag, Paula Grier, Thomas Janedy, Norma King, John Margarita, Maureen Marshall, David Nelson, Nancy O'Brien, Gary Rhodes, Maureen Richards, Barbara Shaw, and Claudia Stanton. These staff members will leave their positive mark on education in Ashby, Pepperell and Townsend through their dedication to the students of the North Middlesex Regional School District

In August 2012, Superintendent of Schools Maureen Marshall retired as Superintendent of Schools for the North Middlesex Regional School District. The North Middlesex Regional School District Superintendent Search Committee, after interviewing numerous candidates to fill the position, appointed Joan Landers as Superintendent of Schools.

## **School District Budget**

Fiscal year 2012 will be remembered as being a period where difficult fiscal times continued across the state. The District experienced a 1.2 million dollar loss in revenue with the loss of the ARRA Grant, decrease in Jobs Grant, loss of State Fiscal Stabilization Fund and a decrease in the district reserve. This loss of revenue was exacerbated by required fixed cost increases including a 14.5% increase in health insurance, 6.5% increase in Middlesex County Retirement, increased energy costs, reappraisal of Capital Assets and Charter School tuitions, totaling \$1,197,000.

The expenditures for the school year were as follows:

Administration	\$ 1,239,168
Instructional Support	\$20,646,419
Pupil Services	\$ 3,355,006
Operations and Maintenance	\$ 3,277,992
Insurance, Retirement Programs & Other	\$ 7,652,179
Debt	\$ 1,357,672
Payments to Out of District Schools	<u>\$ 5,790,248</u>
Total General Fund Appropriation:	\$43,318,684

**Grants**

140-Title II FY12	\$ 81,020
201-Race to the Top Year I	\$ 25,000
203-Race to the Top Innovation FY12	\$ 25,000
206-Ed Jobs	\$419,618
240-Special Education Allocation FY12 IDEA	\$ 897,104
274-Special Education Improvement	\$ 45,847
305-Title I FY12	\$166,783
625-Summer Academic Support FY13	\$ 16,000
626-Academic Support Service Summer FY12	\$ 15,900
632-School Year Academic Support	\$ 1,000
701-Kindergarten Grant FY12	\$ 112,520

**Massachusetts School Building Authority**

Superintendent Maureen Marshall submitted updated Statements of Interest to the Massachusetts School Building Authority in January on behalf of the Ashby Elementary, Spaulding Memorial School, and North Middlesex Regional High School according to submittal requirements.

Green Repair Grants were awarded for the repair of the Ashby Elementary School roof and windows and the Spaulding Memorial School roof and cupola.

In January 2012, the district was notified by the Massachusetts School Building Authority that North Middlesex Regional High School was invited to enter into the eligibility period for the Feasibility Study Phase.

In March 2012, the School Committee voted to incur debt for the High School Feasibility Study.

In May 2012, our three member towns voted to fund \$940,000 for the purpose of paying the costs of conducting a feasibility study to examine the possible construction or renovation of the High School.

In late spring of 2012, a Building Committee was formed for the High School project

<http://www.nmrtd.org/hsbuilding>

**Strategic Planning**

Superintendent Maureen Marshall launched the development of a Five-Year Strategic Plan for the schools.

A planning committee of fifty members of the community spent several evenings during the school year developing the initial components of the plan. Residents, parents, school administrators, teachers, staff and School Committee members dedicated valuable time to this process. Some of the strategic goals and objectives implemented in the 2011-2012 school year are as follows:

- Reviewed the PK-12 curriculum to ensure that it meets or surpasses the challenges of the new Massachusetts “common core,” reflects the priorities of the strategic plan, and reinforces the connection between all academic programs and the “core.”

- Developed and implemented a personnel evaluation system that aligns with the new teacher and administrator accountability system of Massachusetts Department of Education that requires high standards, multiple measures including setting individual goals for professional growth, student achievement, that include documentation from local and standardized tests as well as and student and community feedback.
- Provided staff members with professional development activities that focused on how to make accommodations within their classrooms that actively engage all students in all educational activities.
- Strengthened current and develop new programs within our school community that build, support, and celebrate tolerance and respect.
- Expanded opportunities for staff advancement within the NM community through teacher leadership courses, train-the-trainer opportunities, and teacher-taught graduate courses.
- Strengthened current and developed new formative and summative student assessment practices throughout the school district.
- Continued to pursue state support (MSBA) for high school renovation/replacement.
- Provided information to the community through a variety of sources including school and teacher newsletters and the District website.
- Improved the district web site so that information is easy for the community and staff to access and for the schools and district to update.

### **Special Education**

The North Middlesex Regional School District provides a wide range of identification, diagnostic, educational, therapeutic and support services for students in grades PreK through 12 and/or until the age of 22. During FY12, the district created in-district programs to afford students the opportunity to access educational programming in the least restrictive setting within the district.

### **Curriculum and Instruction**

In January 2011, the Commonwealth of Massachusetts adopted two new sets of curriculum frameworks in English Language Arts and Literacy and Mathematics for pre-kindergarten to grade 12, incorporating the Common Core State Standards. These standards emphasize college readiness, deeper reading, textural analysis, and discussion and raise expectations for all students. You may read more about the transition process at the Department of Elementary and Secondary Education <http://www.doe.mass.edu/candi/commoncore/>.

Throughout the summer and during the school year, professional development across the district has focused on improving student achievement through the alignment of teaching and learning to the 2011 Curriculum Frameworks in all content areas. Further, throughout the year all K-12 teachers developed units aligned with Massachusetts model curricula using the Understanding by Design model. Teachers were supported by National Writing Project teachers as well as by teacher-leaders who had taken graduate courses and workshops during the spring and summer.

At the elementary level, teachers worked on both literacy and numeracy. All teachers were trained in the use of assessments that align to the 2011 Frameworks, in matching books to students, and in developing school-based libraries that support the challenging standards of the new curriculum in English Language Arts, Social Studies, the Arts, Science, and Technology. In the fall, all K-6 students will be individually assessed by their teachers with this new benchmark assessment. In addition, all K-5 teachers implemented the new mathematics curriculum using Scott Foresman's *Envisions*.

Hawthorne Brook and Nissitissit, the two middle schools, implemented *Big Ideas*, a new mathematics series aligned to the 2011 Frameworks. To support the often problematical understanding of fractions and ratios, both middle schools implemented a micro-society in each grade with its own money and exchange system. In addition, teachers and teams collaboratively developed literacy curricula for all content areas again working with teacher leaders and the National Writing Project.

