Cover:  Bolton’s 275th Anniversary logo
designed by Mary Delaney

Photos Courtesy of:  Kenneth Horton
Kenneth F. Troup
OUR 275TH ANNIVERSARY

When I initially approached town officials in 2011 about the possibility of organizing a celebration of Bolton’s 275th Anniversary, in addition to honoring our history, my goal was to find ways of bringing together as many people in the community as possible, so that we could come to know one another better, and, frankly, have a good time. I am happy to report that these goals --- and more --- were met, and without even spending all of the $5,000 the town budgeted!

The big event, of course, was the anniversary weekend in June, including bike and walking tours, hikes on conservation land, and the historical society’s “Revolutionary Quest” game. There were concerts, a strawberry festival, an eighteenth worship service, birthday cake, and a memorable parade that involved almost every institution, organization, and business. It was a joyful experience despite the heat!

In the fall, we worked to make Bolton’s Parks and Recreation’s Halloween parade and party the best ever, and it was! About sixty people also dared to encounter the ghost’s of some of Bolton’s most interesting individuals, brought to life at South Cemetery for one night during a lantern-light tour. One of the most appreciated events was an event to honor all of Bolton’s veterans on Veteran’s Day weekend. Well over a hundred veterans and their families attended a ceremony at the War Memorial and then marched down Main Street to Davis Hall where a bounteous brunch was served, friendships re-kindled, and new friends made. The general consensus was that this should become an annual event.

The anniversary year closed on the first day of December, when hundreds of people toured fifteen of Bolton’ most historic homes, many open to the public for the first time. The historical society also held its annual designer wreath sale. And to close out the day, Santa Claus paid a visit as the lighting of “The Freedom Tree” on the old town common began the holiday season.

I am deeply grateful to all the members of the 275th Anniversary Committee, Terry Abdalian, Vin Alfano, Roger Breeze, Barbara Brown, Jack Bushman, Mary Ciummo, Alice Coggeshall, Lori Colby, Linda Day, Chip Durant, Panny Gerken, Deb Horton, Ken Horton, Dave Lindsay, Don Lowe, Chuck McCormack, Pam Powell, Karen Regan, Martha Remington, and Teresa Sauer. Each member of the committee worked incredibly hard, but I must single out Linda Day for particular mention. She kept everything in motion, and even more remarkably, kept everyone happy! Many volunteers assisted with parking and staging, especially Bryan Day, Scott Powell and Tom Wildman. Thank you to all who assisted our efforts, especially our town officials, boards, and committees and Mary Delaney who designed the 275th Anniversary logo and website.

I hope the good feelings and sense of community that resulted from the 275th Anniversary will linger for a very long time.

The 275th Anniversary Committee
Rev. Richard F. Jones, Chair
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ELECTED TOWN OFFICIALS

Moderator
James D. Anker ................................................................. 2014

Town Clerk
Pamela H. Powell ................................................................. 2014

Selectmen
Stanley Wyoscki ................................................................. 2014
Lawrence Delaney ................................................................. 2015
Mark Sprague ................................................................. 2016

Board of Health
Christopher Rogers ................................................................. 2014
Christopher Slade ................................................................. 2015
Scott Powell ................................................................. 2016

Board of Assessors
Charlotte Johnson-Zembko ................................................................. 2014
Jeffrey D. Nichols ................................................................. 2015
Susan Mason ................................................................. 2016

Library Trustees
Pamela Czekanski ................................................................. 2014
Robert Zak ................................................................. 2015
Leigh Shanny ................................................................. 2016

Cemetery Committee
David Jaaskala ................................................................. 2014
Brenda Baum ................................................................. 2015
Harold E. Brown ................................................................. 2016

Constables
Barbara R. Brown ................................................................. 2016
Harold E. Brown ................................................................. 2016
David A. Goulding ................................................................. 2016
Christopher Slade ................................................................. 2016
Vincent C. Alfano ................................................................. 2016

Park and Recreation Commissioners
Thomas Wildman ................................................................. 2014
Karen L. Regan ................................................................. 2014
Joyce Sidopoulos ................................................................. 2015
Lori Colby ................................................................. 2016
Planning Board

Douglas Storey .................................................................2014
Mark Gautreau .................................................................2015
John Karlon .................................................................2016
Jonathan Keep .............................................................2017
David Yesue .................................................................2018

Bolton Housing Authority

Wendy Rogers .................................................................2014
David Drugge ...............................................................2015
David Yesue .................................................................2017
Kevin O’Brien ...............................................................2018

Nashoba Regional School District Committee

Lorraine Romasco .............................................................2014
Nancy Federspiel ............................................................2015

FEDERAL AND STATE REPRESENTATIVES

United States Congress:

Senator Elizabeth Warren (D)
2400 JFK Federal Building, 15 New Sudbury Street, Boston, MA 02203 (617) 565-3170
317 Hart Senate Office Building, Washington, D.C. 20510 (202) 224-4543
E-mail through website  http://www.warren.senate.gov/

Senator Edward Markey (D)
975 JFK Federal Building, 15 New Sudbury Street, Boston, MA 02203 (617) 565-8519
218 Russell Senate Office Building, Washington, D.C. 20510 (202) 224-2742
E-mail through website  http://www.markey.senate.gov/

Representative Niki Tsongas (D) 3rd Congressional District
11 Kearney Square 4th Floor, Lowell, MA 01852 (978) 459-0101 Mon-Fri 9:00am-5:00pm
Frank D. Walker Building, 255 Main Street, Marlborough, MA 01752 (978) 459-0101
Thurs 10:00am-12:00 pm
1607 Longworth House Office Building, Washington, DC 20515 (202) 225-3411
E-mail through website  http://tsongas.house.gov/

Massachusetts General Court:

Senator Jennifer L. Flanagan (D) Second Worcester & Middlesex District
State House, Room 410, Boston, MA 02133 (617) 722-1230
24 Church Street, Leominster, MA 01453 (978) 534-3388
Email: Jennifer.Flanagan@masenate.gov

Representative Kate Hogan (D) 3rd Middlesex District
Vice Chair, House Committee on Rules
State House Room 166
Boston, MA 02133 (617) 722-2692
36 Hastings Street, Stow, MA 01775 (978) 897-1586  Email: Kate.Hogan@mahouse.gov
Mark Sprague, Lawrence Delaney and Stanley Wysocki

2013 proved again to be challenging from a fiscal perspective but the continuing work by the town’s Advisory Committee and town departments allowed for the same level of services as 2012 without an operating override. The Advisory Committee looked into every area where operating efficiencies could be made and expenses reduced.

Early in the year the Board was able to finalize the agreements for the Syncarpha solar power project. The town should realize over $1.5 Million in revenue over the projected lifespan of the solar arrays.

Also early in 2013 the Board finalized and signed a lease agreement with Bolton Access Television for the use of the Houghton Building. This lease agreement provides a number of significant benefits to both parties. Bolton Access Television now has a more “permanent” home to better manage the broadcasting of town meeting events, cable shows and the production of original content from studios on the second floor. By using funds received monthly from Comcast, Bolton Access Television spearheaded a major renovation of the building. This renovation, while costing over $130,000 was completed with funds provided by Comcast. The town now has a much improved building at no cost to the taxpayers. And finally, Bolton Access Television is paying the town $1,000 per month as part of their lease agreement.

At the 2013 Annual Town Meeting the voters did approve funds for exterior repairs to the Houghton Building. While a Request for Proposal was developed and bids were received, the Board and DPW Director felt that the bids were on the high side and decided to issue a second RFP in 2014.

Bolton took the step of providing half of the funding for the establishment of a School Resource Officer at the high school. The District is providing the other half of this funding. This resource will be available at the high school 20 hours a week. The Advisory Committee and the Board felt that this was important to fund the 50% for FY 2014. We are in discussions to have this effort be funded through the normal town assessment process so all three towns will contribute.
At the May Town Election, Mark Sprague was elected to the open seat on the Board of Selectmen.

The Salt Box property was purchased by a resident and local business owner. Renovations are now underway. The Board applauds his efforts to solicit inputs from the residents as to what types of businesses they would like to see at the property once it is renovated.

There were numerous farm animal “escapes” requiring significant public safety personnel involvement in 2013. The Board and the Animal Control Officer are working with the involved parties to make improvements to minimize these “events” in the future.

At the Annual Town Meeting voters approved the sum of $30,000 to fully fund new playground equipment at Florence Sawyer School. Residents undertook a significant fund raising effort to replace the playground that was originally built with volunteer labor many years ago. While approximately $120,000 was raised with the fundraising effort, $30,000 was still needed to fully fund the effort. It is great to see how a town can come together for the benefit of our children.

Contract negotiations with both the Dispatcher and Police have been long and protracted. Agreements have finally been reached for the contract term that began three years ago. Our Town Administrator will be commencing contract negotiation talks shortly for the upcoming three year term.

Our Town Administrator, Don Lowe, has penned an excellent Annual Report message for 2013. The Board of Selectmen want to echo his comments that our success during 2013 navigating difficult fiscal issues is due to the many dedicated individuals that have volunteered their time to town service on the various boards and committees on which they serve. And we want to personally thank Don for his continued dedication and hard work over the five years that he has been Bolton’s Town Administrator. As you know the Board recently renewed Don’s contract for an additional three years. It has been a pleasure working with Don and we want to thank him for his hard work and day-to-day management of the workings of Bolton.

Lastly, we want to thank the Advisory Committee for their hard work each year and especially the period from the beginning of January to just before the Annual Town Meeting in May. They scrutinize and scrub the various budgets submitted by all town departments. Over 60% of our town budget is devoted to the Nashoba Regional School District and of which the Advisory Committee or the Selectmen have no control over. Management of this portion of the budget is in the hands of the respective School Committee members elected in each of the three towns. In the end the Advisory Committee brings forth the best possible budget for consideration at the Annual Town Meeting. You can be assured that everything has been done to develop a budget with an eye to minimizing unneeded spending and limiting increases in taxes.

Those who have passed: Every resident helps to make Bolton the vibrant community that it is. It is with great sadness that we have lost family, friends and neighbors in 2013:

Linda Sipowicz  Howard Dilling  Sandra Weill  Gladys Satterlee
Marion Lukaszevicz  Katherine Brooks  Doris Ryan  Barbara Ann Gould
John Held  Leslie Harvey  John Castro  Richard Bartlett
Sarah Simmons  Gerald Wile  Dorothy Wilson  Margaret Dzwilewski
Shirley Bonazzoli  John Patten  Jeanette Bundy  Irvine Davis
Charles Confer  Louis Visockas  Phyllis Bosch  Sheila Hanlon
  Kenneth Houghton  Edward Jaffe
### Financial Statement
**July 1, 2012 to June 30, 2013**

**Salary**
- Appropriated: $900.00
- Unexpended balance returned to general fund: $900.00

**Expenses**
- Appropriated: $15,854.00
- Expended:
  - WHEAT membership: $5,000.00
  - Purchase of Services: 6,318.76
  - Dues: 2,000.00
  - Engineering: 200.00
  - Miscellaneous: 1.00
  - Supplies: 3.39
- Unexpended balance returned to general fund: $2,330.85

---

Senator Jennifer Flanagan and Representative Kate Hogan present Selectman Stanley Wysocki with a resolution congratulating the residents of the Town of Bolton on the occasion of the 275th Anniversary of the Town’s Incorporation.
The year 2013 was a year that will be remembered as another challenging year economically but we continued to weather the fiscal storm.

Sadly, the citizens of our town were not immune from the horrors of the Boston Marathon bombing as tragedy struck the White family when Bill and Mary Jo White were seriously injured, as well as their son Kevin. The Town of Bolton rallied in support of the White family. As part of this support, the Bolton 5k Rally for Boston organized a 5k walk/run which was held on June 1, 2013. Their efforts resulted in over $20,000 being raised to assist the family.

The Annual Town Meeting was held on May 6th. At the 2013 Annual Town Meeting, voters funded the following articles:

- $65,000 for a new one-ton truck for the Department of Public Works.
- $90,000 for external repairs to the exterior of the Houghton Building.
- $200,000 for the replacement of the culvert closest to Main Street on Sampson Road.
- $62,860 for the repair of the culverts at 550 Sugar Road.
- $30,000 for the replacement of existing playground equipment at the Florence Sawyer School.
- $20,000 for an electronic patient care reporting system (ePCR).
- $32,465 for dispatch call automation software for the dispatchers.
- $119,017 for repairs to Emerson School and Florence Sawyer School.
- $97,000 for safety enhancements to Emerson School and Florence Sawyer School.
- $50,000 for the completion of the funding to construct a new water line to serve the Emerson School from the Florence Sawyer School public water supply well.

The town operating budget for Fiscal Year 2014 was $20,092,536, an increase of 1.26% over 2012. This did not include an additional appropriation of $200,188 which had to be raised at a Special Town Meeting held on October 16, 2013. This was required due to an error in the spring by the District on the number of students in our kindergarten class. The Advisory Committee and the Board of Selectmen worked extremely hard to produce a budget that maintained the same level of town services as 2012 but did not require an operating override. Expenses were reduced and operating efficiencies were achieved wherever possible. However, the town was able to produce a balanced budget without reducing hours for the services that we provide to our taxpayers.
The Capital Planning Committee was very involved in the early budget planning process for Fiscal Year 2013, which begins in July 2013. They met several times to review the capital needs of any town department which would cost more than $25,000 and which would also have a five-year functional life span.

In September, the City of Leominster voted to approve a proposal from the Cordish Company to build a Slot Parlor on Jungle Road. The Board of Selectmen supported an attempt for the Town of Bolton to obtain the status of Surrounding Community. The Cordish Company declined to voluntarily agree to this designation. Therefore, Selectman Larry Delaney led an effort to submit a petition to the State Gaming Commission requesting that they grant us Surrounding Community status. The Gaming Commission ultimately voted to support our petition. The vote provided us with an additional 30 days to negotiate with the Cordish Company on the terms of a mitigation agreement to offset the projected impact of the slot parlor if the Gaming Commission did vote to award the one and only slot parlor license to the Cordish Company. In December, the Board of Selectmen voted unanimously to accept the terms that had been negotiated by Larry and I with Cordish. The Gaming Commission was scheduled to vote in late February on which of three potential locations would ultimately be award the one slot parlor license.

Bolton celebrated its 275th Anniversary this year. A series of activities and events focused on the history and community spirit of the town were planned to celebrate the milestone. The calendar of events included the firefighters muster, conservation land hikes and bike tours, guided walking tours of our town center, dedicatory organ concert and strawberry festival at the First Parish Church, Revolutionary quest scavenger hunt sponsored by the Historical Society, Inc., Halloween parade and party followed by a lantern light tour of South Cemetery, Veterans Day Celebration, procession and brunch, Candlelight Christmas Tour of Historic Homes; Historical Society Festival and Auction, tree lighting on the Old Town Common with music refreshments and a visit from Santa.

The highlight was Bolton’s 275th Anniversary Parade that concluded at Memorial Field on Wattaquash Hill Road with speeches, birthday cake and a bluegrass concert.

The town continues to make good use of the Regional Hazardous Waste Facility located in Devens. Although we are one of now 10 member communities, Bolton was number four in overall usage. In July 2013, I became the Chair of the Oversight Board, having already been the Chair of the Finance Subcommittee. At the end of 2013, the facility was covering all expenses and continuing to show a small profit. We are currently planning to hold the line on prices in 2013.

When 2013 ended, I was nearing the end of my fifth year as your Town Administrator. Together, we were able to successfully manage our way through another difficult year. This level of success would not be possible without the continued involvement and support of the townspeople who offer so much of their time in volunteering on various boards, committees, and activities to help make Bolton the outstanding community that it is. I would like to thank all of our highly-dedicated town employees as well. The commitment that they show in their work is another reason why I am so proud to continue to serve as your Town Administrator.
# Financial Statement

**July 1, 2012 to June 30, 2013**

| **Salary** |  
| --- | --- |
| Appropriated | $101,090.00 |
| Expended | $101,090.00 |
| Unexpended balance returned to general fund | $0.00 |

| **Wages** |  
| --- | --- |
| Appropriated | $57,262.40 |
| Expended | $57,261.80 |
| Unexpended balance returned to general fund | $.60 |

| **Expenses** |  
| --- | --- |
| Appropriated | $5,550.00 |
| Expended |  
| In-State Travel | $1,211.56 |
| Disability Insurance | 866.24 |
| Meetings | 635.00 |
| Longevity | 550.00 |
| Supplies | 396.73 |
| Dues | 149.76 |
| **Total** | $3,809.29 |
| Unexpended balance returned to general fund | $1,740.71 |

## LAW COMMITTEE

Wendy Rogers....................2014  
Kenneth Troup....................2014  
Stanley Wysocki.................2014  
Lawrence Delaney...............2015  
Mark Sprague....................2016

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

# Financial Statement

**July 1, 2012 to June 30, 2013**

| **Expenses** |  
| --- | --- |
| Appropriated | $35,300.00 |
| Transfer Request | $24,105.50 |
| **Total** | $59,405.50 |
| Expended | Purchase of Services | $59,404.58 |
| Unexpended balance returned to general fund | $0.92 |
In preparation for making recommendations to voters at the Annual Town Meeting in May 2013, the Advisory Committee met weekly from January to April. The purpose of these meetings was to conduct detailed reviews of FY2014 budgets for all Town departments, boards, committees and officers, and make recommendations to ensure that expenditures were as low as possible, while continuing to provide services to meet the Town’s needs. This comprehensive process is essential in order to plan for the Town’s future and its financial requirements.

