

ANNUAL REPORT 2011



OF THE
OFFICIALS - BOARDS - COMMITTEES - COMMISSIONS

FOX ZIP TRIP COMES TO TOWNSEND



IN MEMORY OF FRIENDS

By Chris Clish

*Some knew you quite well, some not at all,
But in Winter, Spring, Summer and Fall:
One thing is so clear, you were always here
Working for us through Town Hall*

*Your reasons were sure varied,
As sometimes Town Business is harried:
Yet deep in your hearts,
Resolved from the start...
You followed the vision you carried!*

*That vision we have realized,
For a prosperous Town we should strive:
In your memory
There will always be
Incentive for Townsend to thrive!*

*You gave without hesitation,
Effort, Time and Determination:
You made it so clear
While you were still here...
Our Town was well worth dedication!*

*You brought us to where we are now,
In your memory one thing we will vow:
That we will march on*

*Through the darkness and dawn...
So from heaven you'll smile and be proud!*



IN MEMORIAM

*Mildred Smith
Nancy Martin
Donald Amadon
Frederick Wheeler III
John Lamkin
Arthur "Whitey" Corbonneau
John V. Aho
Stephen Dunbar*

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
5420.4 Acres of State-Owned Land
315 feet above Sea Level

Fiscal Year 2011

Tax Rate	\$15.74
Real Estate	\$835,616,493
Personal Property	\$20,679,710

Fiscal Year 2000

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

Population

2011	8,835
1990	8,340
1920	1,575
1765	598

Registered Voters

2011	5,939
2001	5,478
1995	4,309
1990	4,475

Schools

North Middlesex Regional School District to include Pepperell and Ashby	
North Middlesex Regional High School	Grades 9-12, including all 3 Towns
Hawthorne Brook Middle School	Grades 6-8, including Ashby
Squannacook Elementary School	Grades 3-5
Spaulding Memorial School	Grades K-3
Nashoba Valley Technical High School	Grades 9-12 Westford, Massachusetts

Emergency calls Police, Fire and Ambulance

General Calls Police	978-597-6214
Fire Burning Permits	978-597-8150

911

TABLE OF CONTENTS

Appointed Officials	8	Cemetery & Parks Commission	128
Elected Officials	14		
<u>GENERAL GOVERNMENT</u>		Tree Warden	130
Board of Selectmen	16	<u>LAND USE</u>	
Town Clerk	19	Land Use Coordinator	131
Special Town Meeting - <i>March 1st</i>	20	Planning Board	135
Annual Town Election - <i>April 25th</i>	21	Conservation Commission	138
Special Town Meeting - <i>May 3rd</i>	23	Zoning Board	142
Annual Town Meeting - <i>May 3rd</i>	24	Board of Health	143
Operating Budget	28		
Special Town Meeting- <i>June 27th</i>	46	<u>CODE & SAFETY INSPECTORS</u>	
Special Town Meeting- <i>November 15th</i>	47	Building Department	144
Board of Registrars	61	Inspector of Wires	146
MIS Director	62	Sealer of Weights & Measures	147
		Plumbing Inspector	147
		Gas Inspector	
<u>FINANCE DIVISION</u>		<u>CULTURE AND RECREATION</u>	
Board of Assessors	63	Townsend Public Library	148
Finance Committee	65	West Townsend Reading Room	150
Capital Planning Committee	66	Band Concert Coordinator	150
Treasurer	68	Recreation Commission	151
Collector of Taxes	68	Townsend Meeting Hall Gallery	
Town Accountant Report	69	Committee	154
Combined Balance	70	Cultural Council	155
State of Revenue	71		
Undesignated Fund Balance	75	<u>HUMAN SERVICES</u>	
Special Revenue Revolving Fund	76	Veterans' Agent	155
Balance Sheet - Capital	78	Council On Aging	156
Water Enterprise Operations	79		
Water Capital Projects	81	<u>AFFILIATED AGENCIES</u>	
Trust Funds Combined Balance	82	Montachusett Regional Planning	158
Expendable Trust Funds	83	Lowell Regional Transit Authority	159
Long Term Obligations	84	Nashoba Associated Board of Health	160
Balance of Appropriations	85		
<u>PUBLIC SAFETY</u>		<u>EDUCATION</u>	
Police Department	109	North Middlesex Regional School	
Communications Center	112	District/Superintendent	165
Fire-EMS Department	114	North Middlesex Regional High	167
TEMA	118	Hawthorne Brook Middle School	168
Animal Control	119	Spaulding Memorial School	169
Animal Inspector	120	Nashoba Valley Technical School	170
<u>PUBLIC WORKS</u>			
Highway Department	121		
Water Department	123		

APPOINTED OFFICIALS

Abram S. French Fund Committee (3)		Colin McNabb	2013
Kristine A. Vaz	2012		
Paul E. Sweet	2012	Chief Procurement Officer	
Renee Fossey	2012	Andrew Sheehan	
American Flag Committee		Charter Review Committee	
Alan Borneman		John Barrett (Moderator)	
Albert "Tubby" Boucher		Cheryl L. Cloutier (Library Trustees)	
John L. Caten, Jr.		Susan A. Funaiolo, Clerk (Moderator)	
Mary Flora Hale		Mary Jane Kruger (COA)	
Avis A. Roy		Gene Rauhala (Fin Com)	
Susan Y Vassallo		Carolyn Sellars (Fin Com)	
Americans with Disabilities Act Coordinator		Kathleen Spofford, Vice Chair (Moderator)	
Richard D Hanks	2012	Julie Johnson, Chair (Planning Board)	
		Nicholas Thalheimer (Selectmen's appointee)	
Animal Control Officer		Conservation Commission	
Mary Letourneau	2011	Leslie Gabriliska (Interim agent)	
Band Concert Coordinator		John Stonefield	2012
Betty Mae Tenney		Mary Small	2012
Board of Registrars		James Deroian	2013
Susan Funaiolo, Ex-Officio		Peter Noon, Clerk	2013
Catherine Thrasher	2012	Linda Mack, Vice Chair	2013
Claire Devine	2013	Jennifer Pettit	2014
Amy Collins	2014	Karen Chapman, Chairman	2014
Building Commissioner/Zoning Enforcement Officer		Constables	
Richard D Hanks	Indefinite Term	William Martin	2012
Bentley Herget	2012	Neil McGorty	2012
Peter Niall	2012	William Boyden	2013
Burial Agent (appointed by Board of Health)		Robert Nickerson	2013
Susan Funaiolo	2011	Michelle Dold	2013
Cable Television Advisory Committee		Lawrence E. Hartnett	2014
Stephen Cloutier (V. Chair)		John Whittemore	2014
Capital Planning Committee (7)		Council on Aging(7)	
Andrea Wood		Carol Mansfield Buxton	2012
Richard J. Oakley III	2011	Ray Jackson	2012
Lorna Fredd	2011	Bill Roberts	2013
Jed Coughlin	2012	Marcia MacMaster	2013
Carolyn Smart	2012	Kathleen Spaulding	2013
Bill Roberts	2012	David A Profit (Chair.)	2014
		Development & Industrial Commission	
		John A. Giardina	2010
		Richard Shuford	2010
		Albert "Tubby" Boucher	2011
		David Lamoureux	2011

George King	2012	Andrew Sheehan (resigned 8/5/11)	2011
		Christopher Campion	2012
Election Officials Precincts I, II & III		Susan Dejaniak	2012
Wardens		Sandra Brown	2013
Carol Beauchamp			
Betty Mae Tenney, II		Fence Viewer	
Jane Stonefield		John Whittemore	
Deputy Wardens		Finance Committee (7) (appointed by Moderator)	
Avis Roy		John Whittemore	2012
Sharon L. LaCasse		Carolyn Sellars	2012
Carol Wright		Paul A Nicoli Jr	2012
Ballot Clerk		Andrea R Wood	2013
Connie Giles		Carolyn Smart	2013
Paula Woodman		Nancy Rapoza	2014
Helen Kezar		Gini Lee King	2014
Ballot Box Clerk		Fire Department Chief	
Cheryl Simoneau		Donald Klein	
Norman Richard (PT)		Deputy Chief	
John T. Stonefield		David C. Roy	2012
Inspectors		Full-Time Captain/EMT	
Carlene Whittemore		Mike Grimley	2012
Carol Buxton		On-Call Captains	
Shirley Morton (resigned)		John Elliot	2012
Mary West		On-Call Lieutenants	
Robert Amadon		Gary Shepherd	2012
Lois Howgate		Brett King	2012
Bill Roberts		Brian Metivier	2012
Heidi C. Munroe		William Elliott	2012
Charlene J. Smith		Richard Carlson	2012
Marcia MacMaster		On-Call EMS Lieutenants	
Clare Kauppi		Christopher Cotter	2012
Shirley M. Call		Full-Time Figherfighter/EMS	
Lonna Thiem		John Tuomi	
Louise Thorpe		David Mazza	
Donald B. Keefe		On-Call Firefighters/EMT	
Eric Aaltonen		Nicole Carter	
Beaulah E. Greenough		Jeffrey Cormier	
Irene E. Johnson		Andrew Gordon	
Jack Walsh		Keith Hanks	
TELLERS			
Paul Nicoli			
Stephen Baldwin			
Stephen Spofford			
Energy Committee			

Kris Klein
Eric Modica
Benjamin Niemiera
Joshua Robichaud

On-Call Firefighter/Paramedic

Wanda Goodwin

On-Call EMTs

Sandy Biswanger
Dawn DeAvila
Jessica Fellows
Steven Gay
Ryan Guilfoyle
Jean Nichols
Dave Quinn
Tim Kelly

On-Call Firefighters

Donald C Amadon
Andrew Brown
Corey Capsalis
Richard Carlson
Joshua Chapman
Austin J Cote
Duane Creighton
Ryan Cronin
Brent Davis
Keith Feddersen
Brian Fenton
Randy S Girard
Alan Mattila
Leon Niemiera
Michael Paradis
Charles Rizzo
William Rogers
Adam Sharpe
Gregg S Shepherd
Michael Sodano
David Stevens
David Webb

Per Diem Paramedics

JP Antonio
Tim Bellemore
Leslie Bergquist
Cyndi Childs
Mark D'Antico
Thomas Dardas

Francesco DeMaio
Zachary Driscoll
Tim Kelly
Peter Laitinen
Matthew Libby
Joshua McCrillis
Everett (Bill) Olson
James Pelletier
Ronald Petrucci
Robert Plant
Daniel Quist
Joseph Reger
Kevin Roberto
Jeremy Stebbins
William (Bud) Thorpe
Gary Vinokur
Karen Weller
Jorge Yarzebski

Fire Station Planning Committee

Don Klein, Fire Chief
Gary Shepherd, Fire Officer
Duane Creighton, Fire Officer
Jed Coughlin, Capital Planning
Michael Sodano (Alt.)
Brian Borneman, At Large
Gregory Niemiera, At Large
Chris Cotter, EMS
Michael Grimley, (Alt.)

Gas/Plumbing Inspector

Richard M Kapenas	2012
Gary Williams (Alt.)	2012

Hazardous Waste Coordinator

Donald E. Klein
2012

Highway Superintendent

Edward A Kukkula	Indefinite Term
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Highway Department

Keith Letourneau
Jeffrey Camber
Matthew Brady
William Ladue
Andrew Player

Historic District Commission

Michele Busler (Alt)	2012
Eino Kauppi (Chair)	2012
Susan R Gerken	2012
Clare Kauppi	2013
Kenneth Diranian	2013
Niles Busler (Alt)	2013
Gloria Robinson	2013

Inspector of Animals(term ends April 30)

John A King, Barn Book	2012
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Inspector of Wires

William F. Choate	2012
Daniel Haney (Alternate)	2012
Daniel Cushing (Alternate)	2012

James H. Tucker Fund Committee

Pamela B Haman	2012
Robert L Remelius	2012

Keeper of the Lockup

Erving M. Marshall, Jr.	2012
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Labor Counsel

Jenkins of Kopelman & Paige, P.C.

Land Use Coordinator

Karen Chapman/Jeanne Hollows

Library Director

Stacy Schuttler

Local Licensing Authority

Erving M. Marshall, Jr.	2012
DavidA.Profit	2012
Cheryl M. Mattson	2012
Mark Giancotti	2012
John Johnson	2012

Lowell Regional Transit Authority

Timothy J Lorden

Master Plan Update Committee

Christopher Genoter
William Hackler
Jessica Halloran
Richard Guerriero
Michael Holt
Jeffrey Norton
Amy Mulkern
Mark Bagley
Carol Upham

Montachusett Joint Transportation Committee

Edward A Kukkula	2010
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Montachusett Regional Planning Commission

Chris Jones (Planning Board)	2012
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Municipal Hearings Officer

Andrew J. Sheehan	2012
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Nashoba Valley Technical High School Committee

Nicole Buckley (resigned)	2011
Nathan Buckley (resigned)	2012

Open Space and Recreation (appointment until plan has been completed)

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

Parking Clerk

Susan Funioale	2012
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Police Department**Chief**

ErvingM. Marshall, Jr.	2012
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Lieutenant

David A. Profit	2012
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Sergeants

Cheryl A. Mattson	2012
Mark Giancotti	2012
John W Johnson	2012

Officers

Kimberly J. Mattson	2012
Thaddeus G Rochette	2012
Thomas J. Pearson (not sworn in)	2012
James P. Marchand	2012
Randy Girard	2012
George D. Reidy	2012
Mark A Francis	2012
Jeffrey Thibodeau (resigned)	2012

Communication Department

Erving M. Marshall, Jr. Director	2012
Diane M Babineau	2012
Barbara A Ammendolia	2012
Melody S Cotter	2012
Michael Grimley (part time)	2012
Nim Collins	2012
Jean Nichols (part time)	2012
Janet O'Loughlin (part time)	2012
James Landi, (part time)	2012
Ryan Monahan (part-time)	2012
Donald Girard (part-time)	2012
Jeffrey Cormier (part-time)	2012
Andrea Deschene (part-time)	2012

Reserve Officers

Joseph Quinn	2012
Christopher Van Voorhis	2012
Tony Brennan	2012
Austin Cote	2012
Joshua Tocci	2012
James Landi	2012
Ryan Monahan	2012
Michael Marchand	2012

Matrons

Elizabeth Miles	2012
Robin McRae	2012
Barbara Ammendolia	2012
Jean Nichols	2012
Janet O'Loughlin	2012

Crossing Guards (App't. End of August)

Patricia O'Reilly	
Joan M. Walton (Alt.)	

Volunteers of the Police Department

William May	2012
Robert Camelio	2012

Charles Giantucco	2012
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Problem Animal Control Officer (Wildlife)

Mary Letourneau	2012
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Right to Know Coordinator

Donald E. Klein Interim	2012
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Sealer of Weights and Measures

Eric E Aaltonen	2012
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Spaulding School Building Committee

Andrew Sheehan (resigned 8/5/11)	
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Nicholas Thalheimer	
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Rich Carlson	
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Mark Mercurio	
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Squannacook River Rail Trail Funding Exploration Committee (Dissolved 11/8/2011)

William Martin	
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Bill Rideout	
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Hirk Fortin	
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Steve Meehan	
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Mark Cram	
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Tax Work-Off Committee

Niles Busler	2005
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Raynold C. Jackson	2009
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Victoria Tidman	2009
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Chris Clish	2009
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Town Accountant

Kimberly Fales	2012
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Town Administrator

Andrew J. Sheehan	2013
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Town Counsel

Kopelman and Paige	
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Townsend Cultural Council (5+)

Mary Barrett	2014
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Carol Swenor	2014
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Ray Haapaoja	2011
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Susan Shuford	2012
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Alison Wright	2012
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Town Treasurer/Tax Title Custodian
Kathleen A Rossbach 2014

Townsend Electric Utility Study Committee
Ray Balboni
Michael Leonardo
Richard J. Penta
Gary Shepherd
Clinton Wright

Townsend Emergency Management Agency
Shirley Coit
Sandy Massalski
Eric Aaltonen
Jeffrey Coit
Ray Jackson
Bud Hanna
Anita Hanna
Joan Walton
Thomas Whittier

Townsend Emergency Planning Group
Shirley C Coit (Director)
Karen Chapman
Wanda Goodwin
Diane Beaudoin
Randy Girard
David Profit
Eric Aaltonen
Ed Kukkula
Christine Clish
Lynn Carbone
Nancy Richards

**North Middlesex Regional
Emergency Planning Committee Representative**
Shirley Coit 2012
Karen Chapman (Alternate) 2012
Don Klein 2012

Townsend Meeting Hall Committee
David Profit 2012
Suzanne Doust 2012
Catherine Hill (resigned 2/8/12) 2012
Susan Luongo 2012
Karin Canfield (resigned 2/1/12) 2012

Townsend Meeting Hall Gallery Comm.

Marilyn Brown 2012
Kimberly King 2012
Alice Struthers 2012
Joan Wotkowicz 2012
Tracy Taylor 2012

Town Properties Committee (Feb. 28)
Laura Shifrin (At large) 2012
John Whittemore (Assessor) 2012
Andrea Wood (Finance) 2012
Roger Rapoza (At large) 2012
Karen Chapman (ConsCom) 2012
Karen Coughlin (Planning) 2012

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

Tree Warden
Donald G. Massucco 2012

Veteran's Agent
Joseph J. Mazzola 2012

**Water Superintendent (appointed by Water
Commissioners)**
Paul Rafuse

West Townsend Reading Room Committee
Sharon Araujo 2012
Vicki Coppinger 2012
Lois Rearick 2012

Zoning Board of Appeals
Karen Chapman (Dept. Ass't.)
Julie Johnson (Clerk) 2012
Anthony Genova 2013
Craig M. Stevens 2014
Darlene L Sodano (Chair) 2015
William J Cadogan (V. Chair) 2016
John M. Giunta (Assoc. Member) 2012
Kelly Chambers (Assoc. Member) 2012

ELECTED OFFICIALS

Amanda E Dwight Entertainment Fund

Committee

Susan R. Gerken	2012
Diane Morin	2013
Deborahanne Mayer	2014

Moderator

Gene A Rauhala	2012
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Board of Selectmen

Sue Lisio	2012
Nicholas E. Thalheimer	2013
Robert Plamondon	2014

Board of Assessors

Laura Shifrin	2012
John Whittemore	2013
Niles S. Busler	2014

Board of Health

Christopher Genoter	2012
Michelle Dold	2013
James Le'Cuyer	2014

Cemetery and Parks Commissioners

John B. Barrett	2012
Raymond P. Boyes, Sr.	2013
Albert "Tubby" Boucher	2014

Democratic Town Committee

John Barrett
 Amy Collins
 David Funairole
 Lois Howgate
 Gene Rauhala
 Leslie Rauhala
 Lonna Theim
 Catherine Thrasher
 Mary Eileen Violette
 Michael Violette
 Mary West

Library Trustees

Suzanne Doust	2012
Kimberly King	2012
Karin Canfield	2013
Patricia Thomas-Jeanig	2013
Cheryl Cloutier	2014

North Middlesex Regional School District Committee

Robert Templeton	2012
Susan A. Robbins	2013
Michael Morgan	2014
Randee Rusch	2014
Anne Buchholz	2014

Planning Board

Gini Lee King	2012
Gerald B. Coughlin	2013
Karen Coughlin	2014
Jeffrey R. Peduzzi	2015
Chris Jones	2016
Julie Johnson	2012

Recreation Commissioners

Richard Corsini	2012
Sharon Whittier	2012
Lynne LeBlanc	2013
Pamela Shifrin	2014
Jennifer McLaughlin	2012

Townsend Republican Committee

Albert "Tubby" Boucher
 Clair E. Devine
 Kenneth T. Miller
 William R. Martin
 Avis A. Roy
 Cornelia C. Giles
 Todd Arsenault
 Lois S. Simopoulos
 Rita K. Belloli
 Anthony J. Belloli
 Elaine Mary Carlo

Mark David Goodwin
 Bill Roberts
 John Trovato, Jr.
 Francis M. Fred Sherrin
 Shirley E. Kao
 Kristine A. Vaz
 Dennis J. Murphy
 Penelope Ann Murphy
 Michael P. Murphy
 Paul R. Morin
 Scott D. Martin
 Linda L. Sherrin
 Nicholas E. Thalheimer
 Keith M. Jackson
 Susan Y. Vassallo
 Paul A. Vassallo
 Paul A. Nicoli, Jr.
 Richard S. Shuford
 Rise B. Silvestri

Tax Collector

Kathleen Rossbach 2014

Town Clerk

Susan A. Funaiole 2014

Townsend Housing Authority

Gini Lee King (State Rep) 2012
 Linda "Michelle" Cannon 2012
 James Clish 2013
 Will Hackler 2014
 Laura E. Shifrin 2014

Trust Fund Commissioners

Heidi Munroe 2012
 Robert Tumber 2013

Paul Nicoli 2014

Trustees of Soldier's Memorials

Robert Tumber (Veteran) 2012
 Walter Mann (Veteran) 2013
 Peter Buxton (Non-Veteran) 2013
 Keith Jackson (Veteran) 2014
 Avis Roy (Non-Veteran) 2014

Board of Water Commissioners

John L. Caten, Jr. 2012
 Niles Busler 2013
 Francis G. McNamara 2014

BOARD OF SELECTMEN

Two-thousand-eleven was a year of stability and progress for the Board of Selectmen. Robert Plamondon was re-elected to the Board, maintaining the same membership from 2010. Following the election, the Board kept the same officers: Robert Plamondon, Chairman, Sue Lisio, Vice Chairman, and Nicholas Thalheimer, Clerk. Town Administrator Andy Sheehan began his second year.

2011 was a memorable and challenging year for the Board, but also a year of great forward progress. The Town held four Town Meetings in 2010. At Special Town Meetings in March and June, funding was appropriated for the design and replacement of the roof of the Spaulding Memorial School. Approximately 55 percent of the cost will be reimbursed by the Massachusetts School Building Authority. Construction is expected to be completed in 2012. A highlight of the May Annual Town Meeting was approval and funding of a capital plan. This was the Town's first comprehensive capital plan in many years and thanks go out to the Capital Planning Committee for its time and effort. The capital plan funded vehicle and equipment replacements and building improvements. Among these was the painting and staining of the exterior of Town Hall. It was the first paint job since the building was renovated in 1999 and it looks great!

In November, Town Meeting approved funding for a redesign of the Town's website. The website has been hosted and maintained by volunteers Steve Cloutier and Heidi Messing and we are grateful for their dedication, expertise, and help. The new website takes us to the next generation in providing round the clock information and content to our citizens and visitors. The new website will debut in 2012. November Town Meeting also appropriated funding for a new compensation and classification plan for non-union employees. This project was long overdue. It brought our employees' wages in line with the market, resulting in increases for non-union employees whose wages had been flat since 2008. Our employees are our most valuable resource and the Board has remained committed to making sure they are fairly compensated.

In addition to painting the Town Hall, the Town also made progress in the maintenance and repair of other facilities. A grant from the Massachusetts Department of Energy Resources allowed the Town to insulate and replace the heating systems in the West Townsend Fire Station and West Townsend Reading Room. These projects will make the buildings more energy efficient, saving money in the future and having a positive impact on the environment. The buildings will also be more comfortable for users. Plans are in the works to replace the roof and a portion of the air conditioning system at the Police Station. The Town's Facilities Maintenance and Highway departments continue to make sure the Library/Senior Center/Meeting Hall and Highway Garage generously donated by the Sterilite Townsend Community Building Fund are properly maintained and kept up.

Energy efficiency continued to be a focus of the Board. In addition to the grant-funded project noted above, the Town made great progress toward achieving status as a Green Community. The Energy Committee worked to satisfy the five Green Community criteria. Achieving this designation will result in an immediate grant award of approximately \$130,000 from the State.

This money will fund energy efficiency projects that will make us more efficient while further reducing operating costs. The Energy Committee presented several bylaw changes to the November Town Meeting. All three of these bylaw changes were approved. The Committee anticipates finalizing its work early in 2012 and making its Green Communities application during the first half of 2012.

2011 was another difficult budget year. However, thanks to the Board's leadership and the cooperation of departments, the FY2011 budget closed out its free cash in a positive position. The Town put its general liability and property and casualty insurance out to bid. This resulted in a 30% savings over the prior year. We were able to restore some needed coverage and still realize a savings of almost \$25,000 over 2010. The Town was able to maintain reserves in excess of \$1 million in its stabilization fund. This reserve is available for use if needed and is viewed favorably by credit rating agencies when the Town borrows money. Additional reserves have been set aside for paying off the roof replacement at the Spaulding School. Future free cash can be used to further supplement reserves or to pay for one time capital items. The state and national economies continue to struggle and despite some positive signs we are by no means out of the woods. The Board is doing what it needs to do to continue to provide services while keeping the burden on taxpayers as low as possible.

This year also saw the reopening of the Wheeler Road Bridge in West Townsend. The bridge had been closed for several years due to structural deterioration. The Massachusetts Department of Transportation reconstructed the bridge, reestablishing this vital link to some of our West Townsend residents and our friends in Ashby and beyond.

Townsend and the region got an early start to the winter season in 2011. The region was hit with a heavy snow storm on October 29. The storm dumped a heavy, wet blanket of snow on the area. Townsend sustained widespread damage to trees that resulted in power outages that lasted several days in Town. It also closed many roads until utility crews could de-energize power lines and public works crews could clear trees, limbs, and snow from roadways. The debris cleanup took several months, but was accomplished through the hard work and dedication of our employees. The Halloween Nor'easter was not nearly as bad as the December 2008 ice storm, but it served as a reminder of the unpredictability of New England weather.

Finally, the Board would like to acknowledge the passing of two former members. Donald Dyer served in the late 1960's and early 1970's and Stephen Dunbar served in the late 1970's and early 1980's. Both men passed away in 2011. We thank them for their dedication and service to the Town.

Despite the challenges, 2011 has to be regarded as a good year. The Board of Selectmen and Town Administrator extend thanks to all elected and appointed officials for their continued support and commitment. Their efforts do not go unnoticed and are sincerely appreciated. The Board of Selectmen and Town Administrator also thank the employees and departments for their dedication and sacrifices and hope the spirit of cooperation will continue to grow. We continue

to face the challenge of delivering critical services while minimizing the impact on residents. We are confident that we can do this with continued leadership and the commitment of employees.

BOARD OF SELECTMEN:

Robert Plamondon, *Chairman*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*

Andrew J. Sheehan, *Town Administrator*

Carolyn Smart, *Executive Secretary to the Selectmen*



TOWN CLERK

With the 2010 census behind us, this year was the year to adjust our Precincts, in preparation for the 2012 Elections. In May we passed the baton to the Assessors for processing Passports. We miss the interaction with those customers but, are grateful that we did not lose the revenue for the Town. The Assessors seem to have taken to their new task. Thank you for adding this to your work load. In July, I received my CMC (Certified Municipal Clerk) designation after attending my third year of classes sponsored by the New England Municipal Clerk Institute which is part of the International Institute of Municipal Clerks. We started a new system of retrieving birth records implemented by the state and will be learning similar vital records systems in the upcoming years. The Assistant Town Clerk and I attended local day seminars and some seminars at Jiminy Peak in the Fall. We usually take different classes so we get more information to share upon our return. This year our ride out to the classes was an event in itself, as we ended up on a seven mile stretch of dirt road because of the hurricane Irene damage on Route 2. Kathleen Spofford, Assistant Town Clerk attended "More of Using Technology, work smarter not harder"; "Calendar - an Election Year" and "Creating a Respectful workplace" we took together and I went to a "Potpourri Round Table" where we discussed, dog licenses, raffle permits, fuel storage and several other issues that clerk's oversee. These seminars keep us current with the ever changing laws, rules and regulations. We are able to get ideas from our counterparts throughout Massachusetts and New England at these events. We are looking ahead to a busy 2012 with four elections and our town meetings in the Spring and Fall.

Population: 8905

Registered Voters: 6024

Licensed dogs:	989
Passports Jan. to May:	86
Births	60
Deaths:	44
Marriages	36
Raffle Permits	7

Respectfully submitted by,
Susan A. Funaiole, CMC



Winner of #1 Tag Contest

50 years ago - 1961 - 191 Student days of school. This was the third year the North Middlesex Regional School District Committee submitted a Report. The school was dedicated on Sunday October 22, 1961 "to the youth of Pepperell and Townsend by the chairman of the Committee, Oren T. Collins.

SPECIAL TOWN MEETING - MARCH 1, 2011

While waiting for our quorum, Shirley Coit, our Townsend Emergency Management Assoc. Director gave us some tips on Traveling Abroad. She offered sheets with the following information. She suggested you register with the State Department at <http://travelregistration.state.gov> to help with contact from family. Mrs. Coit reminded people to sign their passports and to leave copies of their itinerary and passport data page with someone at home; check your overseas medical insurance and to be sure not to wear jewelry or conspicuous clothing that may make you a target for crime.

Information for emergency assistance to U.S. citizens may be obtained from the Bureau of Consular Affairs at <http://travel.state.gov> where you may get the contact information for the U.S. Embassies and Consulates in the country you are traveling to.

Thank you Shirley for your tips for traveling.

Our Special Town Meeting opened at 7:15pm with 92 Voters and 8 guests. Our Moderator, Mr. Gene Rauhala, explained that we would be using the rules established in Town Meeting Time. He continued by asking the participants to wait until recognized before speaking and to state your name, and to only address the chair. If you have a question wait to be recognized, if a point of order or privilege you may interrupt. Mr. Rauhala invited the guests to please sit in the front row and then asked the Town Clerk, Susan Funaiole, to read the return of the Warrant.

STM ARTICLE 1

I move that the Town vote to transfer from surplus funds the sum of \$455.00 for the purpose of paying prior fiscal year bills.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Passed Unanimous

Submitted by: Board of Selectmen

Read by: Nicholas Thalheimer

Vote: Passed

STM ARTICLE 2

I move that the Town vote to transfer from surplus funds the sum of \$80,000.00 for the purpose of conducting a feasibility study, preparing construction documents and bid specifications, and procuring professional services for the repair, replacement or rehabilitation of the roofs, cupola, skylights, appurtenances, and associated work at the Spaulding Memorial School.

Submitted by: Board of Selectmen

Read by: Robert Plamondon

Vote: Passed

STM ARTICLE 4

I move that the Town vote to amend Section 124-7 of the General Bylaws for the Town of Townsend to reduce the quorum required for Town Meeting from seventy-five persons to fifty person by inserting underlined text and deleting strikethrough text, as follows:

The number of voters necessary to constitute a quorum at Town Meeting, except such parts as are devoted exclusively to the election of Town officers, shall be 50 ~~75~~ provided that a number less than a quorum may from time to time adjourn the same.

Submitted by: Board of Selectmen

Read by: Robert Plamondon

Vote: Failed

STM ARTICLE 3

I move that the Town vote to transfer from surplus funds the sum of \$300.00 for the Facility Maintenance Longevity Account #01-191-5190-000.

ANNUAL TOWN ELECTION - APRIL 25, 2011

Precinct	I	II	III	Total
Total Votes	150	159	89	398

Board of Selectmen	I	II	III	Total
Robert Plamondon	116	132	72	320
Blanks	29	23	16	68
Write-ins	5	4	1	10
Total Votes	150	159	89	398

Board of Assessors	I	II	III	Total
Niles Busler	123	138	72	333
Blanks	27	21	17	65
Write-ins	0	0	0	0
Total Votes	150	159	89	398

Cemetery & Parks Commissioner	I	II	III	Total
Albert "Tubby" Boucher	73	88	47	208
Jeffrey S. Smart	72	67	40	179
Blanks	5	3	2	10
Write-ins	0	1	0	1
Total Votes	150	159	89	398

Board of Heath	I	II	III	Total
James E. Le'Cuyer	115	120	67	302
Blanks	35	39	22	96
Write-ins	0	0	0	0
Total Votes	150	159	89	398

Board of Library Trustees (3-year)	I	II	III	Total
Cheryl Cloutier	129	130	67	326
Blanks	21	29	21	71
Write-ins	0	0	1	1
Total Votes	150	159	89	398
North Middlesex Regional School	I	II	III	Total

Committee (3)				
Anne E. Buchholz	86	97	53	236
Michael L. Morgan	84	100	54	238
Randee J. Rusch	108	111	59	278
Blanks	170	169	101	440
Write-ins	0	0	0	0
Total Votes	450	477	267	1194

Planning Board 5-year	I	II	III	Total
Christopher Jones	4	7	1	12
Blanks	136	144	84	364
Write-ins	10	8	4	22
Total Votes	150	159	89	398

Recreation Commissioners (2)	I	II	III	Total
Pamela Shifrin	111	114	63	288
Alice Kennedy	1	3	0	4
Blanks	184	197	114	495
Write-ins	4	4	1	9
Total Votes	300	318	178	796

Tax Collector	I	II	III	Total
Kathleen A. Rossbach	134	146	74	354
Blanks	16	12	15	43
Write-ins	0	1	0	1
Total Votes	150	159	89	398

Town Clerk	I	II	III	Total
Susan A. Funairole	139	142	82	363
Blanks	11	15	7	33
Write-ins	0	2	0	2
Total Votes	150	159	89	398
Townsend Housing Authority	I	II	III	Total
Laura E. Shifrin	108	118	66	292

Blanks	42	41	23	106
Write-ins	0	0	0	0
Total Votes	150	159	89	398

Trust Fund Commissioners	I	II	III	Total
Blanks	145	150	85	380
Write-ins	5	9	4	18
Total Votes	150	159	89	398

Trustees of Soldiers Memorials (Non-Veteran)	I	II	III	Total
Avis Roy	8	6	3	17
Blanks	134	149	84	367
Write-ins	8	4	2	14
Total Votes	150	159	89	398

Trustees of Soldiers Memorials Veteran	I	II	III	Total

Keith M. Jackson	118	129	73	320
Blanks	30	30	15	75
Write-ins	2	0	1	3
Total Votes	150	159	89	398

Amanda E. Dwight Entertainment Fund	I	II	III	Total
Deborahanne Mayer	108	125	66	299
Blanks	42	34	23	99
Write-ins	0	0	0	0
Total Votes	150	159	89	398

Board of Water Commissioners	I	II	III	Total
Francis G. McNamara	118	126	64	308
Blanks	32	33	25	90
Write-ins	0	0	0	0
Total Votes	150	159	89	398

SPECIAL TOWN MEETING – MAY 3, 2011

The Special Town Meeting opened at 7:45pm and dissolved at 8pm to resume to Annual Town Meeting with Article 3.

STM ARTICLE 1:

I move that the Town vote to transfer from surplus revenue the sum of \$158,391.18 for the purpose of offsetting the Snow and Ice Deficit under the provisions of M.G.L. Chapter 44, Section 31D.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Passed

STM ARTICLE 2:

I move that the Town vote to take no action.

Submitted by: Board of Selectmen

Read By: Robert Plamondon

Vote: Take No Action

STM ARTICLE 3:

I move that the Town vote to transfer from surplus revenue the sum of \$25,000.00 for the purpose of supplementing the Townsend Conservation Commission's Land Fund for the purpose of acquiring a piece of land.

Submitted by: Conservation Commissioners

Read by: John Stonefield

Vote: Passed

STM ARTICLE 4:

I move that the Town vote to transfer from surplus revenue the sum of \$275,000.00 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: Nicholas Thalheimer

Vote: Passed

STM ARTICLE 5:

I move that the Town vote to transfer from surplus revenue the sum of \$5,947.00 to supplement the FY11 Veterans Benefit Account.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Passed

STM ARTICLE 6:

I move that the Town vote to amend Article VI Section 145-23 as follows:

Section 145-23 Dumps.

With the exception of uses associated with wood and wood materials as described herein below, no region in Townsend shall be established by any person, company or corporation as a commercial dump, refuse disposal incinerator, commercial composting or compost curing facility or other facility that processes organic or inorganic material whether or not separated at source, into fertilizers, soil additives, and fuel products or materials, with the exception of the Town of Townsend that may operate and maintain a municipal dump, sanitary landfill, recycling center, waste transfer or other facility for the disposition of garbage, rubbish or waste generated in the Town of Townsend.

The term facility that processes organic or inorganic material, whether or not separated at source, into fertilizers, soil additives, or other fuel products or materials as used herein above shall not include facilities and operations which process wood and wood materials in accordance with 310 CMR 16(5) (e); which cut and sell cord wood; or which would otherwise deal in wood and wood products.

Submitted by: Petition

Read by: Gene Rauhala

Vote: Take No Action

ANNUAL TOWN MEETING – MAY 3, 2011

Annual Town Meeting May 3, 2011 with 117 voters in attendance and 17 visitors. Before the business of Town Meeting began Shirley Coit, the Townsend Emergency Management Director spoke to the assembly about being prepared for severe weather by making and having a plan. In light of the destructive Tornadoes in the South last week it was a very timely subject matter. She discussed hurricanes, flooding (turn around don't drown) and lightning. There were handouts available that contained additional information. Because of the local break-ins she warned about programming your GPS to your home. Rather to program it to the local police station, then if it is stolen it will not direct the thief to your home. At 7:10pm, Mr. Gene Raulaha called the meeting to order and the assembly recited The Pledge of Allegiance led by Boy Scouts, Andrew Kimbar and William Hitchins.

ATM ARTICLE 1:

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

Submitted by: Town Clerk

Read by: Susan A. Funaiole

Vote: Passed

ATM ARTICLE 2:

I move that the Town vote to hear reports of any Committees, Boards, Commissions, and other Town Officials.

Submitted by: Board of Selectmen

Read by: Robert Plamondon

Vote: Passed

At this time we heard and saw the report of Dr. Maureen Marshall who presented a power point explaining the North Middlesex Regional School district budget needs.

We recessed at 7:45pm to take up the business of the Special Town Meeting (which you will find after the following articles which were taken up again at 8pm after we dissolved the Special Town Meeting.

ATM ARTICLE 3:

I move that the Town vote to continue the Board of Health Revolving Account in accordance with M.G.L. Chapter 44, Section 53E½, to which will be credited revenues collected from recyclable items, which shall be expended for general operating cost and capital expenditures for the

FY 12 Recycling Center operating budget, FY 12 Landfill operating budget, and the FY 12 Curbside Pickup & Disposal operating budget to be authorized by the Board of Health, of which expenditures shall not exceed \$22,000.00.

Submitted by: Board of Health

Read by: James E. LeCuyer

Vote: Passed

ATM ARTICLE 4:

I move that the Town vote to continue the Recreation Revolving Account in accordance with M.G.L. Chapter 44, Section 53E½, to which will be credited revenues collected from recreation programs, which shall be expended for general operating cost and capital expenditures for recreation programs to be authorized by the Recreation Commission, of which expenditures shall not exceed \$52,000.00 in FY 12.

Submitted by: Board of Selectmen

Read by: Nicholas Thalheimer

Vote: Passed

ATM ARTICLE 5:

I move that the Town vote to continue the Facilities Maintenance Revolving Account in accordance with M.G.L. Chapter 44, Section 53E½, to which will be credited revenues collected from the rental of the Townsend Meeting Hall in the Library/Senior complex, which shall be expended for general operating costs and capital expenditures for the Townsend Meeting Hall to be authorized by the Town

Administrator, of which expenditures shall not exceed \$7,500.00 in FY 12.

Submitted by: Townsend Meeting Hall Committee

Read by: Catherine Hill

Vote: Passed

ATM ARTICLE 6:

I move that the Town vote to continue the Cemetery Cost of Interment Revolving Account in accordance with M.G.L. Chapter 44, Section 53E½, to which will be credited revenues collected from burials, which shall be used for general operating cost and capital expenditures for the Cemetery Department to be authorized by the Cemetery and Parks Commissioners, of which expenditures shall not exceed \$30,000.00 in FY 12.

Submitted by: Cemetery & Parks Commissioners

Read by: John B. Barrett

Vote: Passed

ATM ARTICLE 7:

I move that the Town vote to continue the Fire Alarm Maintenance Revolving Account in accordance with M.G.L. Chapter 44, Section 53E1/2, to which will be credited revenues collected from fire alarm maintenance fees, connect fees, and fine assessments, which shall be used for general operating cost and capital expenditures for the Town's portion of the fire alarm system to be authorized by the Chief of the Fire-EMS Department, of which expenditures shall not exceed \$4,000.00 in FY12.

Submitted by: Chief of Fire/EMS Department

Read by: Chief Donald Klein

Vote: Passed

ATM ARTICLE 8:

I move that the Town vote to appropriate and transfer from the Cemetery Sale of Lot Fund the sum of \$5,892.67 into the Cemetery Improvement Fund.

