TOWNSEND TOWN REPORT 2013

The Town would like to thank

Eric Fellows, Kim King, Andrew Shepherd

and all those who provided photos used throughout the publication.

ANNUAL REPORT 2013

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.

Amy Collins
Laurette S. Bolden
Shirley E. Kao
Stanley E. Vladyka
James F. Clish
Bryce C. Brown

Shirley M. Call
Robert L. Remelius
Roy D. Shepherd
Jane M. Churchville
Richard E. Krasenics

GENERAL INFORMATION

Website: www.townsend.ma.us
Townsend is situated in Middlesex County
Incorporated in 1732

Town Seal:

Town Flag:

Land Area 32.83 Square Miles
6,818 Acres of State-Owned Land
315 feet above Sea Level

Fiscal Year 2013

Tax Rate	$18.26
Real Estate	$747,932,332
Personal Property	$22,089,640

Fiscal Year 2000

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

Population

2013	8,845
1990	8,340
1920	1,575
1765	598

Registered Voters

2013	6,256
2001	5,478
1995	4,309
1990	4,475

Schools

North Middlesex Regional School District	(Pre-K to 12 - Townsend, Pepperell and Ashby)
North Middlesex Regional High School	Grades 9-12 (includes all 3 towns)
Hawthorne Brook Middle School	Grades 5-8 (includes Ashby)
Spaulding Memorial School	Grades K-4
Squannacook Early Childhood Center	Preschool
Nashoba Valley Technical High School	Grades 9-12 (Westford, Massachusetts)

Emergency calls Police, Fire and Ambulance	**911**
General Calls Police	978-597-6214
Fire Burning Permits	978-597-8150

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APPOINTED OFFICALS

Abram S. French Fund Committee

Renee Fossey	2014
Paul Sweet	2014
Kristine Vaz	2014

Agriculture Committee

Nancy Chapman (Alternate)	2014
Susan Greenough (Alternate)	2014
John Trovato	2014
James Deroian	2015
Bart King	2015
Keith Hutchins	2016
Charles Rossbach	2016

American Flag Committee

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

Americans with Disabilities Act Coordinator

Richard Hanks	2014

Animal Control Officer

Mary Letourneau	2014

Band Concert Coordinator

Betty Mae Tenney

Board of Registrars

Susan Funaiole, Ex-Officio	
Mary Jane O'Hara	2014
Catherine Thrasher	2015
Claire Devine	2016

Building Commissioner/
Zoning Enforcement Officer

Richard Hanks	
Bentley Herget (Alternate)	2014
Peter Niall (Alternate)	2014

Burial Agent

Susan Funaiole	2016

Cable Television Advisory Committee

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

Capital Planning Committee

Lorna Fredd	2014
Richard Oakley III	2014
Planning Board Representative (open)	2014
Carolyn Smart	2015
Colin McNabb	2016
Roger Rapoza	2016
Andrea Wood	2016

Chief Procurement Officer

Andrew Sheehan	2016

Conservation Commission

Karen Chapman	2014
Jennifer Pettit	2014
Mary Small	2015
James Deroian	2016

Constables

Lawrence Hartnett	2014
John Whittemore	2014
Neil McGorty	2015
William Martin	2015
Michelle Dold	2016
Michael Keefe	2016
Robert Nickerson	2016

Council on Aging

Pauline Bolduc	2014
Pauline Bradt	2014
David A Profit	2014
Edward Snapp	2014
Valerie Adams	2015
Ray Jackson	2015
Carol Mansfield Buxton	2015
Janet Wesson	2015
Marcia MacMaster	2016
Charlotte Murphy	2016
Sandra Stevens	2016

Election Officials Precincts I, II & III

Wardens
- Jane Stonefield
- Betty Mae Tenney
- Carol Wright

Deputy Wardens
- Stephen Baldwin
- Paula Woodman

Clerks Marcia MacMaster
- Avis Roy
- Paula Woodman

Deputy Clerks
- Helen Kezar
- Sharon LaCasse
- Louise Thorpe

Ballot Box Clerk
- Stephen Baldwin
- Brian Colby
- Donald Keefe
- Cheryl Simoneau
- John T Stonefield

Inspectors
- Eric Aaltonen
- Carol Beauchamp
- Carol Buxton
- Jean Bradley
- Shirley Call
- Darlene Coit
- Ronald Dionne
- Beaulah Greenough
- Lois Howgate
- Irene Johnson
- Julie Johnson
- Clare Kauppi
- Eino Kauppi
- Janet Leavitt
- Joan Beverly MacPhee
- Lindsay Morand
- Shirley Morton
- Heidi Munroe
- Charlene Smith
- John Stonefield
- Lonna Thiem
- Sandra Tuttle
- Jack Walsh
- Janet Wesson
- Carlene Whittemore
- Dot Wicks

Energy Committee

Michael Brown	2015
Christopher Campion (resigned)	2015
Edward Hermann	2015
Susan Dejniak	2016

Facilities Manager

Mark Mercurio

Fence Viewer

John Whittemore

Finance Committee

Gini Lee King	2014
Nancy Rapoza	2014
Sam Grant	2015
Cindy King	2015
Colin McNabb (resigned)	2015
Jason Vellen	2015
Carolyn Smart	2016
Andrea Wood	2016

Fire Department

Chief
- Donald Klein

Deputy Chief

John Elliott	2014
David Roy	2014

Full-Time Captain/EMT-B

Mike Grimley	2014

Full-Time Figherfighter/EMS
- Leon Niemiera
- John Tuomi

On-Call Captains

John Elliot	2014

On-Call Lieutenants

Richard Carlson	2014
William Elliott	2014
Brian Metivier	2014
Gary Shepherd	2014

On-Call EMS Lieutenants

Jeffrey Cormier – EMT-B	2014
Wanda Goodwin – EMT-P	2014

On-Call Firefighters

Jeffrey Beal	2014
Brian Borneman	2014
Nicole Carter	2014
Joshua Chapman	2014
Cody Collins	2014

Jeffrey Cormier	2014
Austin Cote	2014
Duane Creighton	2014
Ryan Cronin	2014
Brent Davis	2014
Jonathan Eggleston	2014
Brian Fenton	2014
Greg Galeota	2014
Randy Girard	2014
Wanda Goodwin	2014
Brett King	2014
Jon Kinney	2014
Kris Klein	2014
Brian Mayer	2014
David Mazza	2014
Eric Modica	2014
Steve Mongelli	2014
Benjamin Niemiera	2014
James Normington	2014
Michael Sodano	2014

On-Call EMTs

Jessica Fellows	2014
Steven Gay	2014
Maria Imperiali	2014
Kris Klein	2014
Jean Nichols	2014
Sandy Oser	2014

Per Diem Paramedics

JP Antonio	2014
Jacqueline Becker	2014
Tim Bellemore	2014
Nicole Carter	2014
Anthony Caruso	2014
Cyndi Childs	2014
Chris Cotter	2014
Thomas Dardas	2014
Francesco DeMaio	2014
Zachary Driscoll	2014
Ronald Eddy	2014
Greg Galeota	2014
Fred Jeffries	2014
Jonathan Kinny	2014
Peter Laitinen	2014
Eric Mannion	2014
Leslie Major	2014
Brian Mayer	2014
David Mazza	2014
Joshua McCrillis	2014
Eric Modica	2014
Ben Niemiera	2014
Leon Niemiera	2014
Everett "Bill" Olson III	2014
James Pelletier	2014
Ronald Petrucci	2014
Joseph Reger	2014
Jeffrey Rupple	2014
Marty Scott	2014
Jeremy Stebbins	2014
Kurtis Triehy	2014

FIRE/EMS Building Committee

William Elliot
Michael Grimley
Brett King
Mark Mercurio
James Normington

Gas/Plumbing Inspector

Richard Kapenas	2014
Gary Williams (Alternate)	2014

Hazardous Waste Coordinator

Donald Klein	2014

Highway Superintendent

Edward Kukkula

Highway Department

Matthew Brady
Jeffrey Camber
Brian Fenton
Keith Letourneau
James Smith

Historic District Commission

Niles Busler (Alternate)	2014
Michele Busler (Alternate)	2015
Susan Gerken	2015
Eino Kauppi	2015
Kenneth Diranian	2016
Clare Kauppi	2016
Bette McNabb	2016
Terry McNabb	2016

Inspector of Animals

John King	2014

Inspector of Wires

William Choate	2014
Daniel Cushing (Alternate)	2014

James H. Tucker Fund Committee

Kenneth Gerken	2014
Pamela Haman	2014
Michael Marchand	2014

Keeper of the Lockup

Erving Marshall, Jr.	2014

Land Use Coordinators

Karen Chapman/Jeanne Hollows

Library Director

Stacy Schuttler

Local Licensing Authority

Erving Marshall, Jr.	2014
Mark Giancotti	2014
John Johnson	2014
David Profit	2014
Cheryl Stevenson	2014

Lowell Regional Transit Authority

Timothy Lorden

Montachusett Joint Transportation Committee

Edward Kukkula

Montachusett Regional Planning Commission

Chris Jones	2014
Laura Shifrin	2014

Muncipal Hearings Officer

Andrew Sheehan	2014

Nashoba Valley Technical High School Committee

Sheldon Chapman	2014
Karen Chapman	2015

North Middlesex Regional Emergency Planning Committee Representative

Karen Chapman (Alternate)	2015
Shirley Coit	2015
Don Klein	2015

Parking Clerk

Susan Funioale	2014

Police Department

Chief

Erving Marshall, Jr.	2014

Deputy Chief

David Profit	2014

Sergeants

Mark Giancotti	2014
John Johnson	2014
Cheryl Stevenson	2014

Officers

Mark Francis	2014
Randy Girard	2014
Jim Landi	2014
James Marchand	2014
Kimberly Mattson	2014
David Phillip	2014
George Reidy	2014
Thaddeus Rochette	2014

Communication Department

Erving Marshall, Jr. Director	2014
Diane Babineau	2014
Rebecca Borneman	2014
Nim Collins	2014
Jeffrey Cormier	2014
Melody Cotter	2014
Donald Girard	2014
Michael Grimley	2014
Robert Heffernan	2014
David Mazza	2014
Jean Nichols	2014
Janet O'Loughlin	2014
Catherine Whitney	2014

Reserve Officers

Tony Brennan	2014
Austin Cote	2014
Brent David	2014
Michael Marchand	2014
Joseph Quinn	2014
Daniel Schultz	2014
Christopher Van Voorhis	2014

Matrons

Robin McRae	2014
Elizabeth Miles	2014
Jean Nichols	2014
Janet O'Loughlin	2014

Crossing Guards

Patricia O'Reilly	2014

Volunteers of the Police Department

Robert Camelio	2014
Charles Giantucco	2014
William May	2014

Problem Animal Control Officer
Mary Letourneau 2014

Right to Know Coordinator
Donald Klein 2014

Sealer of Weights and Measures
Eric Aaltonen 2014

Town Accountant
Kimberly Fales 2015

Town Administrator
Andrew Sheehan 2016

Town Counsel
Kopelman and Paige, PC

Townsend Cultural Council
Mary Barrett 2014
Katie Barrett 2015
Dave Kulvete 2015
Susan Shuford 2015
Karen Clement 2016

Town Treasurer/Tax Collector
Kathleen A Rossbach
(resigned 11/30/13) 2014
Kate Stacy (Interim Treasurer)

Townsend Emergency Management Agency
Shirley Coit 2015
Mike Grimley 2015
Thomas Whittier 2015
Eric Aaltonen 2015
Chad Adams 2015
Karen Chapman 2015
Richard Hanks 2015
Paula Hyde 2015
Eino Kauppi 2015
David Mazza 2015
Ed Snapp 2015
Sheryl Vaughan 2015
Carla Walter 2015
Jeffrey Coit
Wanda Goodwin
Harold Hanna
Anita Hanna
Ray Jackson
Thomas Moore
Joseph Reed
Jonathan Sawyer
Theresa Sawyer
Paul Upham
Joan Walton
Ann Woods

Townsend Meeting Hall Committee
Christine Clish 2014
Kimberly King 2014
Sue Luongo 2014
Marcia McMaster 2014
David Profit 2014

Townsend Meeting Hall Coordinator
Melissa Hermann (resigned) 2015

Townsend Meeting Hall Gallery Committee
Nancy French 2014
Kimberly King 2015
Alice Struthers 2015
Tracy Taylor 2016

Town Properties Committee
Karen Chapman 2014
Karen Coughlin 2014
Laura Shifrin 2014
Kevin Smith 2014
Alice Struthers 2014
Andrea Wood 2014

Townsend Recycling Committee
Victoria Bender
Michele Cannon
Irene Congdon
Susan Shaine
Salina Thomas

Tree Warden
Donald Massucco 2014

Veteran's Agent
Joseph Mazzola 2014

Water Superintendent
Paul Rafuse

West Townsend Reading Room Committee
Sharon Araujo 2014
Vicki Coppinger 2014
Lois Rearick 2014

Zoning Board of Appeals

Karen Chapman, Department Assistant	
Kelly Chambers	2014
John Giunta	2014
Craig Stevens	2014
Darlene Sodano	2015
William Cadogan	2016
Julie Johnson	2017
Anthony Genova	2018

ELECTED OFFICALS

Amanda E. Dwight
Entertainment Fund Committee

Deborahanne Mayer	2014
Susan Gerken	2015
Karen Clement	2016

Moderator

Gene Rauhala	2015

Board of Selectmen

Sue Lisio, Chair	2015
Robert Plamondon, Vice Chair (resigned 11/25/13)	2014
Colin McNabb, Clerk	2016

Board of Assessors

Niles Busler	2014
Laura Shifrin	2015
Julie Johnson	2016

Board of Health

James Le'Cuyer	2014
Christopher Genoter	2015
Michelle Dold	2016

Board of Water Commissioners

Francis McNamara	2014
Niles Busler	2016
Andrea Wood*	

Cemetery and Parks Commissioners

Albert "Tubby" Boucher	2014
John Barrett	2015
Raymond Boyes, Sr.	2016

Democratic Town Committee

John Barrett
Amy Collins
David Funaiole
Maxfield MacPhee
Scott Alexander MacPhee
Colin McNabb
Gene Rauhala
Leslie Rauhala
Adam Snodgrass
Catherine Thrasher
Mary Eileen Violette
Michael Violette

James Tucker Fund

Kenneth Gerken	2014
Pamela Haman	2014
Michael Marchand	2014

Library Trustees

Cheryl Cloutier	2014
Kimberly King	2015
Karen Waxman	2015
Alison Bird	2016
Patricia Thomas-Jeanig	2016

North Middlesex Regional School District Committee

Anne Buchholz	2014
Michael Morgan	2014
Randee Rusch	2014
Robert Templeton	2015
Susan Robbins	2016

Planning Board

Karen Coughlin	2014
Jeffrey Peduzzi	2015
Chris Jones	2016
Perry Tomasetti	2017
Chris Nocella	2018

Recreation Commission

David Schuttler	2014
Sharon Whittier	2014
Richard Corsini	2015
Alice Kennedy	2015
Jennifer Ann McLaughlin	2016

Republican Town Committee
Anthony Belloli
Rita Belloli
Albert "Tubby" Boucher
Claire Devine
Sam Grant
Julie Grant
Keith Jackson
Shirley Kao
Kenneth Miller
Paul Morin
Dennis Murphy
Penelope Ann Murphy
Avis Roy
Richard Shuford
Janet Simopoulos
Louis Simopoulos
Nicholas Thalheimer
John Trovato
Susan Vassallo
Paul Vassallo
Kristine Vaz
Bruce Williams

Tax Collector

Kathleen Rossbach (retired 11/30/13)	2014

Town Clerk

Susan Funaiole	2014

Townsend Housing Authority

Kathleen Araujo	2014
Laura Shifrin	2016
Kevin Smith	2018
Heather Araujo*	

Trust Fund Commissioners

Lynne LeBlanc	2015
Vacant	2016
David Funaiole*	

Trustees of Soldier's Memorials

Keith Jackson	2014
Avis Roy	2014
Robert Tumber	2015
Peter Buxton	2016
Walter Mann	2016

*Appointed to fill vacancy until 4/28/14

BOARD OF SELECTMEN

Two-thousand-thirteen was a year of change for the Board of Selectmen, but also one of continued progress. Nicholas Thalheimer did not seek reelection to a second term. Colin McNabb was elected to take Mr. Thalheimer's seat on the Board. Following the election the Board reorganized with the following officers: Sue Lisio, Chairman; Robert Plamondon, Vice Chairman; and Colin McNabb, Clerk. In November, Mr. Plamondon announced his resignation citing a decision to relocate out of state. Sue Lisio and Colin McNabb served the remainder of the term as a two member Board. The Board and Town Administrator Andy Sheehan agreed to terms on a new three year contract. Karin Canfield Moore, Executive Assistant to the Town Administrator, continued her excellent work assisting the Town Administrator, the Board, other departments, and the public. She continues to be a great asset to the Town.

Contracts with labor groups were up for renewal in 2013. Firefighters unionized in 2013 and joined existing unions representing Highway/Water, Police, and Telecommunicators. Contracts with all groups were settled and funded at the November Special Town Meeting.

Residents continue to take advantage of the new website that was unveiled in 2012 and use it as a 24/7 source of information. Staff is continuing to add content and keep the information current. The Administration is committed to improving communication and access to information.

The Administration also worked to upgrade technology as it changes rapidly and we must strive to keep up. In June 2013 the Town adopted new integrated finance software. The Vadar software puts the

Accountant, Assessors, Treasurer, and Collector on the same platform, improving communication, reducing redundancies and refining efficiency. The Town also upgraded its computer servers. This upgrade was made possible by the donation by Sterilite of three servers. These servers were an immediate upgrade over our existing equipment and provide improved speed and reliability. The technology upgrades are overseen by Melissa Hermann, whose company Townsend Technologies assumed the management information systems contract at the start of FY14. Melissa worked with the prior vendor, Radio Engineering Associates, whose principal, Steve Cloutier, built much of the technology infrastructure. The Administration thanks Steve for his many years of service and welcomes Melissa.

Energy continued to be an area of focus. The Town Administrator negotiated and the Board signed an intermunicipal agreement with Lunenburg to purchase net metering credits. These credits will be available as a result of a solar generation facility being developed in Lunenburg. At no cost to the Town, Townsend will purchase surplus credits from Lunenburg. Each credit will reduce the energy cost by about 15% and we expect enough credits to cover most of our electricity accounts. The Energy Committee and Town staff oversaw audits of several buildings in 2013. The audits resulted in upgrades to lighting, heating and cooling, and other systems. Most of these upgrades were funded through the Green Communities Program. A number of projects are scheduled for 2014. All of these projects will make our systems more energy efficient, reduce energy use, and reduce costs. Karen Chapman, Land Use Coordinator and Mark Mercurio, Facilities Manager continue to be valuable advisors and assistants in these efforts.

The Facilities Department continued its efforts in maintaining and improving our buildings. A number of maintenance projects were undertaken during 2013. Facilities Manager Mark Mercurio 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. He and Karin Canfield Moore led the effort to clean out the Town Hall Annex and make it available for records storage. This is helping us properly organize and store records while freeing up valuable space at Town Hall. This effort was assisted by a donation of a number of shelving units from Sterilite.

Due to a slow and uneven recovery from the Great Recession 2013 was another challenging budget year. However, thanks to the Board's leadership and the cooperation of departments, the FY2013 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 to further supplement reserves or to pay for one-time capital items. Town Meeting in May 2013 approved a responsible and balanced spending plan for FY14. The FY14 budget can best be described as a no frills budget. There remains little fat in the budget, but it maintains essential services.

The year also saw the retirement of long time Treasurer-Collector Kathy Rossbach. Kathy worked for the Town for more than 30 years. The Board wishes her well in retirement and is comforted in knowing she is never far away.

Sadly, the Town also said goodbye to Roy Shepherd and Jim Clish. Roy was a lifelong resident and businessman, longtime member of the Fire Department and founder of the ambulance service. Jim founded the Townsend Ecumenical Outreach (TEO) which has helped countless numbers of people through the years and continues to provide for those in need.

Despite the challenges, 2013 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. As we continue to face the challenge of delivering critical services while minimizing the impact on residents, we are confident this can be accomplished with continued leadership and the commitment of employees.

Respectfully submitted,

Sue Lisio, Chairman
Robert Plamondon, Vice-Chairman
Colin McNabb, Clerk
BOARD OF SELECTMEN

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

TOWN CLERK

2013 started as years past with budgeting, town report, census, year-end reports, and election preparations as well as Spring Town Meeting. We held the Special Senate Election the same day as our own local election. Combining the two elections saved time and money. Our election equipment was programmed to accept both ballots. Our local ballots were color coded so the election workers were able to separate them easily at the end of the day. You will find the results of these two elections further on in this report.

We had the Annual Town Meeting May 7 and a Special Town Meeting on Nov. 19. The minutes of those meetings follow this report.

The Assistant Town Clerk, Kathy Spofford and I have attended several of the Clerk conferences this year, where we took different classes to maximize the amount of information brought back to the office.

Last year I pointed out that Birth Records were being handled through a computer module and soon the Death module will be up and running as well. This use of technology saves paper, postage, and time. Our local Funeral Directors are anxiously awaiting this addition to help them with their paperwork.

Changes in election laws, voter registrations, and voter ID's continue to be discussed at conferences.

Dog licensing has changed and owners of 4 or more dogs wishing to have a kennel license must first have our Animal Control Officer, Mary LeTourneau, inspect the area and verify the rabies certificates, before we will be able to give the owners a license.

Our late fee, which begins March 1, is now $10 per dog, approved at the May Town Meeting. Once again we had the number one dog tag contest and the winner was announced the beginning of February at a Selectmen's meeting. Please remember to check our website for dates and positions available for any upcoming elections. www.townsend.ma.us Information about how to register to vote, registering your dog, town meeting information and other areas of local government can be found on the site.

Population	8845		
Registered Voters	6256	Marriages	37
Births	54	Raffle Permits	3
Deaths	54	Dogs	1186

It is about service. We welcome your questions, from public records concerning town business to family genealogy.

We make every effort to find what you need or direct you to the appropriate agency.

Respectfully submitted,

Susan A. Funaiole, cmc/cmmc

STATE PRIMARY ELECTION – APRIL 30, 2013

Precinct	**I**	**II**	**III**	**Total**
Total Votes	**464**	**413**	**363**	**1240**
SENATOR IN CONGRESS				
Democratic Party				
Precinct	**I**	**II**	**III**	**Total**
Total Democratic Votes	**228**	**229**	**203**	**660**
Blanks (over votes)	0	0	2	2
Stephen F. Lynch	108	102	97	307
Edward J. Markey	120	127	104	351
Write-ins	0	0	0	0
Total:	228	229	203	660
Republican Party				
Precinct	**I**	**II**	**III**	**Total**
Total Republican Votes	**236**	**184**	**160**	**580**
Blanks (over votes)	0	2	1	3
Gabriel E. Gomez	142	103	84	329
Michael J. Sullivan	71	50	55	176
Daniel B. Winslow	23	27	20	70
Write-ins Scatterings	0	2	0	2
Total:	236	184	160	580

ANNUAL TOWN ELECTION - APRIL 30, 2013

(Total Registered Voters – 6252)

Precinct	I	II	III	Total
Total Votes	**489**	**444**	**373**	**1306**
BOARD OF SELECTMEN				
Blanks	3	2	11	16
David Funaiole	98	77	69	244
Colin McNabb	226	232	181	639
Carolyn Smart	162	133	111	406
Write-ins Scatterings	0	0	1	1
Total:	489	444	373	1306
BOARD OF ASSESSORS				
Blanks	138	113	107	358
Julie Johnson	350	330	263	943
Write-ins Scatterings	1	1	3	5
Total:	489	444	373	1306
CEMETERY AND PARKS COMMISSONERS				
Blanks	129	117	106	352
Raymond Boyes, Sr.	359	327	265	951
Write-ins Scatterings	1	0	2	3
Total:	489	444	373	1306
BOARD OF HEALTH				
Blanks	141	133	108	382
Michelle Dold	348	309	263	920
Write-ins Scatterings	0	2	2	4
Total:	489	444	373	1306
TOWNSEND HOUSING AUTHORITY (5-year) (1)				
Blanks	473	433	373	1277
Kevin Smith	4	4	0	8
Write-ins Scatterings	12	7	2	21
Total:	489	444	373	1306
TOWNSEND HOUSING AUTHORITY (1-year) (1)				
Blanks	484	437	369	1290
Kathy Araujo	5	3	1	9
Write-ins Scatterings	5	7	4	16
Total:	494	447	374	1315

BOARD OF LIBRARY TRUSTEES(3-YEAR) (2)				
Blanks	444	375	320	1139
Patricia Thomas-Jeanig	297	276	228	801
Alison Bird	237	237	195	669
Write-ins Scatterings	0	0	3	3
Total:	978	888	746	2612
BOARD OF LIBRARY TRUSTEES (2-YEAR) (1)				
Blanks	151	135	124	410
Karen Kranak Waxman	337	309	248	894
Write-ins Scatterings	1	0	1	2
Total:	489	444	373	1306
PLANNING BOARD (5-year)				
Blanks	484	438	370	1292
Write-ins Scatterings	5	6	3	14
Total:	489	444	373	1306
RECREATION COMMISSIONERS (3-year) (1)				
Blanks	118	82	84	284
Jennifer McLaughlin	206	231	166	603
David Schuttler	165	130	120	415
Write-ins Scatterings	0	1	3	4
Total:	489	444	373	1306
RECREATION COMMISSIONERS (1-year) (1)				
Blanks	482	436	367	1285
Jennifer McLaughlin	3	2	0	5
David Schuttler	2	4	2	8
Write-ins Scatterings	2	2	2	6
Total:	489	444	371	1304

TRUSTEES OF SOLDIERS MEMORIALS (VETERAN)				
Blanks	94	89	73	256
Walter Mann, Jr.	273	271	232	776
Edward Snapp	122	84	66	272
Write-ins Scatterings	0	0	2	2
Total:	489	444	373	1306

TRUSEES OF SOLDIERS MEMORIALS (NON-VETERAN)				
Blanks	133	120	106	359
Peter Buxton	356	324	266	946
Write-ins Scatterings	0	0	1	1
Total:	489	444	373	1306

TRUST FUND COMMISSIONER (1-year) (1)				
Blanks	486	442	371	1299
Write-ins Scatterings	3	2	2	7
Total:	489	444	373	1306

TRUST FUND COMMISSIONER (2-year) (1)				
Blanks	167	141	136	444
Lynne LeBlanc	322	303	235	860
Write-ins Scatterings	0	0	2	2
Total:	489	444	373	1306

TRUST FUND COMMISSIONER (3-year) (1)				
Blanks	489	442	371	1302
Write-ins Scatterings	0	2	2	4
Total:	489	444	373	1306

AMANDA E. DWIGHT ENTERTAINMENT				
Blanks	133	119	107	359
Karen Clement	356	324	266	946
Write-ins Scatterings	0	1	0	1
Total:	489	444	373	1306

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT COMMITTEE				
Blanks	160	133	121	414
Susan Appel Robbins	326	310	250	886
Write-ins Scatterings	3	1	2	6
Total:	489	444	373	1306

BOARD OF WATER COMMISSIONERS				
Blanks	154	143	115	412
Niles Busler	335	299	256	890
Write-ins Scatterings	0	2	2	4
Total:	489	444	373	1306

ANNUAL TOWN MEETING - MAY 7, 2013

Townsend Emergency Management Association director, Shirley Coit, spoke before the meeting began regarding the shelter in place order that was given to those who were in the area of the Boston Marathon bombers. Who among us would have been ready to stay in our homes for seventy two (72) hours? She also handed out information to help us in Townsend to be prepared for such an occurrence. She reminded us about the forms available to be a volunteer at our shelter at Hawthorne Brook Middle School.

The Annual Town Meeting began at 7:07pm with a quorum present.

The Moderator, Gene A. Rauhala, after the assembly saluted the flag, explained the parliamentary rules that we use according to Town Meeting Time. Please be recognized by the chair, identify yourself to the floor and for those who may be watching at home. Please direct all your questions and comments to the chair. All those reading the motions or amending them please bring the motions to Madam Clerk before we move on to the next article. If we want to reconsider any articles this evening we may by majority vote; if it goes to a second night (which is Thursday) it will take a nine tenths vote to reconsider. If any vote is questioned by seven persons who stand up, we will bring out the counters and we will take an actual count. If there is any confusion on the floor, be recognized and ask a question.

If a person has a point of order or point of privilege which is similar you must be recognized and state your point we address it. All our visitors should be seated in the front row.
The Moderator then asked Madam Clerk, Susan A. Funaiole, to read the return of the Warrant and then we began the business of the meeting by going through the following Articles as listed.

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. Funaiole
Vote: Passed

ARTICLE 2

I move that the Town vote to hear reports of any Committees, Boards, Commissions, etc.
Submitted by Board of Selectmen
Read by: Sue Lisio

Report read by Superintendent Joan Landers who spoke for the School Building Committee updating the Town on the feasibility study for the school building project. She explained that the teams are working to solve the needs of the North Middlesex High School infrastructure. They are looking at several designs that will be looked at for their potential to be a solution to the problems. They are looking at the current design and at other schools in the district to see if the capacity can help in solving the needs. Options include renovation, renovation with additions and building a new structure. Ms. Landers announced upcoming meetings to be held to go over the different designs and the schedule of dates for them to meet with the State and with the different Towns next Spring.

ARTICLE 3

I move that the Town vote to choose a committee of three (3) West Townsend Village residents, **Michael Marchand**, **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
Read by: Robert Plamondon
Vote: Passed

ARTICLE 4

I move that the Town vote to transfer from surplus revenue the sum of **$176,351.67** for the purpose of offsetting the FY13 Snow and Ice Deficit under the provisions of Massachusetts General Laws, Chapter 44, Section 31D.
Submitted by: Board of Selectmen & Highway
Read by: Robert Plamondon
Vote: Passed

ARTICLE 5

I move that the Town vote to transfer from surplus revenue the sum of **$250.00** for the purpose of paying prior fiscal year bills in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 64.
Submitted by: Board of Selectmen & Highway
Read by: Colin McNabb
Vote: Passed Unanimous

ARTICLE 6

I move that the Town vote to transfer from surplus revenue the following sums to supplement the FY13 operating budget:

- Elections & Registrations: **$2,500.00** to account 162-5580 other supplies
- Elections & Registrations: **$3,300.00** to account 162-5110 salary & wages

- Fire-EMS Department: **$7,500.00** to account 220-5580 Other supplies
- Veterans Benefits: **$3,000.00** to account 544-5380 Other services veterans benefits

Submitted by: Board of Selectmen/Finance Committee
Read by: Sue Lisio
Vote: Passed

ARTICLE 7

I move that the Town vote to **take no action** on the vote to transfer $_____ from the cutting of trees on Turnpike Road and vote to transfer $_____ from the cutting of trees at Riverside Cemetery into the Cemetery Improvement Fund.

Submitted by: Cemetery Commission
Read by: Robert Plamondon
Vote: Take no action - passed

ARTICLE 8

I move that the Town vote to amend the vote under Article 16 of the Special Town Meeting held on May 1, 2012 which appropriated funds for a feasibility study on potential options for combining Fire and EMS buildings to allow the feasibility study to explore options on one or more sites.

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

ARTICLE 9

I move that the Town vote to transfer from surplus revenue the amount of **$1,900.00** collected from FY12 Fire Prevention fine receipts pursuant to GL C. 148A, s. 5 to a fund for training for eligible Town personnel.

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

ARTICLE 10

I move that the Town vote to **take no action** on the vote to raise and appropriate, borrow or transfer the sum of $_____for the purpose of funding costs associated with the building and installation of a handicap ramp at the West Townsend Reading Room at 264 Dudley Road, Townsend.

Submitted by: West Townsend Reading Room
Read by: Robert Plamondon
Vote: Take no action - passed

ARTICLE 11

I move that the Town vote to transfer from surplus revenue the sum of **$15,000.00** to supplement the Townsend Conservation Commission's Land Fund.

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

ARTICLE 12

I move that the Town vote to continue to authorize revolving funds for certain town departments under Massachusetts General Laws, Chapter 44, Section 53E½ for FY2014 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:

1	Board of Health Revolving Account	Board of Health	Fees from recyclable items	Operating costs for recycling center, landfill, and curbside pick up, and capital needs of the recycling center.	$	22,000.00
2	Recreation Revolving Account	Recreation Commission	Fees from recreation programs	Operating costs and capital needs for recreation programs.	$	52,000.00
3	Facilities Maintenance Revolving Account	Town Administrator	Fees from rental of the Townsend Meeting Hall	Operating costs and capital needs of the Townsend Meeting Hall	$	7,500.00
4	Cemetery Cost of Interment Revolving Account	Cemetery & Park Commissioners	Fees from burials	Operating costs and capital needs of the cemetery department.	$	30,000.00
5	Fire Alam Maintenance Revolving Account	Chief of Fire/EMS Department	Annual fire alarm maintenance fees, connect fees, and fine assessments.	Operating costs and capital needs for the Town's portion of the fire alarm system.	$	4,000.00
6	Animal Care Program Revolving Account	Animal Control Officer	Fees and other receipts from pet owners of animals requiring emergency medical treatment while in the care and custody of the Town	Board, care and veterinary expenses associated with animals found abandoned or injured.	$	10,000.00

Submitted by: Board of Selectmen
Read by: Waived first reading Colin McNabb
Vote: Passed

ARTICLE 13

I move that the Town vote to appropriate and transfer from receipts reserved for appropriation accounts for FY 2014 beginning July 1, amounts as outlined in the following table:

Line	Special Revenue Fund to Transfer From	General Fund Appropriation Made To	Authorized by	Purpose	Amount *
1	Cemetery Sale of Lot Fund	Cemetery Improvement Fund	Cemetery & Parks Commssioners	Supplement operating costs and capital needs of the cemetery department.	**$4,425.00**
2	Comcast Government Access Account	MIS Department Expenses	Board of Selectmen	Supplement funding for operating costs of the MIS department.	**$30,000.00**
3	Title 5 MWPAT Receipts Reserved Account	Debt Service - MWPAT	Treasurer	Supplement funding for repayment of debt owed to the Mass Water Polution Abatement Trust	**$27,734.00**
4	West Townsend Reading Room Receipts Reserved Account	West Townsend Reading Room Expenses	West Townsend Reading Room Committee	Supplement funding for operating costs of the Reading Room.	**$4,900.00**
5	Ambulance Receipts Reserved Account	Fire/EMS DepartmentExpenses	Chief of Fire/EMS Department	Supplement funding for operating costs of Emergency Medical Services.	**$250,000.00**

* Amounts voted under this article will appear as reductions to requested appropriations within the detailed budget for FY13 Town operations.

Submitted by: Board of Selectmen
Read by: Waived first reading Sue Lisio
Vote: Passed

ARTICLE 14

I move that the Town vote to transfer from surplus revenue the sum of **$4,000.00** for the purpose of funding the Assessors' FY14 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments.

Submitted by: Board of Assessors
Read by: Colin McNabb
Vote: Passed

ARTICLE 15

I move that the Town vote to transfer from surplus revenue the sum of **$1,251.00** for the purpose of funding the Town's match for a Municipal Recycling Enforcement Grant.

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

ARTICLE 16

I move that the Town vote to approve the **$600,000.00** borrowing authorized by the North Middlesex Regional School District for the purpose of paying costs of construction of a new septic system, including the payment of all costs incidental and related thereto, to be located at Hawthorne Brook Middle School, 64 Brookline Road, Townsend, said system to service the Hawthorne Brook Middle School and Squannacook Early Childhood Center, said amount to be expended at the direction of the North Middlesex Regional School District School Committee.

Submitted by: North Middlesex Regional School District
Read by: Robert Plamondon
Vote: Passed

ARTICLE 17

I move that the Town vote to appropriate and transfer from the capital stabilization fund the amount of **$203,500.00** for the purpose of paying the FY14 debt service to the North Middlesex Regional School District for the Town's assessment for the Spaulding Memorial School roof replacement project.

Submitted by: Board of Selectmen
Read by: Colin McNabb
Vote: Passed Unanimous

ARTICLE 18

I move that the Town vote to raise and appropriate such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2014 pursuant to a detailed budget totaling **$17,067,037.00**.

Amendment read by Heide Messing to change Town Administrator Salary line from $95,000 to $86,000 recommended by FinCom (new total 17,058,037.00) did not pass 43yes 52 no – needed 2/3. Original Article stands at $17,067,037.00.

Submitted by: Board of Selectmen and Finance Committee
Read by: Sue Lisio
Vote: Passed

ARTICLE 19

I move that the Town vote to appropriate the sum of **$802,676.00** to operate the Water Department for Fiscal Year 2014 and that **$619,676.00** of this sum come from Water Enterprise Fund revenues and, in order to fund the cost of inter-municipal expenses, that **$183,000.00** of this sum be appropriated in the general fund and funded from enterprise revenues.

Submitted by: Water Commissioners and Finance Committee
Read by: Paul Rafuse Vote: Passed

ARTICLE 20

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

ARTICLE 21

I move that the Town vote to **take no action** on the vote to see if the Town will raise and appropriate, borrow or transfer from available funds in the treasury the of $_____to implement collective bargaining agreements entered into between the Town and the following:

1. American Federation of State, County, and Municipal Employees, Council 93, Local 1703, Highway Union.
2. American Federation of State, County, and Municipal Employees, council 93, Local 3470, Telecommunications Union
3. American Federation of State, County, and Municipal Employees, Council 93, Local 3470 Police Union.
4. International Association of Firefighters, Career Firefighters of Townsend, Local 4879

Submitted by: Board of Selectmen
Read by: Colin McNabb
Vote: **To take no action** - Passed

ARTICLE 22

I move that the Town vote to **take no action** on the 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
Vote: **To take no action –** Passed

ARTICLE 23

I move that the Town vote to **take no action** on the 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 Massachusetts General Laws, Chapter 40, Section 5B.

Submitted by: Board of Selectmen
Read by: Robert Plamondon
Vote: **To take no action** - Passed

ARTICLE 24

I move that the Town vote to appropriate and transfer the sum of **$195,000.00** from the Capital Stabilization Fund and to transfer the sum of **$60,000.00** from Reserve for Overlay Released for Expenditure and to appropriate and transfer the sum of **$114,000.00** from the Ambulance Receipts Reserved for Appropriation Fund and to appropriate and transfer the sum of **$7,486.00** from the West Townsend Reading Room Receipts Reserved for Appropriation Fund and to appropriate and transfer the sum of **$90,000.00** from Water Retained Earnings for the purpose of funding capital improvements and capital equipment pursuant to the FY2014 Capital Improvement Plan approved by the Board of Selectmen.

Submitted by: Board of Selectmen
Read by: Colin McNabb
Vote: Passed – one dissenting vote

ARTICLE 25

I move that the Town vote to establish an Agricultural Commission to represent the Townsend agricultural community.

Said Commission shall serve as facilitators for encouraging the pursuit of agriculture in Townsend; shall promote agricultural-based economic opportunities in Town; act as mediators, advocates, educators, and/or negotiators on farming and forestry issues, shall work for preservation of prime agricultural and forestry lands; and shall pursue all initiatives appropriate to creating a sustainable agricultural community.

The Commission shall consist of five Townsend residents appointed by the Board of Selectmen. Not fewer than three members shall derive income from farming, forestry or agricultural-based enterprises in Townsend and the other two members shall be interested in farming. At the time of initial appointment two members shall be appointed for a term of three years, two members shall be appointed for a term of two years, and one member shall be appointed for a term of one year. Thereafter terms shall be three years. Up to three alternates may also be appointed, each for one-year terms.

The Board of Selectmen shall solicit input from the Commission prior to making appointments to fill vacancies.

The Commission shall report on its projects on an annual basis within the town report.
Submitted by: Board of Selectmen & Conservation Commission
Read by: Karen Chapman
Vote: Passed

ARTICLE 26

I move that the Town vote, as authorized by Chapter 256 of the Acts of 2010, and incorporated into Massachusetts General Laws as Chapter 6, Section 172B1/2 to create a new general bylaw, Chapter 17, Civil Fingerprinting, which would enable the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for certain occupational licenses:

- Hawking and Peddling or other Door-to-Door Salespeople,
- Manager of Alcoholic Beverage License,
- Owner or Operator of Public Conveyance,
- Dealer of Second-hand Articles,
- Pawn Dealers,
- Hackney Drivers, and
- Ice Cream Vendors

CHAPTER 17
CIVIL FINGERPRINTING BY-LAW
SECTION ONE: Purpose and Scope

This By-law authorizes the Police Department to conduct state and national fingerprint based criminal history checks for individuals applying for specific licenses in Town to enhance public safety, as authorized by Massachusetts General Laws Chapter 6, Section 172B½. To carry out the criminal history checks authorized by this by-law, the Police Department shall be authorized to use state and Federal Bureau of Investigation ("FBI") records, provided, however, that such records shall not be disseminated to unauthorized entities and shall be maintained and disclosed in accordance with all applicable law.

The by-law further authorizes the Board of Selectmen, in consultation with the Chief of Police, to promulgate regulations to implement this by-law, which may include, but shall not be limited to establishment of submission deadlines, procedures for making recommendations to the licensing authority or making a licensing as a result of the criminal history check, procedures for assessing, correcting or amending any such record, criteria for fitness determinations, security of information obtained and penalties for failure to comply with this by-law.

SECTION TWO: Criminal History Check Authorization

The Police Department shall, as authorized by Massachusetts General Laws Chapter 6, Section 172B½, conduct State and Federal Fingerprint Based Criminal History checks for individuals and entities listed on the license application, for the following licenses:

- Hawking and Peddling or other Door-to-Door Salespeople
- Manager of Alcoholic Beverage License
- Owner or Operator of Public Conveyance
- Dealer of Second-hand Articles
- Pawn Dealers
- Hackney Drivers, and
- Ice Cream Vendors

At the time of fingerprinting, the Police Department shall notify the individual being fingerprinted that the fingerprints will be used to check the individual's criminal history records and obtain the individual's consent. After the applicant completes a consent form, provides his/her fingerprints and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this by-law to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services ("DCJIS"), and/or the FBI or the successors of such agencies as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks for the license applicants specified in this by-law.

The Town authorizes the Massachusetts State Police, the DCIS and the FBI and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks, including of FBI records, consistent with this by-law. The Town authorizes the Police Department to receive and utilize State and FBI records in connection with such background checks, consistent with this by-law and its implementing regulations. In accordance with its implementing regulations, the Police Department shall communicate the results of fingerprint-based criminal record background checks to the appropriate governmental licensing authority within the Town.

SECTION THREE: Use of Criminal Record by Licensing Authorities

Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in this by-law. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed licensed activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination.

Licensing authorities of the Town are hereby authorized to deny an application for any license specified herein and in the implementing regulations, including renewals and transfers of said licenses, from any person who is determined unfit for the license due to information obtained pursuant to this by-law. Factors that shall be considered in making a determination of fitness shall include, but not be limited to, whether the record subject has been convicted of, or is under pending indictment for a crime, that bears upon the subject's ability or fitness to serve in that capacity, including any felony or a misdemeanor that involved force or threat of force, possession of a controlled substance, or sex-related offense.

SECTION FOUR: Fees

The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be one hundred dollars ($100) for each fingerprinting and criminal history check. A portion of the fee, as specified in Massachusetts General Laws Chapter 6, Section 172B½, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

SECTION FIVE: Effective Date

This by-law shall take effect after compliance with Massachusetts General Laws Chapter 40, Section 32 have been met.

And to adopt appropriate policies and procedures to effectuate the purposes of this bylaw.
Submitted by: Police Chief
Read by: Waived Reading
Vote: Initial vote Yes 39 No 38. Reconsidered vote Yes 33 No 51 - Failed

ARTICLE 27

I move that the Town vote to amend the General bylaws, Chapter 112 Streets and Sidewalks, section 112-13 Permit required to excavate or occupy street by adding the underlined language:

S. 112-13. Permit required to excavate or occupy street.

Except in case of emergency, no Town way, or other way, which the Town of Townsend is, by law, obligated to maintain and keep in repair shall be dug up, no opening made therein for any purpose, nor shall any material be dumped or placed thereon, or removed therefrom, or changed, without the written permit from a majority of the Board of Selectmen <u>or its designee</u> and then only in accordance with the Board's regulations, and the work shall be done under supervision of the Superintendent of Highways, and the entire expense of replacing and resurfacing the highway at the same level and in as good condition as before, with materials equal in specifications to those removed, shall be paid by the person or persons to whom the permit was given, or by whom the work was done. The Board of Selectmen <u>or its designee</u> may require a bond to guarantee the faithful and satisfactory performance of the work and payment for any damage to any such way caused by or resulting from the operations authorized by such permit. The amount of the bond shall be determined by the Selectmen <u>or its designee</u>, not to exceed the estimated cost of the work and any possible damage.
Submitted by: Board of Selectmen
Read by: Robert Plamondon
Vote: Passed

ARTICLE 28

I move that the Town vote to amend the general bylaws, Chapter 90, Personnel Policies, by deleting the existing language which reads:

S. 90-1. Adoption of noncontractual personnel policies and procedures.

Any noncontractual personnel policy and/or procedure of the Town as affirmatively voted and signed off by the majority of elected boards and commissions shall be applicable to all noncontractual Town employees.

S. 90-2. Promotions and transfers.

When an employee in the Town's wage matrix is promoted or transferred to a higher-rated position, he/she shall enter it at the minimum rate for that position. If his/her existing rate is higher than the minimum rate of the new position, he/she will advance to the next step above his/her present rate. He/she may also receive a one-step increase at the time of promotion, if the department head so recommends in writing, and as warranted by the employee's qualifications and performance, subject to the approval of the Board of Selectmen.

If an employee in the Town's wage matrix is transferred to a lower-rated position, he/she shall enter it at his/her rate in the position from which he/she is transferred. The pay rate of such employee shall be adjusted to the appropriate rate for his/her new position within one year by such adjustments as the Board of Selectmen shall determine.

And inserting the following in its place:
The Board of Selectmen shall, by majority vote, adopt personnel policies and procedures to address employment related matters. Such personnel policies and procedures shall include but not be limited to performance evaluation, grievance procedure, disciplinary action, layoff, employee safety, employee compensation and benefits, affirmative action, and sexual harassment.