The Advisory Committee also oversees the transfer of funds from the Town’s Reserve Fund ($100,000). Such transfers are allocated for "extraordinary and unforeseen" expenditures. In FY2013, $99,664 was allocated.

In addition, the Advisory Committee reviewed funding for capital expenditures. In FY2014 as in the prior year, the Advisory Committee recommended the use of available funds, including Free Cash, to pay for capital items without incurring more debt. Included in capital items was $498,325 for Town buildings, infrastructure and public safety information technology, and another $259,017 dedicated to the Emerson and Sawyer schools. By not borrowing for capital projects, incremental debt was avoided, thereby reducing property taxes without reducing town services.

Education continues to be the Town’s single biggest budget expense – 60.7% in FY2014. Even though the Advisory Committee has no authority over the size or components of the Nashoba Regional School District (NRSD), the largest component of the education budget, it is important that the Advisory Committee understand the NRSD budget and express - to the School Committee and School District administration - the needs and financial constraints facing Bolton. In addition to meeting with the NRSD School Committee and District employees, the Advisory Committee attended School Committee and Tri-Town meetings, as appropriate.

Continual improvement of the processes that provide financial and budget information to the Town is a very important goal of the Advisory Committee. We work closely with the Bolton Selectmen, Town Administrator, and other Town officers to address the financial needs and improve the financial health of the Town. We thank Town Accountant Julie Costello and Town Treasurer Donna Madden for their exceptional assistance throughout the year. Thanks also go out to Town Secretary Linda Day, who provides outstanding support and guidance to the Advisory Committee.
### Financial Statement
**July 1, 2012 to June 30, 2013**

#### Expenses
- Appropriated: $152.00
- Expended: $152.00

#### Reserve Fund
- Appropriated: $100,000.00
- Expended: 99,683.62
- Unexpended balance returned to general fund: $316.38

---

**Bolton Orchards 6 MG Solar Facility**
TOWN CLERK
Pamela H. Powell……….2014

Financial Statement
July 1, 2012 to June 30, 2013

Salary
Appropriated $55,183.00
Expended $55,182.40
Unexpended balance returned to general fund $ .60

Wages
Appropriated $37,972.00
Expended $37,970.40
Unexpended balance returned to general fund $ 1.60

Expenses
Appropriated $2,610.00
Expended
Dues & Meetings $1,130.56
Supplies 309.92
Longevity 250.00
Purchase of Services 110.00 $1,800.48
Unexpended balance returned to general fund $ 809.52

DOG LICENSES ISSUED
2013

Total dogs in Town …………………..955
Kennels (4 dogs or more) ……………… 20
License & Late Fees Collected …$11,065.00
Pick Up/Boarding Fees ……………….80.00
Failure to License Fines…………….…$300.00
Total Paid to the Town …………….$11,145.00

Dog licenses expire each year on March 31st. Per the Town bylaws a late fee of $25.00 is charged beginning May 1st. Every dog six months old or over must be licensed and tagged. New residents may transfer their dog’s license to Bolton at no charge.

FISHERIES AND WILDLIFE LICENSES
Due to changes in the Massachusetts Fish and Wildlife procedures for license sellers, the Town Clerk’s Office discontinued selling Fishing, Hunting and Sporting licenses in January 2011. Going forward licenses may be purchased at stores in neighboring towns or may be purchased online at: http://www.mass.gov/dfwele/dfw/recreation/licensing/licensing_home.htm.
**VITAL STATISTICS**

At the recommendation of the Registry of Vital Records and the United States Department of State, we will no longer be printing the individual names from vital records in the town report. This will help protect the privacy of individuals as well as help to curb identity theft.

<table>
<thead>
<tr>
<th>Vital Statistics</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Births</td>
<td>38</td>
</tr>
<tr>
<td>Marriages</td>
<td>11</td>
</tr>
<tr>
<td>Deaths</td>
<td>26</td>
</tr>
</tbody>
</table>

**APPOINTMENTS AND RESIGNATIONS**

Recorded in 2013

<table>
<thead>
<tr>
<th>Position</th>
<th>Members</th>
<th>Terms Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Housing Partnership</td>
<td>Douglas Storey</td>
<td>06-30-2016</td>
</tr>
<tr>
<td>Trust Fund Trustees:</td>
<td>Richard Pelletier</td>
<td>06-30-2016</td>
</tr>
<tr>
<td></td>
<td>Eric Schartner</td>
<td>06-30-2016</td>
</tr>
<tr>
<td>Agricultural Commission:</td>
<td>Richard Pelletier</td>
<td>06-30-2016</td>
</tr>
<tr>
<td></td>
<td>Eric Schartner</td>
<td>06-30-2016</td>
</tr>
<tr>
<td>Ambulance Director:</td>
<td>Margaret Diaz</td>
<td>06-30-2014</td>
</tr>
<tr>
<td>Animal Control Officer:</td>
<td>Susan Latham</td>
<td>06-30-2014</td>
</tr>
<tr>
<td>Assistant:</td>
<td>Phyllis Tower</td>
<td>06-30-2014</td>
</tr>
<tr>
<td>Appeals, Board of:</td>
<td>Bryan Holmes</td>
<td>06-30-2015</td>
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<tr>
<td>Associate Member:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Inspector:</td>
<td>Michael Sauvageau</td>
<td>06-30-2014</td>
</tr>
<tr>
<td>Assistant:</td>
<td>David Drugge</td>
<td>06-30-2014</td>
</tr>
<tr>
<td>Cable Committee</td>
<td>Joel Bates</td>
<td>04-2014</td>
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<tr>
<td></td>
<td>Kenneth Cerreto</td>
<td>Donald Hallisey</td>
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<tr>
<td></td>
<td>Robert Johnson</td>
<td>Richard Merrill</td>
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<tr>
<td></td>
<td>William Strapko</td>
<td>Kenneth Troup</td>
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<tr>
<td>Capital Planning Committee:</td>
<td>William Bergen</td>
<td>6-30-2014</td>
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<tr>
<td></td>
<td>Colin Bradley</td>
<td>Erik Neyland</td>
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<tr>
<td></td>
<td>David Yesue</td>
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<tr>
<td>Conservation Commission:</td>
<td>James Stone</td>
<td>06-30-2014</td>
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<td></td>
<td>Robert Cohen</td>
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<tr>
<td></td>
<td>Brian Berube</td>
<td>06-30-2016</td>
</tr>
<tr>
<td></td>
<td>Maxwell R. Pineau</td>
<td>06-30-2016</td>
</tr>
</tbody>
</table>
Council on Aging:  Susan Tripp  06-30-2016

Cultural Council:  
Alison Morgan  Marie Murungu  06-30-2016
Nan Shnitzler  Teresa Sauer  06-30-2016
James Atherton  Bharti Bhakta
Julie Szcesuil

Economic Development Committee:  Helene Demmer  06-30-2016
Michael Murphy  David Pettit
Bharat Nair  Erik Neyland
Bruce Slater

Election Workers:  
Therese Abdalian  Sandi Albertson-Shea  Kathleen Barry
Barbara Bing  Alice Coggeshall  Elizabeth Cook
Barbara Corley  Joanne Edmunds  Nancy Jagodnik
Pamela Kaminski  Sally Ann King  Theodore Kirchner
Frank Lazgin  Jean Lord  Susan Mason
David McKinley  Jean McKinley  Joyce Miller
Clare Moses  Cia Ochsenbein  Randall Porteus
Alice Roemer  Linda Shelales  Diane Swenson
Isabel Wells  Jean West  Thomas Wildman

EMT/FF – Full Time:  David Farrell  06-30-2014

Energy Committee:  Ryan Prucnal  06-30-2016

Fire Chief and Forest Warden:  John Mentzer  06-30-2014

Historical Commission:  Robert Busch  06-30-2014
Jeanemarie Padovano  06-30-2106

Insurance Advisory Committee:  06-30-2014
Nathaniel Barry  Barbara Brown
Donna Madden  Jonathan Couture
Ninotchka Rogers

MAGIC Representative:  Donald Lowe  06-30-2014

MART Advisory Board  Kenneth Troup  06-30-2014

Planning Board  
Associate member:  James Owen  06-30-2015
Plumbing & Gas Inspector: Wilfred Delorey 06-30-2014
Assistant Gas Inspector: Robert Janda 06-30-2014

Registrars: Pamela Powell 06-30-2016
Carol O’Loughlin 6-30-2016

Tree Warden: Mark Caisse 06-30-2014

Vault Study Committee: Roger Breeze Completion
Donald Hallisey
Diane Swenson

Veterans Agent: James Cabral 06-30-2014

Village Overlay Working Committee: Jonathan Keep 05-2014
Mark Duggan
Erik Neyland
Cia Ochsenbein
Eileen Griffin Wright
Kenneth Troup
Lynda King
Stephen Schneider
Kenneth Zito

WHEAT Representative: Brooke James 06-30-2014

Wiring Inspector: James Boodry 06-30-2014
Assistant Wiring Inspector: Peter Casello 06-30-2014

Appointed by: Chairman of Selectmen, Moderator and Town Clerk
Advisory Committee: Randy Dinjian 06-30-2016
Theresa Abdalian 06-30-2016

Appointed by: Board of Health
Animal Inspector: Phyllis Ann Tower 04-30-2014

Appointed by: Moderator
Law Committee: Gwendolen Rogers 06-30-2014
Kenneth Troup 06-30-2014

Assistant Town Moderator: Richard Fly 06-30-2014

Minuteman School Committee Representative: David O’Connor 06-30-2016

Appointed by: Law Committee
Town Counsel: Brackett & Lucas – Legal Services 06-30-2014
Labor Counsel: Mirick, O’Connell
Appointed by: Treasurer / Collector
Deputy Tax Collector: Kelley & Ryan Associates, Inc. 12-31-2014

Appointed by: Town Clerk
Assistant Town Clerk: Susan J. Miles 06-30-2014

RESIGNATIONS:

Resignation Date

Advisory Committee:
Naveen Rohatgi 02-28-13
Michael Zelenkov 10-24-13

Capital Planning Committee:
Erik Neyland 11-20-2013

Conservation Commission:
Mark Sprague 05-16-13
Maxwell Pineau 12-2-13

Cultural Council:
Rosemary Donnelly 10-10-2013

Economic Development:
Dina Mazzola 02-14-2013
Stephen George 02-15-2013

Energy Committee:
Ryan Prucnal 09-11-2013

Nashoba Regional School Committee Representative:
Reta Rupich 10-2-2013

Park & Recreation:
Amy Balewicz 01-8-2013

Planning Board:
Marc Gautreau 04-9-2013

Public Ways Safety Committee:
Robert Hagopian 03-14-2013

Senior Tax Rebate Program Advisory Board:
John Bushman 03-14-2013

Village Overlay Working Group:
Mark Duggan 04-17-2013
Erik Neyland 11-20-2013
The polls were declared open at 7:00 AM and declared closed at 8:00 PM. Lunch and dinner for the election workers was provided by Bolton Orchards. Snacks and drinks were provided by Joyce Miller.

Officials duly sworn in were:

Warden: Alice Roemer
Clerk of the Day: Joyce Miller

Checkers: Teresa Abdalian, Nancy Jagodnik, David McKinley, Diane Swenson, Salliann King, Jean McKinley, Isabel Wells, Theodore Kirchner, Cia Ochsenbein, Jean West, Elizabeth Cook, Jean Lord, Linda Shelales

Counters: Kathleen Barry, Alice Coggeshall, Susan Mason, Clare Moses, Thomas Wildman, Claire Moses

Constables: Vincent Alfano, Barbara Brown, David Goulding

State Primary Election Results

<table>
<thead>
<tr>
<th>Total Votes Cast</th>
<th>616</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Registered Voters</td>
<td>3493</td>
</tr>
<tr>
<td>Percent Voted</td>
<td>18%</td>
</tr>
<tr>
<td>Republican</td>
<td>245</td>
</tr>
<tr>
<td>Democratic</td>
<td>371</td>
</tr>
</tbody>
</table>

Democratic Party Results

<table>
<thead>
<tr>
<th>Race / Candidates</th>
<th>Total votes</th>
</tr>
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<tbody>
<tr>
<td>Senator in Congress</td>
<td>Stephen F Lynch .............................104</td>
</tr>
<tr>
<td>Edward J Markey ................................267</td>
<td></td>
</tr>
<tr>
<td>Blanks ........................................0</td>
<td></td>
</tr>
<tr>
<td>Write-ins .................0</td>
<td></td>
</tr>
</tbody>
</table>

Republican Party Results

<table>
<thead>
<tr>
<th>Race / Candidates</th>
<th>Total votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senator in Congress</td>
<td>Gabriel E. Gomez ..........................126</td>
</tr>
<tr>
<td>Michael J. Sullivan ..........................92</td>
<td></td>
</tr>
<tr>
<td>Daniel B Winslow ................................27</td>
<td></td>
</tr>
<tr>
<td>Blanks ........................................0</td>
<td></td>
</tr>
<tr>
<td>Write-in ......................................0</td>
<td></td>
</tr>
</tbody>
</table>
ANNUAL TOWN MEETING  
Monday, May 6, 2013  
Nashoba Regional High School Auditorium  
7:00 p.m.

Prior to the start of the meeting the following were duly sworn to faithful service for the evening: checkers were, Cia Ochsenbein, Barbara Bing, Jean McKinley, David McKinley and Susan Miles. Under the direction of and including Tom Wildman, the counters were Alice Roemer, Joyce Miller, Susan Mason, Jeff Nichols, Liz Cook, Randy Porteus, Clare Moses, Bob Busch and Jean and David McKinley.

Moderator, James D. Anker, called the meeting to order at 7:00 pm after determining more than the required quorum of 75 voters had checked in. He noted that the warrant had been duly posted and was returned to the Town Clerk. The total in attendance was 134 out of 3493 registered voters.

Mr. Anker began the meeting by recognizing long time resident and ardent Town and Conservation Trust supporter Robert Held who died on March 19, 2013. Mr. Anker continued with a brief announcement regarding Bolton’s 275th Birthday celebration which will begin in mid-June and continue through December of 2013. He then recognized and thanked Mr. Lindsay for his years of service on the Board of Selectmen and continued by introducing the members of the Board of Selectmen, Advisory Committee, Town Administrator, Town Counsel and Town Clerk. The Moderator went over the procedures used for addressing Town Meeting.

Article 1: Accept Annual Reports
The Town voted to accept the reports of the Board of Selectmen and Advisory Committee, or any other Town officers, boards, or committees for the calendar year 2012.

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

Article 2: Unpaid Bill for Fiscal Year 2012
The Town voted to transfer from available funds the sum of $600 (Six hundred dollars) for the purpose of paying the following unpaid FY12 bill, pursuant to M.G.L., Chapter 44, Section 64.

$600.00 Beaver Solutions LLC

Sponsor: Conservation Commission  
Board of Selectmen Recommendation: Approved  
Advisory Committee Recommendation: Approved  
Vote Required: 4/5 Majority  
Vote: Unanimous in Favor
Article 3: Fiscal Year 2014 Operating Budget
The Town voted to raise and appropriate or transfer from available funds the sum of $20,092,530 (Twenty million ninety two thousand five hundred thirty dollars) or any other amount, as set forth in the budget for the purposes of operating and maintaining the various departments of the Town, and to meet such appropriation:

a. The sum of $180,000 (One hundred eighty thousand dollars) be transferred from the Cell Tower Fund;
b. The sum of $77,500 (Seventy seven thousand five hundred dollars) be transferred from the Ambulance Receipts Reserved for Appropriation to be applied to the Ambulance Department budget;
c. The sum of $242,857 (Two hundred forty two thousand eight hundred fifty seven dollars) or any other amount, be transferred from the Overlay Reserve Account;
d. The sum of $19,592,173 (Nineteen million five hundred ninety two thousand and one hundred seventy three dollars) to be raised by taxation.

Sponsor: Board of Selectmen
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: Majority Vote: Majority in Favor

Article 4: Reauthorization of a Revolving Fund for Web-based Municipal Software Services
The Town voted pursuant to M.G.L. Chapter 44, Section 53E½ to reauthorize the Town Administrator to maintain a Revolving Fund into which funds generated from a technology fee surcharge on permit fees of no more than 7.5% shall be deposited with an annual cap of $20,000 (Twenty thousand dollars). The Revolving Fund, originally approved in Article 7 of the 2010 Annual Town Meeting, shall be accounted for separately from all other monies in the Town and shall only be used for the purpose of funding ongoing fees for web-based municipal software and digitization of plans. The Town Administrator shall be authorized to expend from the fund.

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

Article 5: Other Post-Employment Benefits (OPEB)
The Town voted to accept the provisions of M.G.L. Chapter 32B, Section 20, which will allow for the establishment of an Other Post-Employment Benefits Liability Trust Fund (OPEB).

Sponsor: Town Accountant
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Capital Planning Committee Recommendation: Approved
Vote Required: Majority Vote: Unanimous in Favor
Article 6: Compensation for Town Clerk Certification

The Town voted to accept M.G.L. Chapter 41, Section 19K which entitles the Town Clerk to receive additional compensation annually for achieving the designation of Certified Massachusetts Municipal Clerk (CMMC).