Submitted by: Cemetery & Parks Commissioners

Read by: John B. Barrett

Vote: Passed

ATM ARTICLE 9:

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

Submitted by: Cemetery & Parks

Commissioners

Read by: John B. Barrett

Vote: Passed

ATM ARTICLE 10:

I move that the Town vote to appropriate and transfer the sum of \$27,769.00 from the Title V Receipts Reserved for Appropriation Account to the Massachusetts Water Pollution Abatement Trust (MWPAT) Debt Service Account for the purpose of paying back the Massachusetts Water Pollution Abatement Trust Septic Loan.

Submitted by: Treasurer

Read by: Kathleen Rossbach

Vote: Passed

ATM ARTICLE 11:

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

Submitted by: Board of Assessors

Read by: Niles S. Busler

Vote: Passed

ATM ARTICLE 12:

I move that the Town vote to appropriate and transfer from the Comcast Government Access Account the sum of \$30,000.00 to supplement the FY 12 Management Information Systems (Computer) Expense Account.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Passed

ATM ARTICLE 13:

I move that the Town vote to appropriate and transfer from the Ambulance Receipts Reserved for Appropriation Account the sum of \$300,000.00 to supplement the FY 12 Fire/EMS Department operating budget.

Submitted by: Chief of the Fire/EMS
Department

Read by: Chief Donald Klein

Vote: Passed

ATM ARTICLE 14:

I move that the Town vote to appropriate and transfer from the West Townsend Reading Room Receipts Reserved for Appropriation Account the sum of \$4,900.00 to supplement the FY 12 West Townsend Reading Room Expense Account.

Submitted by: West Townsend Reading Room
Committee

Read by: Robert Plamondon

Vote: Passed

ATM ARTICLE 15:

I move that the Town vote to raise and appropriate the sum of \$16,073,663 for the purpose of defraying the charges and expenses of the Town for FY12 pursuant to a detailed budget.

Submitted by: Finance Committee

Read by: Paul Nicoli, Jr

Vote: Passed

ATM ARTICLE 16:

I move that the Town vote to appropriate the sum of \$764,949 to operate the Water Department for FY12 and that \$609,949.00 of this sum come from enterprise revenues and, in order to fund the cost of inter-municipal expenses, that \$155,000.00 of this sum be appropriated in the general fund and funded from enterprise revenues.

Submitted by: Finance Committee

Read by: Paul Nicoli, Jr.

Vote: Passed

ATM ARTICLE 17:

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

Read by: Nicholas Thalheimer

Vote: Passed

ATM ARTICLE 18:

I move that the town vote to appropriate and transfer from the Capital Stabilization Fund the sum of \$310,550.00 and to appropriate and transfer \$48,000.00 from the Ambulance Receipt Reserved for Appropriation Account for the purpose of funding capital improvements and capital equipment for the ensuing fiscal year pursuant to a detailed budget totaling \$411,050.00; and further that it be acknowledged that \$52,500.00 has been raised and appropriated in the operating budget under Article 15.

Submitted by: Capital Planning Committee

Read by: Richard Oakley

Vote: Passed

ATM ARTICLE 19:

I move that the Town vote to transfer from surplus revenue in the treasury the sum of \$3,500.00 to supplement the Townsend Emergency Management Agency budget for the purposes of providing a match for an Emergency Planning Grant.

Submitted by: Emergency Management Director

Read by: Shirley C. Coit

Vote: Passed

ATM ARTICLE 20:

I move that the Town vote to approve the Nashoba Valley Technical School District Committee's vote on December 14, 2010 to establish a Stabilization Fund, pursuant to Section 16G½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fund.

Submitted by: Nashoba Valley Technical School
District

Read by: Paul Nicoli, Jr.

Vote: Passed

ATM ARTICLE 21:

I move that the Town vote to amend Section E of
14-1 Capital Planning Bylaw:

Section E Each year (60) sixty days prior to the Annual Town Meeting the Capital Planning Committee shall submit the Capital Improvement Plan (CIP) to the Board of Selectmen as the recommended Capital Budget. The Board of Selectmen, in coordination with the Town Administrator shall finalize the Capital Budget and submit it to the Finance Committee for funding recommendation and consideration at a Town Meeting.

No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report or determined by the Board of Selectmen, upon recommendation of the Town Administrator, to be of an emergency nature.

The Committee may amend, add to, or delete from any Capital Budget recommendation, items previously adopted by the Town, if it finds reasonable cause why such information was not submitted for consideration at the Annual Town Meeting, and must be acted upon before the next Annual Town Meeting. Any such amendment, addition or deletion must be submitted to the Board of Selectmen for its consideration and approval and reported to the next Special Town Meeting for adoption.

Submitted by: Capital Planning Committee

Read by: Richard Oakley

Vote: Passed

ATM ARTICLE 22:

I move that the Town vote to insert a new article to General Provisions of the Townsend Code as follows:

Chapter 1 General Provisions, Article III Non-Substantive Editorial Revisions

The Town Clerk, after consultation with Town Counsel, may make non-substantive editorial revisions to the Town Code to insure consistent and appropriate sequencing of numbering of sections, subsections, paragraphs and subparagraphs, provided that all such editorial revisions shall be referenced by a footnote which describes the revision and the reason therefore.

Submitted by: Town Clerk

Read by: Susan A. Funaiolo

Vote: Passed

ATM ARTICLE 23:

I move that the Town vote to accept G.L. c 138, sec. 33B to allow the local licensing authority to authorize the holder of an on-premises license to begin selling alcoholic beverages between 10:00 a.m. and 12 noon on Sundays.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Failed

The meeting was dissolved at 10:20pm.

SPECIAL TOWN MEETING - JUNE 27, 2011

While waiting for a quorum Shirley Coit, our Emergency Management Director, re-iterated the importance of all she has told us over the years. The Tornadoes in the Western part of Massachusetts and the storms that narrowly missed us show how important it is to be prepared. Mrs. Coit made a Disaster Kit paperwork items list for everyone present. The items listed, to be placed in a waterproof container are: Personal identification, Cash (ATM's may be out of order), Credit cards, extra set of house and car keys, birth Certificates for everyone, marriage certificate, copy of driver's license, social security card, passport, will, deeds, inventory of household goods, insurance papers, immunization records, band and credit card numbers, stocks and bonds, prescriptions, emergency contact list and phone numbers, a map of the area and copy of family evacuation/communication plan.

At 7:07pm a quorum being present, Moderator, Gene Rauhala opened the Special Town Meeting. We stood and recited the Pledge of Allegiance. Mr. Rauhala explained we would be using Parliamentary Rules according to Town Meeting Time. If a vote was in question a count would occur with the request of 7 voters by their standing. You may interrupt the meeting for a Point of Order or a Point of Privilege. He explained how a second night would work but, with only one article he was certain we could finish our business tonight.

The return of the Warrant was read by Town Clerk, Susan Funairole.

STM ARTICLE 1:

I move that the Town vote to approve one-million two-hundred-eighty-one-thousand-nine-hundred-eighty-four (\$1,281,984)

dollars in borrowing authorized or to be authorized by the North Middlesex Regional School District, for the purpose of paying costs of the replacement of the roofs, cupola, skylights, appurtenances, and associated work at the Spaulding Memorial School located at 1 Whitcomb Street, Townsend, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority

("MSBA"), said amount to be expended at the direction of the Spaulding Memorial

School Building Committee; that the Town acknowledges that the MSBA's grant program is a nonentitlement, discretionary program based on need, as determined by the MSBA, and any

Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-five and sixty-three-one-hundredths percent (55.63%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Submitted by: Board of Selectmen

Read by: Nicholas Thalheimer

Vote: Passed by more than 2/3
declared by Moderator

Meeting adjourned at 7:35 pm

89 voters attended and 9 visitors

SPECIAL TOWN MEETING – NOVEMBER 15, 2011

Opened at 7:10pm with 105 voters and 7 Visitors
Closed at 10:45pm

“Not if but When,” said Shirley Coit, our Townsend Emergency Management Director. As we saw with our Halloween storm we need to be prepared. She explained that the lists needed to stay home or go to a shelter are outside on the tables, if folks did not pick them up on their way in. If you go to the shelter bring some food with you as it takes time to get things organized. Three people who were very helpful were Tom Whittier and the Boy Scouts and Ray and Jane Jackson. Their help was critical and I would like to thank them. (audience clapped to recognize their contribution). If you wish to be a volunteer get in touch with me. The recycling center will be open Dec. 3 and Dec. 7 from 9 to 12 these will be the last days the center will be open until April.

After the Pledge of Allegiance, the Moderator explained we would be using the Parliamentary rules of Town Meeting Time. Please stand and be recognized before you speak. Identify yourself by name and address for the floor and for our viewers at home. Direct any and all of your questions and comments, to the chair. All motions must be brought down to Madam Clerk. If a matter is voted on tonight it will be re-considered upon a majority vote. If the meeting goes to a second night it will go to Nov. 17 and will need a nine/tenths vote to be reconsidered on the second night. If a vote is questioned by 7 people on the floor we will bring out the counters. If you become confused about something on the floor stand and we will help you with it. If you have a point of order you may interrupt the speaker and we will discuss the point of order. Point of Privilege is similar you need to stand in place until recognized, you may interrupt the speaker. Visitors and Guests you should be seated in the front row.

The return of the warrant was then read by the Town Clerk, Susan A. Funaiole and the business of the meeting commenced.

STM ARTICLE 1:

I move that the Town vote to take no action on Article 1.

Article 1 reads: To see if the Town will raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of paying prior fiscal year bills.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Passed to take no action

STM ARTICLE 2:

I move that the Town vote to take no action on Article 2.

Article 2 reads: To see if the Town will 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: Robert Plamondon

Vote: Passed to take no action

STM ARTICLE 3:

I move that the Town vote to raise and appropriate 80,375.00 and transfer from surplus revenue the sum of \$119,625.00 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: Nicholas Thalheimer

Vote: Passed Unanimous

STM ARTICLE 4:

I move that the Town vote to raise and appropriate the sum of \$1,362.00 to supplement the FY12 Household Hazardous Waste Expense Account.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Passed

STM ARTICLE 5:

I move that the Town vote to raise and appropriate from the General Fund the sum of \$73,000.00 and appropriate from Water Department Enterprise revenues the sum of \$5,000.00 to fund the classification and compensation plan for non-union employees with an effective date of January 1, 2012.

Submitted by: Board of Selectmen

Read by: Robert Plamondon

Vote: Passed

STM ARTICLE 6:

I move that the Town vote to Take No Action on Article 6.

Article 6 reads: To see if the Town vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$600.00 to supplement the FY12 Conservation Commission longevity line item.

Submitted by: Conservation Commission

Read by: Karen Chapman

Vote: Passed to Take No Action

STM ARTICLE 7:

I move that the Town vote to raise and appropriate the sum of \$3,500.00 and transfer from surplus revenue the sum of \$6,500.00 to supplement the FY12 Management Information Systems (Computer) account.

Submitted by: Board of Selectmen

Read by: Nicholas Thalheimer

Vote: Passed

STM ARTICLE 8:

I move that the Town vote to transfer from surplus revenue the sum of \$900.00 to supplement the FY12 Management Information Systems (Computer) account.

Submitted by: Board of Selectmen

Read by: Sue Lisio

Vote: Passed

STM ARTICLE 9:

I move that the town raise and appropriate the sum of \$3,720.00 for the purpose of increasing the Council on Aging budget to pay for Kitchen Management Services for the Senior Citizen Congregate lunch program.

Submitted by: Council on Aging

Read by: Raynold S. Jackson

Vote: Passed

STM ARTICLE 10:

I move that the Town vote to accept the provisions of Massachusetts General Laws C. 64L, S. 2(a) to impose a local meals excise.

Submitted by: Finance Committee

Read by: Carolyn Sellars

Vote: Passed

STM ARTICLE 11:

I move that the Town vote to transfer care, custody, and control of the Hart Library from the Board of Library Trustees to the Board of Selectmen, and to further authorize the Board of Selectmen to enter into a lease with a for profit entity or non-profit entity or public entity or private entity, subject to such terms and conditions deemed by the Board of Selectmen to be in the best interests of the Town.

Submitted by: Board of Selectmen

Read by: Robert Plamondon

Vote: Passed

STM ARTICLE 12:

I move that the Town vote to amend the Zoning Bylaw of the Town of Townsend by adding Article XVI, Renewable/Alternative Energy, Section 145-86 which reads:

§. 145-86 Ground-Mounted Solar Energy District

A. Purpose of District. The purpose of the Ground-Mounted Solar Energy District is to promote the creation of new Ground-Mounted Solar Energy Facilities by providing standards for the location, permitting, construction, operation,

monitoring, modification and removal of such installations that address public safety and minimize impacts on scenic, natural and historic resources.

B. Applicability. This Section shall operate as an overlay district superimposed on the zoning districts. A Ground-Mounted Solar Energy Facility shall be a permitted use on the following town-owned parcels:

- (1) Map 6, Block 8, Lot 0, 69.5 acres, 33 Greenville Road, former landfill
- (2) Map 27, Block 48, Lot 0, 24.7 acres, Old Meeting House Rd, adjacent to the Highway Garage
- (3) Map 18, Block 24, Lot 0, 2 acres, off Turnpike Road

C. Definitions. For the purposes of this section the following terms are defined below:

GROUND-MOUNTED SOLAR ENERGY FACILITY - A solar photovoltaic facility that is mounted on the ground. It shall include equipment, appurtenances, and structures utilized in connection with the conversion of solar energy into electrical power with a rated output of electrical power production of 250kW or more.

D. Permitting.

- (1) Ground-Mounted Solar Energy Facilities shall be permitted as of right within the Solar Overlay District and shall not require the issuance of a special permit. The Planning Board shall take action on the application within twelve (12) months of its filing.
- (2) Prior to issuance of a building permit for construction or modification of a Ground-Mounted Solar Energy Facility, the applicant shall file with the Planning Board such plans and supporting documents as the Board deems necessary to enable a review of the project. At a minimum the applicant shall file plans and documents as required under §145-42. The Planning Board may waive strict compliance with the requirements of §145-42 upon request by the applicant.

E. Operation and Maintenance Plan. The applicant shall submit a plan for the operation and maintenance of the Ground-Mounted Solar Energy Facility. Such plan shall include measures for maintaining safe access to the installation, storm water controls as needed, as well as general procedures for the operation and maintenance of the facility.

F. Dimension and Setback Requirements.

- (1) Setbacks. Setbacks shall comply with setback requirements for the underlying zoning district.
- (2) Appurtenant Structures. All appurtenant structures shall be subject to reasonable regulations concerning the bulk and height of structures, setbacks, open space, and parking. Whenever reasonable, appurtenant structures shall be screened from view by vegetation or other means deemed necessary by the Planning Board.

G. Design Standards. Lighting of Ground-Mounted Solar Energy Facilities shall conform to §145-52 of the Zoning Bylaw and Signs shall conform to Article X.

H. Removal. Any Ground-Mounted Solar Energy Facility which has reached the end of its useful life shall be removed. The owner shall remove the facility no more than 180 days after the date of discontinued operations. Removal shall consist of the physical removal of all photovoltaic panels and supporting components, transmission and other equipment, and trash. The site shall be stabilized or revegetated as necessary to minimize erosion.

I. Abandonment. Absent notice to the Planning Board as provided above of a proposed date of decommissioning or written notice requesting an extension due to extenuating circumstances, any Ground-Mounted Solar Energy Facility shall be considered abandoned when it fails to operate or operations are discontinued for

more than one year without the written consent of the Planning Board. If the owner or operator of the Ground-Mounted Solar Energy Facility fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or discontinuance or the proposed date of decommissioning, the Town may, to the extent it is otherwise duly authorized by law, enter the property and physically remove the installation.

J. Financial Surety. The applicant for a Ground-Mounted Solar Energy Facility shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the Town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the applicant. Such surety shall 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.

K. Liability Insurance. The owner or operator of a Ground-Mounted Solar Energy Facility shall provide the Town Administrator with a certificate of insurance showing that the property has a minimum of one million dollars in liability coverage, and that the Town of Townsend is an additional named insured thereon. Such a certificate shall be supplied on an annual basis upon the renewal of said insurance policy.

Submitted by: Energy Committee

Read by: Christopher L. Campion

Vote: Passed Unanimous

Report of Planning Board is attached. Read by Jeffrey R. Peduzzi

STM ARTICLE 13:

I move that the Town vote to amend Article IX§145-42 of the Zoning Bylaws of the Town of Townsend, to insert a new subsection (d) under the existing language in Section B(1), as follows with the new language in italics:

B. Applicability. Any change of use or increase in intensity of use which would under the parking schedule "Table of Minimum Requirements" of § 145-33 require five or more parking spaces, regardless of the number of parking spaces existing on the premises, shall be permitted only upon the issuance of a special permit from the special permit granting authority for site plan review in conformance with this section, § 145-65 and MGL c. 40A, §§ 9 and 11.

(1) However, no such special permit is required for a change of use where the following conditions apply:

(d) The site is located within the Ground-Mounted Solar Energy District and the proposed use is a Ground-Mounted Solar Energy Facility as defined in Article XVI, Renewable/Alternative Energy, 145-86.C. The project however shall be subject to a non-discretionary Site Plan Review, as outlined in this section and in §145-86 Ground-Mounted Solar Energy District.

Submitted by: Energy Committee

Read by: Christopher L. Campion

Vote: Passed Unanimous

Report of Planning Board is attached. Read by Jeffrey R. Peduzzi

STM ARTICLE 14:

I move that the Town vote to adopt the “Stretch Energy Code” set forth in the State Building Code at 780 CMR 115.AA (i.e., Appendix 115.AA), as may be amended from time to time, and to amend the Town of Townsend General By-laws by inserting a new Chapter 115, entitled “Stretch Energy Code” as set forth below:

§115. Stretch Energy Code

115-1. Adoption. The Town of Townsend has adopted the provisions of 780 CMR 115.AA (i.e., Appendix 115.AA of the State Building Code or the “Stretch Energy Code”), as may be amended from time to time, in place of the provisions set forth under 780 CMR 13.00, 34.00, 61.00 and 93.00.

115-2. Purpose. The purpose of the Stretch Energy Code shall be to provide the Town with a more energy efficient alternative to the base energy code otherwise set forth under the State Building Code.

Submitted by: Energy Committee

Read by: Christopher L. Campion

Vote: Passed

STM ARTICLE 15:

I move that the Town vote to amend Article XI §145-65 of the Zoning Bylaws of the Town of Townsend, by adding Section G. as follows:

Add italicized:

G. Duration.

Special permits granted under this section shall lapse two years from date of issue, unless another period of time is identified for lapse in the Zoning Bylaw, not including any such time required to pursue or await the determination of an appeal pursuant to G.L. c. 40A §17, if substantial use thereof has not sooner commenced except for good cause as determined in a public meeting with written consent of the permit granting authority; or in the case of a permit for construction, if

construction has not begun by such date, except for good cause as determined in a public meeting with written consent by the permit granting authority.

Submitted by: Planning Board

Read by: Jeffrey R. Peduzzi

Vote: Passed

Report of Planning Board attached read by Jeffrey R. Peduzzi

STM ARTICLE 16:

I move that the Town vote to amend Article VI §145-26 of the Zoning Bylaws of the Town of Townsend, by adding Section A. (10) (b) (1) as follows:

145-26 Residential districts.

A. Residential A and B Districts permitted uses.

Add italicized:

(10) (b) (1)

Agricultural operations for the purpose of raising, keeping and boarding of horses, including livery and riding stables, livestock, or other farm animals for commercial use as provided in G.L. c. 40A §3.

Submitted by: Planning Board

Read by: Jeffrey R. Peduzzi

Vote: Passed

Report of Planning Board is attached. Read by Jeffrey R. Peduzzi

STM ARTICLE 17:

I move that the Town vote to amend Article IX §145-39 Open space preservation development (OSPD) E. (4) (i) of the Zoning Bylaws of the Town of Townsend, as follows:

E. (4) (i)

Edit, add as italicized:

Precast reinforced concrete or granite monuments shall be set at all angle points, beginnings and ends of curves, and at any other points as directed by the Board marking the perimeter of the open space. These concrete or granite

monuments shall be a minimum of ~~three~~ *four* feet in length, dressed to ~~five~~ *four* inches square on top, with a three-eighths- inch drill hole in the center of the top. These bounds shall be set so the top is ~~six~~ *one to three* inches above the finish grade, *with the surrounding area compacted to the satisfaction of a review engineer representing the town.* The applicant shall deposit a certified check or cashiers check payable to the Town of Townsend in the amount totaling \$300 dollars per monument. The check shall be refunded after submission of a certificate from a registered land surveyor certifying that bound monuments have been accurately installed.

Submitted by: Planning Board

Read by: Jeffrey R. Peduzzi

Vote: Passed

Report of Planning Board is attached. Read by Jeffrey R. Peduzzi

STM ARTICLE 18:

I move that the Town Take No Action on Article 18.

Article 18 read: To see if the Town vote to authorize the Townsend Public Library Revolving Account in accordance with M.G L. Chapter 44, Section 53E ½, to which will be credited revenues collected from fines and book replacement costs at the Townsend Public Library, which funds will be expended for the purchase of "lending" materials such as books, movies and A/V materials at the Townsend Public Library to be authorized by the Board of Library Trustees, of which expenditures shall not exceed \$3,500.00 in FY 12.

Submitted by: Library Trustees

Read by: Stacy Shuttler

Vote: Passed to take no action

STM ARTICLE 19:

I move that the Town vote to amend the General Bylaws by inserting the following Chapter 29,

Animal Care Program, or take any other action in relation thereto.

Animal Care Program

If an animal requires immediate veterinary care while in the care and custody of the Town, the Animal Control Officer or his/her designee will make reasonable efforts to contact the animal's owner. If the owner cannot be contacted and the Animal Control Officer determines, in consultation with a veterinarian, that immediate veterinary treatment is necessary, the Animal Control Officer may order such treatment be provided. The owner of the animal shall be responsible for reimbursing the Town for such treatment, in addition to the costs of daily care of the animal while in custody of the Town. Such funds shall be paid into the Animal Care Program Revolving Fund.

Submitted by: Police Chief

Read by: Police Chief Erving Marshall

Vote: Passed

STM ARTICLE 20:

I move that the Town vote to amend Section 28-2.F of the DOG BYLAW by inserting the following subsection 1, or take any other action in relation thereto.

If a dog requires immediate veterinary care while in the custody of the Town, the Animal Control Officer or his/her designee will make reasonable efforts to contact the dog's owner. If the owner cannot be reached and the Animal Control Officer determines, with the advice of a veterinarian, that immediate veterinary treatment is necessary, the Animal Control Officer may order such

treatment be provided. The owner of the dog shall be responsible for reimbursing the Town for such treatment, in addition to the above fees. Reimbursement for veterinary care shall be paid into the Animal Care Program Revolving Fund.

Submitted by: Police Chief

Read by: Police Chief Erving Marshall

Vote: Passed Unanimous

STM ARTICLE 21:

I move that the Town vote to amend Section 28-2.G of the Townsend Code, Dogs, by deleting its existing language in its entirety and inserting new language as follows to provide for the citation of violators through non-criminal disposition pursuant to G.L. c.40 §21D and Section 1-1 of the Townsend Code:

Existing Language to Be Deleted:

Any owner found in violation of any of the provisions of the by-law shall be guilty of a misdemeanor, and upon conviction thereof shall be punishable by a fine in accordance with the following schedule or any other schedule permitted by law: first offense: \$25; second offense: \$35; third and subsequent offenses in any twelve-month period: \$50.

New Language to Be Inserted:

Any owner found in violation of any of the provisions of the by-law may be fined in accordance with the following schedule:

- a. First offense: \$25;
- b. Second offense: \$35;
- c. Third and subsequent offenses: \$50.

Submitted by: Police Chief

Read by: Police Chief Erving Marshall

Vote: Passed Unanimous

STM ARTICLE 22:

I move that the Town vote to amend Section 1-1.E of the Townsend Code to add new language, as underlined, and delete language, as stricken, below:

E. Dogs, Animals - § 28-5

- (1) Enforcing officers:
 - (a) Townsend Police.
 - (b) Animal Control Officer.
- (2) Fine schedule:
 - (a) First offense: \$25;
 - (b) second offense: \$35;
 - (c) third and subsequent offenses: \$50.

Submitted by: Police Chief

Read by: Police Chief Erving Marshall

Vote: Passed Unanimous

STM ARTICLE 23:

I move that the Town vote to authorize the Animal Care Program Revolving Account in accordance with M.G.L. Chapter 44, Section 53E½, to which will be credited fees and other receipts collected from pet owners of animals requiring emergency medical treatment while in the care and custody of the Town of Townsend, which shall be expended for board, care and veterinary expenses associated with animals found abandoned or injured within the Town, said expenditures to be authorized by the Animal Control Officer, of which expenditures shall not exceed \$10,000.00 in FY 12.

Submitted by: Police Chief

Read by: Police Chief Erving Marshall

Vote: Passed

STM ARTICLE 24:

I move that the Town vote to amend Section 112-14 of the Townsend Code, Unregistered Motor Vehicles, by deleting the existing subsection E which reads:

E. The Board of Selectmen shall enforce this section. No other Town official shall have the

authority to enforce the section. No other Town official shall investigate any potential violations. Upon written complaint to the Board of Selectmen a designated member of the Board shall perform a site inspection and investigation and shall report his findings to the Board in writing. The report shall contain the vehicle(s) identification number(s) and the property address on which the vehicle(s) is located. If the report finds that the vehicle(s) is in violation of this section, the Board of Selectmen shall send a certified letter to the owner of the land, on which said vehicle(s) is parked, and the property owner will have 30 days to remove said vehicle. Whoever violates any provisions of this section of the Townsend General Bylaws shall be liable for a penalty of \$100 per day for each day of violation. Violations will be calculated from the date of the certified mailing. No penalty will be assessed if the vehicle(s) is removed within 30 days and there are no subsequent violations on the same property.

And inserting a new subsection E which reads:

E. The Board of Selectmen or its designee shall enforce this section. The enforcing authority shall give written notice of any violation of this chapter to the person committing the violation. Thirty days after receipt of such notice of violation, the person receiving the notice shall be liable to a penalty of \$100 for each separate offense. Each day of a continuing violation shall constitute a separate offense.

Submitted by: Board of Selectmen

Read by: Nicholas Thalheimer

After much debate on the floor an amended motion read by Carolyn Smart to Take No Action on Article 24 was voted.

Vote: Passed to take no action

STM ARTICLE 25:

I move to Take No Action on Article 25.

Article 25 reads: To see if the Town will vote to appropriate or transfer from Enterprise Surplus revenues to Account No. 061-001-5110 Salary & Wages - Operations Staff the amount of \$136.00

and authorize the Board of Water Commissioners to use said amount plus available funds of \$1,044.00 to pay an employee for acquiring additional certification in water distribution as a Massachusetts Drinking Water Operator as previously approved and appropriated at the Annual Town Meeting held on May 4, 2010, Article 15.

Submitted by: Water Department

Read by: Paul Rafuse

Vote: Passed to Take No Action

As the hours were ticking by, Niles Busler asked the Moderator if the floor could vote on Articles 26, 28 and 29 together. It was presented to the floor and they agreed to vote on the articles together.

*I move to Take No Action On Articles 26, 28, and 29.

Submitted by: Water Dept.

Read by: Niles Busler

Vote: Passed to Take No Action

STM ARTICLE 26:

I move that the Town vote to appropriate or transfer from Enterprise Surplus revenues the sum of \$_____ for the purpose of purchasing water meters, software, and related equipment in order to upgrade meter reading capabilities, including all incidental and related expenses.

Submitted by: Water Department

Read by: * see above

Vote: TNA

STM ARTICLE 27:

I move that the Town vote to appropriate or transfer from Enterprise Surplus revenues to Account No. 061-500-5020 the sum of **\$60,000** for the purpose of purchasing and installing a tank mixing system, including all incidental and related expenses.

Submitted by: Water Department

Read by: Paul Rafuse

Vote: Passed

STM ARTICLE 28:

I move that the Town vote to appropriate or transfer from Enterprise Surplus revenues the sum of \$_____ for the purpose of installing a Supervisory Control and Data Acquisition (SCADA) system, including all incidental and related expenses.

Submitted by: Water Department

Read by: *see above

Vote: TNA

STM ARTICLE 29:

I move that the Town vote to amend the Capital Planning By-law section 14-1, paragraph C. the first sentence which reads;

All officers, department, boards and committees, shall, by December 1 of each year, give to the

Committee, information concerning all capital projects, programs, improvements, and acquisitions anticipated as necessary during the next five (5) years.

And replace with;

All officers, department, boards and committees, excluding for the Water Department shall, by December 1 of each year, give to the Committee, information concerning all capital projects, programs, improvements, and acquisitions anticipated as necessary during the next five (5) years.

Submitted by: Water Department

Read by: * see above

Vote: TNA



Office of
THE PLANNING BOARD
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jhollows@townsend.ma.us

Jeffrey R. Peduzzi, Chairman Karen M. Coughlin, Vice-Chairman Chris Jones, Clerk
Gerald B. Coughlin, Member Gini L. King, Member Julie Johnson, Associate

DATE: November 7, 2011

TO: Special Town Meeting
November 15, 2011

FROM: Planning Board

SUBJECT: Report to Town Meeting: Proposed Zoning Amendments
Article 12

cc: Town Clerk

In accordance with G.L. Ch 40A, Section 5, the Planning Board held a public hearing on Monday, October 3, 2011 to review a proposed Zoning Bylaw Amendment submitted by the Energy Committee to add Article XVI, Renewable/ Alternative Energy, §. 145-86 Ground-Mounted Solar Energy District.

The Planning Board voted to unanimously recommend adoption for the following reasons:

- 1) Creating a Ground-Mounted Solar Energy District is the Town's first step toward achieving a "Green Communities" designation and becoming eligible for State Grants which will then be invested in renewable/alternative energy initiatives.
- 2) Although solar facilities would be permitted "as of right" on designated parcels only within a "Ground-Mounted Solar Energy District, projects would be subject to a Site Plan Review to allow oversight and ensure compliance with standards for location, construction, operation, monitoring, modification and removal of installations that address public safety and minimize impacts on scenic, natural and historic resources.
- 3) Projects would be subject to setback requirements for the underlying zoning districts which will minimize impact to abutters.



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Jeffrey R. Peduzzi, Chairman **Karen M. Coughlin, Vice-Chairman** **Chris Jones, Clerk**
Gerald B. Coughlin, Member **Gini L. King, Member** **Julie Johnson, Associate**

DATE: November 7, 2011

TO: Special Town Meeting
November 15, 2011

FROM: Planning Board

SUBJECT: Report to Town Meeting: Proposed Zoning Amendments
Articles 13

cc: Town Clerk

In accordance with G.L. Ch 40A, Section 5, the Planning Board held a public hearing on Monday, October 3, 2011 to review a proposed Zoning Bylaw Amendment submitted by the Energy Committee to add Article IX §145-42, Section B. (1) (d), to exempt solar projects within the Ground-Mounted Solar Energy District from a Special Permit requirement.

The Planning Board voted to unanimously recommend adoption because the amendment will bring the Townsend Zoning Bylaws into compliance with provisions of the Massachusetts Green Communities Act by adding an exemption to requirements for a special permit when Ground-Mounted Solar Energy Facilities are constructed within a Ground-Mounted Solar Energy District.



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Jeffrey R. Peduzzi, Chairman Karen M. Coughlin, Vice-Chairman Chris Jones, Clerk
Gerald B. Coughlin, Member Gini L. King, Member Julie Johnson, Associate

DATE: November 7, 2011

TO: Special Town Meeting
November 15, 2011

FROM: Planning Board

SUBJECT: Report to Town Meeting: Proposed Zoning Amendments
Article 15

cc: Town Clerk

In accordance with G.L. Ch 40A, Section 5, the Planning Board held a public hearing on Monday, October 3, 2011 to review a proposed Zoning Bylaw Amendment submitted by the Planning Board to amend Article XI §145-65 of the Zoning Bylaws, by adding Section G. regarding the duration of Special Permits.

The Planning Board voted to unanimously recommend adoption for the following reason(s):

- (1) The amendment will bring the Townsend Zoning Bylaws governing Special Permits into compliance with Mass General Law Ch. 40A, §9.
- (2) The language is based upon the recommendation of Town Counsel, Kopelman and Paige, and is considered a “housekeeping” item.



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Jeffrey R. Peduzzi, Chairman Karen M. Coughlin, Vice-Chairman Chris Jones, Clerk
Gerald B. Coughlin, Member Gini L. King, Member Julie Johnson, Associate

DATE: November 7, 2011
TO: Special Town Meeting
November 15, 2011
FROM: Planning Board
SUBJECT: Report to Town Meeting: Proposed Zoning Amendments
Article 16
cc: Town Clerk

In accordance with G.L. Ch. 40A, Section 5, the Planning Board held a public hearing on Monday, October 3, 2011 to review a proposed Zoning Bylaw Amendment submitted by the Planning Board to amend Article VI, §145-26 Residential Districts by adding A. (10) (b) (1) Agricultural Uses to allow Commercial Uses pursuant to G.L. c 40A §3.

The Planning Board voted to unanimously recommend adoption for the following reason(s):

- (1) The amendment will clarify the Townsend Zoning Bylaws governing commercial “as of right” agricultural uses in residential districts pursuant to Mass General Laws Ch. 40A §3.
- (2) The language is based upon the recommendation of Town Counsel, Kopelman and Paige, and is considered a “housekeeping” item.



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Jeffrey R. Peduzzi, Chairman Karen M. Coughlin, Vice-Chairman Chris Jones, Clerk
Gerald B. Coughlin, Member Gini L. King, Member Julie Johnson, Associate

DATE: November 7, 2011
TO: Special Town Meeting
November 15, 2011
FROM: Planning Board
SUBJECT: Report to Town Meeting: Proposed Zoning Amendments
Article 17
cc: Town Clerk

In accordance with G.L. Ch. 40A, Section 5, the Planning Board held a public hearing on Monday, October 3, 2011 to review a proposed Zoning Bylaw Amendment submitted by the Planning Board to amend Article IX, §145-39 Open Space Preservation Development (OSPD), E. (4) (i) to edit requirements for installation of monuments to delineate open space within developments.

The Planning Board voted to unanimously recommend adoption for the following reason:

Based on current industry standards, the amendment will update requirements for the size and placement of granite monuments required to mark open space boundaries within an Open Space Preservation Development.

BOARD OF REGISTRARS

This year was a light year for the Registrars in terms of Voter Registration enrollment days and evenings. We had three, one for the Annual Election, Spring Town Meeting, and Fall Town Meeting. We were busy with the census, entering the information gathered by our phone Crews.

Our population was down but, by the end of the year we added a few new residents and voters to our lists. By year end we had 8908 residents with 6032 voters. The year ahead is a busy one with at least four elections and our Town Meetings. We will be preparing for the Presidential Election to be held at the High School, as we did in 2008.

Nomination papers for the State offices will also keep us very busy certifying signatures. We will be watching to see if the election laws change to require voter ID's for all voters and the elimination of the check-out table, which has been talked about for a couple of years.

Things are always changing in the area of elections. We will continue to do our best to keep the public informed of voting changes that effect them.

Respectfully submitted by:

Amy Collins

Claire Devine

Catherine Thrasher

Susan A. Funaiole, ex-officio

MIS DIRECTOR

The Town's computer and network infrastructure continues to be reliable and is very inexpensive to maintain. The reliability rate is over 99.99% available, and this is very hard to achieve.

Almost all single-core processor computers have been upgraded to multi-core processors. In every case, this was accomplished by replacing the motherboard, memory and hard drive to bring the machine up to the latest technology.

All Town facilities which have computers and a local network are connected to the Town's Virtual Private Network (VPN).

The Comcast Internet connection has been performing very well.

The Board of Selectmen and Town Administration made the decision to use Virtual Towns and Schools for the Town's web presence. This transition will take some number of months to accomplish, and will be completed during the early part of 2012. The system allows departments to directly upload content to the web site, and each department will be responsible for their own web presence. Virtual Towns and Schools provides technical support and training for employees who are going to be dealing with the web site.

The Unix systems were upgraded to the latest version of FreeBSD.

The Town Email list continues to attract new users, and hundreds of residents are now signed up.

The property record on-line database has proven to be very popular. Over the 2011 year, more than 10,000 property record lookups were performed! These are actual record views, and not searches. Almost every property record in Town has been viewed. The system has proven to be highly reliable.

Budget wise, the Town continues to enjoy significant savings with respect to its IT infrastructure by using FreeBSD Unix and standard hardware for all of its firewalls, routers and most servers. We do not use outside services or consultants for all but one IT function (Virtual Towns and Schools) within Town Hall (property records, etc.) resulting in further significant savings.

The transition to Virtual Towns and Schools will increase the on-going M.I.S. budget by approximately \$4000 to \$5000 per year and is reflected in the Budget. It is expected that the additional expenditure will be offset, over time, by savings in other departments due to more Town "business" being conducted via the Web.

Respectfully submitted by,
Stephen Cloutier, *MIS Director*

BOARD OF ASSESSORS

As always, the Assessors Office has been a busy spot in Memorial Hall..... the year 2011 has been no exception. The Board of Assessors and its staff are responsible for the valuation of all real estate and personal property subject to taxation. Assessed valuations are based on "full and fair cash value" as of January 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 Niles Busler took over the chairman position. Laura Shifrin and John Whittemore 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

Niles Busler, Chairman
Laura Shifrin, Member
John Whittemore, Member

Janina Majeran - Administrative Assessor
Janet Leavitt - Property Inspector

Fiscal Year 2011 Assessments and Revenues by Major Property Class

Property Class	Levy Percent	Valuation by Class	Tax Rate	Tax Levy
Residential	91.1832	780,798,345	15.74	12,289,765.95
Commercial	4.2455	36,354,048	15.74	572,212.72
Industrial	2.1563	18,464,100	15.74	290,624.93
Personal Property	2.4150	20,679,710	15.74	325,498.64

Valuation and Tax History

Fiscal Year	Tax Rate	Valuation by Class	Accounts	Tax Levy	Change (%)
2011	15.74	856,296,203	4,064	13,478,102.24	1.9579
2010	15.31	863,440,319	4,048	13,219,271.28	2.1709
2009	13.64	948,561,960	4,058	12,938,385.33	3.9421
2008	13.44	926,166,205	4,071	12,447,673.80	9.1969
2007	12.47	914,136,694	4,093	11,399,284.55	3.6624
2006	12.25	897,676,676	4,026	10,996,539.28	2.6302
2005	13.52	792,508,637	4,004	10,714,716.78	8.1136

Fiscal Year 2011**Abstract of Assessments**

Property Class Code and Description	Accts	Class Valuation Avg.	Value
012 - 043 Mixed Use Properties	112	34,198,200	305,341
101 Residential Single Family	2795	688,112,300	246,194
102 Residential -Condominiums	272	22,268,800	81,870
104 Residential Two Family	43	10,274,100	238,932
105 Residential Three Family	11	3,159,000	287,182
Misc. Residential	17	4,134,100	243,182
111 - 125 Apartments	7	2,370,500	338,642
130 - 132, 106 Vacant Land	413	26,330,000	63,753
200 - 231 Open Space	0	-0-	-0-
300 - 393 Commercial	78	26,088,200	334,464
400 - 442 Industrial	16	17,750,500	1,109,406
501 - 506 Personal Property	184	20,679,710	112,390
600 - 821 Chapter 61, 61A, 61B	63	930,793	14,774
900 909 Exempt	195	130,388,700	668,660

New Growth Revenue

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

FINANCE COMMITTEE

The Finance Committee began the FY2012 budget process expecting close to level-funding due to the continuing economic problems facing the state, country and the world. In early spring, the Massachusetts Legislature agreed to level fund local aid for FY2012, allowing the town to vote the annual budget at the 5/3/11 Annual Town Meeting. A \$16.07 million dollar FY2012 budget approved in May did not include any raises for non-union town employees as the Wage and Classification Plan funded in late 2010 was not yet complete. At the Fall Special Town Meeting on 11/15/11, the town approved an additional \$78,000 to fund the recently completed classification plan for the second half of FY2012. The total budget approved for FY 2012 at the Annual Town Meeting in May and Special Town Meeting in November was about a one percent increase from FY2011. At the Fall Town Meeting, the Finance Committee also recommended and Town Meeting approved the addition of \$200,000 to build the Capital Stabilization Fund.