Employees shall be provided an opportunity to review and comment on any proposed personnel policy prior to the Board's vote by to adopt. The decision of the Board of Selectmen is final and binding.
Submitted by: Board of Selectmen
Read by: Robert Plamondon
Vote: Failed

ARTICLE 29

I move that the Town vote to accept the provisions of G.L. Chapter 143, Section 3Z, notwithstanding the provisions of any general or special law to the contrary, which allows any part time inspector of buildings, building commissioner, local inspector, or alternate inspector to practice for hire or engage in the business for which he is certified, licensed, or registered under the building code, while serving as the such inspector, provided that work undertaken by said building commissioner or inspector may not be inspected by such commissioner or inspector.
Submitted by: Board of Selectmen
Read by: Colin McNabb
Vote: Passed

ARTICLE 30

I move that the Town vote to change Chapter 28-3 Dog Licenses Section B of the Code of the Town of Townsend to read: Any person or entity who fails to register and license their dog each year by the last day of February in the Town of Townsend, Middlesex County, and pay the fees and charges under any and all applicable ordinances, bylaws or regulations adopted/observed by the Town of Townsend will be required to pay the Town a late fee, in the amount of ~~five dollars ($5.00)~~ ten dollars ($10). Any one acquiring a dog six months of age or older, after the last day of February in any year shall have thirty (30) days from the date of acquisition which shall be presumed to be the date of the rabies certificate, to register and license the dog or be subject to a late fee of ~~five dollars ($5.00)~~ ten dollars ($10.00).
Submitted by: Town Clerk
Read by: Susan A. Funaiole
Vote: Passed

ARTICLE 31

I move that the Town vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below amending the Town Charter to change the elected Tax Collector position to a Town Collector position appointed by the Board of Selectmen; 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:

An Act Relative to the Charter of the Town of Townsend

Section 1. The Townsend home rule charter, which is on file in the office of the archivist of the commonwealth, as provided in section 12 of chapter 43B of the General Laws, is hereby amended by striking out the words "tax collector" in Section 3-1(a).

Section 2. Section 3-5 of said charter is hereby further amended by striking out in its entirety Section 3-5 and renumbering the remaining sections of Article 3 accordingly.

Section 3. Section 3-2(d) of said charter is amended by inserting before the word "constables" the words: Town Collector.

Section 4. Section 8-6(b) of said charter is amended by striking out the text thereof and inserting in its place the following: Any elected incumbent serving at the time a Charter amendment changing the position from elected to appointed becomes effective shall continue to hold said office and perform the duties thereof until the expiration of the term for which said individual was elected or sooner vacating of such office; provided, however, that if such amendment is subject to approval by the voters of the town prior to taking effect, any individual elected to an office or board at the same election at which a Charter amendment changing the manner of selection for said office is considered shall hold office and perform the duties thereof only until an appointment to said office is otherwise made.

Section 5. This act shall take effect upon passage.
Submitted by: Board of Selectmen
Read by: Sue Lisio
Vote: Passed

ARTICLE 32

I move that the Town vote to **take no action** on the vote to amend the Townsend Home Rule Charter consistent with the recommendations of the Charter Review Committee's final report by amending various sections to correct typographical, grammatical, and syntax errors, and by moving various sections to improve readability of the Charter, said changes being non-substantive in nature.
Submitted by: Board of Selectmen
Read by: Robert Plamondon
Vote: **To take no action -** Passed

ARTICLE 33

I move that the Town vote to authorize the Board of Selectmen or Conservation Commission to acquire by gift a certain parcel of land being a portion of 355 Main Street, Townsend, as shown as Lot 3 on a plan on file in the Office of the Town Clerk, said land to be acquired for conservation purposes for open space in perpetuity, under the care, custody, maintenance and control of the Conservation Commission under Massachusetts General Laws chapter 40, section 8C.
Submitted by: Board of Selectmen
Read by: Karen Chapman
Vote: Passed

Meeting dissolved
at 11:25pm May 7, 2013

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
	GENERAL GOVERNMENT							
114	**Moderator**							
*	Expenses	0	0	0	0	0	0	0
	Total	**0**	**0**	**0**	**0**	**0**	0	0
119	**Charter**							
*	Expenses	0	0	0	0	0	0	0
	Total	**0**	**0**	**0**	**0**	**0**	0	0
122	**Board of Selectmen**							
	Selectmen Salary	3	0	0	0	0	0	0
	Town Administrator Salary	72,957	81,464	80,000	80,000	95,000	95,000	86,000
	Executive Assistant Wage	30,267	30,183	31,083	22,269	22,826	22,826	22,826
	Longevity	600	300	600	0	0	0	0
	Other wages				3,065	4,640	4,640	4,640
	Procurement Certification	0	0	0	0	0	0	0
	Dept. Assistant	0	0	0	0	0	0	0
*	Personnel Services	103,827	111,947	111,683	105,334	122,466	122,466	113,466
*	Expenses	6,320	7,476	8,100	8,700	11,200	11,200	11,200
	Total	**110,147**	**119,422**	**119,783**	**114,034**	**133,666**	**133,666**	**124,666**
131/132	**Finance Committee**							
*	Expenses	0	0	0	0	500	500	500
*	Reserve Fund	30,000	30,000	30,000	30,000	29,500	29,500	29,500
	Total	**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**30,000**
135	**Town Accountant**							
	Accountant Salary	31,236	31,236	31,486	32,396	33,335	50,003	50,003
	Assistant Accounting Clerk Wage	2,963	3,011	3,604	4,221	4,325	4,327	4,327
	Longevity						300	300
	Acct. Certification	1	1	0	0	0	0	0
*	Personnel Services	34,200	34,248	35,090	36,617	37,660	54,630	54,630
*	Expenses	2,932	7,514	3,387	3,387	1,387	1,387	1,387
*	Municipal Audit	0	3,250	15,000	15,000	15,000	15,000	15,000
	Total	**37,132**	**45,012**	**53,477**	**55,004**	**54,047**	**71,017**	**71,017**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
141	**Board of Assessors**							
	Assessors Salary	3	3	1	3	3	3	3
	Principal Assessor Salary	45,902	45,902	46,315	47,904	49,094	49,102	49,102
	Administrative Assessor Wage	19,444	19,169	20,655	22,577	23,138	23,138	23,138
	Longevity	300	300	650	600	600	600	600
	Property Inspector Wage	5,332	5,069	9,988	7,766	8,000	8,000	8,000
*	Personnel Services	70,981	70,444	77,609	78,849	80,835	80,843	80,843
*	Expenses	12,812	9,913	16,596	13,825	14,125	14,125	14,125
	Total	**83,794**	**80,357**	**94,206**	**92,674**	**94,960**	**94,968**	**94,968**
145	**Treasurer**							
	Treasurer Salary	9,909	9,909	11,313	12,717	13,035	13,035	13,035
	Payroll Clerk Wage	6,079	6,192	7,035	7,893	8,091	8,091	8,091
	Seasonal Help	0	0	0	0	0	0	0
	Treasurer Certification	1	1	0	0	0	0	0
*	Personnel Services	15,989	16,101	18,348	20,610	21,126	21,126	21,126
*	Expenses	10,212	9,176	10,939	10,939	10,939	2,939	2,939
	Total	**26,201**	**25,277**	**29,287**	**31,549**	**32,065**	**24,065**	**24,065**
146	**Tax Collector**							
	Tax Collector Salary	49,575	49,575	49,575	53,519	54,857	54,857	54,857
	Assistant Tax Collector Wage	27,686	28,544	30,285	33,413	34,244	34,712	34,712
	Dept. Assistant Wage	362	0	1,937	0	1,937	1,937	1,937
	Longevity	1,200	1,200	1,500	900	900	900	900
	Tax Collector Certification	1	1	1	1	1	1	1
*	Personnel Services	78,824	79,320	83,298	87,833	91,939	92,407	92,407
*	Expenses	32,218	33,353	30,904	30,904	24,604	24,604	24,604
	Total	**111,042**	**112,673**	**114,202**	**118,737**	**116,543**	**117,011**	**117,011**
151	**Legal**							
*	Expenses	30,370	25,622	48,500	38,500	38,500	38,500	38,500
	Total	**30,370**	**25,622**	**48,500**	**38,500**	**38,500**	**38,500**	**38,500**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
155	**Management Information Systems (Computer)**							
*	Personnel Services	0	0	0	0	0	0	0
*	Expenses	31,772	43,701	56,900	51,500	61,800	61,800	61,800
Art. 13	Transfer - Comcast Government Access Account	(14,000)	(21,800)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
	Total	**17,772**	**21,901**	**26,900**	**21,500**	**31,800**	**31,800**	**31,800**
160	**Town Clerk**							
	Town Clerk Salary	53,851	53,851	53,851	57,351	58,785	58,785	58,785
	Assistant Town Clerk Wage	29,548	29,029	31,342	33,865	34,712	34,712	34,712
	Longevity	900	900	900	900	900	900	900
	Dept. Assistant Wage	11	0	0	0	0	0	0
	Certification	0	0	0	0	0	0	0
*	Personnel Services	84,310	83,781	86,093	92,116	94,397	94,397	94,397
*	Expenses	4,797	6,795	6,850	6,850	7,900	7,900	7,900
	Total	**89,107**	**90,576**	**92,943**	**98,966**	**102,297**	**102,297**	**102,297**
162	**Elections/Town Meetings**							
*	Personnel Services	1,129	1,423	1,200	7,650	4,000	4,000	4,000
*	Expenses	12,702	14,106	15,840	15,100	6,920	6,920	6,920
	Total	**13,831**	**15,529**	**17,040**	**22,750**	**10,920**	**10,920**	**10,920**
163	**Board of Registrars**							
*	Personnel Services	2,153	2,108	2,108	2,208	2,208	2,208	2,208
*	Expenses	0	0	0	0	0	0	0
	Total	**2,153**	**2,108**	**2,108**	**2,208**	**2,208**	**2,208**	**2,208**
164	**Street Listings**							
*	Expenses	3,042	2,885	4,300	3,100	2,750	2,750	2,750
	Total	**3,042**	**2,885**	**4,300**	**3,100**	**2,750**	**2,750**	**2,750**
171	**Conservation Commission**							
	Agent Wage	31,104	33,815	20,126	17,622	37,088	37,088	37,088
	Administrative Assistant Wage	3,814	2,782	17,063	21,021	0	0	0
	Longevity		300	600	600	600	600	600
*	Personnel Services	34,918	36,896	37,788	39,243	37,688	37,688	37,688
*	Expenses	1,196	934	954	954	954	954	954
	Total	**36,114**	**37,830**	**38,742**	**40,197**	**38,642**	**38,642**	**38,642**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
174	**Montachusett Regional Planning Commission**							
*	Expenses	2,596	2,660	2,730	2,630	2,700	2,700	2,700
	Total	**2,596**	**2,660**	**2,730**	**2,630**	**2,700**	**2,700**	**2,700**
175	**Planning Board**							
	Dept. Assistant Wage	17,731	18,189	19,498	21,021	21,624	21,624	21,624
	Longevity	300	300	300	600	600	600	600
*	Personnel Services	18,031	18,489	19,798	21,621	22,224	22,224	22,224
*	Expenses	9	20	500	500	500	500	500
	Total	**18,041**	**18,509**	**20,299**	**22,121**	**22,724**	**22,724**	**22,724**
176	**Zoning Board**							
	Dept. Assistant Wage	3,082	3,367	5,154	5,886	6,055	6,055	6,055
*	Personnel Services	3,082	3,367	5,154	5,886	6,055	6,055	6,055
*	Expenses	0	0	0	0	0	0	0
	Total	**3,082**	**3,367**	**5,154**	**5,886**	**6,055**	**6,055**	**6,055**
179	**Land Use**							
	Land Use Coordinator Wage	20,895	21,319	22,028	23,681	24,373	24,373	24,373
*	Personnel Services	20,895	21,319	22,028	23,681	24,373	24,373	24,373
*	Expenses	3,942	3,506	4,300	3,300	3,300	3,300	3,300
	Total	**24,837**	**24,825**	**26,328**	**26,981**	**27,673**	**27,673**	**27,673**
183	**Housing Authority**							
*	Personnel Services	0	0	0	0	0	0	0
*	Expenses	150	150	0	0	0	0	0
	Total	**150**	**150**	**0**	**0**	**0**	**0**	**0**
191	**Facility Maintenance Department**							
	Facility Maintenance Coordinator Wage	17,773	25,822	27,721	36,036	37,089	37,089	37,089
	Longevity	600	300	300	300	300	300	300
	Other Wages	11,888	0	0	0	0	0	0
	Other Wages - Seasonal	0	3,732	5,500	5,500	5,500	5,638	5,638
*	Personnel Services	30,261	29,854	33,521	41,836	42,889	43,027	43,027

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
	Energy	53,112	65,481	112,912	70,912	75,000	75,000	75,000
	Cleaning Services	22,471	34,723	37,879	37,879	40,000	40,000	40,000
	Other Expenses	37,389	59,464	36,750	36,750	36,750	36,750	36,750
*	Expenses	112,972	159,668	187,541	145,541	151,750	151,750	151,750
	Total	**143,233**	**189,522**	**221,062**	**187,377**	**194,639**	**194,777**	**194,777**
192	**Memorial Hall & Annex**							
	Custodial Services	0	0	0	0	0	0	0
	Maintenance Custodian Wage	0	0	0	0	0	0	0
	Custodian Cleaner/Recycler Wage	0	0	0	0	0	0	0
	Longevity	0	0	0	0	0	0	0
	Flexible Coverage Custodial	0	0	0	0	0	0	0
*	Personnel Services	0	0	0	0	0	0	0
*	Expenses	13,292	11,019	15,600	12,500	12,500	12,500	12,500
	Total	**13,292**	**11,019**	**15,600**	**12,500**	**12,500**	**12,500**	**12,500**
193	**W. Townsend Reading Room**							
	Expenses	4,900	4,900	4,900	4,900	4,900	4,900	4,900
Art. 13	Transfer - West Townsend Reading Room Receipt	(4,900)	(4,900)	(4,900)	(4,900)	(4,900)	(4,900)	(4,900)
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
195	**Town Reports**							
*	Expenses	2,281	2,176	2,400	2,400	2,000	2,000	2,000
	Total	**2,281**	**2,176**	**2,400**	**2,400**	**2,000**	**2,000**	**2,000**
	TOTAL GENERAL GOVERNMENT	**798,216**	**861,421**	**965,059**	**929,114**	**956,689**	**966,273**	**957,273**
	PUBLIC SAFETY							
210	**Police**							
	Chief Salary	90,926	95,529	96,683	99,418	101,406	101,406	101,406
	Salary & Wages - Oper. Staff	1,020,072	1,055,502	1,096,138	1,053,690	1,067,023	1,067,023	1,067,023
	Salary & Wages - Support Staff	70,846	70,846	71,841	74,340	76,200	76,200	76,200
	Training Salary	9,216	4,835	11,838	11,838	11,838	11,838	11,838
*	Personnel Services	1,191,060	1,226,712	1,276,500	1,239,286	1,256,467	1,256,467	1,256,467

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
	Police Vehicles	52,493	47,924	52,500	52,500	60,000	60,000	60,000
	Other Expenses	118,929	131,743	129,635	131,135	134,275	134,275	134,275
	Out of State Travel	0	0	0	0	0	0	0
*	Expenses	171,422	179,667	182,135	183,635	194,275	194,275	194,275
	Total	**1,362,482**	**1,406,379**	**1,458,635**	**1,422,921**	**1,450,742**	**1,450,742**	**1,450,742**
220	**Fire/EMS Department**							
	Chief Salary	76,118	76,118	76,919	79,352	81,328	81,328	81,328
	Salary & Wages - Oper. Staff	562,803	523,745	576,226	543,630	553,621	553,621	553,621
*	Personnel Services	525,306	599,863	653,145	622,982	634,949	634,949	634,949
	Fire Truck Lease	0	0	0	0	0	0	0
	Hazardous Waste Collection	0	0	0	4,457	4,457	4,457	4,457
	Other Expenses	248,001	163,062	159,584	183,585	185,010	185,010	185,010
	Out of State Travel	0	0	0	0	0	0	0
*	Expenses	248,001	163,062	162,034	188,042	189,467	189,467	189,467
	Total Fire/EMS Operating Budget	773,307	762,924	815,179	811,024	824,416	824,416	824,416
Art. 13	Transfer - Ambulance Receipts	(300,000)	(300,000)	(300,000)	(300,000)	(250,000)	(250,000)	(250,000)
	Total	**473,307**	**462,924**	**515,179**	**511,024**	**574,416**	**574,416**	**574,416**
225	**Communication Center**							
	Director	1	0	1	1	1	1	1
	Wages/Training	200,096	209,972	213,325	241,485	272,153	272,153	272,153
*	Personnel Services	200,097	209,972	213,326	241,486	272,154	272,154	272,154
	Out of State Travel	0	0	0	0	0	0	0
	Other Expenses	10,963	11,473	14,400	14,400	14,400	14,400	14,400
*	Expenses	10,963	11,473	14,400	14,400	14,400	14,400	14,400
	Total	**211,060**	**221,445**	**227,726**	**255,886**	**286,554**	**286,554**	**286,554**
241	**Building Department**							
	Commissioner Salary	60,450	60,450	60,616	63,455	65,042	65,043	65,043
	Alternate Commissioner	0	0	26	26	26	26	26
	Dept. Assistant Wage	18,209	16,882	22,156	25,323	25,949	25,956	25,956
	Longevity	900	900	900	1,200	1,200	1,200	1,200
	Clothing Allowance	385	485	485	485	485	485	485
	Travel Stipend					0	4,500	4,500
	Certification	500	500	500	500	500	500	500
*	Personnel Services	80,444	79,217	84,683	90,989	93,202	97,710	97,710
*	Expenses	6,609	5,683	4,919	6,692	6,692	2,450	2,450
	Total	**87,053**	**84,900**	**89,602**	**97,681**	**99,894**	**100,160**	**100,160**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
242	**Gas Inspector & Alternate**							
*	Personnel Services	4,913	4,913	5,017	5,017	5,017	5,142	5,142
*	Expenses	105	104	0	0	0	0	0
	Total	**5,018**	**5,017**	**5,017**	**5,017**	**5,017**	**5,142**	**5,142**
243	**Plumbing Inspector & Alternate**							
*	Personnel Services	7,080	6,976	7,080	7,080	7,080	7,257	7,257
*	Expenses	742	587	823	823	1,023	1,023	1,023
	Total	**7,822**	**7,563**	**7,903**	**7,903**	**8,103**	**8,280**	**8,280**
244	**Sealer Weights/Measures & Alternate**							
*	Personnel Services	3,766	3,766	3,828	3,828	3,828	3,925	3,925
*	Expenses	213	26	200	200	200	200	200
	Total	**3,979**	**3,792**	**4,028**	**4,028**	**4,028**	**4,125**	**4,125**
245	**Electrical Inspector & Alternate**							
*	Personnel Services	11,647	11,480	11,647	11,647	11,647	11,936	11,936
*	Expenses	848	516	850	850	1,350	1,350	1,350
	Total	**12,495**	**11,996**	**12,497**	**12,497**	**12,997**	**13,286**	**13,286**
246	**Inspector of Animals**							
*	Expenses	500	500	500	500	500	513	513
	Total	**500**	**500**	**500**	**500**	**500**	**513**	**513**
291	**Emergency Management Agency**							
*	Expenses	822	988	909	1,000	1,000	1,000	1,000
	Total	**822**	**988**	**909**	**1,000**	**1,000**	**1,000**	**1,000**
292	**Animal Control Officer**							
*	Personnel Services	15,996	15,996	16,000	16,000	16,400	16,400	16,400
*	Expenses	3,975	6,825	4,000	4,000	4,000	5,000	5,000
	Total	**19,971**	**22,821**	**20,000**	**20,000**	**20,400**	**21,400**	**21,400**
294	**Tree Warden**							
*	Personnel Services	9,666	9,666	9,666	9,666	9,666	9,908	9,908
*	Expenses	10,746	10,559	11,324	11,324	11,324	11,324	11,324
	Total	**20,412**	**20,225**	**20,990**	**20,990**	**20,990**	**21,232**	**21,232**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
297	**Burial Agent**							
*	Personnel Services	136	136	136	136	136	136	136
	Total	**136**	**136**	**136**	**136**	**136**	**136**	**136**
298	**Parking Clerk**							
*	Personnel Services	59	59	59	59	59	59	59
	Total	**59**	**59**	**59**	**59**	**59**	**59**	**59**
	TOTAL PUBLIC SAFETY	**2,205,116**	**2,248,745**	**2,363,183**	**2,359,642**	**2,484,836**	**2,487,045**	**2,487,045**
	EDUCATION							
300	**NMRSD**							
	Operating Budget	7,235,384	7,095,842	7,142,023	7,790,818	7,655,340	7,655,340	7,655,340
	Transportation	801,392	886,040	796,544	775,309	721,585	721,585	721,585
	Total Debt	99,381	(14,046)	(31,139)	(43,285)	203,500	203,500	203,500
Art. 17	Transfer - Capital Stabilization: Spaulding Roof					(203,500)	(203,500)	(203,500)
*	**Total**	**8,136,157**	**7,967,836**	**7,907,428**	**8,522,842**	**8,376,925**	**8,376,925**	**8,376,925**
301	**Nashoba Technical**							
	Operating Budget	688,246	715,704	759,422	748,443	800,006	800,006	800,006
	Capital Equipment	19,666	18,632	19,081	17,556	16,012	16,012	16,012
	Transportation	58,998	65,214	66,784	61,446	64,049	64,049	64,049
	Premium Offset			-2,578	(2,372)	(2,163)	(2,163)	(2,163)
	Total Debt (Excluded)	114,700	106,233	108,491	97,013	85,927	85,927	85,927
*	**Total**	**881,610**	**905,783**	**951,200**	**922,086**	**963,831**	**963,831**	**963,831**
	TOTAL EDUCATION	**9,017,767**	**8,873,619**	**8,858,628**	**9,444,928**	**9,340,756**	**9,340,756**	**9,340,756**
	STREETS & HIGHWAYS							
421/42	**Highway Department**							
	Superintendent Salary	74,708	74,709	74,708	74,709	76,576	76,577	76,577
	Certification	500	500	500	500	500	500	500
	Longevity	3,600	3,600	4,000	4,600	4,200	4,200	4,200
	Operational Staff Wages	238,574	249,620	249,621	254,928	255,867	255,867	255,867
	Dept. Assistant Wage	0	0	0	0	0	0	0
	Clothing Allowance	485	5,168	5,285	5,400	6,300	6,300	6,300
	Tuition Reimbursement			1,000	0	0	0	0
	Overtime & Differential	50,231	39,631	63,243	7,743	7,448	7,448	7,448
*	Personnel Services	368,098	373,228	398,357	347,880	350,891	350,892	350,892
*	Expenses	121,229	117,291	107,580	107,180	107,680	107,680	107,680
	Total	**489,327**	**490,519**	**505,937**	**455,060**	**458,571**	**458,572**	**458,572**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
423	**Winter Operations**							
*	Expenses	358,955	283,391	125,000	125,000	125,000	175,000	175,000
	Total	**358,955**	**283,391**	**125,000**	**125,000**	**125,000**	**175,000**	**175,000**
424	**Street Lights**							
*	Expenses	14,740	15,308	15,000	15,000	15,000	17,500	17,500
	Total	**14,740**	**15,308**	**15,000**	**15,000**	**15,000**	**17,500**	**17,500**
	TOTAL STREETS & HIGHWAYS	**863,022**	**789,218**	**645,937**	**595,060**	**598,571**	**651,072**	**651,072**
	SOLID WASTE SERVICES							
430	**Landfill Operations**							
*	Expenses	13,995	7,387	16,600	14,400	14,400	14,400	14,400
	Total	**13,995**	**7,387**	**16,600**	**14,400**	**14,400**	**14,400**	**14,400**
433	**Curbside Pickup & Disposal**							
*	Expenses	628,405	572,058	650,000	625,000	625,000	625,000	625,000
	Total	**628,405**	**572,058**	**650,000**	**625,000**	**625,000**	**625,000**	**625,000**
435	**Household Hazardous Waste**							
*	Expenses	5,198	21,109	9,655	5,198	5,198	5,198	5,198
	Total	**5,198**	**21,109**	**9,655**	**5,198**	**5,198**	**5,198**	**5,198**
	TOTAL SOLID WASTE SERVICES	**647,598**	**600,555**	**676,255**	**644,598**	**644,598**	**644,598**	**644,598**
	HUMAN SERVICES							
491	**Cemetery & Parks**							
*	Personnel Services	64,473	64,078	73,178	93,711	96,303	96,303	96,303
*	Expenses/Playground/Pond	7,672	8,147	9,421	9,421	9,421	9,421	9,421
	Cemetery Improvement Fund	12,200	11,610	11,610	3,457	4,425	4,425	4,425
Art. 13	Transfer - Sale of Lot Receipts	(12,200)	(11,610)	(5,892)	(3,457)	(4,425)	(4,425)	(4,425)
	Total	**72,145**	**72,225**	**88,317**	**103,132**	**105,724**	**105,724**	**105,724**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
520	**Board of Health**							
	Administrative Assistant	26,636	26,690	28,783	32,436	33,247	33,427	33,427
	Longevity	0	0	0	0	0	300	300
*	Personnel Services	26,636	26,690	28,783	32,436	33,247	33,727	33,727
*	Expenses	1,703	1,069	2,300	1,700	1,700	1,700	1,700
	Total	**28,339**	**27,759**	**31,083**	**34,136**	**34,947**	**35,427**	**35,427**
522	**Nashoba Assessments**							
*	Board of Health Expenses	21,085	21,085	21,085	21,978	21,085	21,085	21,085
*	Nursing Expenses	6,166	6,166	6,166	6,166	7,059	7,059	7,059
	Total	**27,251**	**27,251**	**27,251**	**28,144**	**28,144**	**28,144**	**28,144**
524	**Landfill Engineering**							
*	Expenses	21,230	19,790	14,990	17,500	17,500	20,400	20,400
	Total	**21,230**	**19,790**	**14,990**	**17,500**	**17,500**	**20,400**	**20,400**
541	**Council on Aging**							
	Director Salary	34,989	35,046	35,120	36,036	36,946	37,089	37,089
	Salary & Wages - Oper. Staff	10,674	13,465	20,659	20,880	26,778	27,631	27,631
	Longevity	900	900	900	900	900	900	900
*	Personnel Services	46,563	49,411	56,679	57,816	64,624	65,620	65,620
*	Expenses	3,935	4,515	4,720	6,270	6,270	6,620	6,620
	Total	**50,498**	**53,926**	**61,399**	**64,086**	**70,894**	**72,240**	**72,240**
542	**Senior Center**							
*	Expenses	424	475	350	350	350	0	0
	Total	**424**	**475**	**350**	**350**	**350**	**0**	**0**
543/544	**Veteran's Agent**							
*	Salary	4,886	4,886	4,886	4,886	6,086	5,009	5,009
*	Expenses	0	0	33	33	100	100	100
*	Veterans Benefits	19,360	37,804	33,981	27,500	40,000	40,000	40,000
	Total	**24,247**	**42,691**	**38,900**	**32,419**	**46,186**	**45,109**	**45,109**
	TOTAL HUMAN SERVICES	**224,134**	**244,118**	**262,290**	**279,766**	**303,745**	**307,044**	**307,044**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
	CULTURE & RECREATION							
610	Library							
	Director Salary	38,585	39,047	40,182	42,980	44,089	44,089	44,089
	Library Operational Staff Wages	82,326	80,956	99,962	129,714	133,058	133,058	133,058
	Longevity	1,200	900	1,200	1,500	1,500	1,500	1,500
	Sick Time Replacement	0	0	0	0	0	0	0
*	Personnel Services	122,111	120,902	141,344	174,194	178,647	178,647	178,647
*	Expenses	43,490	44,319	46,311	41,869	46,714	46,714	46,714
	Total	**165,601**	**165,221**	**187,655**	**216,063**	**225,361**	**225,361**	**225,361**
630	Recreation							
*	Personnel Services	0	0	0	0	0	0	0
*	Expenses	0	0	0	0	0	0	0
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
660	Memorial Day							
*	Personnel Services	0	0	0	0	0	0	0
*	Expenses	3,609	4,053	4,558	4,558	4,558	4,558	4,558
	Total	**3,609**	**4,053**	**4,558**	**4,558**	**4,558**	**4,558**	**4,558**
691	Historic District Commission							
*	Expenses	0	0	0	0	0	0	0
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
692	Band Concerts							
*	Personnel Services	0	0	0	0	0	0	0
*	Expenses	7,923	7,929	7,929	8,129	8,129	8,129	8,129
	Total	**7,923**	**7,929**	**7,929**	**8,129**	**8,129**	**8,129**	**8,129**
	TOTAL CULTURE & RECREATION	177,133	177,203	200,142	228,750	238,048	238,048	238,048

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
	DEBT SERVICE							
	(Excluded from Prop 2 1/2)							
710	Principal Police Station	0	0	0	0	0	0	0
713	Principal Memorial Hall/Land Purchase	115,000	115,000	125,000	125,000	120,000	120,000	120,000
715	Principal Fire Station, Landfill, 6 & 13 Elm Pr	173,110	173,110	171,732	171,732	171,732	171,732	171,732
720	Principal Fire Truck/Highway Dump Truck	96,000	96,000	90,614	0	0	0	0
723	Principal Water Ext.	35,000	35,000	16,000	15,000	15,000	15,000	15,000
750	Interest Police Station	0	0	0	0	0	0	0
752	Interest Fire Truck/Highway Dump Truck	11,520	7,422	3,625	0	0	0	0
753	Interest Memorial Hall/Land Purchase	47,848	37,520	18,407	15,907	13,157	13,157	13,157
755	Interest Fire Station, Landfill, 6 & 13 Elm Pro	107,399	100,173	92,816	85,517	78,218	78,218	78,218
763	Interest Water Ext.	12,958	8,364	1,873	1,563	1,225	1,225	1,225
	Principal & Interest Fire Ladder Truck		24,713	51,670	48,843	47,878	47,878	47,878
	Total Excluded Debt	**598,835**	**597,302**	**571,737**	**463,562**	**447,210**	**447,210**	**447,210**
	(Not Excluded from 2 1/2)							
713	Principal Water Extension	0	0	0	0	0	0	0
714	Principal MWPAT	27,697	27,769	27,769	27,554	27,734	27,734	27,734
753	Interest Water Extension	0	0	0	0	0	0	0
759	Interest Short Term and Issuance Costs	9,000	18,000	9,000	9,000	9,000	9,000	9,000
770	Principal Witch's Brook	6,890	6,890	8,268	8,268	8,268	8,268	8,268
775	Interest Witch's Brook	5,072	5,097	4,804	4,453	4,102	4,102	4,102
751	Principal & Interest Fire Ladder Truck	20,000	40,000	80,818	76,395	74,885	74,885	74,885
Art. 13	Transfer - Title V FB Receipts	(27,697)	(27,769)	(27,769)	(27,554)	(27,734)	(27,734)	(27,734)
	Total Non-Excluded Debt	**40,962**	**69,987**	**102,890**	**98,116**	**96,255**	**96,255**	**96,255**
*	**TOTAL DEBT SERVICE**	**639,797**	**667,289**	**674,627**	**561,678**	**543,465**	**543,465**	**543,465**

FY 2014 General Fund Operating Budget - Article 18

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED ADOPTED	FY2014 FINCOM RECOMMENDED
	INSURANCE							
911	Middlesex Retirement Fund	435,369	454,061	445,195	465,246	645,246	645,246	645,246
913	Unemployment Compensation	8,175	1,080	15,000	15,000	15,000	15,000	15,000
914	Employee Health Insurance	572,468	654,722	802,089	903,717	962,640	962,640	962,640
	Health Insurance Opt Out			2,000	2,000	2,000	2,000	2,000
915	Employee Life Insurance	307	284	450	450	450	450	450
916	FICA	43,198	43,981	44,750	45,600	45,600	45,600	45,600
945	Property & Liability Insurance	219,011	215,699	207,805	198,000	217,800	217,800	217,800
*	TOTAL INSURANCE	1,278,528	1,369,827	1,517,289	1,630,013	1,888,736	1,888,736	1,888,736
	GRAND TOTAL TOWN (except Water Dept.)	15,851,312	15,831,994	16,163,409	16,673,549	16,999,444	17,067,037	17,058,037

NOTE: Rows that contain a FY 2014 recommended line item to be voted by Town Meeting are marked with an asterisk (*).

FY 2014 Water Dept. Enterprise Fund Operating Budget - Article 19

DEPT #	DEPARTMENT	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROP	FY 2014 DEPT. REQUEST	FY2014 SELECTMEN RECOMMENDED APPROVED	FY2014 FINCOM RECOMMENDED
061	WATER DEPARTMENT							
	Superintendent Salary	63,496	65,083	65,900	68,079	70,055	70,055	70,055
	Water Technicians (2) Wages	84,063	84,063	85,520	91,224	93,590	93,590	93,590
	Clerk/Collector (2) Wages	47,650	47,473	52,830	51,999	53,210	53,210	53,210
	OT/Clothing/Special	23,320	21,617	27,715	29,445	30,535	30,535	30,535
	Commissioners Stipend	0	0	3	3	3	3	3
	Summer/Extra Help	0	0	1	1	1	1	1
	Retirement	2,000	0	2,000	2,000	2,000	2,000	2,000
*	Personnel Services	220,529	218,236	233,969	242,751	249,394	249,394	249,394
	Other Expenses	268,901	223,081	255,951	262,800	244,802	244,802	244,802
	Hydrants	0	0	0	0	0	0	0
	Out of State Travel	0	0	100	100	100	100	100
	New Meters	0	0	0	0	0	0	0
	Equipment Replacement Fund (STM 12/04 Art 29)			0	0	0	0	0
	Storage Tank Maintenance (ATM 5/06 Art 19)			0	0	0	0	0
	Emergency Reserve Fund				10,000	20,000	20,000	20,000
*	Expenses	268,901	223,081	256,051	272,900	264,902	264,902	264,902
	Debt Service - Phase I of Eastside Improvements	42,374	42,374	42,380	42,380	42,380	42,380	42,380
	Debt Service - Phase 2 of Eastside Improvements & Witch's Brook Purchase	61,583	61,583	63,000	63,000	63,000	63,000	63,000
	Debt Service - Witch's Brook Borrowing	8,012	5,654	0	0	0	0	0
*	Debt Service	111,969	109,611	105,380	105,380	105,380	105,380	105,380
	Sub-Total without Intermunicipal Expenses	**601,399**	**550,927**	**595,400**	**621,031**	**619,676**	**619,676**	**619,676**
*	Intermunicipal Expenses (including Bond Reimbursement for Witch's Brook)	0	152,500	155,000	163,000	183,000	183,000	183,000
	Total	**601,399**	**703,427**	**750,400**	**784,031**	**802,676**	**802,676**	**802,676**
	GRAND TOTAL WATER DEPARTMENT	**601,399**	**703,427**	**750,400**	**784,031**	**802,676**	**802,676**	**802,676**

NOTE: Rows that contain a FY 2014 recommended line item to be voted by Town Meeting are marked with an asterisk (*).

SPECIAL STATE ELECTION – JUNE 25, 2013

(Total Registered Voters – 6252)

Precinct	I	II	III	Total
Total Votes	**612**	**568**	**579**	**1759**
SENATOR IN CONGRESS				
Precinct	**I**	**II**	**III**	**Total**
Blanks	0	0	0	0
Gabriel E. Gomez	419	358	385	1162
Edward J. Markey	190	209	194	593
Richard A. Heos	3	1	0	4
Write-ins	0	0	0	0
Total:	612	568	579	1759

SPECIAL TOWN MEETING - NOVEMBER 19, 2013

The meeting began at 7:10pm and was dissolved at 9:35pm. There were one hundred and twenty two voting residents in attendance and eleven visitors.

Before the meeting commenced Mr. Rauhala read a request from Ms. Betty Mae Tenney for the VFW Santa Program. How it works and that they were in need of volunteers.

The Moderator next introduced Mr. Colin McNabb who read the following: "the members of the Board of Selectmen would like to mention that this is the last Town Meeting Kathy Rossbach will be attending before her retirement as the Town Treasurer and Collector. We want to publically acknowledge the 34 years of service that she has given to the Town of Townsend. She has been a selfless and constant employee and public servant. Her presence will be very much missed." Mrs. Rossbach received a standing ovation when she was not present and another when she arrived.

The Moderator, Gene Rauhala, explained to those in attendance that we would be using Town Meeting Time and the various procedures during a Meeting that we would use.

The Town Clerk, Susan A. Funaiole, read the return of the Warrant and our Special Town Meeting began.

ARTICLE 1

I move that the Town vote to transfer from surplus revenue the sum of **$2,753.00** for the purpose of paying prior fiscal year bills.

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

ARTICLE 2

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: Robert Plamondon
Vote: To Take No Action

ARTICLE 3

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: Colin McNabb
Vote: Passed unanimous

ARTICLE 4

I move that the Town vote to fund collective bargaining agreements entered into between the Town and collective bargaining units by funding said agreements as follows:

1. Raise and appropriate the sum of sum of **$14,370.00** and appropriate from Water receipts the sum of **$6,871.00** to fund a collective bargaining agreement with the American Federation of State, County, and Municipal Employees, Council 93, Local 1703, Highway/Water Union;
2. Raise and appropriate the sum of **$8,879.00** to fund a collective bargaining agreement with the American Federation of State, County, and Municipal Employees, Council 93, Local 3470, Telecommunications Union;
3. Raise and appropriate the sum of **$39,900.00** to fund a collective bargaining agreement with the American Federation of State, County, and Municipal Employees, Council 93, Local 3470, Police Union;
4. Raise and appropriate the sum of **$25,810.00** to fund a collective bargaining agreement with the International Association of Firefighters, Career Firefighters of Townsend, Local 4879.

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

ARTICLE 5

I move that the Town vote to transfer from surplus revenue the sum of **$9,806.00** for the purpose of updating and replacing the existing phone system in the Police/Communications Facility.

Submitted by: Police Chief
Read by: Robert Plamondon
Vote: Unanimous

ARTICLE 6

I move that the Town vote to raise and appropriate the sum of **$630.00** for the purpose of supplementing Board of Health personnel services.

Submitted by: Board of Selectmen
Read by: Colin McNabb
Vote: Passed

ARTICLE 7 *Moved this Article to after Article 13*

ARTICLE 8

I move that the Town vote to raise and appropriate the sum of **$10,000.00** for the purpose of supplementing Veterans Benefits.

Submitted by: Veterans Services Officer and Board of Selectmen
Read by: Sue Lisio
Vote: Passed unanimous

ARTICLE 9

I move that the Town vote to raise and appropriate the sum of **$10,000.00** for the purpose of supplementing Treasurer personnel services and **$4,000.00** for the purpose of supplementing Treasurer expenses.

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

ARTICLE 10

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 Facility Maintenance expenses, or take any other action in relation thereto.

Submitted by: Board of Selectmen
Read by: Colin McNabb
Vote: To Take No Action

ARTICLE 11

To see if the Town will vote to amend the Capital Plan and appropriation approved by Article 24 at the Annual Town Meeting held on May 7, 2013, or take any other action in relation thereto.

Submitted by: Board of Selectmen
Read by: Sue Lisio
Vote: To Take No Action

ARTICLE 12

I move that the Town vote to transfer from surplus revenue into the Cemetery Improvement Fund the sum of **$7242.00** from the cutting of trees on Old Turnpike Road and vote to transfer from Free Cash into the Cemetery Improvement Fund the sum of **$12,470.00** from the cutting of trees at Riverside Cemetery.

Submitted by: Cemetery Commission
Read by: Roger Rapoza
Vote: Pass

ARTICLE 13

To see if the Town will vote to appropriate $11,313,000.00 for the purpose of acquiring a certain parcel of land by gift, purchase, or eminent domain said land being a portion of Assessors Map 18, Block 65, Lot 0 as shown on a sketch plan on file in the office of the Town Clerk, and designing and building a new central fire headquarters to replace the buildings at 460 Main Street, 8 Elm Street, 13 Elm Street, and 272R Main Street, and as funding therefore to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue bonds and notes therefore, and further to amend the Capital Plan as approved by Articles 24 at the Annual Town Meeting held on May 7, 2013, or take any other section in relation thereto.

Submitted by: Fire Station Building and Fire Chief
Read by: Fire Chief Donald Klein
Vote: To Take No Action

Returned to **ARTICLE 7**

I move that the Town vote to transfer from surplus revenue the sum of **$4,000.00** for the purpose of supplementing Elections/Town Meetings personnel services and **$1,100.00** for the purpose of supplementing Elections/Town Meetings expenses.

Submitted by: Town Clerk
Read by: Susan A. Funaiole
Vote: To Take No Action

ARTICLE 14

I move that the Town vote to adopt G, L. c. 138, s. 33B to allow the local licensing authority to authorize holders of on-premises alcohol licenses to sell alcoholic beverages between the hours of 10:00AM and 12:00PM on Sundays, the last Monday in May and on Christmas Day or on the day following when said day occurs on Sunday.

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

ARTICLE 15

I move that the Town vote to amend the Town's Zoning Bylaw by adding a new **Article XVII Medical Marijuana, Section 145-88 Temporary Moratorium On Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries,** that would provide as follows, and further to amend the Table of Contents to add Section 145-88 "Temporary Moratorium on Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries:"

Section 145-88. Temporary Moratorium on Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries

A. Purpose of Moratorium

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013. On May 8, 2013, the State Department of Public Health promulgated Regulations that became effective on May 24, 2013. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center, identified in the State Regulations as a Registered Marijuana Dispensary, is not a permitted use in the Town of Townsend. The State Regulations are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of such use and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-law regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Center/Registered Marijuana Dispensaries so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

B. Definition

"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health as a Registered Marijuana Dispensary, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

C. Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center/Registered Marijuana Dispensary. The moratorium shall be in effect through December 31, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the State Regulations and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries and related uses.

Submitted by: Board of Selectmen

Read by: Gene Rauhala the second reading waived by request of Colin McNabb and vote of the floor.

Vote: Passed 2/3 declared by Moderator

ARTICLE 16 WAS NOT READ BY VOTE OF THE FLOOR.

ARTICLE 16

I move that the Town vote to amend the Town's Zoning Bylaw by adding to **Article XVI Renewable/Alternative Energy, Section 145-87. Wind Energy Systems,** that would provide as follows, and further to amend the Table of Contents to add Section 145-87 "Wind Energy Systems:"

§ 145-87. Wind Energy Systems

A. Purpose. The purpose of this bylaw is to minimize the impacts of wind turbines on the character of neighborhoods, property values, scenic, historic, and environmental resources of the Town and to protect health and safety while allowing wind energy.

(1) Applicability

This section applies to all utility-scale, on-site wind facilities, and Small Wind Energy Systems, proposed to be constructed after the effective date of this section. This section also includes building integrated wind systems, and physical modifications to existing wind facilities that materially alter the type, configuration, location or size of such facilities or other equipment.

B. Definitions.

Utility-Scale Wind Facility: A commercial wind facility, where the primary use of the facility is electrical generation to be sold to the wholesale electricity markets.

On-Site Wind Facility: A wind project, which is located at a commercial, industrial, agricultural, institutional, or public facility that will generate electricity on-site.

Small Wind Energy System (SWES): All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height not to exceed 80 feet.

Large Wind Energy System (LWES): All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height greater than 80 feet.

Height/Maximum Tip Height: The height of a wind turbine measured from natural grade to the tip of the rotor blade at its highest point, or blade-tip height.

Rated Nameplate Capacity: The maximum rated output of electric power production equipment. This output is typically specified by the manufacturer with a nameplate on the equipment.

Special Permit Granting Authority (SPGA): The Special Permit Granting Authority shall be the Planning Board for the issuance of special permits to construct and operate wind facilities.

Substantial Evidence: Such evidence as a reasonable mind might accept as adequate to support a conclusion.

Wind Energy Facility: All of the equipment, machinery and structures together utilized to convert wind to electricity including developer-owned electrical equipment, storage, collection and supply equipment, service and access roads, and one or more wind turbines.

Wind Monitoring or Meteorological Tower: A temporary tower equipped with devices to measure wind speeds and direction, used to determine how much wind power a site can be expected to generate.

Wind turbine: A device that converts kinetic wind energy into rotational energy that drives an electrical generator. A wind turbine typically consists of a tower, nacelle body, and a rotor with two or more blades.

Building Permit: A Building Permit is a required approval of a project by the Building Commissioner which is consistent with the local, state and federal building codes. In addition, the permit must meet the criteria set forth under the local zoning bylaws regarding Small Wind Energy Systems.

Agriculture: "Farming" or "agriculture" shall include farming in all of its branches and the cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of any agricultural, aqua cultural, floricultural or horticultural commodities, the growing and harvesting of forest products upon forest land, the raising of livestock including horses, the keeping of horses as a commercial enterprise, the keeping and raising of poultry, swine, cattle and other domesticated animals used for food purposes, bees, fur-bearing animals, and any forestry or lumbering operations, performed by a farmer, who is hereby defined as one engaged in agriculture or farming as herein defined, or on a farm as an incident to or in conjunction with such farming operations, including preparations for market, delivery to storage or to market or to carriers for transportation to market.

C. General Requirements for all Wind Energy Facilities

(1) Exemptions

Wind turbines constructed, reconstructed, or renovated for the primary purpose of commercial agriculture shall be considered a structure pursuant to MGL, c. 40A, §3 and, therefore, shall be exempt from this by-law.

(2) Compliance with Laws, Ordinances and Regulations

The construction and operation of all such proposed wind energy facilities shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, environmental, electrical, communications and aviation requirements.

(3) Fees.

(a) The Planning Board will normally require fees to cover the costs of outside consultants, to be deposited in advance with the Town, in accordance with the provisions of MGL c. 44, § 53G. Such fees will be deposited in a separate account, and any amounts remaining in said account after the completion of the associated project will be refunded to the applicant or successor, in accordance with these rules and said state law. When the expense of such consultants exceeds the currently available funds in the 53G account, the applicant is required to provide such additional and appropriate funds within 14 days of notification by the Board of the required amount. Additional fee requirements as outlined in §175-26 of the Planning Board Rules and Regulations may apply.

(b) The application for a Building Permit for a Small Wind Energy System must be accompanied by the fee required for a Building Permit for a Permitted Accessory Use.

(4) Proof of Liability Insurance

The applicant shall be required to provide evidence of liability insurance in an amount, and for a duration, sufficient to cover loss or damage to persons and property occasioned by the failure of the facility. Insurance in a reasonable amount determined and approved by the owner's insurance company shall be in force prior to construction. Annual proof of said insurance shall be filed with the Town Clerk.

(5) Site Control

At the time of application for a Special or Building Permit, the applicant shall submit documentation of actual or prospective control of the project site sufficient to allow for installation and use of the proposed facility. Documentation shall also include proof of control over setback areas and access roads, if required. Control shall mean the legal authority to prevent the use or construction of any structure for human habitation, or inconsistent or interfering use, within the setback areas.

(6) Utility Notification

No site plan for the installation of a wind energy facility shall be approved until evidence has been given that the electric utility company that operates the electrical grid where the facility is to be located has been informed of the customer's intent to install an interconnected customer-owned generator, and copies of site plans showing the proposed location have been submitted to the utility for review. No installation of a wind energy facility should commence and no interconnection shall take place until an Interconnection Agreement pursuant to applicable tariff and consistent with the requirements for other generation has been executed with the utility. Off-grid systems shall be exempt from this requirement, unless they are proposed to be located within setback distance from the sideline of an existing utility Right of Way (ROW).