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

Article 7: Compensation for Town Treasurer Certification

The Town voted to accept M.G.L. Chapter 41, Section 108P which entitles the Town Treasurer to receive additional compensation annually for achieving the designation of Certified Massachusetts Municipal Treasurer (CMMT).

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

Article 8: Dissolution of the Board of Commissioners of Trust Funds

The Town voted to dissolve the Board of Commissioners of Trust Funds.

Sponsor: Board of Commissioners of Trust Funds
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: Majority Vote: Unanimous in Favor

Article 9: Dissolution of the Board of Trustees of the Francis E. Whitcomb Benevolent Fund

The Town voted to dissolve the Board of Trustees of the Francis E. Whitcomb Benevolent Fund.

Sponsor: Board of Trustees of the Francis E. Whitcomb Benevolent Fund
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: Majority Vote: Unanimous in Favor

Article 10: Central Massachusetts Mosquito Control Project

The Board of Health put forward the main motion:
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $41,000 (Forty-one thousand dollars) to reimburse the Town for the annual costs associated with becoming a member of the Central Massachusetts Mosquito Control Project for a minimum three year period, pursuant to M.G.L. Chapter 252, Section 5A and other applicable sections of said law. Striking the following wording: “provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town at the Annual Town Election pursuant to M.G.L. Chapter 59, Section 21C(g) (Proposition 2 ½) allowing the Town to assess said sum in additional real and property taxes;”
The Town voted not to raise and appropriate or transfer from available funds the sum of $41,000 (Forty-one thousand dollars) to reimburse the Town for the annual costs associated with becoming a member of the Central Massachusetts Mosquito Control Project for a minimum three year period, pursuant to M.G.L. Chapter 252, Section 5A and other applicable sections of said law.

Sponsor: Board of Health
Board of Selectmen Recommendation: Disapproved
Advisory Committee Recommendation: No recommendation – Committee vote split 3 - 3
Vote Required: Majority
Vote: Defeated - Majority Opposed

Article 11: Amendment to the Dog Bylaws
The Town voted to amend the Code of the Town of Bolton, Chapter 110 Animals, Section 110-1 Statutory authority, Section 110-2 Definitions, Section 110-3 Prohibited conduct, Section 110-5 Action upon failure to license dogs, and Section 110-8 Violations and penalties, as follows (deletions in (parenthesis and italics) and additions are underlined); and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton.

Section 110-1 Statutory authority.
The Town of Bolton adopts this Dog and Kennel Bylaw in accordance with, and to conform with, M.G.L. Chapter 140, Sections 136A-174(D)E.

Section 110-2 Definitions:
For the purposes of this bylaw, the following terms shall have the meanings indicated:

RUNNING AT LARGE - Any dog off premises of its owner or keeper, and not under the direct control of a person demonstrating the ability to properly control the dog.
ATTACK - Aggressive physical contact initiated by an animal.
DANGEROUS DOG - a dog that either:
   (i) Without justification, attacks a person or domestic animal causing physical injury or death; or
   (ii) Behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal.

NUISANCE DOG - a dog that:
   (i) By excessive barking or other disturbance, is a source of annoyance to a sick person residing in the vicinity; or
   (ii) By excessive barking, causing damage or other interference, a reasonable person would find such behavior disruptive to one’s quiet and peaceful enjoyment; or
   (iii) Has threatened or attacked livestock, a domestic animal or a person, but such threat or attack was not a grossly disproportionate reaction under all the circumstances.

KENNEL - (One pack or collection of more than three dogs three months old or older on a single premises, whether maintained for breeding, boarding, sale, training, hunting, or other purposes.) A pack or collection of dogs on a single premises, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel.
COMMERCIAL BOARDING OR TRAINING KENNEL - Commercial boarding or training kennel, an establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal provided, however, that “commercial boarding or training kennel” shall not include an animal shelter or animal control facility, a pet shop licensed under M.G.L. Section 39A of Chapter 129, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.

COMMERCIAL BREEDER KENNEL - An establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration.

DOMESTIC CHARITABLE CORPORATION KENNEL - A facility operated, owned or maintained by a domestic charitable corporation registered with the department or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates consistent with such purposes while providing veterinary treatment and care.

PERSONAL KENNEL - A pack or collection of more than three dogs, three months old or older, owned or kept under single ownership for private personal use; provided however, that breeding of personally-owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, or barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.

VETERINARY KENNEL - A veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided however, that “veterinary kennel” shall not include a hospital clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care.

Section 110-3 Prohibited conduct

(A.) At no time shall a person owning or keeping a dog in the Town allow such dog to: (1) be unlicensed, uncollared, or untagged; (or to become a public nuisance to others within the Town limits.)
(2) be a dangerous dog;
(3) be a nuisance dog;
(A dog shall be deemed a “(public) nuisance dog” for, but not limited to, the following reasons:)
((1) Attacking or chasing persons or domestic animals.)
(2) Damaging property of others beyond its owner's/keeper's property.)
(4) Interfer(ing) with or disrupt(ing) organized school or public activities;
(5) Interfer(ing) with the use of a public right-of-way;
(6) Chase(ing) moving vehicles; or,
((6) Exhibiting a vicious disposition.)
((7) Barking or howling excessively resulting in complaints to the Police or Animal Control Officer.)
(7) Run(ing) at large.
((9) Creating other disturbances.)

Section 110-5 Action upon failure to license dogs
As allowed by M.G.L. Chapter 140, Section 173, all owners or keepers of dogs kept in the Town of Bolton, who on the first day of May of each year have not licensed said dog or dogs as prescribed by M.G.L. Chapter 140, Sections 127 and 137A, and this bylaw shall be required to pay an additional fee of $25 per dog, payable to the Town of Bolton. If still unlicensed, uncollared, and untagged after June 1, a fine of $50 per dog shall be imposed. The Board of Selectmen shall, by June 11, issue a warrant directing the Animal Control Officer to seek out, catch, and confine all such dogs; and to enter and prosecute a complaint in District Court against the owners or keepers, if known, of said dogs, in accordance with M.G.L. Chapter 140, Section 151A.

Subsection 110-8 Violations and penalties
Violations of this Article I and Article II, Section 110-9, or M.G.L. Chapter 140, Sections 136A through 174D, shall be subject to impoundment of the animal by the Animal Control Officer, and/or a fine upon the owner or keeper of a dog or livestock so found to be at large, dangerous or a public nuisance; and/or by criminal or noncriminal disposition as provided in M.G.L. Chapter 140, Sections 151A, 157, 157A, and 173A. Such fines shall not be more than $25 for the first offense, not more than $50 for the second offense, and not more than the maximum allowed by law for subsequent offenses. Any violation resulting in impoundment shall also require payment to the Town of Bolton of a pickup fee of $10, plus normal boarding fees.

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

Article 12: Amendment to the Code of the Town of Bolton, Article VI, Definitions, Section 250-28, Terms Defined
A motion was made to strike the words “billiard parlors, or roller skating”. After a recommendation the original motion was withdrawn and a motion was submitted to only remove “billiard parlors,”. Motion to amend: Defeated - Majority opposed
Article 12: Amendment to the Code of the Town of Bolton, Article VI, Definitions, Section 250-28, Terms Defined

The Town voted to amend the Code of the Town of Bolton, Article VI, Definitions, Section 250-28, Terms Defined by inserting the following (deletions in *parenthesis and italics* and additions are *underlined*), and further that nonsubstantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton.

Section 250-28 Terms Defined

SPORTS FACILITY - A facility operated as a business, open to the public and designed and equipped for the conduct and instruction of sports and recreation with activities such as baseball, basketball, football, soccer, lacrosse, rugby, hockey, rock climbing, laser tag, running track, health club, bowling, racquetball, tennis and squash, swimming, curling, golf and other customary sports and recreational activities. Activities such as motor sports or activities using any form of motorized vehicles, firing ranges, sports stadiums, camping facilities, water parks, outdoor miniature golf courses, billiard parlors, or roller skating are not allowed.

John Karlon gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 12 of the Warrant.

Sponsor: Planning Board
Advisory Committee Recommendation: Approved
Vote Required: 2/3 Majority Vote: 2/3 Majority in Favor

Article 13: Amendment to the Code of the Town of Bolton, Article III, Zoning District Regulations, Section 250-10, Types of Districts and Permitted Uses

The Town voted to amend the Code of the Town of Bolton, Article III, Zoning District Regulations, Section 250-10, Types of Districts and Permitted Uses as follows (deletions in *parenthesis and italics* and additions are *underlined*), and further that nonsubstantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton.

250-10 Types of districts and permitted uses (3)

(3) Business: for retail and service establishments where business is conducted wholly within the closed building or wholly or partially outside a building by Special Permit.

John Karlon gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 13 of the Warrant.

Sponsor: Planning Board
Advisory Committee Recommendation: Approved
Article 14: Amendment to the Code of the Town of Bolton, Article III, Zoning District Regulations, Section 250-12, Schedule of Permitted Uses

The Town voted to amend the Code of the Town of Bolton, Section 250-12, Schedule of Permitted Uses as follows (deletions in *parenthesis and italics* and additions are *underlined*), and further that nonsubstantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton.

Section 250-12 Schedule of Permitted Uses

<table>
<thead>
<tr>
<th>Residential</th>
<th>Business</th>
<th>Limited Business</th>
<th>Commercial</th>
<th>Industrial</th>
<th>Limited Recreation Business</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Retail, wholesale or service:</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

| wholly or partially outside a building Recreational (Indoor tennis, health club, bowling) Sports Facilities** | No       | SP                | SP         | Yes        | SP  | No |

John Karlon gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 14 of the Warrant.

Sponsor: Planning Board

Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved

Vote Required: 2/3 Majority Vote: Unanimous in Favor

Article 15: Amendment to the Code of the Town of Bolton, Section 250-10, Types of Districts and Permitted Uses and Article 16: Amendment to the Code of the Town of Bolton, Section 250-12, Schedule of Permitted Uses

Moderator initiated the use of a Consent Agenda for Articles 15 and 16. After no ‘holds’ were voiced for either individual article, a motion was made by Mr. Keep, Chairman of the Planning Board to vote the articles together.

Vote Required: 2/3 Majority Vote: Unanimous in Favor
Article 15: Amendment to the Code of the Town of Bolton, Section 250-10, Types of Districts and Permitted Uses
The Town voted to amend the Code of the Town of Bolton, Section 250-10, Types of Districts and Permitted Uses, Section B (5) as follows (deletions in (parenthesis and italics) and additions are underlined).

(Commercial: for uses set forth in Subsection B(3) above; for removal or processing of earth materials, to include stones, soil, loam, sand or gravel; and for retail, wholesale and service establishments where business is conducted wholly or partially outside a building, except restaurants, which must be conducted wholly within an enclosed building.)

John Karlon gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 15 of the Warrant.

Sponsor: Planning Board
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: 2/3 Majority

Article 16: Amendment to the Code of the Town of Bolton, Section 250-12, Schedule of Permitted Uses
The Town voted to amend the Code of the Town of Bolton, Section 250-12, Schedule of Permitted Uses, as follows (deletions in (parenthesis and italics) and additions are underlined); or do act relating thereto.

John Karlon gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 16 of the Warrant.

Sponsor: Planning Board
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: 2/3 Majority

Article 17 and Article 18: Amendment to the Code of the Town of Bolton, Article V, Special Regulations, Section 250-25, and 250-25 (B)Wireless Communication:
Moderator initiated the use of a Consent Agenda for Articles 17 and 18. After no ‘holds’ were voiced for either individual article, a motion was made by Mr. Storey, Member of the Planning Board to vote the articles together.
Vote Required: 2/3 Majority  Vote: Unanimous in Favor

**Article 17: Amendment to the Code of the Town of Bolton, Article V, Special Regulations, Section 250-25, Wireless Communication**

The Town voted to amend the Code of the Town of Bolton, Article V, Special Regulations, Section 250-25, Wireless Communications by adding the following Subsection (c) after (b) in Section I, Exemptions, to conform to the recent amendment to the Telecommunications Act of 1996, approved via the Tax Relief and Job Creation Act of 2012, and to amend the numbering of the exemptions in Section 250-25 accordingly.

(c) Eligible Facility Modifications. “Modification Requests” to “Eligible Facilities” shall be exempt from the requirements of Section 250-25C if the building inspector determines that the requirements of this subsection have been met. For the purposes of this subsection, “Eligible Facilities” means existing wireless towers and base stations. “Modification Requests” means any modification request to “Eligible Facilities” involving:

i) colocation of new communication devices; or

ii) removal of communication devices; or

iii) replacement of communication devices or other transmission equipment; that does not substantially change the physical dimensions of existing eligible facilities.

Doug Storey gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 17 of the Warrant.

Sponsor: Planning Board
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: 2/3 Majority

**Article 18: Amendment to the Code of the Town of Bolton, Article VI, Wireless Communications, Section 250-25 (B)**

The Town voted to amend the Code of the Town of Bolton, Article VI, Wireless Communication, Section 250-25 (B), Definitions by inserting the following (deletions in *parenthesis and italics*) and additions are *underlined*), and further that nonsubstantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton.

B. Definitions

**TRANSMISSION EQUIPMENT** - radio transceivers, coaxial cable, a regular and backup power supply, and other associated electronics.

**COLOCATION** - means the mounting or installation of an antenna on an existing tower, building or structure for the purpose of transmitting and/or receiving radio frequency signals for communication purposes.
Doug Storey gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 18 of the Warrant.

Sponsor: Planning Board
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: 2/3 Majority

Article 19: Amendment to the Code of the Town of Bolton to add Chapter 151, Historic Preservation, Article I, Barn, Stable and Carriage House Preservation Bylaw

Motion was made to delete the year ‘1925’ referenced throughout the bylaw. The motion was then withdrawn and replaced with a motion to substitute ‘1925’ with ‘1980’.

Motion to amend: Defeated - Majority opposed.

A second motion was made to refer the article back to committee for further consideration and to report back to a future Town Meeting.

Motion to refer to committee: Defeated - Majority opposed.

A third motion was made to add the wording ‘or an exact replica built thereof’ after all references to 1925.

Motion to amend: Defeated - Majority opposed.

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

ARTICLE I
Barn, Stable & Carriage House Preservation

Section 151-1. Accessory Apartments.

A. Purpose.
The purpose of this bylaw is to preserve existing detached barns, stables and carriage houses built before 1925 and provide flexibility for accessory apartment types.

B. Restrictions.
The Planning Board, acting as the Special Permit Granting Authority (SPGA) may grant a special permit to use a detached barn, stable or carriage house for single-family residential use on a lot with an existing dwelling provided all of the following conditions are satisfied:

(1) The barn, stable or carriage house must have existed continuously since 1925. When converted for residential use, the structure must have a minimum net floor area of 400 square feet for accessory apartment types.

(2) The barn, stable or carriage house and principal dwelling must be and remain located on the same lot.

(3) At least one of the dwellings (barn, stable, carriage house or principal dwelling) must be and
remain owner occupied.

(4) The principal dwelling must be included in the Historical and Architectural Inventory of Bolton, MA or alternatively qualify by having been built prior to 1925 with a detached barn, stable or carriage house.

(5) The Building Inspector shall confirm by inspection that the existing principal dwelling on the lot must be used only as a single-family dwelling during such time as the barn, stable or carriage house is being used as a dwelling. A two-family dwelling may be converted to a single-family dwelling to meet this requirement. The Building Inspector shall confirm by inspection that the existing dwelling is being used only as a single-family dwelling before issuing a certificate of occupancy for the use of the barn, stable or carriage house. The owner of the property must sign an affidavit recorded at the Registry of Deeds with the special permit accepting such requirement.

(6) The exterior facade of the barn, stable or carriage house shall substantially retain its appearance as a barn, stable or carriage house and exterior architectural features shall be preserved to the maximum extent practicable, keeping in mind the barn, stable or carriage house will be a dwelling. If the facade of the barn, stable or carriage house shall have been changed from its original appearance prior to the filing for a special permit under this section, it shall be restored to be consistent with the architecture of the period of its construction. The SPGA shall obtain a report from the Bolton Historical Commission as to exterior features that it recommends be preserved or restored and which, if any, proposed exterior alterations should be allowed on the barn, stable or carriage house. The existing footprint shall remain substantially the same but shall not increase more than 10%.

(7) Sufficient off-street parking must be provided for occupants of the barn, stable or carriage house.

(8) The barn, stable or carriage house shall meet all building code requirements and shall have properly installed and maintained fire safety devices for the protection of all occupants in the entire dwelling, be issued an address for the accessory unit by the Fire Department and be subject to compliance with state and local Board of Health requirements and State and Local Wetland Bylaws and Regulations.

(9) Any other conditions, safeguards and limitations on time or use as may be imposed by the SPGA according to Massachusetts General Laws, Chapter 40A or regulations pursuant thereto.

Section 151-2. Accessory Uses.