Even with level funding of local aid, the state's local aid budget for FY2012 was a 36% decrease from where it was at the end of FY2008, as the recession began. As communities across Massachusetts have cut projected expenses, it has become apparent that communities also have to examine sources of revenue beyond the state aid. On March 3rd, 2011 the 25 residents in attendance at a special Finance Committee Meeting agreed that the local-option meals tax, Unit-based (Pay As You Throw) pricing for trash disposal and adoption of the Community Preservation Act provided the best opportunity for bringing much-needed revenues to the town. Residents cautioned these would need to be addressed gradually with much education for the general public. Other sources of one-time revenue or smaller annual funds are forest cutting on town land and sales or more preferably, rental of unused town properties.

Participants suggested the town first adopt the Local Options Meals Tax which would increase the Meals Tax in Townsend from 6.25% to 7% with the additional .75% coming back to the town. Participants agreed it was a fair tax since if a person could afford to go out to eat or buy premade food, he or she could afford the few extra pennies associated with the tax. Residents did not expect the additional tax to drive business away from Townsend since Lunenburg was already charging the additional amount and New Hampshire has a much higher meals tax (9%). The November Special Town Meeting approved the Meals Tax which took effect January 1, 2012. The Finance Committee expects about \$70,000 in new revenue to the town each year because of the increase.

As the Finance Committee begins the FY2013 budget process, much uncertainty remains. While the recession has caused drastic cuts in local aid, it has also affected receipts of local revenues such as excise taxes and permit fees. In addition, Federal Stimulus funds which had provided North Middlesex School District (NMSD) some relief from the state cuts due to the recession are now ending. We expect NMSD will be seeking an operating override for FY2013 to meet their educational needs. In addition, North Middlesex High School needs to be replaced or majorly renovated.

The Finance Committee greatly appreciates the cooperation and support from the town employees and residents as our community has weathered the recession. We look forward to working cooperatively with all of you as we address the budget challenges ahead of us.

Respectfully submitted by,
Carolyn Sellars, on behalf of the Finance Committee

CAPITAL PLANNING COMMITTEE

2011 brought many challenges to the Capital Planning Committee. The 2011 Annual Town Meeting funded the FY12 CIP (Capital Improvement Plan) with the conceptual adoption of a five year capital plan.

The Committee met every week and on occasion twice per week during the budgeting season to roll out the CIP for approval at the Annual Town Meeting. The most difficult challenge was a shortage of needed funds for capital expenditures. The Committee met with the Board of Selectmen on more than one occasion to ask for the appropriation needed to get the Town Departments their critically needed equipment and vehicles.

The approved CIP did not fund all the requested items; however, the Committee was pleased to get the departments some of the most urgently needed capital requests.

Much to the Committee's disappointment not nearly enough funds were placed aside in the Capital Stabilization Account at the Fall Special Town Meeting. In order to prepare and fund a CIP for FY13, it is imperative that funds be transferred into the account. By not preparing, it will make next year a struggle for not only for the Capital Planning Committee but the Department Heads going through the process of outlining their critical capital needs. The Capital Planning Committee aspires to work proactively in conjunction with the Board of Selectmen and the Finance Committee to set forth a future plan to properly prepare for and finance the Town's critical needs for Capital expenditures.

The Capital Planning Committee continued its work throughout the summer months implementing policies in coordination with the Committee's Policies & Procedures manual. The policies adopted in 2011 include: Criteria Used to Evaluate Requests for Capital Purchases and Fuel Efficient Vehicles.

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 it was a pleasure meeting and working with them all.

Respectfully submitted by,
The Capital Planning Committee
Jed Coughlin, Chairman
Lorna Fredd, Vice-Chair
Carolyn Smart, Secretary
Andrea Wood, Member
Colin McNabb, Member
Bill Roberts, Member
Rick Oakley, Member

FY 12 CAPITAL PLAN - ARTICLE 18

DEPARTMENT	DESCRIPTION OF CAPITAL REQUEST	Funding Capital Stabilization	Funding Other	TOTAL
POLICE DEPT				
Roof Replacement	Roof to be stripped and replace Police Building	25,000		25,000
HVAC	Replace HVAC with high efficiency system	16,500		16,500
* Cruisers	Replacement Police Vehicle (s) 2		52,500	52,500
FIRE-EMS DEPT				
* Ambulance	Replace Ambulance 3 year lease/purchase		48,000	48,000
Air Filling Station	Replace with new station 3 year lease/purchase	17,056		17,056
Fire Chief Vehicle	Replace with new Ford Explorer - Fuel Efficient	34,456		34,456
FACILITIES				
* Memorial Hall	Repaint Building and re-glaze/paint all windows * (Project approved for \$50,000. see below)	35,000		35,000
HIGHWAY DEPT				
6 Wheel Dump Truck	Replace with used 6 Wheel Dump Truck	50,000		50,000
F450 Dump Truck	Replace with new F450 one-ton Dump Truck w/plow	45,000		45,000
Stainless Steel Sander Body	New Sander Body	15,000		15,000
Asphalt Hot Box	Asphalt Hot Box with tack sprayer	40,000		40,000
Superintendent's Vehicle	Replace Ford Escape Hybrid - Fuel Efficiency	32,538		32,538
TOTAL ALL DEPARTMENTS		310,550	100,500	411,050

* OTHER FUNDING SOURCES

52,500 Tax Levy

48,000 Ambulance Receipts

Additional funds for Memorial Hall Project to be used from the Capital Project Account 30-000-3210

TAX COLLECTOR/TREASURER

	Receipts	Disbursed	Notes	Balance
Beginning Balance 6.30.10				4,040,625
July 2010	1,386,086	4,587,603		839,108
August	2,751,198	1,055,334		2,534,972
September	594,552	871,266		2,258,258
October	670,076	607,582		2,320,752
November	3,195,664	2,651,096		2,865,320
December	2,288,770	1,708,828		3,445,262
January 2011	561,320	1,632,150		2,374,432
February	3,649,180	2,667,916		3,355,696
March	631,642	839,771		3,147,567
April	884,037	504,118		3,527,486
May	3,391,900	2,552,007		4,367,379
June	883,556	2,002,171		3,248,764
Balance Performance Bond	375,589.20			
Collective for Tax Title Accountants	222,792.40			

2012 Real Estate	6,089,796.60	1995 Motor Vehicle	15.00
2011 Real Estate	6,699,153.90		
2010 Real Estate	44,821.35		
2009 Real Estate	26,998.24		
2008 Real Estate	7,846.86		
2007 Real Estate	15,014.13		
2006 Real Estate	13,820.42		
2011 Personal Property	322,797.93		
2010 Personal Property	110.69		
2007 Personal Property	138.42	Pilot	2,000.00
		Interest on Taxes	76,436.15
2011 Motor Vehicle	866,637.45	CML	7,075.00
2010 Motor Vehicle	44,823.76	Bank Interest	1,480.26
2009 Motor Vehicle	5,289.35	RMV Non-renewal	7,980.00
2008 Motor Vehicle	1,513.55	Bank Charges	75.00
2007 Motor Vehicle	642.28	Demand & Warrant	19,065.00
2006 Motor Vehicle	22.33	Title V	28,168.50
2005 Motor Vehicle	130.00	Water Lien	2,177.75
2004 Motor Vehicle	59.06		
2003 Motor Vehicle	8.75		
2001 Motor Vehicle	47.50	TOTAL	14,284,145.23

Respectfully submitted by, Kathleen Rossbach, *Treasurer/Tax Collector*

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 eighth year as the Town Accountant. The continuing goal of this department is to process the information received from all other town departments in a timely and accurate manner to allow responsible parties to make informed operating decisions. This department continues to run smoothly. Free cash was certified on October 18, 2011 and the Schedule A state filing was submitted before the October 31st due date. I again assisted the assessing department with a timely filing of the tax recapitulation sheet.

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

The financial statements included in this report are unaudited for the year ending June 30, 2011. The audited financial statements for fiscal year 2010 are available at any time by contacting this office. The Town will soon be in the process of a financial statement audit for fiscal year 2011. There is no single audit requirement for FY11.

The Town continues to have a strong balance sheet and adhered to its operating budget in 2011 only spending 96.38%. Budgeted revenues exceeded actual revenues by \$23,490, which is unfavorable. The decrease is due to declining licenses and permits. Free cash as of July 1, 2011 was certified at \$388,687 for the general fund and \$397,502 for the water enterprise fund. \$134,525 of FY11 free cash has been used to support the Town in meeting financial goals for FY12. \$119,625 of those funds went toward supplementing the Town's capital stabilization fund.

The Town will again be fiscally challenged to meet rising costs for education assessments, energy, healthcare, and retirement. Most costs increase at a rate greater than the increase in revenues. The implementation of a local option meals tax for January 1, 2012 will help to increase available resources. 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 by,
Kimberley S. Fales CPA, CGA
Town Accountant

**TOWN OF TOWNSEND
COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2011**

ASSETS	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	WATER ENTERPRISE	TRUST FUNDS	AGENCY FUND	ACCOUNT GROUPS		LONG TERM OBLIGATIONS	GROUP TOTAL
							FIXED ASSETS	GENERAL		
Cash & Investments	\$ 1,048,642.28	\$ 2,960,378.99	\$ 177,737.37	\$ 845,684.14	\$ 588,719.93	\$ 263,296.41	\$ -	\$ -	\$ -	\$ 5,884,459.12
Personal Property Tax Prior	4,377.33	-	-	-	-	-	-	-	-	4,377.33
Personal Property Tax Current	3,377.18	-	-	-	-	-	-	-	-	3,377.18
Real Estate Tax Prior	223,000.34	-	-	-	-	-	-	-	-	223,000.34
Real Estate Tax Current	332,077.45	-	-	-	-	-	-	-	-	332,077.45
Provisions for Abate & Exemptions	(142,531.90)	-	-	-	-	-	-	-	-	(142,531.90)
Tax Liens Receivable	667,692.60	-	-	-	-	-	-	-	-	667,692.60
Special Conveyance Tax Current	-	-	-	-	-	-	-	-	-	-
Deferred Tax Receivable	25,096.09	-	-	-	-	-	-	-	-	25,096.09
Motor Vehicle Excise Tax Prior	34,104.35	-	-	-	-	-	-	-	-	34,104.35
Motor Vehicle Excise Tax Current	111,569.02	-	-	-	-	-	-	-	-	111,569.02
Dept. Accounts Rec. Ambulance	137,205.67	-	-	-	-	-	-	-	-	137,205.67
Water User Charges Receivable	-	-	-	72,369.75	-	-	-	-	-	72,369.75
Water Other Services Receivable	-	-	-	273.61	-	-	-	-	-	273.61
Water Lien Added to Taxes	-	-	-	-	-	-	-	-	-	-
Loans Receivable Title 5	-	270,222.59	-	-	-	-	-	-	-	270,222.59
Betterments Receivable Title 5	-	172.20	-	-	-	-	-	-	-	172.20
Due (To)/From Government Entity	(772.50)	-	12,595.31	577.08	-	-	-	-	-	12,399.89
Due (To)/From Other Funds	-	(3,700.00)	-	-	3,700.00	-	-	-	-	-
Prepaid Expenditures	2,600.87	-	-	64.00	-	-	-	-	-	2,664.87
Land	-	-	-	-	-	-	-	-	-	-
Buildings & Improvements	-	-	-	-	-	-	-	-	-	-
Accum Dep'r Buildings & Improv	-	-	-	-	-	-	4,063,917.00	-	-	4,063,917.00
Machinery, Equipment, Vehicles	-	-	-	-	-	-	25,774,656.03	-	-	25,774,656.03
Accum Dep'r Mch'Equip & Vehicles	-	-	-	-	-	-	(3,454,044.00)	-	-	(3,454,044.00)
Infrastructure	-	-	-	-	-	-	6,237,342.15	-	-	6,237,342.15
Accum Dep'r Infrastructure	-	-	-	-	-	-	(4,244,759.00)	-	-	(4,244,759.00)
Construction in Progress	-	-	-	-	-	-	11,856,106.22	-	-	11,856,106.22
Art & Historical Treasures	-	-	-	-	-	-	(4,109,047.00)	-	-	(4,109,047.00)
Amt. Prov. For Landfill Monitoring Costs	-	-	-	-	-	-	49,359.87	-	-	49,359.87
Amt. Prov. for Retirement of Obligations	-	-	-	-	-	-	55,200.00	-	707,900.00	55,200.00
	-	-	-	-	-	-	-	-	707,900.00	707,900.00
	-	-	-	-	-	-	-	-	5,598,823.83	5,598,823.83
TOTAL ASSETS										
	\$ 2,446,438.78	\$ 3,227,073.78	\$ 190,332.68	\$ 921,001.88	\$ 592,419.93	\$ 263,296.41	\$ 36,228,731.27	\$ -	\$ 6,306,723.83	\$ 50,176,018.56
LIABILITIES & FUND EQUITY										
Warrants Payable	-	-	-	-	-	-	-	-	-	-
Insurance Receipts Payable	-	19,548.22	-	17,109.94	6,618.51	-	-	-	-	156,108.77
Employee Withholdings Payable	-	-	-	1,453.88	-	-	-	-	-	1,453.88
Contract Retainer Payable	-	-	-	-	-	(86.42)	-	-	-	(86.42)
Taxes Paid in Advance	10,031.03	-	-	-	-	-	-	-	-	-
Water User Charges Paid in Advance	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	-	-	-	-	-	-	-	-	-	-
Deferred Revenue Property Tax	355,687.23	-	12,595.31	1,245.78	-	-	-	-	-	10,031.03
Deferred Revenue Tax Liens	667,692.60	-	-	74,960.13	-	-	-	-	-	1,245.78
Deferred Revenue Special Conveyance	-	-	-	273.61	-	-	-	-	-	87,575.44
Deferred Revenue Deferred Tax	25,096.09	-	-	-	-	-	-	-	-	355,687.23
Deferred Revenue Motor Vehicle	145,673.37	-	-	-	-	-	-	-	-	667,966.21
Deferred Revenue Dept. Receivable	137,205.67	-	-	-	-	-	-	-	-	-
Deferred Revenue Loans Rec.	-	270,222.59	-	-	-	-	-	-	-	25,096.09
Deferred Revenue Betterments	-	172.20	-	-	-	-	-	-	-	145,673.37
Interest Payable	-	402.93	-	-	-	-	-	-	-	137,205.67
Performance Security Deposit Payable	-	3,600.00	-	3,167.53	-	263,382.83	-	-	-	270,222.59
Bonds Payable	-	-	-	-	-	-	-	-	5,508,210.50	172.20
Notes Payable	-	-	-	-	-	-	-	-	5,508,210.50	402.93
Post Closure Landfill Obligations	-	-	-	-	-	-	-	-	90,613.33	270,150.36
	-	-	-	-	-	-	-	-	707,900.00	5,508,210.50
TOTAL LIABILITIES										
	\$ 1,454,218.09	\$ 293,945.94	\$ 12,595.31	\$ 98,230.87	\$ 6,618.51	\$ 263,296.41	\$ -	\$ -	\$ 6,306,723.83	\$ 8,435,628.96
FUND EQUITY										
Reserve (Deficit) for Encumbrances	\$ 84,532.00	\$ 727,111.67	\$ 177,737.37	\$ 48,570.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,839.47
Reserve for Expenditures	7,500.00	-	-	-	-	-	-	-	-	734,611.67
Reserve for Continued Appropriations	215,032.99	-	-	367,022.41	-	-	-	-	-	582,055.40
Reserve for Prepaid Expenses	2,600.87	-	-	64.00	-	-	-	-	-	2,664.87
Reserve for Bond Premium	37,042.43	-	-	-	-	-	-	-	-	37,042.43
Reserve for Special Purposes	31,288.65	839,296.24	-	9,612.43	333,723.31	-	-	-	-	1,213,920.63
Investment in General Fixed Assets	-	-	-	-	-	-	36,228,731.27	-	-	36,228,731.27
Undesignated Fund Balance	614,223.75	1,366,719.93	-	397,502.07	252,078.11	-	-	-	-	2,630,523.86
	-	-	-	-	-	-	-	-	-	-
TOTAL FUND EQUITY										
	\$ 992,220.69	\$ 2,933,127.84	\$ 177,737.37	\$ 822,771.01	\$ 585,801.42	\$ -	\$ 36,228,731.27	\$ -	\$ -	\$ 41,740,389.60
TOTAL LIABILITIES & FUND EQUITY										
	\$ 2,446,438.78	\$ 3,227,073.78	\$ 190,332.68	\$ 921,001.88	\$ 592,419.93	\$ 263,296.41	\$ 36,228,731.27	\$ 6,306,723.83	\$ -	\$ 50,176,018.56

STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2010 - JUNE 30, 2011

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
TAXES			
Personal Property Tax-Prior	\$ -	\$ 277.25	\$ 277.25
Personal Property Tax-Curr.	325,498.64	321,477.47	(4,021.17)
Real Estate - Prior	-	180,721.19	180,721.19
Real Estate - Current	13,152,603.60	12,701,612.46	(450,991.14)
Payment In Lieu Of Taxes	2,000.00	2,000.00	-
Tax Liens Receivable	-	190,002.56	190,002.56
Motor Vehicle Excise-Prior	-	161,487.64	161,487.64
Motor Vehicle Excise-Curr.	890,000.00	736,393.65	(153,606.35)
Room Occupancy Tax	-	2,857.27	2,857.27
Special Conveyance	-	-	-
Forest Product Tax	-	144.68	144.68
Payments After Abatements	-	671.21	671.21
TOTAL TAX REVENUE	14,370,102.24	14,297,645.38	(72,456.86)
INTEREST & PENALTIES			
Interest on Property Tax	44,000.00	44,577.18	577.18
Interest on Motor Vehicle	6,000.00	6,943.63	943.63
Interest on Tax Liens	-	31,064.84	31,064.84
Interest on Invest - Treasurer	14,000.00	13,437.39	(562.61)
Interest on Invest - Collector	1,000.00	1,462.05	462.05
TOTAL INTEREST REVENUE	65,000.00	97,485.09	32,485.09
TAX COLLECTOR FEES	20,000.00	18,570.00	(1,430.00)
LICENSES & PERMITS			
Entertainment	200.00	400.00	200.00
Common Victullar	500.00	625.00	125.00
Used Car	500.00	800.00	300.00
Alcoholic	7,000.00	8,632.95	1,632.95
Driveway Permits	400.00	225.00	(175.00)
Dog Licenses	7,000.00	5,883.00	(1,117.00)
Marriage Intentions	500.00	570.00	70.00
Raffle Permits	-	80.00	80.00
Gasoline Permits	-	70.00	70.00
ZBA Special Permits	300.00	600.00	300.00
Pistol Permits Class A/B License	800.00	3,162.50	2,362.50
FID Card Class C/D License	200.00	725.00	525.00
Oil & Wood Burner Permits	1,400.00	1,600.00	200.00
Fuel Storage Permits	1,000.00	1,400.00	400.00
Burning Permits	8,000.00	5,270.00	(2,730.00)
Blasting Permits	-	-	-
Tank Removal Permits	-	100.00	100.00
Sprinkler Permit	-	50.00	50.00

STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2010 - JUNE 30, 2011

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
Septic & Well Permits	3,000.00	1,425.00	(1,575.00)
Food and Tobacco Permits	400.00	345.00	(55.00)
Weights & Measurers	1,000.00	1,080.00	80.00
Building Permits	60,000.00	36,021.60	(23,978.40)
Gas & Oil Permits	4,500.00	4,992.00	492.00
Plumbing Permits	7,000.00	6,584.00	(416.00)
Electrical Permits	13,000.00	11,430.00	(1,570.00)
TOTAL LICENSE REVENUE	116,700.00	92,071.05	(24,628.95)
FEES AND CHARGES FOR SERVICES			
SELECTMEN			
Memorial Hall Rent	-	390.00	390.00
Rental Income	24,000.00	26,319.43	2,319.43
Cable TV Fees	-	1,203.00	1,203.00
Other	1,500.00	2,062.54	562.54
ASSESSORS			
Passport Fees	-	975.00	975.00
Other	500.00	338.00	(162.00)
TOWN CLERK			
Dog License Fees	700.00	2,407.00	1,707.00
Dog License Fines	400.00	2,120.00	1,720.00
Street Listings	100.00	275.00	175.00
Vital Statistics	2,000.00	2,920.00	920.00
Business Certificates	900.00	895.00	(5.00)
Passport Fees	4,500.00	5,570.00	1,070.00
Wildlife Fees	400.00	458.20	58.20
Marajuana Citation Fines	2,000.00	2,400.00	400.00
Other	100.00	239.90	139.90
TAX COLLECTOR			
Municipal Liens	4,000.00	7,125.00	3,125.00
Registry of M V Fees	6,700.00	6,300.00	(400.00)
Other	-	280.41	280.41
TREASURER			
Tax Title Redemptions	100.00	1,425.00	1,325.00
Tax Title Legal Fees	-	426.46	426.46
Other	-	-	-
CONSERVATION COMMISSION			
Public Hearing Fees	1,500.00	274.42	(1,225.58)
Fines & Violations	2,000.00	142.50	(1,857.50)

STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2010 - JUNE 30, 2011

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
PLANNING BOARD			
ANR Filing Fee	1,500.00	950.00	(550.00)
Site Plan Review Fee	-	-	-
Prelim / Defin Subdivision Filing Fee	-	-	-
Open Space Pres Devel Filing Fee	-	-	-
Rules & Regulations	-	-	-
Miscellaneous	-	-	-
ZONING BOARD OF APPEALS			
Variance Filing fees	200.00	150.00	(50.00)
Miscellaneous	-	-	-
POLICE DEPARTMENT			
Accident Reports	900.00	995.50	95.50
Sp. Detail Surcharge	7,000.00	8,921.58	1,921.58
Court Restitution	7,000.00	1,917.96	(5,082.04)
DOT Fines - Moving Violations	3,000.00	-	(3,000.00)
Other	-	1,275.00	1,275.00
TREE WARDEN	-	-	-
PARKING CLERK	300.00	195.00	(105.00)
FIRE DEPARTMENT			
Fire reports	-	40.00	40.00
Smoke Alarm	5,500.00	3,600.00	(1,900.00)
Alarm Applications	-	300.00	300.00
Court Restitution	-	-	-
Other	100.00	218.90	118.90
COMMUNICATION ALARMS	900.00	-	(900.00)
HIGHWAY	-	924.80	924.80
HEALTH & SANITATION			
Other	1,000.00	86.00	(914.00)

STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2010 - JUNE 30, 2011

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
LIBRARY			
Fines and Fees	1,500.00	3,495.76	1,995.76
Other	-	-	-
	<hr/>		
TOTAL FEE REVENUE	80,300.00	87,617.36	7,317.36
COURT FINES	16,000.00	10,517.50	(5,482.50)
STATE RECEIPTS			
Abate - Elderly	12,550.00	11,044.00	(1,506.00)
Chapter 70 Education	-	-	-
Add'l Polling Hours	-	1,774.00	1,774.00
Abate - Blind/Vets/Spouse	28,415.00	58,002.00	29,587.00
Veteran Benefits	15,380.00	11,141.00	(4,239.00)
General Aid	1,111,624.00	1,111,624.00	-
State Owned Land	174,842.00	174,842.00	-
Quinn Bill/Police Career Inct.	5,701.00	6,045.02	344.02
State Assessments	(70,318.00)	(70,898.00)	(580.00)
	<hr/>		
TOTAL STATE RECEIPTS	1,278,194.00	1,303,574.02	25,380.02
OTHER RECEIPTS			
Legal Settlement	-	6.79	6.79
Sale of Fixed Asset	-	1,011.00	1,011.00
Bond Premiums	-	5,123.55	5,123.55
	<hr/>		
TOTAL REVENUE RECEIVED	15,946,296.24	15,913,621.74	(32,674.50)
INTERFUND TRANSFERS			
Government Access	21,800.00	21,800.00	-
Receipts Reserved for Approp	344,279.00	344,279.00	-
COA Grant	-	20,594.28	20,594.28
Water Enterprise	152,500.00	139,460.40	(13,039.60)
Other	-	1,629.60	1,629.60
	<hr/>		
TOTAL INTERFUND TRANSFERS	518,579.00	527,763.28	9,184.28
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TOTAL RECEIPTS	\$ 16,464,875.24	\$ 16,441,385.02	\$ (23,490.22)
	<hr/>		

RECONCILIATION OF UNDESIGNATED FUND BALANCE

JUNE 30, 2011

BEGINNING BALANCE 07/01/10	\$	1,347,840.03
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INCREASES TO FUND BALANCE

REVERSE PY F/B RESERVED FOR CONT APPROP	170,399.97
REVERSE PY F/B RESERVED FOR EXPENDITURES	443,197.00
REVERSE PY F/B RESERVED FOR ENCUMBRANCES	19,236.78
REVERSE PY F/B RESERVED FOR PREPAID EXP	2,953.57
REVERSE PY F/B RESERVED FOR REDC OF DEBT	207.18
REVERSE PY F/B RESERVED FOR BOND PREMIUMS	3,677.06
REVENUE RECEIVED	15,908,498.19
REVENUE - NET BOND PREMIUMS RECEIVED	38,488.92
OTHER FINANCING SOURCES	527,763.28

DECREASES TO FUND BALANCE

RESERVE FREE CASH FOR NEXT FISCAL YEAR	(7,500.00)
ESTABLISH F.B. RESERVE FOR CONTINUED APPROP.	(215,032.99)
ESTABLISH F.B. RESERVE FOR ENCUMBRANCES	(84,532.00)
ESTABLISH F.B. RESERVE FOR PREPAID EXPEND.	(2,600.87)
ESTABLISH F.B. RESERVE FOR REDUC OF DEBT SVS	(31,175.49)
ESTABLISH F.B. RESERVE FOR BOND PREMIUMS	(37,042.43)
EXPENDITURES	(17,470,154.45)
OTHER FINANCING USES	

ENDING BALANCE 06/30/11	\$	614,223.75
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RESERVE FOR BOND PREMIUM FUND BALANCE, BEG	3,677.06
NET BOND PREMIUMS RECEIVED THIS YEAR	38,488.92
AMORTIZATION OF BOND PREMIUMS	(5,123.55)
RESERVE FOR BOND PREMIUM FUND BALANCE, END	37,042.43

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-11

GENERAL LEDGER ACCOUNT 24-191-3191-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					0.60
JULY	0.00	0.00	0.00	0.00	0.60
AUGUST	900.00	0.00	0.00	900.00	900.60
SEPTEMBER	950.00	0.00	0.00	950.00	1,850.60
OCTOBER	100.00	0.00	0.00	100.00	1,950.60
NOVEMBER	350.00	0.00	-600.43	-250.43	1,700.17
DECEMBER	536.00	0.00	0.00	536.00	2,236.17
JANUARY	465.00	0.00	-67.60	397.40	2,633.57
FEBRUARY	485.00	0.00	0.00	485.00	3,118.57
MARCH	370.00	0.00	-449.50	-79.50	3,039.07
APRIL	450.00	0.00	0.00	450.00	3,489.07
MAY	225.00	0.00	-70.73	154.27	3,643.34
JUNE	300.00	0.00	-287.00	13.00	3,656.34
TOTALS	5,131.00	0.00	-1,475.26	3,655.74	
	Total Expended		-1,475.26		

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: FIRE ALARM MAINTENANCE

SPENDING AUTHORIZATION FROM TOWN MEETING \$ 3,000.00

ADDITIONAL AUTHORIZATION FROM BOS & FINCOM \$ 6,000.00

DATE: 30-Jun-11

GENERAL LEDGER ACCOUNT 24-220-3300-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					500.00
JULY	1,800.00	0.00	0.00	1,800.00	2,300.00
AUGUST	900.00	0.00	0.00	900.00	3,200.00
SEPTEMBER	300.00	-400.48	-221.25	-321.73	2,878.27
OCTOBER	581.86	-175.00	-76.08	330.78	3,209.05
NOVEMBER	0.00	-1,499.60	0.00	-1,499.60	1,709.45
DECEMBER	1,210.33	-128.12	-1,551.72	-469.51	1,239.94
JANUARY	300.00	-300.00	0.00	0.00	1,239.94
FEBRUARY	0.00	0.00	0.00	0.00	1,239.94
MARCH	0.00	-439.77	-9.86	-449.63	790.31
APRIL	772.12	-364.62	-1,252.34	-844.84	-54.53
MAY	7,516.13	-619.82	0.00	6,896.31	6,841.78
JUNE	800.00	0.00	-10.28	789.72	7,631.50
TOTALS	14,180.44	-3,927.41	-3,121.53	7,131.50	
	Total Expended		-7,048.94		

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-11

GENERAL LEDGER ACCOUNT

24-491-3491-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					35,950.07
JULY	1,280.00	-1,096.20	-16.95	166.85	36,116.92
AUGUST	1,775.00	-2,510.82	-0.23	-736.05	35,380.87
SEPTEMBER	1,080.00	-1,472.04	-4,096.20	-4,488.24	30,892.63
OCTOBER	3,470.00	-2,093.22	-1,668.83	-292.05	30,600.58
NOVEMBER	1,410.00	-1,733.04	-267.81	-590.85	30,009.73
DECEMBER	1,825.00	-1,706.94	-0.05	118.01	30,127.74
JANUARY	2,700.00	-1,211.04	-604.66	884.30	31,012.04
FEBRUARY	800.00	-1,064.88	-253.66	-518.54	30,493.50
MARCH	2,400.00	-1,858.32	-557.37	-15.69	30,477.81
APRIL	1,625.00	-1,049.22	-1,765.72	-1,189.94	29,287.87
MAY	1,800.00	-2,703.96	-1,219.08	-2,123.04	27,164.83
JUNE	1,777.50	-605.52	-125.45	1,046.53	28,211.36
TOTALS	21,942.50	-19,105.20	-10,576.01	-7,738.71	
	Total Expended		-29,681.21		

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: BOARD OF HEALTH

SPENDING AUTHORIZATION FROM TOWN MEETING

\$ 18,000.00

ADDITIONAL SPENDING AUTHORIZATION

\$ 1,000.00

DATE: 30-Jun-11

GENERAL LEDGER ACCOUNT

24-520-3301-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					22,726.11
JULY	612.00	-311.50	-61.46	239.04	22,965.15
AUGUST	1,760.00	-206.10	-2,249.56	-695.66	22,269.49
SEPTEMBER	762.00	-272.92	-1,413.31	-924.23	21,345.26
OCTOBER	1,295.00	-316.16	-1,807.66	-828.82	20,516.44
NOVEMBER	895.00	-379.84	0.00	515.16	21,031.60
DECEMBER	742.00	-322.24	-3,466.33	-3,046.57	17,985.03
JANUARY	316.00	-286.52	-1,211.52	-1,182.04	16,802.99
FEBRUARY	205.00	-158.08	-164.61	-117.69	16,685.30
MARCH	215.00	-145.50	-1,173.89	-1,104.39	15,580.91
APRIL	959.00	-313.28	-1,140.48	-494.76	15,086.15
MAY	736.00	-715.12	-17.62	3.26	15,089.41
JUNE	1,041.00	-318.24	-1,919.44	-1,196.68	13,892.73
TOTALS	9,538.00	-3,745.50	-14,625.88	-8,833.38	
	TOTAL EXPENDED		-18,371.38		

SCHEDULE OF ACTIVITY IN SPECIAL REVENUE REVOLVING FUNDS

FOR: RECREATION MGL CH44 SEC 53E1/2
 DATE: 30-Jun-11
 AUTHORIZED EXPENDITURES: \$ 52,000.00
 ADD'L AUTHORIZED EXPENDITURES: \$ -
 GENERAL LEDGER ACCOUNT 24-655-3001-000

MONTH	RECEIPTS	PAYROLL EXPENDED	OTHER EXPENDED	NET ACTIVITY	BALANCE
BEGINNING					96,701.30
JULY	10,426.00	-12,654.91	-1,891.14	-4,120.05	92,581.25
AUGUST	3,003.87	-8,401.98	-4,802.20	-10,200.31	82,380.94
SEPTEMBER	2,502.75	-1,071.00	0.00	1,431.75	83,812.69
OCTOBER	560.00	-856.80	-2,073.77	-2,370.57	81,442.12
NOVEMBER	1,234.00	-481.95	-400.48	351.57	81,793.69
DECEMBER	661.75	-904.35	-883.50	-1,126.10	80,667.59
JANUARY	2,828.25	-856.80	-387.98	1,583.47	82,251.06
FEBRUARY	870.00	-856.80	-1,600.32	-1,587.12	80,663.94
MARCH	838.00	-1,090.38	-140.06	-392.44	80,271.50
APRIL	1,861.00	-856.80	-883.08	121.12	80,392.62
MAY	3,452.00	-856.80	-513.46	2,081.74	82,474.36
JUNE	23,312.75	-5,174.10	-2,860.94	15,277.71	97,752.07
TOTALS	51,550.37	-34,062.67	-16,436.93	1,050.77	
	TOTAL EXPENDED		-50,499.60		

BALANCE SHEET - CAPTIAL PROJECTS JUNE 30, 2011

	Memorial Hall	Recycle Ctr Upgrade	Highway Imprv Ch 90	TOTALS
<u>ASSETS</u>				
Cash	\$18,791.99	\$104,506.11	\$ 54,439.27	\$177,737.37
Due From the Commonwealth	_____	_____	12,595.31	12,595.31
TOTAL ASSETS	\$ 18,791.99	\$ 104,506.11	\$ 67,034.58	\$ 190,332.68
	=====	=====	=====	=====
<u>LIABILITIES</u>				
Warrants Payable	-	-	-	-
Bond Anticipation Note Payable	-	-	-	-
Deferred Revenue	_____	_____	12,595.31	12,595.31
TOTAL LIABILITIES	_____	_____	12,595.31	12,595.31
<u>FUND BALANCES</u>				
Undesignated Fund Balance	-	-	-	-
Reserve for Encumbrances	18,791.99	104,506.11	54,439.27	177,737.37
TOTAL FUND BALANCES	18,791.99	104,506.11	54,439.27	177,737.37
TOTAL LIABILITIES AND FUND BALANCES	\$ 18,791.99	\$ 104,506.11	\$ 67,034.58	\$ 190,332.68
	=====	=====	=====	=====

WATER ENTERPRISE FUND - OPERATIONS

JULY 1, 2010 - JUNE 30, 2011

Retained Earnings Unreserved, beginning	\$ 170,929.33
Retained Earnings Reserved for Special Purposes, beginning	-
Retained Earnings Reserved for Encumbrances, beginning	-
Retained Earnings Reserved for Continued Appropriations, beginning	196,092.41
Retained Earnings Reserved for Back Flow Prevention, beginning	(531.46)
	<hr/>
	366,490.28

Revenues:

Water User Charges	\$ 1,031,212.25	
Other Service Charges	34,003.21	
Connection Fees	11,750.00	
Interest & Demands	11,967.53	
Other Miscellaneous	-	
Back Flow Prevention	6,854.50	
	<hr/>	
		1,095,787.49
		<hr/>
		1,462,277.77

Expenditures:

Salary and Wages	(218,235.94)	
Expenses	(223,080.54)	
Debt Service	(109,610.97)	
Back Flow Prevention	(6,850.00)	
	<hr/>	
		(557,777.45)

Other Financing Sources/(Uses):

Intermunicipal Agreement - Earnings on Investment	3,947.45	
Intermunicipal Agreement - Reimbursement to General Fund	(143,407.85)	
		<hr/>
		\$ 765,039.92
		=====

Retained Earnings Unreserved, ending	\$ 397,502.07
Retained Earnings Reserved for Special Purposes, ending	64.00
Retained Earnings Reserved for Encumbrances, ending	451.44
Retained Earnings Reserved for Continued Appropriations, ending	367,022.41
Retained Earnings Reserved for Back Flow Prevention, ending	-
	<hr/>
Total Fund Equity June 30, 2011	\$ 765,039.92
	=====

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

BEGINNING BALANCE 07/01/09	\$ 170,929.33
INCREASES TO RETAINED EARNINGS	
REVERSE FY09 R/E RESERVED FOR PREPAID EXP	-
REVERSE FY09 R/E RESERVED FOR CONT APPROP	196,092.41
REVERSE FY09 R/E RESERVED FOR ENCUMBRANCES	-
REVENUE RECEIVED	1,088,932.99
OTHER FINANCING SOURCES - EARNINGS ON INVEST	3,947.45
DECREASES TO RETAINED EARNINGS	
ESTABLISH RESERVE FOR CONTINUED APPROP.	(367,022.41)
ESTABLISH RESERVE FOR FY11 ENCUMBRANCES	(451.44)
ESTABLISH F.B. RESERVE FOR PREPAID EXPEND.	(64.00)
CLOSE F.B. FOR BACKFLOW PREVENTION	(526.96)
EXPENDITURES	(550,927.45)
OTHER FINANCING USES - REIMB TO GENERAL FUND	(143,407.85)
ENDING BALANCE 06/30/11	\$ 397,502.07
	=====
CERTIFIED RETAINED EARNINGS 07-01-10	\$ 170,930.00
BOWC VOTE 09/27/2010 FOR SPECIAL PROJECTS	(170,930.00)
AVAILABLE RETAINED EARNINGS 6/30/11	\$ -
	=====

WATER ENTERPRISE FUND – CAPITAL PROJECTS
JULY 1, 2010 – JUNE 30, 2011

	EAST SIDE IMPROVEMENT PROJECT	WITCH'S BROOK WATER CO ACQUISITION	SOLAR UPGRADE HARBOR TRACE PUMP STATION
ASSETS			
Cash	\$ 54,767.48	\$ -	\$ 2,963.61
Due from Federal Gov - Grant Receivable	<u>-</u>	<u>-</u>	<u>577.08</u>
TOTAL ASSETS	\$ 54,767.48 =====	\$ - =====	\$ 3,540.69 =====
LIABILITIES			
Deferred Rev Fed Gov Grant	-	-	577.08
Note Payable - BAN	-	-	-
FUND EQUITY			
Retained Earnings Reserved for Special Purpose	10,189.51		(577.08)
Retained Earnings/(Deficit) Reserved for Encum.	<u>44,577.97</u>	<u>-</u>	<u>3,540.69</u>
TOTAL LIABILITIES & FUND EQUITY	\$ 54,767.48 =====	\$ - =====	\$ 3,540.69 =====
Retained Earnings Reserved, beginning	\$ 54,767.48	\$ (324,000.00)	\$ 9,166.39
<u>Other Financing Sources:</u>			
Proceeds from MWPAT Loan via ARRA grant	-	-	195,812.60
Transfer from General Fund to pay off BAN	-	324,000.00	-
Transfer from other capital project			
<u>Expenditures:</u>			
Construction	-	-	(202,015.38)
Reserve Fund Balance for Encumbrances		-	(3,540.69)
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Retained Earnings/(Deficit) Reserved, ending	\$ 54,767.48 =====	\$ - =====	\$ (577.08) =====

TRUST FUNDS COMBINED BALANCE SHEET
JUNE 30, 2012

							TOTAL
	ASSETS						
Cash, Restricted							\$330,023.31
Cash, Unrestricted							258,696.62
Due From Other Funds		3,700.00		-			3,700.00
TOTAL ASSETS		333,723.31		258,696.62			592,419.93
	LIABILITIES						
Warrants Payable		-		6,618.51			6,618.51
TOTAL LIABILITIES		-		6,618.51			6,618.51
	FUND BALANCES						
Amanda E Dwight Poor Fund		-		66,728.92			66,728.92
Albert J Atwood Worthy Fund		16,000.71		17,147.10			33,147.81
Abram S French Welfare Fund		10,000.00		16,654.66			26,654.66
Susan Wilson Worthy Fund		634.00		4,203.02			4,837.02
Steven Coffey Library Fund		500.00		283.79			783.79
Amanda E Dwight Library Fund		-		26,393.99			26,393.99
Charles Emery Library Fund		500.00		490.72			990.72
Lorraine Peterson Library Fund		368.00		662.51			1,030.51
Mary Worcester Library Fund		5,000.00		3,921.62			8,921.62
Townsend Grange Library Fund		100.00		147.37			247.37
Walter & Beuhla Murray Fund		500.00		600.54			1,100.54
Frances Rafferty Library Fund		4,500.00		921.97			5,421.97
H.A.R.T. Library Donations		-		1,977.71			1,977.71
Hale Memorial Library Trust		917.00		34.47			951.47
Charles A Sloan Memorial Fund		7,507.50		37.73			7,545.23
Maria L Lane School Fund		1,500.00		2,384.74			3,884.74
Spaulding Alumni Fund		1,500.00		3,039.19			4,539.19
Francis E Boucher Memorial Fund		600.00		1,239.76			1,839.76
Amanda E Dwight Concert Fund		-		3,740.82			3,740.82
M E Homer W.T. Reading Room		10,000.00		13,444.83			23,444.83
W Townsend Reading Room Grange		200.00		30.96			230.96
John Birney Blood Monument Fund		5,055.85		8,774.69			13,830.54
Memorial Common		1,400.00		599.66			1,999.66
Charles & Gertrude Packard Parks		5,000.00		392.41			5,392.41
Bandstand Fund		2,889.50		923.40			3,812.90
Amanda E Dwight Cemetery Fund		-		6,790.26			6,790.26
Cemetery Perpetual Care		249,125.75		24,710.83			273,836.58
Maude Hyde Gates Cemetery Fund		500.00		392.06			892.06
Joel Giles Cemetery Fund		2,200.00		1,100.18			3,300.18
James N Tucker Cemetery Fund		500.00		25.16			525.16
Combined Floral Funds		6,725.00		2,581.39			9,306.39
M C MacEarchern Memorial Fund		-		8,602.41			8,602.41
Conservation Fund		-		30,046.08			30,046.08
Memorial Hall Preservation		-		1,892.37			1,892.37
Town Common Holiday Lighting		-		1,160.79			1,160.79
TOTAL FUND BALANCES		333,723.31		252,078.11			585,801.42
TOTAL LIABILITIES AND FUND BALANCES		\$333,723.31		\$258,696.62			\$592,419.93