D. Small Wind Energy System Requirements

(1) Building Permit

No Small Wind Energy System (SWES) shall be erected, constructed, installed or modified as provided in this section without first obtaining a Building Permit. All such wind energy systems

shall be constructed and operated in a manner that, where economically feasible, will minimize adverse visual, safety and environmental impacts. The construction of a small wind facility shall be permitted in any zoning district, except a designated Historic District, subject to the issuance of a Permit and provided that the use complies with all requirements set forth in sections F, G and H set forth herein.

(2) Application Process & Requirements

The Building Permit application shall be accompanied by deliverables including the following:

(a) A plot plan showing:

i. Property lines and physical dimensions of the subject property within 500 feet of the wind turbine from the proposed tower location;

ii. Location, dimensions, and types of existing major structures on the property;

iii. Location of the proposed wind system tower, foundations, guy anchors and associated equipment;

iv. The right-of-way of any public road that is contiguous with the property;

v. Location of all existing above ground or overhead gas or electric infrastructure, including Critical Electric Infrastructure, and utility rights of way (ROW) and easements, whether fully cleared of vegetation or only partially cleared, within 500 feet of the site parcel;

vi. Location and approximate height of tree cover;

vii. Wetland resource areas within 100 feet of the proposed area;

viii. Rivers, streams or brooks within 200 feet of the proposed area.

(b) Wind system specifications, including manufacturer and model, rotor diameter, tower height, tower type (freestanding or guyed).

(c) One or three line electrical diagram detailing wind turbine, associated components, and electrical interconnection methods, with all NEC compliant disconnects and overcurrent devices.

(d) Name, address, phone number and signature of the applicant, as well as all co- applicants or property owners, if any.

(e) The name, contact information and signature of any agents representing the applicant.

(f) A plan for maintenance of the small wind energy facility.

E. Large Wind Energy System (LWES) Requirements

(1) Special Permit

No large wind turbine or tower may be erected, constructed, installed or modified without first obtaining a Special Permit from the Special Permit Granting Authority (SPGA). The SPGA under this bylaw shall be the Planning Board. A LWES may be permitted in any zoning district, provided that the use is maintained and complies with all requirements set forth herein and any conditions ascribed to any specific project. No Special Permit shall be granted unless the SPGA determines that all such wind energy systems shall be constructed and operated in a manner that minimizes adverse visual, safety, and environmental impacts.

(2) General

All plans and maps shall be prepared, stamped and signed by a professional engineer licensed to practice in Massachusetts.

(3) Waivers

(a) The Planning Board may waive strict adherence to sections of this bylaw if it finds that the safety and well-being of the public will not be adversely affected by such a waiver. For each waiver granted, the Planning Board will make a written record indicating that the proposed tower meets the purpose of this bylaw.

(b) All requests for waivers shall be made in writing on a separate sheet (or sheets) of paper and be attached to the Site Plan Review Special Permit Application and be presented at the time of the initial application.

(c) Requests for waivers shall indicate the section number and the reason the applicant needs the waiver along with any documentation to support the request.

(d) The Planning Board will grant requests for waivers only upon a four-fifths majority vote. Each request shall be voted on separately. The applicant shall have the right to withdraw the request at any time prior to the actual vote. Once a request for a waiver is withdrawn it may not be presented again for a period of one year.

(e) Requests for more than three waivers, including, in the case of an amendment or renewal, any waivers previously granted for the existing or any predecessor permits, will indicate to the Planning Board the following:

i. The site is inadequate for the proposed use, or

ii. The site plan is incomplete.

(4) Application Requirements. A Site Plan Review Special Permit Application and plans shall be filed under the provision set forth in Zoning Bylaw Section 145-65 C. Plans shall have the following minimum requirements:

(a) Site boundaries and access road;

(b) Tower location, including guy wires, if any, tower height and blade length;

(c) Setbacks from property boundaries;

(d) Buildings within 500 feet of the proposed tower;

(e) Abutters;

(f) View lines from the middle of each abutter's property line, including a view from each street shown, beginning at true North and continuing clockwise;

(g) Topography;

(h) Fencing and landscaping;

(i) Areas to be cleared of vegetation and trees;

(j) Historic sites;

(k) Wetland resource areas within 100 feet of the proposed area;

(l) Rivers, streams or brooks within 200 feet of the proposed area;

(m) Habitats for endangered species;

(n) A locus map showing lot dimensions and all abutting street locations;

(o) Name, address, phone number and signature of the applicant, as well as all co- applicants or property owners, if any;

(p) The name, contact information and signature of any agents representing the applicant; and

(q) A maintenance plan for the wind energy facility.

(r) Reports shall:

i. Describe the wind turbine, tower and the technical, economic and practical reasons for the tower design, and the need for the tower at the proposed location.

ii. The applicant shall demonstrate to the satisfaction of the Planning Board that the location of the wind turbine and tower is adequate and that the size and height is the minimum necessary for the purpose.

iii. Other feasible sites, including existing sites, if any

iv. Demonstrate that the wind turbine and tower complies with these regulations and all applicable standards of the federal and state governments.

v. Provide the specifications of the wind turbine and tower.

(5) Notification

Permits for Large Wind Energy Systems (LWES) shall be granted in accordance with the procedure for notice hearings, decisions and appeals set forth in Townsend Zoning Bylaw § 145-65 and MGL c. 40A, §§ 9 and 11. All additional abutters within one half mile are also to be notified of the hearings.

(6) Decision

Decisions may be issued in accordance with §145-65.

(7) Lapse

Permits granted hereunder shall lapse within one year if substantial progress has not been made unless satisfactory reasons have been proven to the SPGA.

(8) Modifications

A substantial modification to approved plans will apply if:

(a) The applicant requests the terms of the Special Permit be altered, or,

(b) The applicant requests adding equipment, alters the height or location and /or exterior appearance of the original design, or

(c) SPGA initiates modification if good cause is shown.

Modifications shall be granted in accordance with the procedure for notice hearings, decisions and appeals set forth in Townsend Zoning Bylaw § 145-65, and MGL c. 40A, §§ 9 and 11.

(9) Renewals

Existing Special Permits under this bylaw shall not require re-submission unless there has been a substantive change in the information or conditions reviewed for the existing Special Permits, and provided further that a complete application for renewal of the permit is submitted prior to the expiration of the existing permit.

(10) Term of Special Permit

A Special Permit issued for a wind facility shall be valid 20 years, unless extended or renewed. The time period may be extended or the permit renewed by the SPGA upon satisfactory operation of the facility. Request for renewal must be submitted at least 180 days prior to expiration of the Special Permit. Submitting a renewal request shall allow for continued operation of the facility until the SPGA acts. At the end of that period (including extensions and renewals), the wind facility shall be removed as required by this section.

F. Design Standards

(1) Appearance, Color and Finish

Color and appearance shall comply with Federal Aviation Administration (FAA) safety requirements. Colors and surface treatment of the installation shall minimize visual disruption, for example, by painting non-reflective muted colors darker against land, lighter colors against sky, without graphics or other decoration. However, visible, reflective, colored objects, such as flags, reflectors, or tape shall be placed on the anchor points of guy wires and along the guy wires up to a height of 10 feet from the ground.

(2) Lighting

Wind turbines shall be lighted only if required by the FAA. Lighting of other parts of the wind energy facility, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Except as required by the FAA, lighting of the wind energy facility shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

(3) Signage

Signs on wind energy facilities shall comply with the Town's sign by-law. The following signs shall be required:

(a) Those necessary to identify the owner, provide a 24-hour emergency contact phone number, and warn of any danger;

(b) Educational signs providing information about the facility and the benefits of renewable energy.

Wind turbines shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the wind energy facility.

(4) Utility Connections

Reasonable efforts, as determined by the SPGA, shall be made to place all developer-owned utility connections from the wind energy facility underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Utility owned electrical equipment required for utility interconnections may be above ground, if required by the utility provider.

(5) Appurtenant Structures

All appurtenant structures to wind energy facilities shall be subject to applicable regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements. All such appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other and contained within the turbine tower whenever technically and economically feasible. Whenever reasonable, structures shall be shaded from view by vegetation and/or located in an underground vault and joined or clustered to avoid adverse visual impacts.

(6) Height

(a) For a Large Wind Energy System (LWES) the maximum height shall be determined by the Planning Board and/or according to manufacturer recommendation, not to exceed FAA Regulations.

G. Safety and Environmental Standards

(1) Emergency Services

The applicant shall provide a copy of the project summary, electrical schematic, and site plan to the police and fire departments, and/or the local emergency services entity designated by the local government, as well as the local electrical utility company. Upon request the applicant shall cooperate with local emergency services in developing an emergency response plan. All means of disconnecting the wind energy facility shall be clearly marked. The applicant or facility owner shall identify a responsible person for public inquiries or complaints throughout the life of the project.

(2) Unauthorized Access

Wind energy facilities shall be designed to prevent unauthorized access. For instance, the towers of wind turbines shall be designed and installed so that step bolts or other climbing features are not readily accessible to the public and are not installed below the level of 8 feet above the ground. Electrical equipment shall be locked where possible.

(3) Setbacks

(a) A SWES and LWES may not be sited within:

1. A distance equal to one and one-half (1.5) times the maximum tip height (MTH) of the wind turbine from buildings, critical infrastructure—including Critical Electric Infrastructure and above-ground natural gas distribution infrastructure—or private or public ways that are not part of the wind energy facility;

2. A distance equal to three (3.0) times the maximum tip height (MTH) of the turbine from the nearest existing residential or commercial structure; or

3. A distance equal to one and one-half (1.5) times the maximum tip height (MTH) of the turbine from the nearest property line, and private or public way.

(b) The Permit Granting Authority may increase setbacks to satisfy the intent of the bylaw herein, and require appropriate setbacks to help mitigate potential impacts.

(4).Shadow/Flicker

Wind energy facilities shall be sited in a manner that minimizes shadowing or flicker impacts. The applicant has the burden of proving that this effect will not have adverse impact on neighboring or adjacent uses.

(5) Sound

The wind facility and associated equipment shall conform with the provisions of the Department of Environmental Protection's Division of Air Quality Noise Regulations (310 CMR 7.10), unless the Department and the Permit Granting Authority agree that those provisions shall not be applicable. A source of sound will be considered to be violating these regulations if the source:

(a) Increases the broadband sound level by more than 10 dB(A) above ambient, or

(b) Produces a pure tone condition when an octave band center frequency sound pressure level exceeds the two adjacent center frequency sound pressure levels by 3 decibels or more.

These criteria are measured both at the property line and at the nearest inhabited structure. Ambient is defined as the background A-weighted sound level that is exceeded 90% of the time measured during operating hours. The ambient may also be established by other means with consent from DEP. An analysis prepared by a qualified engineer shall be presented to demonstrate compliance with these noise standards, if required by the Permit Granting Authority.

The Permit Granting Authority, in consultation with the DEP, shall determine whether such violations shall be measured at the property line or at the nearest inhabited residence.

(6) Land Clearing, Soil Erosion and Habitat Impacts

Clearing of natural vegetation shall be limited to that which is necessary for the construction, operation and maintenance of the wind energy facility or otherwise prescribed by applicable laws, regulations, and bylaws, and subject to existing easements, restrictions and conditions of record.

H. Monitoring and Maintenance

(1) Wind Energy Facility Conditions

(a) The applicant shall maintain the wind energy facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, emergency braking (stopping) and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief and Emergency Medical Services. The project owner shall be responsible to maintain any access road(s), unless accepted as a public way, and the cost of maintaining the wind energy facility to the level and standard of this bylaw as well as remain in compliance with all applicable conditions.

(b) If a LWES or SWES is designated a safety hazard by the Zoning Enforcement Officer, the owner shall correct the hazard or remove the WES within ninety (90) days.

I. Abandonment or Decommissioning

(1) Removal Requirements

Any wind energy facility which has reached the end of its useful life or has been abandoned shall be removed. The owner/operator shall physically remove the facility no more than 150 days after the date of discontinued operations. The applicant shall notify the SPGA by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

(a) Physical removal of all wind turbines, structures, equipment, security barriers and transmission lines from the site;

(b) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations;

(c) Stabilization or re-vegetation of the site as necessary to minimize erosion. The SPGA may allow the owner to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

(2) Abandonment

Absent notice of a proposed date of decommissioning or written note of extenuating circumstances, the wind energy facility shall be considered abandoned when the facility fails to operate for more than two years without the written consent of the SPGA. If the applicant fails to remove the facility in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the town may enter the property and physically remove the facility at the owner's expense.

(3) Financial Surety

(a) Surety for Removal

Applicants for utility-scale large wind energy facilities shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal or failure to maintain, in the event the town must maintain or remove the facility and remediate the landscape, in an amount and form determined to be reasonable by the SPGA, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, or as determined by a peer review engineer. Such surety will not be required for municipally or state-owned facilities. The applicant shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

(b) Surety for Maintenance

An initial bond shall be posted for a LWES unless they are used solely for commercial agricultural use pursuant to MGL, c. 40A, §3. Such bond shall cover maintenance and construction costs. An annual maintenance bond shall be posted for the access road (if applicable), site (if applicable) and tower(s) in an amount to be approved by the SPGA.

(c) Failure to post an approved bond and/or provide proof of insurance shall be grounds to revoke the special permit.

Invalidation. If any portion of this bylaw is declared to be invalid, the remainder shall continue to be in full force and effect.

Submitted by: Planning Board
Read by: No complete reading
Vote: Passed 2/3 declared by Moderator

ARTICLE 17

To see if the Town will vote to adopt G.L. C. 60 Sect. 23B to authorize the Tax Collector and Town Treasurer to assess

- for land of less than one acre upon which there is no permanent structure, a fee of twenty-five dollars ($25.00);
- for land upon which is situated no more than a single family residence and outbuildings, a fee of twenty-five dollars ($25.00);
- for land upon which is situated no more than a two family residence and outbuildings, a fee of twenty-five dollars ($25.00);
- for land upon which is situated no more than a three family residence and outbuildings, a fee of twenty-five dollars ($25.00);
- for land upon which is situated no more than a four or more families residence and outbuildings, a fee of one hundred dollars ($100.00);
- for land upon which is situated a commercial, industrial or public utility structure, a fee of one hundred and fifty dollars ($150,00);
- for farms, forest land and all other real property, a fee of fifty dollars ($50.00).

In no case can the fee exceed one half of one percent of the assessed value of the real estate. Or act in relation thereto.

Submitted by: Board of Selectmen and Treasurer/Tax Collector
Read by: Sue Lisio
Vote: To Take No Action

ARTICLE 18

I move that the Town vote to delete §102-4 Section C of the Townsend Code to allow enforcement of violations of the Mandatory Recycling and Trash Collection Program through noncriminal dispositions by inserting new text as shown below:

> C. ~~For a period of 60 days following the effective date of the by-law, violations will be met with a written notice of noncompliance and trash will be left for the person to recycle appropriately. After this sixty-day period,~~ Violations will result in enforcement through noncriminal disposition pursuant to §1-1 of the Townsend Code and may also result in the loss of curbside pickup.

Submitted by: Board of Health
Read by: Christopher Genoter
Vote: Pass unanimous

ARTICLE 19

I move that the Town vote to amend §1-1 of the Townsend Code to insert the following:

K. Mandatory Recycling Program
  (1) Enforcing Officer: Municipal Recycling Enforcement Coordinator, Health Administrator
  (2) Fine Schedule:
    (a) First Offense: Warning
    (b) Second Offense: Warning
    (c) Third and Subsequent Offenses: $100 per bag

Submitted by: Board of Health
Read by: Christopher Genoter
Vote: Pass

ARTICLE 20

To see if the Town will vote to transfer the care, custody, management and control of a parcel of land from the Treasurer, held for the purpose of sale at auction as tax title land, to the Board of Selectmen for purposes of conveyance, and to authorize the Board of Selectmen to convey said parcel to the Commonwealth of Massachusetts, Division of Fisheries & Wildlife, on such terms and conditions, and for such consideration as the Board of Selectmen shall determine, said parcel of land known as the Clement Property, located off South Row Road and Emery Road, identified by the Assessors as Map 25, Block 3, Lot 0, said land to be used for open space for the benefit of the public in perpetuity pursuant to Article 97, and further to authorize the harvesting of timber prior to the conveyance, or act in relation thereto.

Submitted by: Board of Selectmen and Conservation Commission
Read by: Karen Chapman
Vote: To Take No Action

ARTICLE 21

To see if the Town will vote to transfer the care, custody, management and control of two parcels of land from the Conservation Commission to the Board of Selectmen for purposes of conveyance, and to authorize the Board of Selectmen to convey said parcels to the Commonwealth of Massachusetts, Division of Fisheries & Wildlife, on such terms and conditions, and for such consideration as the Board of Selectmen shall determine, said parcels of land located on Haynes Road in Townsend, Middlesex County, Massachusetts, and shown as Open Space Area "A" and Open Space Area "B", respectively, on a plan of

land entitled "Locke Estates, Townsend, Mass., Prepared for Gerald and Joan Croteau," dated May 25, 1999, amended March 21, 2000, prepared by Ducharme & Wheeler, Inc., Bolton, MA, as described in a deed recorded with the Middlesex South Registry of Deeds in Book 523439, page 134 and identified by the Assessors as Map 44, Block 4, Lots 0 and 11, respectively, said properties to be used for open space for the benefit of the public in perpetuity pursuant to Article 97, and to authorize the Board of Selectmen to petition the Massachusetts General Court for approval of the conveyance of the properties described herein, under Article 97 of the amendments to the Massachusetts Constitution, if such approval is deemed by the Board of Selectmen to be needed, and to authorize the Board of Selectmen to file Article 97 legislation with the General Court, or act in relation thereto.

Submitted by: Board of Selectmen and Conservation Commission
Read by: Karen Chapman
Vote: To Take No Action

Meeting adjourned: 9:31PM

BOARD OF REGISTRARS

In January of 2013 Amy Collins passed away. Amy was a frequent worker in the Clerk's office, helping to get voter registrations entered (different than a main frame), filed, deleted and removed and the appropriate letters sent to the voters. Over the years she had helped with all aspects of the Registrar's position during elections, voter registrations, and the census. We miss her upbeat, positive attitude.

Our newly appointed registrar is Ms. Mary Jane O'Hara. After this year she has become very competent and is a quick study in all that is important to the world of Registrars. Jane is always joyful and is a wonderful addition to the Board.

There were four voter registrations last year for elections and town meetings. Remember you must re-register when you move from one town to another or within a town and if you want to change your party affiliation. For primaries you may only take the party ballot that you are registered in unless you are unenrolled and then you may choose any of the ballots available.

January 2013 - 6024 voters **December 2013 - 6256 voters**

Respectfully submitted,

The Board of Registrars:
Claire Devine
Catherine Thrasher
Mary Jane O'Hara
Susan Funaiole, ex-officio

BOARD OF ASSESSORS

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 1st preceding each fiscal year.

Our three member Board of Assessors consist of a chairman and two members. It is an elected Board with each member carrying a three-year term. This past April Laura Shifrin took over the chairman position. Niles Busler 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 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

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

Janina Majeran, Administrative Assessor
Janet Leavitt, Property Inspector

Fiscal Year 2013 Assessments and Revenues by Major Property Class

Property Class	Levy Percent	Valuation by Class	Tax Rate	Tax Levy
Residential	90.1911	694,491,130	18.26	12,681,408.03
Commercial	4.5580	35,097,502	18.26	640,880.39
Industrial	2.3822	18,343,700	18.26	334,955.96
Personal Property	2.8687	22,089,640	18.26	403,356.83

Valuation and Tax History

Fiscal Year	Tax Rate	Valuation by Class	Accounts	Tax Levy	Change (%)
2013	18.26	770,021,972	4,046	14,060,601.21	2.0640
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

New Growth Revenue

Fiscal Year	Added Valuation	Tax Rate	New Revenues	Change
2013	4,111,313	16.96	69,729.00	22.28
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

FINANCE COMMITTEE

This year once again found changes in the membership of the Finance Committee. After being elected as a member of the Board of Selectmen, Colin McNabb resigned from the Committee. We thank Colin for his dedication and contributions and wish him well in his new role. The vacancy on the Committee was filled by Cindy King and we look forward to her expertise and fresh perspective.

Town departments were once again asked to submit level funded budgets and we appreciate the work that went into finding ways for departments to "do more with less".

Members of the Board of Selectmen, Finance and Capital Planning Committees, the Town Administrator and the Highway Superintendent met to discuss solutions to dedicate additional funds for road improvements. While there is no easy answer, all involved have made a commitment to keeping the roads as a priority and find a way to fund the much needed road improvements.

In October, members of the Finance Committee attended a seminar presented by the Massachusetts Association of Town Finance Committees. In addition to a variety of workshops, we were able to hear from other cities and towns about their challenges and successes in working through challenging fiscal times.

Two potential projects that had everyone's attention were the proposals to build a new high school and a new fire station. Members of the High School Building Committee worked on fine tuning the details of the proposal and were scheduled to have plans submitted to the MSBA by the end of December. Although there is the potential for a substantial reimbursement by the MSBA for the project, there will still be a significant amount that will be the responsibility of Townsend, Pepperell and Ashby.

The proposed fire station was going to be brought before the Town Meeting n November. Due to a last minute legal opinion regarding whether the article for the fire station could be considered without being on the capital plan, no action was taken. This means the voters of Townsend will have decisions to make regarding both the school and the fire station next year. Depending on the outcome of the vote, the Town may be looking at even greater challenging financial decisions in the coming years.

The Finance Committee would like to thank the departments, committees, the Board of Selectmen and the Town Administrator for the dedication and hard work for the past year and look forward to working together in the future on behalf of the residents of Townsend.

CAPITAL PLANNING COMMITTEE

2013 was a year full of change and challenge for the Capital Planning Committee. Many accomplishments were achieved during the year to include the completion of our Policy & Procedures manual. As with previous years, the Committee struggled to satisfy the needs of the department's capital requests with limited funds. Requests for FY14 were in excess of $1,480,386.00 and with the adoption of the FY14 CIP at the Annual Town Meeting in May we were able to fund $689,888.00 in capital expenditures. From the Capital Stabilization Account we used $195,000.00, while $494,888.00 in requests were funded by others sources to include a grant, assessors overlay account, water enterprise fund, tax levy, and the West Townsend Reading Room receipts account. With many requests left without funding, the Committee moved the unfunded capital items forward to be reviewed next year.

During the year the Committee met with the Board of Selectmen and the Finance Committee for a discussion of the condition of the roads and infrastructure. Without properly funding the Highway Department with the needed equipment and operational appropriations; the roads are in critical need of repair and maintenance. The Committee looks forward to continuing the conversation well into the future with the hopes the Board of Selectmen will lead the way to make this most important issue a priority.

In October of 2013, the Committee met with the Fire Chief and a few members of the Fire Station Committee after learning the Board of Selectmen intended to add a new fire station to the warrant for the fall special town meeting. While the requested amount was $11,300,000., the Committee ultimately agreed to $1,200.000 being added to the amended CIP for approval at the special town meeting. Several concerns were raised regarding the project to include the need to have an agreement on the land, building design plans and appropriate testing on the parcel to be purchased. As with recent years, the communication difficulties made the process very confusing and the Committee was informed the amended plan did not matter and that the entire project would be considered in the warrant article. The night of the Special Town Meeting, the Committee was advised by the Fire Station Building Committee that they were taking no action on the amended CIP plan and the requested $11,300.000.00 warrant article, siting legal issues. We are confident this project with be discussed in depth in 2014, and hopeful the project can move forward.

Much work will need to be done for the FY15 CIP; with over 12 million in requests and a very limited amount of money available it will be a challenge, however, if the Committee can continue to improve its relations with the Departments and the Board of Selectmen we are hopeful there will be success with getting the town departments much needed capital purchases.

The Committee would like to recognize the years of service of Bill Roberts. Mr. Roberts was an asset to the Committee and will be greatly missed. We wish him much success with all his future endeavors, and thank him for his

many years of committed service to getting the committee established and working to help address the needs of the community.

The Capital Planning Committee would like to express their 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
Roger Rapoza, Board of Selectmen Representative

TAX COLLECTOR/TREASURER

MONTH	RECEIPTS	DISBURSED	NOTES	BALANCE
BEGINNING BALANCE 6/30/12				**$ 3,972,229.00**
July-12	$ 766,700.49	$ 1,442,095.98		$ 3,296,833.51
August-12	$ 3,063,549.10	$ 3,147,321.70		$ 3,213,060.91
September-12	$ 644,394.33	$ 600,207.70		$ 3,257,247.54
October-12	$ 311,080.08	$ 523,223.60		$ 3,045,104.02
November-12	$ 3,751,488.53	$ 3,127,819.87		$ 3,668,772.68
December-12	$ 445,654.57	$ 828,736.79		$ 3,285,690.46
January-13	$ 565,194.13	$ 941,823.51		$ 2,909,061.08
February-13	$ 3,792,594.96	$ 2,612,047.97		$ 4,089,608.07
March-13	$ 768,576.87	$ 759,832.92		$ 4,098,352.02
April-13	$ 526,943.59	$ 614,423.14		$ 4,010,872.47
May-13	$ 2,222,902.31	$ 2,970,576.57		$ 3,263,198.21
June-13	$ 1,805,132.92	$ 1,030,128.37		$ 4,038,202.76
BALANCE PERFORMANCE BONDS				$ 2,224,215.99
TAX TITLE COLLECTED				$ 119,415.28

2014	Real Estate	$ 6,488,620.85
2013	Real Estate	$ 6,850,109.58
2012	Real Estate	$ 56,175.13
2011	Real Estate	$ 32,701.65
2010	Real Estate	$ 22,198.26
2009	Real Estate	$ 16,641.08
2008	Real Estate	$ 13,678.19
2013	Personal Property	$ 401,134.73
2012	Personal Property	$ 370.96
2013	Motor Vehicle	$ 984,645.33
2012	Motor Vehicle	$ 37,440.51
2011	Motor Vehicle	$ 5,367.57
2010	Motor Vehicle	$ 1,543.62
2009	Motor Vehicle	$ 874.49
2008	Motor Vehicle	$ 227.50
2007	Motor Vehicle	$ 968.51

2006	Motor Vehicle	$ 1,078.82
2005	Motor Vehicle	$ 131.18
2004	Motor Vehicle	$ 74.76
1992	Motor Vehicle	$ 425.33
	Title V Liens	$ 25,998.50
	Water Liens	$ 337.11
	Interest on Taxes	$ 94,062.82
	Municipal Lien Certificates	$ 6,127.00
	Demand Fees	$ 13,550.00
	Warrant Fees	$ 9,712.91
	RMV Non-renewal	$ 9,640.00
	NSF & Bank Charges	$ 105.00
	Advertising Fees	$ 229.00
	Total	**$ 15,074,170.39**

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 tenth 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 31, 2013 and the Schedule A state filing was submitted before the November 30th due date. I again assisted the assessing department with a timely filing of the tax recapitulation sheet.

Kathy Jastrab, my department assistant for the past nine years retired in March 2013. Kathy was a very dedicated employee and a dear friend and she has been missed. Susan Bresnick was hired in April 2013 as the department assistant and is responsible for preparing the weekly warrants. Susan has been a wonderful addition to the accounting department. She brings a strong skill set from her position as accounting clerk for the Town of Dunstable.

The financial statements included in this report are unaudited for the year ending June 30, 2013. The Town will soon be in the process of a financial statement audit for fiscal year 2013. There is no single audit requirement for FY13. 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 2013 only spending 96.67%. Actual revenues exceeded budgeted revenues by $279,592, 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, 2013 was certified at $931,378 for the general fund and $353,949 for the water enterprise fund. $432,271 of FY13 free cash has been used to support the Town in meeting financial goals for FY14. $400,000 of those funds went toward supplementing the Town's capital stabilization fund.

It seems every year the Town is fiscally challenged, and FY14 will not be any different. Costs are rising in most town departments at a rate greater than the increase in revenues. A local option meals tax was implemented on January 1, 2012 and this continues to supplement local receipts. The Town received revenue of $81,273 in 2013 from this source. 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, 2013

	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	WATER ENTERPRISE	TRUST FUNDS	AGENCY FUND	ACCOUNT GROUPS GENERAL FIXED ASSETS	ACCOUNT GROUPS LONG TERM OBLIGATIONS	GROUP TOTAL
ASSETS									
Cash & Investments	$ 1,767,596.73	$ 2,925,097.58	$ 69,154.48	$ 1,453,243.64	$ 568,532.19	$ 284,689.36	$ -	$ -	$ 7,068,313.98
Personal Property Tax Prior	12,503.84	-	-	-	-	-	-	-	12,503.84
Personal Property Tax Current	2,307.20	-	-	-	-	-	-	-	2,307.20
Real Estate Tax Prior	169,653.69	-	-	-	-	-	-	-	169,653.69
Real Estate Tax Current	370,437.53	-	-	-	-	-	-	-	370,437.53
Provisions for Abate & Exemptions	(75,040.34)	-	-	-	-	-	-	-	(75,040.34)
Tax Liens Receivable	662,780.78	-	-	-	-	-	-	-	662,780.78
Tax Possessions	57,525.72	-	-	-	-	-	-	-	57,525.72
Deferred Tax Receivable	29,494.69	-	-	-	-	-	-	-	29,494.69
Motor Vehicle Excise Tax Prior	38,951.17	-	-	-	-	-	-	-	38,951.17
Motor Vehicle Excise Tax Current	122,934.03	-	-	-	-	-	-	-	122,934.03
Dept. Accounts Rec. Ambulance	176,906.31	-	-	-	-	-	-	-	176,906.31
Water User Charges Receivable	-	-	-	79,035.63	-	-	-	-	79,035.63
Water Other Services Receivable	-	-	-	2,053.73	-	-	-	-	2,053.73
Water Backflow Test Charges Receivable	-	-	-	50.00	-	-	-	-	50.00
Water Lien Added to Taxes	-	-	-	610.71	-	-	-	-	610.71
Loans Receivable Title 5	-	228,698.58	-	-	-	-	-	-	228,698.58
Betterments Receivable Title 5	-	35.33	-	-	-	-	-	-	35.33
Due (To)/From Government Entity	(16,562.50)	-	486,110.57	-	-	-	-	-	469,548.07
Due (To)/From Other Funds		(4,300.00)	-	-	4,300.00	-	-	-	-
Prepaid Expenditures	3,146.60	2,933.30	-	500.00	-	-	-	-	6,579.90
Land	-	-	-	-	-	-	-	-	-
Buildings & Improvements	-	-	-	-	-	-	-	-	-
Accum Depr Buildings & Improv	-	-	-	-	-	-	-	-	-
Machinery, Equipment, Vehicles	-	-	-	-	-	-	-	-	-
Accum Depr Mach,Equip & Vehicles	-	-	-	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	-	-	-
Accum Depr Infrastructure	-	-	-	-	-	-	-	-	-
Construction in Progress	-	-	-	-	-	-	-	-	-
Art & Historical Treasures	-	-	-	-	-	-	-	-	-
Amt. Prov. For Landfill Monitoring Costs	-	-	-	-	-	-	-	311,773.00	311,773.00
Amt. Prov. for Retirement of Obligations	-	-	-	-	-	-	-	4,528,741.65	4,528,741.65
TOTAL ASSETS	$ 3,322,635.45	$ 3,152,464.79	$ 555,265.05	$ 1,535,493.71	$ 572,832.19	$ 284,689.36	$ -	$ 4,840,514.65	$ 14,263,895.20
LIABILITIES & FUND EQUITY									
Warrants Payable	$ 256,437.39	$ 24,325.78	$ 123,809.29	$ 23,695.68	$ 491.27	$ 511.50	$ -	$ -	$ 429,270.91
Insurance Receipts Payable	-	-	-	1,453.88	-	-	-	-	1,453.88
Employee Withholdings Payable	-	-	-	-	-	599.11	-	-	599.11
Contract Retainer Payable	-	-	-	-	-	-	-	-	-
Taxes Paid in Advance	1,839.01	-	-	-	-	-	-	-	1,839.01
Water User Chagres Paid in Advance	-	-	-	-	-	-	-	-	-
Deferred Revenue	-	-	486,110.57	81,139.36	-	-	-	-	567,249.93
Deferred Revenue Property Tax	472,081.81	-	-	-	-	-	-	-	472,081.81
Deferred Revenue Tax Liens	662,780.78	-	-	610.71	-	-	-	-	663,391.49
Deferred Revenue Tax Possession	57,525.72	-	-	-	-	-	-	-	57,525.72
Deferred Revenue Deferred Tax	29,494.69	-	-	-	-	-	-	-	29,494.69
Deferred Revenue Motor Vehicle	161,885.20	-	-	-	-	-	-	-	161,885.20
Deferred Revenue Dept. Receivable	176,906.41	-	-	-	-	-	-	-	176,906.41
Deferred Revenue Loans Rec	-	228,698.58	-	-	-	-	-	-	228,698.58
Deferred Revenue Betterments	-	35.33	-	-	-	-	-	-	35.33
Interest Payable	-	402.93	-	-	-	-	-	-	402.93
Performance Security Deposit Payable	-	3,600.00	-	3,197.54	-	283,578.75	-	-	290,376.29
Bonds Payable	-	-	-	-	-	-	-	4,433,474.61	4,433,474.61
Capital Leases Payable	-	-	-	-	-	-	-	95,267.04	95,267.04
Post Closure Landfill Obligations	-	-	-	-	-	-	-	311,773.00	311,773.00
TOTAL LIABILITIES	$ 1,818,951.01	$ 257,062.62	$ 609,919.86	$ 110,097.17	$ 491.27	$ 284,689.36	$ -	$ 4,840,514.65	$ 7,921,725.94
FUND EQUITY									
Reserve (Deficit) for Encumbrances	$ 39,581.12	$ -	$ (54,654.81)	$ -	$ -	$ -	$ -	$ -	$ (15,073.69)
Reserve for Expenditures	65,251.00	837,045.00	-	90,000.00	-	-	-	-	992,296.00
Reserve for Continued Appropriations	280,034.68	-	-	980,947.14	-	-	-	-	1,260,981.82
Reserve for Prepaid Expenses	3,146.60	-	-	500.00	-	-	-	-	3,646.60
Reserve for Bond Premium	19,790.21	-	-	-	-	-	-	-	19,790.21
Reserve for Special Purposes	-	774,764.41	-	-	339,785.31	-	-	-	1,114,549.72
Investment in General Fixed Assets	-	-	-	-	-	-	-	-	-
Undesignated Fund Balance	1,095,880.83	1,283,592.76	-	353,949.40	232,555.61	-	-	-	2,965,978.60
TOTAL FUND EQUITY	$ 1,503,684.44	$ 2,895,402.17	$ (54,654.81)	$ 1,425,396.54	$ 572,340.92	$ -	$ -	$ -	$ 6,342,169.26
TOTAL LIABILITIES & FUND EQUITY	$ 3,322,635.45	$ 3,152,464.79	$ 555,265.05	$ 1,535,493.71	$ 572,832.19	$ 284,689.36	$ -	$ 4,840,514.65	$ 14,263,895.20

TOWN OF TOWNSEND
STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2012 - JUNE 30, 2013

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
TAXES			
Personal Property Tax-Prior	$ -	$ (35,460.71)	$ (35,460.71)
Personal Property Tax-Curr.	403,356.83	401,022.70	(2,334.13)
Real Estate - Prior	-	372,316.57	372,316.57
Real Estate - Current	13,657,244.38	13,159,219.52	(498,024.86)
Payment In Lieu Of Taxes	2,000.00	10,000.00	8,000.00
Tax Liens Receivable	-	87,277.96	87,277.96
Motor Vehicle Excise-Prior	-	205,619.58	205,619.58
Motor Vehicle Excise-Curr.	870,000.00	818,406.29	(51,593.71)
Room Occupancy Tax	2,000.00	1,879.64	(120.36)
Local Meals Tax	68,000.00	81,273.06	13,273.06
Special Conveyace Tax	-	4,166.18	4,166.18
Payments After Abatements	-	1,208.67	1,208.67
TOTAL TAX REVENUE	15,002,601.21	15,106,929.46	104,328.25
INTEREST & PENALTIES			
Interest on Property Tax	55,000.00	87,871.90	32,871.90
Interest on Motor Vehicle	5,000.00	9,395.35	4,395.35
Interest on Tax Liens	-	32,137.32	32,137.32
Interest on Invest - Treasurer	2,900.00	-	(2,900.00)
Interest on Invest - Collector	100.00	-	(100.00)
TOTAL INTEREST REVENUE	63,000.00	129,404.57	66,404.57
TAX COLLECTOR FEES	15,000.00	24,719.50	9,719.50
RENTAL INCOME	25,000.00	27,922.31	2,922.31
LICENSES & PERMITS			
Entertainment	200.00	500.00	300.00
Common Victullar	500.00	650.00	150.00
Used Car	1,000.00	800.00	(200.00)
Alcoholic	8,500.00	11,385.00	2,885.00
Driveway Permits	200.00	350.00	150.00
Dog Licenses	5,000.00	6,767.00	1,767.00
Marriage Intentions	500.00	800.00	300.00
Raffle Permits	-	60.00	60.00
Gasoline Permits	-	180.00	180.00
ZBA Special Permits	300.00	735.00	435.00
Pistol Permits Class A/B License	2,500.00	4,525.00	2,025.00
FID Card ClassC/D License	200.00	537.50	337.50
Oil & Wood Burner Permits	1,000.00	1,850.00	850.00
Fuel Storage Permits	500.00	950.00	450.00
Burning Permits	6,000.00	7,020.00	1,020.00
Blasting Permits	-	-	-
Tank Removal Permits	-	250.00	250.00

TOWN OF TOWNSEND
STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2012 - JUNE 30, 2013

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
Sprinkler Permit	-	-	-
Septic & Well Permits	1,500.00	1,335.00	(165.00)
Food and Tobacco Permits	300.00	340.00	40.00
Weights & Measurers	1,000.00	845.00	(155.00)
Building Permits	38,800.00	65,540.00	26,740.00
Gas & Oil Permits	4,500.00	6,920.00	2,420.00
Plumbing Permits	6,500.00	6,317.00	(183.00)
Electrical Permits	11,000.00	13,428.00	2,428.00
TOTAL LICENSE REVENUE	90,000.00	132,084.50	42,084.50
FINES			
Dog License Fines	1,500.00	906.00	(594.00)
Marajuana Citation Fines	1,500.00	3,250.00	1,750.00
Conservation Fines & Violations	-	-	-
Library Fines, Fees & Forfeits	3,000.00	4,067.65	1,067.65
Fire Prevention Fines Ch 148A	-	-	-
Court Fines	6,000.00	1,629.00	(4,371.00)
TOTAL FINES REVENUE	12,000.00	9,852.65	(2,147.35)
FEES AND CHARGES FOR SERVICES			
SELECTMEN			
Memorial Hall Rent	-	300.00	300.00
Cable TV Fees	1,000.00	1,221.50	221.50
Other	1,500.00	2,085.05	585.05
ASSESSORS			
Passport Fees	6,500.00	4,474.00	(2,026.00)
Other	300.00	45.00	(255.00)
TOWN CLERK			
Dog License Fees	2,000.00	1,075.00	(925.00)
Street Listings	100.00	220.00	120.00
Vital Statistics	2,500.00	3,109.00	609.00
Business Certificates	700.00	730.00	30.00
Other	200.00	247.40	47.40
TAX COLLECTOR			
Municipal Liens	7,000.00	7,900.00	900.00
Registry of M V Fees	6,000.00	20,287.50	14,287.50
Other	-	580.02	580.02

TOWN OF TOWNSEND
STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2012 - JUNE 30, 2013

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
TREASURER			
Tax Title Redemptions	1,500.00	225.00	(1,275.00)
Miscellaneous	-	543.95	543.95
Other	-	-	-
CONSERVATION COMMISSION			
Public Hearing Fees	200.00	4,959.75	4,759.75
PLANNING BOARD			
ANR Filing Fee	900.00	1,800.00	900.00
Site Plan Review Fee	-	3,100.00	3,100.00
Miscellaneous	-	100.00	100.00
Open Space Pres Devel Filing Fee	-	-	-
ZONING BOARD OF APPEALS			
Variance Filing fees	200.00	900.00	700.00
POLICE DEPARTMENT			
Accident Reports	1,000.00	1,115.00	115.00
Sp. Detail Surcharge	8,500.00	10,195.35	1,695.35
Court Restitution	6,000.00	102.00	(5,898.00)
Other	-	179.60	179.60
TREE WARDEN	-	-	-
PARKING CLERK	200.00	50.00	(150.00)
FIRE DEPARTMENT			
Fire reports	-	39.00	39.00
Smoke Alarm	3,500.00	4,850.00	1,350.00
Other	100.00	200.00	100.00
HIGHWAY	-	217.60	217.60
CEMETERY & PARKS	-	19,711.25	19,711.25
HEALTH & SANITATION			
Other	100.00	15.00	(85.00)
LIBRARY			
Other	-	308.38	308.38
TOTAL FEE REVENUE	50,000.00	90,886.35	40,886.35

TOWN OF TOWNSEND
STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2012 - JUNE 30, 2013

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
STATE RECEIPTS			
Add'l Polling Hours	-	2,850.00	2,850.00
Abate - Blind/Vets/Spouse/Elderly	43,196.00	13,558.00	(29,638.00)
Veteran Benefits	18,101.00	19,422.00	1,321.00
General Aid	1,111,624.00	1,111,624.00	-
Add'l Municipal Aid	-	-	-
State Owned Land	190,214.00	190,214.00	-
State Assessments	(67,387.00)	(67,507.00)	(120.00)
TOTAL STATE RECEIPTS	1,295,748.00	1,270,161.00	(25,587.00)
TOTAL REVENUE RECEIVED	16,553,349.21	16,791,960.34	238,611.13
OTHER FINANCING SOURCE			
Bond Premiums	8,015.00	8,015.22	0.22
INTERFUND TRANSFERS			
Government Access	30,000.00	30,000.00	-
Receipts Reserved for Approp	383,911.33	383,911.33	-
Special Revenue Accounts	-	44,019.36	44,019.36
Stabilization	30,000.00	30,000.00	-
Water Enterprise	163,000.00	159,960.85	(3,039.15)
Capital Stabilization	266,931.00	266,931.00	-
TOTAL INTERFUND TRANSFERS	873,842.33	914,822.54	40,980.21
TOTAL RECEIPTS	$ 17,435,206.54	$ 17,714,798.10	$ 279,591.56

TOWN OF TOWNSEND
RECONCILIATION OF UNDESIGNATED FUND BALANCE
JUNE 30, 2013

BEGINNING BALANCE 07/01/12	**$**	**1,150,757.85**
INCREASES TO FUND BALANCE		
REVERSE PY F/B RESERVED FOR CONT APPROP		262,389.58
REVERSE PY F/B RESERVED FOR EXPENDITURES		59,629.00
REVERSE PY F/B RESERVED FOR ENCUMBRANCES		25,324.39
REVERSE PY F/B RESERVED FOR PREPAID EXP		1,603.01
REVERSE PY F/B RESERVED FOR REDC OF DEBT		7,067.54
REVERSE PY F/B RESERVED FOR UNRESOLVED CLAIM		113.16
REVENUE RECEIVED		16,791,960.34
REVENUE - BOND PREMIUMS		8,015.22
OTHER FINANCING SOURCES - TRANSFERS		914,822.54
DECREASES TO FUND BALANCE		
ESTABLISH F.F. RESERVE FOR EXPENDITURES - FREE CASH VOTES		(65,251.00)
ESTABLISH F.B. RESERVE FOR CONTINUED APPROP.		(280,034.68)
ESTABLISH F.B. RESERVE FOR ENCUMBRANCES		(39,581.12)
ESTABLISH F.B. RESERVE FOR PREPAID EXPEND.		(3,146.60)
ESTABLISH F.B. RESERVE FOR REDUC OF DEBT SVS		-
ESTABLISH F.B. RESERVE FOR UNRESOLVED CLAIM		-
EXPENDITURES		(17,737,788.40)
OTHER FINANCING USES		-
ENDING BALANCE 06/30/13	**$**	**1,095,880.83**
		==========

RESERVE FOR BOND PREMIUM FUND BALANCE, BEG	**2,252.00**	**25,553.43**
AMORTIZATION OF BOND PREMIUMS	**(311.05)**	**(7,704.17)**
RESERVE FOR BOND PREMIUM FUND BALANCE, END	**1,940.95**	**17,849.26**

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: **MEETING HALL COMPLEX**

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

DATE: **30-Jun-13**

GENERAL LEDGER ACCOUNT 23-191-3560-004

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					**8,142.01**
JULY	350.00	0.00	-425.00	-75.00	**8,067.01**
AUGUST	200.00	-200.00	-125.00	-125.00	**7,942.01**
SEPTEMBER	450.00	-400.00	0.00	50.00	**7,992.01**
OCTOBER	60.00	-200.00	-383.60	-523.60	**7,468.41**

NOVEMBER	90.00	-200.00	-1,031.30	-1,141.30	**6,327.11**
DECEMBER	735.00	0.00	-616.18	118.82	**6,445.93**
JANUARY	595.00	-200.00	143.61	538.61	**6,984.54**
FEBRUARY	0.00	-200.00	0.00	-200.00	**6,784.54**
MARCH	770.00	-200.00	-125.00	445.00	**7,229.54**
APRIL	220.00	-200.00	0.00	20.00	**7,249.54**
MAY	645.00	-200.00	-56.89	388.11	**7,637.65**
JUNE	390.00	-200.00	-164.54	25.46	**7,663.11**
TOTALS	**4,505.00**	**-2,200.00**	**-2,783.90**	**-478.90**	
Total Expended			**-4,983.90**		

UPDATED AS OF 06/30/13

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: **FIRE ALARM MAINTENANCE**

SPENDING AUTHORIZATION
FROM TOWN MEETING $ **4,000.00**
ADDITIONAL AUTHORIZATION
FROM BOS & FINCOM $ -

DATE: **30-Jun-13**

GENERAL LEDGER
ACCOUNT 23-220-3560-016

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					**5,292.96**
JULY	0.00	0.00	-1,716.00	-1,716.00	**3,576.96**
AUGUST	50.00	0.00	1,716.00	1,766.00	**5,342.96**
SEPTEMBER	50.00	0.00	0.00	50.00	**5,392.96**
OCTOBER	0.00	0.00	0.00	0.00	**5,392.96**
NOVEMBER	0.00	-148.50	0.00	-148.50	**5,244.46**
DECEMBER	305.00	0.00	0.00	305.00	**5,549.46**
JANUARY	0.00	0.00	-86.64	-86.64	**5,462.82**
FEBRUARY	50.00	0.00	0.00	50.00	**5,512.82**
MARCH	0.00	0.00	0.00	0.00	**5,512.82**
APRIL	0.00	0.00	0.00	0.00	**5,512.82**
MAY	0.00	0.00	0.00	0.00	**5,512.82**
JUNE	0.00	0.00	0.00	0.00	**5,512.82**
TOTALS	**455.00**	**-148.50**	**-86.64**	**219.86**	
Total Expended			**-235.14**		