North Middlesex Regional High School continued work on the NEASC accreditation process and site visit which will take place in the fall of 2013. Throughout the summer and the school year, the high school mathematics department developed its own textbook to align with the 2011 Frameworks, Integrated Mathematics Modeling I, the first of three IMM courses that will address all of the new and more challenging expectations of the new Frameworks. At the same time, teachers in all disciplines in the high school developed curricula that align with Massachusetts exemplar curriculum units. The high school assessed the literacy expectations of all students by using its collaboratively developed school-wide academic rubrics that incorporate Common Core and 21<sup>st</sup> Century standards.

Finally, all professional educators in the district developed action plans which set student achievement and professional practice goals as they worked together to implement the new educator evaluation system. On June 28, 2012, the Board of Elementary and Secondary Education adopted new regulations for the evaluation of all Massachusetts educators. The regulations, which apply to both administrators and teachers throughout the state, are designed to promote growth and development among leaders and teachers, place student learning at the center, use multiple measures of student learning, growth, and achievement, recognize excellence in teaching and leading, set a high bar for professional teaching status, and shorten timelines for improvement. Further information is available at <http://www.doe.mass.edu/eeval/>.

### **Guidance**

The North Middlesex Regional High School Guidance Department assisted 273 students in graduating in June of 2012. They reached their post-secondary goal in various forms, 69% went on to four-year colleges/universities, 11% to two-year colleges, 10% joined the work force and 7% went to trade school, prep school or joined the armed forces. One hundred forty-two (142) students took 182 Advanced Placement exams in 10 subject areas. Eighty percent (146 out of 182 exams) of the students received a grade of three (3) or better, which earns college credits from the colleges/universities they plan to attend.

Respectfully submitted,

Joan Landers  
Superintendent of Schools

## **SQUANNACOOK EARLY CHILDHOOD CENTER**



I am pleased to submit our first NMRSD preschool report. I have been overseeing the district preschool program since July of 2011. The NMRSD offers preschool programs for the towns of Ashby, Townsend, and Pepperell. The preschool program is an integrated model that follows the Massachusetts Curriculum Standards, which emphasizes a range of developmentally appropriate open-ended hands-on activities. These activities offer each child the opportunity to gain competence in skill areas, and to develop their self-esteem. All children participate in choice time, circle time, structured learning activities, snack time, outside play, music, and story time daily. The child's daily program often includes expressive activities such as art, music, and dramatic play. Children also have numerous opportunities to

work on independent decision making, group cooperation, conflict resolution, skill development, and classroom responsibility. Each child is unique and grows at a different rate. Children are treated with respect and are encouraged to learn about their world through exploration and discovery. We provide a safe and accepting environment where preschoolers have fun while being encouraged to learn cooperation/socialization skills necessary for beginning their school career.

Our district preschool serves all three towns: Ashby, Townsend and Pepperell and is located at the Squannacook Early Childhood Center at 66 Brookline Street in Townsend, Ma. We offer a variety of programs for children ages 3-5. Enrollment includes both regular education and special education students. Children attend school following the school calendar established by the NMRSD. We currently have approximately 5 classrooms with 15 staff members. Our unique program offers several different day options for our students. We have a Monday through Friday full day program, a Monday through Friday AM program, Monday through Friday PM program, and a Tuesday/Thursday AM program. Each of the programs is designed to promote a child's emotional, social, physical, and cognitive development. Each classroom is spacious, and has its own bathroom. We also have a beautiful playground which includes a structure, sandbox, and swings. During the winter months, the gym is used for regular exercise and playground games.

Each classroom is taught by a certified early childhood/special education teacher and a paraprofessional. Adult/child ratios are seven to one. The program has a team, which consists of early childhood/special education teachers, speech/language pathologist, an occupational therapist, and a physical therapist. A unique feature of our program is the integration of specialists/therapists into the daily routine. All staff members collectively have many years of early childhood experience. We also work with the local kindergarten staff at each of the elementary schools to ensure a smooth transition for students heading to kindergarten.

We have a small PTO that is dedicated to bringing enrichment programs to our students. October is fire safety month, and annually the Townsend Fire Dept. visits, talks about safety, and the students receive a detailed tour of the fire truck. Other opportunities have included apple picking, puppet shows, and other enrichment programs. We are located behind the Hawthorne Brook Middle School; we have had the pleasure of having middle school students create science fairs and bring them to our students. Sometimes we work along with the middle school PTO to bring programs to both schools. We have also walked to the Townsend Public Library and the police station.

If you would like more information, or would like to book an appointment to come and visit our preschool, please call us at 978-597-3085 or link onto our school website to find out more about us ([www.nmrds.org](http://www.nmrds.org)).

Respectfully submitted,  
Mrs. Cromwell-Gapp, M.Ed.

## **SPAULDING MEMORIAL SCHOOL**

It is an honor to be serving in my fifth year as principal of Spaulding Memorial School and have this opportunity to present the citizens of Townsend with the annual report. Spaulding Memorial is in its fourth year of the reconfiguration to a kindergarten to fourth grade elementary school. The year began well and I feel privileged to be able to work with the talented staff of Spaulding Memorial School; they have a desire to continue to grow in the profession and a strong dedication to children that is evident every day.



Spaulding Memorial School serves approximately 500 students in kindergarten, first, second, third and fourth grade. We are very excited to see our class sizes back in the range of 20-25 students, depending on

the grade level. The educational program offered by the faculty at Spaulding Memorial is a highly effective elementary program that encourages each child to develop his/her individual talents and abilities in a caring, nurturing, and inclusive learning environment.

The curriculum at Spaulding focuses on the Massachusetts Curriculum Frameworks for all subject areas. The Scott Foresman English/ Language Arts program incorporates explicit instruction for listening, speaking, reading, spelling, and writing skills and encourages age appropriate cross-curricular applications. This year we are excited to be in our second year of a new math program called Envision which is based on the Common Core principles of conceptual understanding, problem solving and computation. Our science curriculum emphasizes a hands-on approach, which fosters observations, inquiry, and understanding. The Social Studies curriculum emphasizes the understanding of family, community and country through the integration of literature. To educate the whole child social skills are taught through the use of a program called Six Pillars of Social Competency which focuses on citizenship, responsibility, fairness, caring, trustworthiness and respect. We have also have an anti-bullying program in our third and fourth grade called Steps to Respect. In addition, children have an opportunity to extend the curriculum in computer, library, music, art and physical education classes. During the school year the children's artwork, musical talent and cultures are showcased at family events. The Townsend Fire Department offers an extremely successful SAFE program for our children. The core program is also supplemented by many cultural events such as the Pumpernickel Puppets, Young Audiences "African Tales", Fire Prevention, Chinese Acrobats, and History and Science Presentations. These programs enrich, spark interests in children and support the school improvement goal of offering students more opportunities to participate and share in cultural events.