CHANGES IN FUND BALANCES FOR EXPENDABLE TRUST FUNDS
JULY 1, 2010 – JUNE 30, 2011

	BALANCE	INVESTMENT	OTHER	EXPENDED	EXPENDED	BALANCE
	JULY 1, 2010	INCOME	RECEIPTS	OTHER	PAYROLL	JUNE 30, 2011
	\$ 63,304.45	\$ 3,424.47	\$ -	\$ -	\$ -	\$ 66,728.92
	20,228.91	245.51	-	(3,327.32)	-	17,147.10
	17,742.72	361.94	-	(1,450.00)	-	16,654.66
	4,169.42	33.60	-	-	-	4,203.02
	278.35	5.44	-	-	-	283.79
	41,094.46	2,098.72	-	(16,799.19)	-	26,393.99
	483.84	6.88	-	-	-	490.72
	655.35	7.16	-	-	-	662.51
	3,962.71	62.91	-	(104.00)	-	3,921.62
	145.66	1.71	-	-	-	147.37
	592.90	7.64	-	-	-	600.54
	1,995.10	39.00	-	(1,112.13)	-	921.97
	4,295.90	25.50	113.96	(2,457.65)	-	1,977.71
	1,434.65	8.36	-	(1,408.54)	-	34.47
	481.86	55.87	-	(500.00)	-	37.73
	2,855.97	28.77	-	(500.00)	-	2,384.74
	3,007.66	31.53	-	-	-	3,039.19
	1,226.99	12.77	-	-	-	1,239.76
	6,398.81	2,369.01	-	(5,027.00)	-	3,740.82
	13,281.97	162.86	-	-	-	13,444.83
	29.35	1.61	-	-	-	30.96
	8,678.62	96.07	-	-	-	8,774.69
	585.77	13.89	-	-	-	599.66
	354.95	37.46	-	-	-	392.41
	2,702.53	28.71	-	(1,807.84)	-	923.40
	5,834.81	1,652.32	-	(696.87)	-	6,790.26
	28,528.54	1,910.80	-	(5,728.51)	-	24,710.83
	385.87	6.19	-	-	-	392.06
	1,077.25	22.93	-	-	-	1,100.18
	21.52	3.64	-	-	-	25.16
	2,915.46	66.93	-	(401.00)	-	2,581.39
	8,542.66	59.75	-	-	-	8,602.41
	4,714.51	31.57	27,500.00	(2,200.00)	-	30,046.08
	1,879.22	13.15	-	-	-	1,892.37
	1,531.43	9.22	-	(379.86)	-	1,160.79
	\$ 255,420.17	\$ 12,943.89	\$ 27,613.96	\$ (43,899.91)	\$ -	\$ 252,078.11

STATEMENT OF LONG TERM OBLIGATIONS
JUNE 30, 2012

						BONDS PAYABLE	NOTES 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:	\$	1,661,000.00	
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:		2,110,000.00	
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:		97,831.00	
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:		86,953.00	
WATER POLLUTION 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		161,924.50	
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:		549,142.00	
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:		841,360.00	
STATE HOUSE NOTE							
Fire and Highway New Truck Purchase							
Original Loan: \$480,000.00							
Dated June 12, 2007							
Constant Principal							
Due 12/01/07 - 06/01/12				BALANCE:			90,613.33
						=====	=====
						\$ 5,508,210.50	\$ 90,613.33
						=====	=====

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: CHARTER COMMISSION 119								
01-119-5400-000	PROF & TECH-LEGAL/CONSULT REVIEW	0.00	5000.00	5000.00	0.00	0.00	5000.00	
sub-total [1] >CHARTER COMMISSION		0.00	5000.00	5000.00	0.00	0.00	5000.00	
Department: SELECTMEN 122								
01-122-5100-000	SALARY & WAGES - TOWN ADMINISTRATOR	80000.00	1500.00	81500.00	10421.46	81464.13	35.87	99.96%
01-122-5112-000	SALARY & WAGES - SUPPORT STAFF	30673.00	0.00	30673.00	3428.99	30182.71	490.29	98.40%
01-122-5190-000	OTHER - STIPENDS LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%*
01-122-5191-000	OTHER - STIPENDS	3.00	0.00	3.00	0.00	0.00	3.00	
01-122-5300-000	PROF SERVICES	1300.00	0.00	1300.00	0.00	580.00	720.00	44.62%
01-122-5340-000	COMMUNICATIONS	150.00	0.00	150.00	11.66	52.40	97.60	34.93%
01-122-5420-000	OFFICE SUPPLIES	1150.00	250.00	1400.00	16.41	917.54	482.46	65.54%
01-122-5580-000	OTHER SUPPLIES	300.00	0.00	300.00	0.00	0.00	300.00	
01-122-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-122-5710-000	TRAVEL/MILEAGE-IN STATE	200.00	0.00	200.00	0.00	179.62	20.38	89.81%
01-122-5730-000	DUES & MEMBERSHIPS	2000.00	0.00	2000.00	0.00	2540.50	-540.50	127.03%*
01-122-5780-000	OTHER CHARGES	2500.00	0.00	2500.00	65.40	3205.50	-705.50	128.22%*
sub-total [1] >SELECTMEN		118576.00	1750.00	120326.00	13943.92	119422.40	903.60	99.25%
Department: 123								
01-123-5100-000	SALARY & WAGES - TOWN ADMINISTRATOR	0.00	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	0.00	
sub-total [1] >		0.00	0.00	0.00	0.00	0.00	0.00	
Department: TOWN MEETING ARTICLE 124								
01-124-5300-000	PROF SVCS - TOWN GRANT WRITER	0.00	0.00	0.00	0.00	0.00	0.00	
01-124-5301-000	PROF SVCS - EASEMENT WHEELER RD BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	
01-124-5305-000	COMP/CLASS STUDY STM 10/10 ART 13	0.00	15000.00	15000.00	0.00	4000.00	11000.00	26.67%
01-124-5306-000	RETIREE H/CARE STUDY STM 10/10 ART 14	0.00	5000.00	5000.00	0.00	0.00	5000.00	
01-124-5402-000	CERTIFIED PROPERTY APPRAISAL ATM 5/05 ART 37	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN MEETING ARTICLE		0.00	20000.00	20000.00	0.00	4000.00	16000.00	20.00%
Department: UNPAID BILLS 125								
01-125-5000-000	UNPAID BILLS	0.00	2715.00	2715.00	0.00	2715.00	0.00	100.00%*
sub-total [1] >UNPAID BILLS		0.00	2715.00	2715.00	0.00	2715.00	0.00	100.00%*
Department: FINANCE COMMITTEE 131								
01-131-5420-000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >FINANCE COMMITTEE		0.00	0.00	0.00	0.00	0.00	0.00	

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: FIN COMM RESERVE FUND 132								
01-132-5401-000	FIN COM RESERVE FUND	30000.00	-10343.00	19657.00	0.00	0.00	19657.00	
sub-total [1]	>FIN COMM RESERVE FUND	30000.00	-10343.00	19657.00	0.00	0.00	19657.00	
Department: ACCOUNTING 135								
01-135-5100-000	SALARY & WAGES - TOWN ACCOUNTANT	31236.00	0.00	31236.00	3465.94	31236.00	0.00	100.00%*
01-135-5112-000	SALARY & WAGES-SUPPORT STAFF	3105.00	0.00	3105.00	361.20	3011.33	93.67	96.98%
01-135-5191-000	OTHER - CERTIFICATION	1.00	0.00	1.00	0.00	0.00	1.00	
01-135-5245-000	REPAIR & MAINT EQUIPMENT	1950.00	0.00	1950.00	0.00	1950.00	0.00	100.00%*
01-135-5300-000	PROF & TECH SERVICES	600.00	0.00	600.00	0.00	389.64	210.36	64.94%
01-135-5420-000	OFFICE SUPPLIES	400.00	0.00	400.00	0.00	166.42	233.58	41.61%
01-135-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	5050.00	5050.00	0.00	4420.00	630.00	87.52%
01-135-5710-000	TRAVEL/MILEAGE IN-STATE	197.00	0.00	197.00	0.00	333.30	-136.30	169.19%*
01-135-5730-000	DUES & MEMBERSHIPS	240.00	0.00	240.00	0.00	255.00	-15.00	106.25%*
01-135-5900-000	AUDIT OF BOOKS	0.00	15000.00	15000.00	3250.00	3250.00	11750.00	21.67%
sub-total [1]	>ACCOUNTING	37729.00	20050.00	57779.00	7077.14	45011.69	12767.31	77.90%
Department: ASSESSING DEPARTMENT 141								
01-141-5100-000	SALARY & WAGES-PRINCIPAL ASSESSOR	45902.00	0.00	45902.00	5041.08	45902.00	0.00	100.00%*
01-141-5110-000	SALARY & WAGES - OPER STAFF	9795.00	0.00	9795.00	1332.53	5069.23	4725.77	51.75%
01-141-5112-000	SALARY & WAGES-SUPPORT STAFF	19342.00	0.00	19342.00	1857.50	19169.40	172.60	99.11%
01-141-5130-000	ADDITIONAL GROSS - LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%*
01-141-5190-000	OTHER - STIPENDS	3.00	0.00	3.00	0.00	0.00	3.00	
01-141-5245-000	REPAIR & MAINT EQUIPMENT	8121.00	0.00	8121.00	0.00	8250.00	-129.00	101.59%*
01-141-5300-000	PROF SERVICES	3500.00	0.00	3500.00	0.00	50.00	3450.00	1.43%
01-141-5420-000	OFFICE SUPPLIES	800.00	0.00	800.00	0.00	1042.58	-242.58	130.32%*
01-141-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-141-5710-000	TRAVEL/MILEAGE-IN STATE	650.00	0.00	650.00	50.85	324.93	325.07	49.99%
01-141-5730-000	DUES & MEMBERSHIPS	175.00	0.00	175.00	0.00	245.00	-70.00	140.00%*
01-141-5900-000	ASSESSORS PROPERTY MAPPING ART	0.00	0.00	0.00	0.00	0.00	0.00	
01-141-5901-000	ASSESSORS ASSESSMENT SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1]	>ASSESSING DEPARTMENT	88588.00	0.00	88588.00	8281.96	80353.14	8234.86	90.70%
Department: ASSESSORS SPECIAL ARTICLES 142								
01-142-5902-000	ASSESSORS DATA VERIFICATION	4000.00	4671.86	8671.86	948.70	7155.53	1516.33	82.51%
01-142-5903-000	MAPS DIGITIZED STM 11/29/05 ART 10	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1]	>ASSESSORS SPECIAL ARTICLES	4000.00	4671.86	8671.86	948.70	7155.53	1516.33	82.51%
Department: TREASURY 145								
01-145-5100-000	SALARY & WAGES-TREASURER	9909.00	0.00	9909.00	1651.80	9909.00	0.00	100.00%*
01-145-5112-000	SALARY & WAGES-SUPPORT STAFF	6372.00	0.00	6372.00	735.05	6191.50	180.50	97.17%
01-145-5191-000	OTHER - CERTIFICATION	1.00	0.00	1.00	0.00	0.00	1.00	
01-145-5300-000	PROF SERVICES	1500.00	0.00	1500.00	1000.00	1045.00	455.00	69.67%

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-145-5380-000	OTHER SERVICES	8000.00	0.00	8000.00	1329.15	8077.55	-77.55	100.97%*
01-145-5420-000	OFFICE SUPPLIES	864.00	0.00	864.00	0.00	19.96	844.04	2.31%
01-145-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-145-5710-000	TRAVEL/MILEAGE - IN STATE	225.00	0.00	225.00	0.00	3.00	222.00	1.33%
01-145-5730-000	DUES & MEMBERSHIPS	350.00	0.00	350.00	0.00	30.00	320.00	8.57%
01-145-5780-000	OTHER CHARGES - BANK FEES	0.00	0.00	0.00	0.00	1.22	-1.22	
sub-total [1] >TREASURY		27221.00	0.00	27221.00	4716.00	25277.23	1943.77	92.86%
Department: COLLECTION DEPARTMENT 146								
01-146-5100-000	SALARY & WAGES-TAX COLLECTOR	49575.00	0.00	49575.00	5505.04	49575.00	0.00	100.00%*
01-146-5110-000	SALARY & WAGES - OPER STAFF	27976.00	0.00	27976.00	3229.04	28543.70	-567.70	102.03%*
01-146-5112-000	SALARY & WAGES-SUPPORT STAFF	1937.00	0.00	1937.00	0.00	0.00	1937.00	
01-146-5130-000	ADDITIONAL GROSS - LONGEVITY	1200.00	0.00	1200.00	300.00	1200.00	0.00	100.00%*
01-146-5191-000	OTHER - CERTIFICATION	1.00	0.00	1.00	0.00	0.00	1.00	
01-146-5245-000	REPAIR & MAINT EQUIPMENT	6300.00	0.00	6300.00	0.00	7503.89	-1203.89	119.11%*
01-146-5270-000	EQUIPMENT RENTAL	80.00	0.00	80.00	0.00	1052.42	-972.42	>*
01-146-5300-000	PROF & TECH SVS TAX TITLE	13500.00	1450.00	14950.00	575.00	8395.30	6554.70	56.16%
01-146-5340-000	COMMUNICATION	10250.00	1285.00	11535.00	334.66	14747.53	-3212.53	127.85%*
01-146-5420-000	OFFICE SUPPLIES	774.00	0.00	774.00	448.57	1553.84	-779.84	200.75%*
01-146-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-146-5730-000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	100.00	-100.00	
sub-total [1] >COLLECTION DEPARTMENT		111593.00	2735.00	114328.00	10392.31	112671.68	1656.32	98.55%
Department: COLLECTOR SPECIAL ARTICLES 147								
01-147-5900-000	POSTAGE METER REPAIR/PURCH ATM 5/05 ART 19	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >COLLECTOR SPECIAL ARTICLES		0.00	0.00	0.00	0.00	0.00	0.00	
Department: TOWN COUNSEL 151								
01-151-5300-000	PROF & TECH - GENERAL LEGAL SVS	22500.00	-2731.00	19769.00	4960.00	14082.64	5686.36	71.24%
01-151-5301-000	PROF & TECH - LABOR & LITIGATION	26000.00	0.00	26000.00	5631.71	11539.64	14460.36	44.38%
01-151-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN COUNSEL		48500.00	-2731.00	45769.00	10591.71	25622.28	20146.72	55.98%
Department: MANAGEMENT INFO SYSTEMS 155								
01-155-5110-000	SALARY & WAGES - GIS ADMINISTRATOR	0.00	0.00	0.00	0.00	0.00	0.00	
01-155-5245-000	REPAIR & MAINT EQUIPMENT	750.00	-750.00	0.00	0.00	173.94	-173.94	
01-155-5300-000	PROFESSIONAL SERVICES	35800.00	4200.00	40000.00	30000.00	40000.00	0.00	100.00%*
01-155-5420-000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-155-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	427.56	427.56	0.00	0.00	427.56	
01-155-5870-000	REPLACEMENT EQUIPMENT	3450.00	550.00	4000.00	860.00	3526.76	473.24	88.17%

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
sub-total [1] >MANAGEMENT INFO SYSTEMS								
		40000.00	4427.56	44427.56	30860.00	43700.70	726.86	98.36%
Department: TOWN CLERK 160								
01-160-5100-000	SALARY & WAGES-TOWN CLERK	53851.00	0.00	53851.00	5798.70	53851.00	0.00	100.00%*
01-160-5110-000	SALARY & WAGES - OPER STAFF	29275.00	0.00	29275.00	3258.27	29029.24	245.76	99.16%
01-160-5112-000	SALARY & WAGES-SUPPORT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-160-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	0.00	900.00	0.00	900.00	0.00	100.00%*
01-160-5131-000	ADDITIONAL GROSS - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
01-160-5191-000	OTHER - CERTIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	
01-160-5245-000	REPAIR & MAINT EQUIPMENT	250.00	0.00	250.00	0.00	0.00	250.00	
01-160-5300-000	PROF SERVICES	8300.00	-600.00	7700.00	3500.00	5408.00	2292.00	70.23%
01-160-5420-000	OFFICE SUPPLIES	600.00	0.00	600.00	136.85	526.22	73.78	87.70%
01-160-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-160-5710-000	TRAVEL/MILEAGE-IN STATE	100.00	0.00	100.00	419.56	520.81	-420.81	520.81%*
01-160-5730-000	DUES & MEMBERSHIPS	550.00	0.00	550.00	0.00	340.00	210.00	61.82%
01-160-5900-000	CODIFYING TOWN BYLAWS	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN CLERK		93826.00	-600.00	93226.00	13113.38	90575.27	2650.73	97.16%
Department: ELECTIONS & REGISTRATIONS 162								
01-162-5110-000	SALARY & WAGES - OPER STAFF	1315.00	0.00	1315.00	0.00	823.36	491.64	62.61%
01-162-5245-000	REPAIR & MAINT EQUIPMENT	500.00	0.00	500.00	0.00	600.00	-100.00	120.00%*
01-162-5300-000	PROF SERVICES	9400.00	600.00	10000.00	120.00	10758.50	-758.50	107.59%*
01-162-5580-000	OTHER SUPPLIES	4550.00	0.00	4550.00	37.00	3285.16	1264.84	72.20%
01-162-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-162-5710-000	TRAVEL/MILEAGE IN-STATE	100.00	0.00	100.00	5.12	62.16	37.84	62.16%
sub-total [1] >ELECTIONS & REGISTRATIONS		15865.00	600.00	16465.00	162.12	15529.18	935.82	94.32%
Department: REGISTRARS 163								
01-163-5190-000	OTHER - STIPENDS	2108.00	0.00	2108.00	163.80	2108.00	0.00	100.00%*
sub-total [1] >REGISTRARS		2108.00	0.00	2108.00	163.80	2108.00	0.00	100.00%*
Department: STREET LISTINGS 164								
01-164-5300-000	PROFESSIONAL SERVICES	4342.00	0.00	4342.00	644.25	2885.30	1456.70	66.45%
01-164-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >STREET LISTINGS		4342.00	0.00	4342.00	644.25	2885.30	1456.70	66.45%
Department: CONSERVATION COMMISSION 171								
01-171-5100-000	SALARY & WAGES-CONSERV.AGENT	19923.00	0.00	19923.00	2857.23	33814.53	-13891.53	169.73%*
01-171-5112-000	SALARY & WAGES-SUPPORT STAFF	16705.00	0.00	16705.00	446.28	2781.91	13923.09	16.65%
01-171-5190-000	STIPEND - LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%*

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-171-5300-000	PROF SERVICES	754.00	0.00	754.00	0.00	62.90	691.10	8.34%
01-171-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-171-5710-000	TRAVEL - IN STATE MILEAGE	0.00	0.00	0.00	156.86	156.86	-156.86	
01-171-5730-000	DUES & MEMBERSHIPS	200.00	0.00	200.00	0.00	368.00	-168.00	184.00%
01-171-5780-000	OTHER CHARGES	0.00	0.00	0.00	0.00	346.19	-346.19	
sub-total [1] >CONSERVATION COMMISSION		37882.00	0.00	37882.00	3460.37	37830.39	51.61	99.86%
Department: CONSERVATION LAND FUND 172								
01-172-5300-000	PROF & TECH SVCS - WELL SITES	0.00	0.00	0.00	0.00	0.00	0.00	
01-172-5900-000	TRANSFER TO CONSERV LAND TRUST FUND	0.00	27500.00	27500.00	25000.00	27500.00	0.00	100.00%
sub-total [1] >CONSERVATION LAND FUND		0.00	27500.00	27500.00	25000.00	27500.00	0.00	100.00%
Department: MONTACHUSETT REGIONAL PLANNING 174								
01-174-5730-000	DUES & MEMBERSHIPS - MRPC	2660.00	0.00	2660.00	0.00	2659.95	0.05	100.00%
sub-total [1] >MONTACHUSETT REGIONAL PLANNING		2660.00	0.00	2660.00	0.00	2659.95	0.05	100.00%
Department: COMMUNITY PLANNING 175								
01-175-5112-000	SALARY & WAGES-SUPPORT STAFF	18406.00	0.00	18406.00	2051.55	18189.00	217.00	98.82%
01-175-5190-000	STIPENDS - LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%
01-175-5300-000	PROF SERVICES	100.00	0.00	100.00	0.00	0.00	100.00	
01-175-5340-000	COMMUNICATION	200.00	0.00	200.00	0.00	0.00	200.00	
01-175-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-175-5710-000	TRAVEL/MILEAGE-IN STATE	50.00	0.00	50.00	9.61	19.63	30.37	39.26%
01-175-5730-000	DUES & MEMBERSHIPS	150.00	0.00	150.00	0.00	0.00	150.00	
sub-total [1] >COMMUNITY PLANNING		19206.00	0.00	19206.00	2061.16	18508.63	697.37	96.37%
Department: BOARD OF APPEALS 176								
01-176-5110-000	SALARY & WAGES - OPER STAFF	4562.00	0.00	4562.00	473.02	3367.49	1194.51	73.82%
01-176-5300-000 PROFESSIONAL SERVICES - LEGAL FEES								
sub-total [1] >BOARD OF APPEALS		0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >BOARD OF APPEALS		4562.00	0.00	4562.00	473.02	3367.49	1194.51	73.82%
Department: LAND USE 179								
01-179-5100-000	SALARY & WAGES-LAND USE ADMIN.	22041.00	0.00	22041.00	2540.08	21318.96	722.04	96.72%
01-179-5300-000	PROF & TECH SERVICES	3500.00	0.00	3500.00	136.00	1262.10	2237.90	36.06%
01-179-5420-000	OFFICE SUPPLIES	600.00	0.00	600.00	1876.35	2244.03	-1644.03	374.01%
01-179-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-179-5710-000	TRAVEL/MILEAGE-IN STATE	100.00	0.00	100.00	0.00	0.00	100.00	
01-179-5730-000	DUES & MEMBERSHIPS	100.00	0.00	100.00	0.00	0.00	100.00	
sub-total [1] >LAND USE		26341.00	0.00	26341.00	4552.43	24825.09	1515.91	94.25%

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: HOUSING AUTHORITY 183								
01-183-5400-000	HOUSING AUTHORITY	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1]	>HOUSING AUTHORITY	0.00	0.00	0.00	0.00	0.00	0.00	
Department: FACILITIES MAINTENANCE 191								
01-191-5100-000	SALARY & WAGES - DEPT HEAD FAC MAINT COORD	25303.00	0.00	25303.00	2887.16	25822.24	-519.24	102.05%*
01-191-5110-000	SALARY & WAGES - OPERATING STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-191-5120-000	SALARY & WAGES - TEMP HELP	6000.00	5500.00	11500.00	2119.32	3659.22	7840.78	31.82%
01-191-5130-000	ADDITIONAL GROSS - OVERTIME	0.00	0.00	0.00	0.00	72.99	-72.99	
01-191-5190-000	STIPENDS - LONGEVITY	0.00	300.00	300.00	0.00	300.00	0.00	100.00%*
01-191-5210-000	ENERGY	86412.00	21500.00	107912.00	8653.68	65481.21	42430.79	60.68%
01-191-5240-000	REPAIR & MAINTAIN - BUILDING	29000.00	0.00	29000.00	5156.62	28575.12	424.88	98.53%
01-191-5245-000	REPAIR & MAINTAIN - EQUIPMENT	0.00	0.00	0.00	326.55	4033.58	-4033.58	
01-191-5270-000	LEASES & RENTALS	0.00	0.00	0.00	0.00	220.00	-220.00	
01-191-5300-000	PROFESSIONAL SERVICES	37879.00	0.00	37879.00	3317.72	34722.97	3156.03	91.67%
01-191-5320-000	WATER	1600.00	2100.00	3700.00	1237.50	5253.50	-1553.50	141.99%*
01-191-5340-000	COMMUNICATIONS	0.00	0.00	0.00	63.30	364.93	-364.93	
01-191-5430-000	BUILDING SUPPLIES	1850.00	0.00	1850.00	2642.14	8779.06	-6929.06	474.54%*
01-191-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	4518.00	4518.00	0.00	4475.00	43.00	99.05%
01-191-5710-000	TRAVEL - IN STATE MILEAGE	200.00	0.00	200.00	128.53	262.62	-62.62	131.31%*
01-191-5850-000	NEW EQUIPMENT	0.00	0.00	0.00	0.00	7500.00	-7500.00	
01-191-5850-100	SNOWTHROWER & TRAILER STM 11/17/09 ART 9	0.00	0.00	0.00	0.00	0.00	0.00	
01-191-5860-100	ABATEMENT STUDY HART BLDG STM 11/09 ART 10	0.00	3000.00	3000.00	0.00	0.00	3000.00	
sub-total [1]	>FACILITIES MAINTENANCE	188244.00	36918.00	225162.00	26532.52	189522.44	35639.56	84.17%
Department: MEMORIAL HALL 192								
01-192-5110-000	SALARY & WAGES-OPER STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5120-000	SALARY & WAGES - TEMP HELP	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5130-000	ADDITIONAL GROSS - LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5210-000	ENERGY	0.00	0.00	0.00	-202.61	0.00	0.00	
01-192-5240-000	REPAIR & MAINT BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5245-000	REPAIRS & MAINTENANCE EQUIPMENT	3000.00	0.00	3000.00	299.55	2588.05	411.95	86.27%
01-192-5270-000	RENTALS AND LEASES	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5300-000	PROF SERVICE	1200.00	0.00	1200.00	0.00	0.00	1200.00	
01-192-5320-000	WATER	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5340-000	COMMUNICATION	8000.00	0.00	8000.00	806.71	5249.92	2750.08	65.62%
01-192-5420-000	OFFICE SUPPLIES	3400.00	0.00	3400.00	818.12	3075.10	324.90	90.44%
01-192-5430-000	BUILDING SUPPLIES	0.00	0.00	0.00	105.68	105.68	-105.68	
01-192-5450-000	CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5710-000	TRAVEL/MILEAGE IN-STATE	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5901-000	ROOF 274 MAIN ST STM 11/29/05 ART 15	0.00	0.00	0.00	0.00	0.00	0.00	
01-192-5902-000	DIGITAL COPIER STM 11/29/05 ART 16	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
sub-total [1] >MEMORIAL HALL								
		15600.00	0.00	15600.00	1827.45	11018.75	4581.25	70.63%
Department: WEST TOWNSEND READING ROOM 193								
01-193-5210-000	ENERGY	3869.00	0.00	3869.00	918.34	3507.46	361.54	90.66%
01-193-5240-000	REPAIR & MAINT BUILDING	350.00	0.00	350.00	45.00	235.00	115.00	67.14%
01-193-5300-000	PROFESSIONAL SERVICES	250.00	0.00	250.00	0.00	45.00	205.00	18.00%
01-193-5320-000	WATER	125.00	0.00	125.00	43.50	208.50	-83.50	166.80%*
01-193-5340-000	COMMUNICATION	100.00	0.00	100.00	0.00	0.00	100.00	
01-193-5380-000	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
01-193-5420-000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	24.98	-24.98	
01-193-5430-000	BUILDING SUPPLIES	106.00	0.00	106.00	23.97	184.13	-78.13	173.71%*
01-193-5460-000	GROUNDKEEPING SUPPLIES	100.00	0.00	100.00	0.00	0.00	100.00	
01-193-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	711.18	711.18	0.00	711.18	0.00	100.00%*
sub-total [1] >WEST TOWNSEND READING ROOM								
		4900.00	711.18	5611.18	1030.81	4916.25	694.93	87.62%
Department: TOWN BUILDING ARTICLES 194								
01-194-5860-000	FEAS STUDY/DESIGN DOCS SPAULDING STM 3/11 ART 2	0.00	80000.00	80000.00	21417.50	21417.50	58582.50	26.77%
sub-total [1] >TOWN BUILDING ARTICLES								
		0.00	80000.00	80000.00	21417.50	21417.50	58582.50	26.77%
Department: TOWN REPORTS 195								
01-195-5300-000	PROF & TECH - TOWN REPORTS	2400.00	0.00	2400.00	0.00	2175.80	224.20	90.66%
sub-total [1] >TOWN REPORTS								
		2400.00	0.00	2400.00	0.00	2175.80	224.20	90.66%
Department: TOWN - RT 119 SIDEWALK 196								
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	
sub-total [1] >TOWN - RT 119 SIDEWALK								
		0.00	100000.00	100000.00	0.00	0.00	100000.00	
Department: TOWN PROPERTY - 5 JEFTS ST 197								
01-197-5820-000	ENGINEERING DESIGN COST STM 12/04 ART 25	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN PROPERTY - 5 JEFTS ST								
		0.00	0.00	0.00	0.00	0.00	0.00	
Department: TOWN PROPERTY - 13 ELM STREET 198								
01-198-5210-000	ENERGY	0.00	0.00	0.00	0.00	0.00	0.00	
01-198-5240-000	REPAIR & MAINT BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-198-5320-000	WATER	0.00	0.00	0.00	0.00	0.00	0.00	
01-198-5430-000	BUILDING MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-198-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-198-5820-000	13 ELM ST - PRELIM & CONCEPT DESIGN COSTS	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >TOWN PROPERTY - 13 ELM STREET								
		0.00	0.00	0.00	0.00	0.00	0.00	

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT									
Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D	
Department: DUE TO STABILIZATION FUND 199									
01-199-5000-000	DUE TO GENERAL STABILIZATION	0.00	200000.00	200000.00	0.00	200000.00	0.00	100.00%*	
01-199-5010-000	DUE TO CAPITAL STABILIZATION	0.00	575000.00	575000.00	275000.00	575000.00	0.00	100.00%*	
sub-total [1] >DUE TO STABILIZATION FUND		0.00	775000.00	775000.00	275000.00	775000.00	0.00	100.00%*	
Department: POLICE DEPARTMENT 210									
01-210-5100-000	SALARY & WAGES-POLICE CHIEF	95529.00	0.00	95529.00	10614.30	95529.06	-0.06	100.00%*	
01-210-5110-000	SALARY & WAGES-OPER STAFF	727015.00	0.00	727015.00	66404.24	695365.48	31649.52	95.65%	
01-210-5112-000	SALARY & WAGES-SUPPORT STAFF	70863.00	0.00	70863.00	7871.76	70845.84	17.16	99.98%	
01-210-5120-000	SALARY & WAGES-RESERVE OFFICERS	9577.00	0.00	9577.00	6107.85	39102.71	-29525.71	408.30%*	
01-210-5130-000	ADDITIONAL GROSS - OVERTIME	121968.00	0.00	121968.00	7069.14	107336.68	14631.32	88.00%	
01-210-5131-000	ADDITIONAL GROSS - HOLIDAY	42288.00	0.00	42288.00	2967.56	37136.44	5151.56	87.82%	
01-210-5132-000	ADDITIONAL GROSS - LONGEVITY	14550.00	0.00	14550.00	0.00	14050.00	500.00	96.56%	
01-210-5190-000	OTHER - STIPENDS COLL/QUINN	162712.00	-3000.00	159712.00	3660.12	147999.52	11712.48	92.67%	
01-210-5195-000	OTHER - UNIFORM ALLOWANCE	17900.00	0.00	17900.00	4749.98	14510.97	3389.03	81.07%	
01-210-5196-000	OTHER - TRAINING	11838.00	0.00	11838.00	3184.90	4834.74	7003.26	40.84%	
01-210-5197-000	OTHER - SPECIAL INVESTIGATIONS	0.00	1515.21	1515.21	1515.21	1515.21	0.00	100.00%*	
01-210-5198-000	OTHER - WAGES, GROUNDSKEEPING MAINT	0.00	0.00	0.00	0.00	0.00	0.00		
01-210-5199-000	OTHER - 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00		
01-210-5210-000	ENERGY	19500.00	0.00	19500.00	3006.27	23863.80	-4363.80	122.38%*	
01-210-5240-000	REPAIR & MAINT BUILDING	5000.00	4243.00	9243.00	820.95	6564.22	2678.78	71.02%	
01-210-5245-000	REPAIR & MAINT EQUIPMENT	42750.00	0.00	42750.00	1019.14	29024.91	13725.09	67.89%	
01-210-5270-000	EQUIPMENT RENTAL	375.00	0.00	375.00	0.00	44.00	331.00	11.73%	
01-210-5300-000	PROF SERVICES	1000.00	0.00	1000.00	43.96	1827.97	-827.97	182.80%*	
01-210-5320-000	WATER	1090.00	0.00	1090.00	235.50	1836.50	-746.50	168.49%*	
01-210-5340-000	COMMUNICATION	2960.00	0.00	2960.00	176.00	4601.18	-1641.18	155.45%*	
01-210-5380-000	OTHER SERVICES	500.00	3484.79	3984.79	2422.86	4883.17	-898.38	122.55%*	
01-210-5420-000	OFFICE SUPPLIES	3549.00	0.00	3549.00	756.10	3624.25	-75.25	102.12%*	
01-210-5430-000	BUILDING MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	636.10	-636.10		
01-210-5480-000	VEHICULAR SUPPLIES	26935.00	0.00	26935.00	6298.50	35027.68	-8092.68	130.05%*	
01-210-5580-000	OTHER SUPPLIES	4809.00	0.00	4809.00	1600.26	4576.79	232.21	95.17%	
01-210-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	1000.00	1000.00	0.00	0.00	1000.00		
01-210-5710-000	TRAVEL/MILEAGE-IN STATE	231.00	0.00	231.00	270.18	468.54	-237.54	202.83%*	
01-210-5720-000	TRAVEL-OUT OF STATE	0.00	0.00	0.00	0.00	0.00	0.00		
01-210-5730-000	DUES & MEMBERSHIPS	4400.00	0.00	4400.00	750.00	9565.00	-5165.00	217.39%*	
01-210-5780-000	OTHER CHARGES - TRAINING	13536.00	0.00	13536.00	685.00	3683.80	9852.20	27.21%	
01-210-5850-000	NEW EQUIPMENT	52500.00	0.00	52500.00	0.00	47924.00	4576.00	91.28%	
01-210-5870-000	REPLACE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00		
sub-total [1] >POLICE DEPARTMENT		1453375.00	7243.00	1460618.00	132229.78	1406378.56	54239.44	96.29%	
Department: POLICE DEPT - ARTICLES 211									
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	0.00		
01-211-5306-000	POLICE MOBILE DATA TERMINAL	0.00	0.00	0.00	0.00	0.00	0.00		
01-211-5308-000	POLICE/COM REPAIR BLDG TRIM BOARDS	0.00	0.00	0.00	0.00	0.00	0.00		

FINANCIAL REPORT OF TOWN OF TOWNSEND for JUNE (Fiscal Year 2011) Financial Report Page 9 03/21/2012
GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-211-5310-000	POLICE PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	
01-211-5800-000	CAP BUDGET - BODY ARMOR (MATCH GRNT FUNDS)	0.00	3500.00	3500.00	0.00	0.00	3500.00	
sub-total [1]	>POLICE DEPT - ARTICLES	0.00	4820.00	4820.00	0.00	0.00	4820.00	
Department: FIRE DEPARTMENT 220								
01-220-5100-000	SALARY & WAGES-FIRE CHIEF/EMS DIR	76118.00	0.00	76118.00	8457.52	76118.00	0.00	100.00%
01-220-5110-000	SALARY & WAGES - OPER STAFF FULL TIME FIRE	37239.00	0.00	37239.00	4263.76	37187.48	51.52	99.86%
01-220-5110-220	SALARIES & WAGES - OPER STAFF FT FIRE/EMS	63992.00	0.00	63992.00	7200.40	64068.24	-76.24	100.12%
01-220-5110-230	SALARY & WAGES- OPER STF FULL TIME EMS	0.00	0.00	0.00	0.00	0.00	0.00	
01-220-5111-230	SALARY & WAGES-OPER STF PER DIEM ALS EMS	296139.00	0.00	296139.00	31386.78	289095.87	7043.13	97.62%
01-220-5112-000	SALARY & WAGES-SUPPORT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-220-5120-000	SALARY & WAGES - ON CALL FIREFIGHTERS	63603.00	0.00	63603.00	4933.74	54240.46	9362.54	85.28%
01-220-5120-230	SALARY & WAGES-ON CALL BLS EMT	44008.00	0.00	44008.00	5703.60	34789.39	9218.61	79.05%
01-220-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	0.00	900.00	0.00	900.00	0.00	100.00%
01-220-5131-000	ADDITIONAL GROSS - OVERTIME OPER STAFF	18411.00	0.00	18411.00	2633.44	22968.24	-4557.24	124.75%
01-220-5131-230	ADDITIONAL GROSS-OVERTIME EMS OPER STAFF	9747.00	0.00	9747.00	598.03	8408.88	1338.12	86.27%
01-220-5132-000	ADDITIONAL GROSS - OVERTIME ON-CALL FF	3082.00	0.00	3082.00	1116.51	1517.73	1564.27	49.24%
01-220-5132-230	ADDITIONAL GROSS-OVERTIME ON CALL EMT	1082.00	0.00	1082.00	0.00	1292.83	-210.83	119.49%
01-220-5190-000	OTHER - STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	
01-220-5190-230	OTHER - STIPENDS - ON CALL EMS	19500.00	-2500.00	17000.00	2284.00	4165.00	12835.00	24.50%
01-220-5195-000	OTHER - UNIFORM ALLOWANCE	2400.00	0.00	2400.00	1263.58	2400.00	0.00	100.00%
01-220-5195-230	OTHER - UNIFORM ALLOWANCE EMS	2700.00	0.00	2700.00	20.36	2714.01	-14.01	100.52%
01-220-5210-000	ENERGY	24000.00	0.00	24000.00	1895.56	25317.23	-1317.23	105.49%
01-220-5240-000	REPAIR & MAINT BUILDING	5500.00	2500.00	8000.00	207.00	5744.63	2255.37	71.81%
01-220-5245-000	REPAIR & MAINT EQUIPMENT	25000.00	0.00	25000.00	3856.60	27890.38	-2890.38	111.56%
01-220-5245-230	REPAIR & MAINT - EMS EQUIP, VEHICLES	9500.00	0.00	9500.00	2426.81	15053.76	-5553.76	158.46%
01-220-5300-000	PROF SERVICES	5400.00	0.00	5400.00	0.00	4669.35	730.65	86.47%
01-220-5300-230	PROFESSIONAL & TECHNICAL - EMS BILLING	10000.00	0.00	10000.00	5283.43	16538.28	-6538.28	165.38%
01-220-5310-000	PROF & TECH SVCS - TRAINING	1000.00	0.00	1000.00	0.00	373.45	626.55	37.35%
01-220-5320-000	WATER	900.00	0.00	900.00	0.00	1012.50	-112.50	112.50%
01-220-5340-000	COMMUNICATION	10000.00	0.00	10000.00	1235.26	7914.43	2085.57	79.14%
01-220-5380-000	OTHER SERVICES	1500.00	0.00	1500.00	12.13	466.93	1033.07	31.13%
01-220-5380-230	OTHER PURCHASED SERVICES - EMS	2500.00	0.00	2500.00	0.00	609.91	1890.09	24.40%
01-220-5420-000	OFFICE SUPPLIES	1700.00	0.00	1700.00	37.79	1569.97	130.03	92.35%
01-220-5430-000	BUILDING SUPPLIES	1500.00	0.00	1500.00	113.23	578.93	921.07	38.60%
01-220-5435-230	EQUIPMENT MAINTENANCE SUPPLIES EMS	100.00	0.00	100.00	0.00	7.25	92.75	7.25%
01-220-5450-000	CUSTODIAL/HOUSEKEEPING SUPPLIES	600.00	0.00	600.00	203.12	785.85	-185.85	130.98%
01-220-5480-000	VEHICULAR SUPPLIES	15000.00	0.00	15000.00	1755.00	18777.10	-3777.10	125.18%
01-220-5500-000	MEDICAL SUPPLIES	19000.00	0.00	19000.00	2648.04	22094.70	-3094.70	116.29%
01-220-5580-000	OTHER SUPPLIES	6000.00	0.00	6000.00	654.36	1799.47	4200.53	29.99%
01-220-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	3372.67	3372.67	0.00	3231.63	141.04	95.82%
01-220-5710-000	TRAVEL/MILEAGE - IN STATE	100.00	0.00	100.00	0.00	0.00	100.00	
01-220-5720-000	TRAVEL-OUT OF STATE	100.00	0.00	100.00	0.00	0.00	100.00	
01-220-5730-000	DUES & MEMBERSHIPS	1000.00	0.00	1000.00	29.95	1063.28	-63.28	106.33%
01-220-5730-230	DUES & MEMBERSHIPS EMS	1000.00	0.00	1000.00	0.00	1200.00	-200.00	120.00%
01-220-5780-000	OTHER CHARGES	1600.00	0.00	1600.00	0.00	548.37	1051.63	34.27%