UPDATED AS OF 06/30/13

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: **CEMETERY**

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

DATE: **30-Jun-13**

GENERAL LEDGER ACCOUNT 23-491-3560-024

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					**23,479.56**
JULY	1,680.00	-901.45	-1.65	776.90	**24,256.46**
AUGUST	2,500.00	-399.30	-99.76	2,000.94	**26,257.40**
SEPTEMBER	1,995.00	-1,367.30	-824.10	-196.40	**26,061.00**
OCTOBER	2,930.00	-1,232.44	-1,862.15	-164.59	**25,896.41**
NOVEMBER	1,650.00	-1,886.20	-1,164.50	-1,400.70	**24,495.71**
DECEMBER	1,590.00	-869.80	-38.75	681.45	**25,177.16**
JANUARY	1,600.00	-859.10	-18.72	722.18	**25,899.34**
FEBRUARY	600.00	0.00	-230.50	369.50	**26,268.84**
MARCH	800.00	-788.30	0.00	11.70	**26,280.54**
APRIL	3,775.00	-990.83	-40.68	2,743.49	**29,024.03**
MAY	2,180.00	-2,093.30	-3,367.85	-3,281.15	**25,742.88**
JUNE	1,145.00	-919.60	-1,993.92	-1,768.52	**23,974.36**
TOTALS	**22,445.00**	**-12,307.62**	**-9,642.58**	**494.80**	
Total Expended			**-21,950.20**		

UPDATED AS OF 06/30/13

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: **BOARD OF HEALTH**

SPENDING AUTHORIZATION FROM TOWN MEETING	$	**22,000.00**
ADDITIONAL SPENDING AUTHROIZATION	$	-

DATE: **30-Jun-13**

GENERAL LEDGER ACCOUNT 23-520-3560-027

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					**11,327.16**
JULY	807.00	-266.20	0.00	540.80	**11,867.96**
AUGUST	453.00	-431.25	-784.93	-763.18	**11,104.78**
SEPTEMBER	888.33	-338.80	-17.45	532.08	**11,636.86**

OCTOBER	1,082.00	-334.60	-67.48	679.92	**12,316.78**
NOVEMBER	892.00	-350.90	0.00	541.10	**12,857.88**
DECEMBER	480.38	-336.70	-34.96	108.72	**12,966.60**
JANUARY	256.00	-336.70	-717.45	-798.15	**12,168.45**
FEBRUARY	322.00	-167.30	-46.50	108.20	**12,276.65**
MARCH	942.00	-169.40	0.00	772.60	**13,049.25**
APRIL	1,175.00	-358.50	-1,250.00	-433.50	**12,615.75**
MAY	1,154.00	-836.10	-127.35	190.55	**12,806.30**
JUNE	819.00	-379.70	-4,376.29	-3,936.99	**8,869.31**
TOTALS	**9,270.71**	**-4,306.15**	**-7,422.41**	**-2,457.85**	
TOTAL EXPENDED			**-11,728.56**		
UPDATED AS OF		06/30/13			

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: **RECREATION** MGL CH44 SEC 53E1/2

DATE: **30-Jun-13**

AUTHORIZED EXPENDITURES: $ **52,000.00**

ADD'L AUTHORIZED EXPENDITURES: $ **20,000.00**

GENERAL LEDGER ACCOUNT 23-655-3560-034

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					**89,905.19**
JULY	19,917.60	-16,833.82	-409.12	2,674.66	**92,579.85**
AUGUST	5,863.00	-18,892.47	-9,429.33	-22,458.80	**70,121.05**
SEPTEMBER	950.00	-579.60	-1,361.23	-990.83	**69,130.22**
OCTOBER	2,725.00	-1,159.20	750.00	2,315.80	**71,446.02**
NOVEMBER	565.00	-1,449.00	-982.90	-1,866.90	**69,579.12**
DECEMBER	9,943.00	-1,159.20	-100.20	8,683.60	**78,262.72**
JANUARY	2,593.00	-1,449.00	-2,399.49	-1,255.49	**77,007.23**
FEBRUARY	1,404.50	-1,159.20	-3,540.00	-3,294.70	**73,712.53**
MARCH	1,493.00	-1,159.20	-2,134.00	-1,800.20	**71,912.33**
APRIL	1,315.73	-1,159.20	-1,205.00	-1,048.47	**70,863.86**
MAY	2,576.00	-1,635.00	0.00	941.00	**71,804.86**
JUNE	7,595.00	-2,768.09	-811.68	4,015.23	**75,820.09**
TOTALS	**56,940.83**	**-49,402.98**	**-21,622.95**	**-14,085.10**	
TOTAL EXPENDED			**-71,025.93**		
UPDATED AS OF		06/30/13			

TOWN OF TOWNSEND
COMBINED BALANCE SHEET FOR SPECIAL REVENUE FUNDS
JULY 1, 2012 - JUNE 30, 2013

	Federal Grants	State Grants	Receipts Reserved	Revolving	Other	Stabilization	Total
Cash	$ 40,363.80	$ 54,846.10	$ 729,501.76	$ 128,375.42	$ 289,917.74	$ 1,682,092.76	$ 2,925,097.58
Prepaid Expenses	-	-	-	2,933.30	-	-	2,933.30
Due (to)/from Other Funds	-	-	-	-	(4,300.00)	-	(4,300.00)
Loans Receivable - Title V	-	-	-	-	228,698.58	-	228,698.58
Betterments Receivable - Title V	-	-	-	-	35.33	-	35.33
Total Assests	**$ 40,363.80**	**$ 54,846.10**	**$ 729,501.76**	**$ 131,308.72**	**$ 514,351.65**	**$ 1,682,092.76**	**$ 3,152,464.79**
Warrants Payable	$ 3,695.00	$ 2,652.75	$ 1,419.68	$ 9,469.03	$ 7,089.32	$ -	$ 24,325.78
Deferred Revenue - Loans Receivable	-	-	-	-	228,698.58	-	228,698.58
Deferred Revenue - Betterments Receivable	-	-	-	-	35.33	-	35.33
Other Liabilities	-	-	-	-	4,002.93	-	4,002.93
Total Liabilities	**$ 3,695.00**	**$ 2,652.75**	**$ 1,419.68**	**$ 9,469.03**	**$ 239,826.16**	**$ -**	**$ 257,062.62**
Fund Balance:							
Reserved for Special Purposes	$ 36,668.80	$ 52,193.35	$ 319,537.08	$ 121,839.69	$ 244,525.49	$ -	$ 774,764.41
Reserved for Expenditures	-	-	408,545.00	-	30,000.00	398,500.00	837,045.00
Undesignated	-	-	-	-	-	1,283,592.76	1,283,592.76
Total Fund Balance	**$ 36,668.80**	**$ 52,193.35**	**$ 728,082.08**	**$ 121,839.69**	**$ 274,525.49**	**$ 1,682,092.76**	**$ 2,895,402.17**
Total Liabilities and Fund Balance	**$ 40,363.80**	**$ 54,846.10**	**$ 729,501.76**	**$ 131,308.72**	**$ 514,351.65**	**$ 1,682,092.76**	**$ 3,152,464.79**

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS
JULY 1, 2012 - JUNE 30, 2013

CODE		BEGINNING BALANCE	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED OTHER	ENDING BALANCE
FGCD	BOS - CDBG Program Inc Fund Townsend	65,673.26	161.40	-	-	-	(12,421.69)	53,412.97
FGCD	BOS - CDBG Program Inc Fund Ashby	17.79	0.05	-	-	-	-	17.84
FGEM	TEMA Emergency Planning Grant	2,500.00	2,250.00	-	-	-	(7,528.50)	(2,778.50)
FGEM	HWY -Oct'11 Nor'Easter MEMA Grant	(109,613.52)	153,632.88	-	(44,019.36)	-	-	-
FGOFG	FAC - ARRA Energy Efficiency Grant	52.42	-	-	-	-	-	52.42
FGPS	PD - Law Enforcement Grant	1,153.76	-	-	-	-	-	1,153.76
FGPS	PD - COPS In School Grant	7,257.43	-	-	-	-	(7,257.43)	-
FGPS	PD - Body Armor Matching Federal Grant	(6,000.00)	-	-	-	-	(8,347.50)	(14,347.50)
FGPS	PD - Govenor's Highway Safety Grant	41.60	-	-	-	-	-	41.60
FGPS	F/EMS - Volunteer Fire Assistance Grant	-	-	-	-	-	(883.79)	(883.79)
OGSD	CEM/PKS - Buriel Ground Donation	621.00	-	-	-	-	-	621.00
OGSD	CEM/PKS - Bandstand Fund	2,866.85	-	-	-	-	-	2,866.85
OGSD	CEM/PKS - Playground Donations	564.35	-	-	-	-	(180.50)	383.85
OGSD	CEM/PKS - American Flag Committee	1,921.44	-	-	-	-	(113.80)	1,807.64
OGSD	CEM/PKS - Town Common Maint Donation	365.13	600.00	-	-	-	(494.21)	470.92
OGSD	BOH - Composting Bins Donations	92.75	-	-	-	-	-	92.75
OGSD	COA - Elder Affairs Gifts & Donations	1,162.76	25.00	-	-	-	-	1,187.76
OGSD	COA - Line Dancing Donations	87.00	-			-	-	87.00
OGSD	COA - Arts & Crafts Donations - F.Araujo	501.05	499.50	-	-	-	(212.74)	787.81
OGSD	LIB - Collection Augmentation Donation	53.08	-	-	-	-	-	53.08
OGSD	LIB - Extended Operating Hours Donation	61.10	-	-	-	-	-	61.10
OGSD	LIB - Compact Disk Antitrust Settlement Gift	0.87	-	-	-	-	-	0.87
OGSD	LIB - Memorial Gifts	1,632.56	107.50	-	-	-	(841.80)	898.26
OGSD	LIB - Carolyn Kinney Gift	1,465.00	-	-	-	-	-	1,465.00
OGSD	REC - Gifts & Fundraising for Building	22,411.58	478.86	-	-	-	-	22,890.44
OGSD	VETS - Memorial Marker Gifts	1,258.33	-	-	-	-	(464.58)	793.75
OGSD	MISC - Sam Thorpe Prints	13,955.49	-	-	-	-	-	13,955.49
OSGD	BOS - Capital Donations	1,485.00	-	-	-	-	-	1,485.00
OSGD	WTRR Gifts and Donations	1,401.18	-	-	-	-	-	1,401.18
OSGD	PD - Donations & Gifts	4,938.65	2,807.01	-	-	(3,783.60)	-	3,962.06
OSGD	PD - Donations - DARE	1,618.80	400.00	-	-	-	-	2,018.80
OSGD	PD - Donations - Quimby Invest Fund	332.42	-	-	-	-	-	332.42
OSGD	PD - Comm Found-Alliance Against Drugs	-	7,449.00	-	-	-	-	7,449.00
OSGD	F/EMS - Gifts & Donations	220.63	880.00	-	-	-	-	1,100.63
OSPD	BOS- Cablevision Access Account	130,872.60	42,285.66	(30,000.00)	-	-	(10,500.00)	132,658.26
OSPD	BOS - Audio Visual Equipment	17,595.40	-	-	-	-	(414.93)	17,180.47
OSRF	CON COM - Cy Realty Escrow	2,418.30	6.75	-	-	-	-	2,425.05

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS
JULY 1, 2012 - JUNE 30, 2013

CODE		BEGINNING BALANCE	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED OTHER	ENDING BALANCE
OSRF	PB - 53G Escrow - Pappas DBA Tabivi LLC	0.00	1,501.32	-	-	-	(1,250.00)	251.32
OSRF	PB - 53G Escrow - Patriot Comm Def OSPD	417.39	500.89	-	-	-	(624.00)	294.28
OSRF	PB - 53G Escrow - Locke Brook Run	165.08	0.46	-	-	-	-	165.54
OSRF	PB - 53G Escrow - Deer Run	1,083.15	3.02	-	-	-	-	1,086.17
OSRF	PB - 53G Escrow - Ball Road Tower	19,905.99	55.51	-	-	-	-	19,961.50
OSRF	PB - 53G Escrow - Sprint Tower	1,802.86	5.03	-	-	-	-	1,807.89
OSRF	PB - 53G Escrow - Waterhouse Devel	2,151.41	6.00	-	-	-	-	2,157.41
OSRF	PB - 53G Escrow - Harbor Trace	3,417.16	9.53	-	-	-	-	3,426.69
OSRF	ZBA - 53G Escrow - Towns Elder Housing	443.58	1.23	-	-	-	-	444.81
OSRF	ZBA - 53G Escrow - Turnpike Village	93.37	0.26	-	-	-	-	93.63
OSRF	PD -Special Detail Revolving	(15,149.41)	114,853.27	-	-	(124,162.98)	-	(24,459.12)
OSRF	F/EMS - Community Foundation Grants	4,876.00	-	-	-	-	(3,928.35)	947.65
OSRF	COA - Kitchen Mgr Grant-Comm Foundation	5,042.56	11,600.00	-	-	(6,514.04)	-	10,128.52
OSRF	LIB - Come Play Wii CMRLS Mini Grant	35.15	-	-	-	-	-	35.15
OSRF	LIB - Target Early Childhood Reading Grant	286.99	-	-	-	-	-	286.99
OSRF	LIB - Rollstone Bank Childrens Grant	-	2,500.00	-	-	-	(2,380.96)	119.04
OSRF	LIB - E-Books	-	-	-	500.00	-	(366.29)	133.71
OSRF	MISC - Insurance Reimbursements <20,000	10,355.26	2,065.50	-	-	-	(6,212.89)	6,207.87
OSRF	MISC - Laurel Woods Escrow	3,000.00	-	-	-	-	-	3,000.00
OST5	BOH - Septic Title V Res for Approp	181,209.60	26,853.33	(27,734.00)	-	-	-	180,328.93
RRAB	F/EMS - Amb Receipts Resvd for Approp	186,712.08	324,779.98	(364,000.00)	(50,000.00)	-	-	97,492.06
RROR	WTRR Receipts Reserved	12,500.90	4,310.00	(12,386.00)	-	-	-	4,424.90
RRSL	CEM/PKS - Sale of Lot Fund	1,575.00	6,825.00	(4,425.00)	-	-	-	3,975.00
RRWP	CON COM - Wetland Protect NOI	35,889.71	2,185.00	-	-	(3,168.00)	(1,590.52)	33,316.19
RVBH	BOH - Solid Waste Revolving	11,327.16	9,270.71	-	-	(4,306.15)	(7,422.41)	8,869.31
RVCM	CEM/PKS - Cemetery Revolving Fund	23,479.56	22,445.00	-	-	(12,307.62)	(9,642.58)	23,974.36
RVFAM	F/EMS - Fire Alarm Maintenance Revolving	5,292.96	455.00	-	-	(148.50)	(86.64)	5,512.82
RVMH	FAC - Meeting Hall Complex Revolving	8,142.01	4,505.00	-	-	(2,200.00)	(2,783.90)	7,663.11
RVRC	REC - Revolving Fund	89,905.19	56,940.83	-	-	(49,402.98)	(21,622.95)	75,820.09
SGCOA	COA - Elder Affairs Formula Grant	4,388.67	5,495.33	-	-	-	(8,700.65)	1,183.35
SGCOA	COA - Elder Affairs LRTA Grant	(7,876.77)	51,217.69	-	-	(24,440.55)	(4,921.89)	13,978.48
SGCR	TCC - Arts Lottery Council	2,761.37	3,872.68	-	-	-	(3,726.05)	2,908.00
SGGG	CON COM - Toxic Use Reduction Grant	666.48	-	-	-	-	-	666.48
SGGG	DEV - Green Communities Grant	-	39,206.25	-	-	(1,019.70)	(5,379.00)	32,807.55
SGLB	LIB - State Incentive Grant	6,476.08	11,556.66	-	-	-	(12,056.71)	5,976.03
SGLB	LIB - Public Library Match Fundraising Grant	277.99	-	-	-	-	-	277.99
SGOSG	BOH - ER Preparedness Coalition Grant	772.41	-	-	-	-	-	772.41
SGOSG	BOH -Sustainable Materials Recovery Grant	(6,906.00)	6,906.00	-	-	-	-	-
OSMW	BOH - Septic Title V Repair Grant	12,594.76	-	-	-	-	-	12,594.76

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS
JULY 1, 2012 - JUNE 30, 2013

CODE		BEGINNING BALANCE	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED OTHER	ENDING BALANCE
SGPS	PD - Local Law Enforcement Grant	85.05	-	-	-	-	-	85.05
SGPS	PD - Community Policing Grant	4,588.03	-	-	-	-	-	4,588.03
SGPS	F/EMS - Right to Know Law	154.36	-	-	-	-	-	154.36
SGPS	F/EMS - S.A.F.E. Grant	3,757.73	4,625.00	-	-	(748.95)	(835.81)	6,797.97
SGPS	COMM CTR - PSAP Grant Training FY12	(3,740.45)	5,993.05	(4,157.00)	-	-	-	(1,904.40)
SGPS	COMM CTR - PSAP Grant Equipment FY12	(28,115.00)	23,958.00	4,157.00	-	-	-	-
SGPS	COMM CTR - PSAP Grant Training FY13	-	-	-	-	(4,318.02)	(500.00)	(4,818.02)
SGPS	COMM CTR - PSAP Grant Equipment FY13	-	-	-	-	-	(24,509.68)	(24,509.68)
SGPW	HWY - State Machinery Fund	634.99	-	-	-	-	-	634.99
	Fund Balance Res. For Expenditures	363,911.33	-	438,545.00	(363,911.33)	-	-	438,545.00
	Total Fund Balances	$ 1,119,377.80	$ 956,086.14	-	(457,430.69)	$ (236,521.09)	$ (168,202.75)	$ 1,213,309.41
	STABILIZATION FUNDS:							
	Stabilization Fund	$ 1,064,104.25	$ 2,985.37	-	-	$ -	$ -	$ 1,067,089.62
	Stabilization Fund - Capital	213,665.04	1,338.10	(398,500.00)	400,000.00	-	-	216,503.14
	Fund Balance Res. For Expenditures	296,931.00	-	398,500.00	(296,931.00)	-	-	398,500.00
	Total Stabilization Funds Balance	$ 1,574,700.29	$ 4,323.47	-	103,069.00	$ -	$ -	$ 1,682,092.76

TOWN OF TOWNSEND
BALANCE SHEET - CAPTIAL PROJECTS
JUNE 30, 2013

	Genova Land Purchase	Recycle Ctr Upgrade	Highway Imprv Ch 90	TOTALS
ASSETS				
Cash	-$34,735.08	$102,069.19	$ 1,820.37	$69,154.48
Due From the Commonwealth	34,735.08	-	451,375.49	486,110.57
TOTAL ASSETS	$ -	$ 102,069.19	$ 453,195.86	$ 555,265.05
LIABILITIES				
Warrants Payable	-	-	123,809.29	123,809.29
Bond Anticipation Note Payable	-	-	-	-
Deferred Revenue	34,735.08	-	451,375.49	486,110.57
TOTAL LIABILITIES	34,735.08	-	575,184.78	609,919.86
FUND BALANCES				
Undesignated Fund Balance	-	-	-	-
Reserve for Encumbrances	(34,735.08)	102,069.19	(121,988.92)	(54,654.81)
TOTAL FUND BALANCES	(34,735.08)	102,069.19	(121,988.92)	(54,654.81)
TOTAL LIABILITIES AND FUND BALANCES	$ -	$ 102,069.19	$ 453,195.86	$ 555,265.05

TOWN OF TOWNSEND
WATER ENTERPRISE FUND - OPERATIONS
JULY 1, 2012 - JUNE 30, 2013

Retained Earnings Unreserved, beginning		$ 339,941.71
Retained Earnings Reserved for Special Purposes, beginning		84.75
Retained Earnings Reserved for Encumbrances, beginning		454.70
Retained Earnings Reserved for Continued Appropriations, beginning		705,910.97
		1,046,392.13
Revenues:		
Water User Charges	$ 1,018,728.03	
Other Service Charges	27,852.18	
Connection Fees	8,000.00	
Interest & Demands	21,133.52	
Water Liens	-	
Other Miscenllaneous	821.21	
Back Flow Prevention	7,250.00	
		1,083,784.94
		2,130,177.07
Expenditures:		
Salary and Wages	(233,478.52)	
Expenses	(245,860.69)	
Debt Service	(103,957.21)	
Captial Expenditures	(18,541.52)	
		(601,837.94)
Other Financing Sources/(Uses):		
Transfers from completed capital project funds		57,018.26
Intermunicipal Agreement - Earnings on Investment		6,894.11
Intermunicipal Agreement - Reimbursement to General Fund		(166,854.96)
		$ 1,425,396.54
Retained Earnings Unreserved, ending		$ 353,949.40
Retained Earning Reserved for Special Purposes, ending		500.00
Retained Earnings Reserved for Encumbrances, ending		-
Retained Earnings Reserved for Expenditures, ending		90,000.00
Retained Earnings Reserved for Continued Appropriations, ending		980,947.14
Total Fund Equity June 30, 2013		$ 1,425,396.54

TOWN OF TOWNSEND
WATER ENTERPRISE FUND - OPERATIONS
RECONCILIATION OF UNRESERVED RETAINED EARNINGS
JUNE 30, 2013

BEGINNING BALANCE 07/01/12	**$**	**339,941.71**
INCREASES TO RETAINED EARNINGS		
REVERSE PY R/E RESERVED FOR PREPAID EXP		84.75
REVERSE PY R/E RESERVED FOR CONT APPROP		705,910.97
REVERSE PY R/E RESERVED FOR ENCUMBRANCES		454.70
REVENUE RECEIVED		1,082,963.73
REVENUE RECEIVED - MISC RECEIPTS		821.21
TRANSFERS FROM COMPLETED CAPITAL PROJECTS		57,018.26
OTHER FINANCING SOURCES - EARNINGS ON INVEST		6,894.28
DECREASES TO RETAINED EARNINGS		
ESTABLISH RESERVE FOR CONTINUED APPROP.		(980,947.14)
ESTABLISH RESERVE FOR ENCUMBRANCES		-
ESTABLISH RESERVE FOR EXPENDITURES		(90,000.00)
ESTABLISH F.B. RESERVE FOR PREPAID EXPEND.		(500.00)
EXPENDITURES		(601,837.94)
OTHER FINANCING USES - REIMB TO GENERAL FUND		(166,855.13)
ENDING BALANCE 06/30/13	**$**	**353,949.40**
	==========	
CERTIFIED RETAINED EARNINGS 07-01-12	**$**	**339,857.00**
STM 11/2012 ARTICLE 1 CAPITAL PROJECT INCREASE		(150,000.00)
ATM 5/2013 ARTICLE 24 FY14 CAPITAL IMPRV PLAN		(90,000.00)
BOWC VOTE FOR SPECIAL PROJECTS 06/10/2013		(99,857.00)
		-
AVAILABLE RETAINED EARNINGS 6/30/13	**$**	**-**
	==========	

TOWN OF TOWNSEND
WATER ENTERPRISE FUND - CAPITAL PROJECTS
JULY 1, 2012 - JUNE 30, 2013

	EAST SIDE IMPROVEMENT PROJECT	WITCH'S BROOK WATER CO ACQUISITION	SOLAR UPGRADE HARBOR TRACE PUMP STATION
ASSETS			
Cash	$ -	$ -	$ -
Due from Federal Gov - Grant Receivable	-	-	-
TOTAL ASSETS	$ -	$ -	$ -
LIABILITIES			
Deferred Rev Fed Gov Grant	-	-	-
Note Payable - BAN	-	-	-
FUND EQUITY			
Retained Earnings Reserved for Special Purpose	-		-
Retained Earnings/(Deficit) Reserved for Encum.	-	-	-
TOTAL LIABILITIES & FUND EQUITY	$ -	$ -	$ -
Retained Earnings Reserved, beginning	$ 54,767.48	$ -	$ (577.08)
Transfer of funds, project completed, vote of BOWC	$ (54,767.48)		$ 577.08
Retained Earnings/(Deficit) Reserved, ending	$ -	$ -	$ -
Reserve Fund Balance for Encumbrances, beginning	$ -	$ -	$ 3,540.69
Transfer of funds, project completed, vote of BOWC	-	-	(3,540.69)
Reserve Fund Balance for Encumbrances, ending	$ -	$ -	$ -

TOWN OF TOWNSEND
TRUST FUNDS COMBINED BALANCE SHEET
JUNE 30, 2013

ASSETS	NON EXPENDABLE TRUSTS	EXPENDABLE TRUSTS	TOTAL
Cash, Restricted	$335,485.31	$0.00	$335,485.31
Cash, Unrestricted	-	233,046.88	233,046.88
Due From Other Funds	4,300.00	-	4,300.00
TOTAL ASSETS	339,785.31	233,046.88	572,832.19
LIABILITIES			
Warrants Payable	-	491.27	491.27
TOTAL LIABILITIES	-	491.27	491.27
FUND BALANCES			
Amanda E Dwight Poor Fund	-	72,698.66	72,698.66
Albert J Atwood Worthy Fund	16,000.71	14,135.23	30,135.94
Abram S French Welfare Fund	10,000.00	11,136.56	21,136.56
Susan Wilson Worthy Fund	634.00	4,239.86	4,873.86
Charles A Sloan Memorial Fund	7,507.50	95.20	7,602.70
Maria L Lane School Fund	1,500.00	1,912.90	3,412.90
Spaulding Alumni Fund	1,500.00	3,073.76	4,573.76
Francis E Boucher Memorial Fund	600.00	1,253.78	1,853.78
Amanda E Dwight Library Fund	-	16,273.31	16,273.31
Stephen Coffey Library Fund	500.00	289.76	789.76
Charles Emery Library Fund	500.00	498.26	998.26
Lorraine Peterson Library Fund	368.00	670.36	1,038.36
Mary Worcester Library Fund	5,000.00	3,989.57	8,989.57
Townsend Grange Library Fund	100.00	149.26	249.26
Walter & Beuhla Murray Fund	500.00	608.93	1,108.93
Frances Rafferty Library Fund	4,500.00	956.07	5,456.07
H.A.R.T. Library Donations	-	263.98	263.98
Hale Memorial Library Trust	917.00	41.72	958.72
Amanda E Dwight Concert Fund	-	3,746.94	3,746.94
M E Homer W.T. Reading Room	10,000.00	13,623.39	23,623.39
W Townsend Reading Room Grange	200.00	32.72	232.72
John Birney Blood Monument Fund	5,055.85	8,880.03	13,935.88
Memorial Common	1,400.00	614.89	2,014.89
Charles & Gertrude Packard Parks	5,000.00	433.48	5,433.48
Bandstand Fund	3,026.50	908.89	3,935.39
Amanda E Dwight Cemetery Fund	-	9,650.06	9,650.06
Cemetery Perpetual Care	255,050.75	20,151.24	275,201.99
Maude Hyde Gates Cemetery Fund	500.00	398.86	898.86
Joel Giles Cemetery Fund	2,200.00	1,125.31	3,325.31
James N Tucker Cemetery Fund	500.00	29.16	529.16
Combined Floral Funds	6,725.00	1,901.23	8,626.23
M C MacEarchern Memorial Fund	-	4,141.44	4,141.44
Conservation Fund	-	31,554.40	31,554.40
Memorial Hall Preservation	-	1,906.78	1,906.78
Town Common Holiday Lighting	-	1,169.62	1,169.62
TOTAL FUND BALANCES	339,785.31	232,555.61	572,340.92
TOTAL LIABILITIES AND FUND BALANCES	$339,785.31	$233,046.88	$572,832.19

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR EXPENDABLE TRUST FUNDS
JULY 1, 2012 - JUNE 30, 2013

NAME	BALANCE JULY 1, 2012	INVESTMENT INCOME	OTHER RECEIPTS	EXPENDED OTHER	EXPENDED PAYROLL	BALANCE JUNE 30, 2013
Amanda E Dwight Poor Fund	$ 69,781.88	$ 2,916.78	$ -	$ -	$ -	$ 72,698.66
Albert J Atwood Worthy Fund	14,551.99	83.24	-	(500.00)	-	14,135.23
Abram S French Welfare Fund	13,112.88	98.20	100.00	(2,174.52)	-	11,136.56
Susan Wilson Worthy Fund	4,226.31	13.55	-	-	-	4,239.86
Charles A Sloan Memorial Fund	74.06	21.14	-	-	-	95.20
Maria L Lane School Fund	1,903.41	9.49	-	-	-	1,912.90
Spaulding Alumni Fund	3,061.04	12.72	-	-	-	3,073.76
Francis E Boucher Mem. Fund	1,248.62	5.16	-	-	-	1,253.78
Amanda E Dwight Library Fund	18,906.26	2,868.56	-	(5,501.51)	-	16,273.31
Stephen Coffey Library Fund	287.57	2.19	-	-	-	289.76
Charles Emery Library Fund	495.49	2.77	-	-	-	498.26
Lorraine Peterson Library Fund	667.47	2.89	-	-	-	670.36
Mary Worcester Library Fund	3,964.57	25.00	-	-	-	3,989.57
Townsend Grange Library Fund	148.56	0.70	-	-	-	149.26
Walter & Beaulah Murray Library	605.84	3.09	-	-	-	608.93
Frances Rafferty Library Fund	942.61	13.46	-	-	-	956.07
H.A.R.T. Library Donations	723.26	1.49	1,414.00	(1,874.77)	-	263.98
Hale Memorial Library Trust	39.05	2.67	-	-	-	41.72
Amanda E Dwight Concert Fund	4,603.54	2,465.40	-	(3,322.00)	-	3,746.94
M E Homer W.T. Reading Rm	13,557.70	65.69	-	-	-	13,623.39
W. Townsend Reading Rm Grange	32.07	0.65	-	-	-	32.72
John Birney Blood Monument Fund	8,841.28	38.75	-	-	-	8,880.03
Memorial Common	609.29	5.60	-	-	-	614.89
Charles & Gertrude Packard Parks	418.37	15.11	-	-	-	433.48
Bandstand Fund	922.38	11.01	-	(24.50)	-	908.89
Amanda Dwight Cemetery Fund	8,426.15	1,723.91	-	(500.00)	-	9,650.06
Cemetery Perpetual Care	22,023.36	758.59	-	(2,049.91)	(580.80)	20,151.24
Maude Hyde Gates Cemetery Fund	396.36	2.50	-	-	-	398.86
Joel Giles Cemetery Fund	1,116.07	9.24	-	-	-	1,125.31
James N Tucker Cemetery Fund	27.69	1.47	-	-	-	29.16
Combined Floral Funds	2,277.83	24.40	-	(401.00)	-	1,901.23
M C MacEarchern Memorial Fund	4,129.93	11.51	-	-	-	4,141.44
Conservation Fund	30,190.74	95.58	20,000.00	(18,731.92)	-	31,554.40
Memorial Hall Preservation	1,901.48	5.30	-	-	-	1,906.78
Town Common Holiday Lights	1,166.37	3.25	-	-	-	1,169.62
Total Fund Balances	$ 235,381.48	$ 11,321.06	$ 21,514.00	$ (35,080.13)	$ (580.80)	$ 232,555.61

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR NON-EXPENDBLE TRUST FUNDS
JULY 1, 2012 - JUNE 30, 2013

FUND NAME	BALANCE JULY 1, 2012	OTHER RECEIPTS	BALANCE JUNE 30, 2013
Private Purpose Trust Funds			
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
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
Subtotal Private Purpose Funds	37,742.21	-	37,742.21
Permanent Trust Funds			
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
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	3,026.50	-	3,026.50
Cemetery Perpetual Care	251,150.75	3,900.00	255,050.75
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
Subtotal Permanent Funds	298,143.10	3,900.00	302,043.10
TOTAL FUND BALANCES	$ 335,885.31	$ 3,900.00	$ 339,785.31

TOWN OF TOWNSEND

STATEMENT OF LONG TERM OBLIGATIONS

JUNE 30, 2013

			BONDS PAYABLE	CAPITAL LEASES PAYABLE
GENERAL OBLIGATION BOND - REFUNDED				
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:	$	1,155,000.00	
GENERAL OBLIGATION BOND				
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:		1,750,000.00	
WATER POLLUTION ABATEMENT TRUST				
Title V Homeowner Loan Program				
Original Loan: $196,061.00				
Dated February 1, 1999				
Declining Principal				
Due 08/01/2002 - 08/01/2019	BALANCE:		75,873.00	
WATER POLLUTION ABATEMENT TRUST				
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:		72,638.00	
WATER POULLUTION ABATEMENT TRUST				
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		142,874.50	
WATER POLLUTION ABATEMENT TRUST				
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:		485,085.00	

TOWN OF TOWNSEND

STATEMENT OF LONG TERM OBLIGATIONS

JUNE 30, 2013

		BONDS PAYABLE	CAPITAL LEASES PAYABLE
WATER POLLUTION ABATEMENT TRUST			
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:	752,004.11	
STATE HOUSE NOTE			
Fire and Highway New Truck Purchase			
Original Loan: $480,000.00			
Dated June 12, 2007			
Constant Pricipal			
Due 12/01/07 - 06/01/12	BALANCE:		
CAPITAL LEASES PAYABLE			
Republic First National			
Braun Chevy G4500 Ambulance			
Original Financing $115,948.00 for 3 years			
Declining Principal			
Due 01/15/2015	BALANCE:		79,304.74
All American Investment Group			
Fire Air Filling System			
Original Financing $47,957.00 for 2 years			
Declining Principal			
Due 08/08/2013	BALANCE:		15,962.30
		$ 4,433,474.61	$ 95,267.04

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 119	CHARTER COMM (SPEC ART)							
01-119-5400-000	PROF & TECH-LEGAL/CONSULT REVIEW	0.00	4909.19	4909.19	0.00	0.00	4909.19	
* Total Department 119	* CHARTER COMM (SPEC ART) 119	0.00	4909.19	4909.19	0.00	0.00	4909.19	
* Department 122	SELECTMEN							
01-122-5100-000	SALARY - TOWN ADMINISTRATOR	80000.00		80000.00	7969.21	80000.00	0.00	100.00%
01-122-5112-000	WAGES - SUPPORT STAFF	32269.00	10000.00	22269.00	2169.08	19201.00	3068.00	86.22%
01-122-5190-000	OTHER - STIPENDS LONGEVITY	0.00		0.00	0.00	0.00	0.00	
01-122-5191-000	OTHER - STIPENDS	0.00		0.00	0.00	0.00	0.00	
01-122-5192-000	OTHER - WAGES (T/A VAC BUY BACK)	3065.00		3065.00	3065.14	3065.14	-0.14	100.00%
01-122-5300-000	PROF SERVICES	1300.00		1300.00	114.50	2248.79	-948.79	172.98%
01-122-5340-000	COMMUNICATIONS	150.00		150.00	0.00	2.46	147.54	1.64%
01-122-5420-000	OFFICE SUPPLIES	1150.00		1150.00	149.89	1762.66	-612.66	153.27%
01-122-5580-000	OTHER SUPPLIES	300.00		300.00	90.06	90.06	209.94	30.02%
01-122-5601-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-122-5710-000	TRAVEL/MILEAGE-IN STATE	200.00		200.00	102.71	241.01	-41.01	120.51%
01-122-5730-000	DUES & MEMBERSHIPS	2500.00	1000.00	3500.00	930.00	4819.83	-1319.83	137.71%
01-122-5780-000	OTHER CHARGES	3100.00		3100.00	0.00	200.00	2900.00	6.45%
* Total Department 122	* SELECTMEN 122	124034.00	-9000.00	115034.00	14590.59	111630.95	3403.05	97.04%
* Department 123								
01-123-5100-000	SALARY/WAGE INCREASE COMP/CLASS PLAN	0.00		0.00	0.00	0.00	0.00	
01-123-5191-000	OTHER - CERTIFICATION	0.00		0.00	0.00	0.00	0.00	
* Total Department 123	* 123	0.00		0.00	0.00	0.00	0.00	
* Department 124	TOWN MEETING ARTICLE							
01-124-5300-000	PROF SVCS - TOWN GRANT WRITER	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	
01-124-5305-000	COMP/CLASS STUDY STM 10/10 ART 13	0.00		0.00	0.00	0.00	0.00	
01-124-5306-000	RETIREE H/CARE STUDY STM 10/10 ART 14	0.00		0.00	0.00	0.00	0.00	
01-124-5307-000	HEALTHCARE CONSULTING STM 11/12 ART 13	0.00	8000.00	8000.00	0.00	3500.00	4500.00	43.75%
01-124-5402-000	CERTIFIED PROPERTY APPRAISAL ATM 5/05 ART 37	0.00		0.00	0.00	0.00	0.00	
01-124-5750-001	MEGA ASSESSMENT STM 5/12 ART 4	0.00	10122.89	10122.89	4745.11	4745.11	5377.78	
* Total Department 124	* TOWN MEETING ARTICLE 124	0.00	18122.89	18122.89	4745.11	8245.11	9877.78	

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 125	UNPAID BILLS							
01-125-5000-000	UNPAID BILLS	0.00	250.00	250.00	207.00	207.00	43.00	82.80%
* Total Department 125	* UNPAID BILLS 125	0.00	250.00	250.00	207.00	207.00	43.00	82.80%
* Department 131	FINANCE COMMITTEE							
01-131-5300-000	PROFESSIONAL SERVICES - TRAINING	0.00	500.00	500.00	0.00	0.00	500.00	
01-131-5370-000	OTHER SERVICES	0.00		0.00	0.00	0.00	0.00	
01-131-5420-000	OFFICE SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-131-5730-000	DUES & MEMBERSHIPS	0.00		0.00	0.00	173.00	-173.00	
* Total Department 131	* FINANCE COMMITTEE 131	0.00	500.00	500.00	0.00	173.00	327.00	34.60%
* Department 132	FIN COMM RESERVE FUND							
01-132-5401-000	FIN COM RESERVE FUND	30000.00	-22152.00	7848.00	0.00	0.00	7848.00	
* Total Department 132	* FIN COMM RESERVE FUND 132	30000.00	-22152.00	7848.00	0.00	0.00	7848.00	
* Department 135	ACCOUNTING							
01-135-5100-000	SALARY - TOWN ACCOUNTANT	32396.00		32396.00	3115.00	32396.00	0.00	100.00%
01-135-5112-000	WAGES-SUPPORT STAFF	4221.00	500.00	4721.00	1053.32	4585.19	135.81	97.12%
01-135-5191-000	OTHER - CERTIFICATION	0.00		0.00	0.00	0.00	0.00	
01-135-5245-000	REPAIR & MAINT EQUIPMENT	2000.00		2000.00	0.00	1950.00	50.00	97.50%
01-135-5300-000	PROF & TECH SERVICES	550.00		550.00	0.00	380.00	170.00	69.09%
01-135-5420-000	OFFICE SUPPLIES	350.00		350.00	0.00	196.33	153.67	56.09%
01-135-5602-100	PRIOR YEAR ENCUMBRANCE	0.00	15000.00	15000.00	0.00	14750.00	250.00	98.33%
01-135-5710-000	TRAVEL/MILEAGE IN-STATE	197.00		197.00	0.00	590.67	-393.67	299.83%
01-135-5730-000	DUES & MEMBERSHIPS	290.00		290.00	0.00	270.00	20.00	93.10%
01-135-5900-000	AUDIT OF BOOKS	15000.00		15000.00	0.00	0.00	15000.00	
* Total Department 135	* ACCOUNTING 135	55004.00	15500.00	70504.00	4168.32	55118.19	15385.81	78.18%

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 141	ASSESSING DEPARTMENT							
01-141-5100-000	SALARY-PRINCIPAL ASSESSOR	47904.00		47904.00	4772.10	47904.00	0.00	100.00%
01-141-5110-000	WAGES - OPER STAFF	10766.00	-3000.00	7766.00	829.70	7293.75	472.25	93.92%
01-141-5112-000	WAGES-SUPPORT STAFF	22577.00		22577.00	2162.50	22472.70	104.30	99.54%
01-141-5130-000	ADDITIONAL GROSS - LONGEVITY	600.00		600.00	0.00	600.00	0.00	100.00%
01-141-5190-000	OTHER - STIPENDS	3.00		3.00	0.00	0.00	3.00	100.00%
01-141-5245-000	REPAIR & MAINT EQUIPMENT	8750.00		8750.00	0.00	8700.00	50.00	99.43%
01-141-5300-000	PROF SERVICES	3500.00		3500.00	2192.40	3042.40	457.60	86.93%
01-141-5420-000	OFFICE SUPPLIES	800.00		800.00	181.80	841.76	-41.76	105.22%
01-141-5603-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-141-5710-000	TRAVEL/MILEAGE-IN STATE	500.00		500.00	64.13	161.86	338.14	32.37%
01-141-5730-000	DUES & MEMBERSHIPS	275.00		275.00	0.00	185.00	90.00	67.27%
01-141-5900-000	ASSESSORS PROPERTY MAPPING ART	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	
* Total Department 141	* ASSESSING DEPARTMENT 141	95675.00	-3000.00	92675.00	10202.63	91201.47	1473.53	98.41%
* Department 142	ASSESSORS SPECIAL ARTICLES							
01-142-5902-000	ASSESSORS DATA VERIFICATION	4000.00	182.51	4182.51	89.06	2531.32	1651.19	60.52%
01-142-5903-000	MAPS DIGITIZED STM 11/29/05 ART 10	0.00		0.00	0.00	0.00	0.00	
* Total Department 142	* ASSESSORS SPECIAL ARTICLES 142	4000.00	182.51	4182.51	89.06	2531.32	1651.19	60.52%
* Department 145	TREASURY							
01-145-5100-000	SALARY -TREASURER	12717.00		12717.00	2119.50	12717.00	0.00	100.00%
01-145-5112-000	WAGES-SUPPORT STAFF	7893.00		7893.00	1468.03	7890.25	2.75	99.97%
01-145-5191-000	OTHER - CERTIFICATION	0.00		0.00	0.00	0.00	0.00	
01-145-5300-000	PROF SERVICES	1500.00		1500.00	0.00	1500.00	0.00	100.00%
01-145-5380-000	OTHER SERVICES	8000.00	2000.00	10000.00	2561.15	9915.55	84.45	99.16%
01-145-5420-000	OFFICE SUPPLIES	864.00		864.00	139.15	196.14	667.86	22.70%
01-145-5604-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-145-5710-000	TRAVEL/MILEAGE - IN STATE	225.00		225.00	0.00	106.58	118.42	47.37%
01-145-5730-000	DUES & MEMBERSHIPS	350.00		350.00	0.00	90.00	260.00	25.71%
01-145-5780-000	OTHER CHARGES - BANK FEES	0.00		0.00	0.00	0.00	0.00	
* Total Department 145	* TREASURY 145	31549.00	2000.00	33549.00	6287.83	32415.52	1133.48	96.62%

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 146	COLLECTION DEPARTMENT							
01-146-5100-000	SALARY -TAX COLLECTOR	53519.00		53519.00	5331.31	53519.00	0.00	100.00%
01-146-5110-000	WAGES - OPER STAFF	33413.00	700.00	34113.00	2881.48	33701.51	411.49	98.79%
01-146-5112-000	WAGES-SUPPORT STAFF	1937.00	-1937.00	0.00	0.00	0.00	0.00	
01-146-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00		900.00	0.00	900.00	0.00	100.00%
01-146-5131-000	ADDITIONAL GROSS - OVERTIME	0.00		0.00	0.00	0.00	0.00	
01-146-5191-000	OTHER - CERTIFICATION	1.00		1.00	0.00	0.00	1.00	
01-146-5245-000	REPAIR & MAINT EQUIPMENT	6300.00	4700.00	11000.00	4700.00	12275.00	-1275.00	111.59%
01-146-5270-000	EQUIPMENT RENTAL	80.00		80.00	0.00	1229.40	-1149.40	153.68%
01-146-5300-000	PROF & TECH SVS TAX TITLE	13500.00		13500.00	3673.16	3923.16	9576.84	29.06%
01-146-5340-000	COMMUNICATION	10250.00		10250.00	1982.88	16571.59	-6321.59	161.67%
01-146-5420-000	OFFICE SUPPLIES	774.00		774.00	306.46	1304.94	-530.94	168.60%
01-146-5605-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-146-5730-000	DUES & MEMBERSHIPS	0.00		0.00	0.00	0.00	0.00	
* Total Department 146	* COLLECTION DEPARTMENT 146	120674.00	3463.00	124137.00	18875.29	123424.60	712.40	99.43%
* Department 147	COLLECTOR SPECIAL ARTICLES							
01-147-5900-000	POSTAGE METER REPAIR/PURCH ATM 5/05 ART 19	0.00		0.00	0.00	0.00	0.00	
* Total Department 147	* COLLECTOR SPECIAL ARTICLES 147	0.00		0.00	0.00	0.00	0.00	
* Department 151	TOWN COUNSEL							
01-151-5300-000	PROF & TECH - GENERAL LEGAL SVS	22500.00	-10000.00	12500.00	3653.05	17917.47	-5417.47	143.34%
01-151-5301-000	PROF & TECH - LABOR & LITIGATION	26000.00	-2000.00	24000.00	7495.08	19196.29	4803.71	79.98%
01-151-5606-100	PRIOR YEAR ENCUMBRANCE	0.00	3168.00	3168.00	0.00	0.00	3168.00	
* Total Department 151	* TOWN COUNSEL 151	48500.00	-8832.00	39668.00	11148.13	37113.76	2554.24	93.56%
* Department 155	MANAGEMENT INFO SYSTEMS							
01-155-5110-000	SALARY & WAGES - GIS ADMINISTRATOR	0.00		0.00	0.00	0.00	0.00	
01-155-5245-000	REPAIR & MAINT EQUIPMENT	0.00		0.00	0.00	133.12	-133.12	
01-155-5300-000	PROFESSIONAL SERVICES	44000.00		44000.00	25755.00	44088.00	-88.00	100.20%
01-155-5340-000	COMMUNICATION (INTERNET SERVICE)	0.00		0.00	218.47	218.47	-218.47	
01-155-5380-000	OTHER PURCHASED SERVICES	3500.00		3500.00	0.00	3500.00	0.00	100.00%
01-155-5420-000	OFFICE SUPPLIES	0.00		0.00	0.00	0.00	0.00	