We are extremely fortunate to have a supportive parent group that meets regularly and organizes many family events and fundraisers.

I am pleased to be a part of the Spaulding Memorial School, the North Middlesex Regional School District and Townsend. The children, parents, members of the community, town officials, staff at Spaulding Memorial School, the North Middlesex Regional School District Committee, Mrs. Joan Landers, Superintendent of Schools and the central office staff provide an excellent environment in which children can learn and reach their potential.

Respectfully submitted,

Miss Becky Janda, Principal

## HAWTHORNE BROOK MIDDLE SCHOOL



Hawthorne Brook Middle School is an institution committed to educational excellence, and a community committed to supporting one another. Although the slow improvement in the economic climate of the region has turned some hopes into cuts (three teaching positions eliminated this year), the staff, students, and their families have worked hard to maintain much of what makes Hawthorne Brook successful. We are dedicated to using our resources to provide the best educational experience possible for our students and continue to look for ways to improve our school.

Hawthorne Brook is piloting a trimester schedule for the 2012-13 school year. This structure, along with a hybrid bell schedule, affords us opportunities to provide students with more time focused on math and literacy while maintaining the other programs and curriculum that middle school students need. With the

reduction of teachers, the teams in grades 7 and 8 have been reconfigured. Although changed, we are still committed to looping students in grades 7 and 8 and teaming throughout all grades. Students and faculty are divided into smaller learning communities and each team follows a common schedule. This shared schedule provides the teachers with the flexibility to modify and adjust student schedules to best meet the needs of each group. Ultimately, the team model allows us to create a strong web of support to enhance student success.

We continue to work to foster a positive, supportive climate at Hawthorne Brook. Our focus is on developing individual character and respect within a culture where we all take responsibility for each other and our community. The safety of our students continues to be our first priority. The administration meets regularly with law enforcement and safety personnel to review and modify procedures and protocols. We have a culture where everyone in the HB community is responsible and enabled to report safety concerns.

We are very proud of our students and witness numerous acts of kindness and generosity throughout Hawthorne Brook on a daily basis. Our students maintain a high level of energy and enthusiasm and exhibit their talents and determination in the classroom, during athletic competitions, and on the stage. They are a constant source of pride for the staff, parents, and the entire community.

The staff at Hawthorne Brook has taken advantage of the professional development opportunities offered in the district and throughout the area. The *Common Core State Standards* are now reflected in the *Massachusetts Curriculum Frameworks* and teachers are working to create and revise teaching units to be sure they incorporate the *Common Core* and reflect the new standards, especially with respect to literacy. The staff is also looking at best practices for improving student engagement in the learning process. This research based initiative for improving engagement ranges from active questioning techniques and instructional strategies to increasing physical movement of students throughout the day.

Thank you to the PTO for their continued support and for providing items and programs that otherwise would not be possible. In addition to their fundraising efforts, parents have volunteered their time and talents whenever needed.

We are extremely grateful to the Sterilite Corporation for generously undertaking a capital project at Hawthorne Brook. The project includes: rebuilding the basketball and tennis courts, building a volleyball court, landscaping around the complex (including adding handicap accessibility to the courts), and creating a park along the driveway into the school. Thanks to Sterilite, we have a beautiful, multi-use facility that can be enjoyed by our entire community.

Communication is an essential component of a successful middle school. Feel free to contact the school with questions, comments, or concerns. We can be reached via email at [HBadmin@nmrsd.org](mailto:HBadmin@nmrsd.org) or through our web site at <http://hbms.nmrsd.org>.

Respectfully submitted,

Stephen Coughlan, Principal

## **NORTH MIDDLESEX REGIONAL HIGH SCHOOL**

The year of 2012 proved to be a very, very busy year at NM. We are happy to welcome Kate Guziejka, former Culture and Humanities Department Chair as our new Assistant Principal, replacing Mr. Kevin Higginbottom who left NM to become Principal of Reading Memorial High School. Faculty and staff at the high school have been engaged in numerous projects, all designed to help our students GROW into their potential and to provide opportunities for our students to PURSUE their goals as they ACHIEVE success.

Academically, we've experienced a lot of success. Scores on standardized tests improved as our MCAS and SAT scores were higher than both the state average and our own scores from previous years for English and Math. These increases can be attributed to our focus on assessment and our work around school-wide literacy. All teachers have been working to align their curriculum with the new National Common Core standards, resulting in major modifications to our Math program as well as the expansion of our ninth grade World Studies course. Committees of teachers have been working on developing a school-wide assessment criteria library and rubrics for use in every subject in the school which measure elements of literacy, life skills, creativity, and citizenship. In the fall, our teachers began to provide feedback to students regarding their critical reading and analytic writing as a first step in GROWING their literacy skills.

In addition to our work academically, we have also been engaged in self-reflection and evaluation as we began our New England Association of Schools and College's (NEASC) Self Study process in preparation for our decennial accreditation visit in October of 2013. As a component of this work, we administered numerous surveys. We'd like to thank all those who took the time to complete the surveys as they have provided us with valuable information about how we can improve our school. NM remains a fully accredited high school although we are on probation for our facility and access to school resources.

We are moving forward with our Massachusetts School Building Authority's (MSBA) Feasibility Study by hiring Heery International as our Owner's Project Manager (OPM). Thus far, Cornerstone Land Consultants of Pepperell has been hired to complete a Site Survey of the NM campus. Additionally, we have begun the process of finding an architectural firm to become our "Designer" who will complete the Schematic Design portion of the Feasibility Study. If all goes according to plan, the MSBA will select a Designer for our project by mid-February.



Once we have a Designer on board, we will begin to complete an Educational Space Template which will summarize our needs for a facility. The Designer will then develop several scenarios of how to proceed: a full renovation, an addition/renovation, a new building, or a partial new building. Complete budgets and timelines will also be developed so that the NM Building Committee can make the best, most cost effective recommendation to the towns as to how to proceed.

We continue to investigate new opportunities for our students. We are still a candidate to become an International Baccalaureate school. We have recently received notice that NM has been invited into the next phase of a grant program entitled the Massachusetts Math and Science Initiative via the Mass Insight Education Foundation. If awarded, this grant would enable the high school to increase enrollment in and the number of Advanced Placement classes. NM would receive texts, materials, and technology to support this expansion. Additionally, students would have access to weekend study sessions led by experts in the field in preparation for the AP exam in May.

Finally, as laws and regulations keep changing, we at the high school are exploring ways to increase our graduation requirements to enable our students to meet and exceed new admissions requirements set by the Massachusetts Board of Higher Education and the Massachusetts High School Program of Studies (MassCore). We are also looking for ways to use our time creatively to better deliver instruction to our students.