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-220-5850-000	NEW EQUIPMENT	8684.00	0.00	8684.00	1731.00	3268.37	5415.63	37.64%
01-220-5870-000	REPLACE EQUIPMENT	8000.00	0.00	8000.00	1125.00	2545.88	5454.12	31.82%
01-220-5890-000	TRUCK LEASE PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	
01-220-5900-000	HAZARDOUS WASTE COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >FIRE DEPARTMENT		798605.00	3372.67	801977.67	93076.00	762927.78	39049.89	95.13%
Department: FIRE DEPT - ARTICLES 222								
01-222-5800-000	CAP BUDGET - FIRE PREVENTION VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5810-000	CAP BUDGET - FIRE FIGHTING GEAR	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5850-000	FOREST FIRE FIGHTING EQUIPMENT ART 23	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5850-100	EMS LAPTOPS & SOFTWARE STM 11/09 ART 11	0.00	10033.00	10033.00	0.00	0.00	10033.00	
01-222-5860-000	FEMA EQP GRT MATCH STM 10/10 ART 11 - FED	0.00	4238.00	4238.00	0.00	4238.00	0.00	100.00%
01-222-5870-000	SCOTT 50 AIR PACKS - ART 16 STM 12/14/04	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5875-000	PHYSICAL EXAMS FOR NEW FIREFIGHTERS	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5876-230	CAP BUDGET - MEDIC 1 TRUCK	0.00	1634.56	1634.56	1609.59	1609.59	24.97	98.47%
01-222-5877-000	HVAC UNIT STM 10/10 ART 12	0.00	8000.00	8000.00	0.00	7776.81	223.19	97.21%
01-222-5878-000	EMERGENCY GENERATOR - STM 5/10 ART 4	0.00	0.00	0.00	0.00	0.00	0.00	
01-222-5879-000	MULTI-FUNC COPIER ATM 5/10 ART 18	7200.00	0.00	7200.00	0.00	5729.00	1471.00	79.57%
sub-total [1] >FIRE DEPT - ARTICLES		7200.00	23905.56	31105.56	1609.59	19353.40	11752.16	62.22%
Department: COMMUNICATIONS CENTER 225								
01-225-5100-000	SALARY & WAGES - DIRECTOR	1.00	0.00	1.00	0.00	0.00	1.00	
01-225-5110-000	SALARY & WAGES - OPER STAFF	156825.00	0.00	156825.00	16190.68	155967.16	857.84	99.45%
01-225-5120-000	SALARIES & WAGES - TEMP HELP	18317.00	0.00	18317.00	4487.73	25234.87	-6917.87	137.77%*
01-225-5130-000	ADDITIONAL GROSS	32234.00	0.00	32234.00	4494.56	23567.11	8666.89	73.11%
01-225-5132-000	ADDITIONAL GROSS - LONGEVITY	3750.00	0.00	3750.00	0.00	3750.00	0.00	100.00%*
01-225-5190-000	OTHER - STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5195-000	OTHER - UNIFORM ALLOWANCE	2000.00	0.00	2000.00	1040.60	1452.86	547.14	72.64%
01-225-5199-000	OTHER - 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5240-000	REPAIR & MAINTAIN BUILDING	0.00	0.00	0.00	0.00	379.80	-379.80	
01-225-5245-000	REPAIR & MAINT EQUIPMENT	4350.00	0.00	4350.00	0.00	1807.95	2542.05	41.56%
01-225-5300-000	PROF & TECH SERVICES	750.00	0.00	750.00	0.00	1494.24	-744.24	199.23%*
01-225-5340-000	COMMUNICATION	7400.00	0.00	7400.00	1430.34	6678.78	721.22	90.25%
01-225-5380-000	OTHER SERVICES	1000.00	0.00	1000.00	0.00	443.00	557.00	44.30%
01-225-5420-000	OFFICE SUPPLIES	500.00	0.00	500.00	132.46	192.89	307.11	38.58%
01-225-5580-000	OTHER SUPPLIES	100.00	0.00	100.00	0.00	313.95	-213.95	313.95%*
01-225-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5610-000	EXPENSE 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5710-000	TRAVEL, MILEAGE - IN STATE	300.00	0.00	300.00	0.00	161.91	138.09	53.97%
01-225-5720-000	TRAVEL-OUT OF STATE	0.00	0.00	0.00	0.00	0.00	0.00	
01-225-5870-000	REPLACE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >COMMUNICATIONS CENTER		227527.00	0.00	227527.00	27776.37	221444.52	6082.48	97.33%

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: COMM CENTER SPECIAL ARTICLES 226								
01-226-5900-000	2 24/7 INTENSIVE USE CHAIRS ATM 5/05 ART 16	0.00	0.00	0.00	0.00	0.00	0.00	
01-226-5901-000	CAP BUDGET - COMM CENTER UPGRADE	0.00	15200.05	15200.05	0.00	14305.29	894.76	94.11%
sub-total [1] >COMM CENTER SPECIAL ARTICLES		0.00	15200.05	15200.05	0.00	14305.29	894.76	94.11%
Department: FIRE DEPT - MECHANICAL 227								
01-227-5850-000	HYDRANT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >FIRE DEPT - MECHANICAL		0.00	0.00	0.00	0.00	0.00	0.00	
Department: AMBULANCE DEPARTMENT 230								
01-230-5100-000	SALARIES & WAGES-AMB DIRECTOR	0.00	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	0.00	
01-230-5111-000	SALARY & WAGES - OPER STAFF EMT	0.00	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	0.00	
01-230-5130-000	ADDITIONAL GROSS - OT ALS OPER STAFF	0.00	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	0.00	
01-230-5132-000	ADDITIONAL GROSS - OT SUPPORT STAFF	0.00	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	0.00	
01-230-5195-000	OTHER - UNIFORM ALLOWANCE	0.00	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	0.00	
01-230-5300-000	PROF & TECH SERVICES	0.00	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	0.00	
01-230-5380-000	OTHER PURCHASED SERVICES	0.00	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	0.00	
01-230-5435-000	EQUIPMENT MAINT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-230-5450-000	CUSTODIAL SUPPLIES	0.00	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	0.00	
01-230-5500-000	MEDICAL SUPPLIES	0.00	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	0.00	
01-230-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	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	0.00	
01-230-5780-000	OTHER CHARGES	0.00	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	0.00	
01-230-5870-000	REPLACEMENT EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >AMBULANCE DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00	
Department: AMBULANCE - ARTICLES 231								
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	0.00	
01-231-5900-000	COMSTAR COLLECTION AGREEMENT	0.00	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	0.00	
01-231-5902-000	DEFIBRILLATOR/MONITOR/2 LIFEPAK 500'S	0.00	0.00	0.00	0.00	0.00	0.00	
01-231-5904-000	AMBULANCE A.L.S. VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00	
01-231-5909-000	PARAMEDIC RESPONSE VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00	
01-231-5910-000	AMBULANCE ATM 11/29/05 ART 12	0.00	0.00	0.00	0.00	0.00	0.00	

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
sub-total [1] >AMBULANCE - ARTICLES								
		0.00	0.00	0.00	0.00	0.00	0.00	
Department: BUILDING INSPECTOR 241								
01-241-5100-000	SALARY & WAGES-BLDG COMMISSIONER	60450.00	0.00	60450.00	6958.14	60450.00	0.00	100.00%*
01-241-5110-000	SALARY & WAGES - OPER (ALT BLDG INSP)	26.00	0.00	26.00	0.00	0.00	26.00	81.34%
01-241-5112-000	SALARY & WAGES-SUPPORT STAFF	19980.00	-800.00	19180.00	1990.56	15601.13	3578.87	1281.28
01-241-5120-000	SALARY & WAGES - TEMP HELP	0.00	0.00	0.00	1281.28	1281.28	0.00	100.00%*
01-241-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	0.00	900.00	300.00	900.00	0.00	100.00%*
01-241-5190-000	OTHER - STIPEND CERTIFICATION	500.00	0.00	500.00	0.00	500.00	0.00	100.00%*
01-241-5195-000	OTHER - UNIFORM ALLOWANCE	485.00	0.00	485.00	152.50	485.00	0.00	100.00%*
01-241-5245-000	REPAIRS AND MAINTENANCE - EQUIPMENT	1500.00	0.00	1500.00	0.00	1295.20	204.80	86.35%
01-241-5300-000	PROFESSIONAL SERVICES	1500.00	0.00	1500.00	30.00	1184.39	315.61	78.96%
01-241-5340-000	COMMUNICATIONS	400.00	0.00	400.00	66.83	365.11	34.89	91.28%
01-241-5400-000	OFFICE SUPPLIES	300.00	0.00	300.00	0.00	132.13	167.87	44.04%
01-241-5480-000	VEHICULAR SUPPLIES	969.00	800.00	1769.00	724.61	2571.15	-802.15	145.34%*
01-241-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-241-5710-000	TRAVEL, MILEAGE IN-STATE	0.00	0.00	0.00	0.00	0.00	115.05	53.98%
01-241-5730-000	DUES & MEMBERSHIPS	250.00	0.00	250.00	0.00	134.95	115.05	53.98%
sub-total [1] >BUILDING INSPECTOR		87260.00	0.00	87260.00	11503.92	84900.34	2359.66	97.30%
Department: GAS INSPECTOR 242								
01-242-5100-000	GAS INSPECTOR SALARY	4913.00	0.00	4913.00	410.04	4913.00	0.00	100.00%*
01-242-5110-000	SALARY & WAGES - OPER (ALT INSP)	104.00	0.00	104.00	104.00	104.00	0.00	100.00%*
01-242-5400-000	GAS INSP EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >GAS INSPECTOR		5017.00	0.00	5017.00	514.04	5017.00	0.00	100.00%*
Department: PLUMBING INSPECTOR 243								
01-243-5100-000	PLUMBING INSP SALARY	6976.00	0.00	6976.00	583.46	6976.00	0.00	100.00%*
01-243-5110-000	SALARY & WAGES - OPER (ALT INSP)	104.00	0.00	104.00	104.00	104.00	0.00	100.00%*
01-243-5300-000	PROFESSIONAL & TECHNICAL	150.00	0.00	150.00	0.00	0.00	150.00	
01-243-5400-000	PLUMBING INSP EXPENSE	175.00	0.00	175.00	0.00	0.00	175.00	
01-243-5710-000	TRAVEL, MILEAGE IN-STATE	498.00	0.00	498.00	483.23	483.23	14.77	97.03%
sub-total [1] >PLUMBING INSPECTOR		7903.00	0.00	7903.00	1170.69	7563.23	339.77	95.70%
Department: SEALER OF WEIGHTS & MEASURES 244								
01-244-5100-000	SEALER OF WEIGHTS & MEASURERS	3766.00	0.00	3766.00	308.70	3766.00	0.00	100.00%*
01-244-5110-000	SALARY & WAGES - OPER (ALT INSP)	62.00	0.00	62.00	0.00	0.00	62.00	
01-244-5195-000	STIPENDS - CLOTHING ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-244-5400-000	WEIGHTS & MEASURER EXPENSE	100.00	0.00	100.00	0.00	15.00	85.00	15.00%
01-244-5420-000	OFFICE SUPPLIES	50.00	0.00	50.00	0.00	0.00	50.00	
01-244-5710-000	TRAVEL, MILEAGE IN-STATE	50.00	0.00	50.00	0.00	11.13	38.87	22.26%
sub-total [1] >SEALER OF WEIGHTS & MEASURES		4028.00	0.00	4028.00	308.70	3792.13	235.87	94.14%

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: ELECTRICAL INSPECTOR 245								
01-245-5100-000	WIRE INSP SALARY	11480.00	0.00	11480.00	957.62	11480.00	0.00	100.00%*
01-245-5110-000	SALARY & WAGES - OPER (ALT INSPECTOR)	167.00	0.00	167.00	167.00	167.00	0.00	100.00%*
01-245-5300-000	PROFESSIONAL & TECHNICAL	150.00	0.00	150.00	0.00	349.00	-199.00	232.67%*
01-245-5400-000	WIRE INSPECTOR EXPENSE	100.00	0.00	100.00	0.00	0.00	100.00	
01-245-5710-000	TRAVEL, MILEAGE IN-STATE	600.00	0.00	600.00	0.00	0.00	600.00	
sub-total [1] >ELECTRICAL INSPECTOR		12497.00	0.00	12497.00	1124.62	11996.00	501.00	95.99%
Department: ANIMAL INSPECTOR 246								
01-246-5400-000	ANIMAL INSPECTOR	500.00	0.00	500.00	0.00	500.00	0.00	100.00%*
sub-total [1] >ANIMAL INSPECTOR		500.00	0.00	500.00	0.00	500.00	0.00	100.00%*
Department: T.E.M.A. 291								
01-291-5245-000	REPAIR & MAINT - EQUIPMENT	600.00	0.00	600.00	105.70	105.70	494.30	17.62%
01-291-5420-000	OFFICE SUPPLIES	109.00	0.00	109.00	388.96	388.96	-279.96	356.84%*
01-291-5580-000	OTHER SUPPLIES	200.00	0.00	200.00	236.99	338.74	-138.74	169.37%*
01-291-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	87.37	87.37	0.00	87.37	0.00	100.00%*
01-291-5710-000	TRAVEL & IN-STATE MILEAGE	0.00	0.00	0.00	67.30	67.30	-67.30	
01-291-5900-000	N. MIDDX. EMG. PL. COMM.	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >T.E.M.A.		909.00	87.37	996.37	798.95	988.07	8.30	99.17%
Department: DOG OFFICER 292								
01-292-5100-000	SALARY & WAGES - ANIMAL CONTROL OFFICER	16000.00	0.00	16000.00	1333.00	15996.00	4.00	99.98%
01-292-5300-000	ANIMAL CONTROL PROFESSIONAL SERVICE	2500.00	3000.00	5500.00	2517.69	5208.06	291.94	94.69%
01-292-5420-000	OFFICE SUPPLIES	100.00	0.00	100.00	0.00	77.47	22.53	77.47%
01-292-5580-000	OTHER SUPPLIES	600.00	0.00	600.00	162.87	606.43	-6.43	101.07%*
01-292-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-292-5610-000	EXPENSE 3% BUDGET CUT	0.00	0.00	0.00	0.00	0.00	0.00	
01-292-5710-000	TRAVEL, MILEAGE - IN STATE	800.00	0.00	800.00	165.15	932.62	-132.62	116.58%*
sub-total [1] >DOG OFFICER		20000.00	3000.00	23000.00	4178.71	22820.58	179.42	99.22%
Department: TREE WARDEN 294								
01-294-5100-000	TREE WARDEN SALARY	9666.00	0.00	9666.00	805.50	9666.00	0.00	100.00%*
01-294-5270-000	EQUIPMENT RENTAL	9374.00	0.00	9374.00	2200.00	9900.00	-526.00	105.61%*
01-294-5380-000	OTHER PURCHASED SERVICES	1200.00	0.00	1200.00	221.64	221.64	978.36	18.47%
01-294-5580-000	OTHER SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
01-294-5710-000	TRAVEL, MILEAGE - IN STATE	300.00	0.00	300.00	49.24	333.21	-33.21	111.07%*
01-294-5730-000	DUES AND MEMBERSHIPS	450.00	0.00	450.00	0.00	105.00	345.00	23.33%
sub-total [1] >TREE WARDEN		20990.00	0.00	20990.00	3276.38	20225.85	764.15	96.36%
Department: FOREST COMMITTEE 296								
01-296-5580-000	OTHER SUPPLIES-FOREST COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00	

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
sub-total [1] >FOREST COMMITTEE								
		0.00	0.00	0.00	0.00	0.00	0.00	
Department: BURIEL AGENT 297								
01-297-5100-000	BURIEL AGENT	136.00	0.00	136.00	22.70	136.00	0.00	100.00%*
sub-total [1] >BURIEL AGENT								
		0.00	0.00	0.00	0.00	0.00	0.00	
01-297-5380-000 OTHER PURCHASED SERVICES								
sub-total [1] >BURIEL AGENT								
		136.00	0.00	136.00	22.70	136.00	0.00	100.00%*
Department: PARKING CLERK 298								
01-298-5100-000	PARKING CLERK	59.00	0.00	59.00	9.80	59.00	0.00	100.00%*
01-298-5380-000	OTHER PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >PARKING CLERK								
		59.00	0.00	59.00	9.80	59.00	0.00	100.00%*
Department: SCHOOL N.M.R.S.D. ASSESSMENT 300								
01-300-5400-000	N.M.R.S.D. ASSESSMENT	7967836.00	0.00	7967836.00	0.00	7967836.00	0.00	100.00%*
sub-total [1] >SCHOOL N.M.R.S.D. ASSESSMENT								
		7967836.00	0.00	7967836.00	0.00	7967836.00	0.00	100.00%*
Department: SCHOOL N.V.T.H.S. ASSESSMENT 301								
01-301-5400-000	N.V.T.H.S. ASSESSMENT	905783.00	0.00	905783.00	226445.75	905783.00	0.00	100.00%*
sub-total [1] >SCHOOL N.V.T.H.S. ASSESSMENT								
		905783.00	0.00	905783.00	226445.75	905783.00	0.00	100.00%*
Department: SCHOOL NON REG ASSESSMENT 302								
01-302-5400-000	NON REG SCH ASSMT - MINUTEMAN REG HS	0.00	0.00	0.00	0.00	0.00	0.00	
01-302-5410-000	NON REG SCH ASSMT - NORFOLK AGI HS	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >SCHOOL NON REG ASSESSMENT								
		0.00	0.00	0.00	0.00	0.00	0.00	
Department: HIGHWAY DEPT - WAGES 421								
01-421-5100-000	SALARY & WAGES-HIGHWAY SUPERINTENDENT	74708.00	0.00	74708.00	8300.96	74708.64	-0.64	100.00%*
01-421-5110-000	SALARY & WAGES-OPER STAFF	249621.00	0.00	249621.00	27632.40	249620.40	0.60	100.00%
01-421-5112-000	SALARY & WAGES-SUPPORT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-421-5130-000	ADDITIONAL GROSS - OT & DIFFRL	63243.00	-10050.00	53193.00	1128.06	39631.03	13561.97	74.50%
01-421-5132-000	ADDITIONAL GROSS - LONGEVITY	3600.00	0.00	3600.00	1200.00	3600.00	0.00	100.00%*
01-421-5134-000	ADDITIONAL GROSS - COLLECTIVE BARGAINING	1500.00	-1500.00	0.00	0.00	0.00	0.00	
01-421-5191-000	OTHER STIPEND - CERTIFICATION	500.00	0.00	500.00	0.00	500.00	0.00	100.00%*
01-421-5192-000	OTHER STIPEND - TUITION REIMBURSEMENT	0.00	1000.00	1000.00	0.00	0.00	1000.00	
01-421-5195-000	OTHER - UNIFORM ALLOWANCE	4985.00	300.00	5285.00	184.75	5167.70	117.30	97.78%
sub-total [1] >HIGHWAY DEPT - WAGES								
		398157.00	-10250.00	387907.00	38446.17	373227.77	14679.23	96.22%

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: HIGHWAY EXPENSES 422								
01-422-5210-000	ENERGY	13680.00	0.00	13680.00	1082.20	11720.02	1959.98	85.67%
01-422-5240-000	REPAIR & MAINT BUILDING	1000.00	0.00	1000.00	307.01	2022.48	-1022.48	202.25%*
01-422-5245-000	REPAIR & MAINT EQUIPMENT	4500.00	0.00	4500.00	397.19	24950.09	-20450.09	554.45%*
01-422-5270-000	EQUIPMENT RENTAL	1500.00	0.00	1500.00	0.00	2999.01	-1499.01	199.93%*
01-422-5300-000	PROFESSIONAL SERVICES	1500.00	0.00	1500.00	0.00	1719.14	-219.14	114.61%*
01-422-5320-000	WATER	200.00	0.00	200.00	73.50	452.50	-252.50	226.25%*
01-422-5340-000	COMMUNICATION	3000.00	0.00	3000.00	420.83	2562.19	437.81	85.41%
01-422-5380-000	OTHER SERVICES	1000.00	250.00	1250.00	1302.79	9325.58	-8075.58	746.05%*
01-422-5420-000	OFFICE SUPPLIES	1000.00	0.00	1000.00	0.00	1001.21	-1.21	100.12%*
01-422-5430-000	BUILDING SUPPLIES	2000.00	0.00	2000.00	0.00	2399.37	-399.37	119.97%*
01-422-5480-000	VEHICULAR SUPPLIES	41000.00	0.00	41000.00	4837.21	25623.51	15376.49	62.50%
01-422-5530-000	PUBLIC WORKS SUPPLIES	30000.00	10000.00	40000.00	2355.96	30431.61	9568.39	76.08%
01-422-5580-000	OTHER SUPPLIES	3000.00	0.00	3000.00	0.00	415.68	2584.32	13.86%
01-422-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	400.00	400.00	0.00	30.67	369.33	7.67%
01-422-5730-000	DUES & MEMBERSHIPS	300.00	0.00	300.00	0.00	755.55	-455.55	251.85%*
01-422-5850-000	NEW EQUIPMENT	2000.00	0.00	2000.00	0.00	389.39	1610.61	19.47%
01-422-5870-000	REPLACE EQUIPMENT	1500.00	0.00	1500.00	0.00	492.94	1007.06	32.86%
sub-total [1] >HIGHWAY EXPENSES		107180.00	10650.00	117830.00	10776.69	117290.94	539.06	99.54%
Department: SNOW & ICE REMOVAL 423								
01-423-5120-000	SALARY & WAGES-TEMPORARY HELP	2000.00	5946.33	7946.33	0.00	7946.33	0.00	100.00%*
01-423-5245-000	REPAIR & MAINTAIN EQUIPMENT	0.00	1691.90	1691.90	0.00	1691.90	0.00	100.00%*
01-423-5270-000	EQUIPMENT RENTAL	25000.00	30394.00	55394.00	0.00	55394.00	0.00	100.00%*
01-423-5480-000	VEHICULAR SUPPLIES	4000.00	50977.41	54977.41	0.00	54977.41	0.00	100.00%*
01-423-5512-000	SALT	70000.00	49774.22	119774.22	0.00	119774.22	0.00	100.00%*
01-423-5513-000	SAND	22000.00	17118.32	39118.32	0.00	39118.32	0.00	100.00%*
01-423-5870-000	REPLACEMENT EQUIPMENT	2000.00	2489.00	4489.00	0.00	4489.00	0.00	100.00%*
sub-total [1] >SNOW & ICE REMOVAL		125000.00	158391.18	283391.18	0.00	283391.18	0.00	100.00%*
Department: STREET LIGHTING 424								
01-424-5210-000	ENERGY - HWY STREET LIGHTS	17500.00	0.00	17500.00	2354.85	15308.00	2192.00	87.47%
01-424-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >STREET LIGHTING		17500.00	0.00	17500.00	2354.85	15308.00	2192.00	87.47%
Department: HIGHWAY - ARTICLES 425								
01-425-5858-000	HIGHWAY TRUCK LEASE PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5859-000	HIGH BAND RADIOS - STM 12/04 ART 18	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5860-000	TRUCK W/ASSOC EQUIP - STM 11/07 ART 8	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5861-000	SANDER BODY W/ASSOC EQUIP ATM 5/05 ART 18	0.00	0.00	0.00	0.00	0.00	0.00	
01-425-5862-000	CAP BUDGET - SANDER BODY	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >HIGHWAY - ARTICLES		0.00	0.00	0.00	0.00	0.00	0.00	

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: LANDFILL OPERATIONS 430								
01-430-5210-000	ENERGY	6000.00	0.00	6000.00	86.32	1458.73	4541.27	24.31%
01-430-5240-000	REPAIR & MAINT LANDFILL BUILDING	500.00	0.00	500.00	105.97	161.94	338.06	32.39%
01-430-5300-000	PROFESSIONAL SERVICES	7600.00	0.00	7600.00	2771.80	5371.80	2228.20	70.68%
01-430-5301-000	LANDFILL BUILDING MAINTENANCE - SPEC ARTICLE	0.00	0.00	0.00	0.00	0.00	0.00	
01-430-5340-000	COMMUNICATIONS	300.00	0.00	300.00	61.90	301.32	-1.32	100.44%*
01-430-5414-000	LANDFILL AIR PUMP ART # 12	0.00	0.00	0.00	0.00	0.00	0.00	
01-430-5580-000	OTHER SUPPLIES	0.00	0.00	0.00	23.67	93.61	-93.61	
01-430-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >LANDFILL OPERATIONS		14400.00	0.00	14400.00	3049.66	7387.40	7012.60	51.30%
Department: SOLID WASTE OPERATIONS 433								
01-433-5301-000	CURBSIDE PICKUP & TRANS.	675952.00	0.00	675952.00	52235.50	572058.48	103893.52	84.63%
01-433-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >SOLID WASTE OPERATIONS		675952.00	0.00	675952.00	52235.50	572058.48	103893.52	84.63%
Department: HOUSEHOLD HAZARDOUS WASTE 435								
01-435-5300-000	PROF SVS - NORTH CENT REG SOLID WASTE COLL	5198.00	0.00	5198.00	0.00	5198.00	0.00	100.00%*
01-435-5305-100	DEVENS HAZARD PROG CAP FEE STM 11/09 ART 12	0.00	12816.00	12816.00	0.00	12816.00	0.00	100.00%*
01-435-5310-100	DEVENS HAZARD PROG OPER FEE STM 11/09 ART 12	0.00	3095.00	3095.00	1446.00	3095.00	0.00	100.00%*
sub-total [1] >HOUSEHOLD HAZARDOUS WASTE		5198.00	15911.00	21109.00	1446.00	21109.00	0.00	100.00%*
Department: CEMETERY/PARKS DEPARTMENT 491								
01-491-5100-000	SALARY & WAGES-CEMETERY SUPER	39686.00	0.00	39686.00	4535.70	39814.62	-128.62	100.32%*
01-491-5110-000	SALARY & WAGES - OPER STAFF	17732.00	0.00	17732.00	0.00	0.00	17732.00	
01-491-5112-000	SALARIES & WAGES - SUPPORT STAFF	650.00	0.00	650.00	267.86	1304.28	-654.28	200.66%*
01-491-5120-000	SALARIES & WAGES - TEMP HELP	6686.00	0.00	6686.00	4421.34	19945.26	-13259.26	298.31%*
01-491-5130-000	ADDITIONAL GROSS - OVERTIME	0.00	0.00	0.00	538.99	2714.11	-2714.11	
01-491-5135-000	ADDITIONAL GROSS - LONGEVITY	300.00	0.00	300.00	0.00	300.00	0.00	100.00%*
01-491-5195-000	OTHER - UNIFORM ALLOWANCE	40.00	0.00	40.00	0.00	0.00	40.00	
01-491-5210-000	ENERGY	3525.00	0.00	3525.00	84.36	3114.85	410.15	88.36%
01-491-5240-000	REPAIR & MAINTAIN BUILDING	500.00	0.00	500.00	0.00	857.03	-357.03	171.41%*
01-491-5245-000	REPAIR & MAINTENANCE EQUIPMENT	350.00	0.00	350.00	0.00	1232.10	-882.10	352.03%*
01-491-5270-000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	
01-491-5320-000	WATER	300.00	0.00	300.00	0.00	239.10	60.90	79.70%
01-491-5340-000	COMMUNICATION	300.00	0.00	300.00	0.00	0.00	300.00	
01-491-5380-000	OTHER PURCHASED SERVICES	0.00	0.00	0.00	45.00	245.00	-245.00	
01-491-5420-000	OFFICE SUPPLIES	46.00	0.00	46.00	0.00	133.97	-87.97	291.24%*
01-491-5430-000	BUILDING MAINTENANCE SUPPLIES	100.00	0.00	100.00	0.00	322.98	-222.98	322.98%*
01-491-5460-000	GROUNDKEEPING SUPPLIES	1100.00	0.00	1100.00	0.00	621.86	478.14	56.53%
01-491-5480-000	VEHICULAR SUPPLIES	1700.00	0.00	1700.00	0.00	1155.02	544.98	67.94%
01-491-5580-000	OTHER SUPPLIES	500.00	0.00	500.00	0.00	225.00	275.00	45.00%
01-491-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
sub-total [1] >CEMETERY/PARKS DEPARTMENT								
		73515.00	0.00	73515.00	9893.25	72225.18	1289.82	98.25%
Department: CEMETERY ARTICLES 493								
01-493-5000-000	CEMETERY IMPROVEMENT FUND	11610.00	11425.50	23035.50	6583.26	9578.26	13457.24	41.58%
01-493-5010-000	OTHER CHARGES - PORT A POTTIES	0.00	150.00	150.00	150.00	150.00	0.00	100.00%*
01-493-5800-000	CAP BUDGET - MINI EXCAVATOR	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >CEMETERY ARTICLES		11610.00	11575.50	23185.50	6733.26	9728.26	13457.24	41.96%
Department: BOARD OF HEALTH 520								
01-520-5112-000	SALARY & WAGES-SUPPORT STAFF	26696.00	0.00	26696.00	2932.60	26690.07	5.93	99.98%
01-520-5120-000	SALARY & WAGES - TEMPORARY HELP	0.00	0.00	0.00	0.00	0.00	0.00	
01-520-5130-000	ADDITIONAL GROSS	0.00	0.00	0.00	0.00	0.00	0.00	
01-520-5300-000	PROF SERVICES	930.00	0.00	930.00	0.00	170.40	759.60	18.32%
01-520-5340-000	COMMUNICATION	270.00	0.00	270.00	0.00	0.00	270.00	
01-520-5420-000	OFFICE SUPPLIES	200.00	0.00	200.00	133.98	348.38	-148.38	174.19%*
01-520-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-520-5710-000	TRAVEL/MILEAGE IN-STATE	200.00	0.00	200.00	43.01	360.43	-160.43	180.22%*
01-520-5730-000	DUES & MEMBERSHIPS	100.00	0.00	100.00	85.00	190.00	-90.00	190.00%*
sub-total [1] >BOARD OF HEALTH		28396.00	0.00	28396.00	3194.59	27759.28	636.72	97.76%
Department: RECYCLING CENTER 521								
01-521-5100-000	SOLID WASTE WAGES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >RECYCLING CENTER		0.00	0.00	0.00	0.00	0.00	0.00	
Department: NASHOBA ASSESSMENTS 522								
01-522-5300-000	NURSING CONTRACT	6166.00	0.00	6166.00	0.00	6166.00	0.00	100.00%*
01-522-5301-000	NASHOBA ASSESSMENT	21085.00	0.00	21085.00	0.00	21085.00	0.00	100.00%*
sub-total [1] >NASHOBA ASSESSMENTS		27251.00	0.00	27251.00	0.00	27251.00	0.00	100.00%*
Department: LANDFILL 524								
01-524-5300-000	LANDFILL ENGINEERING SERVICES	23400.00	0.00	23400.00	1045.00	17120.00	6280.00	73.16%
01-524-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	2670.00	2670.00	0.00	2670.00	0.00	100.00%*
sub-total [1] >LANDFILL		23400.00	2670.00	26070.00	1045.00	19790.00	6280.00	75.91%
Department: 540								
01-540-5800-000	CAP BUDGET - SENIOR CTR BUILDING DESIGN	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >		0.00	0.00	0.00	0.00	0.00	0.00	
Department: COUNCIL ON AGING 541								
01-541-5100-000	SALARY & WAGES-C.O.A DIRECTOR	34947.00	0.00	34947.00	3701.11	35046.21	-99.21	100.28%*

FINANCIAL REPORT OF TOWN OF TOWNSEND for
GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

JUNE

(Fiscal Year 2011)

Financial Report Page 18

03/21/2012

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-541-5110-000	SALARY & WAGES - OPER STAFF	14703.00	0.00	14703.00	1979.26	13464.64	1238.36	91.58%
01-541-5130-000	ADDITIONAL GROSS - LONGEVITY	1200.00	0.00	1200.00	0.00	900.00	300.00	75.00%
01-541-5245-000	REPAIR & MAINT EQUIPMENT	345.00	0.00	345.00	0.00	423.49	-78.49	122.75%*
01-541-5270-000	RENTAL - BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-541-5300-000	PROFESSIONAL SERVICES	400.00	0.00	400.00	147.00	1070.10	-670.10	267.53%*
01-541-5340-000	COMMUNICATIONS	1300.00	0.00	1300.00	125.01	1098.60	201.40	84.51%
01-541-5380-000	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
01-541-5420-000	OFFICE SUPPLIES	800.00	0.00	800.00	682.47	1098.54	-298.54	137.32%*
01-541-5580-000	OTHER SUPPLIES	1525.00	0.00	1525.00	258.53	658.37	866.63	43.17%
01-541-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-541-5730-000	DUES & MEMBERSHIPS	150.00	0.00	150.00	10.00	165.00	-15.00	110.00%*
sub-total [1] >COUNCIL ON AGING		55370.00	0.00	55370.00	6903.38	53924.95	1445.05	97.39%
Department: SENIOR CITIZENS CENTER 542								
01-542-5210-000	ENERGY	0.00	0.00	0.00	0.00	0.00	0.00	
01-542-5240-000	REPAIR & MAINT BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-542-5242-000	RENT - BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-542-5320-000	WATER	75.00	0.00	75.00	0.00	0.00	75.00	
01-542-5380-000	OTHER SERVICES	100.00	0.00	100.00	0.00	0.00	100.00	
01-542-5450-000	BUILDING SUPPLIES	300.00	0.00	300.00	347.02	475.00	-175.00	158.33%*
01-542-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-542-5850-000	NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >SENIOR CITIZENS CENTER		475.00	0.00	475.00	347.02	475.00	0.00	100.00%*
Department: VETERAN AGENT 543								
01-543-5100-000	VETERANS AGENT SALARY	4886.00	0.00	4886.00	516.91	4886.00	0.00	100.00%*
01-543-5340-000	COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	
01-543-5420-000	OFFICE SUPPLIES	33.00	0.00	33.00	0.00	0.00	33.00	
01-543-5730-000	DUES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >VETERAN AGENT		4919.00	0.00	4919.00	516.91	4886.00	33.00	99.33%
Department: VETERANS BENEFITS 544								
01-544-5300-000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
01-544-5380-000	OTHER SERVICES - VET BENEFITS	18981.00	20947.00	39928.00	1808.49	37804.45	2123.55	94.68%
sub-total [1] >VETERANS BENEFITS		18981.00	20947.00	39928.00	1808.49	37804.45	2123.55	94.68%
Department: LIBRARY 610								
01-610-5100-000	SALARIES & WAGES-LIBRARY DIRECTOR	38585.00	0.00	38585.00	4601.23	39046.71	-461.71	101.20%*
01-610-5110-000	SALARY & WAGES - OPER STAFF	4807.00	3262.00	8069.00	549.88	5894.68	2174.32	73.05%
01-610-5110-101	WAGES - CHILDREN'S LIBRARIAN	21278.00	0.00	21278.00	1733.48	11275.64	10002.36	52.99%
01-610-5110-102	WAGES - CHILDREN'S SENIOR TECH	14924.00	0.00	14924.00	2577.96	18015.93	-3091.93	120.72%*
01-610-5110-201	WAGES - SENIOR LIBRARY TECH	24257.00	0.00	24257.00	2730.28	26616.80	-2359.80	109.73%*
01-610-5110-202	WAGES - LIBRARY TECH 19 HR	9208.00	0.00	9208.00	913.36	8092.09	1115.91	87.88%

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-610-5110-203	WAGES - LIBRARY TECH 11 HR	5768.00	0.00	5768.00	856.80	5100.48	667.52	88.43%
01-610-5110-204	WAGES - LIBRARY TECH 4 HR	1946.00	0.00	1946.00	764.24	5960.14	-4014.14	306.28%*
01-610-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	0.00	900.00	0.00	900.00	0.00	100.00%*
01-610-5210-000	ENERGY	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5240-000	REPAIR & MAINT BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5245-000	REPAIR & MAINTAIN - EQUIPMENT	425.00	0.00	425.00	0.00	327.50	97.50	77.06%
01-610-5270-000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5300-000	PROFESSIONAL & TECHNICAL SERVICES	1000.00	0.00	1000.00	0.00	0.00	1000.00	
01-610-5320-000	WATER	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5340-000	COMMUNICATION	1050.00	0.00	1050.00	221.67	997.68	52.32	95.02%
01-610-5380-000	OTHER PURCHASED SERVICES	8900.00	0.00	8900.00	38.36	6940.36	1959.64	77.98%
01-610-5420-000	OFFICE SUPPLIES	2500.00	0.00	2500.00	131.92	2620.77	-120.77	104.83%*
01-610-5450-000	CUSTODIAL SUPPLIES	100.00	0.00	100.00	0.00	46.06	53.94	46.06%
01-610-5580-000	OTHER SUPPLIES - BOOKS, DVD, CD	28582.00	0.00	28582.00	3733.43	32230.19	-3648.19	112.76%*
01-610-5581-000	OTHER SUPPLIES - MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
01-610-5730-000	DUES & MEMBERSHIPS	200.00	0.00	200.00	0.00	65.00	135.00	32.50%
01-610-5780-000	OTHER CHARGES	1562.00	0.00	1562.00	0.00	1091.12	470.88	69.85%
sub-total [1] >LIBRARY		165992.00	3262.00	169254.00	18852.61	165221.15	4032.85	97.62%
Department: LIBRARY - ARTICLES 611								
01-611-5241-000	LIBRARY FRONT STAIRS	0.00	0.00	0.00	0.00	0.00	0.00	
01-611-5242-000 PLAN & DESIGN MATCHING FUNDS GRANT ART 14								
sub-total [1] >LIBRARY - ARTICLES		0.00	0.00	0.00	0.00	0.00	0.00	
Department: RECREATION DEPARTMENT 630								
01-630-5100-000	SALARY & WAGES-REC. DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	
01-630-5110-000	SALARY & WAGES - OPER STAFF	0.00	0.00	0.00	0.00	0.00	0.00	
01-630-5580-000	OTHER SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [1] >RECREATION DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00	
Department: REC SQUANNOCOOK FIELDS 631								
01-631-5000-000	SQUANNOCOOK REC FIELDS - SPEC ARTICLE	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5210-000	ENERGY	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5230-000	WATER	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5380-000	OTHER PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
01-631-5460-000	GROUNDKEEPING SUPPLIES	0.00	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	0.00	
sub-total [1] >REC SQUANNOCOOK FIELDS		0.00	0.00	0.00	0.00	0.00	0.00	
Department: MEMORIAL DAY COMMITTEE 660								
01-660-5120-000	SALARY & WAGES TEMPORARY HELD	0.00	0.00	0.00	0.00	0.00	0.00	