A. Purpose:
The purpose of this section is to preserve existing, freestanding and detached barns, stables and carriage houses built before 1925 and provide flexibility for home occupations. The conduct of the following home occupations may be permitted under the provisions of this section of the Barn, Stable and Carriage House Preservation Bylaw. It is the intent of this section to allow home occupations that are generally not allowed under Bolton’s Accessory Use Bylaw, Chapter 250, Zoning, Section 250-21. The Accessory Use must be clearly incidental and secondary to the principal use of the principal dwelling unit or the permitted accessory structure. The essential component of a home occupation is that it does not detract from the character of the existing land use.
B. Restrictions.
A Special Permit from the Planning Board is required for home occupations which are not allowed under the Accessory Uses Section 250-21. Any Special Permit issued for a home occupation pursuant to this bylaw shall be subject to the following conditions:

(1) The structure used must have been in existence prior to 1925. Any and all additions to the original structure must be in keeping with the original architectural style.

(2) Sufficient off-street parking must be provided and such parking areas must be in keeping with the character of a single-family residence. Crushed stone may be considered as an acceptable paving surface for this use. No more than two parking spaces shall be located within the front yard of the property.

(3) There shall be no external change which alters the residential appearance. The residential character of the premises must be preserved. All materials and products shall be stored only within the dwelling. All work or sale of goods must be carried on inside the building used.

(4) There shall be no exterior display, no exterior storage of materials, and no other exterior indication of the permitted use or other variation from the residential character of the principal building other than a sign as permitted under Section 250-18, Subsection E, of the Bolton Zoning Bylaws pertaining to residential signs.

(5) The SPGA may impose on any special permit additional conditions, including but not limited to, number of employees permitted, hours of operations and screening plantings of abutting properties.

(6) Before granting a special permit the SPGA must conclude that the impact from traffic, lighting, and hours of operation will not have a negative impact on the residential neighborhood.

(7) The permitted use shall be carried out only inside the principal dwelling or the barn, stable, or carriage house.

(8) The permitted use shall be carried out by the person who resides in the principal dwelling or the barn, stable, or carriage house.

(9) Not more than two persons other than the residents of the dwelling and not more than a total of four are employed at any one time on the premises in the permitted use.

(10) No equipment or process shall be used which creates offensive noise, vibration, smoke, dust, odors, fumes, heat or glare detectable to the normal senses off the premises.

(11) No equipment or process shall be used which creates electrical interference in household devices off premises.

(12) The permitted use shall not allow shipments by vehicles not customarily making deliveries in a residential area.
(13) No highly toxic, explosive, flammable, combustible, corrosive, radioactive or similar hazardous materials are to be used or stored on the premises in amounts that exceed those that are typically found in normal residential use.

(14) The occupied space for the permitted use shall not exceed more than 1/3 of the floor space of the living area of the principal dwelling, if it is being used as an accessory use to the principal dwelling, or more than 1/3 of the floor space of the living area of the accessory dwelling, if it is being used as an accessory use to the accessory dwelling.

C. Allowed uses are the following:

(1) Photo studio, artist, craftsman, or other artisan studios. Stock and trade may be sold on the premises, provided that it is produced on the premises.
(2) Repair and alteration of wearing apparel and accessories.
(3) Florist or caterer.
(4) Repair for musical instruments.
(5) Bed-and-breakfast.
(6) Antique shop.

D. Prohibited Occupations/Activities.

The following occupations or activities are expressly prohibited as home occupations:

(1) Servicing, maintenance, or restoration of motor vehicles.
(2) Trucking or warehousing activities.
(3) Sale of articles, except as provided in the above Subsection C.
(4) Animal hospital.
(5) Medical or dental clinics.

E. Process.

(1) An owner or owners of a barn, stable and carriage house may make an application to the SPGA; for a Special Permit for the alteration and/or occupancy of a barn, stable and carriage house in compliance with all of the above-listed restrictions. The SPGA will then post notice of this public hearing in accordance with Chapter 40A, Massachusetts General Laws. The Bolton Historical Commission shall be notified upon receipt of building application.

(2) The Special Permit for said barn, stable or carriage house will be limited to the original applicant but shall be transferred with ownership upon the successful inspection of the property which verifies that all conditions of the requirements for a barn, stable or carriage house are being met and upon recertification that the new owner(s) of the dwelling plan(s) to maintain residence in either the barn, stable or carriage house or the principal residence.

(3) If the terms and/or conditions of the Special Permit for a barn, stable or carriage house are not being complied with, such Special Permit can and will be revoked in accordance with standard enforcement procedures, or if all conditions are not met within one year of issuance of the Special Permit, the Special Permit will be null and void.

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F. Criteria

For those uses identified in Chapter 151 of the Code of the Town of Bolton as requiring a Special Permit from the Planning Board, the following additional factors shall be considered by the Planning Board, granting, denying, or considering renewal of any Special Permit:

(1) The existence of safe vehicle access to and from the property; and
(2) The existence of safe pedestrian access to and from the site.
(3)

The Planning Board may adopt Rules and Regulations relative to this Bylaw.

Jonathan Keep gave the Planning Board Oral Report: A duly-noticed public meeting was held on February 13, 2013, with the Bolton Planning Board voting unanimously on March 27, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws set forth in Article 19 of the Warrant.

Sponsor:  Planning Board
Board of Selectmen Recommendation:   Approved
Advisory Committee Recommendation:   Approved
Vote Required:  2/3 Majority     Vote:  2/3 Majority in Favor

Article 20: Purchase of New One-Ton Minimum 17,000 Gross Vehicle Weight Truck for the Department of Public Works
The Town voted to raise and appropriate or transfer from available funds the sum of $65,000 (Sixty-five thousand dollars) to fund the purchase of a new one-ton truck for the Department of Public Work.

Sponsor:  Department of Public Works
Board of Selectmen Recommendation:   Approved
Advisory Committee Recommendation:   Approved
Capital Planning Committee Recommendation:   Approved
Vote Required:  Majority     Vote:  Unanimous in Favor

Article 21: Houghton Building – External Repairs
The Town voted to raise and appropriate or transfer from available funds the sum of $90,000 (Ninety thousand dollars) to fund repairs to the exterior of the Houghton Building.

Sponsor:  Department of Public Works
Board of Selectmen Recommendation:   Approved
Advisory Committee Recommendation:   Approved
Capital Planning Committee Recommendation:   Approved
Vote Required:  Majority     Vote:  Majority in Favor

Article 22: Replacement of Sampson Road and Main Street Culvert
The Town voted to raise and appropriate or transfer from available funds the sum of $200,000 (Two hundred thousand dollars) to fund the replacement of the culvert closest to Main Street on Sampson Road.
Article 23: Repair Sugar Road Culvert
The Town voted to appropriate the sum of $62,860 (Sixty-two thousand eight hundred sixty dollars) to fund the culvert repair at 550 Sugar Road; and that to meet this appropriation the sum of $62,860 (Sixty-two thousand eight hundred sixty dollars) be transferred from unexpended funds from the Sugar Road Culverts article, as previously appropriated by Article 6 of the May 7, 2012, Annual Town Meeting.

Article 24: New Playground Equipment for Florence Sawyer School
The Town voted to raise and appropriate or transfer from available funds the sum of $30,000 (Thirty thousand dollars) to replace the existing playground equipment at Florence Sawyer School.

Article 25: IMC Replacement Software - Ambulance Department and Dispatch Automation Software - Police Department
The Town voted to raise and appropriate or transfer from available funds the sum of $52,465 (Fifty two thousand four hundred sixty five dollars) for the purchase and implementation of an electronic patient care reporting (ePCR) software package for the Ambulance Department ($20,000) and dispatch call automation software for the Dispatchers ($32,465).

Article 26: Capital Improvements - School Repairs
The Town voted to raise and appropriate or transfer from available funds the sum of $119,017 (One hundred nineteen thousand seventeen dollars) for school repairs ($18,000 for a new boiler for the Florence Sawyer School, $75,000 for a new boiler for the Emerson School, $26,017 for new flooring in the Florence Sawyer School).
Article 27: Capital Improvements – School Safety Enhancements
The Town voted to raise and appropriate or transfer from available funds the sum of $97,500 (Ninety Seven thousand five hundred dollars) for school safety enhancements ($60,000 for the installation of new exterior doors and hardware at the Florence Sawyer School and door weather stripping and exterior locker-room door replacement at the Emerson School and, $22,500 for interior door hardware replacement at the Sawyer School, and $15,000 for a new intercom system for the Emerson School).

Article 28: Emerson Well Improvements
The Town voted to appropriate the sum of $50,000 (Fifty thousand dollars) to complete the funding of the project to construct a new water line to serve the Emerson School from the Florence Sawyer School public water supply well, as approved in Article 21 of the Annual Town Meeting on May 3, 2010; and that to meet this appropriation the sum of $16,510.50 (Sixteen thousand five hundred ten dollars and fifty cents) be transferred from unexpended funds from the Alternative Water Supply Emerson School article, as appropriated by Article 11 of the May 4, 2009, Annual Town Meeting, and the sum of $33,489.50 (Thirty three thousand four hundred eighty nine dollars and fifty cents) be transferred from unexpended funds from the Construct Sewer Force Main article, as appropriated by Article 15 of the May 5, 2008, Annual Town Meeting.

Article 29: Authorize Town Election
The Town voted to meet at the Nashoba Regional High School Auditorium in Bolton, on Monday, May 13, 2013, between the hours of 12 noon and 8 p.m. to elect by ballot the following officers.

ONE YEAR: One Moderator, One Town Clerk
THREE YEARS: One member of the Board of Selectmen, One member of the Board of Health, One member of the Board of Assessors, One member of the Cemetery Committee, Five Constables, One Commissioner of Trust Funds, One member of the Nashoba Regional School District Committee, One member of the Commissioner of Trust Funds, One Library Trustee, Two members of the Parks and Recreation Commission; One Trust of the Francis E. Whitcomb Benevolent Fund.
FIVE YEARS: One Housing Authority member and One Planning Board member
Vote Required: Majority  Vote: Unanimous in Favor

Meeting dissolved at 10:04 PM.

ANNUAL TOWN ELECTION
Monday, May 13, 2013
Nashoba Regional High School Auditorium

The election was held in the Nashoba Regional High School Auditorium. Polls were open from 12 noon to 8 pm. Dinner was provided by Bolton Orchards. Snacks and drinks were donated by Joyce Miller.

Officials duly sworn in were:

Warden: Alice Roemer
Clerk of the Day: Joyce Miller

Checkers: Sandi Albertson-Shea
Barbara Bing
Elizabeth Cook
Nancy Jagodnik
David McKinley
Jean McKinley
Jean West

Counters: Thomas Wildman
Kathy Barry
Alice Coggeshall
Isabel Wells
Randall Porteus

Constables: Vincent Alfano
Barbara Brown

Annual Town Election Results
Total Votes Cast 102
Total Registered Voters 3493
Percent Voted 3%

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>TERM</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>VOTE</th>
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<tr>
<td>Moderator</td>
<td>1 Year</td>
<td>James D. Anker</td>
<td>176 Ballville Road</td>
<td>95</td>
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<td>Town Clerk</td>
<td>1 Year</td>
<td>Pamela H. Powell</td>
<td>100 Nashaway Road</td>
<td>94</td>
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<td>Board of Selectmen</td>
<td>3 Year</td>
<td>Mark A Sprague</td>
<td>170 Long Hill Road</td>
<td>84</td>
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<td>Board of Health</td>
<td>3 Year</td>
<td>D. Scott Powell</td>
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<td>Board of Assessors</td>
<td>3 Year</td>
<td>Susan Mason</td>
<td>325 Berlin Road</td>
<td>82</td>
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<td>Library Trustee</td>
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<td>Leigh A. Shanny</td>
<td>197 Wilder Road</td>
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<td>Cemetery Committee</td>
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<td>Harold E. Brown</td>
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<td>Constables</td>
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<td>Vincent C. Alfano</td>
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<td>3 Year</td>
<td>Barbara R. Brown</td>
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<td>Comm. of Tr. Funds</td>
<td>3 Year</td>
<td>Harold E. Brown</td>
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<td></td>
<td>3 Year</td>
<td>David A Goulding</td>
<td>123 Old Bay Road</td>
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<td></td>
<td>3 Year</td>
<td>Christopher S. Slade</td>
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<td>3 Year</td>
<td>Shirley A. Sefton</td>
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<td>Park and Recreation</td>
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<td>Lori A Colby</td>
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<td>3 Year</td>
<td>Susan I. Taeuber</td>
<td>93 Teele Road</td>
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<td>Nashoba Regional</td>
<td>3 Year</td>
<td>Reta Rupich</td>
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<td>Housing Authority</td>
<td>5 Year</td>
<td>Kevin O’Brien</td>
<td>43 Manor Road</td>
<td>81</td>
<td>21</td>
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</table>
SPECIAL STATE ELECTION  
June 25, 2013  
Nashoba Regional High School Auditorium

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

Officials duly sworn in were:

Warden: Alice Roemer  
Clerk: Joyce Miller

Checkers: Theresa Abdalian Nancy Jagodnik  
Sandi Albertson –Shea Sallyann King  
Barbara Bing Jean Lord  
Barbara Corley David McKinley  
Elizabeth Cook Jean McKinley  
Joanne Edmunds Cia Ochsenbein

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

Constables: Vincent Alfano Barbara Brown  
Christopher Slade

Special State Election Results

| Total Vote: | 1294 |
| Total Registered Voters: | 3425 |
| Percent Voting: | 38% |

Senator in Congress

| Gabriel E Gomez | 703 |
| Edward j Markey | 583 |
| Richard A Heos | 5 |
| Blanks | 2 |
| Write-Ins | 1 |
SPECIAL TOWN MEETING
Wednesday, October 16, 2013
Nashoba Regional High School Auditorium
7:00 p.m.

Prior to the start of the meeting the following were duly sworn to faithful service for the evening: checkers were Susan Miles, Alice Roemer, Sandra Albertson-Shea and Nancy Jagodnik. Joyce Miller and Alice Coggeshall were on hand to help voters. Moderator James D. Anker called the meeting to order at 7:00 pm after determining the required quorum of 75 voters had checked in. Mr. Anker continued by introducing the members of the Board of Selectmen, Advisory Committee, Town Administrator, Town Counsel and Town Clerk. The Moderator went over the procedures used for addressing Town Meeting. The total number in attendance was 131.

**Article 1: Unpaid Bill for Fiscal Year 2013**
The Town voted to transfer from available funds the sum of $300 (Three hundred dollars) for the purpose of paying the following unpaid FY13 bill, pursuant to M.G.L., Chapter 44, Section 64.

<table>
<thead>
<tr>
<th>$300.00</th>
<th>Sterling Fire Department</th>
</tr>
</thead>
</table>

Sponsor: Ambulance Department  
Board of Selectmen Recommendation: Approved  
Advisory Committee Recommendation: Approved  
Vote Required: 9/10 Majority  
Vote: Unanimous in favor

**Article 2: Compensation for Assessors Certification**
The Town voted to accept M.G.L., Chapter 59, Section 21A which entitles the Assistant Assessor to receive additional compensation annually for achieving the designation of Massachusetts Accredited Assessor (MAA).

<table>
<thead>
<tr>
<th>Sponsor: Board of Assessors</th>
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</thead>
<tbody>
<tr>
<td>Board of Selectmen Recommendation: Approved</td>
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<tr>
<td>Advisory Committee Recommendation: Approved</td>
</tr>
<tr>
<td>Vote Required: Majority</td>
</tr>
<tr>
<td>Vote: Majority in favor</td>
</tr>
</tbody>
</table>

**Article 3: Amendment to the Dog Bylaws**
The Town voted to amend the Code of the Town of Bolton, Chapter 110 Animals, Section 110-2 Definitions, as follows (deletions in *parenthesis and italics* and additions are *underlined*); and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton.

Section 110-2 Definitions:  
For the purposes of this bylaw, the following terms shall have the meanings indicated:
PERSONAL KENNEL - A pack or collection of more than four (three) dogs, three months old or older, owned or kept under single ownership for private personal use; provided however, that breeding of personally-owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, or barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.

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

Article 4: Amendment to the Code of the Town of Bolton, Article III, Zoning District Regulations, Section 250-13, Dimensional Regulations

The Planning Board put forward the main motion:
To see if the Town will vote to amend the Code of the Town of Bolton, Section 250-13, Dimensional Regulations as follows (deletions in (parenthesis and italics) and additions are underlined).

Section 250-13 Dimensional Regulations

C. One Building Per Lot
   (a) Residential Use: Not more than a single dwelling shall be erected or moved onto a lot unless allowed by Special Permit under the Barn, Stable & Carriage House Preservation Bylaw, Chapter 151, Historic Preservation, Article 1, of the Code of the Town of Bolton.

(b) (No changes needed to this section of the code)

Jonathan Keep gave the Planning Board Oral Report:
At a duly-noticed public hearing held on October 9, 2013, the Bolton Planning Board voted unanimously on October 9, 2013 to recommend to the Town Meeting that it approve the amendment to the zoning bylaws as set forth in the main motion of Article 4.

The Town voted to amend the Code of the Town of Bolton, Section 250-13, Dimensional Regulations as presented.
Sponsor: Planning Board
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved main motion as presented
Vote Required: 2/3 Majority
Vote: 2/3 Majority in Favor

Article 5: Assignment of Conservation Restriction
The Town voted pursuant to M.G.L., Chapter 40, Section 3, to authorize the Board of Selectmen and the Conservation Commission to assign their current property interest in a Conservation
Restriction held on a 100.1-acre parcel of land (OS-1, OS-2, OS-3 and OS-4) owned by Century Mills Limited Partnership, LLC, to the Bolton Conservation Trust, Inc., a private non-profit corporation, so that the Bolton Conservation Trust, Inc. would become the Grantee of the Conservation Restriction when said parcels are conveyed to the Town; and further to authorize the Board of Selectmen to seek legislative approval authorizing assignment of that interest of land.