As always NM has much more to offer than just our college preparatory academic curriculum. Our athletic teams recently made the MIAA Sportsmanship Honor Roll as they continue to advance in their standings

in the Mid-Wach League. Our music and choral programs have received numerous accolades from music organizations for their comprehensiveness. This year, NM had the second highest number of students in the state accepted to the Central District Music Festival and all-state recommendations. NM's Marching band was awarded first place in the New England Band Director's Association (NESBA) Season Finals and our Winter Percussion Ensemble received the Scholastic Marching "A" Championship title at NESBA's New England Winter Percussion Finals.

Our Community Service Learning Programs continue to grow and expand as students truly recognize the value of helping others and working together as a team. At NM, numerous students volunteer countless hours on projects such as the New Orleans Service Learning trip, the Pennsylvania Service Learning trip, the American Cancer Society's Relay for Life, *Think Pink* athletic events in support of breast cancer, the Giving Tree, MLK Day of Service, and the NM Community Garden.

Please accept our gratitude for your generous support and the numerous contributions made by members of Ashby, Pepperell, and Townsend.

Sincerely,



Christine S. Battye, Principal

## NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Nashoba Valley Technical High School is a regional technical high school established in 1969 to serve students grades 9-12 and also provides post-graduate programs for those between the ages of 18 and 25 years old in all career areas on a space available basis. Nashoba has earned an impressive reputation for producing community leaders as well as providing a vast amount of community projects for our district towns. With an enrollment of approximately 730 students from eight communities, Nashoba Valley Technical High School offers career preparation in 18 technical programs.

**Townsend NVTHS**

School Committee Members

Ms. Karen Chapman

Mr. Sheldon Chapman

### ADMINISTRATION

Dr. Judith L. Klimkiewicz	Superintendent
Ms. Denise O'Loughlin	Assistant Superintendent
Ms. Denise Pigeon	Principal
Mr. Matthew Ricard	Assistant Principal
Ms. Carol Heidenrich	Director of Technology
Ms. Melissa LeRay	Director of Special Education
Ms. Jeanne Savoie	Business Manager
Ms. Gabriella White	Coordinator of Academics and Testing
Mr. Paul Jussaume	Coordinator of Technical Programs/Cooperative Education
Ms. Jobee O'Sullivan	Coordinator of Guidance and Admissions

*Accreditation:* New England Association of Schools and Colleges.

*The Learning Schedule:* Three 12-week trimesters consisting of eight 45-minute periods set in a four block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12.

*The Year in Review*

Nashoba Valley Technical School District has officially added the town of Ayer as the eighth District member this school year.



During the 2012/2013 school year Nashoba's enrollment continued to grow and once again we welcomed a significantly larger student body. Also during the year we expanded our video cameras, added additional security systems, emergency door alarms and hired a full time School Resource Officer to build positive relations with students and staff. Additionally, we expanded our classroom iPads by another 100 (4 portable labs) to add to our existing 10 classroom computer labs to continue to expand opportunities to advance our students

technologically. Technology continues to grow throughout the school, adding wireless to the entire facility, moodle, Google Docs and parent portals to our existing systems. Academically, we continue to expand courses and elective opportunities and now offer to our students six approved Advanced Placement courses.

Last year a second 100 kW Solar System was installed on the roof of A wing to reduce the cost of our electricity in a "green" way. Energy savings for our solar roof units are estimated at 10% per unit, for a total of approximately 20%. For 2013 our focus remains on improving our outside grounds and athletic facilities by building a new sports complex that will consist of a multipurpose turf field, tennis complex and a practice field. In 2014 we will complete our final outside building project which will be a new art and dance studio to enhance our pre-school, Theatre Arts and Visual Design programs.

Nashoba continues to embrace educational opportunities for our teachers through summer professional development opportunities as well as by serving as a satellite campus for many local colleges' advanced graduate programs.

As we continue through a time of economic uncertainty we can assure you that at Nashoba Valley Technical High School, students will still receive a technical education of the highest quality with the most current state-of-the-art equipment while still providing our district members with a fair and equitable assessment.

**VOCATIONAL-TECHNICAL PROGRAMS (SECONDARY & POST GRADUATE)**

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| ✦ Auto Collision Repair & Refinishing | ✦ Electrical Technology              |
| ✦ Automotive Technology               | ✦ Electronics/Robotics               |
| ✦ Banking, Marketing & Retail         | ✦ Engineering Technology             |
| ✦ Carpentry/Cabinet Making            | ✦ Health Assisting                   |
| ✦ Cosmetology                         | ✦ Hotel Restaurant Management        |
| ✦ Culinary Arts                       | ✦ Machine Tool Technology            |
| ✦ Dental Assisting                    | ✦ Plumbing/Heating                   |
| ✦ Design & Visual Communications      | ✦ Programming & Web Development      |
| ✦ Early Childhood Education           | ✦ TV & Media Production/Theatre Arts |

### *SPECIAL ACADEMIC PROGRAMS*

Advanced Placement, Honors and College Preparatory courses are available in all core subjects. Foreign language, music, theatre and additional elective courses are offered for all four years to all interested students.

### *DUAL ENROLLMENT*

Juniors who are eligible and recommended by teachers/administration may elect to enter the Dual Enrollment Program and take courses their junior and senior years at a two- or four-year public college or private institutions in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of college credit. Many Nashoba students in recent years have graduated with an Associates degree from a college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

### *COMMUNITY SERVICE PROJECTS*

Nashoba is unique in its approach to community service and its relationship to its district towns. Students and their instructors travel to various sites within our district to work on community service projects that have been approved and selected for their benefit to the community and the learning of our students. The students perform all necessary work for the district towns to complete their requested project. The Community Service Program educates students in a real world setting and allows the towns the benefit of observing Nashoba students at work, creating a lasting tribute to their efforts and having a major project completed without over expending limited town resources for capital improvement.

### *STUDENT ACTIVITIES*

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in 16 current high school sports, with equal opportunities for both male and female students. Next year we hope to add tennis and crew as new team sports. Other extracurricular activities include Student Council, National Honor Society, Music Honor Society, Yearbook, Kick Off Mentors define, Students Against Destructive Decisions (SADD), Skills USA, Student Leadership, Peer Mediation, Chorus, Drama, and many special interest clubs. **No user fees** are imposed on any sport, school sponsored club, or activity.

### *CONTINUING & COMMUNITY EDUCATION*

More than 700 adult students attended the Continuing Community Education Program in late afternoon and evenings at Nashoba. More information can be found on the NVTHS website.