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01-155-5607-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-155-5870-000	REPLACEMENT EQUIPMENT	4000.00	1000.00	5000.00	959.96	959.96	4040.04	19.20%
* Total Department 155	* MANAGEMENT INFO SYSTEMS 155	51500.00	1000.00	52500.00	26933.43	48899.55	3600.45	93.14%
* Department 160	TOWN CLERK							
01-160-5100-000	SALARY-TOWN CLERK	57351.00		57351.00	5651.00	57351.00	0.00	100.00%
01-160-5110-000	WAGES - OPER STAFF	33865.00		33865.00	2837.20	33735.09	129.91	99.62%
01-160-5112-000	WAGES-SUPPORT STAFF	0.00		0.00	0.00	0.00	0.00	
01-160-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00		900.00	0.00	900.00	0.00	100.00%
01-160-5131-000	ADDITIONAL GROSS - OVERTIME	0.00		0.00	-309.25	0.00	0.00	
01-160-5191-000	OTHER - CERTIFICATION	0.00		0.00	0.00	0.00	0.00	
01-160-5245-000	REPAIR & MAINT EQUIPMENT	250.00		250.00	0.00	0.00	250.00	
01-160-5300-000	PROF SERVICES	5000.00		5000.00	0.00	4022.09	977.91	80.44%
01-160-5340-000	COMMUNICATION	0.00		0.00	0.00	15.61	-15.61	
01-160-5420-000	OFFICE SUPPLIES	600.00		600.00	70.23	460.65	139.35	76.68%
01-160-5608-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-160-5710-000	TRAVEL/MILAGE-IN STATE	450.00		450.00	303.01	419.09	30.91	93.13%
01-160-5730-000	DUES & MEMBERSHIPS	550.00		550.00	0.00	485.00	65.00	88.18%
01-160-5900-000	CODIFYING TOWN BYLAWS	0.00		0.00	0.00	0.00	0.00	
* Total Department 160	* TOWN CLERK 160	98966.00		98966.00	8552.19	97388.53	1577.47	98.41%
* Department 162	ELECTIONS & REGISTRATIONS							
01-162-5110-000	WAGES - OPER STAFF	4350.00	4000.00	8350.00	3149.00	7835.55	514.45	93.84%
01-162-5130-000	ADDITIONAL GROSS - OVERTIME	0.00		0.00	309.25	309.25	-309.25	
01-162-5245-000	REPAIR & MAINT EQUIPMENT	600.00		600.00	0.00	600.00	0.00	100.00%
01-162-5300-000	PROF SERVICES	8800.00	6600.00	15400.00	15.00	13033.74	2366.26	84.63%
01-162-5580-000	OTHER SUPPLIES	5550.00	3400.00	8950.00	1429.48	7820.27	1129.73	87.38%
01-162-5609-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-162-5710-000	TRAVEL/MILEAGE IN-STATE	150.00		150.00	134.48	145.90	4.10	97.27%
* Total Department 162	* ELECTIONS & REGISTRATIONS 162	19450.00	14000.00	33450.00	5037.21	29744.71	3705.29	88.92%
* Department 163	REGISTRARS							
01-163-5190-000	OTHER - STIPENDS	2208.00		2208.00	184.00	2043.00	165.00	92.53%
* Total Department 163	* REGISTRARS 163	2208.00		2208.00	184.00	2043.00	165.00	92.53%

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* Department 164	STREET LISTINGS							
01-164-5300-000	PROFESSIONAL SERVICES	4300.00	-1200.00	3100.00	591.40	2806.60	293.40	90.54%
01-164-5610-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 164	* STREET LISTINGS 164	4300.00	-1200.00	3100.00	591.40	2806.60	293.40	90.54%
* Department 171	CONSERVATION COMMISSION							
01-171-5100-000	WAGES-CONSERV.AGENT	20592.00		20592.00	792.00	37926.90	-17334.90	184.18%
01-171-5112-000	WAGES-SUPPORT STAFF	21021.00	-2970.00	18051.00	0.00	0.00	18051.00	
01-171-5190-000	STIPEND - LONGEVITY	600.00		600.00	0.00	600.00	0.00	100.00%
01-171-5300-000	PROF SERVICES	554.00		554.00	0.00	166.27	387.73	30.01%
01-171-5611-100	PRIOR YEAR ENCUMBRANCE	0.00	445.00	445.00	445.00	445.00	0.00	100.00%
01-171-5710-000	TRAVEL - IN-STATE MILEAGE	0.00		0.00	97.82	97.82	-97.82	
01-171-5730-000	DUES & MEMBERSHIPS	400.00		400.00	0.00	391.00	9.00	97.75%
01-171-5780-000	OTHER CHARGES	0.00		0.00	216.09	298.91	-298.91	
* Total Department 171	* CONSERVATION COMMISSION 171	43167.00	-2525.00	40642.00	1550.91	39925.90	716.10	98.24%
* Department 172	CONSERVATION LAND FUND							
01-172-5300-000	PROF & TECH SVCS - WELL SITES	0.00		0.00	0.00	0.00	0.00	
01-172-5900-000	TRANSFER TO CONSERV LAND TRUST FUND	5000.00	15000.00	20000.00	15000.00	20000.00	0.00	100.00%
* Total Department 172	* CONSERVATION LAND FUND 172	5000.00	15000.00	20000.00	15000.00	20000.00	0.00	100.00%
* Department 174	MONTACHUSETT REGIONAL PLANNING							
01-174-5730-000	DUES & MEMBERSHIPS - MRPC	2630.00		2630.00	0.00	2629.71	0.29	99.99%
* Total Department 174	* MONTACHUSETT REGIONAL PLANNING 174	2630.00		2630.00	0.00	2629.71	0.29	99.99%
* Department 175	COMMUNITY PLANNING							
01-175-5112-000	WAGES-SUPPORT STAFF	21021.00		21021.00	2094.03	20891.81	129.19	99.39%
01-175-5190-000	STIPENDS - LONGEVITY	600.00		600.00	0.00	600.00	0.00	100.00%
01-175-5300-000	PROF SERVICES	100.00		100.00	0.00	35.00	65.00	35.00%
01-175-5340-000	COMMUNICATION	200.00		200.00	0.00	0.00	200.00	
01-175-5612-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-175-5710-000	TRAVEL/MILAGE-IN STATE	50.00		50.00	0.00	42.78	7.22	85.56%
01-175-5730-000	DUES & MEMBERSHIPS	150.00		150.00	0.00	0.00	150.00	
* Total Department 175	* COMMUNITY PLANNING 175	22121.00		22121.00	2094.03	21569.59	551.41	97.51%

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 176	BOARD OF APPEALS							
01-176-5110-000	WAGES - OPER STAFF	5886.00		5886.00	505.31	4568.02	1317.98	77.61%
01-176-5300-000	PROFESSIONAL SERVICES - LEGAL FEES	0.00		0.00	0.00	0.00	0.00	
* Total Department 176	* BOARD OF APPEALS 176	5886.00		5886.00	505.31	4568.02	1317.98	77.61%
* Department 179	LAND USE							
01-179-5100-000	WAGES-LAND USE ADMIN.	23681.00		23681.00	2257.20	22581.90	1099.10	95.36%
01-179-5300-000	PROF & TECH SERVICES	3500.00	-1000.00	2500.00	479.72	1325.23	1174.77	53.01%
01-179-5420-000	OFFICE SUPPLIES	600.00		600.00	309.65	633.84	-33.84	105.64%
01-179-5580-000	OTHER SUPPLIES	0.00		0.00	31.94	56.24	-56.24	
01-179-5613-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-179-5710-000	TRAVEL/MILEAGE-IN STATE	100.00		100.00	0.00	13.00	87.00	
01-179-5730-000	DUES & MEMBERSHIPS	100.00		100.00	0.00	0.00	100.00	
01-179-5780-000	OTHER CHARGES	0.00		0.00	180.00	180.00	-180.00	
* Total Department 179	* LAND USE 179	27981.00	-1000.00	26981.00	3258.51	24790.21	2190.79	91.88%
* Department 183	HOUSING AUTHORITY							
01-183-5400-000	HOUSING AUTHORITY	0.00		0.00	0.00	0.00	0.00	
* Total Department 183	* HOUSING AUTHORITY 183	0.00		0.00	0.00	0.00	0.00	
* Department 191	FACILITIES MAINTENANCE							
01-191-5100-000	WAGES - DEPT HEAD FAC MAINT COORD	36036.00		36036.00	3465.00	36362.70	-326.70	100.91%
01-191-5110-000	WAGES - OPERATING STAFF	0.00		0.00	0.00	0.00	0.00	
01-191-5120-000	WAGES - TEMP HELP	5500.00		5500.00	1609.30	4936.80	563.20	89.76%
01-191-5130-000	ADDITIONAL GROSS - OVERTIME	0.00		0.00	0.00	29.70	-29.70	
01-191-5190-000	STIPENDS - LONGEVITY	300.00		300.00	0.00	300.00	0.00	100.00%
01-191-5210-000	ENERGY	100912.00	-25000.00	75912.00	9870.77	67176.46	8735.54	88.49%
01-191-5240-000	REPAIR & MAINTAIN - BUILDING	25000.00		25000.00	2018.96	34322.27	-9322.27	137.29%
01-191-5245-000	REPAIR & MAINTAIN - EQUIPMENT	4000.00		4000.00	-352.26	3606.22	393.78	90.16%
01-191-5270-000	LEASES & RENTALS	0.00		0.00	0.00	0.00	0.00	
01-191-5300-000	PROFESSIONAL SERVICES	37879.00		37879.00	2560.00	32902.25	4976.75	86.86%
01-191-5320-000	WATER	3700.00		3700.00	664.50	2972.00	728.00	80.32%
01-191-5340-000	COMMUNICATIONS	1000.00		1000.00	223.13	1414.06	-414.06	141.41%
01-191-5380-000	OTHER PURCHASED SERVICES	0.00		0.00	-195.00	0.00	0.00	

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01-191-5430-000	BUILDING SUPPLIES	1850.00		1850.00	191.67	3514.50	-1664.50	189.97%
01-191-5460-000	GROUNDSKEEPING SUPPLIES	0.00		0.00	0.00	1184.30	-1184.30	
01-191-5580-000	OTHER SUPPLIES	0.00		0.00	0.00	2169.63	-2169.63	
01-191-5614-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-191-5710-000	TRAVEL - IN STATE MILEAGE	1200.00		1200.00	115.26	638.93	561.07	53.24%
* Total Department 191	* FACILITIES MAINTENANCE 191	217377.00	-25000.00	192377.00	20171.33	191529.82	847.18	99.56%
* Department 192	MEMORIAL HALL	0.00		0.00	0.00	0.00	0.00	
01-192-5110-000	WAGES-OPER STAFF	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	
01-192-5130-000	ADDITIONAL GROSS - LONGEVITY	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	
01-192-5240-000	REPAIR & MAINT BUILDING	0.00		0.00	0.00	0.00	0.00	
01-192-5245-000	REPAIRS & MAINTENANCE EQUIPMENT	2500.00		2500.00	1052.64	4129.24	-1629.24	165.17%
01-192-5270-000	RENTALS AND LEASES	0.00		0.00	0.00	0.00	0.00	
01-192-5300-000	PROF SERVICE	200.00		200.00	195.00	500.00	-300.00	250.00%
01-192-5320-000	WATER	0.00		0.00	0.00	0.00	0.00	
01-192-5340-000	COMMUNICATION	5800.00		5800.00	798.31	5075.67	724.33	87.51%
01-192-5420-000	OFFICE SUPPLIES	4000.00		4000.00	115.95	2209.66	1790.34	55.24%
01-192-5430-000	BUILDING SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-192-5450-000	CUSTODIAL SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-192-5615-100	PRIOR YEAR ENCUMBRANCE	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	
* Total Department 192	* MEMORIAL HALL 192	12500.00		12500.00	2161.90	11914.57	585.43	95.32%
* Department 193	WEST TOWNSEND READING ROOM							
01-193-5210-000	ENERGY	3869.00		3869.00	157.74	1770.58	2098.42	45.76%
01-193-5240-000	REPAIR & MAINT BUILDING	350.00		350.00	0.00	0.00	350.00	
01-193-5300-000	PROFESSIONAL SERVICES	250.00		250.00	0.00	0.00	250.00	
01-193-5320-000	WATER	125.00		125.00	43.50	208.50	-83.50	166.80%
01-193-5340-000	COMMUNICATION	100.00		100.00	0.00	0.00	100.00	
01-193-5380-000	OTHER SERVICES	0.00		0.00	65.00	165.00	-165.00	
01-193-5420-000	OFFICE SUPPLIES	0.00		0.00	0.00	18.89	-18.89	

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01-193-5430-000	BUILDING SUPPLIES	106.00		106.00	12.40	320.96	-214.96	302.79%
01-193-5460-000	GROUNDSKEEPING SUPPLIES	100.00		100.00	0.00	0.00	100.00	
01-193-5616-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 193	* WEST TOWNSEND READING ROOM 193	4900.00		4900.00	278.64	2483.93	2416.07	50.69%
* Department 194	TOWN BUILDING ARTICLES							
01-194-5850-009	SNOWTHROWER & TRAILER STM 11/17/09 ART 9	0.00		0.00	0.00	0.00	0.00	
01-194-5851-009	ABATEMENT STUDY HART BLDG STM 11/09 ART 10	0.00	3000.00	3000.00	0.00	0.00	3000.00	
01-194-5860-000	FEAS STUDY/DESIGN DOCS SPAULDING STM 3/11 ART 2	0.00	69500.00	69500.00	0.00	0.00	69500.00	
01-194-5901-005	ROOF 274 MAIN ST STM 11/29/05 ART 15	0.00		0.00	0.00	0.00	0.00	
01-194-5902-005	DIGITAL COPIER STM 11/29/05 ART 16	0.00		0.00	0.00	0.00	0.00	
01-194-5903-011	CAP BUDGET-REPAINT/GLAZE BLDG & WIND ATM 5/11	0.00	6391.99	6391.99	0.00	0.00	6391.99	
* Total Department 194	* TOWN BUILDING ARTICLES 194	0.00	78891.99	78891.99	0.00	0.00	78891.99	
* Department 195	TOWN REPORTS							
01-195-5300-000	PROF & TECH - TOWN REPORTS	2400.00		2400.00	0.00	1612.68	787.32	67.20%
* Total Department 195	* TOWN REPORTS 195	2400.00		2400.00	0.00	1612.68	787.32	67.20%
* Department 196	TOWN - RT 119 SIDEWALK							
01-196-5900-000	DESIGN/ENGINEER 119 SIDEWALK STM 11/29/05 A18	0.00	100000.00	100000.00	0.00	0.00	100000.00	
* Total Department 196	* TOWN - RT 119 SIDEWALK 196	0.00	100000.00	100000.00	0.00	0.00	100000.00	
* Department 197	TOWN PROPERTY - 5 JEFTS ST							
01-197-5820-000	ENGINEERING DESIGN COST STM 12/04 ART 25	0.00		0.00	0.00	0.00	0.00	
* Total Department 197	* TOWN PROPERTY - 5 JEFTS ST 197	0.00		0.00	0.00	0.00	0.00	
* Department 198	TOWN PROPERTY - 13 ELM STREET							
01-198-5210-000	ENERGY	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	
01-198-5320-000	WATER	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	
01-198-5617-100	PRIOR YEAR ENCUMBRANCE	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	
* Total Department 198	* TOWN PROPERTY - 13 ELM STREET 198	0.00		0.00	0.00	0.00	0.00	

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* Department 199	DUE TO STABILIZATION FUND							
01-199-5000-000	DUE TO GENERAL STABILIZATION	0.00		0.00	0.00	0.00	0.00	
01-199-5010-000	DUE TO CAPITAL STABILIZATION	0.00	400000.00	400000.00	0.00	400000.00	0.00	100.00%
* Total Department 199	* DUE TO STABILIZATION FUND 199	0.00	400000.00	400000.00	0.00	400000.00	0.00	100.00%
* Department 210	POLICE DEPARTMENT							
01-210-5100-000	SALARY -POLICE CHIEF	97469.00	2150.00	99619.00	9522.80	99036.96	582.04	99.42%
01-210-5110-000	SALARY & WAGES-OPER STAFF	715065.00	-5000.00	710065.00	68914.00	708176.17	1888.83	99.73%
01-210-5112-000	WAGES-SUPPORT STAFF	74340.00		74340.00	7148.00	74339.20	0.80	100.00%
01-210-5120-000	WAGES-RESERVE OFFICERS	9623.00		9623.00	2029.05	11468.73	-1845.73	119.18%
01-210-5130-000	ADDITIONAL GROSS - OVERTIME	121968.00	20000.00	101968.00	12154.34	91467.15	10500.85	89.70%
01-210-5131-000	ADDITIONAL GROSS - HOLIDAY	41661.00		41661.00	3473.84	37899.88	3761.12	90.97%
01-210-5132-000	ADDITIONAL GROSS - LONGEVITY	12800.00		12800.00	0.00	13300.00	-500.00	103.91%
01-210-5190-000	OTHER - STIPENDS COLL/QUINN	149373.00		149373.00	3809.12	132791.12	16581.88	88.90%
01-210-5195-000	OTHER - UNIFORM ALLOWANCE	23200.00		23200.00	1532.11	19530.72	3669.28	84.18%
01-210-5196-000	OTHER - TRAINING	0.00	11838.00	11838.00	1966.52	11003.77	834.23	92.95%
01-210-5197-000	OTHER - SPECIAL INVESTIGATIONS	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	
01-210-5199-000	OTHER - 3% BUDGET CUT	0.00		0.00	0.00	0.00	0.00	
01-210-5210-000	ENERGY	19500.00		19500.00	3076.38	23608.38	-4108.38	121.07%
01-210-5240-000	REPAIR & MAINT BUILDING	5000.00		5000.00	0.00	829.17	4170.83	16.58%
01-210-5245-000	REPAIR & MAINT EQUIPMENT	42750.00		42750.00	951.36	26000.14	16749.86	60.82%
01-210-5270-000	EQUIPMENT RENTAL	375.00		375.00	2.02	55.56	319.44	14.82%
01-210-5300-000	PROF SERVICES	1000.00		1000.00	866.04	1933.62	-933.62	193.36%
01-210-5320-000	WATER	1090.00		1090.00	283.50	1302.00	-212.00	119.45%
01-210-5340-000	COMMUNICATION	2960.00		2960.00	415.66	5337.22	-2377.22	180.31%
01-210-5380-000	OTHER SERVICES	500.00	5000.00	5500.00	0.00	1014.10	4485.90	18.44%
01-210-5420-000	OFFICE SUPPLIES	3549.00		3549.00	1458.90	4102.68	-553.68	115.60%
01-210-5430-000	BUILDING MAINTENANCE SUPPLIES	0.00		0.00	0.00	56.01	-56.01	
01-210-5480-000	VEHICLULAR SUPPLIES	26935.00		26935.00	1899.89	39803.91	-12868.91	147.78%
01-210-5580-000	OTHER SUPPLIES	4809.00		4809.00	866.81	3985.15	823.85	82.87%
01-210-5618-100	PRIOR YEAR ENCUMBRANCE	0.00	1500.00	1500.00	1440.30	1440.30	59.70	96.02%
01-210-5710-000	TRAVEL/MILEAGE-IN STATE	231.00		231.00	294.97	492.33	-261.33	213.13%
01-210-5720-000	TRAVEL-OUT OF STATE	0.00		0.00	1964.73	1964.73	-1964.73	

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01-210-5730-000	DUES & MEMBERSHIPS	4400.00		4400.00	0.00	9384.60	-4984.60	213.29%
01-210-5780-000	OTHER CHARGES - TRAINING	29874.00	-11838.00	18036.00	2800.00	12042.35	5993.65	66.77%
01-210-5850-000	NEW EQUIPMENT	52500.00		52500.00	0.00	51843.00	657.00	98.75%
01-210-5870-000	REPLACE EQUIPMENT	0.00		0.00	0.00	0.00	0.00	
* Total Department 210	* POLICE DEPARTMENT 210	1440972.00	-16350.00	1424622.00	126870.34	1384208.95	40413.05	97.16%
* Department 211	POLICE DEPT - ARTICLES							
01-211-5303-000	POLICE HEPETITIS B SHOTS	0.00	1320.00	1320.00	0.00	0.00	1320.00	
01-211-5304-000	POLICE DEPT COMPUTER ART # 32	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	
01-211-5308-000	POLICE/COM REPAIR BLDG TRIM BOARDS	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	
01-211-5800-000	CAP BUDGET - BODY ARMOR (MATCH GRNT FUNDS)	0.00	2817.00	2817.00	0.00	0.00	2817.00	
01-211-5801-000	CAP BUDGET-STATION ROOF REPLACE ATM 5/11 ART 18	0.00	25000.00	25000.00	0.00	0.00	25000.00	
01-211-5802-000	CAP BUDGET-REPLACE HVAC ATM 5/11 ART 18	0.00	16500.00	16500.00	0.00	8295.85	8204.15	50.28%
01-211-5803-013	CAP BUDGET-BODY ARMOR 25 SETS ATM 5/12 ART 15	12000.00		12000.00	795.00	8347.50	3652.50	69.56%
* Total Department 211	* POLICE DEPT - ARTICLES 211	12000.00	45637.00	57637.00	795.00	16643.35	40993.65	28.88%
* Department 220	FIRE DEPARTMENT							
01-220-5100-000	SALARY-FIRE CHIEF/EMS DIR	79352.00		79352.00	7630.00	79352.00	0.00	100.00%
01-220-5110-000	WAGES - OPER STAFF FULL TIME FIRE	41184.00		41184.00	3960.00	41124.60	59.40	99.86%
01-220-5111-000	WAGES - OPER STAFF FT FIRE/EMS	77002.00		77002.00	3612.00	58878.02	18123.98	76.46%
01-220-5112-000	WAGES-OPER STF PER DIEM ALS EMS	305579.00	28000.00	277579.00	28036.27	300297.82	-22718.82	108.18%
01-220-5120-000	WAGES - ON CALL FIREFIGHTERS	72404.00	11000.00	61404.00	3155.86	70114.32	-8710.32	114.19%
01-220-5122-000	WAGES-ON CALL BLS EMT	48614.00	-5000.00	43614.00	6043.33	27803.81	15810.19	63.75%
01-220-5130-000	ADDITIONAL GROSS -LONGEVITY	900.00		900.00	0.00	900.00	0.00	100.00%
01-220-5131-000	ADDITIONAL GROSS - OVERTIME OPER STAFF	19500.00	-10000.00	9500.00	1380.47	14179.13	-4679.13	149.25%
01-220-5132-000	ADDITIONAL GROSS-OVERTIME ON CALL EMT	1000.00		1000.00	0.00	1022.79	-22.79	102.28%
01-220-5133-000	ADDITIONAL GROSS - OVERTIME ON-CALL FF	1000.00		1000.00	81.38	2304.56	-1304.56	230.46%
01-220-5142-000	ADDITIONAL GROSS-OVERTIME EMS OPER STAFF	9747.00		9747.00	1812.61	9049.03	697.97	92.84%
01-220-5190-000	OTHER - STIPENDS	0.00		0.00	0.00	0.00	0.00	
01-220-5190-230	OTHER - STIPENDS - ON CALL EMS	15200.00		15200.00	0.00	1260.00	13940.00	8.29%
01-220-5192-000	OTHER - UNIFORM ALLOWANCE EMS	2700.00		2700.00	0.00	2700.00	0.00	100.00%
01-220-5195-000	OTHER - UNIFORM ALLOWANCE	2800.00		2800.00	783.42	2800.26	-0.26	100.01%

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01-220-5210-000	ENERGY	25200.00		25200.00	2320.29	22741.65	2458.35	90.24%
01-220-5240-000	REPAIR & MAINT BUILDING	10000.00		10000.00	3.05	10869.84	-869.84	108.70%
01-220-5242-000	REPAIR & MAINT - EMS EQUIP, VEHICLES	9975.00		9975.00	29.00	10284.23	-309.23	103.10%
01-220-5245-000	REPAIR & MAINT EQUIPMENT	26250.00	4500.00	30750.00	2581.57	34474.08	-3724.08	112.11%
01-220-5300-000	PROF SERVICES	15260.00		15260.00	375.00	3250.82	12009.18	21.30%
01-220-5302-000	PROFESSIONAL & TECHNICAL - EMS BILLING	18266.00		18266.00	4678.43	15927.88	2338.12	87.20%
01-220-5310-000	PROF & TECH SVCS - TRAINING	500.00		500.00	0.00	400.00	100.00	80.00%
01-220-5320-000	WATER	1250.00		1250.00	213.00	1341.00	-91.00	107.28%
01-220-5340-000	COMMUNICATION	10000.00		10000.00	917.07	6255.66	3744.34	62.56%
01-220-5380-000	OTHER SERVICES	300.00		300.00	0.00	436.44	-136.44	145.48%
01-220-5382-000	OTHER PURCHASED SERVICES - EMS	2500.00		2500.00	39.00	1757.98	742.02	70.32%
01-220-5420-000	OFFICE SUPPLIES	1700.00		1700.00	0.00	1185.26	514.74	69.72%
01-220-5430-000	BUILDING SUPPLIES	1500.00		1500.00	197.42	1354.83	145.17	90.32%
01-220-5432-000	EQUIPMENT MAINTENANCE SUPPLIES EMS	100.00		100.00	0.00	0.00	100.00	
01-220-5435-000	EQUIPMENT MAINT SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-220-5450-000	CUSTODIAL/HOUSEKEEPING SUPPLIES	700.00		700.00	129.25	842.72	-142.72	120.39%
01-220-5480-000	VEHICULAR SUPPLIES	18000.00		18000.00	1595.60	15851.04	2148.96	88.06%
01-220-5502-000	MEDICAL SUPPLIES	19950.00		19950.00	2786.37	22810.55	-2860.55	114.34%
01-220-5580-000	OTHER SUPPLIES	7000.00	7500.00	14500.00	2161.88	3538.67	10961.33	24.40%
01-220-5619-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-220-5710-000	TRAVEL/MILEAGE - IN STATE	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	
01-220-5730-000	DUES & MEMBERSHIPS	1000.00		1000.00	0.00	465.00	535.00	46.50%
01-220-5732-000	DUES & MEMBERSHIPS EMS	1800.00		1800.00	0.00	1800.00	0.00	100.00%
01-220-5780-000	OTHER CHARGES	1000.00		1000.00	0.00	834.84	165.16	83.48%
01-220-5850-000	NEW EQUIPMENT	6334.00		6334.00	12995.74	17616.33	-11282.33	278-12%
01-220-5870-000	REPLACE EQUIPMENT	5000.00		5000.00	6299.10	8790.51	-3790.51	175.81%
01-220-5890-000	TRUCK LEASE PURCHASE	0.00		0.00	0.00	0.00	0.00	
01-220-5900-000	HAZARDOUS WASTE COLLECTION	4457.00		4457.00	0.00	4457.00	0.00	100.00%
* Total Department 220	* FIRE DEPARTMENT 220	865024.00	-42000.00	823024.00	93817.11	799072.67	23951.33	97.09%

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* Department 222	FIRE DEPT - ARTICLES							
01-222-5800-000	FIRE PREV TRAINING 148A ART 9 ATM 5/13	0.00	1900.00	1900.00	0.00	0.00	1900.00	
01-222-5810-000	CAP BUDGET - FIREFIGHTING GEAR	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	
01-222-5850-009	EMS LAPTOPS & SOFTWARE STM 11/09 ART 11	0.00	5284.50	5284.50	0.00	0.00	5284.50	
01-222-5860-000	FEMA EQP GRT MATCH STM 10/10 ART 11 - FED	0.00		0.00	0.00	0.00	0.00	
01-222-5870-000	CAP BUDGET - 25 AIR PACKS/BOTTLE ATM 5/12 ART 15	31875.00		31875.00	0.00	31875.00	0.00	100.00%
01-222-5875-000	PHYSICAL EXAMS FOR NEW FIREFIGHTERS	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	
01-222-5878-000	EMERGENCY GENERATOR - STM 5/10 ART 4	0.00		0.00	0.00	0.00	0.00	
01-222-5879-000	MULTI-FUNC COPIER ATM 5/10 ART 18	0.00		0.00	0.00	0.00	0.00	
01-222-5880-230	CAP BUDGET-NEW AMBULANCE 3Y LSE ATM 5/11	48000.00		48000.00	0.00	42364.96	5635.04	88.26%
01-222-5881-000	CAP BUDGET-AIR FILLING STATION 3Y LSE ATM 5/11	17056.00		17056.00	0.00	17055.72	0.28	100.00%
01-222-5882-000	CAP BUDGET-NEW FORD EXPLORER FUEL EFF ATM 5/11	0.00		0.00	0.00	0.00	0.00	
01-222-5883-012	FIRE STATION FEASBLTY STUDY STM 5/12 ART 16	50000.00		50000.00	1625.00	32500.00	17500.00	65.00%
* Total Department 222	* FIRE DEPT - ARTICLES 222	146931.00	7442.66	154373.66	1625.00	123795.68	30577.98	80.19%
* Department 225	COMMUNICATIONS CENTER							
01-225-5100-000	SALARY - DIRECTOR	1.00		1.00	0.00	0.00	1.00	
01-225-5110-000	WAGES - OPER STAFF	215693.00	-29610.00	186083.00	19680.24	165108.07	20974.93	88.73%
01-225-5120-000	WAGES - TEMP HELP	18317.00		18317.00	2358.17	23150.24	-4833.24	126.39%
01-225-5130-000	ADDITIONAL GROSS	32234.00		32234.00	3011.18	26127.20	6106.80	81.05%
01-225-5132-000	ADDITIONAL GROSS - LONGEVITY	2500.00		2500.00	0.00	3100.00	-600.00	124.00%
01-225-5190-000	OTHER - STIPENDS	1.00		1.00	0.00	0.00	1.00	
01-225-5195-000	OTHER - UNIFORM ALLOWANCE	2350.00		2350.00	591.95	1070.82	1279.18	45.57%
01-225-5199-000	OTHER - 3% BUDGET CUT	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	
01-225-5245-000	REPAIR & MAINT EQUIPMENT	4350.00		4350.00	3431.21	5395.71	-1045.71	124.04%
01-225-5300-000	PROF & TECH SERVICES	750.00		750.00	0.00	852.05	-102.05	113.61%
01-225-5340-000	COMMUNICATION	7400.00		7400.00	1059.12	6390.54	1009.46	86.36%
01-225-5380-000	OTHER SERVICES	1000.00		1000.00	0.00	0.00	1000.00	
01-225-5420-000	OFFICE SUPPLIES	500.00		500.00	141.68	158.26	341.74	31.65%
01-225-5580-000	OTHER SUPPLIES	100.00		100.00	0.00	0.00	100.00	

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01-225-5610-000	EXPENSE 3% BUDGET CUT	0.00		0.00	0.00	0.00	0.00	
01-225-5620-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-225-5710-000	TRAVEL, MILEAGE - IN STATE	300.00		300.00	0.00	159.80	140.20	53.27%
01-225-5720-000	TRAVEL-OUT OF STATE	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	
* Total Department 225	* COMMUNICATIONS CENTER 225	285496.00	-29610.00	255886.00	30273.55	231512.69	24373.31	90.47%
* Department 226	COMM CENTER SPECIAL ARTICLES							
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	
01-226-5901-000	CAP BUDGET - COMM CENTER UPGRADE	0.00		894.76	0.00	894.76	0.00	100.00%
01-226-5902-013	CAP BGT-POL/FIRE/EMS RADIO UPGRADE ATM 5/12	206000.00		206000.00	53680.68	204452.43	1547.57	99.25%
* Total Department 226	* COMM CENTER SPECIAL ARTICLES 226	206000.00		206894.76	53680.68	205347.19	1547.57	99.25%
* Department 227	FIRE DEPT - MECHANICAL						0.00	
01-227-5850-000	HYDRANT MAINTENANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 227	* FIRE DEPT - MECHANICAL 227	0.00		0.00	0.00	0.00	0.00	
* Department 230	AMBULANCE DEPARTMENT							
01-230-5100-000	SALARIES & WAGES-AMB DIRECTOR	0.00		0.00	0.00	0.00	0.00	
01-230-5110-000	SALARY & WAGES - OPER STAFF ALS	0.00		0.00	0.00	0.00	0.00	
01-230-5111-000	SALARY & WAGES - OPER STAFF EMT	0.00		0.00	0.00	0.00	0.00	
01-230-5112-000	SALARY & WAGES-SUPPORT STAFF	0.00		0.00	0.00	0.00	0.00	
01-230-5130-000	ADDITIONAL GROSS - OT ALS OPER STAFF	0.00		0.00	0.00	0.00	0.00	
01-230-5131-000	ADDITIONAL GROSS - OT EMT OPER STAFF	0.00		0.00	0.00	0.00	0.00	
01-230-5132-000	ADDITIONAL GROSS - OT SUPPORT STAFF	0.00		0.00	0.00	0.00	0.00	
01-230-5190-000	OTHER - STIPENDS	0.00		0.00	0.00	0.00	0.00	
01-230-5195-000	OTHER - UNIFORM ALLOWANCE	0.00		0.00	0.00	0.00	0.00	
01-230-5245-000	REPAIR & MAINT EQUIPMENT	0.00		0.00	0.00	0.00	0.00	
01-230-5300-000	PROF & TECH SERVICES	0.00		0.00	0.00	0.00	0.00	
01-230-5340-000	COMMUNICATION	0.00		0.00	0.00	0.00	0.00	
01-230-5380-000	OTHER PURCHASED SERVICES	0.00		0.00	0.00	0.00	0.00	
01-230-5420-000	OFFICE SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-230-5435-000	EQUIPMENT MAINT SUPPLIES	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	/Expended Y-T-D
01-230-5450-000	CUSTODIAL SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-230-5480-000	VEHICULAR SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-230-5500-000	MEDICAL SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-230-5580-000	OTHER SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-230-5621-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-230-5730-000	DUES & MEMBERSHIPS	0.00		0.00	0.00	0.00	0.00	
01-230-5780-000	OTHER CHARGES	0.00		0.00	0.00	0.00	0.00	
01-230-5850-000	NEW EQUIPMENT	0.00		0.00	0.00	0.00	0.00	
01-230-5870-000	REPLACEMENT EQUIPMENT	0.00		0.00	0.00	0.00	0.00	
* Total Department 230	* AMBULANCE DEPARTMENT 230	0.00		0.00	0.00	0.00	0.00	
* Department 231	AMBULANCE - ARTICLES							
01-231-5407-000	UPGRADE 2 LIFEPAK W/CAPNOG STM 11/29/05 A 13	0.00		0.00	0.00	0.00	0.00	
01-231-5900-000	COMSTAR COLLECTION AGREEMENT	0.00		0.00	0.00	0.00	0.00	
01-231-5901-000	COASTAL COLLECTION AGREEMENT	0.00		0.00	0.00	0.00	0.00	
01-231-5902-000	DEFIBRILLATOR/MONITOR/2 LIFEPACK 500'S	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	
01-231-5909-000	PARAMEDIC RESPONSE VEHICLE	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	
* Total Department 231	* AMBULANCE - ARTICLES 231	0.00		0.00	0.00	0.00	0.00	
* Department 241	BUILDING INSPECTOR							
01-241-5100-000	SALARY -BLDG COMMISSIONER	63455.00		63455.00	6321.80	63455.00	0.00	100.00%
01-241-5110-000	STIPEND - OPER (ALT BLDG INSP)	26.00		26.00	0.00	0.00	26.00	
01-241-5112-000	WAGES-SUPPORT STAFF	25323.00		25323.00	2320.39	23632.45	1690.55	93.32%
01-241-5120-000	WAGES - TEMP HELP	0.00		0.00	0.00	0.00	0.00	
01-241-5130-000	ADDITIONAL GROSS - LONGEVITY	1200.00		1200.00	0.00	1200.00	0.00	100.00%
01-241-5190-000	OTHER - STIPEND CERTIFICATION	500.00		500.00	0.00	500.00	0.00	100.00%
01-241-5195-000	OTHER - UNIFORM ALLOWANCE	485.00		485.00	0.00	485.00	0.00	100.00%
01-241-5245-000	REPAIRS AND MAINTENANCE - EQUIPMENT	1500.00		1500.00	0.00	842.38	657.62	56.16%
01-241-5300-000	PROFESSIONAL SERVICES	1500.00		1500.00	0.00	1570.00	-70.00	104.67%
01-241-5340-000	COMMUNICATIONS	400.00		400.00	89.17	419.66	-19.66	104.92%
01-241-5420-000	OFFICE SUPPLIES	300.00		300.00	1264.42	1450.19	-1150.19	483.40%

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01-241-5480-000	VEHICULAR SUPPLIES	2742.00		2742.00	0.00	2074.94	667.06	75.67%
01-241-5622-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-241-5710-000	TRAVEL, MILEAGE IN-STATE	0.00		0.00	0.00	0.00	0.00	
01-241-5730-000	DUES & MEMBERSHIPS	250.00		250.00	52.95	288.90	-38.90	115.56%
* Total Department 241	* BUILDING INSPECTOR 241	97681.00		97681.00	10048.73	95918.52	1762.48	98.20%
* Department 242	GAS INSPECTOR							
01-242-5100-000	STIPEND - GAS INSPECTOR	4913.00		4913.00	410.04	4913.00	0.00	100.00%
01-242-5110-000	STIPEND - OPER (ALT INSP)	104.00		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	
* Total Department 242	* GAS INSPECTOR 242	5017.00		5017.00	514.04	5017.00	0.00	100.00%
* Department 243	PLUMBING INSPECTOR							
01-243-5100-000	STIPEND - PLUMBING INSPECTOR	6976.00		6976.00	583.46	6976.00	0.00	100.00%
01-243-5110-000	STIPEND- OPER (ALT INSP)	104.00		104.00	104.00	104.00	0.00	100.00%
01-243-5300-000	PROFESSIONAL & TECHNICAL	150.00		150.00	0.00	100.00	50.00	66.67%
01-243-5400-000	PLUMBING INSP EXPENSE	175.00		175.00	34.55	34.55	140.45	19.74%
01-243-5710-000	TRAVEL, MILEAGE IN-STATE	498.00		498.00	688.45	688.45	-190.45	138.24%
* Total Department 243	* PLUMBING INSPECTOR 243	7903.00		7903.00	1410.46	7903.00	0.00	100.00%
* Department 244	SEALER of WEIGHTS & MEASURES							
01-244-5100-000	STIPEND-SEALER WEIGHTS & MEASURERS	3766.00		3766.00	370.74	3766.00	0.00	100.00%
01-244-5110-000	STIPEND - OPER (ALT INSP)	62.00		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	
01-244-5400-000	WEIGHTS & MEASURER EXPENSE	100.00		100.00	29.99	144.82	-44.82	144.82%
01-244-5420-000	OFFICE SUPPLIES	50.00		50.00	0.00	0.00	50.00	
01-244-5710-000	TRAVEL, MILEAGE IN-STATE	50.00		50.00	0.00	25.93	24.07	51.86%
* Total Department 244	* SEALER of WEIGHTS & MEASURES 244	4028.00		4028.00	400.73	3936.75	91.25	97.73%
* Department 245	ELECTRICAL INSPECTOR							
01-245-5100-000	STIPEND - WIRE INSPECTOR	11480.00		11480.00	957.62	11480.00	0.00	100.00%
01-245-5110-000	STIPEND- OPER (ALT INSPECTOR)	167.00		167.00	167.00	167.00	0.00	100.00%
01-245-5300-000	PROFESSIONAL & TECHNICAL	150.00		150.00	0.00	0.00	150.00	
01-245-5400-000	WIRE INSPECTOR EXPENSE	100.00		100.00	24.00	24.00	76.00	24.00%

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01-245-5580-000	OTHER SUPPLIES	0.00		0.00	255.92	255.92	-255.92	
01-245-5623-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-245-5710-000	TRAVEL, MILEAGE IN-STATE	600.00		600.00	570.08	570.08	29.92	95.01%
* Total Department 245	* ELECTRICAL INSPECTOR 245	12497.00		12497.00	1974.62	12497.00	0.00	100.00%
* Department 246	ANIMAL INSPECTOR							
01-246-5400-000	ANIMAL INSPECTOR SERVICES	500.00		500.00	0.00	500.00	0.00	100.00%
* Total Department 246	* ANIMAL INSPECTOR 246	500.00		500.00	0.00	500.00	0.00	100.00%
* Department 291	T.E.M.A.							
01-291-5245-000	REPAIR & MAINT - EQUIPMENT	691.00		691.00	0.00	110.00	581.00	15.92%
01-291-5380-000	OTHER PURCHASED SERVICES	0.00		0.00	90.00	90.00	-90.00	
01-291-5420-000	OFFICE SUPPLIES	109.00		109.00	0.00	0.00	109.00	
01-291-5580-000	OTHER SUPPLIES	200.00		200.00	459.34	459.34	-259.34	229.67%
01-291-5624-100	PRIOR YEAR ENCUMBRANCE	0.00		223.39	220.48	220.48	2.91	98.70%
01-291-5710-000	TRAVEL, MILEAGE - IN STATE	0.00		0.00	277.42	277.42	-277.42	
01-291-5900-000	N. MIDDX. EMG. PL. COMM.	0.00		0.00	0.00	0.00	0.00	
01-291-5901-000	EMERGENCY MGMT GRANT MATCH ATM 5/11 ART 19	0.00		0.00	0.00	0.00	0.00	
* Total Department 291	* T.E.M.A. 291	1000.00		1223.39	1047.24	1157.24	66.15	94.59%
* Department 292	ANIMAL CONTROL OFFICER							
01-292-5100-000	STIPEND-ANIMAL CONTROL OFFICER	16000.00		16000.00	1337.00	16000.00	0.00	100.00%
01-292-5300-000	PROFESSIONAL SERVICE	2500.00		2500.00	75.00	275.00	2225.00	11.00%
01-292-5420-000	OFFICE SUPPLIES	100.00		100.00	0.00	45.97	54.03	45.97%
01-292-5580-000	OTHER SUPPLIES	600.00		600.00	1085.58	1388.31	-788.31	231.39%
01-292-5610-000	EXPENSE 3% BUDGET CUT	0.00		0.00	0.00	0.00	0.00	
01-292-5625-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-292-5710-000	TRAVEL, MILEAGE - IN STATE	800.00		800.00	251.74	1308.79	-508.79	163.60%
* Total Department 292	* ANIMAL CONTROL OFFICER 292	20000.00		20000.00	2749.32	19018.07	981.93	95.09%
* Department 294	TREE WARDEN							
01-294-5100-000	STIPEND-TREE WARDEN	9666.00		9666.00	805.50	9666.00	0.00	100.00%
01-294-5270-000	EQUIPMENT RENTAL	9374.00		9374.00	2600.00	10400.00	-1026.00	110.95%
01-294-5380-000	OTHER PURCHASED SERVICES	1200.00		1200.00	169.40	169.40	1030.60	14.12%

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01-294-5580-000	OTHER SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-294-5710-000	TRAVEL, MILEAGE - IN STATE	300.00		300.00	86.84	340.44	-40.44	113.48%
01-294-5730-000	DUES AND MEMBERSHIPS	450.00		450.00	0.00	115.00	335.00	25.56%
* Total Department 294	* TREE WARDEN 294	20990.00		20990.00	3661.74	20690.84	299.16	98.57%
* Department 296	FOREST COMMITTEE							
01-296-5580-000	OTHER SUPPLIES-FOREST COMMITTEE	0.00		0.00	0.00	0.00	0.00	
* Total Department 296	* FOREST COMMITTEE 296	0.00		0.00	0.00	0.00	0.00	
* Department 297	BURIAL AGENT							
01-297-5100-000	STIPEND - BURIAL AGENT	136.00		136.00	11.37	136.00	0.00	100.00%
01-297-5380-000	OTHER PURCHASED SERVICES	0.00		0.00	0.00	0.00	0.00	
* Total Department 297	* BURIEL AGENT 297	136.00		136.00	11.37	136.00	0.00	100.00%
* Department 298	PARKING CLERK							
01-298-5100-000	STIPEND - PARKING CLERK	59.00		59.00	4.88	59.00	0.00	100.00%
01-298-5380-000	OTHER PURCHASED SERVICES	0.00		0.00	0.00	0.00	0.00	
* Total Department 298	* PARKING CLERK 298	59.00		59.00	4.88	59.00	0.00	100.00%
* Department 300	SCHOOL N.M.R.S.D. ASSESSMENT							
01-300-5400-000	N.M.R.S.D. ASSESSMENT	8105114.00	417728.00	8522842.00	0.00	8522842.00	0.00	100.00%
* Total Department 300	* SCHOOL N.M.R.S.D. ASSESSMENT 300	8105114.00	417728.00	8522842.00	0.00	8522842.00	0.00	100.00%
* Department 301	SCHOOL N.V.T.H.S. ASSESSMENT							
01-301-5400-000	N.V.T.H.S. ASSESSMENT	922086.00		922086.00	0.00	922086.00	0.00	100.00%
* Total Department 301	* SCHOOL N.V.T.H.S. ASSESSMENT 301	922086.00		922086.00	0.00	922086.00	0.00	100.00%
* Department 302	SCHOOL NON REG ASSESSMENT							
01-302-5400-000	NON REG SCH ASSMT - MINUTEMAN REG HS	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	
* Total Department 302	* SCHOOL NON REG ASSESSMENT 302	0.00		0.00	0.00	0.00	0.00	

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* Department 421	HIGHWAY DEPT - WAGES							
01-421-5100-000	SALARY-HIGHWAY SUPERINTENDENT	74709.00		74709.00	7442.60	74709.00	0.00	100.00%
01-421-5110-000	WAGES-OPER STAFF	249621.00	5307.00	254928.00	20232.00	206359.06	48568.94	80.95%
01-421-5112-000	WAGES-SUPPORT STAFF	0.00		0.00	0.00	0.00	0.00	
01-421-5130-000	ADDITIONAL GROSS - OT & DIFFRL	51843.00	-46400.00	5443.00	443.62	2159.97	3283.03	39.68%
01-421-5132-000	ADDITIONAL GROSS - LONGEVITY	4600.00	300.00	4900.00	0.00	3900.00	1000.00	79.59%
01-421-5134-000	ADDITIONAL GROSS - COLLECTIVE BARGAINING	0.00		0.00	0.00	0.00	0.00	
01-421-5191-000	OTHER STIPEND - CERTIFICATION	500.00		500.00	0.00	500.00	0.00	100.00%
01-421-5192-000	OTHER STIPEND - TUITION REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00	
01-421-5195-000	OTHER - UNIFORM ALLOWANCE	6300.00	1100.00	7400.00	1014.28	6379.49	1020.51	86.21%
* Total Department 421	* HIGHWAY DEPT - WAGES 421	387573.00	-39693.00	347880.00	29132.50	294007.52	53872.48	84.51%
* Department 422	HIGHWAY EXPENSES							
01-422-5210-000	ENERGY	13680.00		13680.00	932.48	10849.21	2830.79	79.31%
01-422-5240-000	REPAIR & MAINT BUILDING	1000.00		1000.00	0.00	2255.00	-1255.00	225.50%
01-422-5245-000	REPAIR & MAINT EQUIPMENT	4500.00		4500.00	2351.87	17195.81	-12695.81	382.13%
01-422-5270-000	EQUIPMENT RENTAL	1500.00		1500.00	0.00	713.88	786.12	47.59%
01-422-5300-000	PROFESSIONAL SERVICES	1500.00		1500.00	0.00	2147.76	-647.76	143.18%
01-422-5320-000	WATER	200.00		200.00	76.50	388.00	-188.00	194.00%
01-422-5340-000	COMMUNICATION	3000.00		3000.00	408.24	3021.89	-21.89	100.73%
01-422-5380-000	OTHER SERVICES	1000.00		1000.00	130.00	8297.58	-7297.58	829.76%
01-422-5420-000	OFFICE SUPPLIES	1000.00		1000.00	162.17	896.95	103.05	89.70%
01-422-5430-000	BUILDING SUPPLIES	2000.00		2000.00	0.00	69.95	1930.05	3.50%
01-422-5480-000	VEHICULAR SUPPLIES	41000.00		41000.00	3252.70	27362.37	13637.63	66.74%
01-422-5530-000	PUBLIC WORKS SUPPLIES	30000.00		30000.00	6023.13	32618.47	-2618.47	108.73%
01-422-5580-000	OTHER SUPPLIES	3000.00		3000.00	0.00	91.15	2908.85	3.04%
01-422-5626-100	PRIOR YEAR ENCUMBRANCE	0.00	5000.00	500.00	0.00	175.21	324.79	35.04%
01-422-5710-000	TRAVEL	0.00		0.00	0.00	0.00	0.00	
01-422-5730-000	DUES & MEMBERSHIPS	300.00		300.00	0.00	573.12	-273.12	191.04%
01-422-5850-000	NEW EQUIPMENT	2000.00		2000.00	0.00	0.00	2000.00	
01-422-5870-000	REPLACE EQUIPMENT	1500.00		1500.00	0.00	0.00	1500.00	
* Total Department 422	* HIGHWAY EXPENSES 422	107180.00	5000.00	107680.00	13337.09	106656.35	1023.65	99.05%