Sponsor: Conservation Commission
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: 2/3 Majority Vote: Unanimous in favor

**Article 6: Retroactive Pay and Benefits - Dispatch Contract**
The Town voted to raise and appropriate the sum of $1,071.35 (One thousand seventy one dollars and thirty five cents) to meet the town’s contractual obligations for FY12 for the recently negotiated Dispatch Union Contract.

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

**Article 7: Retroactive Pay and Benefits - Police Contract**
Selectmen Chairmen, Stanley Wysocki put forward the main motion:
To see if the Town will vote to raise and appropriate the sum of $9,609.35 (Nine thousand six hundred nine dollars and thirty five cents) to meet the town’s contractual obligations for FY12 for the recently negotiated Police Union Contract; or do or act relating thereto.

The Town voted to raise and appropriate the sum of $9,609.35 (Nine thousand six hundred nine dollars and thirty five cents) to meet the town’s contractual obligations for FY12 for the recently negotiated Police Union Contract.

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

**Article 8: Nashoba Regional School District Assessment**
The Town voted to raise and appropriate or transfer from available funds the amount of $200,188 (Two hundred thousand one hundred eighty eight dollars) to fund the remaining balance of the Nashoba Regional School District assessment for FY14.

Sponsor: Board of Selectmen
Board of Selectmen Recommendation: Approved
Advisory Committee Recommendation: Approved
Vote Required: Majority Vote: Majority in favor
Article 9: Citizen’s Petition – Temporary Moratorium On Medical Marijuana Treatment Facilities

The proponent, David Lindsay, put forward the main motion: “to see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 250-27.2 – Temporary Moratorium On Medical Marijuana Treatment Facilities—The town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center, or a Medical Marijuana growing facility. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the Department of Public Health regulations regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers, Medical Marijuana growing facilities and related uses.” Or, do or act relating thereto.

David Yesue gave the Planning Board Oral Report:
At a duly-noticed public hearing held on October 9, 2013, the Bolton Planning Board voted 2 to 2 on recommending approval to the Town Meeting to amend the zoning bylaws as set forth in the main motion of Article 9.

The Town voted to amend the Code of the Town of Bolton by adding a new Section 250-27.2 – Temporary Moratorium On Medical Marijuana Treatment Facilities or a Medical Marijuana growing facility as presented.

Sponsor: Citizen’s Petition
Board of Selectmen Recommendation: Approved 2 to 1
Advisory Committee Recommendation: Approved
Vote Required: 2/3 Majority

Meeting dissolved at 7:58 PM.
BOARD OF REGISTRARS

Pamela H. Powell………………..2014
Susan Miles……………………..2014
Leslie Breeze……………………..2015
Carol O’Laughlin………………..2016

The Board of Registrars is responsible for registering voters, maintaining the voting list, and producing
the annual street list. According to state law and the Code of Bolton a true census count is done each
year. The information obtained from the census is used directly in preparing the street list, annual
register of voters, and updating the voting list. The data is also used to prepare the school list, the list of
dog owners, and the required juror selection list. It may also be used to establish eligibility for residents'
tuition at state colleges, veterans' benefits, senior citizen programs, and other benefits. The Police, Fire,
and Ambulance departments use the resident street list extensively. State law requires the street list
contain name, address, date of birth, occupation and citizenship.

Residents may register to vote during business hours at the Town Clerk’s office in the Town Hall or by
mail. Mail-in Voter registration forms are available on-line http://www.sec.state.ma.us/ele/elepdf/2013-
Voter-reg-mail-in.pdf and at the post office, the library, and Nashoba Regional High School main office.
Please contact the Town Clerk’s office at townclerk@townofbolton.com or call 978-779-2771 for
further information.

Financial Statement
July 1, 2012 to June 30, 2013

**Election**
July 1, 2012 to June 30, 2013

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$3,859.50</td>
</tr>
<tr>
<td>Purchase of Services</td>
<td>5,267.23</td>
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<tr>
<td>Supplies</td>
<td>689.18</td>
</tr>
</tbody>
</table>

Unexpended balance returned to general fund $614.09

**Registrars – Census / Street Listing**

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>Expended</th>
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</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$150.00</td>
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<tr>
<td>Purchase of Services</td>
<td>1,162.85</td>
</tr>
<tr>
<td>Supplies</td>
<td>355.00</td>
</tr>
</tbody>
</table>

Unexpended balance returned to general fund $162.15
AFFORDABLE HOUSING PARTNERSHIP TRUST FUND

Doug Storey ..........................2014
Mark Duggan ..........................2014
Kevin O’Brien ..........................2015

And Board of Selectmen

Bolton established a Housing Trust Fund in 2006. The fund has six members, three of whom are the members of the Board of Selectmen, and three others are members appointed by the Board of Selectmen. This board decides how and when to best use the resources in the Housing Trust Fund to pursue Affordable Housing opportunities in Bolton. We have not distributed any funds to date.

We currently have $158,441.37 in the fund, available for uses supporting our Affordable Housing goals.

In 2013 members of The Affordable Housing Trust met several times on an as-needed basis to consider affordable housing issues before the town.

In February we sent an update to Massachusetts’s Department of Housing and Community Development (DHCD) on Bolton’s current SHI inventory (subsidized affordable housing inventory). This increased the inventory by 12 units with a total of 64 units. Bolton Manor and Riverside have dropped off the inventory until building permits are pulled. This number is the key factor in determining if a community has met the 10% SHI threshold for being exempt for Chapter 40B Comprehensive Permit developments. Bolton is well below the 10% of all housing units (at less than 4%) threshold so we are not exempt.

We met in April with the Conservation Trust who presented 5 options for the development of the former Smith property that was purchased by the Conservation Trust in 2012. Specifically we discussed whether the AHT would want to purchase or pursue use of 715 Main St. for Affordable Housing. While some interest in preserving the property was expressed, no feasible plan for development of Affordable Housing on the property was identified. We were told they have not made any final decisions on the outcome of the property.

We met several times to consider and review a proposed Regional Housing Consulting agreement with several other local MAGIC region communities. The objective of the plan is to investigate how these MAGIC communities might jointly procure technical housing assistance in a collaborative manner. We voted to join this group with the towns of Hudson, Stow Littleton and Boxborough and commit $10,000 per year for two years to be paid from the Affordable Housing Trust Fund. However, no payment was made in 2013. There are two main services sought as part of the Municipal Housing Services Administration Program (the ‘Program’). These are Monitoring Services and Local Support.

The Monitoring service will result in the development of a central repository and an accurate listing on DHCD’s SHI. This is recommended for all participating communities, as it establishes the baseline inventory and a comprehensive review of all developments. The local support service will assist with specific development projects and unit creation.
This service offering provides assistance for specific projects. These might be locally-sponsored projects, or projects proposed by private developers.

In 2011 the Houghton Farm subdivision provided a lot to the Town of Bolton via the AHP as part of the requirements of the Inclusionary Zoning Bylaw. This bylaw requires any development over seven units to provide one affordable unit per every eight units developed or a suitable donation of land or cash. We discussed options including selling the lot or doing an RFP for finding a developer to build a unit on the lot. If the lot was sold the proceeds would go into the Affordable Housing Trust Fund. Another option is that the developer may buy the lot back from the town at fair market value. No decision was made.

Three additional lots will be donated to the Town via the AHP as part of the agreement of the Century Mill Estates subdivision. These are to be given to the town at key thresholds of the development’s built out, one at 20 certificates of occupancy, one at 40, and one at 60. The developer has suggested that they may prefer to donate a fair market value to the Fund in lieu of the land. The AHT would need to meet and vote on any such decision.

We continued to monitor and evaluate the Affordable Housing Plan for the Town of Bolton. We have not, however, submitted a revised plan to the State in recent years.
BOARD OF ASSESSORS

Charlotte Johnson-Zembko ……2014
Jeffrey D. Nichols, Chairman ……2015
Susan Mason …………………….2016

The last four years has shown a significant decline in new construction and home sale prices, and the current climate is essentially presenting itself in a stalling-out pattern without improvement, and is expected to continue through 2014. Calendar year 2012 home sales lacked any forward movement to increase the residential sector, and it declined 2.4% in overall valuations. For the same period, the commercial sector declined by 5.7% overall. Also note that the condominium build-out is nearing its end of contribution potential. On a brighter note, Century Mill Estates began construction on ten new homes in 2013, but are slow to finish construction, with only half of them complete at year’s end.

The Assessors department continues to grow in technology platforms, providing increased services to Town departments and the public. This past year, our department contributed as part of the core team on the upcoming launch of the GIS Query Manager Online Internet application. This GIS-based suite of tools will be accessible to anyone with internet access to view Town topographical, assessing, conservation, permitting, and future DPW and Fire Department data and information. Our department provides the various CAMA data exports to merge with the GIS Query manager Online, creating a single portal of access for the internet user. We have also completed major upgrades to our State CAMA system and State CSC Personal Property system this year that manage the Town assessment records and valuation databases; and we facilitate the annual digitalized map updates with our GIS vendor for the ability to view, organize parcel data, and make custom maps with the latest information. Through the efforts of our department, we have achieved the highest level of GIS “Level 3 Compliance” as defined by the State Executive Branch, which is required as a condition for any future State funding for GIS data development.

The town’s website (www.townofbolton.com) is an excellent resource, and contains an abundance of town government information, town calendar, schedules, agendas, minutes, forms and links to other pertinent sites. The Assessors pages on the town website provides links to extensive assessing information as an “assessing portal” to many areas of information and forms such as: Property record cards (which contain detailed valuation information for each parcel), tax maps, real estate tax and vehicle excise abatement forms, the annual town financial Rollup Report, historical market sales reports, Board of Assessors information, and various related website links such as the Registry of Deeds.

The goal is to provide most, if not all, of the data electronically that you normally have gone to the Assessors office for. Application forms may be downloaded for printing and submittal. Assessing maps may be viewed and printed, and valuation and sales data is available. Deeds and surveyed plot plans can be viewed and downloaded using the link to the Registry of Deeds. We also have an “assessing kiosk” computer on the Assessor’s Office counter for self-service access to all the information described above. Of course, anyone may still obtain the information in the Town Hall.
The Town of Bolton operates on a Quarterly tax system and implements the mandatory Supplemental Real Estate Tax program. The Supplemental Tax program taxes a home from its date of completion rather than wait until the following year. The supplemental tax is only for parcels with a fifty-percent or more value increase over the past year, and prorated from the date of the occupancy permit. This seems to be a more equitable system of tax since residents are using town resources and ought to contribute their fair share.

Each summer the Assessors conduct interior inspections, on a rotational one-sixth of the residential parcels as required by the State. The total value of the town decreased from $880,376,239 to $859,744,392; an overall decline of 2.3%. The tax rate increased from $19.78 to $20.96.

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

Financial Statement
July 1, 2012 to June 30, 2013

Wages
Appropriated $48,235.00
Expended $46,991.08
Unexpended balance returned to general fund $1,243.92

Expenses
Appropriated $78,616.00
Expended
Supplies $675.84
Purchase of Services 62,211.88
Worcester Registry of Deeds 120.00
Software Support 1,900.00
Dues/membership 192.00
GIS Map 2,379.00 $67,379.72
Unexpended balance returned to general fund $11,236.28
### AMOUNT TO BE RAISED

**A. Appropriations (col.(b) through col.(e))**

<table>
<thead>
<tr>
<th>Amount to Be Raised</th>
<th>$20,385,561.85</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Other Amounts To Be Raised</strong></td>
<td></td>
</tr>
<tr>
<td>1. Amounts certified for tax title purposes</td>
<td>0.00</td>
</tr>
<tr>
<td>2. Debt and interest charges not included in Schedule B</td>
<td>11,676.45</td>
</tr>
<tr>
<td>3. Final court judgments</td>
<td>0.00</td>
</tr>
<tr>
<td>4. Total overlay deficits of prior years</td>
<td>0.00</td>
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<tr>
<td>5. Total cherry sheet offsets</td>
<td>4,777.00</td>
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<tr>
<td>6. Revenue deficits snow and sand</td>
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<tr>
<td>7. Offset receipts deficits Ch. 44, Sec. 53E</td>
<td>0.00</td>
</tr>
<tr>
<td>8. Worcester County Retirement System and Snow/Sand</td>
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<tr>
<td><strong>Total B (Total Lines 1 through 8)</strong></td>
<td>$16,453.45</td>
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<tr>
<td><strong>C. State and County Cherry Sheet Charges</strong></td>
<td>$7,840.00</td>
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<tr>
<td><strong>D. Allowance for Abatements and Exemptions</strong></td>
<td>$168,430.01</td>
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<tr>
<td><strong>E. Total Amount To Be Raised</strong></td>
<td>$20,578,285.31</td>
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</table>

### ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES

**A. Estimated Receipts - State**

<table>
<thead>
<tr>
<th>Estimated Receipts - State</th>
<th>$201,864.00</th>
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</thead>
<tbody>
<tr>
<td>1. Cherry Sheet Estimated Receipts</td>
<td>$201,864.00</td>
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<tr>
<td>2. Massachusetts School Building Authority Payments</td>
<td>$431,753.00</td>
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<tr>
<td><strong>Total A (Total Lines 1 and 2)</strong></td>
<td>$633,617.00</td>
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**B. Estimated Receipts - Local**

<table>
<thead>
<tr>
<th>Estimated Receipts - Local</th>
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<tbody>
<tr>
<td>1. Local Receipts Not Allocated</td>
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<tr>
<td>2. Offset Receipts</td>
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<tr>
<td>3. Enterprise Funds</td>
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<tr>
<td><strong>Total B (Total Lines 1 through 3)</strong></td>
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**C. Revenue Sources Appropriated for Particular Purposes**

<table>
<thead>
<tr>
<th>Revenue Sources Appropriated for Particular Purposes</th>
<th>$459,673.85</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Free Cash</td>
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<tr>
<td>2. Other Available Funds</td>
<td>$524,752.00</td>
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<tr>
<td><strong>Total C (Total Lines 1 and 2)</strong></td>
<td>$984,425.85</td>
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</table>

**D. Other Revenue Sources Appropriated Specifically to Reduce the Tax Rate**

<table>
<thead>
<tr>
<th>Other Revenue Sources Appropriated Specifically to Reduce the Tax Rate</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Free Cash…Date of Appropriation</td>
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</tr>
<tr>
<td>2. Municipal Light Source</td>
<td>0.00</td>
</tr>
<tr>
<td>3. Other Source (specify)</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Estimated Receipts and other Revenue Sources</strong></td>
<td>$2,558,042.85</td>
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</table>

### TAX RATE SUMMARY

<table>
<thead>
<tr>
<th>Tax Rate Summary</th>
<th>$20,578,285.31</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total Amount to be Raised</td>
<td>$20,578,285.31</td>
</tr>
<tr>
<td>B. Total Estimated Receipts and Other Revenue Sources</td>
<td>$2,558,042.85</td>
</tr>
<tr>
<td>C. Tax Levy (IA minus IB)</td>
<td>$18,020,242.46</td>
</tr>
<tr>
<td>D. Distribution of Tax Rates &amp; Levies X  Classified Unclassified</td>
<td>$20.96</td>
</tr>
</tbody>
</table>
This year we said farewell to Laura Andrews. She will be missed, but we welcomed a new Board member, Scott Powell, to our team.

Our responsibilities are basically four areas: food preparation, animal health, personal health, and sanitation.

Through Nashoba Associated Boards of Health (NABH), we have the services of a professional food inspector. All food preparation and storage facilities both public (school lunch rooms) and private, are inspected regularly in accordance with Federal and State standards.

Also through NABH, we provide our town with Nursing services. These services are most often used by our senior citizens, but are available to all residents. The wellness and flu clinics as well as responding to general health threats are also our responsibility.

For sanitation, NABH provides us with a Registered Sanitarian who specializes in sewage disposal systems. Bolton’s Sanitarian possesses excellent knowledge of all state codes and has exceptional field experience regarding sewage disposal systems.

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

At the 2013 Annual Town Meeting, the Town declined to join the Central Mass Mosquito Control Project, CMMCP. The cost vs. benefit was well debated and the voters spoke. Fortunately, there were no cases of Eastern Equine Encephalitis or West Nile Virus reported.

As we face many changes in our health care system, the cases of citizens at risk have increased. Services are available but the process and bureaucracy can be overwhelming. Nashoba Associated Boards of Health anticipates adding a social case worker to support the Town Nurse. Since the cost is shared by fifteen (15) towns, the impact to the budget is minimal.

Financial Statement
July 1, 2012 to June 30, 2013

Salary
Appropriated $28,364.00
Expended $28,363.14
Unexpended balance returned to general fund $.86

Expenses
Appropriated $11,642.00
Expended Nashoba Associated Boards of Health $10,665.68
Rabies Testing 200.55
Travel 639.08
Dues & Memberships 100.00 $11,605.31
Unexpended balance returned to general fund $ 36.69
NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Bolton. In addition to the day-to-day public health work conducted for Bolton, we also provide the following services.