## TOWNSEND PUBLIC LIBRARY

The year 2012 brought the Townsend Public Library many new and exciting moments. We hosted a legislative breakfast, received a \$2,500 grant from Rollstone bank to help support children's literacy and won a visit from the New York Times Bestselling author whose artwork was used for 2012 national summer reading program. We are busier than ever and we are proud to report that our usage continues to grow. We have had a 17.5% increase in circulation since 2010. Technology and new devices, such as e-book readers and iPads and databases, have been added to our offerings, making our library desirable to a wider group of community members.

This year we presented our 3<sup>rd</sup> annual Festival of Trees. We had over 30 trees decorated by creative and talented community volunteers. A big Thank You to Mary Foster for starting this highly anticipated event. All library programs are free of charge and Townsend is lucky to have much local talent and many people willing to volunteer time to share their knowledge, passions and interests with our library community. Once again we send out many thanks to our community volunteers who ran free library programs in 2012, including:

- ✦ Basic Computer Classes with Bob Ervin aka "Bob the Computer Guy"
- ✦ Bingo and Tye Dye with Bob Harrison
- ✦ The Cupcake festival with Meg Genoter
- ✦ Face painting with Zoe Schuttler and Mitchell Bushnoe
- ✦ Fiber Frenzy with John King
- ✦ Garden Group with Carolyn Sellars
- ✦ Genealogy group with Dwight Fitch, Kim King and Eileen Barnacoat
- ✦ Glitter House crafting with Chris Boisse
- ✦ Home school social group with Melanie Kholi
- ✦ Ice cream social with ice cream and volunteer works from Cherry Hill Too
- ✦ Make your own Light saber with Dave Schuttler
- ✦ Maple Sugaring Workshop with John and Kim King
- ✦ Paper Crafts with Heather Rowley
- ✦ Romance Readers Book Group with Janina Majeran
- ✦ SAT classes with Janet Loomis and Veronica Kell
- ✦ Sign Language Classes with the NMRHS Deaf Club
- ✦ Summer Movies and Lunch at the library with Sue Luongo and daughters



Eileen Barnacoat, our volunteer coordinator, continues to train and communicate with all of our wonderful library volunteers. She has been leading the group for over 4 years now. We are extremely lucky to have her. We have a tremendously dedicated volunteer group. These are the people who shelve books, pull holds and help with general library work.

Our website is maintained by Melissa Hermann, who along with Steve Cloutier and Ward Clark, has helped the library staff maintain the 18 PC computers, 6 Mac Computers and 15 laptops offered for public use.

The Townsend Public Library Endowment Inc. has provided our library with some wonderful gifts in 2012. In March, the group hosted a third annual Evening of Music with the Indian Hill Big Band, as always it was well attended with music lovers of all ages. The group has also promised over \$30,000 worth of gifts requested by the Library Trustees and the Library Director to be distributed throughout 2012 and 2013. Some highlights included in the request:

- ✦ Adult garden book collection-with a focus on gardening, art and cooking
- ✦ Children's easy reader collection
- ✦ Over 100 new titles added to the digital catalog; downloadable e-books and audio books
- ✦ Renewal of the one-year license to both Heritage Quest Online and Ancestry.com; both are online genealogical research tools with a new addition of Heritage Quest Historic Map Works
- ✦ Museum passes to Sturbridge Village, Acton Discovery Museum, Zoo New England, Boston by Foot and Davis Farmland
- ✦ New shelving for the teen room
- ✦ One Book One Town books and programming.
- ✦ Performances of Julia Child and Lizzie Borden by the Delvena Theatre Group

Other Highlights:

- ✦ In 2012, the Townsend Public Library checked out 115,701 items
- ✦ Our private study rooms have been used by over 650 people in 2012
- ✦ Residents were excited to have the additional Sunday hours for a third year in a row. We are very thankful for the private funds donated for Sunday hours from January-March 2012
- ✦ Bob Harrison, president of the Friends of the library, received a \$3,000 grant from IBM on behalf of the Friends group. The funds were used to buy a movable T.V/DVD player for in-library use, 2 iPads for in-library use and funding for children's science and technology programming.
- ✦ The Friends of the Townsend Public Library group hosted 2 book sales, both with the help of Nancy French and the 6<sup>th</sup> annual plant sale. The group was able to fund our 2012 Summer Reading programs "Dream Big READ". Together with the Massachusetts Cultural Council, they provided funding for programs and prizes, including:
  - Live Music and Coffee House with Cara Brindisi
  - Worcester Opera Children's Opera "Diamonds and Toads"
  - "Love Letters" a live theater performance
  - Tanglewood Marionettes version of "Sleeping Beauty"

Library Trustees

Suzanne Doust -Chairperson (Jan-Sep2012)  
 Patricia Jeanig - Chairperson (September 2012-)  
 Karin Canfield - Vice Chair (Jan-Sep 2012)  
 Cheryl Cloutier - Vice Chair (December2012-)  
 Kimberly King  
 Alison Bird  
 Karen Waxman

Library Staff

Stacy Schuttler -Director  
 Molly Benevides-Children's Librarian  
 Karen Savage-Children's Room Senior Library Technician  
 Catherine Hill-Senior Library Technician  
 Lori Stevenson- Library Technician  
 Theresa Sawyer- Library Technician  
 Laureen Cutrona- Library Technician  
 Nicole Kramer-Library Technician

## WEST TOWNSEND READING ROOM

It was an eventful year for the West Townsend Reading Room. We are working with the Town's Administrative Offices to help fund and install a new handicap ramp in order to be ADA compliant and to replace the siding and windows of the Reading Room.

We would like to thank the Cemetery & Parks Department for their assistance in helping to maintain the parking lot, wheelchair ramp and walkways during the winter and lawn moving and grounds upkeep during the summer.

We would like to extend our appreciation to the clubs and organizations that have helped in aiding us with ongoing projects. We are always looking for and welcome individuals willing to help with the maintenance of the West Townsend Reading Room.

We extend our thanks to the groups and individuals who have rented the Reading Room and did their best in keeping the building clean and available for the next rental group. Townsend is fortunate to have this building and we are doing our best to protect its condition for many generations to come.

Respectfully submitted by,

The West Townsend Reading Room

## BAND CONCERT COORDINATOR

The Townsend Military Band plays concerts on the Common between 7:30 and 9:30 p.m. on Thursday evenings during the summer months. I request that the money be appropriated each year for nine concerts, but the number actually played depends on the weather.