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* Department 423	SNOW & ICE REMOVAL							
01-423-5120-000	SALARY & WAGES-TEMPORARY HELP	2000.00	14039.93	16039.93	0.00	16039.93	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	
01-423-5130-000	SNOW & ICE - WAGES - OVERTIME	0.00	32491.77	32491.77	0.00	32491.77	0.00	100.00%
01-423-5130-291	WAGES - OT 10/29/11 STORM DAMAGE	0.00		0.00	0.00	0.00	0.00	
01-423-5245-000	REPAIR & MAINTAIN EQUIPMENT	0.00	2965.44	2965.44	0.00	2965.44	0.00	100.00%
01-423-5270-000	EQUIPMENT RENTAL	25000.00	27694.00	52694.00	0.00	52694.00	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	
01-423-5480-000	VEHICULAR SUPPLIES	4000.00	30605.16	34605.16	0.00	34605.16	0.00	100.00%
01-423-5512-000	SALT	70000.00	47554.03	117554.03	0.00	117554.03	0.00	100.00%
01-423-5513-000	SAND	22000.00	21155.84	43155.84	0.00	43155.84	0.00	100.00%
01-423-5870-000	REPLACEMENT EQUIPMENT	2000.00	-154.50	1845.50	0.00	1845.50	0.00	100.00%
* Total Department 423	* SNOW & ICE REMOVAL 423	125000.00	176351.67	301351.67	0.00	301351.67	0.00	100.00%
* Department 424	STREET LIGHTING							
01-424-5210-000	ENERGY - HWY STREET LIGHTS	15000.00	2300.00	17300.00	2622.76	16825.45	474.55	97.26%
01-424-5627-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 424	* STREET LIGHTING 424	15000.00	2300.00	17300.00	2622.76	16825.45	474.55	97.26%
* Department 425	HIGHWAY - ARTICLES							
01-425-5858-000	HIGHWAY TRUCK LEASE PURCHASE	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	
01-425-5860-000	TRUCK W/ASSOC EQUIP - STM 11/07 ART 8	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	
01-425-5862-000	CAP BUDGET - SANDER BODY	0.00		0.00	0.00	0.00	0.00	
01-425-5863-000	CAP BUDGET-USED 6WH DUMP TRUCK ATM 5/11 ART 18	0.00		0.00	0.00	0.00	0.00	
01-425-5864-000	CAP BUDGET-NEW F450 DUMP 1T W PLOW ATM 5/11	0.00		0.00	0.00	0.00	0.00	
01-425-5865-000	CAP BUDGET-NEW SANDER BODY ATM 5/11	0.00		0.00	0.00	0.00	0.00	
01-425-5866-000	CAP BUDGET-ASPHAULT HOT BOX W SPRAYER ATM 5/11	0.00		0.00	0.00	0.00	0.00	
01-425-5867-000	CAP BUDGET-FORD ESCAPE HYBRID ATM 5/11	0.00		0.00	0.00	0.00	0.00	
01-425-5868-000	TRANS-STORM CLEAN UP STM 5/12 ART 2	0.00		0.00	0.00	0.00	0.00	
01-425-5869-013	CAP BUDGET-FUEL MGMT SYSTEM ATM 5/12 ART 15	30000.00		30000.00	0.00	29956.00	44.00	99.85%
* Total Department 425	* HIGHWAY - ARTICLES 425	30000.00		30000.00	0.00	29956.00	44.00	99.85%

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 430	LANDFILL OPERATIONS							
01-430-5210-000	ENERGY	2500.00		2500.00	76.72	1615.10	884.90	64.60%
01-430-5240-000	REPAIR & MAINT LANDFILL BUILDING	2500.00		2500.00	103.91	424.18	2075.82	16.97%
01-430-5245-000	REPAIR & MAINTAIN EQUIPMENT	0.00		0.00	963.20	963.20	-963.20	
01-430-5300-000	PROFESSIONAL SERVICES	9100.00	2000.00	11100.00	6400.00	12812.50	-1712.50	115.43%
01-430-5301-000	LANDFILL BUILDING MAINTENANCE - SPEC ARTICLE	0.00		0.00	0.00	0.00	0.00	
01-430-5340-000	COMMUNICATIONS	300.00		300.00	71.28	400.74	-100.74	133.58%
01-430-5414-000	LANDFILL AIR PUMP ART # 12	0.00		0.00	0.00	0.00	0.00	
01-430-5580-000	OTHER SUPPLIES	0.00		0.00	0.00	67.99	-67.99	
01-430-5628-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 430	* LANDFILL OPERATIONS 430	14400.00	2000.00	16400.00	7615.11	16283.71	116.29	99.29%
* Department 433	SOLID WASTE OPERATIONS							
01-433-5301-000	CURBSIDE PICKUP & TRANS.	625000.00		625000.00	101565.10	605897.87	19102.13	96.94%
01-433-5380-000	OTHER CHARGES - HAUL AWAY RECYCLE	0.00		0.00	749.59	3920.19	-3920.19	
01-433-5580-000	OTHER SUPPLIES	0.00		0.00	117.75	444.21	-444.21	
01-433-5629-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 433	* SOLID WASTE OPERATIONS 433	625000.00		625000.00	102432.44	610262.27	14737.73	97.64%
* Department 435	HOUSEHOLD HAZARDOUS WASTE							
01-435-5300-000	PROF SVS - NORTH CENT REG SOLID WASTE COLL	5198.00		5198.00	0.00	5198.00	0.00	100.00%
01-435-5305-009	DEVENS HAZARD PROG CAP FEE STM 11/09 ART 12	0.00		0.00	0.00	0.00	0.00	
01-435-5310-000	DEVENS HAZARD PROG OPER FEE	0.00		0.00	0.00	0.00	0.00	
* Total Department 435	* HOUSEHOLD HAZARDOUS WASTE 435	5198.00		5198.00	0.00	5198.00	0.00	100.00%
* Department 491	CEMETERY/PARKS DEPARTMENT							
01-491-5100-000	WAGES-CEMETERY SUPERINTENDENT	46946.00		46946.00	4694.56	46832.75	113.25	99.76%
01-491-5110-000	WAGES - OPER FOREMAN	18278.00		18278.00	2147.17	18639.65	-361.65	101.98%
01-491-5112-000	WAGES - SUPPORT STAFF	7567.00		7567.00	307.23	1708.91	5858.09	22.58%
01-491-5120-000	WAGES - TEMP HELP	20580.00		20580.00	3944.60	21816.30	-1236.30	106.01%
01-491-5130-000	ADDITIONAL GROSS - OVERTIME	0.00		0.00	0.00	1302.39	-1302.39	
01-491-5135-000	ADDITIONAL GROSS - LONGEVITY	300.00		300.00	0.00	300.00	0.00	100.00%
01-491-5195-000	OTHER - UNIFORM ALLOWANCE	40.00		40.00	0.00	0.00	40.00	

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01-491-5210-000	ENERGY	3525.00		3525.00	40.72	3214.71	310.29	91.20%
01-491-5240-000	REPAIR & MAINTAIN BUILDING	500.00		500.00	0.00	274.66	225.34	54.93%
01-491-5245-000	REPAIR & MAINTENANCE EQUIPMENT	350.00		350.00	0.00	691.23	-341.23	197.49%
01-491-5270-000	EQUIPMENT RENTAL	1000.00		1000.00	0.00	635.00	365.00	63.50%
01-491-5320-000	WATER	300.00		300.00	0.00	35.00	265.00	11.67%
01-491-5340-000	COMMUNICATION	300.00		300.00	68.18	409.08	-109.08	136.36%
01-491-5380-000	OTHER PURCHASED SERVICES	0.00		0.00	0.00	210.00	-210.00	
01-491-5420-000	OFFICE SUPPLIES	46.00		46.00	0.00	167.48	-121.48	364.09%
01-491-5430-000	BUILDING MAINTENANCE SUPPLIES	100.00		100.00	0.00	325.49	-225.49	325.49%
01-491-5460-000	GROUNDSKEEPING SUPPLIES	1100.00		1100.00	0.00	1298.47	-198.47	118.04%
01-491-5480-000	VEHICULAR SUPPLIES	1700.00		1700.00	0.00	2001.83	-301.83	117.75%
01-491-5580-000	OTHER SUPPLIES	500.00		500.00	0.00	149.85	350.15	29.97%
01-491-5630-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 491	* CEMETERY/PARKS DEPARTMENT 491	103132.00		103132.00	11202.46	100012.80	3119.20	96.98%
* Department 493	CEMETERY ARTICLES							
01-493-5000-000	CEMETERY IMPROVEMENT FUND	3457.33	10101.21	13558.54	0.00	6119.05	7439.49	45.13%
01-493-5010-000	OTHER CHARGES - PORT A POTTIES	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	
* Total Department 493	* CEMETERY ARTICLES 493	3457.33	10101.21	13558.54	0.00	6119.05	7439.49	45.13%
* Department 520	BOARD OF HEALTH							
01-520-5112-000	WAGES-SUPPORT STAFF	32436.00		32436.00	3135.89	32433.45	2.55	99.99%
01-520-5120-000	WAGES - TEMPORARY HELP	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	
01-520-5300-000	PROF SERVICES	800.00		800.00	68.02	399.54	400.46	49.94%
01-520-5340-000	COMMUNICATION	70.00		70.00	18.10	49.10	20.90	70.14%
01-520-5420-000	OFFICE SUPPLIES	275.00		275.00	0.00	200.24	74.76	72.81%
01-520-5580-000	OTHER SUPPLIES	0.00		0.00	0.00	138.99	-138.99	
01-520-5631-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-520-5710-000	TRAVEL/MILEAGE IN-STATE	430.00		430.00	23.73	396.84	33.16	92.39%
01-520-5730-000	DUES & MEMBERSHIPS	125.00		125.00	0.00	514.00	-389.00	411.20%
* Total Department 520	* BOARD OF HEALTH 520	34136.00		34136.00	3245.74	34132.16	3.84	99.99%

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* Department 521	HUMAN SERVICES							
01-521-5100-000	HUMAN SERVICES APPROPRIATION RESERVE	0.00		0.00	0.00	0.00	0.00	
* Total Department 521	* HUMAN SERVICES 521	0.00		0.00	0.00	0.00	0.00	
* Department 522	NASHOBA ASSESSMENTS							
01-522-5300-000	NURSING CONTRACT	6166.00	893.00	7059.00	0.00	8702.88	-1643.88	123.29%
01-522-5301-000	NASHOBA ASSESSMENT	21085.00		21085.00	0.00	19440.84	1644.16	92.20%
* Total Department 522	* NASHOBA ASSESSMENTS 522	27251.00	893.00	28144.00	0.00	28143.72	0.28	100.00%
* Department 524	LANDFILL							
01-524-5300-000	LANDFILL ENGINEERING SERVICES	17500.00		17500.00	1918.00	17500.00	0.00	100.00%
01-524-5632-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
* Total Department 524	* LANDFILL 524	17500.00		17500.00	1918.00	17500.00	0.00	100.00%
* Department 540								
01-540-5000-000	COA KITCHEN MANAGEMENT SERVICES	0.00	1613.37	1613.37	0.00	1579.10	34.27	97.88%
01-540-5800-000	CAP BUDGET - SENIOR CTR BUILDING DESIGN	0.00		0.00	0.00	0.00	0.00	
* Total Department 540	* 540	0.00	1613.37	1613.37	0.00	1579.10	34.27	97.88%
* Department 541	COUNCIL ON AGING							
01-541-5100-000	WAGES-C.O.A DIRECTOR	36036.00		36036.00	3465.00	35788.50	247.50	99.31%
01-541-5110-000	WAGES - OPER STAFF	26880.00	-6000.00	20880.00	1916.46	19672.59	1207.41	94.22%
01-541-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00		900.00	0.00	900.00	0.00	100.00%
01-541-5245-000	REPAIR & MAINT EQUIPMENT	345.00		345.00	0.00	490.00	-145.00	142.03%
01-541-5270-000	RENTAL - BUILDING	0.00		0.00	0.00	0.00	0.00	
01-541-5300-000	PROFESSIONAL SERVICES	1600.00		1600.00	0.00	1750.00	-150.00	109.38%
01-541-5340-000	COMMUNICATIONS	1300.00		1300.00	109.35	901.49	398.51	69.35%
01-541-5380-000	OTHER SERVICES	0.00		0.00	0.00	109.00	-109.00	
01-541-5420-000	OFFICE SUPPLIES	1000.00		1000.00	477.93	1218.13	-218.13	121.81%
01-541-5580-000	OTHER SUPPLIES	1525.00		1525.00	41.50	632.19	892.81	41.46%
01-541-5633-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-541-5730-000	DUES & MEMBERSHIPS	500.00		500.00	0.00	0.00	500.00	
* Total Department 541	* COUNCIL ON AGING 541	70086.00	-6000.00	64086.00	6010.24	61461.90	2624.10	95.91%

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* Department 542	SENIOR CITIZENS CENTER							
01-542-5210-000	ENERGY	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	
01-542-5242-000	RENT - BUILDING	0.00		0.00	0.00	0.00	0.00	
01-542-5320-000	WATER	75.00		75.00	0.00	0.00	75.00	
01-542-5380-000	OTHER SERVICES	100.00		100.00	0.00	0.00	100.00	
01-542-5450-000	BUILDING SUPPLIES	175.00		175.00	0.00	0.00	175.00	
01-542-5634-100	PRIOR YEAR ENCUMBRANCE	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	
* Total Department 542	* SENIOR CITIZENS CENTER 542	350.00		350.00	0.00	0.00	350.00	
* Department 543	VETERAN AGENT							
01-543-5100-000	STIPEND-VETERANS AGENT	4886.00		4886.00	409.00	4886.00	0.00	100.00%
01-543-5340-000	COMMUNICATION	33.00		33.00	0.00	0.00	33.00	
01-543-5420-000	OFFICE SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-543-5730-000	DUES	0.00		0.00	0.00	0.00	0.00	
* Total Department 543	* VETERAN AGENT 543	4919.00		4919.00	409.00	4886.00	33.00	99.33%
* Department 544	VETERANS BENEFITS							
01-544-5300-000	PROFESSIONAL SERVICES	0.00		0.00	0.00	0.00	0.00	
01-544-5380-000	OTHER SERVICES - VET BENEFITS	27500.00	15252.00	42752.00	3036.92	38725.82	4026.18	90.58%
* Total Department 544	* VETERANS BENEFITS 544	27500.00	15252.00	42752.00	3036.92	38725.82	4026.18	90.58%
* Department 610	LIBRARY							
01-610-5100-000	WAGES-LIBRARY DIRECTOR	42980.00		42980.00	4116.80	42814.73	165.27	99.62%
01-610-5110-000	WAGES - LIBRARY TECHS'	43410.00	433.08	43843.08	5234.15	43500.07	343.01	99.22%
01-610-5111-000	WAGES - CHILDREN'S LIBRARIAN	28987.00		28987.00	2776.50	28857.10	129.90	99.55%
01-610-5112-000	WAGES - CHILDREN'S SENIOR TECH	22577.00		22577.00	2162.50	22758.15	-181.15	100.80%
01-610-5113-000	WAGES - SENIOR LIBRARY TECH	30704.00		30704.00	2941.00	30586.40	117.60	99.62%
01-610-5114-000	WAGES - LIBRARY TECH 19 HR	0.00		0.00	0.00	0.00	0.00	
01-610-5115-000	WAGES - LIBRARY TECH 11 HR	0.00		0.00	0.00	0.00	0.00	
01-610-5116-000	WAGES - LIBRARY TECH 12 HR	0.00		0.00	0.00	0.00	0.00	
01-610-5120-000	WAGES - SUNDAY STAFFING	4036.00	-433.08	3602.92	0.00	3602.92	0.00	100.00%
01-610-5130-000	ADDITIONAL GROSS - LONGEVITY	1500.00		1500.00	0.00	1500.00	0.00	100.00%
01-610-5210-000	ENERGY	0.00		0.00	0.00	0.00	0.00	

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01-610-5240-000	REPAIR & MAINT BUILDING	0.00		0.00	0.00	0.00	0.00	
01-610-5245-000	REPAIR & MAINTAIN - EQUIPMENT	425.00	-425.00	0.00	0.00	0.00	0.00	
01-610-5270-000	EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	
01-610-5300-000	PROFESSIONAL & TECHNICAL SERVICES	1000.00	-1000.00	0.00	0.00	200.00	-200.00	
01-610-5320-000	WATER	0.00		0.00	0.00	0.00	0.00	
01-610-5340-000	COMMUNICATION	1050.00		1050.00	134.87	726.22	323.78	69.16%
01-610-5380-000	OTHER PURCHASED SERVICES	8900.00		8900.00	0.00	9014.00	-114.00	101.28%
01-610-5420-000	OFFICE SUPPLIES	2500.00	-1000.00	1500.00	129.00	1600.53	-100.53	106.70%
01-610-5450-000	CUSTODIAL SUPPLIES	100.00		100.00	0.00	0.00	100.00	
01-610-5580-000	OTHER SUPPLIES - BOOKS, DVD, CD	28532.00	425.00	28957.00	1406.54	28925.80	31.20	99.89%
01-610-5581-000	OTHER SUPPLIES - MISCELLANEOUS	0.00		0.00	0.00	0.00	0.00	
01-610-5635-100	PRIOR YEAR ENCUMBRANCE	0.00		0.00	0.00	0.00	0.00	
01-610-5730-000	DUES & MEMBERSHIPS	200.00	-55.00	145.00	0.00	145.00	0.00	100.00%
01-610-5780-000	OTHER CHARGES	1562.00	-345.00	1217.00	140.00	1188.31	28.69	97.64%
* Total Department 610	* LIBRARY 610	218463.00	-2400.00	216063.00	19041.36	215419.23	643.77	99.70%
* Department 611	LIBRARY - ARTICLES	0.00		0.00	0.00	0.00	0.00	
01-611-5241-000	LIBRARY FRONT STAIRS	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	
* Total Department 611	* LIBRARY - ARTICLES 611	0.00		0.00	0.00	0.00	0.00	
* Department 630	RECREATION DEPARTMENT	0.00		0.00	0.00	0.00	0.00	
01-630-5100-000	SALARY & WAGES-REC. DIRECTOR	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	
01-630-5580-000	OTHER SUPPLIES	0.00		0.00	0.00	0.00	0.00	
* Total Department 630	* RECREATION DEPARTMENT 630	0.00		0.00	0.00	0.00	0.00	
* Department 631	REC SQUANNOCOOK FIELDS	0.00		0.00	0.00	0.00	0.00	
01-631-5000-000	SQUANNACOOK REC FIELDS - SPEC ARTICLE	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	
01-631-5230-000	WATER	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	
01-631-5460-000	GROUNDSKEEPING SUPPLIES	0.00		0.00	0.00	0.00	0.00	
01-631-5580-000	OTHER SUPPLIES	0.00		0.00	0.00	0.00	0.00	
* Total Department 631	* REC SQUANNOCOOK FIELDS 631	0.00		0.00	0.00	0.00	0.00	

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* Department 660	MEMORIAL DAY COMMITTEE							
01-660-5120-000	SALARY & WAGES TEMPORARY HELD	0.00		0.00	0.00	0.00	0.00	
01-660-5300-000	PROFESSIONAL SERVICES	1500.00		1500.00	1188.56	1188.56	311.44	79.24%
01-660-5350-000	BAND SERVICES	2225.00		2225.00	0.00	1646.00	579.00	73.98%
01-660-5580-000	OTHER SUPPLIES	833.00		833.00	654.64	754.64	78.36	90.59%
* Total Department 660	* MEMORIAL DAY COMMITTEE 660	4558.00		4558.00	1843.20	3589.20	968.80	78.75%
* Department 691	HISTORICAL COMMISSION							
01-691-5780-000	HISTORICAL COMMISSION	0.00		0.00	0.00	0.00	0.00	
* Total Department 691	* HISTORICAL COMMISSION 691	0.00		0.00	0.00	0.00	0.00	
* Department 692	BAND CONCERTS							
01-692-5120-000	SALARY & WAGES TEMPORARY HELP	0.00		0.00	0.00	0.00	0.00	
01-692-5350-000	BAND SERVICES	7829.00		7829.00	2555.00	7848.00	-19.00	100.24%
01-692-5580-000	OTHER SUPPLIES	300.00		300.00	281.00	281.00	19.00	93.67%
* Total Department 692	* BAND CONCERTS 692	8129.00		8129.00	2836.00	8129.00	0.00	100.00%
* Department 710	LONG TERM DEBT							
01-710-5910-000	LTD - EXCLUDED - POLICE STATION	0.00		0.00	0.00	0.00	0.00	
01-710-5911-000	LTD - EXCLUDED - FIRE LADDER TRUCK	42900.00		42900.00	0.00	42900.00	0.00	100.00%
01-710-5912-000	LTD - EXCLUDED MEMORIAL HALL	125000.00		125000.00	0.00	125000.00	0.00	100.00%
01-710-5913-000	LTD - EXCLUDED - EXTRA PRIN WATER LOOP	0.00		0.00	0.00	0.00	0.00	
01-710-5914-000	LTD - EXCLUDED- FIRE STATION/ELM/CAPPING	171732.00		171732.00	171732.00	171732.00	0.00	100.00%
01-710-5915-000	LTD - EXCLUDED- (NOTE)FIRE TRUCK/HWY DUMP TRUCK	0.00		0.00	0.00	0.00	0.00	
01-710-5916-000	LTD - EXCLUDED - WATER EXTENSION	15000.00		15000.00	0.00	15000.00	0.00	100.00%
* Total Department 710	* LONG TERM DEBT 710	354632.00		354632.00	171732.00	354632.00	0.00	100.00%
* Department 715	LONG TERM DEBT							
01-715-5910-000	LTD - NON EXCLUDE - M.W.P.A.T.	27554.00		27554.00	0.00	27554.00	0.00	100.00%
01-715-5911-000	LTD - NON-EXCLUDE - FIRE LADDER TRUCK	67100.00		67100.00	0.00	67100.00	0.00	100.00%
01-715-5912-000	LTD - NON-EXCLUDE - WITCH'S BROOK	8268.00		8268.00	8268.00	8268.00	0.00	100.00%
* Total Department 715	* LONG TERM DEBT 715	102922.00		102922.00	8268.00	102922.00	0.00	100.00%

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 750	INTEREST							
01-750-5910-000	LT INTEREST - EXC- POLICE STATION	0.00		0.00	0.00	0.00	0.00	
01-750-5911-000	LT INTEREST-EXC-FIRE LADDER TRUCK	5943.00		5943.00	2756.80	5942.61	0.39	99.99%
01-750-5912-000	LT INTEREST -EXC- MEMORIAL HA	15907.00		15907.00	7328.13	15906.26	0.74	100.00%
01-750-5914-000	LT INTEREST -EXC- FIRE STATION/ELM/CAPPING	85517.00		85517.00	42758.20	85517.00	0.00	100.00%
01-750-5915-000	LT INTEREST -EXC -(NOTE) FIRE TRUCK/HWY DUMP TRU	0.00		0.00	0.00	0.00	0.00	
01-750-5916-000	LT INTEREST -EXC- WATER EXTENSION	1563.00		1563.00	706.25	1562.50	0.50	99.97%
* Total Department 750	* INTEREST 750	108930.00		108930.00	53549.38	108928.37	1.63	100.00%
* Department 755	INTEREST							
01-755-5911-000	LT INTEREST-NON-EXCLD-FIRE LADDER TRUCK	9295.00		9295.00	4311.95	9294.89	0.11	100.00%
01-755-5912-000	LT INTEREST -NON-EXCLD-WITCH'S	4453.00		4453.00	2226.80	4453.00	0.00	100.00%
* Total Department 755	* INTEREST 755	13748.00		13748.00	6538.75	13747.89	0.11	100.00%
* Department 759	INTEREST ON TEMPORARY LOANS							
01-759-5925-000	INT ON ST LOANS/ISSUANCE COSTS	9000.00	17.82	9017.82	0.00	9017.82	0.00	100.00%
* Total Department 759	* INTEREST ON TEMPORARY LOANS 759	9000.00	17.82	9017.82	0.00	9017.82	0.00	100.00%
* Department 911	COUNTY RETIREMENT							
01-911-5750-000	COUNTY RETIREMENT SYSTEM	465246.00		465246.00	0.00	465246.00	0.00	100.00%
* Total Department 911	* COUNTY RETIREMENT 911	465246.00		465246.00	0.00	465246.00	0.00	100.00%
* Department 913	UNEMPLOYMENT							
01-913-5637-100	PRIOR YEAR ENCUMBRANCE	0.00	1488.00	1488.00	0.00	1488.00	0.00	100.00%
01-913-5750-000	UNEMPLOYMENT COMPENSATION	15000.00		15000.00	0.00	2072.00	12928.00	13.81%
* Total Department 913	* UNEMPLOYMENT 913	15000.00	1488.00	16488.00	0.00	3560.00	12928.00	21.59%
* Department 914	HEALTH INSURANCE							
01-914-5740-000	HEALTH INSURANCE TOWN SHARE	863717.00	22800.00	886517.00	127612.33	800937.94	85579.06	90.35%
01-914-5780-000	HEALTH INSURANCE OPT-OUT	2000.00		2000.00	0.00	2000.00	0.00	100.00%
* Total Department 914	* HEALTH INSURANCE 914	865717.00	22800.00	888517.00	127612.33	802937.94	85579.06	90.37%
* Department 915	LIFE INSURANCE							
01-915-5740-000	LIFE INSURANCE TOWN SHARE	450.00		450.00	46.00	262.00	188.00	58.22%
* Total Department 915	* LIFE INSURANCE 915	450.00		450.00	46.00	262.00	188.00	58.22%

Account number	Account title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
* Department 916	MEDICARE							
01-916-5780-000	MEDICARE TOWN SHARE	45600.00		45600.00	5644.85	46038.74	-438.74	100.96%
* Total Department 916	* MEDICARE 916	45600.00		45600.00	5644.85	46038.74	-438.74	100.96%
* Department 917	IOD STM 5/1/12 ART 8							
01-917-5780-000	INJURED ON DUTY (IOD) CLAIMS	0.00		4494.00	0.00	0.00	4494.00	
* Total Department 917	* IOD STM 5/1/12 ART 8 917	0.00		4494.00	0.00	0.00	4494.00	
* Department 945	GENERAL LIABILITY INSURANCE							
01-945-5636-100	PRIOR YEAR ENCUMBRANCE	0.00		3000.00	0.00	1503.00	1497.00	
01-945-5740-000	PROPERTY, LIABILITY & VEHICLE	198000.00		198000.00	0.00	192444.00	5556.00	
* Total Department 945	* GENERAL LIABILITY INSURANCE 945	198000.00		201000.00	0.00	193947.00	7053.00	
* Department 990	title not on file							
01-990-5963-001	TRANSFER TO WATER BAN DEBT SERVICE	0.00		0.00	0.00	0.00	0.00	
* Total Department 990	* title not on file 990	0.00		0.00	0.00	0.00	0.00	
Report Total	>>>>>>>>>>>>>>>>	17191333.33		18349127.79	1063591.76	17737788.40	611339.39	

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
June Fiscal Year 13	WATER DEPARTMENT MONTHLY EXPENDITURES							
* Department 000	GENERAL OPERATIONS							
** Object 1	PERSONNEL SERVICE							
61-000-5100-000	SALARY-WATER SUPERINTENDENT	68079.00		68079.00	6546.00	68078.40	0.60	100.00%
61-000-5110-000	WAGES-OPER STAFF	91224.00		91224.00	8744.01	90937.61	286.39	99.59%
61-000-5112-000	WAGES-SUPPORT STAFF	51999.00		51999.00	4987.12	52460.44	-461.44	100.89%
61-000-5120-000	WAGES - TEMPORARY HELP	1.00		1.00	0.00	0.00	1.00	
61-000-5125-000	SALARY/WAGE INCREASE COMP/CLASS PLAN	0.00		0.00	0.00	0.00	0.00	
61-000-5130-000	ADDITIONAL GROSS	4595.00		4595.00	0.00	0.00	4595.00	
61-000-5131-000	ADDITIONAL GROSS - OVERTIME	6000.00		6000.00	65.58	1517.20	4482.80	25.29%
61-000-5132-000	ADDITIONAL GROSS - LONGEVITY	2700.00		2700.00	0.00	3300.00	-600.00	122.22%
61-000-5135-000	ADDITIONAL GROSS - REG & SPEC ON-CALL	13900.00		13900.00	1250.00	15498.39	-1598.39	111.50%
61-000-5190-000	OTHER - STIPENDS WATER COMMISSIONERS	3.00		3.00	0.00	0.00	3.00	
61-000-5191-000	OTHER - RETIREMENT BENEFIT	2000.00		2000.00	0.00	0.00	2000.00	
61-000-5195-000	OTHER - CLOTHING ALLOWANCE	2250.00		2250.00	610.94	1686.48	563.52	74.95%
sub-total	PERSONNEL SERVICE	242751.00		242751.00	22203.65	233478.52	9272.48	96.18%
** Object 2	PURCHASED SERVICES							
61-000-5201-000	PRIOR YEAR UNPAID BILLS	0.00		0.00	0.00	0.00	0.00	
61-000-5210-000	ENERGY	82000.00		82000.00	11669.63	75528.98	6471.02	92.11%
61-000-5240-000	REPAIR & MAINT BUILDING	5000.00		5000.00	0.00	733.20	4266.80	14.66%
61-000-5245-000	REPAIR & MAINT EQUIPMENT	20000.00		20000.00	14207.75	33357.83	-13357.83	166.79%
61-000-5246-000	REPAIR & MAINTAIN - SCADA SYSTEM	18000.00		18000.00	0.00	0.00	18000.00	
61-000-5270-000	RENTALS	1000.00		1000.00	0.00	1075.00	-75.00	107.50%
sub-total	PURCHASED SERVICES	126000.00		126000.00	25877.38	110695.01	15304.99	87.85%
**Object 3	PURCHASED SERVICES							
61-000-5300-000	PROFESSIONAL SERVICES	20000.00		20000.00	5721.05	34769.12	-14769.12	173.85%
61-000-5301-000	PROF SVS - BACKFLOW SURVEY TESTING	6000.00		6000.00	1150.00	6900.00	-900.00	115.00%
61-000-5340-000	COMMUNICATION	17600.00		17600.00	3609.11	17428.54	171.46	99.03%
61-000-5380-000	OTHER SERVICES	2600.00		2600.00	154.00	154.00	2446.00	5.92%
sub-total	PURCHASED SERVICES	46200.00		46200.00	10634.16	59251.66	-13051.66	128.25%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
June Fiscal Year 13	WATER DEPARTMENT MONTHLY EXPENDITURES							
**Object 4	PURCHASED SUPPLIES							
61-000-5420-000	OFFICE SUPPLIES	5000.00		5000.00	208.47	2264.43	2735.57	45.29%
61-000-5430-000	BUILDING SUPPLIES	1500.00		1500.00	0.00	315.98	1184.02	21.07%
61-000-5435-000	EQUIPMENT MAINT SUPPLIES	1500.00		1500.00	0.00	256.00	1244.00	17.07%
61-000-5460-000	GROUNDSKEEPING SUPPLIES	500.00		500.00	51.96	272.76	227.24	54.55%
61-000-5480-000	VEHICULAR SUPPLIES	8000.00		8000.00	331.22	13702.78	-5702.78	171.28%
sub-total	PURCHASED SUPPLIES	16500.00		16500.00	591.65	16811.95	-311.95	101.89%
**Object 5	PURCHASED SUPPLIES							
61-000-5530-000	PUBLIC WORKS SUPPLIES	35000.00		35000.00	8557.97	35546.66	-546.66	101.56%
61-000-5531-000	CHEMICALS	23000.00		23000.00	2952.88	17778.60	5221.40	77.30%
61-000-5580-000	OTHER SUPPLIES	1000.00		1000.00	0.00	548.68	451.32	54.87%
sub-total	PURCHASED SUPPLIES	59000.00		59000.00	11510.85	53873.94	5126.06	91.31%
**Object 6								
61-000-5600-100	PRIOR YEAR ENCUMBRANCE	0.00	454.70	454.70	0.00	18.70	436.00	4.11%
sub-total		0.00	454.70	454.70	0.00	18.70	436.00	4.11%
**Object 7	OTHER CHARGES & EXPENSES							
61-000-5710-000	TRAVEL/MILEAGE-IN STATE	1100.00		1100.00	323.96	555.20	544.80	50.47%
61-000-5720-000	OUT OF STATE TRAVEL	100.00		100.00	0.00	0.00	100.00	
61-000-5730-000	DUES & MEMBERSHIPS	1500.00		1500.00	160.00	1009.75	490.25	67.32%
61-000-5780-000	OTHER CHARGES	500.00		500.00	0.00	0.00	500.00	
61-000-5785-000	WATER ASSESSMENT D.E.P.	2000.00		2000.00	0.00	1982.52	17.48	99.13%
sub-total	OTHER CHARGES & EXPENSES	5200.00		5200.00	483.96	3547.47	1652.53	68.22%
**Object 8	CAPITAL							
61-000-5850-000	NEW EQUIPMENT	10000.00		10000.00	999.00	1661.96	8338.04	16.62%
61-000-5870-000	REPLACEMENT EQUIPMENT	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	
sub-total	CAPITAL	10000.00		10000.00	999.00	1661.96	8338.04	16.62%

Account Number	Account Title	Original Appropriation	Adjustment	Adjusted Budget	June Expended	Expended Y-T-D	Unexpended Balance	/Expended Y-T-D
June Fiscal Year 13	WATER DEPARTMENT MONTHLY EXPENDITURES							
**Object 9	DEBT SERVICE							
61-000-5900-000	DEBT SERVICE - MWPAT - EAST SIDE IMP	42380.00		42380.00	0.00	42374.19	5.81	99.99%
61-000-5901-000	DEBT SERVICE - MWPAT EAST SIDE PHASE II	63000.00		63000.00	0.00	61583.02	1416.98	97.75%
61-000-5902-000	DEBT SERVICE - WITCH'S BROOK BORROWING	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	
61-000-5990-000	EMERGENCY RESERVE FUND	10000.00		10000.00	0.00	0.00	10000.00	
sub-total	DEBT SERVICE	115380.00	0.00	115380.00	0.00	103957.21	11422.79	90.10%
	GENERAL OPERATIONS	**621031.00**	**454.70**	**621485.70**	**72300.65**	**583296.42**	**38189.28**	**93.86%**
* Department 400	PUBLIC WORKS							
61-400-5005-000	MASTER PLAN REVISION	0.00		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	
61-400-5009-000	MAIN STREET STATION UPGRADE	0.00		58219.23	0.00	0.00	58219.23	
61-400-5011-000	STORAGE TANK MAINTENANCE	0.00		0.00	0.00	0.00	0.00	
61-400-5012-000	SYSTEM ENHANCEMENTS	0.00		783197.99	7921.77	18541.52	764656.47	2.37%
61-400-5013-000	WATER MAIN EXTENSION	0.00		127911.75	0.00	0.00	127911.75	
61-400-5013-001	WATER MAIN EXTENSION - UNITIL ELEC EXTENSION	0.00		0.00	0.00	0.00	0.00	
61-400-5014-000	WELL DEVELOPMENT & EXPLORATION	0.00		6276.29	0.00	0.00	6276.29	
61-400-5015-000	EAST SIDE IMP (TRANS)INITIAL DESIGN	0.00		0.00	0.00	0.00	0.00	
61-400-5015-001	EAST SIDE IMP (DWSR F04-16)APPRVD CONSTRUCT	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	
61-400-5015-003	EAST SIDE IMP (TRANSFER)	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	
61-400-5015-015	EAST SIDE IMP (RECLASSED FUNDS) CARDILLO	0.00		0.00	0.00	0.00	0.00	
61-400-5016-000	HARBOR TRACE WELL CONSTRUCTION	0.00		3566.64	0.00	0.00	3566.64	
* Total Department 400	* PUBLIC WORKS 400	0.00		979290.40	7921.77	18541.52	960748.88	1.89%
* Department 500	ARTICLES							
61-500-5000-000	EQUIPMENT REPLACEMENT FUND STM 12/04 ART 29	0.00		10000.00	0.00	0.00	10000.00	
61-500-5010-000	LAND INT VINTON POND ATM 5/06 ART 18	0.00		0.00	0.00	0.00	0.00	
61-500-5020-000	STORAGE TANK MAINT FUND ATM 5/06 ART 19	0.00		13883.40	0.00	0.00	13883.40	
61-500-5025-000	LEGAL FEES & ENGINEERING COSTS WITCH'S BROOK	0.00		0.00	0.00	0.00	0.00	
* Total Department 500	ARTICLES	0.00		23883.40	0.00	0.00	23883.40	
GRAND TOTALS	>>>>>>>>>>>>>>>>	**621031.00**		**1624659.50**	**80222.42**	**601837.94**	**1022821.56**	**37.04%**

POLICE DEPARTMENT

As Chief of Police, I respectfully submit the following 2013 annual report for the Townsend Police Department.

Overall incidents decreased in 2013 with a total of 17,186 which were down from last year's total of 18,025. Completing a comparison of incident types, there were no significant increases in any particular reporting category.

The total number of major incidents in 2013 were 1,017, up slightly from 995 in 2012. Custody incidents were 81 in 2013 compared to 74 in 2012, an increase of approximately 10%. Total criminal complaint applications to both Ayer and Lowell District Courts for 2013 were 150 compared to 152 last year. Citations and other motor vehicle interactions in 2013 were 2,221 generating $19,930.00 in fine amounts. This was down slightly from 2012 where 2,239 citations were issued.

In July, Cassandra Ela, who joined the department in December 2011, resigned her position as a full-time patrolman and transferred to the Stow Police Department. Ela was replaced by Brent Davis in September. Bent is a resident of Townsend and former Reserve Police Officer. I can say with confidence that Brent, who was chosen from a field of 26 candidates, was the right choice for this position. He has a very positive attitude and is respectful and mature. He has been assigned to field training and started the 26 week police academy on January 13, 2014. After graduating, Brent will be assigned to patrol.

Again, year after year we are asked to submit budgets that are either level funded, asked to make cuts or present extraordinary needs budgets. 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. Last year I gave up $20,000.00 in overtime funding to help balance the budget and this year $10,000.00 was taken from my expense budget to offset costs in the Communications Department. While I understand the constraints I am under, I also try to adequately fund the budget to protect the citizens. This is a very frustrating balancing act for me. I seriously feel that we need our detective's position reinstituted as well as the school resource officer's position, which I spoke about in last year's report; however, I am reluctant to request funding for these positions as others don't see the importance or priorities in these requests and I run in to a brick wall attempting to explain the need.

Police service, by its very nature is expensive and becomes increasingly expensive and complex year after year as technological advances change and legislative mandates without further funding becomes arduous. As in the past, one of our goals here is to provide the best police services possible with the tools that we are given and we will continue to do so in the future. As with our on-line training initiative, which I have mentioned in the past, sometimes it just involves thinking outside the box.

We have also been working extensively with the schools this past year on school safety and have formed a safety team, which involves police, fire and school administrators to address critical incidents within our schools. In November the School Committee was introduced to the A.L.I.C.E. program, an acronym which stands for Alert, Lock Down, Inform, Counter, and Escape. The A.L.I.C.E. program is designed to increase the chances of surviving by teaching participants to take an active role in the event of a shooter event. This program is being introduced into all of our schools and includes the training of faculty and students.

I have also been working with the School Building Committee on my thoughts and ideas surrounding the integration of security into the proposed new high school as well as safety issues concerning traffic flow patterns.

While on the topic of schools, I would be remiss if I didn't mention our School Superintendent, Joan Landers, who I have developed a close working relationship with since she came to our district. She has been very approachable and open minded to suggestions which is very important to me personally. She listens and is not afraid to reach out when she has any type of issue involving school security and the safety of the students and faculty. She is hard working and is a true asset to the schools and the communities they serve.

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 is 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 to fill out the identity theft packet that you will find there. Even though we in law enforcement make every attempt to warn the public about computer crimes as well as crime in general, we still have residents fall victim to senseless acts that could be avoided if proper precaution was taken. People also become victims due to the fact that some are still very trusting and naïve. Although it would be nice if we could all trust each other, the realization is that there are those who lie and wait for the opportunity to take advantage.

My work continues on the investigation of Deborah Ann Quimby, the thirteen year old that disappeared in 1977 after leaving notes at home and school which indicated that she was leaving home "to get her head straightened out." Quimby left on her bike the afternoon of May 3, 1977 and was last seen by a friend in the center of town who she told that she was headed to her grandparent's camp on Vinton Pond in West Townsend. Quimby was never heard from or seen again.

Since 2010 I have been working with two volunteers that work for the National Center for Missing and Exploited Children. One is a former Deputy Sheriff from New Hampshire who headed the search at The Center for Victims of Hurricane Katrina and the other a former agent with the FBI. I have also solicited the assistance of the Massachusetts State Police, Middlesex County District Attorney's Office, FBI and US Secret Service.

We have been interviewing and re-interviewing anyone that was initially involved in the case as well as anyone that comes on our radar screen and have been conducting interviews and polygraphs on both the east and west coasts. We have done excavation work in the back yard of a neighbor on Smith Street and I have personally traveled to Oregon and New York to conduct interviews and polygraphs with agents of the Secret Service.

I take this case very personally, as it was one of the first cases that came about two weeks after I started working for the Townsend Police Department almost thirty-seven years ago. Although things were different then, I wish that more could have been done at the time and have been trying everything possible to come up with a resolution to this case as I have been intimately involved in every aspect of this ongoing investigation.

This past year there was only one internal investigation due to a complaint that was alleged against an officer which was "sustained." This compares to six internal investigations the previous year resulting in a variety of findings from "sustained" to "unfounded." We take any allegation against any employee very seriously even though sometimes these allegations have no merit. Officers have a thorough understanding of the ethics and values of the department and what is expected of them. They have clearly defined rules, regulations and policies to guide them. When these rules, regulations and policies are not followed officers are aware that there will be consequences. Thorough investigation of any complaint is undertaken with some investigations requiring hundreds of hours of work. 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.

Always remember that the Townsend Police Department is here to serve your needs. Don't be afraid to contact us no matter how large or small your situations or concerns might be. We have a daily operations plan that includes matters of concern by residents which might include suspicious activity, motor vehicle complaints, or general information of concern. You, the residents, are our eyes and ears and we rely on you to bring your concerns to us so that we may assist you in resolving these issues.

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 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 DEPARTMENT

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 17,186 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 decreased slightly from the previous year with 18,025 incidents recorded in 2012.

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 personnel.

The Townsend Communications Department currently employs a Communications Supervisor as well as three full-time and eight 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 in mandated Emergency Medical Dispatch training. Certification for newly hired as well as current Telecommunicators is ongoing and mandated by the State 911 Department.

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 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's Communication budget shows a significant increase in "Equipment Repairs and Maintenance" for several reasons. Due to the fact that we only had a budgeted amount of $4,350.00 for this purpose and were asked to level fund our budgets year after year, we looked towards our grant funding as well as the police department budget to supplement our yearly costs of $49,400.00. Because these costs were funded this way, a "true cost" of maintaining our computer systems and related equipment which serve the Communications Department, Police Department, and Fire/EMS Departments were not evident. In addition, funds used from our support grant from the state were not intended for maintenance, however, were used as such to assist in keeping us from increasing our budgets, which has now become a burden on our hardware needs and in updating our equipment. The maintenance cost of additional equipment installed to assist the Fire/EMS Departments has also been addressed through the police and communications budgets.

For these reasons, I have adjusted our Communications budget to reflect a clearer picture of actual costs of maintaining our systems. I have asked the Fire/EMS Departments to put $10,000.00 from their budget towards this purpose, have reduced the police budget by $10,000.00, combined the current $4,350.00 from the Communications budget, and still plan on funding $10,000.00 of the cost from grant funding, thus leaving $15,050.00, which I will ask for the town to support. The idea behind this move is to give a clearer understanding of the "true cost" that is incurred as well as cut down on the amount of funding that is used from our grant so that this funding can be utilized for its intended purpose. My further intention is to increase this funding by $5,000.00 for the next two years so that we are totally self-reliant and not using our grant funding for maintenance.

In April, David Mazza was appointed as our newly created Communications Supervisor. David was instrumental in finishing our radio narrowbanding capabilities and worked with our vendors and the Fire/EMS Department to accomplish this mandate. David worked through many of the "bugs" that came up in this transition and is responsible for seeing us through this process. In addition, David has worked extensively on other technology issues as well as tracking training, overseeing hiring, working on updating policies, and a host of other administrative level obligations. I cannot say enough about the work that David has put in this past year in both technology and administration of the Communications Department. He has surpassed my expectations and is a valuable asset to the Communications Department as well as the entire community.

In July, Jessica Fellows was appointed as part-time Telecommunicator and has been undergoing required training since that time.

In November, Melody Cotter, a fifteen year full-time veteran of the Townsend Communications Department, resigned her position. Mel was a hardworking and dedicated professional who had what it took to be a great Telecommunicator. Her absence is evident and we are working on filling her vacancy.
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.

Respectfully submitted,

Erving M. Marshall, Jr.
Director of Communications

FIRE-EMS DEPARTMENT

Calendar year 2013 has been another in a long line of fiscally challenging years. The continued decline in available money has seemed to have leveled off, but we still continue to struggle to support emergency service operations. The continued increase in the cost of energy, fuel, medical supplies and equipment/building repairs, has stretched our ability to provide basic services, almost to the breaking point.