GENERAL FUND MONTHLY EXPENDITURES ALL DEPARTMENT

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: title not on file 723								
01-723-5000-000	LONG TERM DEBT PRINC WATER EXTENSION	35000.00	0.00	35000.00	0.00	35000.00	0.00	100.00%*
sub-total [1] >title not on file		35000.00	0.00	35000.00	0.00	35000.00	0.00	100.00%*
01-750-5000-000 LONG TERM INT POLICE STATION								
sub-total [1] >INTEREST		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department: INTEREST 751								
01-751-5000-000	NON-EXCLD PRINC & INT FIRE LADDER TRCUK	40000.00	0.00	40000.00	5684.45	38653.96	1346.04	96.63%
sub-total [1] >INTEREST		40000.00	0.00	40000.00	5684.45	38653.96	1346.04	96.63%
Department: title not on file 752								
01-752-5000-000	LONG TERM INT - FIRE TRUCK/HWY DUMP TRUCK	7680.00	0.00	7680.00	3732.27	7421.87	258.13	96.64%
sub-total [1] >title not on file		7680.00	0.00	7680.00	3732.27	7421.87	258.13	96.64%
Department: INTEREST 753								
01-753-5000-000	LONG TERM INTEREST MEMORIAL HA	42385.00	0.00	42385.00	9828.13	37519.95	4865.05	88.52%
sub-total [1] >INTEREST		42385.00	0.00	42385.00	9828.13	37519.95	4865.05	88.52%
Department: INTEREST 755								
01-755-5000-000	INTEREST - FIRE STATION/ELM/CAPPING	100173.00	0.00	100173.00	47538.00	100173.00	0.00	100.00%*
sub-total [1] >INTEREST		100173.00	0.00	100173.00	47538.00	100173.00	0.00	100.00%*
Department: INTEREST ON TEMPORARY LOANS 759								
01-759-5000-000	INT ON ST LOANS/ISSUANCE COSTS	18000.00	0.00	18000.00	0.00	17999.88	0.12	100.00%
sub-total [1] >INTEREST ON TEMPORARY LOANS		18000.00	0.00	18000.00	0.00	17999.88	0.12	100.00%
Department: title not on file 763								
01-763-5000-000	LONG TERM INTEREST WATER EXTENSION	11295.00	0.00	11295.00	1016.25	8363.57	2931.43	74.05%
sub-total [1] >title not on file		11295.00	0.00	11295.00	1016.25	8363.57	2931.43	74.05%
Department: title not on file 770								
01-770-5000-000	NON-EXCLD - BOND PRINC - WITCH'S BROOK	6890.00	0.00	6890.00	6890.00	6890.00	0.00	100.00%*
sub-total [1] >title not on file		6890.00	0.00	6890.00	6890.00	6890.00	0.00	100.00%*
Department: title not on file 775								

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
01-775-5000-000	NON-EXCLD - BOND INTEREST - WITCH'S BROOK	5097.00	0.00	5097.00	5097.00	5097.00	0.00	100.00%*
sub-total [1] >title not on file		5097.00	0.00	5097.00	5097.00	5097.00	0.00	100.00%*
Department: title not on file 776								
01-776-5965-000	TRANSFER TO WATER BAN DEBT SERVICE	324000.00	0.00	324000.00	0.00	324000.00	0.00	100.00%*
sub-total [1] >title not on file		324000.00	0.00	324000.00	0.00	324000.00	0.00	100.00%*
Department: COUNTY RETIREMENT 911								
01-911-5000-000	COUNTY RETIREMENT SYSTEM	454061.00	0.00	454061.00	0.00	454061.00	0.00	100.00%*
sub-total [1] >COUNTY RETIREMENT		454061.00	0.00	454061.00	0.00	454061.00	0.00	100.00%*
Department: UNEMPLOYMENT 913								
01-913-5000-000	UNEMPLOYMENT COMPENSATION	15000.00	0.00	15000.00	0.00	1080.00	13920.00	7.20%
sub-total [1] >UNEMPLOYMENT		15000.00	0.00	15000.00	0.00	1080.00	13920.00	7.20%
Department: HEALTH INSURANCE 914								
01-914-5000-000	HEALTH INSURANCE TOWN SHARE	688489.00	-2100.00	686389.00	51295.52	652721.90	33667.10	95.10%
01-914-5001-000	HEALTH INSURANCE OPT-OUT	0.00	0.00	0.00	0.00	2000.00	-2000.00	
sub-total [1] >HEALTH INSURANCE		688489.00	-2100.00	686389.00	51295.52	654721.90	31667.10	95.39%
Department: LIFE INSURANCE 915								
01-915-5000-000	LIFE INSURANCE TOWN SHARE	450.00	0.00	450.00	21.00	284.00	166.00	63.11%
sub-total [1] >LIFE INSURANCE		450.00	0.00	450.00	21.00	284.00	166.00	63.11%
Department: MEDICARE 916								
01-916-5000-000	MEDICARE TOWN SHARE	44750.00	0.00	44750.00	4047.86	43980.93	769.07	98.28%
sub-total [1] >MEDICARE		44750.00	0.00	44750.00	4047.86	43980.93	769.07	98.28%
Department: GENERAL LIABILITY INSURANCE 945								
01-945-5000-000	PROPERTY, LIABILITY & VEHICLE	218000.00	0.00	218000.00	513.00	215699.00	2301.00	98.94%
01-945-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	1000.00	1000.00	0.00	1000.00	0.00	100.00%*
sub-total [1] >GENERAL LIABILITY INSURANCE		218000.00	1000.00	219000.00	513.00	216699.00	2301.00	98.95%
GRAND TOTALS >>>>		16750144.00	1376133.93	18126277.93	1537300.46	17470154.45	656123.48	96.38%

WATER DEPARTMENT MONTHLY EXPENDITURES

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
Department: GENERAL OPERATIONS 000								
Object: PERSONAL SERVICES 1								
61-000-5100-000	SALARIES & WAGES-WATER SUPER	65110.00	0.00	65110.00	7231.44	65082.96	27.04	99.96%
61-000-5110-000	SALARY & WAGES-OPER STAFF	85114.00	0.00	85114.00	9340.32	84062.88	1051.12	98.77%
61-000-5112-000	SALARY & WAGES-SUPPORT STAFF	51465.00	0.00	51465.00	5227.50	47473.04	3991.96	92.24%
61-000-5120-000	SALARY & WAGES - TEMPORARY HELP	1.00	0.00	1.00	0.00	0.00	1.00	
61-000-5130-000	ADDITIONAL GROSS	0.00	0.00	0.00	0.00	0.00	0.00	
61-000-5131-000	ADDITIONAL GROSS - OVERTIME	6000.00	0.00	6000.00	0.00	1011.88	4988.12	16.86%
61-000-5132-000	ADDITIONAL GROSS - LONGEVITY	2700.00	0.00	2700.00	0.00	2700.00	0.00	100.00%*
61-000-5135-000	ADDITIONAL GROSS - REG & SPEC ON-CALL	14325.00	0.00	14325.00	1712.92	15817.04	-1492.04	110.42%*
61-000-5190-000	OTHER - STIPENDS WATER COMMISSIONERS	3.00	0.00	3.00	0.00	0.00	3.00	
61-000-5191-000	OTHER - RETIREMENT BENEFIT	2000.00	0.00	2000.00	0.00	0.00	2000.00	
61-000-5195-000	OTHER - CLOTHING ALLOWANCE	2250.00	0.00	2250.00	951.99	2088.14	161.86	92.81%
sub-total [2] >PERSONAL SERVICES		228968.00	0.00	228968.00	24464.17	218235.94	10732.06	95.31%
Object: PURCHASED SERVICES 2								
61-000-5201-000	PRIOR YEAR UNPAID BILLS	0.00	0.00	0.00	0.00	0.00	0.00	
61-000-5210-000	ENERGY	132000.00	0.00	132000.00	10951.70	84695.91	47304.09	64.16%
61-000-5240-000	REPAIR & MAINT BUILDING	5000.00	0.00	5000.00	25.09	906.86	4093.14	18.14%
61-000-5245-000	REPAIR & MAINT EQUIPMENT	17000.00	0.00	17000.00	2935.90	21514.86	-4514.86	126.56%*
61-000-5270-000	RENTALS	950.00	0.00	950.00	0.00	315.00	635.00	33.16%
sub-total [2] >PURCHASED SERVICES		154950.00	0.00	154950.00	13912.69	107432.63	47517.37	69.33%
Object: PURCHASED SERVICES 3								
61-000-5300-000	PROFESSIONAL SERVICES	17000.00	0.00	17000.00	1235.00	24365.57	-7365.57	143.33%*
61-000-5340-000	COMMUNICATION	17600.00	0.00	17600.00	1817.16	14610.77	2989.23	83.02%
61-000-5380-000	OTHER SERVICES	2625.00	0.00	2625.00	0.00	1475.82	1149.18	56.22%
sub-total [2] >PURCHASED SERVICES		37225.00	0.00	37225.00	3052.16	40452.16	-3227.16	108.67%*
Object: PURCHASED SUPPLIES 4								
61-000-5420-000	OFFICE SUPPLIES	5000.00	0.00	5000.00	899.15	3836.10	1163.90	76.72%
61-000-5430-000	BUILDING SUPPLIES	1500.00	0.00	1500.00	0.00	838.20	661.80	55.88%
61-000-5435-000	EQUIPMENT MAINT SUPPLIES	1500.00	0.00	1500.00	0.00	0.00	1500.00	
61-000-5460-000	GROUNDKEEPING SUPPLIES	500.00	0.00	500.00	27.56	612.45	-112.45	122.49%*
61-000-5480-000	VEHICULAR SUPPLIES	8000.00	0.00	8000.00	1752.47	13243.04	-5243.04	165.54%*
sub-total [2] >PURCHASED SUPPLIES		16500.00	0.00	16500.00	2679.18	18529.79	-2029.79	112.30%*
Object: PURCHASED SUPPLIES 5								
61-000-5530-000	PUBLIC WORKS SUPPLIES	32000.00	0.00	32000.00	1154.93	31728.24	271.76	99.15%
61-000-5531-000	CHEMICALS	20000.00	0.00	20000.00	2092.76	12762.71	7237.29	63.81%
61-000-5580-000	OTHER SUPPLIES	1000.00	0.00	1000.00	0.00	19.52	980.48	1.95%

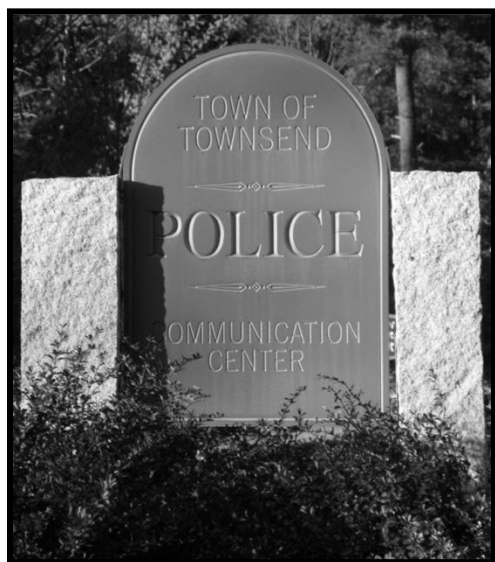
Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
sub-total [2] >PURCHASED SUPPLIES								
		53000.00	0.00	53000.00	3247.69	44510.47	8489.53	83.98%
Object: title not on file 6								
61-000-5600-000	PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [2] >title not on file								
		0.00	0.00	0.00	0.00	0.00	0.00	
Object: OTHER CHGS & EXP 7								
61-000-5710-000	TRAVEL/MILEAGE-IN STATE	400.00	0.00	400.00	228.21	861.20	-461.20	215.30%*
61-000-5720-000	OUT OF STATE TRAVEL	100.00	0.00	100.00	0.00	0.00	100.00	
61-000-5730-000	DUES & MEMBERSHIPS	1500.00	0.00	1500.00	120.00	1435.00	65.00	95.67%
61-000-5780-000	OTHER CHARGES	500.00	0.00	500.00	5.00	65.00	435.00	13.00%
61-000-5785-000	WATER ASSESSMENT D.E.P.	1700.00	0.00	1700.00	0.00	1827.73	-127.73	107.51%*
sub-total [2] >OTHER CHGS & EXP								
		4200.00	0.00	4200.00	353.21	4188.93	11.07	99.74%
Object: ARTICLES 8								
61-000-5850-000	NEW EQUIPMENT	10000.00	0.00	10000.00	0.00	3063.93	6936.07	30.64%
61-000-5870-000	REPLACEMENT EQUIPMENT	10000.00	0.00	10000.00	2929.00	4902.63	5097.37	49.03%
61-000-5890-000	HYDRANTS	1.00	0.00	1.00	0.00	0.00	1.00	
sub-total [2] >ARTICLES								
		20001.00	0.00	20001.00	2929.00	7966.56	12034.44	39.83%
Object: DEBT SERVICE 9								
61-000-5900-000	DEBT SERVICE - MMPAT - EAST SIDE IMP	42375.00	0.00	42375.00	0.00	42373.64	1.36	100.00%
61-000-5901-000	DEBT SERVICE - MMPAT EAST SIDE PHASE II	63000.00	0.00	63000.00	0.00	61583.08	1416.92	97.75%
61-000-5902-000	DEBT SERVICE - WITCH'S BROOK BORROWING	26000.00	0.00	26000.00	0.00	5654.25	20345.75	21.75%
61-000-5975-000	INTERMUNICIPAL AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
61-000-5990-000	EMERGENCY RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	
sub-total [2] >DEBT SERVICE								
		131375.00	0.00	131375.00	0.00	109610.97	21764.03	83.43%
sub-total [1] >GENERAL OPERATIONS								
		646219.00	0.00	646219.00	50638.10	550927.45	95291.55	85.25%
Department: PUBLIC WORKS 400								
Object: 0								
61-400-5005-000	MASTER PLAN REVISION	0.00	118.50	118.50	0.00	0.00	118.50	
61-400-5006-000	SO. STREET BRIDGE PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	
61-400-5009-000	MAIN STREET STATION UPGRADE	0.00	58219.23	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	0.00	
61-400-5012-000	SYSTEM ENHANCEMENTS	0.00	170930.00	170930.00	0.00	0.00	170930.00	
61-400-5013-000	WATER MAIN EXTENSION	0.00	127911.75	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	0.00	
61-400-5014-000	WELL DEVELOPMENT & EXPLORATION	0.00	6276.29	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	0.00	

Account Number	Account Title	Original Approp	Adjustment	Adjusted Budget	June expended	Expended Y-T-D	Unexpended Balance	% Expend Y-T-D
61-400-5015-001	EAST SIDE IMP (DMSR F04-16)APPRVD CONSTRUCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61-400-5015-002	EAST SIDE IMP (DMSRF) CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61-400-5015-003	EAST SIDE IMP (TRANSFER)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61-400-5015-004	EAST SIDE IMP (TRANS WELL EXPLORATION)	0.00	0.00	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	0.00	0.00
61-400-5016-000	HARBOR TRACE WELL CONSTRUCTION	0.00	3566.64	3566.64	0.00	0.00	3566.64	0.00
sub-total [2] >		0.00	367022.41	367022.41	0.00	0.00	367022.41	
sub-total [1] >PUBLIC WORKS		0.00	367022.41	367022.41	0.00	0.00	367022.41	
Department: HUMAN SERVICES 500								
Object: 0								
61-500-5000-000	EQUIPMENT REPLACEMENT FUND STM 12/04 ART 29	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61-500-5010-000	LAND INT VINTON POND ATM 5/06 ART 18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61-500-5020-000	STORAGE TANK MAINT FUND ATM 5/06 ART 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61-500-5025-000	LEGAL FEES & ENGINEERING COSTS WITCH'S BROOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
sub-total [2] >		0.00	0.00	0.00	0.00	0.00	0.00	0.00
sub-total [1] >HUMAN SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS >>>>		646219.00	367022.41	1013241.41	50638.10	550927.45	462313.96	54.37%

POLICE DEPARTMENT

As Chief of Police, I respectfully submit the following 2011 annual report for the Townsend Police Department.

Overall incidents decreased in 2011 with a total of 17,671 incidents compared to 19,372 total incidents for 2010. This disparity can be mainly traced to incorporating vehicle maintenance entries including gas log entries into a new module which are now not recorded as statistical incident data.



Custody incidents were down for the year with a total of 65 for 2011 compared to 87 for 2010.

Criminal complaints filed with Ayer District and Lowell District Courts were also down for the year with 138 complaints being filed for 2011 compared to 199 in 2010. Total citations issued for 2011 were 2223, generating \$17,050.00 in total issued fine amounts.

The following represents incidents with significant percentage increases over the preceding year: medical calls increased 25%, officer wanted calls increased 20%, animal complaints increased 100%, house alarms increased 200%, larceny increased 15%, breaking and entering motor vehicles increased 200%, motor vehicle accidents w/injury increased 50%, harassment complaints increased 200%, drug law violations increased 200%, and leaving the scene of accidents

increased 80%. Those incidents showing significant decreases were: motor vehicle complaints which decreased 15%, arrests decreased 30%, breaking and entering decreased 15%, disturbances decreased 30%, and assault and battery decreased 100%. The balance of incidents showed increases and decreases which varied +/- 10%.

We have continued once again this year in our quest to become state certified with the ultimate goal of becoming an accredited police agency. This has been an ongoing process for the past several years and has required many adjustments within the agency including but not limited to revising and developing rules and regulations and policies to meet accreditation standards as well as modifying how we do business in general, and covers every phase of police work. This is a herculean effort and has been undertaken by our own staff. The ultimate goal of this process is to become a more professional police agency, decrease liability, and to clearly define our mission. An April 2012 date has been set for our initial certification assessment.

We ran understaffed throughout the year due to on and off the job injuries as well as long-term illness and health-related issues. By agreement with the police bargaining unit I was allowed to utilize reserve officers within two open positions. Although not the most desirable situation, this has allowed us to cut down on overtime costs while at the same time providing adequate shift coverage. In many instances working with unions involves compromise, working in mutual cooperation to accomplish the mission, and a clear understanding of goals and objectives from both sides. I can say, without equivocation, that the members of the Townsend Police Bargaining unit understand this concept and it has been a tremendous asset to the administration that there has been a cooperative effort to work through some pretty tough issues this past

year. With that being said, I would be remiss in not extending my thanks to all my officers and members of the union that have made my job that much easier this past year dealing with a difficult situation.

Again this past year I have put forth an effort to resolve the disappearance of Deborah Ann Quimby who disappeared at age 13 from her Smith Street home on May 3, 1977. Working in cooperation with the Federal Bureau of Investigation, The National Center for Missing and Exploited Children, and the Middlesex District Attorney's Office, information was obtained which lead to a search being conducted within the community with trained human remains detection dogs who alerted on a specific area where an excavation occurred that proved negative for results. This endeavor was kept low-keyed and out of media attention to avoid any undo embarrassment to the landowners where this search took place and to eliminate any negative impact to this on-going investigation. Even though the results of this huge undertaking was again disappointing to myself as well as others involved, we continue to move forward soliciting information and acting on the information we are given to find the answers to what happened to Debbie and she remains never far from my thoughts.

On August 12, 2011, Robert Rebovich retired from the department. His position was filled by David Phillips who was appointed to the department on November 30, 2011. David was born and raised in Massachusetts where he obtained his B.S. in criminal justice. He then moved to the west coast with his wife where he was employed by the Los Angeles Police Department for eight years. David then took a leave of absence and moved back to the east coast to be closer to his and his wife's family as they were now raising a two-year-old son. David was chosen from a field of forty-six candidates who applied for the position.

On November 13, 2011, Jeffrey Thibodeau, a ten-year veteran of the Townsend Police Department resigned to work for the Lunenburg Police Department. On December 30, 2011, Cassandra Ela was appointed to fill his vacancy. Cassandra graduated from the full-time police academy in Boylston on December 16, 2011. She graduated from Franklin Peirce College in May of 2009 with a B.S. in Criminal Justice and a minor in sociology. The following year Cassandra attended Anna Marie College where she obtained her master's degree, graduating with a 4.0 GPA. Cassandra was also chosen out of the same field of forty-six candidates as Phillips and finished second out of the field.

Nothing makes me more proud than when someone comments on how well they were treated and how much respect they were given when encountering a Townsend Police Officer and I am confident that both of the individuals possess the qualifications and quality of officer that we search for when hiring.

Once again this year I add my words of caution: Don't become the victim of crime due to complacency. Lock your vehicles at night, leave lights on in and 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 operations plan. If someone comes to your door to ask directions or to provide services, call us so we can check them out. Often times houses are burglarized by those who will knock on your door first to ascertain who might be in the home and if you answer the door, they need to make some type of excuse as to why they are there. You should be aware that door-to-door solicitation requires the solicitor to register with the Townsend Police Department who are then issued badge-type permits that they should be able to provide to you. Do not give out any information about yourself over the phone or internet unless you can verify who you are giving your information to. Do not fall victim to computer scammers as we have once again found computer crimes and unauthorized use of bank and credit card accounts to be increasing. If you do find that you have become victim of identity theft, please notify us and you will be directed to the link on our website www.townsendpd.org to fill out the identity theft packet that you will find there.

This year there were nine internal investigations conducted involving officers of the department. Eight of these incidents were “not sustained” indicating that there was inadequate or insufficient evidence to either prove or disprove the complaint. One of the incidents was “sustained” and required disciplinary action against the officer. Internal investigations are conducted for a variety of reasons and the objective of internal affairs investigations are: 1. Protection of the public; 2. Protection of the employee; 3. Protection of the Townsend Police Department; 4. Removal of unfit personnel; 5. Disciplinary action against an employee; and 6. Correction of procedural problems. This year’s internal investigations were conducted as a result of citizen complaints as well as alleged violations of the department’s rules and regulations. There were no criminal investigations conducted involving officer’s conduct.

This past year we have again attempted to focus our efforts on problems and issues that arise by reviewing statistical data and what is brought to our attention by you, the citizens. If you have a specific issue or problem we ask that you bring it to our attention either through our community survey on our website or by calling us directly. We value your input and attempt to address all of your concerns. We also attempt to stay up-to-date on the latest in technological advancements in law enforcement so that we are equipped to handle those concerns. This year we joined RISS, The Regional Information Sharing System which is also integrated with NESPIN, The New England State Police Information Network. These are secure law enforcement web-based systems which are federally funded and administered by the U.S. Department of Justice. These systems allow us to share information with our law enforcement partners both locally as well as nationally and are designed to support the efforts of law enforcement agencies such as ours as well as promote officer safety. They provide a wealth of law enforcement related information and allow us to search by an incident or offender which we might have interest in. Technology in law enforcement and related fields has been advancing rapidly and to stay current with those advancements is costly but necessary. We are using grants to offset these costs but being level-funded year after year we will soon find that even with the assistance of grant money we will no longer be able to sustain the quality of police service that we provide as we will not be able to keep up with these technological advancements.

In closing, I would like to say that it has once again been my privilege to serve this past year as your Chief of Police and I have been honored to do so. Although this past year has not been without challenges, I consider myself fortunate to work with the quality of men and women of the Townsend Police Department who continue to give so much of themselves and have dedication to their duties and to the community. I would also like to extend my appreciation to the business owners and citizens of Townsend for their support as well as the Massachusetts State Police, Attorney General and Middlesex District Attorney’s offices, and 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 has led to the overall success of the organization.

Respectfully submitted by,
Erving M. Marshall, Jr., *Chief of Police*

COMMUNICATIONS CENTER

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

The Townsend Communications Center, the hub of emergency services for the Town of Townsend, recorded 17,671 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 from 19,275 for 2010. This decrease can be directly attributed to a change in the way vehicle maintenance, including gas entries are logged, as we have enabled a new module for vehicle maintenance that does not show up statistically as recorded incidents.

While these incident statistics give us an accounting of the type, quantity, and nature of calls received, they do not account for the thousands of informational-type general service calls that do not require incident reporting, thus do not account for the overall work performed on a daily basis by the department's telecommunicators. In addition, the work performed by the telecommunicators, who besides answering phone calls and handling radio traffic, also handles walk-in customers to the police/communications facility.

The Communications Center currently employs four full-time and eight part-time telecommunicators. This year the full-time union signed a contract allowing them to go from a 5/2 work schedule to a 4/2 work schedule. Do to the fact that full-time staff actually works seventeen days fewer on this schedule, accounting for sixty-eight additional open shifts, they agreed to allow part-time telecommunicators, who are paid a lower wage, to have preference to any open shifts thus cutting down on overtime expenditures. They also made other sacrifices such as 0% pay raises for three years and loss of longevity pay to offset the cost of implementing the new 4/2 schedule.

Long-term illness, as with the police department, has also been a factor within the Communications Department, having a full-time Telecommunicator out of work since September. In most cases, these additional open shifts have also been filled by part-time telecommunicators, making their role within the Communications Center more relevant than ever before.

Mandatory training set by the state has been another issue that has been of concern this past year as we have been implementing training requirements throughout the year to comply with these mandates which will take effect as of July 1, 2012. These mandates require all full and part-time telecommunicators to be certified in Emergency Medical Dispatch and those hired after July 1, 2011 are required to successfully complete equipment and basic Telecommunicator training as well as forty hours of State 911 Department-approved training. Funding for these trainings have been obtained for the last several years from the State 911 Department. In addition, approximately \$27,000.00 annually in additional equipment grants has been obtained.

Another mandate that we have been working towards is in the area of "narrow banding" which is a federal mandate with a compliance date of January 1, 2013. This is an FCC mandate that requires

all radio systems operating in the 150-174 MHz (VHF) and 421-512 MHz (UFH) bands to “narrowband” from a wideband width of 25kHz to a narrowband width of a 12.5 kHz. The idea behind this change is to ensure more efficient use of the spectrum and greater spectrum access for public safety and non-public safety use as technology emerges. What this means for the communications center and public safety in general is that we must replace outdated equipment that will not be narrowband compatible. While recent updates in the communications center has allowed newly purchased equipment to be modified for this purpose and the police department, highway department, and water departments has newer equipment that will be able to be modified for this purpose, the radios within the fire department vehicles and trucks need updating. In addition, because this change in bandwidth will affect our ability to send and receive radio transmissions effectively, we must add a second repeater site to handle our radio needs. We have been working in conjunction with the Fire/EMS department and our radio vendor to assess our needs and we have reached out to the Capital Planning Committee, who we will be meeting with in the near future to discuss our needs and how we will be funding this project. Unfortunately this is a no-choice option for the town as failure to comply with this mandate will jeopardize our FCC radio licenses and negatively impact public safety.

The Communications Center is a very active place that can go from routine one minute to utter pandemonium the next. In some respects it is a clearing house of information that is sought by the general public and which the public relies upon not only in an emergency, but when they don't know where else to turn for answers to basic questions. This can become troublesome for the telecommunicators when they are attempting to handle an emergency call at the same moment and is why I urge those seeking general information to use the town's or police department's websites to solicit general information and use the communications center as a last resort.

In closing, I would like to take this opportunity to say that it has been my privilege and an honor to serve as Director of Communications this past year. I would also like to extend my thanks to the men and women who work within the confines of the communications center and who are there to serve the community. They are the faceless professionals who arrive at the scene of an emergency long before a police car, fire truck, or ambulance and who are there to give their advice and assistance when needed.

Respectfully submitted by,
Erving M. Marshall, Jr., *Director of Communications*

FIRE-EMS DEPARTMENT

Calendar year 2011 again has been a very challenging year. The continued decline in available money to support our emergency service operations continues to force us to forgo non-emergency repairs to buildings and equipment. This has been our tenth consecutive years of either cutting or level funding our operating budget, while costs continued to increase. We have been able to somewhat offset our loss of tax revenue, with money received from our ambulance receipts, although we have seen a decline in revenue while request for medical services has increased. The lack of investment in the operational side of the department over the last ten years has put a serious strain on the department's ability to deliver the quality service our citizens have come to expect.

We have continually and will continue to apply for grants and this year have been somewhat successful in being awarded a few of the smaller state grants, but larger federal grants have continued to elude us. We were awarded a SAFE grant from the state of Massachusetts totaling \$4,665. This money will go a long way in our ability to continue our SAFE program in the school system. We again received a \$2,000 matching VFA forestry grant for equipment from the State. This will be used to complete our forestry projects, by outfitting these trucks with additional equipment we do not currently have. We applied last year for a Homeland Security/FEMA grant totaling \$183,000 to replace or update our air packs and bottles. We received word a few weeks ago that we were turned down for the second year in a row for this grant. We will continue to apply for the Homeland Security grants with the hopes that we will be award the necessary funding to upgrade or replace other aging equipment.

We presented our annual Firefighter and EMS provider of the year award at our annual Christmas party. This year's recipients were Lt. Richard Carlson, firefighter of the year and Steve Gay, EMS provider of the year. Rich has been a member of the Townsend Fire-EMS Department for 7 years and in that time has established himself as a valuable member of the department. Rich has become an established leader and role model for all of the younger fire personnel. Steve Gay has been a member of our EMS staff for over 20 years. He continues to work his full time job, answer medical calls, work one shift per week on the ALS truck and attended class to attend new skills. Steve hard work ethics have been a role model for all of the EMS staff; Steve just received his certification as an EMT-I, giving us another valuable resource in the field.

Apparatus:

We have spent a great deal of time and money upgrading or replacing our aging fleet of vehicles. We still have a few more of our older vehicles to replace, but we have implemented a replacement program that we hope will extend the life of these vehicles and better manage their replacement in the future.

Buildings:

The Fire-EMS Department currently operates out of five buildings, compared to the three we had just a few decades ago. This expansion was necessitated because of a couple of factors. First we began to outgrow our facilities in the mid eighties when we hired our first fulltime fire chief. Then in the mid-nineties we added our first fulltime firefighter and since that time, we have added two

additional fulltime firefighters, and in 2007 the town merged the Fire and EMS departments into one organization. The office space required for this merger necessitated moving the Fire-EMS offices from the Center Fire Station to police headquarters, then to the old Union National Bank building on Main Street next to Town Hall and finally to its current location at 13 Elm Street in 2006.

Our newest station in the Harbor opened in 2004 and is the first new fire station built in this community since the three original stations were built in 1875. The town purchased another building in 2002 with the intention of building a new center station on the site, but to date this has not happened. The cost of building a new station keeps increasing and with funding still being cut or level funded, the likely hood of building two new stations in the near future is fairly slim. I have proposed that we look at consolidating the three buildings in the center of town and the one in West Townsend into one location somewhere between Townsend Center and West Townsend. In 2009 I applied for a Federal stimulus grant that would have helped pay the majority of the cost of building a new fire station, but unfortunately we were unsuccessful in obtaining that grant. Something needs to be done to secure the necessary funding to replace these four buildings.



On a good note, we continue to do number of energy improvements to all our buildings that should reduce our energy cost. But replacing some, if not all of the 1875 buildings is still my major concern going forward.

The EMS call volume for 2011 is as follows:

	ALS	BLS	ALS	BLS	ALS	BLS
Town	2009	2009	2010	2010	2011	2011
Townsend	293	177	332	207	447	183
Groton	265	0	286	0	248	0
Lunenburg	84	1	114	0	121	0
Ashby	88	5	98	0	81	0
Ayer	0	0	1	0	1	0
Pepperell	120	5	109	0	38	0
Brookline	0	0	0	0	0	0
Littleton	0	0	0	0	0	0
Shirley	2	1	2	0	1	0
Dunstable	2	0	0	0	0	0
Mason	0	1	0	0	2	0
	854	190	942	207	939	183

FIRE STATISTICS

TYPE OF INCIDENT	2006	2007	2008	2009	2010	2011
Structure Fire	5	8	9	10	5	16
Vehicle Fire	5	4	1	5	4	3
Motor Vehicle Accidents	27	23	34	51	27	50
Rescues	6	6	9	3	2	2
Animal Rescues	0	1	0	0	1	4
Search	0	0	1	2	0	0
Mutual Aid Given	22	29	39	20	28	25
Investigations	63	59	94	46	38	41
Chimney Fire	2	9	8	3	6	8
Brush Fires	13	18	12	6	12	6
Alarm Activation	53	40	47	43	31	46
Municipal Box Alarm	24	37	39	37	37	42
Oil Burner Malfunction	2	0	0	0	0	0
Hazardous Spills	9	12	10	7	5	1
Unauthorized Burning	21	26	0	33	12	5
Electrical Hazard	36	20	17	12	18	73
Domestic Terrorism	2	5	0	0	0	0
Carbon Monoxide Alarm	24	17	40	27	22	29
Severe Weather	3	7	1	0	1	1
House Lockout	2	6	2	0	0	5
Gas Odor / Leak	8	0	3	0	3	21
Assist Police	5	3	0	0	2	0
Assist EMS	77	18	0	0	1	0
Aircraft Standby	3	5	1	1	0	0
Station Coverage	3	3	3	5	0	5
P/S Atwood Acres	3	1	3	0	0	0
P/S Ice Removal	0	0	0	8	6	0
P/S Resident	12	6	42	0	19	0
P/S Water Removal	1	33	34	28	14	5
P/S Town Department	16	14	5	26	10	41
Other Incidents	0	0	7	13	20	43
TOTAL INCIDENTS	447	410	464	386	324	472



CLOSING REMARKS

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

Respectfully submitted by,
Donald E. Klein, Chief, Townsend Fire-EMS
Department



TOWNSEND EMERGENCY MANAGEMENT AGENCY

“Prepare Plan Protect Preserve”

The Townsend Emergency Management Agency has had a very busy year. I have regularly attended regional and state Emergency Management Directors meetings and participated in regional practice drills.

We had a number of “near misses” this year. We had several heavy snowstorms in January and February and a major “miss” in August when Hurricane Irene came uncomfortably close! Unfortunately, the Halloween snowstorm hit us with full force and created a need for sheltering and major road hazards. We discovered that we were not as ready as we had thought and have started to work on plans to allow us to be better prepared in the future.

Please remember that it is important to be ready yourself. Have your “go” bag ready so that you can leave quickly should that be necessary. Keep supplies ready if you can’t leave the house for two or three days. Please contact me if you need help in organizing these items.

We will soon be offering a Shelter Management class. I would like to urge everyone to consider taking this class. Our goal is to have a large pool of volunteers to call on the next time we need to open a shelter. We can use people for all shifts – morning, afternoon, evening and overnight. Please contact me if you are interested so that we can set up classes at a convenient time. We are also in need of medical staff since our Fire-EMS staff will be kept busy answering calls.

I want to express my sincere appreciation to Chief Klein and the members of his department for all their help in keeping us ready to respond to any needs. I look forward to serving Townsend and preparing us for any emergencies that may occur.

Respectfully submitted by,
Shirley Coit, *Emergency Management Director*

ANIMAL CONTROL OFFICER

Again, Busy Year! The number of “stray” dogs and cats almost doubled this year. I worked with a number of different Breed Rescues to find homes for the dogs, Along with Animal Shelter Inc. of Sterling, Ma. and Lowell Humane Society in Lowell, Ma. Tiny Tigers Feline Rescue and Volunteer Humane Society in Lancaster has been a great resource for the numerous cats that have been abandoned this year. Free spay clinics for strays has been a big help on the budget.

Stray Dogs	22
Stray Cats	29
Loose Dog Complaints	52
Barking Dog Complaints	61
Wild Animal Complaints	47
Misc. Complaints	71

Combined Total calls 282 (this does not include follow-up phone calls)

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

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

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.

Respectfully submitted by,
Mary L Letourneau, *Animal Control Officer*



ANIMAL INSPECTOR

Animal	Adult	Young
Cattle/Dairy	0	42
Cattle/Beef	32	20
Steers/Oxen	1	2
Goats	42	2
Sheep	16	2
Llamas/Alpacas	16	0
Horses/Ponies	146	2
Donkeys/Mules	4	0
Poultry/Chickens	1786	-
Poultry/Turkeys	5	-
Poultry/Emus	3	-
Poultry/Waterfowl	52	-
Poultry/Game birds	5	-
Rabbits	16	-
Pigs/Breeders	3	-
Pigs/Feeders	8	-

Total number of farms visited: 61

This year I visited 61 farms, and found the animals all to be in good health and with adequate accommodations.

Respectfully submitted by,
John A. King, *Animal Inspector*



HIGHWAY DEPARTMENT

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

Roadway Asphalt Repairs and Overlays: Three sections of road were reclaimed and paved this year: Greenville Road - 1,100', Townsend Hill Rd. - 1,100' and Wallace Hill Rd. - 4,300'. The shoulders were cut back, brush was trimmed and drainage work was also completed along these sections.

Winter Operations: Sand is available to town residents at the highway garage located at 177 Main Street at the rear left corner of the lot. The sand is mixed with salt which keeps the sand from freezing solid. January and February of 2011 proved to very snowy months. Between January 12 and February 2 six storms of 8(+)" hit the area. This, along with some minor snow squalls, kept our department very busy. In total the Highway Department was sent out 26 times to sand and plow between January 12 through April 1.

Then on August 28, 2011 Hurricane Irene hit the area but fortunately the storm had weakened and did not leave much damage in it's wake.

But the fun was just beginning. On October 27, 2011 a freak heavy wet snow storm caused power outages and extensive tree damage throughout town. The roads were cleared quickly and power was restored in a timely fashion but it brought back very unpleasant memories. But again we pulled through.

The Highway Department staff and its' subcontractors did an **exceptional** job of keeping the roads clear and safe during this very busy and hectic year.

Paving Construction Goals for 2011: When funds become available Wallace Hill Road will be completed and any remaining funds will be put toward finishing Townsend Hill Rd. As always Chapter 90 funding will dictate how much road construction and can actually be completed this coming year.

Waste Oil: 708.5 gallons of waste oil were collected from January through December of 2011. A new collection schedule has been set up to collect waste oil this year. Waste Oil will only be collected every other month, beginning in January, from 8:00 AM until 12:00 PM. Please check the town's web site for dates.

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

Capital Planning

The Highway Department has made some much needed equipment upgrades in 2011 after discussing the requests with the Capital Planning Committee. Purchases include a 2012 Ford Escape, 2012 F-450 One-ton, two stainless steel sander bodies, a heated asphalt hot box and a 2001 International 6-wheel dump truck. And yes, the 2001 date is not a typo. In order stretch funds a little further, the Highway Department purchased a used 2001 dump truck for \$17,000.00 to replace a 1986 dump truck. An additional \$33,000.00 was allocated for a



stainless steel sander body, front plow, wing plow and any repairs that were necessary. This was the most logical choice due to the fact that a 2012 6-wheel dump truck, completely outfitted, was priced at \$180,000.00. This decision allowed the Highway Department to purchase the other equipment and not just one truck. No matter how old our equipment is though, the Townsend Highway Department will make every effort to maximize the efficient, effective use of our resources in the maintenance and upkeep of the roadway system. We are committed to public safety and providing the highest level of service to the community.

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

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

Respectfully submitted by,
Ed Kukkula, *Highway Superintendent*

WATER DEPARTMENT

"A safe, reliable water supply is critical to the success of any community. It creates jobs, attracts industry and investment, and provides for the health and welfare of citizens in ways ranging from disease prevention to fire suppression."

New England Water Works Association

The Water Department is pleased to submit its annual report for the year 2011. This year we pumped a total of 197,599,815 gallons of water that supplied approximately 6,300 customers. Also, to maintain a neutral P.H. for the purpose of corrosion control 18,625 gallons of Sodium Hydroxide was introduced into the distribution system from all well sites. We recorded a total snow fall of 29 inches and a total rain fall of 33 inches.

Annual Statistical Data	Main St. Pumping Station	Cross St. Pumping Station	Harbor Trace Pumping Station	Witch's Brook Well # 1	Witch's Brook Well # 2	Source Totals
Total Days Pumped - January 2011	29	30	24	1	7	91
Total Days Pumped - February 2011	27	27	21	2	6	83
Total Days Pumped - March 2011	14	31	30	0	5	80
Total Days Pumped - April 2011	25	30	24	0	8	87
Total Days Pumped - May 2011	31	30	28	0	5	94
Total Days Pumped - June 2011	30	30	29	0	15	104
Total Days Pumped - July 2011	31	31	31	0	9	102
Total Days Pumped - August 2011	31	31	28	0	9	99
Total Days Pumped - September 2011	26	29	27	0	10	92
Total Days Pumped - October 2011	31	29	27	0	6	93
Total Days Pumped - November 2011	23	24	27	0	6	80
Total Days Pumped - December 2011	31	30	25	1	7	94

Total Pumpage (MG) - January 2011	4.848	4.039	3.937	0.012	0.916	13.752
Total Pumpage (MG) - February 2011	5.070	3.803	2.925	0.019	0.901	12.717
Total Pumpage (MG) - March 2011	2.269	4.502	5.994	0.000	0.788	13.553
Total Pumpage (MG) - April 2011	4.991	3.990	4.074	0.000	0.672	13.726
Total Pumpage (MG) - May 2011	6.496	4.641	5.221	0.000	0.936	17.294
Total Pumpage (MG) - June 2011	6.663	5.491	6.324	0.000	2.992	21.470
Total Pumpage (MG) - July 2011	9.722	6.957	10.189	0.000	1.995	28.863
Total Pumpage (MG) - August 2011	7.239	4.978	5.863	0.000	1.626	19.705
Total Pumpage (MG) - September 2011	4.209	3.895	6.093	0.000	1.703	15.899
Total Pumpage (MG) - October 2011	6.168	3.763	3.637	0.000	1.027	14.595
Total Pumpage (MG) - November 2011	3.894	2.562	4.861	0.000	1.010	12.327
Total Pumpage (MG) - December 2011	4.953	3.683	3.829	0.312	0.922	13.699

Total Pumping Days 2011	329	352	321	4	93	1,099
Total Pumpage (MGY) 2011	66.520	52.303	62.945	0.343	15.489	197.600
Average Daily Pumpage (MGD) 2011	0.182	0.143	0.172	0.001	0.042	0.541
Maximum Daily Pumpage (MGD) 2011	0.475	0.337	0.572	0.312	0.500	1.384

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

- ***Energy Efficiency Award:*** In April we were proud to find out that the Water Department was recognized by the Massachusetts Department of Environmental Protection (MADEP) along with twenty one other local water and wastewater treatment facilities to receive an Environmental Protection Agency Drinking Water State Revolving Fund Award for Sustainable Public Health Protection because of the installation of our PV Solar Project. Energy efficiency and renewable energy generation are a complimentary set of approaches that not only reduce operational costs, but eliminate the greenhouse gas load that would be required to generate that volume of electricity using fossil fuels. On April 20th we were invited to attend the awards presentation ceremony held at the MWRA John J. Carroll Water Treatment Plant in Marlboro, MA.