Local organizations sponsor lawn parties in conjunction with these concerts. It is my responsibility to assign dates on a rotating basis. The following groups held lawn parties during the 2012 season:

- ✦ Townsend Congregational Church
- ✦ Townsend Community Couples Club
- ✦ Townsend Fire-EMS Relief Association
- ✦ Townsend Rod and Gun Club
- ✦ Townsend United Methodist Church
- ✦ Townsend Ecumenical Outreach
- ✦ Townsend VFW Post #6538 Ladies Auxiliary and Townsend Business Association
- ✦ Friends of the Townsend Seniors and Townsend Recreational Activity Council
- ✦ Project Graduation
- ✦ Townsend Scout groups

Respectfully submitted by,

Betty Mae Tenney, Band Concert Coordinator

## RECREATION COMMISSION

Townsend Recreation took a new turn in September, hiring me, Emy Hoff as the new Director. The Recreation Commission are: Sharon Whittier, Rick Corsini, Lynne Leblanc and Alice Kennedy, they went through applicants, conducted interviews and requested program presentations to fill the position. Many thanks to them as they dedicate their time and effort in these volunteer positions.

The commissioners and I worked closely together, starting the process of updating Townsend Recreation and expanding its vision. Going forward we are looking to create long term momentum and offer a wider range of recreation and community education offerings to Townsend while keeping the programs that have a successful history. We started our focus on infrastructure, community outreach and new growth.

First, was developing an infrastructure to build from. Forms, letterhead, and a new logo were created. Along with a new look to our flyers and graphic posts to be used in outreach. I also worked to build up a contact list for volunteers, activities and information by making and attending meetings with school officials, business owners and residents.

Next we started updating community outreach. Web, print and face to face. Getting involved in using social media to connect with the community was a top priority. You can now get up to date information on Townsend Recreation through our Facebook page, <http://www.facebook.com/groups/TownsendRecreation/> . Emy also posts on and contributes to sites for Townsend MA, Ashby Moms Network, North Middlesex Regional High School and local businesses that are becoming involved with Townsend Recreation. We updated our page on the Town Website with new graphic flyers on all our current and upcoming activities. [http://www.townsend.ma.us/Pages/TownsendMA\\_Bcomm/Rec/index](http://www.townsend.ma.us/Pages/TownsendMA_Bcomm/Rec/index) . Townsend Recreation is now heavily utilizing our print and cable news outlets as well. We send out releases to all local papers and our local cable channels on every new class, event or program. Townsend Recreation still depends heavily on our district students to help get the word out through send home flyers. We want to thank the Administrative staffs at all our district schools for helping to spread the word through flyer hand-outs, emails and in-school TV. They have been an invaluable resource and great support.

During this time of transition we also had longstanding programs in place. We had 3 school dances between September and December for 6<sup>th</sup>-8<sup>th</sup> graders at HBMS. We also hosted the Hawthorne Brook Insanatorium Haunted Trail. The Haunted Trail was well attended although we did see a loss from having to utilize the rain date. Despite the lesser numbers, we collected 5 laundry baskets of canned and dry goods for the TEO. Many thanks to Steve Walsh and Greg Hoffman the creators of the Trail, the custodial staff at HBMS for troubleshooting the use of electrical, and our amazing volunteers. HBMS PTO also contributed with a concession stand. The end of September started off the volleyball winter session, 8 weeks of volleyball for 5<sup>th</sup>-8<sup>th</sup> graders, we had students from Townsend and Pepperell. Al Mudgett and Becki Evans have been coaching volleyball for Townsend Recreation for years and are a major asset to us.

Lastly I worked to get some new growth started with new classes. This year we were approached by the Coordinators, Jenn T. and Bill B. of the Spaulding and HBMS Ski Schools requesting we take the program back under our umbrella. We joined forces and put together the 2012 Ski School Program, with approximately 100 students between 3<sup>rd</sup> and 8<sup>th</sup> grade that are participating this year. Thank you Jenn and Bill for your dedication to this program! Thanks to one of our parents, Mike M. we were able to restart the Archery program and offered a 5 week course during October/November. The course was completely filled at 9 participants and we will be offering it again towards the end of March. The course is held at the Townsend Rod & Gun Club. We had a 3 day Winter Craft Series prior to the winter break open to all

ages. Our very own Sharon Whittier and Alice Kennedy taught a Card Stamping Class. A new Instructor, Stephanie S., taught Hair Bow making and I taught a Decoupage Ornament Class. The classes were so much fun we will be holding another Card stamping class in the spring, with embossing. I will also be doing a Decoupage Wind Chime class and Stephanie will be coming back to teach Bows, Bands and Bejeweled hair accessories and Jenn M. will be bringing Soapmaking to the town. In the week before the Schools Holiday break, I gave flyers to the schools in our District, posted online and sent out to the media information for 11 new classes being held between January and April, that had been developed between September and December.

Thank you to everyone that has made me so feel so welcomed and for the vast amount of assistance you have given me. I am looking forward to 2013 and all the exciting classes, workshops and events we will be bringing to the community. We are always looking for new ideas and talented people willing to share that talent. Please contact me at [ehtownrec@yahoo.com](mailto:ehtownrec@yahoo.com) or 978-597-0790 if you are interested in getting involved with Townsend Recreation.

Best regards,

Emy Hoff, Director, Townsend Recreation

## TOWNSEND MEETING HALL COMMITTEE

The Townsend Meeting Hall Committee is a five-member appointed board that oversees the Meeting Hall facility. The hall is equipped with a dividing wall for two events to happen at once, or the wall can be stowed away and the complete hall can be used. A full commercial kitchen is stocked and in the rear of the building.

The Townsend Meeting Hall is not just a meeting place. This building houses Senior Center classes and events, including serving regular lunches, Library classes and special events including Friends of the Library annual book sales and vendor fairs, Library Endowment events, and Gallery receptions. In addition, area Girl Scout troops, Weight Watchers, TAYSA, Townsend 4H Club, and other groups regularly meet here. There have even been wedding showers & receptions, and birthday parties celebrated in the Meeting Hall.

New this year; a part time Facility Coordinator position was added in July. This person oversees applications for use of the Meeting Hall, event scheduling, and general inquiries about the space. Currently the position is being held by Melissa Hermann, who has been a volunteer in the Meeting Hall, Library, & Senior Center since before the complete facility was opened in October 2009. She is very knowledgeable about how the three buildings work and has been invaluable with regards to the vast technology in the facility.

Sadly Suzanne Doust has moved and is no longer on the committee. She spearheaded the interest in the Meeting Hall. She was responsible for originally stocking the kitchen, and always envisioned the Meeting Hall to be used in a variety of ways, enriching the Town of Townsend. The committee wishes her well and knows her contributions will live on.