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 very successful in being awarded a few of the smaller state grants and one large federal grant. We were notified in April that our grant proposal for the replacement of 25 complete air pack setups had been approved and we were the recipient of $150,000 federal AFG grant for their replacement. We again have been the recipient of a $2,000 matching state VFA forestry equipment grant. This will be used to complete our forestry projects, by outfitting our personnel with brush cloths and additional equipment that we desperately needed. We also received a $6,900 SAFE & Senior SAFE grant to provide public education to children and our seniors. We will continue into the foreseeable future to apply for any and all Homeland Security, state and local grants that we may be available to us, with the hopes that we will be awarded the necessary funds to upgrade or replace additional aging equipment in the future.

This year, the company that did most of our general fleet maintenance went out of business. Because of cost issues and lack of funds, we have started to do some of the minor fleet maintenance in house. This was made possible, because our two new full time hires had some mechanical background that allowed us to do it. This has allowed us to stretch our maintenance budget a little further than we normally could have.

Two of our long time employee's left earlier this year to take better paying employment else were, but we were fortunate that two of our call members scored high marks in the interview process and were hired to fill those positions. Both bring a wealth of firefighting and medical knowledge and skills to these positions, but more importantly, they have a number of skills outside of firefighting that will be of tremendous value to both the fire department and community going forward.

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 the 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. None of these structures were designed for their current use. The buildings are not only antiquated, but also very costly to operate and maintain. It is our sincere hope that the residents of the Town of Townsend will support the replacement of these four buildings, with one facility that will meet the needs the fire department well into the future.

We held our annual awards night & Christmas party in mid-December. A number of awards were presented along with years of service recognitions. The two main awards were "Firefighter of the Year" and "EMS provider of the Year" awards. This year's recipients were Ben Niemiera, firefighter of the year and John Tuomi, EMS provider of the year. Ben has been a member of the Townsend Fire-EMS Department for 6 years and in that time has established himself as a valuable member of the department. He has become role model for all of the younger fire personnel and has become a valued member of the training division. John has been a member of our Fire/EMS staff for 6 years as well. He continues to work his full time job, answer fire and medical calls, and work on the medic truck as needed. John'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 current 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 our major priority going forward.

I will be retiring at the end of March (2014), after serving as a member of the fire department for over 40 years, the last seven as Chief. It has been my distinct pleasure to have served the community in this capacity and to have worked with a wonderful group of men and women on the department as well as in town government. It has been especially rewarding to have served the people of Townsend and been able to give back to the community that I have grown up in.

Even though the town continues to have financial uncertainty, 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 boards and departments we interact with on a daily bases. I especially would like to thank the people of Townsend for their continued support. In these difficult financial times, I tried do my best to provide the community with the highest level of service possible.

The EMS call volume for 2013 is as follows:

	ALS	BLS	ALS	BLS	ALS	BLS
Town	**2011**	**2011**	**2012**	**2012**	**2013**	**2013**
Townsend	447	183	421	276	337	314
Groton	248	0	114	0	13	0
Lunenburg	121	0	110	0	114	0
Ashby	81	0	74	0	103	0
Ayer	1	0	0	0	2	0
Pepperell	38	0	16	0	20	0
Brookline	0	0	1	0	0	0
Littleton	0	0	0	0	0	0
Shirley	1	0	0	0	2	0
Fitchburg	0	0	1	0	0	0
Mason	2	0	1	0	0	0
	939	183	742	276	591	314

FIRE STATISTICS

TYPE OF INCIDENT	2008	2009	2010	2011	2012	2013
Structure Fire	9	10	5	16	10	7
Vehicle Fire	1	5	4	3	1	5
Motor Vehicle Accidents	34	51	27	50	35	57
Rescues	9	3	2	2	0	11
Animal Rescues	0	0	1	4	1	1
Search	1	2	0	0	0	0
Mutual Aid Given	39	20	28	25	26	36
Investigations	94	46	38	41	41	56
Chimney Fire	8	3	6	8	10	9
Brush Fires	12	6	12	6	12	14
Alarm Activation	47	43	31	46	28	54
Municipal Box Alarm	39	37	37	42	22	27
Oil Burner Malfunction	0	0	0	0	0	0
Hazardous Spills	10	7	5	1	2	6
Unauthorized Burning	0	33	12	5	37	22
Electrical Hazard	17	12	18	73	27	17
Domestic Terrorism	0	0	0	0	0	0
Carbon Monoxide Alarm	40	27	22	29	17	26
Severe Weather	1	0	1	1	0	0
House Lockout	2	0	0	5	3	1
Gas Odor / Leak	3	0	3	21	17	23
Assist Police	0	0	2	0	31	32
Assist EMS	0	0	1	0	0	0
Aircraft Standby	1	1	0	0	0	4
Station Coverage	3	5	0	5	5	18
P/S Atwood Acres	3	0	0	0	0	0
P/S Ice Removal	0	8	6	0	0	0
P/S Resident	42	0	19	0	21	23
P/S Water Removal	34	28	14	5	5	3
P/S Town Department	5	26	10	41	27	26
Other Incidents	7	13	20	43	111	270
TOTAL INCIDENTS	**464**	**386**	**324**	**472**	**489**	**748**

Total Calls for the Year	2011	2012	2013
	1594	**1504**	**1653**

Respectfully submitted by,

Donald E. Klein
Chief, Townsend Fire-EMS Department

TOWNSEND EMERGENCY MANAGEMENT AGENCY

"Plan Prepare Preserve Protect"

The Townsend Emergency Management Agency (TEMA) has had a busy year. Fortunately, our activities have all fallen under the "plan" and "prepare" categories since we have had no major emergencies this year. I have continued to attend local and state directors meetings and programs conducted by local utilities. We have also held monthly local "shelter" meetings to plan and prepare for local emergencies.

Our call for new members was very successful and we have held several meetings to keep our members informed and ready to respond. We set up a shelter in January when two of the boilers at Atwood acres gave out and created a heating emergency. Although we never had to use the facility, it provided an excellent training exercise for us and allowed residents to know we had a warm, safe, secure place for them if needed. In April we worked with the local amateur radio group to provide safe passage for the annual canoe race participants. In May we hosted a Skywarn Training program. We participated in a UNITIL training exercise and an animal disaster training in June. During a very hot spell in July we opened a cooling center for those who needed a place to cool off. In August we hosted a program on Flooding presented by a representative of the National Weather Service. In September we started a series of classes designed to create a local Community Emergency Response Team (CERT). These classes, taught by Deputy Director Tom Whittier, will continue into next year.

Deputy Directors Tom Whittier and Mike Grimley and I continue to write grants and use them to secure equipment and supplies to help keep us prepared for possible emergencies. We have classes in Food Safety and Animal Disaster Response planned for next year. Thanks to all who have volunteered to join TEMA. We depend on you to allow us to keep Townsend safe and secure and ready for any emergencies.

Please keep your "go" bag ready with at least a 3 day supply of food, water and other items needed for your personal safety. Remember, It can happen here! Be sure you are prepared!!

Respectfully submitted,

Shirley Coit
Emergency Management Director

ANIMAL CONTROL OFFICER

Busy Year! The number of "stray" dogs and cats was average this year. I will continue to work with area rescues to find homes for the dogs and cats along with Animal Shelter Inc. of Sterling, MA; Lowell Humane Society in Lowell, MA; and Volunteer Humane Society in Lancaster, MA has been a great resource for the numerous cats that have been abandoned this year. We continue to receive medical funding from Pound Hounds Inc. for strays. It has been a big help on the budget. We also receive $1,000.00 a year from MVMA for medical care for the strays that come in.

Stray Dogs	16
Stray Cats	27
Loose Dog Complaints	65
Barking Dog Complaints	62
Wild Animal Complaints	71
Misc. Complaints	111
Combined Total calls	352

(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. The black bear population is on the rise and we have sightings in town on a weekly basis during spring, summer, and fall. PLEASE DO NOT APPROACH A BEAR! If you have a bear coming on your property, please remove all food sources, i.e. bird feeders, pet food, trash, and the grease trap from your grill. Bears can smell these things from miles away and remember easy food sources for many years.

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.

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
Certified Animal Control Officer

ANIMAL INSPECTOR

This year I visited 63 farms and found the following animals:

149 adult horses 3 young horses
6 adult mules and donkeys
2 dairy cows
28 adult beef cattle and 27 young beef cattle
17 Llamas and Alpacas

52 adult goats 6 young goats
10 adult sheep 2 young sheep
2 adult swine and 3 young swine
1214 chickens
64 waterfowl
8 rabbits

I found the animals to be in good condition and fine health. Should you have any concerns with the livestock in town do not hesitate to call me.

Respectfully submitted,

John King
Animal Inspector

BUILDING DEPARTMENT

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

Report 2013	Number of Permits
Single Family Dwellings	10
Multi Family Dwellings	-1-
Remodeling and Additions	51
Accessory Buildings	-9-
Swimming Pool and Hot Tubs	-5-
Commercial and Industrial Buildings	-3-
Commercial and Industrial Renovations	-7-
Solid Fuel Appliances	33
Demolition	10
Siding, Roofing, Replacement Windows	72
Decks and Porches	27
Signs	12
Business Permits	36
Weatherization	20
Sheet Metal	29
Solar	16
Safety Inspections	20
Demolition	-6-
Other	15
Total	**382**
Total Increase in Valuation	**$5,045,164**

Collected for 2013	Permits Issued	Fee Collected
Building Permits	362	$53,201
Safety Inspections	20	$ 1,734
Collected for the Plumbing Inspector	153	$11,256
Collected for the Gas Inspector	191	$ 9,147
Collected for the Wiring Inspector	229	$22,479
Collected for the Sealer of Weights. & Measures	81	$ 1,820
Total Collected by the Building Department		**$99,637**

INSPECTOR OF WIRES

I, hereby submit my annual report year ending December 31, 2013. A total of 229 permits were taken out. **Permits Issued: 229** **Fee Received: $22,479**

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, the Alternate Inspector of Wires for his help. Also, thanks to all other Departments and Boards for their ongoing cooperation and support.

Respectfully submitted,

William Choate
Inspector of Wires

SEALER OF WEIGHTS & MEASURES

The following inspections for accuracy were performed during 2013:
Inspections Performed: 81 **Amount of fees collected: $1,820.00**

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, 2013. There were 153 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: 153 **Fee Received: $11,256**

Respectfully submitted by,

Richard Kapenas
Plumbing Inspector

GAS INSPECTOR

I hereby submit my annual report for the year ending December 31, 2013. There were 191 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: 191 **Fee Received: $9,147**

Respectfully submitted,

Richard Kapenas
Gas Inspector

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

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, Town Properties Committee, Strategic Planning Committee, Open Space & Recreation Plan Committee, Energy Committee, Stormwater Committee, and Master Plan Committee, as well as with 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 2013, Jeanne and Karen worked on many projects for the Land Use Boards. In addition, they have met with the general public and other Department Heads to research and resolve issues, and have also attended Department Head meetings, managed collection and payments for Legal Notices and 53G Accounts, maintained comprehensive online databases for case histories, handled budget preparation and tracking, and ordering department supplies.

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 1st 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 draft Stormwater Management Rules & Regulations, application, and associated forms have been going through the review process by the Stormwater Authority (Planning Board) as Agenda time allows. Jeanne and Karen worked to prepare these drafts through a long process with a "Stormwater 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. Jeanne has also been drafting amendments to stormwater-related Planning Board Rules and Regulations, and Zoning Bylaws to achieve consistency and compliance with NPDES requirements. These will be forwarded to a peer review engineering firm and to Town Counsel prior to final approval by the Planning Board in a public hearing. Amended Zoning Bylaws will also require approval by Town Meeting.

Karen has been providing support to the Energy Committee, who successfully obtained Green Communities designation in December 2012 through the State Executive Office of Energy and Environmental Affairs. With the Green Communities designation, the Town was awarded a grant for $156,825 to further their goal of reducing the town's energy use by 20% by January 2016. So far, the town has reduced energy use by 10% since the baseline year of FY2010. 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. (see Energy Committee Annual Report for more detailed information)

In 2013, Karen submitted the final version of the town's Open Space and Recreation Plan (OSRP) to the Massachusetts Department of Conservation and Recreation (DCR) for final approval. DCR approved the final plan in August 2013 and it will be active through January 2020. 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 Final 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 Geographical Information System (GIS) to create several detailed maps for various departments and local organizations. She also supplied maps for Town Meetings to illustrate several articles pertaining to land issues.

Karen currently provides support to the Townsend Housing Authority (THA) by fielding questions, compiling information, and attending meetings. Jeanne supports the Housing Authority by responding to the many inquiries and applications that are mailed to the town in search of housing. Since the town does not own any housing units, alternate contact information is provided to them. Karen has been attending THA meetings and assisting in updating the Town's Affordable Housing Plan. The Plan is nearing final draft and will need to be approved by the Planning Board and the Board of Selectmen. 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 2013, Townsend has an affordable housing percentage of 5.1% or 174 units, unchanged from the 2012 percentage. No new affordable housing projects were submitted to the Town in 2013. Karen worked with Citizens' Housing and Planning Association, a Real Estate Broker and the owner of an affordable housing unit to resell the unit as an affordable unit (a first for the town). The unit was sold and remains on the town's affordable housing inventory. If the unit did not sell within 180 days, it could be sold at market rate price and the Town could no longer count it as part of its affordable housing inventory.

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 Division of Fisheries and Wildlife (DFW) on issues related to proposed land acquisitions by the State or conveyances to the State to protect open space. Jeanne worked in conjunction with the Planning Board, Conservation Commission, and the State Land Agent to amend a Decision for an Open Space Preservation Development. Following review of the responsibilities that would have been incurred by the Conservation Commission to monitor the area and enforce penalties for infractions while allowing exclusive access to homeowners only but not to the public, it was determined that it would be more beneficial to the Town for the owner to convey the open space areas to the DFW, who could ensure protection without placing the burden of oversight on the Conservation Commission, and also allow public access. The DFW purchased 39 acres in Townsend in 2013 for wildlife habitat and open space protection. The State of Massachusetts owns 6,818 acres or 32% of the land in Townsend. For this acreage, the State provided $190,214 to the Town for payment in lieu of taxes in FY2013.

A draft Master Plan Update prepared by a nine member committee of volunteer residents is available on the Planning Board page of the town web site for review. The Planning Board would welcome any input from the public. The "Master Plan Draft – 2008," can be compared with the document currently in place, under a link titled "Master Plan Adopted 2001." Hearings must be held to edit and finalize the draft prior to formal adoption of the Plan.

Karen attended the Planning and Community Development Conference sponsored by the Massachusetts Smart Growth Alliance, designed to help communities align their planning, development, and housing production activities with the Commonwealth's Choose Growth policies and sustainable development principles.

Jeanne attended a Wind Energy Siting Workshop and was advised that grant funds were available for technical assistance in drafting a Wind Energy Bylaw through the Montachusett Regional Planning Commission (MRPC) and Northern Middlesex Council of Governments (NMCOG), provided by the Federal Department of Commerce's Economic Development Administration (EDA), to encourage the siting of renewable energy facilities in the region. As a result, Chantell Fleck, Regional Planner for MRPC worked with the Planning Board for several months to create a new Wind Energy Bylaw that was approved at the Fall Town Meeting. Jeanne also attended an Open Space Design Zoning Workshop sponsored by Mass Audubon and the Massachusetts Executive Office of Energy and Environmental Affairs, designed to encourage Planning Boards to work with developers to identify "Primary and Secondary Conservation Areas," in order to eliminate them from disturbances on lands targeted for development.

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 and Jeanne, as well as other town departments, met with the engineering team working with the North Middlesex Regional High School to build a new high school to discuss potential permits that will be needed before construction begins. Karen also attended the EcoCharrette held by the school building committee to provide input on land use issues.

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 2013 ended with only four members serving on the Planning Board, as one full-term position and one Associates' position remain open. These vacancies have created challenges in conducting business and meeting statutory mandates because four members are required to participate at each session of a public hearing to determine approval of special permits, and three members must be present to hold a meeting. Some meetings have been canceled due to lack of a quorum when schedules have conflicted with member's business or personal commitments. Interested residents are asked to consider attending a meeting to see whether they might be a good fit to volunteer their services, even if just for a year as an Associate. 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. Volunteer Response Forms are available on the web site or at Town Hall.

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 typically held on the last Monday of the month, with additional meetings scheduled as needed.

Members again elected Jeff Peduzzi to serve as Chairman, Karen Coughlin as Vice-Chair and Chris Jones as Clerk. Member Julie Johnson, who was serving a five-year term following a year as an Associate Member, submitted her resignation in September due to her return to school coupled with family responsibilities. The Board thanked Julie for over two and a half years of service, as well as for her work as the Board's Representative on the Charter Review Committee. In June, the Board was happy to welcome new member, Chris Nocella, who was jointly appointed by the Planning Board and Board of Selectmen to fill the balance of an open term. This position will be coming up on the ballot for election in April, 2014.

Individual Members have continued to 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 continued on as a sitting member of the Zoning Board of Appeals and also serves on the Board of Assessor's. Town resident Bill Roberts served as the Board's representative on the Capital Planning Committee until August, when he submitted his resignation. That position remains open.

Jeanne Hollows continues to provide support as the Planning Board Administrator by managing agenda business and serving as liaison to applicants, their attorneys and representatives, engineering firms, developers, contractors, Town Counsel, and the general public. Jeanne is patient and thorough in her relations with these entities and does so with ease and grace. She has been with the Planning Board since 2003 and continues to be an invaluable asset to the Board and the Town. Her depth of knowledge, dedication, and enthusiasm are exceptional. Jeanne performs research on land use issues, in response to phone calls and visitors' inquires, often in conjunction with other Department Staff, while also functioning in her role as Co-Land Use Coordinator.

A Site Plan Review Special Permit was granted through the public hearing process to St. John's Church and the Roman Catholic Archbishop of Boston to construct a new two-story 38' x 90' Parish Center on School St. with access also on Brookline Road. A new moving and storage business was granted a Special Permit to operate out of an existing warehouse on Scales Lane, following a public hearing in July. During the review process, the Board solicits input from all town Boards and Departments in order to achieve a coordinated, comprehensive review.

Through the year, the Board reviewed and endorsed three Approval Not Required (ANR) Plans, resulting in three new lots, involving two parcels and four lot line adjustments.

The developer of a seven-lot Open Space Preservation Development (OSPD) entitled "Village at Patriot Common" on Trophy Lane, off Haynes Road, met with the Board and submitted a plan to revise lot lines on two "open space' parcels, approved as part of the Special Permit granted in 2011. The two parcels were to be owned by a Homeowners' Association and protected by Conservation Restrictions, as required by the Massachusetts Natural Heritage and Endangered Species Program, due to the existence of endangered species on the property. Following review of the responsibilities that would be incurred by the Conservation Commission to monitor the area and enforce penalties for infractions while allowing exclusive access only to homeowners but not to the public, it was determined that it would be more beneficial to the Town for the owner to convey the open space areas to the Mass Dept. of Fish & Wildlife, who could ensure protection without placing the burden of oversight on the Conservation Commission, and also allow public access. The revised plan, which removes drainage structures from the open space, and creates easements, was determined to be non-substantive in nature; yet abutters and homeowners were notified as a courtesy, and the changes were approved unanimously. Conservation Agent, Leslie Gabrilska, attended the meeting in support, as did Ann Gagnon, Land Agent for Mass Dept. of Fish & Wildlife, who stated the open space area will actually be more restrictive than if owned by the homeowners.

The Board reviewed requests from wireless communication company representatives involving proposed modifications to cell tower equipment, and determined that the changes did not rise to the level of a "substantial change or modification," which would have required a public hearing, but were more in line with maintenance and upgrades. They also consulted with Zoning Enforcement Officer, Rich Hanks, who reviewed a submitted "Annual Radio Frequency Emissions Report" and confirmed full compliance with all applicable statues, local laws, ordinances, codes, rules and regulations.

Following attendance at a Wind Energy Siting Workshop on the Board's behalf, J. Hollows was advised that grant funds were available for technical assistance in drafting a Wind Energy Bylaw through the Montachusett Regional Planning Commission (MRPC) and Northern Middlesex Council of Governments (NMCOG), provided by the Federal Department of Commerce's Economic Development Administration (EDA), to encourage the siting of renewable energy facilities in the region. Chantell Fleck, Regional Planner for MRPC worked with the Board for several months to create a draft document which was reviewed by all town Boards and Departments and addressed in a public hearing. The new Wind Energy Bylaw was approved at the Fall Town Meeting.

The Board also worked with MRPC and the Board of Selectmen to request that an additional location in town near a school intersection be added to this year's Annual Traffic Count Study.

A public hearing was held to review a draft Zoning Bylaw amendment to place a temporary moratorium on Medical Marijuana dispensaries and related uses, which was attended by Town Administrator, Andy Sheehan along with Police Chief Marshall & Lieutenant Profit. The amendment was approved at Town Meeting, giving the town more time to engage in a planning process to adopt reasonable regulations by enacting Zoning Bylaws that will be consistent with sound Land Use planning goals and objectives. It was agreed there should be Zoning Bylaws and/or Regulations under the authority of the Zoning Enforcement Officer as well as Non-Zoning Ordinances enforceable by the Police Department, including some recourse to penalize violators.

The Board corresponded and/or worked with other Boards, Departments and Committees to address issues that have been identified. A Referral Notice from the Board of Health regarding a developer's request to allow a variance to install shallow wells for irrigation purposes at properties located within a subdivision prompted discussions that led to a joint meeting with the Board of Health. Although the variance had been denied, members agree there would be a future benefit if landscaping requirements within subdivisions could be amended to require improvements in water retention on lawns.

As part of their participation in support of the Open Space & Recreation Plan, the Board discussed Goals, Objectives and Action items which resulted in a draft amendment to the Rules and Regulations to

require that Low Impact Development techniques be evaluated and included in subdivisions and large scale ANR (Approval Not Required) Plan developments, or that a statement be submitted to outline defensible reasons for not employing Low Impact techniques; and also draft language has been proposed to protect the town's water table from an inadvertent drawdown resulting from development which might impact wells surrounding a new subdivision.

Fire Chief Don Klein asked the Board to require common drives within subdivisions to be designed with a greater width in order to safely maneuver fire trucks and other emergency vehicles to access homes. He cited one example where he visited a site under construction and personally negotiated an increase in the common drive width with the developer and contractor.

The year's work has continued to include review of draft stormwater-related forms and amendments to the Planning Board Rules and Regulations to bring them into compliance with the federally mandated NPDES Phase II Stormwater Bylaw. This on-going process, involving an intensive, detailed overview of language and forms will eventually go out to an engineering consultant and then to Town Counsel prior to being addressed for approval in a public hearing.

A draft Master Plan Update remains on hold and is available on the Town website, asking for public comment. Public hearings must be held to finalize the draft prior to formal adoption of the Plan.

Members and staff have attended seminars, workshops, and participated in on-line training related to Ethics, Conflict of Interest education, and training related to the National Incident Management System (NIMS), a federal mandate. J. Johnson provided feedback to the Board after attending a Planning & Zoning Conference & Workshop in March and a Zoning Seminar in April. J. Hollows attended an Open Space Design Zoning Workshop in May sponsored by Mass Audubon and the Massachusetts Executive Office of energy and Environmental Affairs.

Throughout the year, the Board has continued to maintain a strong commitment to keep the best interests of the Town in focus, by encouraging low impact development, supporting new and existing businesses, preserving open space, and overseeing protective measures, especially within aquifer districts, in order to insure the health & safety of the Townsend Community.

Respectfully submitted,

THE PLANNING BOARD

Jeanne Hollows
Planning Board Administrator

CONSERVATION COMMISSION

The Conservation Commission is a seven member board, with 4 members currently serving. Karen Chapman was reelected Chairman in July, her 6th year as Chairman and 11th year on the Commission! We are very grateful for her commitment because we know what she gives up in order to serve her community. The same goes for the rest of the Commission. Jennifer Pettit is serving her 14th year! Vice-Chair Mary Small has been a member since 2008, and has had to take some time off due to her new teaching responsibilities. Clerk Jim Deroian agreed to be reappointed and now is in his 4th year! All bring their own individual areas of expertise to the Commission: Karen's degree in Environmental Science, Jennifer's experience in vegetation and landscaping, Jim's agricultural experience, and Mary's Master's in Wildlife Management. All are willing to give time on their evenings and weekends if needed. They are not paid for their time or the sometimes difficult decisions that they must make to follow the law. They must often put limitations on friends and neighbors, and have even been sued, in order to protect your wetlands, your water quality, your flood water storage, and your wildlife habitat – all the benefits of the Wetlands Protection Act and Townsend Wetlands Bylaw that are so taken for granted in our community. It is a

volunteer position that requires selfless dedication to the bigger picture, and we in Townsend are the richer for it.

We regretfully accepted Peter Noon's resignation at the end of his 3-year term in July. With teaching and family commitments, he felt that he could not dedicate the time necessary to be as effective as he wanted to be. We wish him the best and hope that someday he will seek reappointment when his time is more his own!

We combined the part time positions of Conservation Administrator and Conservation Agent in to one full time position – Conservation Agent. We felt that a consolidated position would be a more efficient use of insufficient time, and would put Townsend in a better position to compete in attracting environmental professionals for the job in the future. Leslie Gabrilska, in her 12th year with the Conservation Commission, serves as our Agent. Leslie serves as the professional charged with assisting the Commission with administration and enforcement of the Massachusetts Wetlands Protection Act and the Townsend Wetland Bylaw. In addition, the Agent is entrusted to enforce the regulations of the Army Corps of Engineers and Environmental Protection Agency. Interfacing with the public on a regular basis, Leslie must strike a balance between property rights and development and the protection of the waters and wetlands under local, state and federal law and she does this with ease and grace. Leslie is exemplary in working as a liaison between the Commission and the public, other government officials, as well as other town boards and departments. Leslie is exposed to all manner of weather and land conditions in the field and uses her personal car to go to site inspections where there most likely is no driveway or even a clearing. She is continually exposed to ticks, which she has been bitten by numerous times and treated medically for. Her dedication and passion to protect Townsend's wetlands, waterways and all of their functions is an enormous asset to the town and the Commission. Leslie's depth of knowledge, willingness to learn, and enthusiasm to educate the public is exceptional.

During the normal course of business we reviewed 10 Notices of Intent (up 4 from last year) and 1 Request for Determination. We issued 7 Orders, one denial of an Order of Conditions, 20 Certificates of Compliance and two Certificates on hold for spring. The Commission continues to make 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 you obtain one. If you know that you have an Order of Conditions 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.

We also handled four enforcement cases of varying severity – all but one has been resolved. All Building Permit applications for additions, pools, and other exterior work are being reviewed for wetland impacts.

In June the Commission completed the acquisition of the former "Genova" property for Old Meetinghouse Park. This 35 acre parcel split Old Meetinghouse Park into two large areas connected only by a narrow strip of land, so purchasing it allowed us to develop a more extensive 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. In August, the town was reimbursed for 68% of the purchase price and most acquisition costs, or $34,735. The remainder was paid from the Conservation Land Fund.

A requisite for reimbursement was completion of the Townsend Open Space and Recreation Plan. The Commission completed the final section, updating the Town's policies under the Americans with Disabilities Act, which included plans to developing trails and recreational facilities with equal access for all. We will be looking at either refurbishing existing trails or building new ones to meet those standards.

Our Spring Town Meeting voted to add $15,000 to the Conservation Land Fund for future land acquisition projects! As of December 31, 2013, there was $26,727.40 remaining in the account. We are very grateful for Town Meeting's support of protecting conservation land and hope that the Town continues to see the benefit of land protection in the future. Protected land will be available forever for future generations to enjoy.

There is a potential site for group camping on the newly acquired parcel in Old Meetinghouse Park. The Commission plans to work with both Boy Scout troops in town to develop a trail to the area so that Boy Scouts and Girl Scouts can have a place to camp on conservation land. In addition, Troop 81 Scout Aaron Wasznicky completed his Eagle Project of connecting two trails in the southern section of the Park. Townsend's Tree Warden, Don Massucco, stepped forward when asked, as always, to mentor Aaron through the trail building process. Don mentored the five other Eagle Scouts who completed trails in the Park in the past few years!

Don Massucco also mentored Aaron Biondi, another Troop 81 Scout, on his Eagle project to build a new trail. That trail is on town property located off Haynes Rd and Wallace Hill Rd. Aaron also built and installed a kiosk at the Haynes Road trailhead, located a brief distance down Haynes Road from the Wallace Hill intersection. This year we plan to put up a trail map with GPS waypoints, and would like to create a small dirt parking area off the street.

The Commission and town have been very fortunate to have such motivated Boy Scouts, without whom none of these trails would have been possible. Now it is up to the Town to maintain them. We have developed an enthusiastic list of volunteers, but could certainly use more to lessen the burden on each. Please call the office if you have a little time to offer with outdoor work.

We were also the fortunate recipients of a 4-acre donation of land by the executors of the Witmer estate! It is their hope that a "Greenway" can be created between the Squannacook River, Walker Pond and Turnpike Rd, and this property is a key piece. It includes an open field and a stream and will be used for passive recreation.

We worked with two property owners to discuss purchasing their land to add to Old Meetinghouse Park. Unfortunately the appraisals came back lower than the sellers expected, so they were not able to sell at that time. Both parcels would be excellent additions for improved access. We were fortunate to have the Townsend Conservation Land Trust's commitment to partner with us in the project. They agreed to donate $5,000 towards the purchase price. It is our hope that we will be able to add them to the Park in the future.

The Commission created and purchased new boundary markers for town conservation land that we will be putting up as time allows. The markers advise those using the property that no ATVs, fires, or dumping are allowed.

We also participated in the Montachusett Regional Trails Coalition meetings to update Townsend Trail maps. The Coalition was sponsored by the Montachusett Regional Planning Commission (MRPC) in order to raise awareness of residents in the Fitchburg/Leominster area of the existence of recreational trail networks. The Coalition is also charged with advocating for increased funding for trail projects in the area, improving regional cooperation and coordination, and training of trail stewards.

We began the process of implementing the long term management goals of the Park's Forest Stewardship Plan. Our goals are 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. We hired a forester who marked trees to be cut and put together an approved Forest Cutting Plan on 27 acres off Old Meetinghouse Road. The unexpected results of the bidding process required the Commission to follow the State's Uniform Procurement Act (MGL Ch. 30B). We are currently revising the bid package to meet those standards, and hope to begin logging the designated acreage this year.

We were thrilled to receive notice that the town is in fact the rightful owner of the "Clara Clement" property, located off South Row and Emery Roads. We had been unable to finalize the Forest Stewardship Plan that we began in 2012 with a state grant for tax title reasons. We are fortunate that the state moved our grant award to FY14, so we hope to complete the Plan and receive the grant in the spring of 2014. 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!

At the May Town Meeting, the Commission and Board of Selectmen sponsored the article creating a Townsend Agriculture Commission, which was approved unanimously. We followed up with rounding up the volunteers who were interested in serving on the new Ag Commission and recommended their appointment to the Board of Selectmen. They are as follows:

- Charles Rossbach, Dew-More Farm, member
- Bart King, King Farm, member
- Keith Hutchins, The Flower Hutch, member
- James Deroian, Deronfield Farm, member
- John Trovato, Chrystal Spring Farm, member
- Susan Greenough, North Forty Farm, Associate member
- Nancy Chapman – Shining Jade Farm, Associate member

These citizens were appointed and sworn in, and the new AgCom is expected to hold its first meeting in January! Look to hear from them about local agriculture issues in the future!

Other good news included an extension of the permit from the Natural Heritage and Endangered Species Program (NHESP) that will allow us to judiciously trim and remove some of the snags in a large section of the Squannacook River! We worked extensively with the MA Division of Ecological Restoration (DER), the Division of Fisheries and Wildlife (DFW), and the NHESP to address those concerns. Our Conservation Agent will walk the river again with Patricia Huckery, Fisheries and Wildlife Northeast District Director, and Russ Cohen, MA Division of Ecological Restoration to check for any new issues, and plan to do the work in the river under Mr. Cohen's direct guidance during the July or August low flow conditions. If you are strong, healthy and willing to help, we'd love to hear from you!

Two more vernal pools were certified this year, one in the new Townsend Hill Wildlife Management Area and the other in the Squannacook River Wildlife Management Area. We offer our sincere thanks to Emily Norton and Jennifer Pettit for all of the work they did in obtaining these certifications. If you are interested in certifying a pool, or know where a potential vernal pool might be, please let us know.

We reached out to the DCR Bureau of Forest Fire Control to offer assistance in installing a gate at an emergency access to the Townsend State Forest on the MA/NH border. The access had been blocked by large boulders to prevent ATV access. However, the boulders would also prevent quick access in the event of a forest fire or other emergency. We worked with the DCR District Fire Warden in their effort to install a gate by organizing and paying for the part of the delivery costs of pre-mixed concrete.

We currently have openings on the Conservation Commission and welcome new members. If you would like information on what it takes to be a Commissioner, or would just like to attend a few meetings to see what it is like, please don't hesitate to drop by the office in the Town Hall or call.

Respectfully submitted,
Townsend Conservation Commission

How to reach us: conservation@townsend.ma.us
978-597-1700, extension 1739

ZONING BOARD OF APPEALS

In the year 2013, 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) 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 2013, receiving only four new applications. There were two special permit applications and two appeal applications. One of the special permits was granted for an earth removal permit at 56 Brookline Road. The other special permit was granted for an addition to a preexisting nonconforming structure at 3 Maple Street. One appeal application was granted to change the sign at 197 Main Street to an electronic gas price sign. The other appeal was granted to build a residential structure on a nonconforming lot at 61 New Fitchburg Road.

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, Zoning Board of Appeals

HOUSING AUTHORITY

After 2012 became a year of many changes for the Housing Authority we unfortunately slipped into another hiatus after April of 2013. Ronald Dionne resigned his position on the board (term ending 2017). We thank Ron for his brief participation on our board in 2012.

The first quarter of 2013 saw the current board discussing amendments to our Affordable Housing Plan. The Plan is nearing final draft and needs to be approved by the Planning Board and the Board of Selectmen before submission to the State. We are hoping to have this completed within the first half of 2014. 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 2013, Townsend has an affordable housing percentage of 5.1% or 174 units, unchanged from the 2012 percentage. This is significantly above the surrounding towns' percentages. No new affordable housing projects were submitted to the Town in 2013.

The 40B project known as Turnpike Village on Turnpike Road began construction in 2013. The completed project will consist of 48 1-and 2-bedroom apartments. Phase 1 of the project is expected to be completed in May 2014 with 24 of the units available for rent. All 48 of the units count towards the town's affordable housing inventory.

The Housing Authority currently consists of Laura Shifrin, Chair; Kathy Araujo, Clerk; (elected to a one year term); and member Kevin Smith, (elected with term expiring in 2018). We have two member vacancies that we are looking to fill.

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 welcome and look forward to your participation.

We would be remiss if we did not acknowledge and send a heartfelt thanks to both Jeanne Hollows and Karen Chapman; Jeanne for taking care of some correspondence for us and Karen for attending all of our meetings and being so instrumental in pulling together the statistics needed for all the components to update our Affordable Housing Plan.

"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. James took papers out for another term with the Board after serving 12 years to date.

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 and at the kiosk the Board of Health purchased for the Town Hall.

Many changes took place with regulations on several matters with the Board of Health. Stricter Tobacco regulations were approved in the fall and changes took effect January 1, 2014. They also had updates to their well and septic regulations. Please see their web page for a complete list of the changes.

The Board also continues to work with Weston & Sampson monitoring the closed landfill and G.W. Shaw is still hauling the curbside trash and recycling. The Board is entering into negotiations to extend both their contracts. The Board struggled with the question "is the Town ready for Tote's and what size"? Voters approved the grant Carla Walter received and a fining structure was approved at the annual spring meeting. After the first round of enforcement over 200 letters were sent out to residents that were either not recycling correctly or had over the amount of allowed trash for curbside disposal. The town however, has found they were 93-97% compliant with the current regulations. For 2013 the town collected 359 tons of paper, 307 tons of glass, cans and plastic and 2545 tons of trash which 115 tons less than 2012. Still, this amount of trash needs to be reduced. The Board will again be reducing the 99 gallon allowable curbside weekly trash removal to 64 gallons effective July 1, 2014.

The Recycling Center is open the 1st and 3rd Saturday from 7am-2pm still. From April 20th to May 18th it is open every Saturday for spring cleaning and during January, February and March they are only once a month; the first Saturday of the month. 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. Some items have fees to cover off-site disposal costs at the Center and restrictions (such as no **pink or blue** styrofoam). 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 11 new construction septic permits; 8 of which were renewals from previous years and 40 upgrades for existing homes. For a more detailed listing of all the Board of Health regulates, please review the Nashoba Board of Health report.

The Board also worked with the Montachusett Regional Planning Commission trying to secure funds to residents with failing septics and other repairs. However, they were not able to secure the application due to the lack of responses from the residents who received survey information.

PLEASE REMEMBER IF YOU RECEIVE SURVEYS TO COMPLETE THEM AND RETURN THEM PROMPTLY. THIS CAN SECURE FUNDING TO TOWNSEND FOR POTENTIAL HOME REPAIRS TO HOME OWNERS.

Elaine Martin took over the remaining work to complete the database resident Mary Sampson started in 2012 which has been instrumental with assisting residents locating particular plans. Do you know where your septic system is located? Chances are the town hall could have a copy readily available.

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 3rd year if you provide annual pumping receipts for each of the three years. If you are not using a local Title 5 Inspector, be sure to remind your contractor Townsend regulations require you to pump your septic tank "at the time of inspection".

Also, residents remember if you have a well, a water quality test plus radon and arsenic 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 office hours are 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)***
- 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 2013 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 **109** 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) - 134

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 - 29

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 - 3

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 - 154

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 - 32

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 - 148

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 - 27

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 - 49

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) - 17

Septic System Permit Applications (upgrades) - 19

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

Septic System Construction Inspections - 92

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 - 32

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

Well Permits - 6

Water Quality/Well Consultations - 38

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 - 41

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 - 1272

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 - 741

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

Rehabilitative Therapy Visit - 1102

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 - 94

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

Hospice Spiritual Care/Volunteer Visits - 56

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

Clinics

Local Well Adult, Support Groups, & Other Clinic Visits - 582

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

- Number of patients that attended Flu Clinics held in Townsend - 252
- Number of patients whom attended Well Adult Clinics from Townsend - 254

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 - 47
- Confirmed - 17

Communicable Disease Number of Cases:

- Campylobacter - 3
- Cryptoplasmosis - 1
- Giardiosis - 2
- Hepatitis C - 3
- Influenza - 1
- Lyme Disease - 3
- Salmonel1a - 1
- Shiga toxin-producing E. Coli - 1
- Streptococcus B - 1

Health Promotion

Skilled Nursing - 79

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 - 270
Students Participating - 170
Referred to Dentist - 18

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 - 9**

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.

Community Development Block Grant (CDBG) Program:

Although the Town did not apply to the FY13 grant cycle, officials have expressed interest in applying in future rounds for funding for public road improvements and for homeowner housing

rehabilitation and septic repair programs. Agency staff members are working with local officials to development competitive applications.

Natural Hazard Pre-Disaster Mitigation Plan:

A Natural Hazard Pre-Disaster Mitigation Plan was completed for Townsend in 2008 and MRPC staff has met with representatives of the Town two times to obtain community input for 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. MRPC anticipates meeting with Townsend perhaps in early summer 2014 to present a draft plan.

Siting of Renewable Energy Facility Plan:

MRPC was 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. This grant allowed MRPC staff to assist the Town with a Wind Energy Conversion System Bylaw that was successfully adopted at Town Meeting.

Regional Traffic Count Program:

As a member community Townsend had traffic counts taken by the MRPC at 7 locations within the community on Route 13, Route 119, and Turnpike Road and 1 Turning Movement count at the intersection of Route 119/13. MRPC conducts traffic counts throughout the Region for MassDOT and as part of our yearly data collection program.

Regional Trail Mapping:

As part of efforts by the MRPC to develop a regionwide trail map, existing trail data for all member communities, including Townsend, were reviewed and updated to a 2013 level. Each community was provided with an electronic copy of the updated map for their use. In addition, these trail maps are available on the MRPC website.

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:

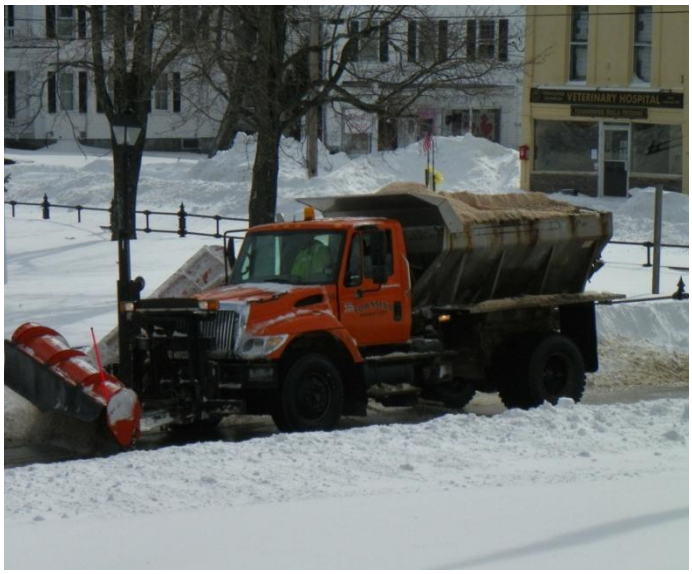
- Crash cluster locations based on all crashes
- Pedestrian and bicycle crash cluster locations
- Lane departure fatal and incapacitating injury crashes on road segments

A secondary purpose of the Report is to let communities within the Region know 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



The Highway Department is responsible for the maintenance and repair of the Town's roadway and sidewalk infrastructure including: pothole repair, street sign installation and replacement, brush trimming, catch basin repairs and cleaning, street sweeping, roadway patching, culvert replacement and winter operations.

Street Sweeping/Catch Basin Cleaning: The Highway Department performs a comprehensive town wide street sweeping operation annually. This minimizes the entry of sand into the drainage system and helps keep environmental impacts to a minimum. The removal of sand and debris from the town's catch basins and manholes remains a yearly priority.

Roadway Asphalt Repairs and Overlays: Sections of Dudley Road (from Rte.13 to Barker Hill Road) and Wallace Hill Road (from Highland Street to Spaulding Street) were reclaimed and paved. Numerous roads throughout town were patched utilizing our new heated asphalt hot box.

Crack Sealing: Crack Sealing is the filling of moderately sized cracks with hot liquid rubberized asphalt material. This seals the cracks in the road surface and reduces the amount of moisture entering the subsurface layers and thus extends the pavement life. Crack sealing is a very cost effective method of pavement preservation. Five roads were crack sealed this year and 146,193 linear feet were filled with sealant. They included: Lunenburg Road, South Street, Warren Road, Turner Road and Haynes Road.

Waste Oil: 460 gallons of waste oil were collected from January through December of 2013. As a reminder waste oil will only be collected every other month. 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. Please check the town's web site for dates and times.

Construction Goals for 2014: Based on the amount of Chapter 90 funding received from the Massachusetts Department of Transportation the Highway Department goals are to reclaim and pave at least of mile of road, replace sidewalks in the downtown area and continue crack sealing.

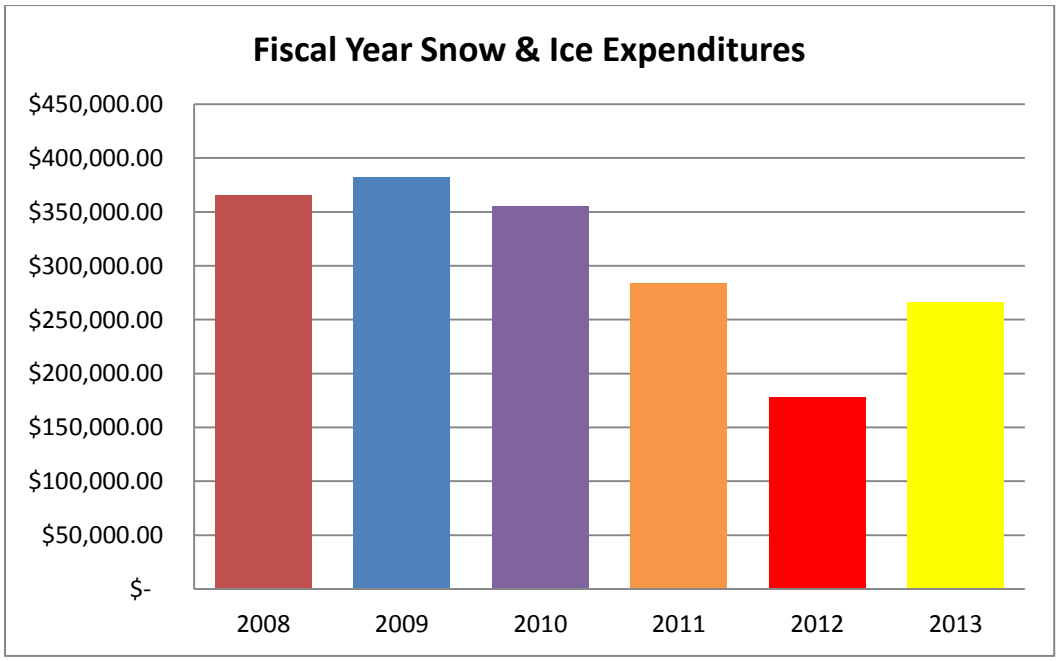
Capital Planning: A new vehicle exhaust removal system was installed at the highway garage.

Winter Operations: During the winter of FY13 the Highway Department was called out to sand and/or plow 32 times. Of those 32, ten were events that required plowing. Plowing is carried out when the snow accumulation is 3" or greater. Snow and ice operations were completed by Highway staff, Cemetery personnel and ten hired contractors. Sidewalks are cleared only after the roads are cleared and safe.

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.

The Highway Department staff and its' subcontractors do an exceptional job of keeping the roads clear and safe throughout the winter months. My sincerest thanks go out to my staff for all the hard work they perform throughout the year.

Below is a chart comparing the last six fiscal years of Snow & Ice Expenditures.



WATER DEPARTMENT

The Water Department is pleased to submit its annual report for the year 2013. This year we pumped a total of 199,570,877 gallons of water that supplied approximately 6,400 customers. Also, 16,675 gallons of Sodium Hydroxide was used to treat the water pumped from all well sites in order to maintain a neutral P.H. for the purpose of corrosion control. We recorded a total snow fall of 67.50 inches and a total rain fall of 29.25 inches.