Energy Efficiency and Sustainable Public Health Protection Award presented to the Townsend Water Department. L to R: Ken Kimmell, Department of Environmental Protection (DEP) Commissioner, Niles Busler, Vice Chairman, Board of Water Commissioners, Townsend Water Department, Paul Rafuse, Superintendent, Townsend Water Department, and Curt Spaulding, Environmental Protection Agency (EPA) Region 1 Administrator.

- ***Wheeler Road Bridge Replacement Project:*** As part of the Wheeler Road bridge replacement project we included within the scope of work connecting to the existing main on Rt. 119 and installing approximately 430 feet of 8" water main on Wheeler Road and across the bridge.



Contractor installing a "Tapping Sleeve" and Gate Valve to connect the new water main on Wheeler

- ***Implementing a Supervisory Control and Data Acquisition (SCADA) system:*** We continued preparations

and planning of the installation of a full SCADA system. Working with the consulting firm of Woodard & Curran we received a final design of a fully installed SCADA system. The SCADA system through the installation of Programmable Logic Controllers (PLC's) at each of our facilities and associated software would allow us to operate and monitor the entire operation of the system more efficiently and effectively. Personnel would be able to monitor and program in real time the operation of each facility remotely resulting in reduced energy and labor costs.

- ***Storage Tank Mixing System:*** Due to periodic Total Coliform Bacteria detections in our storage tanks, a common problem in public water systems we began exploring ways to address this issue. Due to the volume of water in the tanks, temperature and the lack of sufficient "turn over" or "mixing" of the water contribute significantly to the cause and

growth of Coliform Bacteria. Before deciding on the proper mixing system, data needed to be collected to determine how much if any “mixing” of water in the tanks was occurring. We acquired temperature data loggers and associated equipment and Water Department personnel set and installed the data loggers in each tank for a two week period. The data loggers recorded the temperature in the tanks at three different levels to determine the extent of mixing. The results determined there was a lack of sufficient mixing of the incoming water with the existing water in the tanks. Upon further investigation of mixing systems we determined the “Tide Flex” mixing system to be the best from a cost and maintenance perspective.

- ***Witch’s Brook Pump Station Well # 1 Improvements:*** Upon numerous taste and odor complaints in Timberlee Park and two complaints concerning the presence of small “black particles” we began investigating into the possibilities of the cause. The investigation revealed significant wear of the pump, “wear rings” and the column of the pump. We procured the services of Denis L. Maher Co. to clean and inspect the well and replace the pump and column. The well, and screen was cleaned with a muriatic acid solution then disinfected with chlorine. Also to comply with recommendations from the Department of Environmental Protection (DEP) water dept. personnel performed modifications to the discharge piping from the well, replacing the old master meter, installed an isolation valve, and a new check valve. Modifications were also done to the chemical feed piping.
- ***Solar Array System at Harbor Trace Pumping Station:*** A contract was signed with the Division of Capital Asset Management (DCAM) to purchase our Renewable Energy Credits (REC’s). REC’s are determined by the amount of energy produced, once certified they can be sold to a third party. Any funds received will be used to defray operating costs.

GENERAL MAINTENANCE

- Maintenance of the distribution system consists of approximately 50 miles of water main, 2,010 service connections, approximate population of 6,400 residents, 365 hydrants, 5 pumping stations with treatment for corrosion control, 2 storage tanks, a Booster Station and an office/garage.
- We’ve completed our first full year of quarterly meter reading and it has as expected resulted in a more steady cash flow. Hopefully as intended it made it a bit easier for customers to pay a smaller bill every three months than a larger bill every six months. On the down side, until our radio meter reading system is in place it has doubled the time required per year for staff to complete meter reading each billing period.
- The distribution system was flushed by means of our semi-annual uni-directional flushing program. All dead end hydrants were flushed semi-annually as well. Hydrants were also inspected in the spring and fall for leakage; gaskets were replaced as needed, hydrant caps were greased and flags installed for winter operations.

- Master meters, flow and pressure transmitters were serviced and calibrated at all pumping stations and at both storage tanks.
- Main operating valves at both pumping stations were serviced as well as the 16" altitude valve at the Highland St. Storage Tank.
- Chemical feed pumps were serviced, pH probes and analyzers were cleaned and calibrated at all pumping stations. The PH probe at the Harbor Trace station was replaced due to age.
- As part of our ongoing Cross Connection Control Program, annual and semi-annual testing was performed on all commercial, industrial and municipal back flow prevention devices. These devices are designed to prevent any non-potable substance from contacting and contaminating the public water supply. Regular testing and proper maintenance of these devices is essential in protecting public health.
- Five (6) new water services were installed. Two (2) leaks were repaired, two (2) 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 of any excavation within the distribution system. This requires Water Department personnel to locate and mark all water lines in the area before excavation begins. Water Department personnel responded to and marked out 93 dig safe requests.
- The enclosed body was replaced on our service truck due to premature rusting. An agreement was settled upon with the dealer/manufacturer. Because the truck was four (4) years old, the Water Department was only responsible to pay for 2/3 of the labor cost and lettering.
- We constantly monitor the protection area around our sources to prevent contamination of the ground water that influences our wells. We noticed a significant increase in beaver activity at our Main St. pumping station and hired a trapper and trapped 12 beavers.

WATER QUALITY

- All State and Federal required water quality testing for approximately 100 regulated and unregulated contaminants was performed. Samples taken for analysis include Nitrate, Nitrite, Perchlorate, Secondary Contaminants, Synthetic Organic Compounds (SOC's), Volatile Organic Compounds (VOC's), Inorganic Compounds (IOC's), Sodium, Radium, Lead & Copper and monthly



Bacteriological Analysis. We are happy to report that water quality for the residents and businesses of Townsend continues to meet or exceed all state and federal requirements.

EDUCATION

- Seminars and classes were attended to further education in the water industry and to stay current with changing regulations, new technology, new products and, to accrue mandated total contact hours (TCH'S) in order to retain state and federal required operator's licenses for distribution and treatment. Water Department's are strictly monitored by the state and subject to random audits to assure that employees possess the required licenses and total contact hours (TCH's). I'd like to take this opportunity to recognize and congratulate Jim Blanchard for successfully passing his grade 2 exam in Distribution furthering his knowledge as a certified Massachusetts Drinking Water Operator.

CONCLUSION

- As Superintendent, I would like to take this opportunity to recognize and thank the employees of the Water Department, Mike MacEachern, Jim Blanchard, Jean Dinon and Brenda Boudreau for their dedication and hard work . It takes a combined effort to continue to maintain and provide safe high quality drinking water to the residents and businesses of Townsend.
- 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

John L. Caten Jr., Chair
Niles S. Busler, Vice-Chair
Francis McNamara, Member

CEMETERY & PARKS COMMISSION



and Recreation Historic Cemetery Preservation Workshop. Information from this workshop and other conservation training will enable the department to develop continuing plans for the restoration and preservation of the grounds, records, and history of Townsend.

Yet again the common was the site of many events. This included band concerts, fairs, weddings, and many other activities.

The surprise Halloween snow storm provided the town with many clean up challenges. The Cemetery and Parks personnel worked for many weeks in collaboration with the other town departments cleaning up debris the storm left in its wake. The willingness and cooperation of the town departments working together is cost effective for equipment and man power.

The department was the recipient of a wonderful research project done by Susan Teachout. Over the past many years, Susan has been researching, cataloging, and mapping the gravestones in the Old Burial Ground. This fall she presented the department with a copy of her work. The department is very appreciative of Susan's dedication and hard work, and with these tasks has helped preserve the history of the Town of Townsend's old burial ground. (If anyone would like to see these records, they are kept at the Cemetery office at 29 Highland Street).

The Cemetery and parks Department would like to thank all the town departments that have assisted us over the past year.

The Townsend Cemetery and Parks Department continues to make improvements and upgrades to the cemeteries and parks. The roads in Hillside Cemetery and Riverside Cemetery were effectively graded then fresh ground asphalt was applied. For the town common, a new bubbler was built then installed, and the parking lot (behind the common) continues to be graded. Tree and brush clearing is an ongoing process over at Howard Park.

The Department was fortunate to have two members attend a Massachusetts Department of Conservation



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



Respectfully submitted by,
CEMETERY & PARKS COMMISSIONERS
Raymond Boyes
Albert (Tubby) Boucher
John Barrett

TREE WARDEN

The weather presented many challenges in the tree care industry in 2011. Tree Wardens dealt with a snowy, harsh winter and spring and then had to deal with the early October snow storm. A bitter reminder of New England's changeable weather. All of which had an impact in caring for the town trees. The Highway Department admirably followed a program to remove street debris; unfortunately the removal of the hangers was not as successful. Any remaining storm damage over the right of way will be addressed in conjunction with hazardous tree removal. Unitil has assured me that any branches over the wires will be removed. Any concerns over storm damage, especially on less traveled roads, should be directed to Unitil at (603) 379-3833 or the Tree Warden at (978) 597-2551.

Meetings attended in 2011:

Annual Tree Warden Meeting in January

"New England Grows" in February

Tree Risk Management workshop in November

Workshop RE: Changes to Chapter 87 in November

I have met with Unitil's Arborist to review the completed maintenance work in the Shirley Road area, and the proposed plan for the center of town and Brookline Road. The work being conducted by Asplundh Tree Co. Any questions or concerns should be directed to Unitil.

It is always my intention to address storm damage and tree removals without exceeding my budget. I have been successful in going so, and hopefully the weather cooperates.

Respectfully submitted by,
Don Massucco, *Tree Warden*



LAND USE COORDINATOR

The Land Use Coordinator (LUC) serves as the professional charged with the coordination of overall planning and policy making in support of the Planning Board, Conservation Commission and Zoning Board of Appeals. The LUC also works in conjunction with other Town Departments, the Housing Authority, Board of Selectmen, Finance Committee, Capital Planning Committee, Strategic Planning Committee, Open Space & Recreation Plan Committee, Stormwater Committee, and Master Plan



Committee, outside agencies including Montachusett Regional Planning Commission 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 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 (Chapter 61, 61A & 61B). The LUC is

responsible to communicate with other towns regarding land use strategies that have been effective, as well as seek grant opportunities, write grant applications and administer 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 Administrative Assistant. In 2011, Jeanne and Karen worked on many projects for the Land Use Boards. In addition, they have met with the public and other Department Heads to research and resolve issues, attended Department Head meetings, managed collection and payments for Legal Ads and 53G Accounts, maintained a comprehensive online databases for case histories, handled budget preparation and tracking, and the ordering of department supplies.

Land Use Department employees participated in a town-wide Classification and Compensation Study for non-union employees, under the direction of the Town Administrator and a consultant hired by the town. A draft Report assigned Grades and Levels, and the proposed implementation was approved at Town Meeting, effective 01/01/12. Departments were asked to submit a level funded expense budget for FY13 with justification for any requested increases. Department Heads were directed to include the advance of one level (step) in employee compensations for FY13, effective 07/01/12.

The LUC oversees the town's compliance with Federal stormwater regulations. Under the U.S. Environmental Protection Agency's (EPA) Clean Water Act, Townsend is subject to the National Pollutant Discharge Elimination System (NPDES) Phase II General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4). The NPDES Stormwater Program regulates discharges from MS4s (which can include catch basins, storm drains, detention and retention basins, pipes, and drainage ditches), construction activities, and industrial activities. Polluted stormwater runoff is commonly transported through MS4s, and often discharged untreated into local water bodies we use for drinking water, fishing, and swimming. To prevent harmful pollutants from being washed or dumped into an MS4, cities and towns are now mandated to obtain a NPDES permit, and to develop and implement a stormwater management program to reduce contamination from stormwater runoff and prohibit illicit discharges. The LUC is responsible for implementing the Program's "measurable goals," which consist of: Public Education and Outreach, Public Participation and Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention and Good Housekeeping; and must submit an annual report to the EPA and Department of Environmental Protection (DEP) by May 1st of each year. Karen attended a public hearing held by the EPA in March for the new draft NPDES Phase II General Permit that should be issued in 2012. The town will have to reapply to be covered under this new permit.

Jeanne and Karen have continued to work with the Stormwater Committee to develop Stormwater Management Rules & Regulations for the Stormwater Authority (Planning Board) in support of the NPDES Phase II Stormwater Bylaw that was adopted by the town. The committee consists of members from various town departments including the Building Commissioner, Board of Health Assistant, Conservation Agent, Highway Superintendent, and the Nashua River Watershed Association. Draft regulations and associated forms governing development projects affecting stormwater runoff have been completed, while work on a "Best Development Practices" document continues. Finalized drafts will go to a peer review engineering firm and then to Town Counsel prior to final approval by the Planning Board in a public hearing.

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

Karen has been assisting the Energy Committee with gathering data for the Town's Green Communities Designation application. Karen also assisted the MRPC in the Massachusetts Broadband Institute's data gathering project regarding internet and cable availability in Townsend.

Karen and Jeanne worked with Town Administrator, Andy Sheehan on a draft amendment to add a Solar Overlay District to the bylaws, designating parcels for "as-of-right" siting of solar facilities. The adoption of this amendment meets one of five criteria to become a "Green Community" which, when achieved, will enable the town to apply for energy-related grants.

Jeanne and Karen worked on amending the Zoning Bylaw governing agricultural uses in residential zones in response to a Town Counsel memo outlining new State Law exemptions from MGL Ch. 40A, Section 3.

An updated amendment related to commercial activities was drafted and approved at Town Meeting. The bylaw provides more favorable conditions for farming without a Special Permit.

In 2011, Karen continued to work with nine volunteers serving on a Committee to update the town's Open Space and Recreation Plan (OSRP). The following residents volunteered to serve: Michele Busler (Historic District Commission), Niles Busler (Water Commission), Karen Clement (citizen-at-large), Eileen McHugh (citizen-at-large), Sheila Murphy (Board of Health rep), Tom Nevins (Planning Board rep), Rick Corsini (Recreation Commission), Bill Rideout (citizen-at-large), and Mary Small (Conservation Commission). Thank you to these dedicated volunteers for contributing so much of their time to benefit the town. The OSRP is critical to land use planning as it sets forth goals and objectives to best utilize the town's resources while accommodating population growth, protecting habitats, and promoting neighborhood parks and outdoor recreational facilities. To obtain the benefits of development without losing valued environmental assets, the town must plan how to use its land. Planning provides the opportunity to assess where we are, where we would like to go, and how we might get there. The State requires cities and towns to submit an OSRP for approval, as it is used as a determining factor in awarding grants for projects such as open space purchases and recreational facility upgrades. Analysis of a town-wide survey indicated residents are primarily concerned with the protection of our drinking water, would like more public information available about our open space and recreation, and also cited the lack of safe access for bicyclists and pedestrians to navigate the town. The committee held a public forum in April where residents gave their opinions on the future of open space and recreation in the town. The draft OSRP is completed and can be found on the town's website under the Conservation Commission page, along with the survey results, public forum minutes and presentation, and some maps. Karen is serving as support staff/coordinator of the committee, providing data and administrative support, and also creating the required maps for the OSRP using the town's Geographic Information System (GIS).

Karen worked with the GIS System to create Historical District Maps showing Historic Districts I, II & III. These maps were distributed to the Planning Board and are available to others upon request.

The Land Use staff assisted RCAP Solutions over several years to secure a grant from the Federal Government to provide for the expansion of senior housing in town. As a result, 2011 saw the Grand Opening of "Townsend Woods," a 36-unit "affordable housing" development for seniors now located off Dudley Road, adjacent to the original senior development, "Atwood Acres."

In the area of affordable housing, 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 June 30, 2011 Townsend has an affordable percentage of 3.8% or 126 units. This is a decrease from the previous 4.0% in 2010. The decrease can be attributed to the increase in housing units as a result of the 2010 Census. According to the 2000 Census, Townsend had 3,162 housing units. According to the 2010 Census, that number has increased to 3,356 housing units. The 40B project known as Turnpike Village will add 48 units to the count once a building permit is obtained for the project. This will increase Townsend's total to 174 or 5.2% affordable units. Under the newest DHDC regulations, homes eligible for rehabilitation assistance under the Community Development Block Grant (CDBG) program will no longer be included in the count.

Jeanne has been assisting the Montachusett Regional Planning Commission in using "program income" monies obtained by the town to help rehabilitate homes of low income individuals and families. She also reviewed a draft Strategic Framework Plan and worked with MRPC to provide updated information related to scenic road designations, earth excavation, and bylaws for mixed uses by Special Permit. Work was also done with the Highway Superintendent and MRPC to research town projects slated on a Transportation Federal Project Priority List.

Jeanne and Karen met with Andy Sheehan and Highway Superintendent, Ed Kukkula to discuss a request from MRPC for input regarding their Draft Transportation Improvement Program. Jeanne worked with MRPC and the Planning Board to research the intersection at Rt. 119 and Proctor Rd., deemed to be problematic. The results of a Study done by MRPC initiated by Groton, was provided to the Board. The study determined that the crossroads are actually located in Groton, and although the accident count was high, the amount of traffic had not met the threshold to warrant installation of traffic lights. Should there be an increase in volume, another application could be submitted.

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

Karen and Jeanne frequently receive phone calls from various entities requesting land use information regarding specific properties in the town. Some of these requests require significant research. They also work closely with the Conservation Commission and Mass Dept. of Fish & Wildlife on issues related to proposed land acquisitions by the State or conveyances to the State to protect open space in perpetuity.

Karen attended several outside training seminars to further her knowledge of land use issues including: a forestry workshop sponsored by the Nashua River Watershed Association (NRWA), an EPA-sponsored GPS Water Infrastructure Mapping Workshop, a workshop sponsored by the Massachusetts Watershed Coalition in their Stormwater Seminar Series, a workshop entitled "What's New in Protecting Rare Species" sponsored by the NRWA, and a public information session sponsored by the MA Department of Conservation and Recreation entitled "Forest Futures Visioning Process" where DCR will be designating state forests in one of three categories of management. Karen also participates in quarterly Nissitissit and Squannacook Rivers Watershed Group meetings held at the NRWA.

Jeanne attended a Workshop sponsored by MRPC to learn more about proposed updates to the draft Comprehensive Land Use Reform Partnership Act. Information was distributed to Land Use Boards and the Town Administrator related to the process and proposals that, if passed, will overhaul The Zoning Act and Subdivision Control Law. Jeanne also attended a Wind Turbine Siting Workshop, along with former Planning Board Member, Stan Vladyka.

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 by,
Karen Chapman & Jeanne Hollows
Co-Land Use Coordinators

PLANNING BOARD

The Planning Board consists of five elected members and one associate member, appointed on an annual basis. Throughout 2011, the town has benefited from the time and applied experience contributed by these dedicated volunteers.

Through public hearings and open meetings, the Board is responsible for reviewing applications for Subdivisions, Site Plan Review Special Permits, Approval Not Required” (ANR) Plans, and applications submitted under the “Scenic Roads Act.” The Board also 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 Outdoor Public Notice Board and on the Town Web Site. All are welcomed and encouraged to attend meetings, typically held on 1st and 3rd Mondays, or the 2nd and 4th as holidays, schedules and business dictate.

The Board elected Jeff Peduzzi to serve as Chairman, with former Chair Jed Coughlin moving into a Member’s position. Karen Coughlin was seated as Vice-Chair. Moving from his former position as an Associate, Chris Jones was elected by the town to fill a five-year term left vacant by Nik Thalheimer, and serves as Board Clerk. The Board expressed their thanks to Nik for eight years of service and wished him well as a returning member of the Board of Selectmen. Gini King continued to serve as a member and in July, the Board welcomed Julie Johnson as an Associate Member. An Associate 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.

Members also juggle additional responsibilities. Jed Coughlin is the Board’s Representative to the Capital Planning Committee, Karen Coughlin represents the Board on the Town Properties Committee, and Chris Jones represents the Town on the Montachusett Regional Planning Commission, now serving as Secretary of that organization. Gini King continues on as a member of the Town’s Finance Committee, and Jeff Peduzzi remains the Board’s Representative to the Master Plan Update Committee. Julie Johnson serves as the Board’s representative to the Charter Review Committee and was elected to Chair that group. Julie also serves on the Zoning Board of Appeals. Town resident Tom Nevins continues to represent the Board on the Open Space and Recreation Committee.

Public Hearings were held to address proposed Amendments to the Zoning Bylaws and also to the Planning Board Rules and Regulations. The Board worked with Town Administrator, Andy Sheehan, the Energy Committee, and Co-Land Use Coordinators, Karen Chapman and Jeanne Hollows, to support a Solar Overlay District where designated parcels were zoned for “as-of-right” siting for solar facilities. The adoption of this amendment meets one of five criteria to become a “Green Community” which, when achieved, will enable the town to apply for energy-related grants.

Additional amendments were approved, including language within the Site Plan Review Bylaw to build solar projects without requiring a Special Permit; and specifics related to the duration of

Special Permits within that section of the Bylaw. An amendment to clarify agricultural activities of a commercial nature within residential districts was approved, in compliance with Mass General Law, and requirements for the placement of granite monuments used to mark off “open space” parcels within subdivisions were updated. A Planning Board Regulation regarding scenic roads was clarified with amended language, and application forms were newly created and/or updated. A Public Hearing was held to address a citizen’s petition to amend a Zoning Bylaw pertaining to dumps, however the proponent later recommended that Town Meeting “take no action,” when it was evident that the proposal would require more review and more details in order to gain support from the Board and other town departments.

During the year, the Board worked with the developer of a seven-lot Open Space Preservation Development (OSPD) off Haynes Road to approve a revised Decision with conditions, and endorse a final plan. Work sessions included on-going oversight of the construction of ways and installation of municipal services, provisions for easements and lot releases, and worked with other Town Departments to monitor conditions, agreements and terms outlined in the Decision and the Covenant. The project will protect 48 acres of deed-restricted open space. One 58-acre lot is designated as an Equestrian Farm. Two of the remaining six homes have been constructed to date. Home construction is on-going within a 15-lot OSPD, entitled “Deer Run” off Ash Street, with five homes completed to date. Ten homes have been completed within a 17-lot OSPD entitled “Harbor Trace” off South Street. These projects include deed-restricted open space, for either passive recreation for public use, or contain common areas for use by homeowners. A 20-unit Open Space Multi-Family Development off West Meadow Road remains on hold with a State-granted automatic permit extension. One unit will be donated to Habitat for Humanity and add to the Town’s “affordable housing” stock. A five-lot Definitive Subdivision off West Meadow Road, approved in 2005, to include 6 acres of “open space,” has not begun construction to date.

A Site Plan Special Permit was granted with conditions to a business owner to rent the Harbor Church one weekend per month from May through October to set up an antique show and marketplace. An Approval Not Required (ANR) Plan was endorsed to subdivide a 6+ acre lot on Wallace Hill Road into two lots, resulting in the creation of one new lot while maintaining an existing lot.

The Board held a public hearing to renew a Special Permit to owners of a cell tower located on Warren Road, allowing the standard five years, along with an additional two years granted in response to the Economic Development Reorganization Act of 2010, enacted by the State granting automatic two-year extensions on Special Permits. It was determined that a Special Permit in place for a cell tower on Ball Road was also eligible for the extension. Proposed modifications and antennae upgrades on co-location equipment at the Bayberry Hill Road cell tower were approved with conditions following the Board’s review.

Jeanne Hollows has continued to provide support as the Board’s liaison to applicants, their attorneys and representatives, developers, contractors, engineers, Town Counsel, and the general public, while also working with Land Use issues, in her position as Co-Land Use Coordinator. The year’s work has again included drafting amendments to planning-related Bylaws and Planning

Rules and Regulations, as well as serving on a committee engaged in preparing draft Stormwater Regulations and related documents to support the federally mandated NPDES Phase II Stormwater Bylaw.

The Planning Board and their Administrative Assistant participated in a town-wide Classification and Compensation Study for non-union employees, under the direction of the Town Administrator and a consultant hired by the town. A draft Report assigned Grades and Levels, and the proposed implementation was approved at Town Meeting, effective 01/01/12. Departments were asked to submit a level funded expense budget for FY13 with justification for any requested increases. Department Heads were directed to include the advance of one level (step) in employee compensations for FY13, effective 07/01/12.

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

The Board continues their association with the Montachusett Regional Planning Commission (MRPC), as one of 22 member cities and towns in the network. Glen Eaton, their Executive Director, met with the Board to present an overview of services and grant opportunities that might benefit the town. Folders containing summaries of programs and staff contact information were distributed.

Julie Johnson provided feedback to the Board after attending three Citizen Planner Training Collaborative Workshops in October/November: "Creating Master Plans," "Intro to Subdivision Control/ANR," and "The Next Chapter of 40B." J. Hollows attended a Workshop Session to learn more about proposed updates to the draft Comprehensive Land Use Reform Partnership Act. Information was distributed to the Board related to the process and proposals that, if passed, will overhaul The Zoning Act and Subdivision Control Law. She also attended a Wind Turbine Siting Workshop in March, along with former Board Member, Stan Vladyka.

The Planning Board continues to oversee development and guide community growth in ways that will contribute to the overarching goals of the Town's Master Plan, as stated, "to enhance the Town's historic and rural character and preserve open space, protect natural resources and environmental quality with attention to the water supply,," and "improve the quality and stability of Town government in order to promote economic health for the Town and its residents."

Respectfully submitted by,
THE PLANNING BOARD
Administrative Assistant, Jeanne Hollows

CONSERVATION COMMISSION

In 2011 the Commission was very fortunate to continue to have a full board of 7 members. Also, after 3 years as Chairman, John Stonefield turned the reins over to Vice-Chairman Karen Chapman. Karen was Chairman for 3 years prior to John taking over the position, so we are very appreciative that she was willing to take the difficult responsibility on again! The Commission is charged with reviewing Notices of Intent that often propose to fill wetlands, and they come from our friends and neighbors, not just developers. While not alone in the decision-making, the Chairman must guide the Commission through the hearing process. It is a responsibility that can require making unpopular decisions. We are thankful that she wanted to again serve as Chair so as to provide a continuum of experience.

Similarly, the Commission's remaining 6 members; John Stonefield, Jennifer Pettit, Linda Mack, Mary Small, James Deroian and Peter Noon, continued their commitment to serve. It takes time to learn the science behind wetlands protection, as well as the rules and regulations in overseeing it, so having that continuity makes for a much more experienced and knowledgeable board. In light of the hours that a Commissioner puts in for meetings, frequent site visits and continuing education, Townsend is extremely fortunate to have such dedicated people who must balance the needs of their own lives with that of public service. Karen has served on the Commission for 10 years, Jennifer – 16 years, Linda – 14 years, John – 9 years, Mary Small – 3 years, and James and Peter – 2 years! Having a full board has the added benefit of taking the pressure off individual members to attend each and every meeting, as the required quorum consists of only 4 members. So, THANK YOU to each and every one of you for your willingness to “step up to the plate”, for your commitment to public service and for protecting our wetland resources and open space!



The Commission is fortunate to have a very skilled and knowledgeable staff person in Leslie Gabrilka, who has been serving as Conservation Agent *and* Administrative Assistant for over 5 years now. Leslie became Administrative Assistant in 2001 and has been an integral part of the Commission's success and smooth operation ever since. Her dedication, attention to detail and genuine love of the work she does, proves her to be an enormous asset to the Commission and the Town. Her professionalism and ability to effectively work together with applicants, other Town departments, State and Federal agencies, as well as violators is invaluable. 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 has completed many training sessions to further her knowledge in all areas of conservation and wetlands protection and to keep current with ever changing laws. She has worked tirelessly with State agencies to successfully protect valuable wildlife habitat as open space. Leslie is also a member of the volunteer Trails Committee, who has worked extremely hard to maintain all of the trails on conservation land in Townsend. This is an arduous task, as volunteers need to be secured to clear the trails of debris and ensure the trails are in a safe condition. The October snowstorm

and several high windstorms have caused much tree damage in and around the trail systems. Leslie is also a Board member on the Townsend Conservation Land Trust, another endeavor where Leslie is protecting and maintaining open lands for all residents to enjoy.

This year the struggling economy was clearly reflected in the number of applications received by the Commission. We reviewed 7 Requests for Determination of Applicability, 7 Notices of Intent (including 5 new house lots), 4 Emergency Certificates, 8 Certificates of Compliance and 8 violations. Several violations were ongoing from 2010, and most have been resolved. The Commission also received notification of 12 new certified vernal pools!!! We are still awaiting word on 4 additional applications. Ten are located in Old Meetinghouse Park and were certified with Jennifer Pettit by volunteers Emily Norton and Cathy Kristofferson. Our Conservation Agent certified the remaining 6, two of which are on Tamarack Lane and Old Turnpike Road. Vernal pools are unique wetlands that support diverse wildlife communities, including many rare species, such as species of mole salamanders and the graceful, intricate fairy shrimp. Mole salamanders live out their entire 20 years of life within a few hundred feet of their breeding pool! Yet most people, even those who spend a significant amount of time in the woods, have never encountered one. Vernal pools come in a diversity of forms, but all are characterized by springtime ponding, a lack of reproducing fish populations, and the wildlife communities that are adapted to these conditions. Despite their variety in size and physical characteristics, they are all very important to the long-term preservation of biodiversity in our communities. If you believe that you have a potential vernal pool and would like to know more about it, please call our office and we will be happy to look at it with you.

This year the Commission held a public hearing to institute Rules for the use of Conservation Land. The Rules became effective in April 2011 for all lands under the jurisdiction of the Conservation Commission. Of primary importance is the prohibition of motorized recreational vehicles on conservation land. Conservation lands are protected Open Space and are usually ecologically sensitive areas that cannot withstand the damage caused by OHV use.

Motorized recreational vehicles are also prohibited on all town and state-owned land in Townsend. Snowmobiles may be allowed under certain circumstances on state-owned land, so we recommend that you check with the Willard Brook State Forest headquarters at 597-8802 for more information. The Massachusetts Recreational Vehicle Laws were changed in 2010, and a pamphlet updated in 2011 is available in our office and on the Department of Conservation and Recreation website at <http://www.mass.gov/eea/docs/eea/ohv/materials/ohv-pamphlet.pdf>. These new regulations also establish an OHV fund with the registration fees, some of which will be used to improve the opportunities for the development and improvement of designated recreational trails in Massachusetts as well as increased law enforcement.

Once again we worked closely and extensively with the MA Division of Fisheries and Wildlife to acquire and protect strategically located parcels in Townsend. This year we assisted the state in increasing the Townsend Hill Wildlife Management Area by 88.4 acres, for a total of 384.75 acres, 13 of which are in Pepperell! We also worked with the state to add 83 acres of Squannacook River Wildlife Management Area in Townsend. With a multitude of other communities who no doubt would greatly appreciate state assistance in protecting their open space, we are ever grateful for the investment of Fisheries and Wildlife and the Department of Conservation and Recreation in Townsend.

The Commission cosponsored a workshop by the Massachusetts Watershed Coalition with the Trustees of the Townsend Public Library. The workshop was about how to create rain gardens, and why we need them in the first place. The Commission encourages homeowners to put rain gardens on their property as another way of purifying and recharging our groundwater – the source of our drinking water. Any effort we

can make as individuals to pretreat stormwater instead of directing it to storm drains without any pretreatment, is a benefit. If we don't, stormwater from storm drains pollutes our surface water and eventually flows into the Squannacook River, where it then flows into the Nashua and Merrimack Rivers. Townsend residents are SO fortunate that all of our brooks and streams, as well as the Squannacook River, are designated by the state as Outstanding Resource Waters. Many are designated Coldwater Fishery Resources. It is this Commission's intent to keep them that way!

The Commission is assisting the town in developing responsible long-term forest management plans for its properties that will be followed for generations to come. The Commission applied for, and received, for \$850 to help defray the cost of developing a Forest Stewardship Plan on a 32-acre town-owned parcel of land. We will also receive \$500 to conduct educational outreach on forest stewardship. The remaining cost will be taken from the Conservation Land Fund. We subsequently expect to conduct a timber harvest on this property that will follow the guidelines of the Plan. Public hearings will be held to review the draft Plan, and the final as well. We look forward to working with the town in its effort to find new sources of revenue to help meet increasing costs, and appreciate the town's willingness to manage its forests responsibly and sustainably.

Forests are valuable for their water absorption and transpiration. A forest with its trees, plant cover, forest litter, and organic matter functions like a giant filtering system. Water is collected from rain and snowfall and stored in the ground or slowly percolates into lakes and streams. Some of the stored water is taken up by the plants and trees to be used or transpired back into the air. Forest are valuable for stormwater retention and prevention of erosion. The water-holding capacity of the forest is extremely important as it determines the quality and quantity of the waters released to nearby lakes, streams, and drinking water supplies. A diversity of tree age classes in a watershed results in different melting rates for snow, thus reducing erosion from spring melts. Forests provide oxygen production, wildlife habitat and sources of fuel wood. When planted as windbreaks they help reduce home heating costs, and when planted for shade they help cool our homes in the summer. They are also coming more into the spotlight for their value in carbon sequestration. To produce wood and leaves, forests take up carbon dioxide, a leading greenhouse gas that may contribute to global climate warming.

It is becoming an annual section of the Commission's Annual Report to thank Tree Warden Don Massucco for his willingness to mentor an Eagle Scout in trail creation. This past fall Troop 81 Scout Mike Puglia came forward and volunteered to complete the last leg of the Highland Street trail into Old Meetinghouse Park. He will also build and install a kiosk at the trailhead similar to the one at the trailhead at the top of Old Meetinghouse Road. We are looking forward to his completing this section so that a well-marked trail will finally run all the way from Highland Street to Old Meetinghouse Road! Thank you also to the Scouts of Troop 81, who spread bark mulch and generally neatened up the Old Meetinghouse road entrance for their Conservation Merit Badge. Where would we be without the service of the Boy Scouts of America and their dedicated leaders?

We do have a small group of dedicated volunteers who are always ready to help with maintenance of our trail systems. Thank you to Dave Funaiole, Don Massucco, Ray Jackson and Bill Biswanger for always being there! We would also like to thank the anonymous individual who worked so hard clearing the trees and debris from the conservation trail on Lunenburg Road! If you are interested in trail work, or perhaps adopting a trail, please call our office and we would be happy to put you to work!

Respectfully submitted by,
The Conservation Commission

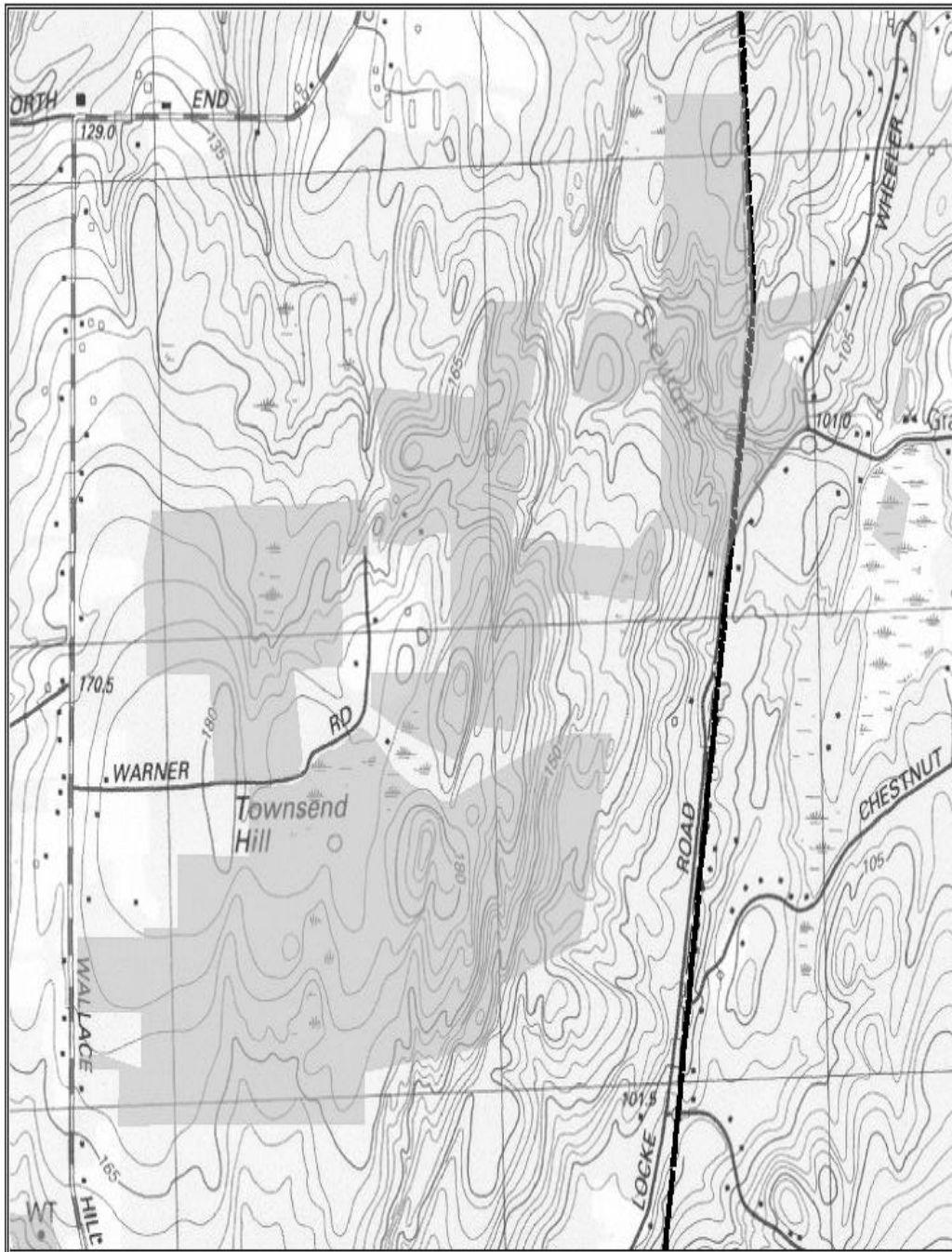
Townsend Hill
Wildlife Management Area

Townsend, Mass.

Open Space Locus



Map Produced by the
Division of Fisheries & Wildlife
Anne Gagnon
3/21/2012
Approx. boundaries
roughly 450 acres



0 550 1,100 2,200 3,300 4,400 Feet

ZONING BOARD OF APPEALS

In the year 2011, the members of the Zoning Board of Appeals (the “Board”) were William Cadogan, Darlene Sodano, Craig Stevens, Anthony 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. William Cadogan served as Chairman, Darlene Sodano served as Vice-chairman and Julie Johnson served as Clerk. Karen Chapman continues as the Boards Administrative Assistant.

William Cadogan joined the Board in 1992 and Darlene Sodano joined the Board in 1995, making the experience of these two members 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 providing their roles in assisting the Board.

The Board meets as needed on Wednesday nights for hearings on applications for variances from the Zoning Bylaws, special permits for various uses, and appeals of decisions made by the Building Commissioner, who is also the Zoning Enforcement Officer.

The Board had a very slow year, receiving only three new applications. There was one special permit application, one appeal application and one request to amend a Comprehensive 40B Permit. The special permit was granted for a cabinetmaking business in the Aquifer District at 365 Main Street. The appeal is still pending under public hearing as of the end of 2011. The applicant is appealing the Zoning Enforcement Officer’s decision to order the cease and desist of a commercial business in a residential district. The amendment request was approved to change the previously permitted 40B development of 45 2-bedroom detached condominiums with 13 affordable units to two 24-unit rental buildings on Turnpike Road. As a rental project, all of the 48 units would count towards the town’s affordable housing units.