### Meeting Hall Committee Members

David Profit – Chairman	Suzanne Doust - Vice-Chairman
Susan Luongo – Secretary	Kim King - Treasurer
Marcia MacMaster	

# TOWNSEND MEETING HALL GALLERY COMMITTEE

The TMH Gallery Committee consists of five volunteers, each with a staggered 1-3 year term, and appointed by the Board of Selectmen. Each member brings a new and varied perspective that allows the committee to maximize its impact for the community. The Gallery Committee sponsors art shows, exhibits, historical displays, silent auctions, talks, and artist receptions. At times working in conjunction with the Townsend Public Library to expand the variety of artwork presented. Items that have been on display in 2012 include watercolor paintings, acrylic paintings, paper art, photography, quilts, recycled art, woodworking, holiday greenery, doll art, and original artwork from Townsend artist Sam Thorpe.



The Gallery Committee welcomes the public to attend monthly meetings, and is open to new ideas and suggestions.

## GALLERY 2012 EVENT SCHEDULE

<b>January</b>	<i>Snow &amp; Ice</i>
<b>February</b>	<i>Paper Art</i>
<b>March</b>	<i>Chisel &amp; Brush - Tamara Gonda &amp; Nancy French</i> <i>Engaging Moments with Ordinary Sight - Julie Barrows</i>
<b>April</b>	<i>N. E. Shutterbugs Photography</i>
<b>May</b>	<i>High School Visual Arts</i> <i>Reflections Of My Work - Marilyn Heaps</i>
<b>June</b>	<i>Scott Niemi Art Show</i>
<b>July</b>	<i>Keyes Art Group Exhibit</i>
<b>July - September</b>	<i>Doll Stories</i>
<b>August - September</b>	<i>Art-on-the-Edge</i>
<b>October</b>	<i>Townsend Historical Exhibit: Sam Thorpe Remembered</i> <i>Overlooked - Rebecca Killeen-Brown</i>
<b>November - December</b>	<i>One-Woman Show - Marilyn Reed Brown</i> <i>Holiday Greenery Auction</i>
<b>December</b>	<i>Resolutions</i>

## GALLERY COMMITTEE MEMBERS

### JANUARY - SEPTEMBER 2012

Alice Struthers - Chairman  
Marilyn Brown  
Kimberly King  
Joan Wotkowicz  
Tracy Taylor

### SEPTEMBER - DECEMBER 2012

Alice Struthers - Chairman  
Kimberly King  
Tracy Taylor  
Nancy French

## CULTURAL COUNCIL

In FY 2012, Townsend Cultural Council awarded grants totaling \$3910 to 20 out of 27 applicants for funds. These included programs sponsored by Townsend Public Library (Eyes on Owls, Greater Worcester Opera 'Diamonds and Toads', Tanglewood Marionettes 'Sleeping Beauty', Richard Clark - Keeping History Alive - Love Letters), Hawthorne Brook PTO (A Knight's Tale, Animal Adventures, Myth Masters, Now Hear This: The Sound Science), Townsend Earth Day Committee (Wolf Talk - Live Wolves Display and Presentation), Townsend Recreation (Summer Theater), Project Graduation (Caricature Artists), Indian Hill Music (Bach's Lunch), Spaulding Memorial PTO (African Acrobats, Paul Revere's Midnight Ride Story Telling Program, Native American Tales by Robin Pease, Math Magic), Fitchburg Art Museum (77<sup>th</sup> Regional Exhibition of Art and Craft), Squannacook Early Childhood Center (Rick Goldin), and Townsend Council on Aging (Dawn Kelly - 'Music Is Love', Richard Clark - 'Great Scot, It's Andrew Carnegie').

## VETERANS' AGENT

I am appointed by the Board of Selectman, but the position is mandated by the State. Each city or town must, by law, have a representative responsible for assisting the Veterans of that community and administering the appropriate funds. Each year the Veterans' Service Officer submits a budget which must be approved by the Town. Part of the budget is allocated for the Service Officer salary and the remainder is used for the funding of Veterans' claims. The claims are reimbursed by the State through the Department of Veterans' services in Boston.

Veterans' Service Officer holds office hours in the Town Hall on Tuesday at 1: 00 P.M. until 4:00 P.M. Veterans' Service Officer can be contacted at 978-597-1700 Ext 1729.

Many Veterans and their families are unaware of the benefits available to them. Benefits include financial assistance for food, heat, medical expenses, and aid for educational expenses. Assistance is available to the unemployed and disabled Veterans.

Legal claims are referred to the Boston Veterans' Service office.

Each case is service with the utmost discretion. Individual cases are confidential and not open to the public. Approximately 170 Veterans are assisted each year in Townsend. Townsend veterans' received \$23,949. in Chapter 115 benefits for FY 2012.

Respectfully submitted by,

Joseph J. Mazzola  
Veterans' Service Officer.

## COUNCIL ON AGING

Mission Statement: *The Townsend Council on Aging 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 Council on Aging and Senior Center (dedicated to Roy & Nancy Shepherd) are located at the new Complex at 16 Dudley Rd. **Our hours are 9-3 Monday through Thursday; 9 - 2 Friday.**

The COA office continues to provide information and referral services as needed and works with local and state organizations providing services for our senior citizens. Office hours are the same as the senior center hours.

2011 was a very busy year with many, many programs to offer. The senior center has 18 programs ongoing weekly. We offer classes in health and fitness such as exercise, yoga, line dancing and meditation; and recreation such as bingo, cribbage and bridge. We also have a variety of arts and crafts classes from painting to woodcarving. Arts and Crafts classes also offer new and different projects every month and include flower arranging and jewelry making.

Also offered are musical performances, holiday parties, comedians and speakers on health, financial and other issues facing senior citizens.

On a monthly basis we have a Grief Counseling support group (new, as of July 2011), a birthday party, Genealogy Club, and a well adult clinic (blood pressure & other screenings). Other new programs are Zumba Gold, Chair Yoga, and Quilting.

We added Monday to our schedule of Congregate meals which are held in the Meeting Hall at 12 noon on Mondays and Wednesdays. These meals continue to be popular as the cost for the meal is a \$2.00 donation.

Meals on Wheels continues to be going strong and serving shut-ins throughout Townsend. Many thanks to Jack; John, Ellen, Eloise, Bunny, Sue, Jan, and Jerry for their continued time and commitment to MOW! SHINE (Serving Health Information Needs of Elders) services are available by appointment. Volunteer, Ann Sheldon, is available to counsel seniors about their health care choices. Many thanks to Ann for her dedication and numerous hours served.

TAX -PREPARATION ASSISTANCE is available in February and March with AARP volunteers Carol and Duane. Many thanks to them for their (many) volunteer hours in helping our seniors through tax season. The Council on Aging continues to manage our elderly transportation through the Lowell Regional Transit Authority Road Runner bus. In 2012 there were 4,194 trips taken by our seniors. Along with medical trips the bus brings seniors to the senior center for lunch and activities; shopping for groceries and miscellaneous and a variety of trips within our town. Those wishing to make a reservation, call 978-597-1730.