- Maintaining Nashoba’s internet website to provide information for the public. (See nashoba.org)
- Nashoba assisted the Board with providing a school-located seasonal flu clinic at Nashoba Regional High School.
- Response to state-mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Bolton's Board of Health. Included in the day-to-day work of Nashoba in 2013 were the following:

- Through membership in the Association, Bolton benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Reviewed 74 Title 5 state mandated private Septic System Inspections for Bolton Board of Health. Received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Bolton Board of Health for enforcement action.

By the Bolton Board of Health’s continued participation in the Association, you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

Environmental Health Department - Environmental Information Responses

Bolton Office (days) ..............................................58

The Nashoba sanitarian is available for the public at least once a week (Friday) at the Bolton Board of Health Office. This does not reflect the daily calls handled by the two Nashoba secretaries during daily business hours.

Food Service Licenses & Inspections .........................15

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

Beach/Camp Inspection ........................................41

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 ……………….51
Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications …………………25
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant’s engineer.

Septic System Lot Tests …………………………..184
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 …………………34
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews ………………….….67
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) ……..21
Septic System Permit Applications (upgrades) …..13
Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections ………….112
Nashoba Sanitarian is called to construction site at various phases of construction to witness and verify that systems are built according to plans.

Septic System Consultations …………………….….76
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits ……………………………………………..78

Water Quality/Well Consultations …………………185
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized ……………….12
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 ........................................432
Nashoba’s Certified Home Health Registered Nurses’ visits provide skilled services to patients in their home under physicians’ orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits ..............................87
Nashoba’s Certified Home Care Aides provide assistance with normal activities of daily living including bathing, dressing, exercises, and meal preparation.

Rehabilitative Therapy Visit ..........................160
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 ........................9
Nashoba Social Workers provide short-term assistance to patients at-home for counseling and referral to community resources.

Spiritual Care/Volunteer Visits ........................3
Nashoba’s Volunteers and Clergy provide patients with emotional support, spiritual support and guidance, and companionship.

Clinics - Local Well Adult, Support Groups, & Other Clinic
Visits ..........................................................278
Visits include well adult, immunization, cholesterol, exercise, mental health, and bereavement clinics.

Number of patients who attended Flu Clinics held in Bolton ......................160
Number of patients who attended Well-Adult Clinics from Bolton ...............89

Communicable Disease - Communicable Disease Reporting & Control
Nashoba’s Nursing Service and Environmental Health Department work together to meet the local Board of Health’s responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Bolton (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, Sec6).
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health”.
- Receive reports and undertake follow-up as necessary regarding certain food-borne and water-borne diseases and diseases being monitored by the MDPH.
- Receive reports, investigate, and conduct follow-up on all incidents involving positive rabies results.

Number of Communicable Disease cases
Investigated .................................28
Confirmed .................................9
Communicable Disease Number of Cases
Hepatitis C 1
Influenza .........................2
Lyme Disease .......................5
Pertussis ............................1

Health Promotion
Skilled Nursing .....................52

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 ...................248
Students Participating .............113
Referred to Dentist ................3

Instruction - Grades K, 1 & 5
Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs .................7

Gigi Bonazzoli “Mr. Bolton” of the 275th Parade accompanied by Chet Urban and chauffeured by Leslie Breeze
ANIMAL INSPECTOR  
Phyllis Tower……………..2014

ASSISTANT ANIMAL INSPECTOR  
Susan Latham …………….2014

Barn Book  
Residences with farm animals………………..102

Quarantines/Releases  
10 day quarantine dog to dog …………………..3  
10 day quarantine cat to cat ………………..……1  
45 day wound to dog from unknown origin ………2  
45 day wound to cat from unknown origin………5  
45 day quarantine sheep in area of confirmed rabid animal…..3

Financial Statement  
July 1, 2012 to June 30, 2013

Salary  
Appropriated $1,238.00  
Expended $1,238.00

ANIMAL CONTROL OFFICER  
Susan Latham……………..2014

ASSISTANT ANIMAL CONTROL OFFICER  
Phyllis Tower……………..2014

Dog complaints …………62  
Dogs found …………………..27  
Dogs losts …………………..26  
Dogs impounded …………..11  
Cat complaints …………….0  
Dogs returned to owners …9  
Livestock complaints………12  
Cats losts …………………..12  
Cats found …………………..11  
Written warnings ………..2  
Wildlife ……………………..27  
Information ………………….15  
Fines ……………………..16

Financial Statement  
July 1, 2012 to June 30, 2013

Salary & Wages  
Appropriated $16,518.00  
Expended $16,518.00

Expenses  
Appropriated $ 1,900.00  
Expended Supplies $ 411.27  
In-State Travel 693.47  
Purchase of Services 531.74 $ 1,636.48  
Unexpended balance returned to general fund $ 263.52
Bolton values its winding, stonewall and tree-lined country roads, many of which have been designed “scenic roads” pursuant to state law and Town bylaw. Pedestrians, bicyclists, and horseback riders share our roads with increasing car and truck traffic. The shared use of our roads for all travelers is becoming increasingly important in safety and quality-of-life aspects.

The Public Ways Safety Committee was created in 2003 as an outgrowth of the Main Street Safety Task Group of 2002. Appointees have staggered terms of 3 years. The Committee has reduced its membership to 5 and is actively seeking new volunteers.

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

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

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

The Committee’s activities in 2013 included:

- Upgrading road signage and line painting.
- Advisory group for Mobility Subcommittee.
- Responding to citizen inquiries and concerns.
The Mobility Committee was created in 2011 at the request of the Public Ways Safety Committee and the recommendation of the Town Planner. The Committee’s stated task is to produce a Mobility Plan that would define ways to provide safer non-motorized mobility options for pedestrian and bicyclists in the Town of Bolton. The Committee works closely with the Public Ways Safety Committee, the Town Planner, the Director of Public Works and the Police Department.

The goals of the Mobility Plan are to:

Expand a system of walkways to connect to destinations.
Improve facilities for safe bicycling.
Improve safety and quality of life.
Encourage exercise to promote better health.
Maintain the Town’s rural character.
Increase value to the Town.

In order to develop recommendations for the Plan, the Committee, in 2012, conducted a Mobility Survey, held a public forum, and met with town planners from neighboring towns.

In 2013, the Committee was active meeting with town departments and committees in order to gain input and has been very busy creating the Plan which will be completed in May 2014.
The Bolton Conservation Commission members are appointed by the Selectmen to plan for natural resource protection, acquire important land and water areas, and manage these properties for conservation and passive recreation. Additionally, the Conservation Commission administers the Wetlands Protection Act and Wetlands Bylaw. The Commission works closely with local and regional boards and committees, and professional staff, to preserve Bolton’s character, valuable habitats and open spaces.

Membership and Administration: The Conservation Commission consists of volunteer residents with 7 voting members. This year the Commission invited residents to join as non-voting associate members. Associate members attend meetings and site visits to gain experience before joining as voting members. The Commission recognizes the service of members who resigned during 2013 including: Kevin Lord; Maxwell Pineau; and Mark Sprague. The Commission typically meets the first and third Tuesday of the month in one of Bolton’s public meeting spaces. All meetings are open to the public. During 2013, the Commission held 24 public meetings and reviewed new applications including: 12 Notices of Intent; and 9 Requests for Determination of Applicability. The Commission made site visits for each application and held numerous informational meetings with citizens, town boards, and developers. The Commission maintains a web page on the Town of Bolton website at www.townofbolton.com where agendas, minutes, trail maps, event postings, and the Open Space and Recreation Plan can be found.

Wetland Protection: In the administration of the State Wetlands and River Protection Acts and the Wetlands Bylaw, the Commission serves the town in a regulatory capacity as well as a conservation capacity. Under these laws, the Commission is charged with the review and control of activities in or near the town’s fragile and valuable wetlands, water resources, wildlife habitat areas, and to prevent any adverse impact on those resources. Through a public review and decision-making process, the Commission regulates the work done in these areas to ensure the protection of public and private water supply, the protection of the groundwater supply, flood control, storm damage prevention, the prevention of pollution, and the protection of fisheries and wildlife habitat. The Wetlands Bylaw provides additional protection wetlands for water quality and rare species habitat including rare plant species. The interests of the bylaw extend to agriculture, aquaculture, and recreation deemed important to the community. Additionally, the Commission is charged with the responsibility of confirming wetland delineations for all protected wetland resource areas. During 2013, the Commission reviewed proposals for new single family dwellings, renovations to existing structures, construction of pools, and landscape improvement. Several projects were brought forward by the Commission and Department of Public Works for dam maintenance and improvements to roadway infrastructure. The Commission spent a considerable amount of time working with the project proponents to refine their plans so either
wetlands would not be altered or mitigation would be provided to negate long term impacts. Review of these and similar projects under Bolton’s Wetlands Bylaw was critical to the long term protection of the resource areas. In addition, the Conservation Commission reviewed and commented on proposals brought to other boards including the Planning Board, Selectmen, and Board of Health. The Commission continues to monitor the construction in the Century Mills Estate Subdivision as well as other ongoing projects.

**Open Space Preservation:** The Conservation Commission completed a survey of residents to assist them in updating the Open Space and Recreation Plan. The survey suggests the Commission should focus on protecting land that abuts conserved open space, land important for wildlife habitat, and land that provides trail connections; management of non-native invasive species of plants on existing conservation areas was favored to protect natural resources and habitats; participants strongly supported an increased mandatory dedication of open space by developers; offering guided walks for adult, nature exploration walks for children and families ranked high for preferred educational programs; a nearly unanimous statement was made that the preservation of biodiversity, is important for human well-being, that protecting wildlife habitat is a good approach to protecting biodiversity and habitat fragmentation is a threat to wildlife survival and species diversity. No land was permanently protected as open space during 2013.

**Land Management:** The Commission continues to manage the town’s conservation properties and thanks all the volunteer laborers who help keep the trails clear. The Commission mourns the passing of Rob Held, a dedicated land steward of Bowers Springs and Vaughn Hill Conservation Areas, and fervent supporter of land conservation. Rob passed away in March after organizing and leading numerous winter work parties to remove non-native plants at Bowers Springs. The Commission continues to use a landscape management company to mow fields at both Bowers Springs and Butternut Farm. Several residents working through the Senior Tax Rebate Program (STRP) have assisted the Commission with trail work, controlling non-native invasive plants, and field mowing. The Commission is grateful to several Eagle Scouts: Varun Nair; Peter Scott; Ben Czekanski; and the scouts that assisted them, in completing several trail projects, including creating new trails at the Danforth Conservation Area and Houghton Farm Conservation Area. The Commission is pleased to have completed all of the design and environmental permitting to lower the crest of the dam in the Fyfeshire Conservation Area. The Commission’s management efforts consider not only human needs but the needs of wildlife such as beaver, birds, bobcat, and bear. Local wildlife activities are tracked, photographed and monitored by volunteers and help guide management decisions.

**Events:** In support of Bolton’s 275th the Commission sponsored a walk at the Powder House Conservation Area. Volunteers continue their efforts to help salamanders and frogs migrate on the “Big Night” from their upland homes to wetlands where they mate and breed. The Bolton Conservation Trust’s Tom Denny Nature Camp had another successful season at the Bowers Springs Conservation Area. Bowers Springs was also used by Nashoba High School’s cross country team in the fall. The Harvard Race organization held a kids race at Bowers Springs. Special thanks to Commission member Janet Pesaturo and Conservation Administrator Carol Gumbart for organizing and leading walks to various conservation properties during the spring, fall and winter. The walks are currently scheduled for the 3rd Thursday of the month beginning at 9:30. More details can be found on the Town of Bolton website, in local newspapers and school newsletters.
## Financial Statement

**July 1, 2012 to June 30, 2013**

### Wages

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>$43,948.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expended</td>
<td>$41,886.00</td>
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<tr>
<td>Unexpended balance returned to General Fund</td>
<td>$ 2,062.00</td>
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</table>

### Expenses

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>$15,865.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td>$ 3,000.00</td>
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<tr>
<td>Expended</td>
<td>$ 16,737.00</td>
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<tr>
<td>Purchase of Service</td>
<td>$2,880.00</td>
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<td>Land Maintenance</td>
<td>8,997.00</td>
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<td>Land Capital</td>
<td>2,518.00</td>
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<tr>
<td>Vernal Pool Study</td>
<td>293.00</td>
</tr>
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<td>Adv./Legal Notices</td>
<td>237.00</td>
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<tr>
<td>Supplies</td>
<td>522.00</td>
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<tr>
<td>Travel/Mileage</td>
<td>147.00</td>
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<tr>
<td>Dues &amp; Membership</td>
<td>461.00</td>
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<tr>
<td>Equipment</td>
<td>557.00</td>
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<tr>
<td>Conservation Fund</td>
<td>125.00</td>
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<tr>
<td>Encumbered</td>
<td>$ 342.00</td>
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<tr>
<td>Unexpended balance returned to general fund</td>
<td>$ 1,786.00</td>
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### Conservation Fund

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>$ 00.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexpended balance returned to Trust Fund</td>
<td>$ 00.00</td>
</tr>
</tbody>
</table>

Expenses paid by state Wetland Filing Fees:

| Travel | $36.00 |

---

**Beaver Activity at Bowers Springs**
The Planning Board held multiple meetings during calendar year 2013. During these meetings, the Board accomplished several tasks:

- The Planning Department addressed many of the day-to-day issues such as reviewing building and driveway permits, administering performance guarantees, reviewing as-builds, conducting site walks, and land and business inquiries.

- The Planning Board approved ANR’s for properties located at Century Mill Estates, Frye Road, 309 Green Road, 401 Harvard Road, and 81 Oak Trail.

- The Planning Board approved a modification of a special permit for a common driveway on Long Hill Road submitted by Built Best Construction, LLC.

- The Planning Board approved a one year extension of a special permit granted for Syncarpha Bolton, LLC & Renewal Energy Massachusetts, LLC for the solar project at 125 Still River Road. The Board also approved a minor modification to this special permit for the reduction of the number of interconnection points along Route 117.

- The Planning Board provided written consent, in coordination with the Bolton Historical Commission, for the removal of a portion of stone wall along Frye Road, designated as a scenic road, submitted by Gentle Manor, LLC for the construction of three driveways.

- Construction continues on Century Mill Estates, a subdivision located on Century Mill and Spectacle Hill Roads that will consist of 78 homes, 3 of which will be donated to the Bolton Affordable Housing Partnership Trust Fund. Of the 200 acre subdivision, approximately 100 acres will be preserved as open space. The current phase of construction continues to progress with 9 homes completed to date. Inspections are being conducted by the board’s consulting engineer as construction of the roads, utilities and drainage advances. The Planning Board approved commencement of the next phase of construction which includes the remaining portion of Old Stone Circle.

- Northwoods Subdivision completed As-Built Plans and Street Acceptance Plans as part of the Town’s street acceptance procedure to accept Drumlin Hill Road, Ledge Wood Circle and Field Stone Way as public ways at Annual Town Meeting in May 2014.

- The Planning Board nominated Jonathan Keep as new Chairman and Doug Storey as Vice Chairman in spring 2013.
• The Planning Board appointed the Design Review Board members for 2014. This board will continue to review the design of business projects.

• The Planning Department continued to strive to be more efficient and dependent on the permit tracking software, GEO TMS, being used in many of the town departments. Residents and applicants will soon be able to apply for most applications online.

• The Planning Department worked closely with other town departments to develop on-line mapping and GIS services that will eventually be available for public access through the Town’s website.

• The Planning Department worked closely with the Mobility Committee on exploring non-motorized mobility options in Bolton.

• The Planning Department continued to work with Bolton Conservation Trust regarding the potential development of the Smith Property on Main Street. Currently, the Bolton Conservation Trust is in the process of applying for grant funding to aid in the cleanup of the property after the completion of a Phase I Site Assessment.

• The Planning Board prepared for a Special Town Meeting in October 2013 for an amendment to the Barn, Stable & Carriage House Preservation Bylaw and a Citizen’s Petition to accept a Temporary Moratorium through June 30, 2014 on Medical Marijuana Treatment Facilities. Both of these items were approved at the Special Town Meeting.

• Under the Temporary Moratorium on Medical Marijuana Treatment Facilities, the Planning Board along with public participation continued to prepare a new zoning bylaw to address the impact and operation of these facilities.

• The Planning Department continued to work with the Metropolitan Area Planning Council (MAPC) to assist with modifying the draft Village Overlay District Bylaw. In December 2013, the Planning Department applied for additional grant funding through the District Local Technical Assistance (DLTA) Program with MAPC.

Financial Statement
July 1, 2012 to June 30, 2013

Salary

| Appropriated | $53,183.00 |
| Expended     | $53,037.26 |
| Unexpended balance returned to general fund | $145.74 |

Expenses

| Appropriated | $ 4,985.00 |
| Expended     |             |
| Purchase of Services | $ 524.00 |
| Advertising   | 381.92      |
| Supplies      | 297.50      |
| Dues & Memberships | 343.00 |
| Meeting Expenses | 847.96 |

Unexpended balance returned to general fund $2,394.38

Unexpended balance returned to general fund $2,590.62
The Zoning Board of Appeals held several meetings during calendar year 2013. During these meetings, the Board accomplished the following tasks:

- The Zoning Board of Appeals granted a special permit to expand/alter a pre-existing nonconforming structure and allow the demolition and construction of a single family dwelling on a nonconforming lot at 32 Harvard Road.