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.

Respectfully submitted by,
William Cadogan, *Chairman*

BOARD OF HEALTH

The Board of Health has welcomed Chris Genoter as the new Chairman of the Board. Michelle Dold who was elected for another term still serves as Vice-Chairman and James Le'Cuyer now serves as Clerk. One of Jim's last accomplishments in his many years serving as Chairman to the Board was updating the Well and Title 5 regulations for Townsend.

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

The Board has renewed their contract with Weston & Sampson to start conducting testing on the collection lagoons as well as their curbside trash and recycling program contract with G.W. Shaw.. Curbside recycling continues to work well. We earned \$12,534.00 in paper revenue which is substantially higher than 2010. For 2011 the town collected 416 tons of paper, 311.79 tons of glass, cans and plastic and 2920 tons of trash which 62 tons less than 2010. We also collected 61 additional tons of recycling so the number clearly show Townsend is recycling more and more each year.

The Recycling Center is open the 1st and 3rd Saturday from 7am-2pm now. From April 7th to May 19th it is open every Saturday for spring cleaning. You may drop off furniture, mattresses/box springs, scrap metal, appliances, tires, batteries, computers, misc. electronics, T.V's, monitors, fluorescent bulbs, books, yard waste, propane tanks carpeting and clean styrofoam. Some items have fees to cover off-site disposal costs and these fees have recently been updated. These fees and the schedule are available at <http://www.townsend.ma.us/towngov/landuse/recycling/center.pdf> You may also purchase yard composters there and at Apple Meadow Hardware.

Townsend is still a member of the North Central Regional Solid Waste Cooperative (MassToss). Currently membership includes 12 towns. The Cooperative meets approximately every 6-8 weeks to discuss solid waste and recycling issues, DEP updates and open grants. Membership includes technical assistance which played a key role in negotiating the curbside trash and recycling program in 2010. There is also the addition of the Devens Hazardous Waste facility which Townsend joined in 2010. They are open the first Wednesday and following Saturday of the month from March - December from 9am-12noon. Please contact 978-501-3943 for more information on their services.

The Board of Health reviewed and approved 14 new construction septic permits, 25 upgrades for existing homes and 26 extensions. They also reviewed two (2) well permits and over 190 water quality tests. For a more detailed listing of all the Board of Health regulates, please review the Nashoba Board of Health report.

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

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

If you have any questions or concerns please call your Board of Health office at (978) 597-1713. Our Health Administrator has office hours Monday 9am-4pm, Tuesday 9-11am and 12:30pm-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

BUILDING DEPARTMENT

Listed below is the yearly report of activities of the Building Department for 2011.

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 2011	Number of Permits
Single Family Dwellings	-9-
Multi Family Dwellings	-0-
Remodeling and Additions	51
Accessory Buildings	11
Swimming Pool and Hot Tubs	10
Commercial and Industrial Buildings	-1-
Commercial and Industrial Renovations	-2-
Solid Fuel Appliances	20
Demolition	-6-
Siding, Roofing, Replacement Windows	60
Decks and Porches	27
Signs	-4-
Business Permits	25
Weatherization	13
Sheet Metal	-9-
Solar	-3-
Safety Inspections	25
Other	13
Total	289

Total Increase in Valuation		\$4,555,812
Collected for 2011	Permits Issued	Fee Collected
Building Permits	264	\$45,315
Safety Inspections	25	\$2,910
Collected for the Plumbing Inspector	109	\$5,678
Collected for the Gas Inspector	132	\$5,172
Collected for the Wiring Inspector	189	\$15,140
Collected for the Sealer of Wghts. & Msrs.	56	\$1,360
Total Collected by the Building Department		\$75,575

INSPECTOR OF WIRES

I, hereby submit my annual report year ending December 31, 2011. A total of 189 permits were taken out.

Permits Issued: 189

Fee Received: \$15,140

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

Respectfully submitted by:

William Choate, *Inspector of Wires*

SEALER OF WEIGHTS & MEASURES

The following inspections for accuracy were performed during 2011:

Inspections Performed: 56

Amount of fees collected: \$1,360

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, 2011. There were 142 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: 109

Fee Received: \$5,678

GAS INSPECTOR

I hereby submit my annual report for the year ending December 31, 2011. There were 132 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: 132

Fee Received: \$5,172

Respectfully submitted,
Richard Kapenas, *Gas & Plumbing Inspector*

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

TOWNSEND PUBLIC LIBRARY

The year 2011 was a busy and fun-filled year at the Townsend Public Library. Our circulation was higher than ever and we hosted a wide array of classes and programs for all ages. Our library is being used for research, education, entertainment, meeting space and homework help making it a community center as well as a library. We offered over 250 programs this past year with over 5,000 attendees! Library programs are free of charge and Townsend is lucky to have much local talent and many people willing to volunteer time to share their knowledge, passions and interests with our library community. We send out many thanks to our community volunteers who ran free library programs in 2011, including:

- Basic Computer Classes with Bob Ervin aka "Bob the Computer Guy"
- Beading and Art classes with Alice Struthers
- College Admissions Essay writing with Julia Hans
- Community Reiki Share with Bindy Johnson
- Computer classes with Bill Conaway
- The Cupcake festival and cookie swap with Meg Genoter
- The Festival of trees with Mary and Will Foster
- Fiber Frenzy with John King
- Food and Farm Demonstrations with Erin Willette
- Hello Brazil language and culture classes with Corie Bussell
- Home school social group with Melanie Kholi
- Ice cream social with ice cream and volunteer works from Cherry Hill Too
- Iris paper folding and wool felting classes with Kim King
- Lego club with Bob Harrison and Wyatt Holt
- Lego Robotics with Ed Hermann
- Manga club for kids with Zoe Schuttler
- Paper Crafts with Heather Rowley
- SAT classes with Janet Loomis and Veronica Kell
- Sign Language Classes with the NMRHS Deaf Club
- Stomp Rockets with Dave Schuttler
- Summer Movies and Lunch at the library with Sue Luongo and daughters
- Turtle Talk with Jennifer Pettit
- Tie Dye with Bob Harrison
- Thank you card writing with Janet Loomis
- Writers group with Janina Majeran

Thanks to our volunteer coordinator, Eileen Barnacoat, we have an extremely active volunteer group. These are the people who shelve book, pull holds and help with general library work. In 2011, we had over 28 active adult volunteers and 30 teen volunteers, giving over 2,000 total volunteer hours to our library.

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

The Townsend Public Library Endowment Inc. has provided our library with some wonderful gifts in 2011. In March, the group hosted an Evening of Music with the Indian Hill Big Band as well as Ballroom dance lessons. They have also promised over \$25,000 worth of gifts requested by the Library Trustees and the Library Director to be distributed throughout 2011 and 2012. This year the gifts included:

- Adult hardcover biography collection and fiction collections.
- Children and teen non-fiction collections
- Over 100 new titles added to the digital catalog; downloadable e-books and audio books
- A one-year license to both Heritage Quest Online and Ancestry.com; both are online genealogical research tools
- Mango Languages database, an online language learning tool.
- Freegul music database which allows patrons to download free music (to keep) from the Sony Music Library
- Museum passes to Zoo New England, Boston by Foot and Davis Farmland
- Gallery system art display for entire library
- Table for children's room printers
- Two performances by the Delvena Theatre Group
- Early childhood programs presented by Nancy Amante
- Food and farm programs and events and many other programs

Other Highlights:

- In 2011, the Townsend Public Library checked out 100,205 items
- We issued over 250 new library cards
- Our private study rooms have been used by over 475 people in 2011
- Residents were excited to have the additional Sunday hours for a second year in a row. We were funded by a private donation for the months of January-April 2011
- The Friends of the Townsend Public Library group hosted 2 book sales, both with the help of Nancy French, the 5th annual plant sale and the second holiday vendor fair. The group was able to fund our 2011 Summer Reading programs "One World Many Stories". Together with the MCC they provided funding for programs and prizes, including:
 - Japanese Tea Ceremony
 - Bollywood Dance Class
 - Worcester Opera and international dessert buffet
 - African Drum demonstration

Library Trustees:

Suzanne Doust -Chairperson
 Karin Canfield - Vice Chairperson
 Patricia Jeanig-Secretary
 Cheryl Cloutier

Library Staff

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

WEST TOWNSEND READING ROOM

It was an eventful year for the Reading Room Committee. We gratefully thank the Cemetery and Parks Department for their assistance in maintaining the parking lot, wheelchair ramp and walkways this winter and the lawn mowing this summer.

We extend many thanks to the clubs who have aided us in the many ongoing projects. We are looking for individuals willing to help in the area of gardening, cleaning, carpentry and masonry.



We especially thank those 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.

Respectfully submitted by,
The West Reading Room Committee

BAND CONCERT COORDINATOR



The Townsend Military Band plays concerts on the Common between 7:30P.M. and 9:30P.M. on Thursday evening 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 2011 season:

Townsend Scout Groups
Friends of the Townsend Seniors
Friends of the Townsend Library
Townsend Congregational Church
Townsend United Methodist Church
Townsend Ecumenical Outreach

Townsend VFW Post #6538 Ladies Auxiliary
Townsend Business Association
Benefit for Kids' Kountry Playground
Townsend Rod and Gun Club
Townsend Women's Club
Townsend FIRE-EMS Association

Respectfully submitted by,
Betty Mae Tenney, *Band Concert Coordinator*

RECREATION COMMISSION

Townsend Recreation- The Town of Townsend Recreation Department continues to expand their offerings to the residents of Townsend and surrounding communities. I am happy to report a full board of commissioners; Rick Corsini, Lynne Leblanc, Jennifer McLaughlin, Pam Shifrin and Sharon Whittier, They are truly a dedicated board. They spend hours of their time doing this volunteer job.

Our summer program continues to be our most popular program. Thanks to instructor, Chris



Cotter, for getting our staff CPR certified! Close to 200 children came for a day, a week or the entire six week summer program. Field trips included; Roll-On America, Cinema World, Franklin Park Zoo and the Coco Key Water Resort. Townsend Library hired, "Great Big Faces", to entertain us! We hired Crystal Entertainment to present an interactive game show. Thank you to 1st Class Gymnastics

Academy for teaching tumbling every week. A thanks too for The House of Moves dance instruction day. Theme days included Crazy Hat/Hair Day, Hippie/Disco Day, Pirate Day, Halloween Day, and Sport Shirt Day. The annual bike and scooter safety rodeo was held with representatives from both the VFW and Townsend Police. The Townsend Police provided free popsicles and an ice cream certificate to those wearing their helmets. The last day would not be complete without the annual "hose down" by the Townsend Fire Department! As they set up, they were called away to a fire. Staff drove home to get hoses, so not to disappoint the children. We made do, but was pleasantly surprised when the firemen returned and conducted the real hose down! We again offered a 9X12 and a 9X2 program as well as weekly and daily rates. The Counselor in Training program was well attended. This class prepares students to work in the recreation field as summer/camp counselors. The Talent Show remains a popular part of summer rec. The musical, "The Wind in the Willows", directed by Greg Hoffman, was a hit! With high hopes for the future, we now have a support group: Townsend Recreational Activity (TRAC). Interested in helping? Contact Karin Canfield at masscanfields@verizon.net

The Zip Trip came to Townsend this summer! Our Mascot, along with many staff and summer recreation families attended the live televised interviews on the Common.

With tennis courts in poor condition in all three towns that encompass our school district, it is time to work toward grants that will help us build courts in Townsend. A town board is in the final stages of creating an Open Space and Recreation Plan. Once this is filed with the state, federal grants may be applied for. The United States Tennis Association provided new racquets to each school in the district in 2009, with the stipulation that an in school and after school programs will be held. Townsend Recreation ran a program in a Townsend school. A week long summer tennis program was held at the Ashby courts. .

Under the directorship of Nick Lorenzen and Anna Makrianis, "Check Please", was presented in Memorial Hall. We would like to thank the Townsend Cultural Council, for funding this presentation. By receiving funds, we are able to present this show free of charge each summer to the spectators.

Townsend's Earth Day, "Going Organic" theme, on the common, a collaboration between the Recycling Committee and Townsend Recreation was well attended. Acts ran continuously on the gazebo and families enjoyed magic by Steve Rudolph , supported by the Townsend Cultural Council. Both businesses and nonprofit groups were at hand to explain their business or cause.

The middle school dances, held at Hawthorne Brook Middle School, for grades 6-8 continue to attract 200 children to each dance. CORI cleared chaperones are needed. E-mail clem6six@verizon.net to volunteer.



Volleyball continues to have a good core of students. It is held on Friday evenings at the Hawthorne Brook Middle School gym for 5th-12th graders. Thanks to Becky Adams and Al Mudgett for doing these training sessions.

Group rate tickets were made available to Monster Jam in March.

The Haunted Trail, "World of Reel Monsters (WORM) on the outdoor trail behind Hawthorne Brook, was a success. George King provided a hay ride. We once again gave an admittance discount, if the person brought canned

food for TEO with them. The Brick Steamer provided ice cream certificates for all the children that came and Goss Farm in Dunstable gave a \$1.off coupon for their corn maze. Thank you to Greg Hoffman and Steven Walsh for creating the trail and all that participated during the night.

Karin Canfield from TRAC collected the funds and set up the ski program for 2012.

Thanks to the ski program coordinators from the Spaulding Elementary School and the Hawthorne Brook Middle School. This program would not occur without these dedicated leaders and their volunteer chaperones.

Offerings this year included archery, bootcamp, a Beachbody and Slim in 6 program, ABC Follow Me and a babysitting class.

The Recreation Commission continues to depend on the school district and other town departments to enable us to run our activities. We are thankful for their help.

Unfortunately the town is unable to fund recreation, thus, we do not receive a budget. . We hosted a band concert lawn party featuring, Jumpin' Juba, in August, as a fundraiser. Amanda E. Dwight Entertainment Fund helped bring this entertainment to the common. The crowd was small, but the music was great!

If you have any ideas for programs, please contact Karen Clement at clem6six@verizon.net Also, we always need help at the haunted trail and I continue to seek a person to run adult fitness programs, as well as teach tennis after school in various schools in the school district.

Respectfully submitted by,
Karen Clement, *Recreation Director*



TOWNSEND MEETING HALL GALLERY COMMITTEE

The **Townsend Meeting Hall Gallery Committee** continues to organize and present art exhibits to enhance the cultural climate of Townsend. Groups and private exhibitors of all media - eclectic and traditional arts - are welcome to apply. Information is available on the Meeting Hall Art Gallery page at www.townsendlibrary.org

The 2011 Calendar of Events included:

- January - "Winter Impressions" Art Show
- February - "Crazy Dog" Quilt Exhibit by Jan Quiejo
- March - Winslow Homer Reproduction Exhibit
- March - April - Electron Microscope Photography Exhibit
- April - New England Shutterbugs Photography Exhibition
- May - High School Art Exhibition
- June - July - Lori MacDonald Art Show
- August - September - "New Directions" Art Show
- August - September - Friends of the Townsend Library Clipboard Auction
- October - "Made in Townsend: Products & Producers" History Exhibit
- October - Friends of Willard Brook Photography Contest Display
- November - 3rd Annual Holiday Greenery Auction
- November - December - Marilyn Brown Art Show
- December - "Snow & Ice" Art Show



A gallery brochure, designed by Jane Jackson, was published. Several more sections of hanging hardware were installed, increasing the display area of the gallery and adjacent corridor. Receptions were sponsored by the committee for many of the shows. Revenue collected from the exhibitors' fees is used to offset operating and maintenance expenses in the Meeting Hall and Gallery.

As a volunteer committee, we continue to "learn as we go." The loyalty and industry of the members made this a very successful year. Dedicated volunteers and family members assisted in presentation of these exhibitions. Their help is greatly appreciated.

We continue to extend our thanks to Sterilite Corporation for the opportunity to do all we do. Without their gift to Townsend of this beautiful and spacious facility, it would not be possible.

Respectfully submitted by,
Alice A. Struthers, *Committee Chair*
Marilyn Brown
Kimberly King
Tracy Taylor
Joan Wotkowicz

CULTURAL COMMISSION

The Townsend Cultural Commission (TCC) received \$3870 from the Massachusetts Cultural Commission for disbursement in 2011. We received 27 applications for grants, of which we approved 15, granting a total of \$4140 (which includes funds remaining in our account from a prior year). Grant recipients included: Council on Aging (Music is Love, Jerry Atric – The Older I Get); Townsend Public Library (Great Big Faces at Your Library, An Evening of Italian Music, The Way of Tea, Science Works Magic Show, Fascinating Rhythms – Interactive Drums and Dance); Townsend Historical Society (Gothic Victorian Tales by Candlelight); Fitchburg Art Museum (76th Regional Exhibition of Art & Craft); Townsend Earth Day Committee (Steve Rudolph's Going Green Magic Show); Townsend Recreation Summer Theater; Spaulding Memorial PTO (African Dance and Drum, Wild About Weather, Pumpernickel Puppets), Hawthorne Brook PTO (Molly Pitcher: Woman of War).

TCC also solicited input from the public by asking residents to fill out a brief survey as they came to vote on April 25, in compliance with the MCC requirement that every local Cultural Council survey the community every three years. Responses indicate that the types of events Townsend residents most want to see TCC support are 1) concerts and festivals, 2) youth programs outside of school; and 3) community arts and cultural organizations. We will bear these preferences in mind as we make grant decisions going forward.

TCC welcomed one new member in 2011. We will have openings for more new members in 2012, so please watch for the posting in May or June, and consider joining us.

Respectfully submitted by,
Susan Shuford, *Chair Townsend Cultural Council*

VETERANS' AGENT

I am appointed by the Board of Selectman, city or town must, by law, have a Veterans of that community and the Veterans' Service Officer submits a budget the budget is allocated for the Service Officer of Veterans' claims. The claims are Department of Veterans' services in Boston.



but the position is mandated by the State. Each representative responsible for assisting the administering the appropriate funds. Each year which must be approved by the Town. Part of salary and the remainder is used for the funding reimbursed by the State through the

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 200 Veterans are assisted each year in Townsend. Townsend veterans' received \$37,804 in Chapter 115 benefits for FY 2011.

Respectfully submitted by,
Joseph J. Mazzola, *Veterans' Service Officer*

COUNCIL ON AGING

Mission Statement: The Townsend Council on Aging is committed to the continued growth and well being of our senior citizens by providing programs, education, information and referral services with a goal of helping seniors achieve the best quality of life possible.

The Council on Aging and Senior Center (dedicated to Roy & Nancy Shepherd) are located at the new Complex at 16 Dudley Rd. **Our hours are 9-3 Monday through Thursday; 9 – 2 Friday.**

The COA office continues to provide information and referral services as needed and works with local and state organizations providing services for our senior citizens. Office hours are the same as the senior center hours.

2011 was a very busy year with many, many programs to offer. The senior center has 18 programs ongoing weekly. We offer classes in health and fitness such as exercise, yoga, line dancing and meditation; and recreation such as bingo, cribbage and bridge. We also have a variety of arts and crafts classes from painting to woodcarving. Arts and Crafts classes also offer new and different projects every month and include flower arranging and jewelry making.

Also offered are musical performances, holiday parties, comedians and speakers on health, financial and other issues facing senior citizens.

On a monthly basis we have a Grief Counseling support group (new, as of July 2011), a birthday party, Genealogy Club, and a well adult clinic (blood pressure & other screenings). Other new programs are Zumba Gold, Chair Yoga, and Quilting.



We added Monday to our schedule of Congregate meals which are held in the Meeting Hall at 12 noon on Mondays and Wednesdays. These meals continue to be popular as the cost for the meal is a \$2.00 donation.

Meals on Wheels continues to be going strong and serving shut-ins throughout Townsend. Many thanks to Jack; John, Ellen, Eloise, Bunny, Sue, Jan, and Jerry for their continued time and commitment to MOW!

SHINE (Serving Health Information Needs of Elders) services are available by appointment. Volunteer, Ann Sheldon, is available to counsel seniors about their health care choices. Many thanks to Ann for her dedication and many hours served.

TAX PREPARATION ASSISTANCE is available in February and March with AARP volunteers Carol and Duane. Many thanks to them for their (many) volunteer hours in helping our seniors through tax season.

The Council on Aging continues to manage our elderly transportation through the Lowell Regional Transit Authority Road Runner bus. In



2011 there were 4,201 trips taken by our seniors—a nearly 25% increase over 2010. Along with medical trips the bus brings seniors to the senior center for lunch and activities; shopping for groceries and miscellaneous and a variety of trips within our town. Those wishing to make a reservation, call 978-597-1730.

Once again in November Mark Lynch put on his annual Thanksgiving Dinner. With 145 attending, the overflow guests ate in the senior center Arts & Crafts room. A hall full of grateful seniors enjoyed a really delicious meal, as well as shut-ins who's meals were delivered by volunteers. Special thanks to Jane Jackson who coordinated the delivery of the meals to shut-ins. Thank you once again Mark, his family and the many, many, volunteers (including Selectman Bob Plamondon) who helped make this event a success!

Our condolences go out to Program Coordinator Linda Salisbury, as her mother Fran Araujo, passed away in December. Fran was a regular at the senior center and was well known for her popular *Jello/Cream Cheese mold* which she made for nearly every party and event where food was needed. Fran also attended most of Linda's craft and painting classes. We miss Fran deeply. In December former COA Board member, John Aho passed away in California where he has been living. A memorial for John was held in the Meeting Hall. Our condolences to John's family. Also in December Laura Rossbach passed away. She was a regular at the senior center and loved wood carving, painting and Bingo! Laura and her husband George were "institutions" in Townsend and now they both will be sorely missed.



In November Claire Devine, Volunteer Coordinator, ended her term with National Senior Network, organization that paid her for her work at the Senior Center. Claire is continuing her work as Volunteer Coordinator and is now being paid through our Formula Grant. Our thanks to Claire for continuing this important work at the Senior Center.

Of course we continue to thank the Friends of the Townsend Seniors for their continued support and appreciated bus trips, dinners, etc. Also many thanks to the Golden Age Club for their support as well with trips, bake sales, etc. Their President is Avis Roy, 978-597-6829.

There's not enough room to list all the volunteers but we thank everyone so very much for your time and commitment to the senior center. We appreciate you beyond words!

Anyone wishing to donate to the senior center for programs, special events, etc. may do so by sending them to the **COA Gift Account, Townsend Senior Center at 16 Dudley Rd., Townsend, MA 01469-1019.**

Respectfully submitted,
Christine Clish, *Director*

Council on Aging Board members: Bill Roberts; Lt. David Profit; Jan Wesson, Secretary; Carole M. Buxton; Ray Jackson; Marcia MacMaster; Kathy Spaulding

MONTACHUSETT REGIONAL PLANNING COMMISSION

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

FY00, FY02 and FY03 CDBG Programs. These programs successfully completed 22 housing rehabilitation projects and 25 septic system repair projects.

FY05 CDBG Program. Townsend (as lead community), Ashburnham and Ashby received \$600,000 to undertake a regional housing rehabilitation program. The program completed seven projects in Townsend: six housing rehab projects and one septic system repair project.

FY07 CDBG Program. Townsend partnered with Lancaster (as lead community), Lunenburg and Ashburnham to receive \$1,183,249 in funds for a regional housing rehabilitation program, and for first time homebuyer training. In Townsend, nine homeowners received housing rehab assistance: eight housing rehab projects and one septic system repair project. Four First Time Homebuyer Classes were conducted.

FY11 Limited Housing Rehab Program. The Town allocated about \$60,000 in available CDBG Program Income funds to assist up to three homeowners with housing rehab projects. The applications period closed in September 2011.

American Dream Downpayment Initiative: From 2005 through 2010 Townsend participated in the American Dream Downpayment Initiative (ADDI) program, which provided up to \$8,000 in down payment financial assistance to qualified first time buyers. In Townsend, two first time buyers received assistance. As of June 2010, the federal government discontinued funding for this program.

Respectfully submitted by,
Kevin Flynn, *Community Development Director*
Montachusett Regional Planning Commission

LOWELL REGIONAL TRANSIT AUTHORITY

SUMMARY OF LRTA SERVICES TO TOWNSEND

ROAD RUNNER:

Type of service:	Dial-A-Ride and prescheduled
Service Area:	Townsend, Ayer, Fitchburg, Lunenburg, Leominster, Nashua, N.H.
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 8:00 a.m. – 3:00 p.m. (Shopping) Wednesday 8:00 a.m. – 2:00 p.m. (Medical, lunch, senior center)
Fare: (one way)	\$ 1.25 Local (within Townsend) \$ 1.75 Leominster, Fitchburg, Groton, Pepperell, Ayer, Lunenburg
Advance Notification:	By 4:00 p.m. the previous day.
Vehicles:	One 12 Passenger Ford E350 Superduty van with wheelchair lift.

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 2011 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 71 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!

TOWN OF TOWNSEND

Environmental Health Department

Environmental Information Responses

Townsend Office (days).....125

The Nashoba sanitarian is generally scheduled to be available for the on Tuesday and Thursday mornings 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..... 41

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.

Licenses 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.....6

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.....55

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.....14

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.....53

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.....24

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 Reviews44

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)..... 28

Septic System Permit Applications (upgrades).....25

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

Septic System Construction Inspections.....94

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.....31

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

Well Permits.....2

Water Quality/Well Consultations.....192

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.....60

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 1531

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 702

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

Rehabilitative Therapy Visit 1235

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 69

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

Hospice Spiritual Care/Volunteer Visits.....28

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

Clinics

Local Well Adult, Support Groups, & Other Clinic Visits..... 634

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

Number of patients that attended

Flu Clinics held in Townsend..... 350

Number of patients whom attended Well

Adult Clinics from Townsend 247

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..... 40

Communicable Disease Number of Cases:

- Campylobacter 1
- Group B Streptococcus 1
- Hepatitis B (probable)..... 3
- Hepatitis C (probable) 3
- Hepatitis C (confirmed) 2
- Influenza..... 1
- Lyme's Disease (suspected) 16
- Salmonella..... 4
- Toxoplasmosis (suspected) 2
- Varicella (suspected) 6
- Viral Meningitis (aseptic)..... 1

Health Promotion

Skilled Nursing..... 93

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..... 305

Students Participating..... 173

Referred to Dentist..... 29

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



NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT

The 2011-12 school year was one during which the school district initiated numerous projects designed to both expand and strengthen academic programs and repair and upgrade the district's infrastructure. The district was able to fund such projects due to the receipt of competitive state and federal grants.

The district received funds to provide new educational opportunities for both teachers and students. Specifically, the district applied for and received an INNOVATIVE SCHOOLS GRANT and funding from the RACE TO THE TOP GRANT program to develop an innovative educational program model at North Middlesex Regional High School. These grants enabled the school district to initiate the development and eventual implementation of an International Baccalaureate Programme for 11th and 12th grade students. This initiative will expand opportunities and strengthen the rigor of the educational programs offered to all high school students. While the aforementioned program has already provided both teachers and students with new and valuable educational experiences, we estimate the future impact of this initiative will ensure the realization of the school district's mission *to prepare North Middlesex Regional School District graduates for successful citizenship in a global society*. Most importantly, the grant money used to fund this program initiative will be available for a number of years. Such on-going funding will enable the school district to augment local money and to continue to financially support the expansion of this important initiative.

The district also applied for and received GREEN REPAIR GRANTS from the Massachusetts School Building Authority (MSBA) to replace/repair both the Ashby and Spaulding Elementary School roofs and to replace windows at the Ashby Elementary School. This grant will pay for approximately 57% per cent of the cost of these repairs. Clearly, receipt of the grant funds to offset the financial obligation of the member towns is important, even necessary, in these difficult financial times. Both school projects will be completed by June of 2012.

While the district was fortunate to receive grants to improve academic programs and replace failing infrastructure, all of our efforts to improve the quality of educational programs and to repair school buildings were dwarfed by the on-going impact of the deepest economic recession in 75 years. As a result, working with the member towns to fund a school budget sufficient to meet student needs proved challenging. Sadly, cost saving measures (reducing force, eliminating programs, etc.) failed to close the budget gap between what the member towns felt they could afford and what the district knew it needed to meet student needs. As a result, the school committee was forced to use \$260K of district reserves (Excess and Deficiency funds) to support the FY11 budget.

The 2010-11 school year also saw a change in the demographics of the students who attend the school within the North Middlesex Regional School District. We welcomed a number new students whose first language is not English. We are required to provide special instructional activities for these students. Thus, we developed and implemented an English Language Education (ELE) Program to provide our newest enrollees with mandated services at all grade levels within the school district. Admittedly, the institution of this "new" program was an unanticipated cost.

However, the contributions of these new students to our school district far outweighed any financial burden.

The school committee also continued its discussions regarding regional expansion with the Town of Lunenburg. Both the District and the Town of Lunenburg carefully studied how a “merger” might enable both parties to continue to provide a high quality education, while creating a more cost effective way to address the need to either complete significant repairs to and/or to replace the high school buildings servicing the two school districts. After many months of effort, the Town of Lunenburg decided to discontinue discussions

While economic uncertainties continue to ravage our time and attention, we are committed to finding ways to strengthen present and to develop new educational programs designed to prepare our students for successful citizenship in a global society. This is the mission to which our staff is consistently dedicated. The staff works hard and as a result our drop-out rate is well below the state average and all of our high school students pass the MCAS test required for graduation. Additionally, we received national and state recognition for our students’ outstanding performance on advanced placement (AP) tests and on the success and quality of our student service program. Approximately, 85% of our students continue their education well beyond the North Middlesex high school diploma. **Our students reflect well on our schools and communities.** As has always been the case, the citizens of the North Middlesex Regional School District continue to support their children in both the best and worst economic times. We are ever thankful for this support. I know I speak for all when I say that your support is essential, if our children are to fulfill their potential and find success in an ever more competitive world.

Respectfully submitted,
Maureen M. Marshall, *Superintendent of Schools*

NORTH MIDDLESEX REGIONAL HIGH SCHOOL

The year of 2011 has been an exciting one at NM. We are happy to welcome Christopher Chew, former Assistant Principal at Hawthorne Brook Middle School, as our new Headmaster. Faculty and students alike continue to excel in both academic and extra-curricular pursuits. In June, over 280 students graduated from NM with 90% moving on to post-secondary educational experiences or the military. Mean Scholastic Aptitude Test (SAT) scores in 2011 were at or better than the state average in both Critical Reading and Mathematics. Students at NM also scored significantly higher than the state average on all MCAS tests. For the second year in a row, NM received national recognition from the College Board for increasing both the number participating in, and the scores on, Advanced Placement tests. For those students who participated in AP courses in 2011, 83% earned high enough scores to garner college credits.

Through an Innovative Schools Grant awarded through the Massachusetts Department of Elementary and Secondary Education, numerous members of the NM faculty have become trained in International Baccalaureate (IB) programs and courses in hopes of implementing a *Diploma Programme* in the fall of 2013. Additionally, we are exploring an initiative to better integrate Science, Technology, Engineering, and Math with our Arts programs.

Academics are not the only thing to celebrate at NM. Both the football team and cheerleaders won Sportsmanship Awards for the Midland Wachusett League. Our music program continues to earn top awards at numerous interscholastic competitions. NM's Relay For Life Campaign hosted by our students, raised over \$90,000 to benefit for cancer research and prevention. Our community service learning group will again travel to New Orleans to help those still impacted by Hurricane Katrina as well as New York City to help the homeless. The Giving Tree provided 181 needy children Christmas gifts. Please accept our thanks for your generous support and contributions.

Last spring, the faculty voted to adopt a new vision/values statement: GROW. PURSUE. ACHIEVE. We feel that these three words exemplify what we want for all of our students: for them to GROW into respectful and responsible citizens; to PURSUE their goals as they challenge themselves to learn and succeed; and to ACHIEVE excellence as they progress toward their personal and academic potential. Additionally, a cohort of teachers worked over the summer to develop rubrics to measure proficiency on NM's ten, 21st Century Learning Expectations.

Late this fall, we started our New England Association of Schools and Colleges' (NEASC) Self-Study process in preparation for a committee of teachers and administrators from across New England to visit and evaluate our school in October of 2013. NM recently received notice from NEASC that our high school may be placed on probation with our accreditation status. This change in status does NOT mean that our high school has lost its accreditation. Rather, it means that the Association is putting us on notice that we need to take action to solve some long-standing problems with the building and its infrastructure. Although this may seem like a bump in the road, we are confident in the months ahead that NM will continue to grow as an organization, pursue opportunities for our students, and that we will achieve our goals for the future.

Sincerely,
Christine S. Battye, *Principal*

HAWTHORNE BROOK MIDDLE SCHOOL

Hawthorne Brook Middle School is an institution committed to educational excellence, and a community committed to supporting one another. Although the economy has not seen the much-anticipated recovery and budget constraints enter into most of our educational discussions, the staff, students, and their families have worked hard to maintain much of what makes Hawthorne Brook successful. We are dedicated to using our resources to provide the best educational experience possible for our students and continue to look for ways to improve our school.

The dedication to the philosophy of maintaining a middle school where student success is the first priority is evident in our commitment to teaming. Students and faculty are divided into smaller learning communities, or teams. Each team of teachers shares the same group of students and 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. The Curriculum is aligned with the Massachusetts Curriculum Frameworks but the staff reviews and revises it to meet the wide range of needs and styles within the classroom. Ultimately, the team model allows us to create a strong web of support to enhance student success.

This is the third year of “looping” our multi-grade 7th and 8th grade teams. By having teachers work with the same group of students for 2 years, they are able to maintain connections and build momentum within the curriculum and support deeper understanding of student learning. For all students, this is the second year of our integrated “specials” classes. Our Fine Arts program, including Art, Music, and Theater, is designed for students to explore, evaluate, create, and appreciate the arts within their world. One of the goals of the Wellness program (which incorporates Fitness, PE, and Health) is to help students to develop and maintain active healthy lifestyles. This approach to studying the arts and wellness makes them more authentic and hopefully will benefit students beyond the classroom.

The staff at Hawthorne Brook has taken advantage of professional development opportunities that have been offered in the district and throughout the area. We are continuing the district initiative of utilizing brain-based research to strengthen the link between teaching and learning and emphasize eight specific strategies in the classroom to support a cognitive context for instruction. Writing across the curriculum and strengthening literacy skills for all students is another area of emphasis for the staff as well as best practices for differentiating and including all students in the curriculum. The national *Common Core* will be incorporated into the Massachusetts Curriculum Frameworks over the next few years and teachers continue to assess our curriculum and materials to make sure our students are well prepared.

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. 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.

We are grateful 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 can be reached via email at HBAadmin@nmiddlesex.mec.edu or through our web site that can be accessed through the district page at <http://nmiddlesex.mec.edu>.

Sincerely,
Stephen Coughlan, *Principal*



Spaulding Memorial School An Early Childhood Education Center

It is an honor to be serving in my fourth year as principal of Spaulding Memorial School and have this opportunity to present the citizens of Townsend with the annual report.

Ms. Beth Lewandowski is in her fourth year as assistant principal and is a valuable asset to Spaulding. Spaulding Memorial is in its third year of the reconfiguration to a kindergarten to fourth grade elementary school. The year began well and I feel privileged to be able to work with the talented staff of Spaulding Memorial School; they have a desire to continue to grow in the profession and a strong dedication to children that is evident every day.

Spaulding Memorial School serves approximately 500 students in kindergarten, first, second, third and fourth grade. Class sizes are in the range of 26-28 students, depending on the grade level. The educational program offered by the faculty at Spaulding Memorial is a highly effective elementary program that encourages each child to develop his/her individual talents and abilities in a caring, nurturing, and inclusive learning environment.

The curriculum at Spaulding focuses on the Massachusetts Curriculum Frameworks for all subject areas. The Scott Foresman English/ Language Arts program incorporates explicit instruction for listening, speaking, reading, spelling, and writing skills and encourages age appropriate cross-curricular applications. This year we are excited to be using 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 Character Counts which focuses on citizenship, responsibility, fairness, caring, trustworthiness and respect. We have begun a new anti-bullying program in our third and fourth grade called Steps to Respect. In addition, children have an opportunity to extend the curriculum in computer, library, music, art and physical education classes. During the school year the children's artwork, musical talent and cultures are showcased at family events. The Townsend Fire Department offers an extremely successful SAFE program for our children. The core program is also supplemented by many cultural events such as the Pumpernickel Puppets, Origami Studio, Young Audiences "Native American Stories", Fire Prevention, Math Magic, African Acrobats, and History and Science Presentations. These programs enrich, spark interests in children and support the school improvement goal of offering students more opportunities to participate and share in cultural events.

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

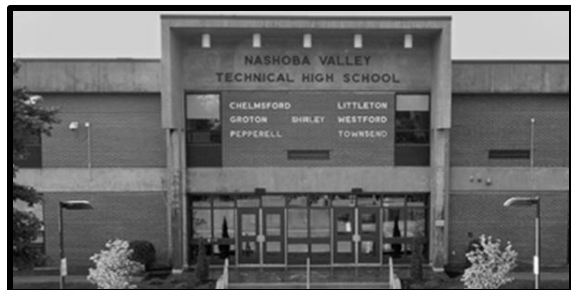
I am pleased to be a part of the Spaulding Memorial School, the North Middlesex Regional School District and Townsend. The children, parents, members of the community, town officials, staff at Spaulding Memorial School, the North Middlesex Regional School District Committee, Dr. Maureen Marshall, Superintendent 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*

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

100 Littleton Road, Westford, MA 01886

(978) 692-4711 www.nashobatech.net



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. Nashoba has earned an impressive reputation for producing community leaders as well as providing community service. With an enrollment of approximately 725 students from seven 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
Ms. Carol Heidenrich	Director of Technology
Ms. Melissa LeRay	Director of Special Education
Ms. Jeanne Savoie	Business Manager
Ms. Gabriella White	Coordinator of Academics and Testing
Mr. Paul Jussaume	Coordinator of Technical Programs / Cooperative Education
Ms. Jobee O'Sullivan	Coordinator of Guidance and Admissions

Accreditation: New England Association of Schools and Colleges.

Three 12-week trimesters: Eight 45-minute periods set in a 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

During the 2011/2012 school year Nashoba's enrollment has continued to grow. Video, additional security systems and emergency door alarms were installed throughout the building. This year we began using iPads for Advanced Placement and other student classes. Technology continues to grow throughout the school, including teacher websites allowing ongoing posting of lesson plans, homework, and parent portals. As a technology high school it is critical to focus consistently on technological improvements.

A second 100 kW Solar System was installed on the roof of A wing to reduce the cost of our electricity in a "green" way. Energy savings for our solar roof units are estimated at 10% per unit, for a total of approximately 20%.

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

Vocational-Technical Programs (Secondary & Post Graduate)

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

Special Academic Programs

Advanced Placement Honors and College Preparatory courses are available in all core subjects. World language, music 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 institution 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 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 are expected to go with their instructors to areas of 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 viewing Nashoba students at work and having a major project completed without expending limited town resources for capital improvement.

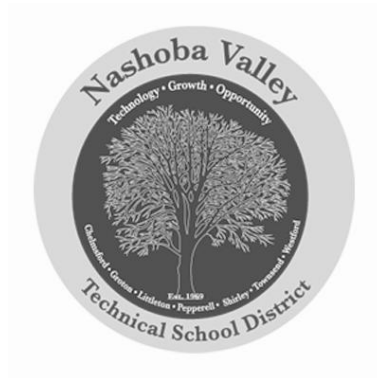
Student Activities

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten high school sports with equal opportunities for both male and female students. Other extracurricular activities include

Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, Peer Mediation, 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.



More Zip Trip Photos









VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: _____ Telephone No. () _____

Cell No. () _____ e-mail _____

Address: _____

Occupation: _____

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

Background/Experience _____

LIST ORDER OF PREFERENCE

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	*Library Trustees	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertain.	Townsend Emergency Mang. Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
Town Properties Committee	*Library Trustees	*Trust Fund Commissioners
Squannacook River Rail Trail Exploration		*Democratic Town Committee
	Other	Human Services
	Energy Committee	*Board of Health
	Townsend Meeting Hall Gallery	Council On Aging
General Government		*Trustees of Soldiers' Memorials
*Board of Selectmen		Abram S. French Fund Committee
Finance Committee		
*Assessors		Housing
Capital Planning Committee	School Committee Rep	*Housing Authority
Strategic Planning Committee	North Middlesex Regional High School	
Cable Television Advisory Committee	Nashoba Valley Tech High School	
	Spaulding Memorial School Building Committee	

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