Once again in November Mark Lynch put on his annual Thanksgiving Dinner. Many, many seniors enjoyed a really delicious meal, as well as shut-ins who's meals were delivered by volunteers. Again we used the Senior Center Arts & Crafts room to serve those who could not fit in the Meeting Hall. Special thanks to Jane Jackson who coordinated the delivery of the meals to shut-ins. Thank you once again Mark, his family and the many, many, volunteers.

We always want to thank the Friends of the Townsend Seniors for their continued support and appreciated bus trips, dinners, etc. Many thanks for the 50" plasma TV they purchased to replace the TV in our Media Room. The seniors who do chair exercises three times a week, and the Wii bowlers group, as well as the Senior Center Staff, especially appreciate this wonderful donation!

Many, many thanks to all the senior center volunteers who serve at our reception/greeters desk, in the kitchen preparing meals, those who set up and take down tables & chairs when needed, those who lead some of our classes, including Wood Carvers; Meditation; Bingo; Chair Exercise; Cribbage; Bridge; Jewelry Making; Card Making; and Walking Club. Special Thanks to Pilar (PJ) Hughes who made the many, many scarves and earrings which were sold and the money was donated to the Fran Araujo Arts & Crafts fund.

Special thanks also to Jane Jackson who tirelessly worked on our 2013 Community Grant application. We were very pleased and grateful to receive \$5,800 from the Community Foundation and were looking forward to expanding our lunch program. However, in December, because of the failed two and a half vote, the “town” decided to take \$6,000 from our Kitchen Manager’s budget, thus making it impossible to add any more lunch days. We are hopeful to receive another grant for the FY 2014 year and more hopeful to expand the lunch program.

Without all our valuable volunteers, we could not hold the many classes (and choices) for our senior population. Each and every volunteer is gratefully appreciated!

Anyone wishing to donate to the senior center for programs, special events, etc. may do so by sending them to the **Townsend Council on Aging/Senior Center at 16 Dudley Rd., Townsend, MA 01469-1019.**

Respectfully submitted,

Christine Clish, Director

Council on Aging Board members:

Bill Roberts, Chair; Lt. David Profit, Vice Chair; Jan Wesson, Secretary; Pauline Bradt; Carole Buxton; Raynold Jackson; Marcia Mac Master; Ed Snapp; Kathy Spaulding.

## LOWELL REGIONAL TRANSIT AUTHORITY

The Lowell Regional Transit Authority (LRTA) is one of fifteen regional transit authorities established by the Commonwealth of Massachusetts in 1974 dedicated to the mission of increasing the use of mass transit on a regional basis. Headquartered at the Charles A. Gallagher Intermodal Transportation Center in Lowell, the LRTA provided nearly 1.4 million passenger trips on their fixed route bus service in nine communities in fiscal year 2012. Additionally, the mobility of elderly and disabled citizens is enhanced through the Council’s on Aging and the LRTA Road Runner program providing approximately 102,300 passenger trips in fiscal year 2012. The LRTA serves an area of over 300,000 population with an operating budget of more than \$6 million annually.

The LRTA currently provides Road Runner van service to eleven communities in the region. The LRTA provides curb-to-curb transportation service in Townsend and surrounding towns on a 24 hour advance registration basis. Townsend residents aged 60 years and older or those who are disabled may avail themselves of the Road Runner program. All of the vehicles are fully accessible and wheelchair lift-equipped.

Many trip purposes can be accommodated: shopping, medical appointments, Senior Center events, social and recreational activities. The fare schedule is \$1.00 one-way within Townsend and \$1.50 one-way to the surrounding communities.

The Council of Aging ridership in Fiscal Year 2012 was 4,412 trips covering more than 13,113 miles. Townsend received the new 2009 16 passenger Superduty van in the spring of 2010. New vehicles are acquired through the Commonwealth’s Mobility Assistance Program, which provides 80% of the cost of the new vehicle, while the Federal Transit Administration provides the remaining 20% matching share.

The year 2012 continues to show strong support for Road Runner services. The LRTA feels that Townsend is doing an excellent job under the leadership of Christine Clish. So we feel confident that our partnership will only improve in the upcoming years.

## SUMMARY OF LRTA SERVICES TO TOWNSEND

### ROAD RUNNER:

<b>Type or Service:</b>	Dial-A-Ride and prescheduled
<b>Service Area:</b>	Townsend, Ayer, Fitchburg, Lunenburg, Leominster, Nashua, N.H.
<b>Eligible Riders:</b>	Elderly over 60 years of age and any handicapped person
<b>Trip Purposes:</b>	All trip purposes accommodated, medical, shopping, recreational, social
<b>Availability:</b>	Monday 8:00 a.m. - 2:00 p.m. (Medical, lunch); Tuesday 9:00 a.m. - 3:30 p.m. (Shop, Nashua*); Wednesday 8:00 a.m. - 2:00 p.m. (Local, lunch); Thursday 8:00 a.m. - 3:30 p.m. (Local, Shop-Fitch.); Friday 8:00 a.m. - 1:00 p.m. (Medical, local)
<b>Fare:</b>	(one way) \$1.00 Local (Townsend, Ayer, Fitchburg, Lunenburg \$1.50 Leominster, Nashua, Fitchburg (Searstown))
<b>Advance Notification:</b>	By 4:00 p.m. the previous day.
<b>Vehicles:</b>	One 14 Passenger Ford E350 Superduty van with wheelchair lift.

\* Shopping trip on 3rd Tuesday of month is to KMART Plaza, Fitchburg, Mass.





# VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: \_\_\_\_\_ Telephone No. (    ) \_\_\_\_\_

Cell No. (    ) \_\_\_\_\_ e-mail \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Amount of time available (per week/per month): \_\_\_\_\_

Background/Experience \_\_\_\_\_

**LIST ORDER OF PREFERENCE**

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	*Library Trustees	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertain.	Townsend Emergency Mang. Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
Town Properties Committee	*Library Trustees	*Trust Fund Commissioners
Squannacook River Rail Trail Exploration		*Democratic Town Committee
	Other	Human Services
	Energy Committee	*Board of Health
	Townsend Meeting Hall Gallery	Council On Aging
General Government		*Trustees of Soldiers' Memorials
*Board of Selectmen		Abram S. French Fund Committee
Finance Committee		
*Assessors		Housing
Capital Planning Committee	School Committee Rep	*Housing Authority
Strategic Planning Committee	North Middlesex Regional High School	
Cable Television Advisory Committee	Nashoba Valley Technical High School	
	Spaulding Memorial School Building Committee	

*\*Unless a vacancy exists on an Elected Board prior to an Election, all \* (asterisks) positions require nominations papers. Please see the Town Clerk for further information.*