Detailed Pumpage Report

Annual Statistical Data	Main St. Pumping Station	Cross St. Pumping Station	Harbor Trace Pumping Station	Timberlee Park: Witch's Brook Well # 1	Timberlee Park: Witch's Brook Well # 2	Source Totals
Total Days Pumped - January	31	31	28	0	11	101
Total Days Pumped - February	27	27	24	0	10	88
Total Days Pumped - March	31	31	27	0	13	102
Total Days Pumped - April	29	30	27	0	8	94
Total Days Pumped - May	27	27	31	0	16	101
Total Days Pumped - June	30	30	27	0	12	99
Total Days Pumped - July	29	30	30	0	16	105
Total Days Pumped - August	30	29	31	0	16	106
Total Days Pumped - September	30	6	30	0	15	81
Total Days Pumped - October	28	27	31	0	14	100
Total Days Pumped - November	30	21	29	0	7	87
Total Days Pumped - December	31	12	29	0	14	86
Total Pumpage (MG) - January	4.472	3.144	4.512	0.000	1.580	13.707
Total Pumpage (MG) - February	3.539	2.427	3.609	0.000	1.842	11.417
Total Pumpage (MG) - March	3.969	2.847	4.040	0.000	2.334	13.190
Total Pumpage (MG) - April	4.652	3.336	5.286	0.000	1.356	14.630
Total Pumpage (MG) - May	5.515	3.742	7.641	0.000	3.419	20.318
Total Pumpage (MG) - June	5.839	4.044	6.280	0.000	2.507	18.671
Total Pumpage (MG) - July	6.780	5.259	7.278	0.000	3.098	22.414
Total Pumpage (MG) - August	6.561	4.521	7.110	0.000	3.434	21.625
Total Pumpage (MG) - September	8.758	0.371	6.639	0.000	2.825	18.593
Total Pumpage (MG) - October	4.122	2.787	6.625	0.000	1.986	15.521
Total Pumpage (MG) - November	5.508	1.916	5.943	0.000	1.228	14.595
Total Pumpage (MG) - December	6.018	1.405	5.290	0.000	2.177	14.890
Total Pumping Days 2013	353	301	344	0	152	
Total Pumpage (MGY) 2013	65.733	35.799	70.253	0.000	27.785	199.571
Average Daily Pumpage (MGD) 2013	0.180	0.098	0.192	0.000	0.076	0.547
Maximum Daily Pumpage (MGD) 2013	0.456	80.190	0.502	0.000	0.336	80.465

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

- ***Purchase of Radio Read Transmitters:*** In an effort to upgrade and improve our meter reading capabilities, we advertised for bids to purchase 1,500 radio frequency transmitting devices. These devices will retrofit to the existing meters in the system except Timberlee Park, which already has a radio read system. This will convert the current method of reading meters requiring personnel to touch a "touchpad" at each business or residence to allow personnel to collect the meter readings through radio frequency by "driving by." Implementing this radio read system will allow for immediate time saving improvements in the entire process from meter reading to billing. The most notable improvement will be in the time required to read all the meters every three months. What typically takes from 3-3 ½ weeks for each reading cycle to accomplish will eventually be done in a day or two.
- ***Installation of the Radio Read Frequency Transmitters:*** Fortunately the bids to purchase the radio read transmitters came in low. This allowed us to consider outsourcing the installation of the transmitters mainly because, as in past experience, trying to "work in" the installation of 1,500 transmitters with our own personnel would take approximately 3-4 years. Outsourcing the installation, according to our research, would only take approximately 4-6 months. Therefore, we solicited bids to procure the services to have the transmitters installed and awarded the bid to East National Water.
- ***Highland Street Storage Tank:*** Unfortunately, we were disappointed and perplexed to find out after installing a mixing system in the tank last year to address the periodic bacteria detection we were noticing that we were still detecting periodic low counts of bacteria. To try to determine the cause we performed additional comprehensive testing as well as having a company inspect the tank inside with a mobile robot. With the assistance of our engineering firm, Stantec, a hydraulic model of the system was developed and more additional testing was performed. Upon looking at all the data, it was determined that we would take the tank offline and again chlorinate (disinfect) the incoming supply line to the tank and the tank, but at a much higher concentration. This, along with a lengthy dechlorination process, was done. The tank was put back into service and initial testing has been good.
- ***Service Truck Replacement:*** We solicited Invitation for Bids to replace and trade in the 2005 FWD Ford F-350 service truck. The bid was awarded to Liberty Chevrolet.
- ***Implementation of a Supervisory Control and Data Acquisition (SCADA) System:*** A SCADA system provides us with the ability to remotely control and monitor all our facilities with regards to chemical feed operation, pump operation, storage tank levels, receiving and responding to alarms, etc. The Board of Water Commissioners rejected a previous design which included "radio frequency" communication between each facility and requested our engineering firm to design a system that includes "microwave frequency" for communications, a more technologically advanced and reliable way of communication between facilities. The benefits are the ability to acquire real-time data, remotely access cameras for security, the ability to transfer an enormous amount of date, etc.
- ***Purchase of New Pipe Cutting Saw:*** Fairly new to the industry, the saw looks like a chainsaw, but is equipped with a special bar that supports special chains for cutting iron pipe or cement pipe. After actually using the saw on a couple of occasions when we borrowed it from another water district, we found it significantly saved time cutting the pipe, the amount needed to excavate around the pipe, and provided for a better cut to apply fittings.
- ***Renovation of Office Front Door and Installation of Handicap Operator:*** After several inquiries from customers that the front door was somewhat heavy and difficult to open, we requested quotes from several contractors to adjust the door and while doing that looked into and included the

installation of a handicap operator. The hinges were changed on the door and the handicap operator was installed allowing the door to be opened by pushing a button.

- ***Relocation of the Gate at the Entrance to Highland Street Water Tank:*** About a year ago we considered a request from the Conservation Commission to relocate the gate at the entrance to the Highland Street storage tank further up the access road to accommodate for parking off of Highland Street for residents to use the conservation trail across from the entrance. The Board of Water Commissioners agreed and Water Department personnel moved the gate. Unfortunately, since then we had received several calls that unauthorized vehicles were observed up and around the tank and we had to move the gate back to its original location and we have not received any such calls since.

GENERAL MAINTENANCE

- Maintenance of the distribution system consists of approximately 50 miles of water main, 2,000 service connections, serving a population of approximately 6,400 residents, 356 hydrants, five (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 and hydrant caps were greased.
- 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 Street storage tank.
- New chemical feed pumps were purchased. The existing LMI chemical feed pumps were several years old. Although serviced annually, the pumps had to be set at a maximum output to maintain a neutral PH in the system. This is due to either a change in the water chemistry and/or due to age of the pump, indicating the pumps need to be replaced. Several brands of pumps were considered. We went with the Iwaki. This pump was comparable in price as the LMI, is capable of double the output, includes enhanced features for more precise settings of dosages, and is easier to maintain and repair.
- A leak detection survey was performed on the entire system by Prowler Water Conservation Systems, LLC. A total of two (2) leaks were detected.
- The Cross Street well was cleaned and inspected. The well and pump station was taken offline, the entire pump and motor was removed for inspection and a before and after video inspection was performed on the well. The well was surged and cleaned and brought back to original capacity. The total length of time the well was offline was approximately a week and a half.
- Twelve (12) of the fifty two (52) 2 ½" wells at the Main Street well field were cleaned and inspected.
- As part of our ongoing Cross Connection Control Program, annual and semi-annual testing was performed on all commercial, industrial and municipal backflow 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) ne water services were installed. Two (2) leaks were repaired; three (3) 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 219 regular dig safe requests and 17 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.
- With nearly six (6) feet of total snowfall Water Department personnel worked diligently to clear snow away from hydrants for easier, quicker access. Unfortunately, due to the size of a snow storm or if we receive multiple storms within several days, it could be several days to a couple of weeks before we can get to the hydrants in some areas. Business owners and residents are encouraged to keep hydrants in front of, or close to their home or business cleared out. We appreciate your assistance and please be safe. Always wear bright colored clothing when working close to a roadway.

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), Volitale 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

- As required by the Massachusetts Department of Environmental Protection (MassDEP) seminars and classes were attended by operations personnel and the Superintendent 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 Departments 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, Brenda Boudreau and, Carolyn Smart for their dedication and hard work . It takes a combined effort to continue to provide a quality of service that our customers deserve and to maintain and provide safe high quality drinking water to the residents and businesses of Townsend.

  Unfortunately, in April Ron Dionne resigned from his position as a member of the Board of Water Commissioners for personal reasons. We would like to thank Ron for his dedicated service to the Water Department and wish him well in his future endeavors. In June Andrea Wood was appointed to the Board of Water Commissioners to fill the vacancy left by Ron Dionne. Andrea

brings many years of experience having served on numerous boards and, committee's and we look forward to working with her.

- 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 3:00p.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,

Paul L. Rafuse
Superintendent

BOARD OF WATER COMMISSIONERS

Niles S. Busler — Chairman
Francis McNamara — Vice Chairman
Andrea Wood — Member

CEMETERY & PARKS COMMISSION

2013 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, including band concerts, fairs, weddings, a fall festival, a haunted trail-walk (which was a great success and will now become an annual event), 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. Adjacent to the Riverside Cemetery on Dudley Road, trees were cleared for the expansion of the cemetery, and a new cemetery was put under a tree forestry program consisting of 5 acres on Turnpike Road.

The department maintains a multitude of town properties, this maintenance included general landscaping/cleanup of the town properties. Projects to note at the cemeteries and parks around town included the maintenance of trails at Howard Park, expansion of Riverside Cemetery, the clearing of 5 acres of land on Turnpike Road for a new cemetery, painting of Howard Park Garage (along with a new roof), painting of the Gazebo in the Town Common, and new lighting for the star and flag on top of the Gazebo was installed.

The Cemetery and Parks Department would like to thank all the town departments that have assisted us over the past year, along with a thank you to Eagle Scout Dennis Murphy for making a stone walkway around the Bicenntenial Stone at the Memorial Common, and a thank you to the Couples Club who donated a flag pole at the Town Common, along with a thank you to Betty Mae Tenney for the donation of POW Flags.

The Cemetery and Parks Department Commissioners would like to thank Roger Rapoza and his crew yet again, for the hard work over the course of this year and all the years past.

Respectfully submitted,

Raymond Boyes
Albert (Tubby) Boucher
John Barrett

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT

SUPERINTENDENT'S REPORT

North Middlesex Regional School District
Susan Robbins, Chair, Townsend
Jonna Clermont, Vice Chair, Pepperell
Anne Adams, Member, Pepperell
Anne Buchholz, At Large Member
Brian Edmonds, Member, Pepperell
Dennis Moore, Member, Ashby
Michael Morgan, At Large Member
Randee Rusch, At Large Member
Robert Templeton, Member, Townsend

Joan Landers – Superintendent of Schools

Student Representatives to the School Committee
2012-2013 School Year
John Brinkman
Kyle Edmonds
Joshua Riggins
Michael Simonich
Matthew White

Report of School Committee Chairperson

The North Middlesex Regional School District School Committee congratulated Brian Edmonds on his election to the school committee (replacing school committee member Arnie Silva) and Dennis Moore (replacing school committee member Ken Brown). The committee extended its appreciation to retiring school committee member, Arnie Silva from Pepperell who served on the school committee from 2004 to 2013 and Kenneth Brown from Ashby who served on the school committee from 2008-2013. At the committee's organizational meeting in May, Susan Robbins was re-appointed Chair and Jonna Clermont was appointed Vice-Chair.

Report of the Superintendent of Schools

Students

The Superintendent of Schools presented the Superintendent's Award of Excellence to seniors David Flournoy and Laurel Haines. 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 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 North Middlesex Regional School District would like to acknowledge and thank Sterilite Corporation of Townsend and Chairman Albert Stone 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

The following capital projects were completed during the 2012-13 school year:

- Replaced HVAC roof top unit at Hawthorne Brook Middle School
- Converted 2nd floor classroom to computer room at North Middlesex Regional High School
- Re-carpeted library and office area at Ashby Elementary School
- Replaced flooring in 3 classrooms at Squannacook Early Childhood Center

Personnel

The North Middlesex Regional School District saw twelve of their staff retire over the last year: Dawn Alexander, Carol Adamowitch, Carol Fortunato, Betty Gerossie, Eileen Gravlin-Dunn, Susan Little, Elizabeth Mello, Carol McPhee, Lynda Norwalt, Janet Pothier, Robert Powers, Carol Sniegoski and Dr. Deborah Brady. 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.

School District Budget

In February 2013, the district adopted a level services budget for Fiscal Year 2013 in the amount of $44,837,082. This was a 3.51% increase over FY2012. State revenues continue to be flat with an increase of 1.16%. The budget included a $200,000 use of Excess & Deficiency funds which was $295,750 less than Fiscal Year 2012. The district worked to adopt a budget that resulted in decreased class sizes while providing the support needed for student achievement. In order for the district to continue providing the same level of services, the towns decided to support the budget with an override vote. Non-discretionary budget increases included a 7% increase in Charter School Assessments, 5% increase in Middlesex County Retirement, increases in technology infrastructure costs, and energy costs increases. The district saved approximately $120,000 by changes in bus routes that resulted in one less bus for each town.
The expenditures for the FY2013 school year were as follows:

FY2013 Budget

Administration	$ 1,465,846	Insurance Retirement	$ 7,640,389
Instructional Support	$21,923,341	Debt	$ 1,113,703
Pupil Services	$ 3,385,612	Payment to out of District	$ 5,460,494
Operation and Maintenance	$ 3,504,300	Total expended FY13	$44,493,685

FY2013 Grants

140-Title IIA Improving Educator Quality FY13	$80,227
201-Race to the Top Year 3	$25,000
213-Special Education Allocation FY13 IDEA	$889,937
273-Special Education Improvement	$28,283
293 Special Education Early Childhood	$36,006
298 Special Education Program Improvement	$3,500
313 Title I FY13	$237,247
625-Summer Academic Support FY13	$16,000
632-School Year Academic Support	$1,000
703-Kindergarten Grant FY13	$124,520
365 CAST. INC Grant (private grant)	$13,000
Total 2013 Grants	**$1,451,220**

Massachusetts School Building Authority

In January 2012, the district was notified by the Massachusetts School Building Authority (MSBA) 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, the NMRHS Building Committee was formed following the structure recommended by the Massachusetts School Building Authority and in accordance with the provisions of all applicable statues, local charters, by-laws, and district agreements. Its first meeting was held on April 11, 2012.
The building committee is comprised of community members from each town, school administration, teachers, and town representatives.

In October 2012, the building committee selected Heery International as the owner's project manager (OPM), represented by Peter Collins. In February 2013, a joint MSBA/building committee team selected SMMA as project designer, represented by Lorraine Finnegan.
I would like to extend my sincere thanks to the members of the NMRHS Building Committee for their tirelessly commitment to the children of North Middlesex. The committee was comprised of members from each town, administration, teachers and town officials.

Robert Templeton, Chair, Townsend
Gary Shepherd, Vice Chair, Townsend
Susan Robbins, Alternate School Committee Rep. , Townsend
Nancy Haines, Business Manager
Christine Battye, Principal, NMRHS
Oscar Hills, Director of Buildings & Grounds
Jeremy Hamond, Director of Technology
James Landry, Teacher, NMRHS
Sue Lisio, Town Official, Townsend
Stephen Themelis, Town Official, Pepperell
Heide Messing, Member, Townsend
David Amari, Member, Ashby
Craig Hansen, Member, Pepperell
Ronald Scaltreto, Member, Townsend

Strategic Planning

The North Middlesex Regional School District continues to implement the district's five-year strategic plan. Some of the strategic goals and objectives implemented in the 2012-2013 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"
- Continued to implement 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
- Completed the Feasibility Study Phase for the NMRHS Building Project. This first phase of the high school building project was conducted by the design firm, SMMA of Cambridge. The Feasibility Study involved the collection of volumes of data, including detailed evaluation of existing building and site conditions, analysis of educational programming and needs, and

establishment of goals and desired outcomes of the project. This phase included: a full site survey with wetlands demarcation, a full building survey with collection of existing building plans, a hazardous materials survey, a traffic study, evaluation of other buildings in the district for possible high school use, a detailed analysis of our education program, including interviews with staff, students, administrators, and input from community members via several visioning sessions held in each community

Special Education: District Special Education Program and Methodology Overview

The North Middlesex Regional School District provides a wide range of identification, diagnostic, educational, therapeutic and support services for students in grades Pre-K through 12 and/or age 22. The special education program is multi-faceted and consists of a wide range of programming as determined through the team process and implemented in both inclusionary and pull-out models. Although the majority of our students are supported in an inclusion model, some students require a more intense level of support that requires time in a separate setting. All students are included as appropriate through a thoughtful process of planning and support.

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.

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.

Guidance

The North Middlesex Regional High School Guidance Department assisted 267 students in graduating in June of 2013. They reached their post-secondary goal in various forms, 61% went on to four-year colleges/universities, 20% to two-year colleges, 9% joined the work force and 11% went to trade school, prep school or joined the armed forces. One hundred eighty (180) students took 229 Advanced Placement exams in eleven (11) subject areas. Seventy (70) percent (159 out of 229 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 the second annual 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, story time and social skill development daily. The

child's daily program often includes expressive activities such as art, music, and dramatic play. Children have numerous opportunities to work on independent decision making, group cooperation, conflict resolution, social skill development, as well as classroom responsibility. Children are also exposed to activities that develop fine motor, gross motor and communication skills. 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.

The 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. We offer a variety of programs for children ages 3-5. Enrollment includes both regular and special education students. Children attend school following the school calendar established by the NMRSD. We have approximately 5 classrooms with 15 staff members. We offer an array of different programming opportunities to meet the individual needs of children. Each of the programs is designed to promote a child's emotional, social, physical, and cognitive development. 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 type games.

Each classroom is taught by both a certified early childhood/special education teacher and a paraprofessional. We have been busy realigning our curriculum to the Teaching Strategies Gold, which is recommended by the state. Adult/child ratios are seven to one. The program has a team, which consists of early childhood/special education teachers, speech/language pathologist, occupational therapist, and a physical therapist. A unique feature of the 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 Department visits, talks about safety, and students receive a detailed tour of the fire truck. Other opportunities have included apple picking, puppet shows, and other enrichment programs. 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. Working with the middle school PTO, we often 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.nmrsd.org).

Respectfully submitted,

Mrs. Cromwell-Gapp, M.Ed.
Principal

SPAULDING MEMORIAL SCHOOL

It is an honor to be serving in my sixth 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 fifth 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 475 students in kindergarten, first, second, third and fourth grade. We are very excited to have our class sizes in the range of 19-25 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 and Common Core 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. We have also added an individualized reading program to our literacy block this year based on the principles of guided reading. This year we are in our third 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 assemblies sponsored by our Parent Teacher Organization. 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. We are dedicated to using our resources to provide the best educational experience possible for our students and we continue to look for ways to improve our school.

Hawthorne Brook is in the second year of piloting a trimester schedule. 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. 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. We are committed to looping students in grades 7 and 8 and teaming throughout all grades. Ultimately, this middle model allows us to create a strong web of support to enhance student success.

The staff at Hawthorne Brook has taken advantage of the professional development opportunities offered in the district and throughout the area. Teachers continue to create and revise teaching units to incorporate the *Common Core Standards*, especially with respect to literacy. The staff has maintained their focus on developing 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 the physical activity of students throughout the day.

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.

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.

Communication is an essential component of a successful middle school. We encourage parents and community members to contact the school with questions, comments, or concerns.

Respectfully Submitted,

Stephen Coughlan
Principal

NORTH MIDDLESEX REGIONAL HIGH SCHOOL

In 2013, the faculty and staff at NMRHS engaged in a year of self-reflection with an eye to the future as we completed the New England Association of Schools and College's (NEASC) Self Study process and hosted a visiting evaluation committee for four days in October. We are anxiously awaiting our 2013 Accreditation Report and are optimistic that our school will retain its full accreditation status.

We have made a lot of progress in resolving our long-standing facilities issues. In response to NEASC recommendations made in 2003, we were immersed for the last 18 months in the Feasibility Study and Schematic Design Phase of the Massachusetts School Building Authority's (MSBA) process. In this phase, the High School Building Committee worked together with architects and project managers to determine if a renovation of our existing facility or construction of a new building was the best option to resolve the problems with the facility's infrastructure and systems. In the spring of 2013, it was determined that new construction was the most cost beneficial option and architects began the process of developing initial plans for a new school building. Residents of the three towns will have the opportunity to voice their opinion about the proposed building at a Special Town Meeting and Town Election scheduled for the spring.

In general, NM's scores on standardized assessments such as the MCAS and SAT are consistent and above average when compared to the state's aggregate data. The number of students who have scored in the proficient or advanced categories on the ELA MCAS exam has steadily increased over the past four years (86% to 97%) which is something to be celebrated and reflective of the school improvement initiatives we have undertaken (i.e. our literacy initiative). Additionally, we have made adjustments to our mathematics curriculum. The first group of students who have experienced the new curriculum will be tested this year. We are confident that we will see similar increases in our math scores as well in the next year's data.

As always, our students continue to receive numerous accolades for both their academic and extra-curricular achievements. For the third time in four years, NM made the College Board's Advanced Placement Honor Roll. Our athletic department was awarded the MIAA Sportsmanship Award for the second year in a row. Our music program continues to win first place at numerous interscholastic competitions. The community service programs continue to assist those in need through our numerous initiatives like the Community Garden, Veteran's Breakfast, Relay For Life event, Senior Citizen Luncheon, The Giving Tree, and other acts of kindness. Please accept our gratitude for your generous support.

We invite you to become involved in the numerous activities happening in our school community as it is your enthusiasm, support, and involvement that inspire all adolescents to do their best. Together we can achieve wonderful things.

Sincerely,

Christine S. Battye
Principal

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Townsend
NVTHS
School Committee Members

Ms. Karen Chapman

Mr. Sheldon Chapman

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.

ADMINISTRATION

Dr. Judith L. Klimkiewicz	Superintendent
Ms. Denise Pigeon	Principal
Mr. Matthew Ricard	Assistant Principal
Dr. 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
Mr. Bernie McCann	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's enrollment continued to grow during the school year and once again we welcomed a significantly larger student body. This year a second 100 kW Solar System was installed on the roof of the school and submitted for MSBA approval. We updated video and additional security systems, as well as technology, including expansion of portable iPad labs. Wireless access was completed throughout the building, our Early Education Learning Center was completely renovated and an herb garden was created for culinary. Construction began on new athletic facilities by building a new sports complex that will consist of a multipurpose turf field, tennis complex and a practice field, as well as state-of-the-art track, new softball and baseball fields, tennis courts and field hockey. Also scheduled to be completed in Spring 2014 is our new art and dance studio to enhance our pre-school, Theatre Arts and Visual Design programs by allowing students to showcase their talents.

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
- Automotive Technology
- Banking, Marketing & Retail
- Carpentry/Cabinet Making
- Cosmetology
- Culinary Arts
- Dental Assisting
- Design & Visual Communications
- Early Childhood Education
- Electrical Technology
- Electronics/Robotics
- Engineering Technology
- Health Assisting
- Hotel Restaurant Management
- Machine Tool Technology
- Plumbing/Heating
- Programming & Web Development
- 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, 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 staff at the Townsend Public Library experienced another busy year in 2013. Circulation continued to grow. We hosted a variety of fun filled and educational programs. Our private study rooms and free internet services were utilized daily. We continued to offer a variety of databases including genealogy software. We added discount passes to our existing pass program offerings. The new passes include The Lowell Spinners, The Eric Carle Museum, Peabody Essex Museum (PEM), Massachusetts Museum of Contemporary Art (MoCa) and Louisa May Alcott's Orchard House.

This year TPL hosted two notable figures, Roger Swain of "Victory Garden" fame and Marion Stoddard, environmentalist and champion of the Nashua River Watershed project. We also held our second annual town reading program, "One Book One Town". The book was *Memoirs of an Imaginary Friend* by Matthew Dicks. Matthew offered to come to our library and presented both a book discussion and a writer's workshop.

Townsend is also very lucky to have so much local talent and so many people willing to volunteer their time, knowledge and expertise with our library community. Once again we send out many thanks to our community volunteers who ran free library programs in 2013, including:

- Craft programs with Chris Boisse
- Photography Classes with Aaron Corn
- Organization Workshops with Kristin Gallant
- Gingerbread Houses with Meg Genoter, Melissa Hermann and Dave Schuttler
- Bindy Johnson's Mind, Body, Spirit Holistic Fairs
- Ward Clark and his short film club
- Minecraft Competition with Bob Harrison
- Bird Month with Kim King
- Fiber Frenzy with John King
- Genealogy group with Dwight Fitch, Kim King and Eileen Barnacoat
- Home school social group with Melanie Kohli
- Ice cream social with ice cream and volunteer works from Cherry Hill Too
- SAT classes with Janet Loomis and Veronica Kell

Eileen Barnacoat, our volunteer coordinator, continues to work with a group of over 30 tremendously dedicated library volunteers. These are the people who shelve books, pull holds and help with general library work. We would like to give a special thanks to Bev and Jim Sager, who tirelessly shelve multiple carts of children's books every week. Our library website is maintained by Melissa Hermann. She has devoted many hours of her time keeping it up to date.

The Townsend Public Library Endowment Inc. had promised TPL over $30,000 worth of gifts in the 2013-2014 year. Some highlights included in the request:

- Lego table in the children's room
- Teen Room magazine shelving
- Kids and Coffee weekly child/caregiver group
- New trees for the 2013 Festival of Trees
- Theater presentations of "A Christmas Carol" and Edgar Allan Poe

Other 2013 Highlights:

- The Townsend Public Library lent out 118,947 items
- We checked out over 800 museum passes
- Wards Picks: We have a permanent DVD display featuring picks by local film buff, Ward Clark.
- The Children's Department Collaborated with both the Highway department for a "Truck-a-Palooza" and the Recreation department for an Alice in Wonderland Tea Party.
- The Friends of the Townsend Public Library group continued to have two annual book sales, both run by Nancy French. The group has been able to fund many museum pass sponsorships and gave the library a professional button making machine.

<u>Library Trustees</u>:
Patricia Jeanig - Chairperson
Cheryl Cloutier – Vice Chair
Kimberly King
Alison Bird
Karen Waxman

<u>Library Staff</u>
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
Meg Genoter -Library Technician
Elise Johnson -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 and Parks Department for their assistance in helping to maintain the parking lot, wheelchair ramp and walkways during the winter and lawn mowing and grounds upkeep during the summer.

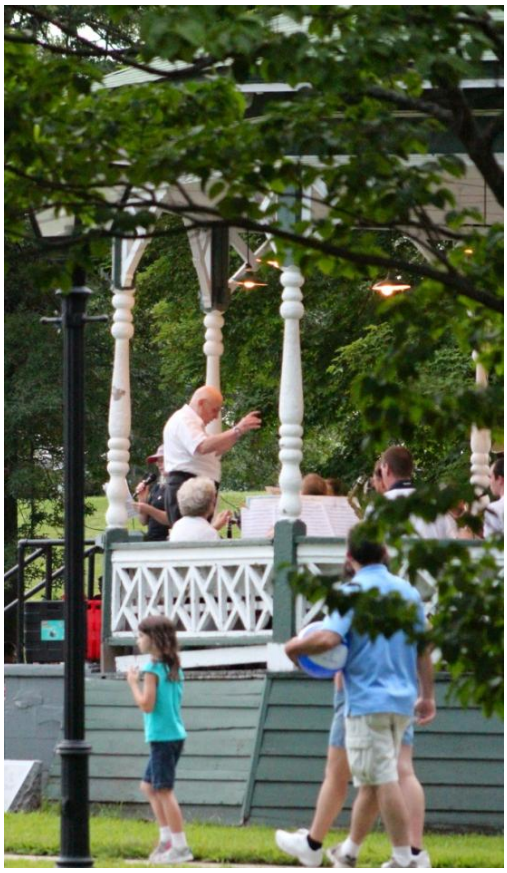
We would like to extend our appreciation to the clubs and organizations that have helped in aiding us with ongoing projects. We are always looking for and welcome individuals willing to help with the maintenance of the West Townsend Reading Room.

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 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 2013 season:

Townsend Scout groups
Townsend Ecumenical Outreach
Townsend Congregational Church
Friends of the Townsend Seniors with the Townsend Rod and Gun Club
Friends of the Townsend Library
Townsend United Methodist Church
Townsend Community Couples Club
Project Graduation
Townsend VFW Post #6538 Ladies Auxiliary

Respectfully submitted,

Betty Mae Tenney
Band Concert Coordinator

RECREATION COMMISSION

Townsend Recreation has had an exciting year of transition and development in 2013!

The Recreation Commission started out with 4 members and now has a full board of 5. Many thanks to former member Lynne LeBlanc, she was a huge asset as Secretary and we appreciate the years she dedicated to Townsend Recreation. We welcomed new elected board members; Jennifer McLaughlin, acting Secretary, and Dave Schuttler this Spring. Sharon Whittier, Alice Kennedy and Rick Corsini, long standing Commission members, deserve heart-felt thanks for the guidance and labor they have put in through this transition year.

At end of year 2012, The Commission, working closely with me, started our focus on infrastructure, community outreach and new growth. As we moved into 2013 the steps we had taken started to grow with a broader range of program offerings, greater outreach and community relationship building. We also started looking at challenges that prohibit growth and options for surmounting them.

Our class offerings grew to include crafts, small business topics, health & fitness, science and computers. As we looked at the successes and failings of each, we turned to surveymonkey.com as a tool to focus in our energies. We will continue to build on the survey responses for more Home, Fitness/Health and child activities as we move forward.

Which brings us to our first challenge – space: The process of requesting and utilizing space at the schools is often cumbersome and unreliable, also dependent on the priorities of the schools/maintenance. This leaves Townsend Recreation with the difficult task of trying to schedule with "leftovers" of time and space as well as being unable to schedule a pop-up class or workshop .It must be noted, with much appreciation, the hard work and help given to us by the Building & Maintenance staff of the North Middlesex District and the school administrative staffs of each of the schools. The Town Hall staff has also been wonderful in allowing us use of the meeting rooms and Great Hall! However due to the working hours of the staff, town committees, town events and their needs, usage for Townsend Recreation is also limited. The Library/Senior Center has a beautiful meeting space, they have priority over that space as well, again leaving Townsend Recreation to try and schedule use at odd times or non-consecutively. These space issues can lead to low participation, delayed advertising, limited offerings and cancelled classes.

Townsend Recreation made some creative changes to overcome the space challenge for 2 main events. The Summer Rec Program 2013 was held at SECC instead of HBMS this year. We were given use of the Gym, Cafeteria and one classroom. There was adjustment for our repeat clients but overall the new layout was a huge success! We provided fun, games and learning to over 150 children during this 5 week program. As part of our growth we added a couple of biweekly "classes" to the standard Arts & Crafts and Sports programs. " Computer Guts" , "The Science Lab", "Chorus", "Gardening" were all added as well as "Story time with Mr. Skip" and weekly mini -field trips to the library for movies, books and computer use.

We also changed our venue for this year's Haunted Trail. Traditionally the Trail has been held behind HBMS. This year we partnered with the Cemetery & Parks Commission to use the Townsend Common. Kudos to the Trail creators, Steve Walsh and Greg Hoffman on embracing the changes! We also added an extra day and a Fall Fair of food and 14 vendors. Both were a success and started a lot of buzz around town! We have already secured the dates for 2014. We also introduced a new event "the Mad Hatter Tea Party" in conjunction with The Townsend Library. We had 75 guests, 4 Supply Sponsors, 12 volunteers and tons of fun as we enacted the story of Alice in Wonderland to a reading by Molly Benvenides (Children's Librarian).The guest were provided with a wonderland tea party of decadent munchies, herbal teas and living storybook characters. This event was funded with "donation requested" and broke even.

Our second primary challenge is funding. As a Committee, dedicated to bringing recreation, inspiration and education to Townsend, we are extremely conscious of the demographic we serve. We are aware that funds are tight and that a lot of our residents are struggling. With that in mind we are charged to provide that absolute best program possible at the most affordable pricing. We are completely self-funded, which means we need to be able to pay for what we offer to the community. We struggled to pay for the seasonal temporary employees' matrix rates, building fees, mandatory physicals and supplies for the Summer Program again this year. We did raise our rates slightly this year as well as restructuring the programs time slots and staff schedule to compensate, however the high rate of hourly pay and physicals was damaging to the program's success. We were extremely fortunate to have received donations of specialty supplies for some of our activities this year both from outreach to local businesses and community members: gardening, craft, game, event and science supplies. We are truly thankful for a large donation of storage bins from the Sterilite Corporation as well. We also want to give our gratitude to The Townsend Cultural Council and The Amanda Dwight Entertainment Fund for their grants used towards an amazing performance with Henry the Juggler during Summer Rec and our first production, The Merry Murders at Mont Marie, under the new Townsend TheatRecs Performing Arts program.

This leads to our final challenge - storage and its impact on our growth. Townsend Recreation has use of 2 storage facilities; a trailer and a shed. Neither is weatherproofed, resulting in material loss due to rodents and mold. We also are unable to grow our program with more technical, modern supplies such as computers, sewing machines etc. because of the lack of safe, dry storage. Trying to access a particular item or supply needed is a huge undertaking due to the tight quarters and physical locations. I use my own home to store anything mechanical or frequently used. Being unable to properly organize, utilize and procure the supplies for Townsend Recreation when needed limits our ability to develop with what we have and bring in new materials for what we want to grow into.

Despite these 3 challenges Townsend Recreation has worked very hard this year to bring a dozen new classes, 2 new events, adding the Townsend TheatRecs and Destination Imagination to our listings as well as our standard sports programs. We have also forged new or built stronger relationships with local businesses and organizations, such as The Townsend Rod & Gun Club, Cemetery & Parks, The Townsend Library, the TEO, Wilkins Farm, Apple Meadow Hardware, The Edge Hair Salon and House of Moves. We have built our online presence and are in the process of building a website that can highlight our community participation in Townsend Recreation with photos, videos and blogs.

2014 looks to be an exciting year for Townsend Recreation as the circus will be coming back to town, new community events are in the works and our list of class instructors/ volunteers grows. Thank you all for an amazing year of development!

Best regards,

Emy Hoff
Director

TOWNSEND MEETING HALL COMMITTEE

The five-member Townsend Meeting Hall Committee was appointed back in 2009 when the Library, Meeting Hall, & Senior Center facility was opened. The hall and attached kitchen has been open for Library, Senior Center, and town related meetings, events and programming.

Last year (2012), due to regular income from a contract with Weight Watchers, the committee was able to add a part-time position to handle the ever increasing scheduling of the Meeting Hall. Sadly this year there was no WW contract renewal, hence doing away with the funding for the Meeting Hall Coordinator position. Currently the committee is looking at options for the future organization of the Meeting Hall.

Meanwhile, in 2013 the Meeting Hall has seen a variety of events, classes, library programs, and expanded senior lunches, including, but not limited to;

* Bird watching programs in March, in conjunction with the library's Bird Month
* NRWA's "Marion Stoddart: The Work of 1000" film and talk
* Relay for Life cancer survivor supper
* Eagle Scout Ceremony
* Delvena Theatre Company performances
* Barn Dance
* Friends of the Library Book Sales
* Art Gallery Receptions

Meeting Hall Committee Members:
David Profit, Chairman
Susan Luongo, Secretary
Kim King - Treasurer
Marcia MacMaster
Christine Clish

TOWNSEND MEETING HALL GALLERY COMMITTEE

New challenges and ideas have come to the Gallery in 2013. The Townsend Public Library Endowment, Inc. has now purchased the same hanging system for the library as is in the Meeting Hall Gallery, giving the Gallery Committee many more options to work with inside the library to extend and promote exhibits and programming. This has resulted in the library staff and the Gallery Committee working together on a number of concepts and ideas. The Gallery Committee looks forward to highlighting local artists and local history for all to enjoy.

2013 GALLERY EVENT CALENDAR

January	- Resolutions Art Show
February & March	- Fiber Explorations Exhibit
April	- Jim O'Rourke Art Show
	- Hollis Arts Society Juried Art Show
May	- High School Art Show & Ice Cream Fundraiser
June & July	- Aaron Corn Photography Exhibit
August & September	- New Directions: Color Explorations Show
October	- Photo Booth Shots - photography by Aaron Corn
November	- Winter Holiday Art Showcase
December	- Personal Treasures Exhibition

LIBRARY GALLERY SPECIAL EXHIBITS

January - August	- Russian Posters (in conjunction with Russian music program sponsored by the library and held in the Meeting Hall)
March	- Bird Art (in conjunction with library's Bird Month programming)
May	- Extension of High School Art Show

"Sweater Palette" by Nancy French

GALLERY COMMITTEE MEMBERS
Alice Struthers, Chairman
Nancy French, Secretary
Kim King, Treasurer
Tracy Taylor
Carrin Culotta

CULTURAL COUNCIL

In FY 2013 the Townsend Cultural Council awarded $4,230 towards partial funding of twenty four programs. The receiving applicants are as follows-Denis Cormier for HBMS; Hands on History: American Revolutionary War, Fitchburg Art Museum; 79th Regional Exhibition of Arts & Crafts, Hawthorne Brook PTO; A Knights Tale, Myth Masters, Now Hear This: The Sound of Science, Animal Adventures, Dr. Donna Horvath for NMRHS; Elements of the Blues, Indian Hill Music, Inc.; Bach's Lunch Concert Series, Dawn Kelley for the Townsend Senior Center; Music is Love, Project Graduation NMRHS; Caricature Artists, Magician David Hall, Spaulding Memorial School PTO; Amazing Hero Art, Origamido, Origami Paper Folding, Barynya Troupe, Science of Superheroes, Bubbleology by K.M. Johnson, Squannacook Early Childhood Center; Tidepools Alive, Steve Blunt, songwriter/singer, Townsend Historical Society, Inc.; Patriots' Encampment, Townsend Public Library; The Water Wizardry Show, Black Marot Live Music Performance, Louisa's Girls, Little Red Wagon Children's Theater and Jungle Encounters: Eyes of the Wild.

We would like to thank Lynn Vaillancourt and John Vaillancourt for each serving a term which ended in 2013. Karen Clement was appointed in 2013. Other current board members are Katie Barrett, Mary Barrett, Dave Kulvete and Susan Shuford. We could still use additional members. This is a volunteer position that only requires a few hours of your time each year. Please fill out a volunteer response form and submit it. You will be contacted!

Karen Clement
Chairman

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 185 Veterans are assisted each year in Townsend. Townsend veterans' received $38,735.82. in Chapter 115 benefits for FY 2013.

Respectfully submitted by,

Joseph J. Mazzola
Veterans' Service Officer

TRUSTEES OF SOLDIER'S MEMORIALS

The Trustees of Soldier's Memorials is an elected board consisting of three veterans and two non-veterans each serving a three year term. We are charged with control of the construction of any soldier and war memorials and to take custody for the maintenance of all memorials after construction. We are also allowed to make any rules and regulations relative to the use of those memorials.

We currently have 28 memorials in town, including 17 Gold Star Memorial Squares dedicated to the soldiers of Townsend killed in war, 10 various memorials dedicated to veterans of various wars, and the new Gold Star Memorial Meeting Room in town hall.

This year saw the culmination of nearly two years of work by the board members assisted by concerned citizens with the "construction" and dedication of the Gold Star Memorial Meeting Room on June 15, 2013. This room contains memorials consisting of photographs and biographies of each of the soldiers for whom a Gold Star Memorial Square exists in town. It serves as a highly visible and central location for Townsend's residents to learn about the sacrifices made by their servicemen and women. The board continues planning enhancements to this room during 2014.

Walter Mann
Chairman

Robert Tumber
Peter Buxton

Keith Jackson
Avis Roy

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 the 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 16 Dudley Road. **The hours** are **9-3 Monday** through **Thursday; 9-2 on Friday.** It is with great sadness that we mourn the loss of Roy Shepherd who passed away in August 2013. He will always be remembered for all he did for the people of Townsend. Our hearts go out to Roy's wife Nancy and to their children; Greg, Gary, Glen and Sandra.

The COA office provides 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.

2013 was a very busy year with many, many programs offered. The Senior Center has many ongoing programs. Classes are offered in health and fitness, such as exercise, yoga, stretch and tone, line dancing, and meditation. Recreational activities such as bingo, cribbage, and scrabble are held every week. There is also a variety of arts and crafts classes like painting and woodcarving. And each month, a new project, such as card or jewelry making, is offered.

There are musical performances, holiday parties, comedians, and speakers on health, financial, insurance, and other issues facing senior citizens. On a monthly basis, there is a Grief Counseling support group, a birthday party, Genealogy Club, and a well-adult clinic (blood pressure and other screenings).

Congregate meals are held in the Meeting Hall at 12 noon on Mondays and Wednesdays. These meals continue to be popular as the cost of the meal is a $2.25 donation. On the first three Thursdays of the month, the Kitchen Manager, Donna Fenton, cooks a homemade meal which is very popular. The $3.00 charge for this meal pays for the ingredients for the next meal and this includes dessert and beverage.

Meals on Wheels, which serves shut-ins throughout Townsend, continues to thrive. Many thanks to Jack, Rosemarie, John, Ellen, Eloise, Jan, Jane, Anne, MaryAnn, Kristina and Shawn for their continued time and commitment to MOW!

SHINE (Serving Health Information Needs of Elders) services are available by appointment. Volunteer Ann Sheldon counsels seniors about their healthcare 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 the tax season.

The Council on Aging continues to manage elderly transportation through the Lowell Regional Transit Authority Road Runner bus. In 2012, there were 4,194 trips taken by our seniors. In addition to medical trips, the bus brings seniors to the Senior Center for lunch and activities, to stores for groceries and miscellaneous, and to other destinations within town. Those wishing to make an appointment, call 978-597-1730.

Once again, in November, Mark Lynch put on his annual Thanksgiving Dinner. Many, many seniors enjoyed a delicious meal in the Meeting Hall and in the Arts and Crafts room. Special thanks to

Jane Jackson who coordinated the delivery of meals to shut-ins. Sincere thanks, once again, to Mark, his family, and the many volunteers.

We are grateful to the Friends of the Townsend Seniors for their continued support and special programs, entertainment, 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 thanks to all the Senior Center volunteers who serve at the reception/greeter desk, prepare meals in the kitchen, set up and take down tables and chairs when needed, lead some of the classes, including Wood Carvers, Meditation, Bingo, Chair Exercise, Cribbage, Bridge, Jewelry Making, Card Making, and Walking Club. Special thanks to Pilar (PJ) Hughes. The money made from the sale of her handmade scarves was donated to the Fran Araujo Arts & Crafts fund.

Special thanks also to Jane Jackson who worked tirelessly on the 2014 Community Grant application. We were very pleased and grateful to receive $11,600 from the Community Foundation and were thus able to expand our lunch program by adding another Thursday homemade meal to our schedule (first three Thursdays of the month).

Without all our valuable volunteers, we could not offer the many classes and services for our senior population. Each and every volunteer is gratefully appreciated!

This year we regretfully accepted the resignations of Chair, Bill Roberts, Pauline Bradt, and longtime member, Raynold Jackson. We miss their time, commitment and input to the Council on Aging Board.

Welcomed to the "fold" were Valerie Adams, Pauline Bolduc and Sandra Stevens. We look forward to working with these ladies and hearing their input and new ideas.

This was also a very sad year as two of our members tragically lost their sons at an early age. Bill Roberts' son died after a long battle with ALS; and Ed Snapp's son died from a serious head injury from a fall. Our thoughts and prayers remain with Ed and Bill and their families.

Anyone wishing to donate to the Senior Center for programs, special events, etc. may do so by sending to the **Townsend Council on Aging/Senior Center at 16 Dudley Road, Townsend, MA 01469-1019.**

Respectfully submitted,

Christine Clish, Director

Council on Aging Board members:
Deputy Chief David Profit, Acting Chair, Valerie Adams, Jan Wesson, Secretary, Pauline Bolduc, Carole Buxton, Marcia MacMaster, Charlotte Murphy, Ed Snapp, Sandra Stevens.

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 2013. Additionally, the mobility of elderly and disabled citizens is enhanced through the Council's on Aging and the LRTA Road Runner program providing approximately 101,800 passenger trips in fiscal year 2013 The LRTA serves an area of over 300,000population 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 2013 was 2,811 trips covering more than 10,991 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 2013 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:

Type or Service:	Dial-A-Ride and prescheduled	
Service Area:	Townsend, Ayer, Fitchburg, Lunenburg, Leominster, Nashua, NH	
Eligible Riders:	Elderly over 60 years of age and any handicapped person	
Trip Purposes:	All trip purposes accommodated, medical, shopping, recreational, social	
Availability:	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-Fitchburg);
	Friday	8:00 a.m. - 1:00 p.m. (Medical, local)
Fare: (one way)	$1.00 Local (Townsend, Ayer, Fitchburg, Lunenburg)	
	$1.50 Leominster, Nashua, Fitchburg (Searstown)	
Advance Notification:	By 4:00 p.m. the previous day.	
Vehicles:	One 16 Passenger Ford E350 Superduty van with wheelchair lift.	

*Shopping trip on 3rd Tuesday of month is to KMART Plaza, Fitchburg, MA.

Date received _____

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:_____

Phone ( ) _____ email_____

Address:_____

Occupation:_____

Amount of time available
(per week/per month):_____

Background/Experience
_____

_____

REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE NEXT PAGE AND LIST THOSE YOU ARE INTERESTED IN SERVING ON IN ORDER OF PREFERENCE

1. _____
2. _____
3. _____

General Government
Board of Selectmen*
Finance Committee
Board of Assessors*
Town Clerk*(Burial Agent/Parking Clerk)
Board of Registrars
Constables
Election Officials
(Wardens/Deputy Wardens/Clerks/Deputy Clerks/Ballot Box Clerks/Inspectors)
Republican Town Committee*
Democratic Town Committee*
Capital Planning Committee
Cable TV Advisory Committee

Public Safety
Fire Department
Fire/EMS Building Committee
Police Department
Animal Control Officer
Inspector of Animals
Townsend Emergency Management Agency
North Middlesex Regional Emergency Planning Committee Representative

Public Works
Cemetery & Parks Commissioners*
Board of Water Commissioners*

Housing/Health/Property
Gas/Plumbing Inspector
Inspector of Wires
Sealer of Weights and Measures
Board of Health*
Recycling Committee
Town Properties Committee
Housing Authority*
Planning Board*

Historical Preservation
Historic District Commission
West Townsend Reading Room Committee
Trustees of Soldiers' Memorials*

Culture/Recreation
Band Concert Coordinator
Cultural Council
Amanda E. Dwight Entertainment*
Recreation Commissioners*
Board of Library Trustees*
Townsend Meeting Hall Committee
Townsend Meeting Hall Coordinator
Townsend Meeting Hall Gallery Committee
Council on Aging
Lowell Regional Transit Authority
Trust Fund Commissioners*
Abram S. French Fund Committee
James H. Tucker Fund Committee
American Flag Committee

Education
North Middlesex Regional School District Committee*
Nashoba Valley Technical High School Committee

Land Use and Preservation
Planning Board *
Conservation Commission
Zoning Board of Appeals
Energy Committee
Open Space and Recreation
Tree Warden
Fence Viewer

Other

**Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisks) positions require nomination papers. Please see the Town Clerk for further information.*