- The Zoning Board of Appeals had preliminary discussions with Craftman Village Homes regarding the 40B project, permitted as Bolton Manor, at 32 Sugar Road. The Board reviewed a concept plan showing layout modifications to reduce the number of homes from 42 to 30.

### Financial Statement
#### July 1, 2012 to June 30, 2013

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated</td>
<td>$ 650.00</td>
</tr>
<tr>
<td>Expended</td>
<td></td>
</tr>
<tr>
<td>40B Permitting</td>
<td>$100.00</td>
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<tr>
<td>Meeting Expenses</td>
<td>435.43</td>
</tr>
<tr>
<td>Unexpended balance returned to general fund</td>
<td>$ 114.57</td>
</tr>
</tbody>
</table>

Conservation Land Hike, 275th Anniversary Weekend
The Bolton Housing Authority continues to serve as an advisor to other Town boards and as a participant in affordable housing issues. The Authority worked with the Affordable Housing Trust to encourage the Selectmen to join a newly formed consortium of towns to engage consultant services to provide affordable housing expertise. The consortium will maintain a database of housing and the agreements which govern the various units and respond to changes (re-finances, sales, etc.). Affordable housing has become so complex that it is difficult for individual towns to provide the expertise and experience needed to properly maintain this housing.

Financial Statement
July 1, 2012 to June 30, 2013

Expenses
Appropriated $200.00
Unexpended balance returned to General Fund $200.00
AGRICULTURAL COMMISSION

Robyn Roberts ……………………..2014
Jan Johnson ………………………..2015
Eric Schartner ……………………..2014
Richard Pelletier ……………………..2014

The Bolton Agricultural Commission, a 5-member town board, in 2013 continued to address its mission to build awareness of agriculture, encourage good will and understanding between farmers and non-farming residents, and promote local farms and agricultural businesses. The board cites as accomplishments:

**Right to Farm Signage** – Focused on designing new signs to replace existing signs that have faded. New signs to be incorporated into the design determined to be suitable for farm way-finding signs to present a cohesive image.

**Way-finding signage** – Continue to offer input for agricultural businesses to be included in the signage but have focused our attention on organizing farmers to pay for their own way-finding farm signs at the intersections of 495 and Route 117. As a committee, we have identified the two intersections as well as the intersection at Route 117 and Wattaquadock Hill Road as the intersections requiring the most attention. Proposal would be for the Commission to fund the purchase and erection of the post and allow farms to manage signs that would be consistent and directional friendly.

**Farm Director** – Continue to discuss and develop a listing of all commercial farmers in Bolton and re-focus our website more as a farmers’ resource than a Commission activity venue. Discussion includes interactive maps and detailing a guide for visiting Bolton.

**Agricultural Liaison** – The Board continue to address issues with neighbors of farmers who have raised concerns about agricultural activities and proper farming practices while working with the Building Department, Board of Health, and Conservation Commission

**Financial Statement**
*July 1, 2012 to June 30, 2013*

**Expenses**
- Appropriated: $1,746.00
- Expended: 600.00
- Unexpended balance returned to General Fund: $1,146.00
The number of building permits issued this past year remained very steady relative to past years. The Building Department issued 228 permits.

The Building Department is located on the lower level of the Town Hall. The Building Department Administrative Assistant, Michelle Carlisle, is located in the Town Hall on the upper level.

The 2009 International Residential Building Code, which is the Eighth Edition of the Massachusetts State Building Code, is in effect for construction. Effective July 1, 2014, the 2012 International Energy Conservation Code for insulating and energy consumption systems for residential and commercial buildings will be in full effect. The major change from the current code is that new residential dwellings will need to have a higher R-value (more insulation) in the attic and ceiling areas as well as an increase in the tightness of the exterior envelope of the house. New commercial buildings will be required to use more efficient energy consumption systems such as those for HVAC and lighting.

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

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

The following permits were issued in 2013:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additions</td>
<td>18</td>
</tr>
<tr>
<td>Demolition</td>
<td>3</td>
</tr>
<tr>
<td>Garages</td>
<td>6</td>
</tr>
<tr>
<td>Roofing</td>
<td>22</td>
</tr>
<tr>
<td>Signs</td>
<td>4</td>
</tr>
<tr>
<td>Swimming Pools</td>
<td>10</td>
</tr>
<tr>
<td>Barns</td>
<td>1</td>
</tr>
<tr>
<td>Driveways</td>
<td>20</td>
</tr>
<tr>
<td>Fences</td>
<td>0</td>
</tr>
<tr>
<td>Sheds</td>
<td>2</td>
</tr>
<tr>
<td>Tents</td>
<td>7</td>
</tr>
<tr>
<td>Window Replacement</td>
<td>20</td>
</tr>
<tr>
<td>Cell Tower Antennas</td>
<td>1</td>
</tr>
<tr>
<td>Dwellings</td>
<td>20</td>
</tr>
<tr>
<td>Remodeling</td>
<td>65</td>
</tr>
<tr>
<td>Siding</td>
<td>3</td>
</tr>
<tr>
<td>Solar Panels</td>
<td>8</td>
</tr>
<tr>
<td>Wood and Pellet Stoves</td>
<td>18</td>
</tr>
</tbody>
</table>
## Financial Statement
### July 1, 2012 to June 30, 2013

### Wages
Appropriated $22,729.00
Expended
- Department Head $22,020.90
- Assistant 464.40 $22,485.30
Unexpended balance returned to general fund $243.70

### Expenses
Appropriated $2,830.00
Expended
- Vehicle Maintenance $2,080.00
- Supplies permits 725.02 $2,805.02
Unexpended balance returned to general fund $24.98

### PLUMBING AND GAS INSPECTOR
Fred Delorey……………….. 2014

### ASSISTANT PLUMBING AND GAS INSPECTOR
Robert Janda……………….. 2014

There were 91 plumbing permits and 109 gas permits issued and approximately 233 inspections done in 2013.

### Financial Statement
### July 1, 2012 to June 30, 2013

### Expenses
Appropriated $15,761.00
Expended $15,761.00

### WIRING INSPECTOR
James Boodry………………..2014

### ASSISTANT WIRING INSPECTOR
Peter Casello……………….. 2014

There were 164 electrical permits issued and approximately 371 inspections done in 2013. In addition to scheduled inspections, the inspector responded to 29 calls from residents for guidance and expertise pertaining to electrical projects.

### Financial Statement
### July 1, 2012 to June 30, 2013

### Expenses
Appropriated $18,302.00
Expended $18,302.00
The Economic Development Committee (EDC) was established in January of 2010 and typically holds meetings the first Monday of each month. Currently there are seven appointed members, with two vacant slots, and the Town Planner serving as a Non-Voting Ex-Officio member. The Town was designated as an Economic Target Area (ETA) and Economically Distressed Area (EDA) by the Massachusetts Office of Business Development which allows the Town to participate in economic incentives. The Committee was awarded a Peer-to-Peer Grant from the Department of Housing and Community Development which provides a consultant to assist the Committee with writing the Economic Development Action Plan.

During the fourth year the Committee conducted the following:

**Revised Mission**
Presented the EDC revised mission to the Board of Selectman (BOS), which was positively received. EDC will focus on promoting Bolton businesses, while creating excitement to fill vacant spaces
- Ribbon cuttings
- Articles on social media and papers
- Events - (i.e. Delta tour, speakers)
- Coordinating efforts with Nashoba Valley Chamber of Commerce

**Budget**
The EDC operated without a budget, but will submit a minimal budget for approval during the 2014-2015 budget process

**Membership Update**
In September, the EDC met and elected new office holders for 2014 (see list above).
- John Karlon, who had been an original EDC member, resigned in September 2013.
- Bharat Nair, who served for one year as EDC Chairman, resigned December 2013.
- There are two current slots available.

**Vacant Buildings**
- In 2013, the EDC focused on helping facilitate discussion with The Skinner Property owner, Nancy Skinner, on finding a tenant.
- EDC visited facility, prepared/suggested marketing material, and facilitated meeting with a new realtor. The Skinner family is managing the process.
- The EDC met with Frank Patterson, and assured its support prior to his purchasing the 626 Main Street (formerly the Salt Box property).
275th Bolton Anniversary Celebration
- EDC sponsored and paid for a banner in the June-2013 275th Bolton Anniversary parade.
- EDC was able to obtain participation from 30 Bolton Businesses.
- Banner promoting the 30 Business logos has been proudly displayed outside of Town Hall.

Adopt a Pole initiative
- EDC presented to the BOS and got approved an initiative soliciting business sponsorship to decorate the Route 117 Main Street telephone poles with holiday wreaths during the Holiday Season.
- Goal was to implement for the 2013 holiday season – however the approval process with National Grid and Verizon took longer than expected.
- The approval has now been granted indefinitely.
- Goal is to implement for the 2014 season; no additional approval is needed.

Ribbon Cutting/Events
- EDC has facilitated 3 ribbon cuttings: Paragon Technologies, Pet Source, and Country Dogs.
- Goal is to leverage our relationship with Nashoba Valley Chamber of Commerce (NVCoC) to help coordinate and facilitate events.
- Planning a joint event for May 2014 with NVCoC at the Bolton Global businesses (Formerly Delta Equity).

Media
- Continued to leverage the digital medium to promote businesses on our Destination Bolton facebook, blog and website.
- Worked with new Bolton newspaper, Bolton Independent, to get Bolton Businesses to sponsor the launching of new Bolton newspaper, slated for a March 2014 debut.
- Will work with the Bolton Independent to publish articles promoting Bolton Businesses.
- Provided Bolton Access TV with businesses listings.

Business Listings/Communication:
- Process of developing a comprehensive listing of Bolton Businesses.
- Enable better communication with businesses as well as a sense of community.

Town Planning liaison
Supported other committees in town, most prominently the Planning Board’s Village Overlay.
The Bolton Energy Committee mission is to explore ways to reduce the quantity used and cost of all fuels to the town, and to implement equipment or operating changes that are proven to be cost effective.

The goals are:

- To save town money on energy costs;
- Take advantage of federal, state, and other grants and funding to reduce the town’s energy costs;
- Document building operating procedures for town buildings to reduce energy consumption;
- Develop metrics and methods to quantify energy use and reductions in municipal buildings.

The Energy Committee members believe that the committee has accomplished its major goals and that future opportunities are few.

The Committee has measured each of the town buildings’ energy use for the past few years and focused on the largest users, the newest buildings. With much help from the DPW and the building landlords, the energy systems are now operating as designed. Their energy systems use best available practicable technology. The Committee has communicated to the Town Administrator that further energy consumption improvements, if any, will be derived from behavioral changes of the occupants and that the available measurement tools will not be able to detect these.

Ted Kirchner will continue to collect electricity, oil and propane use and spend data, and meet quarterly with the Town Administrator to review the information. An RFP to lease town land for a solar facility has been developed, and Ted Kirchner and Burt Shnitzler are working with Town Administrator on the final release. At the last meeting in August of 2013, the members voted to dissolve the Committee.

**Financial Statement**  
**July 1, 2012 to June 30, 2013**

**Expenses**

- Appropriated: $1,800.00
- Unexpended balance returned to general fund: $1,800.00
When planning for the renovated, expanded library building, the Trustees, Building Committee, and Friends’ goal was to create a vital space that would not only serve residents’ information and recreation needs, but also become a vibrant community center. 2013 was marked by many fruitful partnerships between the library and community:

- The year began with an author appearance by Tom Farmer and Marty Foley, authors of *A Murder in Wellesley*, discussing their investigation of the Greineder murder case. Chief Alfano suggested this program, and the Bolton Police Department cosponsored it.
- We opened the Program Room as a gallery space for use by local artists, who display their works on a rotating (monthly) basis. The gallery space has been very popular so far and at this writing is reserved through mid-2014.
- The Library helped to mark the Town’s 275th anniversary of incorporation by participating in the parade, and also by housing an exhibit of the art of Bradley Phillips which hung in the gallery in July and August. (David Wylie, with the help of several community groups, organized the show.)
- Florence Sawyer School included us in its offering of Tumblebooks, an online service for elementary school students. We hosted reading specialist Cyndie Maxfield for several special storytimes, including those featuring the Blue Moon Puppets and a Teddy Bear Picnic.
- We invited a firefighter/storyteller from the Bolton Fire Department to storytime during National Fire Prevention Week.
- We supported Bolton Local’s Repair Café with a handout showing the range of do-it-yourself resources available at the Library.
- We joined with Parks and Recreation to host the kickoff of the annual Halloween parade, including a special storytime by our Children’s Librarian.
- Several staff members, as well as a group of young library users, donated holiday decorations to the Historical Society’s annual wreath sale.
- In December the Historical Society and Library showed the art of William Barss (1916-1990), a longtime resident.
- Together with Friends of Bolton Seniors and the Friends of the Library, we established Books to Go. This monthly service, which delivers books to homebound residents, was an instant success.
- Our Youth Services staff (Shana and Karen) reached out to neighboring public libraries to start a work group on topics of mutual interest that met periodically.
- At the end of the year, the Garden Group of Bolton Local decorated mantels in the historic section of the building with traditional garlands and seasonal items.
- Bolton Local made a gift of $150 to the library, requesting the purchase of materials that promote a sustainable, strong community.
In addition to these events, the Library’s Program Room was a popular meeting spot, used 192 times by the Library itself, Town boards and committees, and community nonprofits. We were also delighted that State Representative Kate Hogan decided to hold regular office hours here.

During FY13:

- The library was open 2,116 hours, including 468 hours after 5 p.m. and 192 hours on Saturdays.
- 38,682 people walked through the doors.
- We served an average of 18 people during each open hour, and 744 people each week.
- 173 kids participated in the Summer Reading Program.
- Overall borrowing increased 12.3% over FY12
- Interlibrary loan activity increased 2.4% over FY12
- Ebook borrowing increased 160% over FY12
- Approximately 70.8% of residents had a library card

The Library is funded primarily through the Town and accounts for less than 2% of the municipal budget. Using the Library Value Calculator (http://www.ala.org) we estimate that every dollar spent on the Library budget represents $3-4 saved on the retail value of the products and services we offer. Simply stated, using the library saves people money.

In addition to Town funds, the library is supported by several additional sources of revenue, namely:

- Friends of the Library, which in FY13 invested $6900 for events and programs, all of our museum passes, the Wowbrary weekly e-newsletter service, Mango Languages (an online language training tool), and more.
- Bolton Cultural Council, which provided the Friends with $1000 in grant support to programs such as our Star Wars Symposium and folk musicians Hungrytown.
- State Grants and Aid. Because we meet the Commonwealth’s minimum standards for public library service, we earned $5,481.59 in state grants and aid during FY13.
- The Library employed three 3 senior citizens from the STRP program, which provides residents an opportunity for property tax relief by working for the Town.
- Gifts and memorials. In addition to the David Crispen Memorial Fund, established several years ago, this year the Castro family honored their late father John with a $6K gift to buy books in his name.

This year we marked the passing of former Library Director Leslie Harvey. Mrs. Harvey retired in 1985 after 17 years as Director. Before that, starting in the mid-1950s, she worked here in various capacities. Even after retirement Mrs. Harvey was a regular visitor. She impressed us all with her sharp memory for favorite books, as well as her recollections of operating a rural library on a modest budget. Her tenure is permanently remembered via a plaque in the Director’s office.

The Trustees’ year was spent overseeing the facility and budget. In monthly meetings the Board reviewed the Town’s latest personnel study, fine-tuned policies, managed the budget and drafted a new request for FY15, and started a foundation with the Greater Worcester Community Foundation. The latter was created with the Library’s long-term needs in mind, and will appeal to those looking to leave a gift or investment. In addition, the Trustees continued to work closely with the DPW on facility management.
This year saw several changes on the staff. Roxanne Starkin, Children’s Librarian, left for a position at another library. Shana Morales, formerly our Young Adult specialist, was promoted to Children’s. After an extensive search, Karen Reed replaced Shana working with teens and tweens. Debbie Garfield retired in the spring and Tim Joyner was hired to work at the circulation desk. Owen Foster, shelver, graduated and moved on to full-time work. John Vasington is our newest shelver.

The Board of Trustees promotes education and professional development, and has created opportunities to increase staff knowledge. All staff members are encouraged to participate in continuing education workshops, meetings, and webinars, and to innovate and improve service for library users. This year we launched a new website with a clean, easy-to-navigate design, and also began offering twice-weekly drop-in help sessions for those wishing to download the library’s e-books. This year Shana Morales finished her Master’s Degree in Library Science from Southern CT State University, and also completed an online course in service to deaf patrons. Lyndsay Johnson completed an online course in web design.

We’re always grateful for our volunteers who support the Library by leading programs that enrich the community. They are Roger Breeze (local history and genealogy groups), Dan and Faith Senie (open mike), Lynda King (Bolton Local lecture series), and Shirley Sefton (senior book group). A very special thanks goes to the Friends of the Library’s board: Corrin Crowley, David McKinley, Jean McKinley, Shawna Croteau, John Libertine, and Isabel Wells, and to all Friends members.

We encourage residents to stop by the library and learn about all that it has to offer. Whether you’re looking for discounted admission to a museum, wifi or a public computer, a quiet place to study or meet, printer and copier services, a traditional book or e-book, activities for all ages, music or movies, used books for sale, or a place to donate used eyeglasses to the Lions Club, you’ll find it all and more at your public library.

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**Financial Statement**  
**July 1, 2012 to June 30, 2013**

**Salary**

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The Council on Aging (COA) is a department of the municipal government established for the purpose of coordinating and carrying out programs that meet the needs of the aging. The council meets at Bolton Country Manor on the first Tuesday of every month at 10:00 a.m. All meetings are open to the public. Observers and prospective new members are invited to any and all of the COA meetings. The members of the council are made up entirely of volunteer workers. All members are appointed by the Board of Selectmen and represent a cross-section of the community.

The Bolton COA is committed to the continued growth and well being of our senior citizens by providing programs, education, information and referral services with a goal of helping seniors achieve the best quality of life possible.

The Bolton Senior Center is an accessible focal point and a gateway to an important system of home and community-based services and programs. We attempt to strengthen and support the integration of older senior citizens into the life of our community.

The COA’s Office and Senior Center are located at the Bolton Country Manor senior housing facility, 600 Main Street. The Council on Aging office can be reached at (978) 779-3313 or coa@townofbolton.com. Senior Center hours are Tuesdays, Wednesdays and Thursdays from 9:00 a.m. to 2:00 p.m. Various programs and services are offered and well-received throughout the year.

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

The Outreach Program is very important in enhancing the quality of life and independence of the seniors in Bolton and in educating the community to the needs of its seniors. Thanks to funding from a State Grant and COA’s town budget, we are able to continue this very important program throughout 2013.
and beyond. Regretfully, we had to say goodbye to Sally Steele, our Outreach Coordinator this year. She resigned her position due to family obligations. Sally was well liked by the seniors and did an excellent job in meeting their needs. We wish her luck in her future endeavors. We will be introducing her replacement next year.

The COA plans and provides for five to six bus outings during the year. Bus transportation is subsidized through the COA budget. Interesting visits to educational or historical sites invariably include a stop at a restaurant for lunch and entertainment. A special thank you to Montachusett Regional Transit Authority for use of their 18 passenger van utilized for Massachusetts localized short trips.

In an effort to save postage, the senior newsletter is no longer being mailed to our seniors unless specifically requested. There is a $5.00 yearly fee charged if you would like to receive your newsletter by mail. The savings incurred will be used in other areas to benefit our senior population. Newsletters will be forwarded to email recipients at no charge. Volunteers will deliver copies of the newsletter to various locations within the town.

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

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

Meals on Wheels, is one of the council’s most valuable and successful programs. The program provides nutritious meals to the frail, the homebound, and all seniors throughout the year. Hot or frozen meals are prepared on Tuesdays and Thursdays and delivered by volunteers, these meals are often the most nutritionally-balanced dinners received by recipients during the entire week.

Homemade soup continues to be prepared and delivered every week to approximately fifteen households in Bolton. The soup is prepared by a group of volunteers who refer to themselves as Soup Makers Anonymous. Soup recipients receive one quart of delicious homemade soup brought to their door every Monday.

Between Labor Day and Memorial Day, 12 volunteers cooked and delivered approximately 570 quarts of homemade soup!

As of December 31, 2011 WHEAT discontinued delivering food commodities to our town hall. Resulting from this change, seniors can go directly to the WHEAT Food Pantry where, not only the USDA food, but also other products received from the Food Bank, and the groceries received from private donations will be distributed. For information on times, signup, etc. please contact Diane Stevens at (978) 365-6349. Wednesdays are designated senior’s day at the WHEAT facility, which is located on the second floor at 500 Main Street, Clinton. Transportation is available through our MART van. Call Sheila for a van reservation.
Well Adult Clinics are held at the senior center monthly on the third Thursday from 9:30 a.m. to 11:30 a.m. There is also a “Keep Well Elder Health Clinic sponsored by the VNA Care Network held the second Thursday of the month from 12:00 p.m. to 2:00 p.m. Services offered include blood pressure checks, blood glucose testing, checking heart rate and lungs, and individualized attention rendered by a registered nurse.

“Relax with Reiki” has been well received by our seniors which was introduced at the senior center in 2010. Reiki is a system of hands-on healing that allows seniors to feel relaxed, calm, and peaceful. Linda Crabtree, Reiki practitioner, focuses on the head and shoulders only. Sessions are held on the first Wednesday of every month. This is a free class.

A program offered to seniors at the senior center is “Yoga For Health”. These classes, subsidized by the FOBS, are suitable for seniors of all physical condition from wheelchairs and/or walkers to marathoners and beginners as well as those who have taken yoga instructions in the past. Classes are approximately 30 to 45 minutes in length and cost $3.00 per session. Classes are held every Wednesday at the senior center commencing at 10:15 a.m.

The FOBS sponsors “Tuesday Connections” program/lunch. Each third Tuesday of the month, other Bolton citizens, committees and groups will offer discussions and activities of interest as part of Tuesday Connections. Afterwards, a delicious lunch is served by the members of the Friends. This program has been well received and will continue for 2014.

Your senior center is pleased to offer this year Tai-Chi (TIE-chee) classes on Wednesdays from 11:45 a.m. to 12:45 p.m. Tai-Chi is a series of postures or movements in a slow, graceful manner. It is a great way to reduce stress and help maintain your balance. Seniors cost is $5.00 per class or 6 classes for $23.00. Out of town seniors are welcome at $6.00 per class. Please contact your senior center to sign up. Classes are subsidized by our State Grant.

The council encourages input about programs or additional services that you would like to have in your senior center, because this is your place. Our mission at the center is to enhance the quality of life for senior citizens of the Town of Bolton by providing multi-purpose programs especially designed to fulfill the health, educational, recreational, outreach and transportation needs of our seniors in a safe, friendly and comfortable environment.

Once again, the council would like to thank the Lions Club, Bolton Police, Fire, and Ambulance departments, Friends of the Bolton Seniors, and all those who volunteered their services and time to our seniors this year. The council is fortunate to be able to work with such a wonderful group of people dedicated to the same mission in serving the seniors in Bolton. Our senior center will only be successful with your support, and your participation. We have many blessings, but the one challenge that comes to mind is: that there are not enough hours in the day to accomplish all that we want to do.

The elderly population is not seeking something beyond their needs. Rather, they are hoping that they may continue as Citizens of Bolton, with the same opportunities the elderly of most towns throughout the Commonwealth provide for their seniors. The Council on Aging speaks not only for the current population of senior citizens, but also, for generations of seniors to come, in the quest for the continued support and kindnesses that were extended to us throughout the year 2013.
## Financial Statement
### July 1, 2012 to June 30, 2013

**Salary and Wages (includes MART van drivers)**  
Appropriated: $33,063.00  
Unexpended balance returned to general fund: $272.00

**Expenses**

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<td><strong>Telephone (MART)</strong></td>
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</table>

Unexpended balance returned to general fund: $0.00

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Friends of the Bolton Seniors, 275th Anniversary Parade
The Cable Advisory Committee was appointed by the selectmen to negotiate a renewal contract for cable television with Comcast. The Committee followed a state-specified process to identify the town’s requirements and then determine the specific contract terms to apply for the next ten years. The committee was interested in introducing competition in cable TV, but found that no other cable companies are either willing or interested in trying to enter the Bolton market. Their view is that Comcast has an exclusive in Bolton.

During the late summer and fall, the committee conducted a short survey of Bolton residents about current and desired cable TV service. A total of 127 people responded to the survey. Most respondents have Comcast cable service (88.1% compared with 8% with other services) and HD TV sets (89%). Most get their high speed internet through Comcast (88.2%). One of the few areas of dissatisfaction (56.1%) was with the bundled offerings they receive from Comcast. In addition, almost 38% of respondents were either dissatisfied or very dissatisfied with Comcast’s response in fixing problems with their cable systems. The selectmen held a public hearing on November 14, 2013, as required by the cable renewal process, and a number of citizens provided useful information about the current service and ideas they had to improve the service. All of that information, including the results of the town survey, was compiled into an Ascertainment Report that is available in the town offices and that was sent to Comcast.

The current contract expires on April 14, 2014. Negotiations with Comcast are underway and should be completed during March so that a final renewal contract can be signed by the selectmen and Comcast prior to April 14. Until the town determines otherwise, the Cable Advisory Committee is the group that residents should contact with complaints about cable service.
BOLTON ACCESS TELEVISION CORPORATION

Kenneth Troup, President
Frank Lazgin, Treasurer and Board Member
Bob Johnson, Clerk and Board Member
Rick Merrill, Board Member
Ed Sterling, Board Member
Susan Zuckerman, Board Member
Kristin Dejohn, Board Member
Joel Bates, Nashoba Regional School District Appointee
Stanley Wysocki, Selectmen’s Representative

Bolton Access Television Corporation is an independent, non-profit, tax-exempt 501(c)3 corporation appointed by the Bolton Board of Selectmen in 2005 as the town's Access Provider for Comcast Channels 8 and 99. Funding for station operations is provided primarily by cable subscribers through a fee charged to Comcast television subscribers in Bolton that is paid to the Town of Bolton each quarter. Tax money is not used. Donations and volunteer services are welcome and encouraged. Bolton Access TV is not an official town board or committee and is not to be confused with the selectmen-appointed town Cable Advisory Committee (CAC) that has been appointed to handle the negotiations of the 2014 franchise renewal with Comcast. Several members of the Cable Advisory Committee are also members of Bolton Access TV, but it is a separate entity. Bolton Access TV staff work closely with the selectmen, town boards, and the Town Hall staff.

Through the hard work of Bob Johnson, Rick Merrill, and Teresa Sauer among others, in 2013 Bolton Access TV completed its move into the Houghton Building facilities and began conducting all Town Hall as well as Lois Alex Room and School Committee live broadcasts with cablecasters and equipment in the Houghton Building. We also completed editing facilities in the Houghton Building with both of the most popular editing systems available to volunteers. We trained several people, but have only scratched the surface of what we hope will be community interest in the future.

Bolton Access TV added Channel 8 to its line up during the year. By year’s end, on Channel 99 we carried live government meetings as well as repeats of those meetings and recorded church services, and education and other local access programming including concerts by community groups on Channel 8.

Public Programming.
Bolton Access TV has increased its recording of local group meetings and events including lectures at the library, events at the Senior Center, the Domestic Violence Forums and parades. We continue to broadcast church services that will be switching to Channel 8 during 2014. We also run on both channels an expanded bulletin board of community events, government meetings, and happenings in Bolton.

Unfortunately, there were no productions of “The Neighborhood” during the last year. We did, however, air an interview with new selectman Mark Sprague, the Firefighters’ Muster, and various 275th Anniversary events. While we continued to talk with residents about ideas for shows, growth opportunities have been slower than we had hoped.
Education Programming
Bolton Access TV continued to work closely with both Florence Sawyer School and Nashoba Regional High School, recording and broadcasting numerous high school concerts and a number of Florence Sawyer-produced shows. We continued to working closely with Nashoba Regional HS to increase student interest and participation in video production, although there is a long way to go.

Government Programming
With a few technical hiccups, we continued to broadcast all Selectmen, Advisory Committee, Planning Board, Nashoba Regional School Committee, Conservation Commission, and Economic Development Committee meetings. Most are live and repeated, and continue to be available to residents via the video on demand service we provide. We record Town Meetings for later broadcast, as well as Tri-Town meetings.

Administrative Update
During the latter part of 2013, Bolton Access TV implemented a reorganization that created the position of Executive Director and Burt Shnitzler moved from Treasurer to Executive Director effective October 15, 2013. Burt’s charge is to bring about significant improvements in Bolton Access TV operations, programs, and its role in the community. Among Burt’s day-to-day management duties will be the financial administration he did as treasurer. Frank Lazgin became treasurer and is the head of the Finance Committee that provides necessary financial oversight of the day-to-day financial administration by the Executive Director.

While Comcast revenues and underwriting are important for Bolton Access TV’s future, we cannot underestimate the significance of volunteerism and the countless hours that people have contributed to the production of local programs. Volunteers are what make public access television what it is and we thank all of these people for their time and effort.

For the coming year, Bolton Access TV hopes to increase the interest in local programming and become even more of a resource to the people of Bolton and the school system. We need more volunteers and want to make a concerted effort this year to increase those numbers so that we can broaden our local programming. Our editing systems and duplication equipment are available to the people in the community to use to express themselves and we can and do provide training. We are committed to being of even greater service to Bolton.

The Board of Bolton Access TV wishes to acknowledge the work of those who started Bolton Access TV or BATCO eight years ago. Their efforts and vision then made it possible for us to get to the point where we can now more clearly see the future. Rick Merrill, Bob Johnson, Ed Sterling, Kathleen Held, and the late Jennifer Robinson deserve our thanks and credit for what they started. Others who contributed substantially to Bolton Access TV in 2013 include Teresa Sauer, Ken and Deb Horton, Burt Shnitzler, Emir Meyer, and our first Intern from the high school, James Kilgo,
DEPARTMENT OF PUBLIC WORKS
Harold Brown, Director of Public Works

The Department of Public Works responsibilities include:

- Maintains and repairs public roadways and associated storm drainage systems, street signs, traffic signs, traffic signals, public parking lots and guard rails
- Removes roadside litter and brush
- Maintains traffic markings
- Maintains road and sidewalk safety in the winter by plowing and sanding
- Maintains and repairs all public buildings
- Maintains public grounds
- Assists Cemetery Department with burials
- Assists the Tree Warden with tree removal and pruning
- Oversees the operations of the Town Transfer Station and Recycling Center
- Applies for state and federal funding
- Works with various boards and committees on projects that benefit the Town of Bolton

The Department is committed to maintaining safe roads, buildings, and grounds while preserving the rural character of Bolton. We encourage calls from the public to make us aware of issues of public safety.

The following specific work was done by the department during 2013:

- Repaired 25 catch basins on various roads in Town
- Worked with companies to re-engineer several culverts that need to be repaired due to various stages of failure
- Paved and repaired a long section of Main Street
- Repaired a failing culvert on Sugar Road
- Began the bidding process for the painting and / or re-siding of the Houghton Building
- Repaired the roof and performed maintenance at the Old Fire Station
- Repaired and re-pitched a section of the Library roof
- Installed generators at the DPW and Town Hall

Once again in 2013, the department used “hot-in-place asphalt recycling”. This is an innovative paving method that uses the existing pavement base and mixes it with additional material to create a new pavement surface. This process saved the Town of Bolton over $100,000 when compared with traditional methods. A new technology was used once again in culvert repair. This process, called “slip-lining”, is a way of reinforcing the culvert by using pipe and grout. This method costs approximately 60% less than culvert replacement. We look forward to using these new methods in the years to come. We successfully slip-lined a culvert on Sugar Road and were able to extend the life of the culvert by many years.

The Transfer Station and Recycling Center had a very successful 2013. The facility continues to serve all residents and businesses of Bolton. Trash stickers are available for sale at the Transfer Station as
well as the Town Hall. Please remember that the Transfer Station has permanent collections for books, electronics, and furniture recycling in addition to the traditional recycled items.

The Town of Bolton is currently in our third year as a member of the Devens Regional Household Hazardous Products Collection Center. This facility operates ten months per year. This will allow residents twenty opportunities per year to safely and properly dispose of hazardous products at the regional facility located on the Devens campus. Please visit [www.devenshhw.com](http://www.devenshhw.com) for dates and additional information.

The residents of the Town of Bolton should be very proud of their recycling efforts as you helped to achieve an outstanding recycling rate averaging less than 1,000lbs/year of trash per household! The state average is over 2000lbs/year. The Town of Bolton urges all residents to utilize the Recycling Center and to purchase products that contain recycled content. Please refer to our website for up to date information on accepted items and fees.

**Financial Statements**  
**July 1, 2012 to June 30, 2013**

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Wages & Overtime

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| 87 |
### Expenses & Services

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Unexpended balance returned to general fund: $ 3,217.90

### 422 – Highway Improvement Wages

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### Expenses & Services

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<td></td>
</tr>
<tr>
<td>Local Improvement</td>
<td>$201,883.50</td>
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</tbody>
</table>

Unexpended balance returned to general fund $ 514.50

### 423 – Snow & Ice Wages & Overtime

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>$38,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expended</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>$6,235.14</td>
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<tr>
<td>Overtime</td>
<td>57,668.41</td>
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</table>

Advisory Transfer $ 25,903.55

### Expenses & Services

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>$142,000.00</th>
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</thead>
<tbody>
<tr>
<td>Expended</td>
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</tr>
<tr>
<td>Repairs</td>
<td>$57,566.69</td>
</tr>
<tr>
<td>Snow Removal</td>
<td>118,141.26</td>
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<tr>
<td>Supplies</td>
<td>14,166.40</td>
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<tr>
<td>Diesel</td>
<td>26,904.83</td>
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<tr>
<td>Equipment</td>
<td>1,448.00</td>
</tr>
<tr>
<td>Road Salt</td>
<td>90,127.68</td>
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Advisory transfer $ 166,354.86
### 424 – Street Lights Expenses & Services

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>Expended</th>
<th>Unexpended balance returned to general fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electric</td>
<td>$5,243.28</td>
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<tr>
<td></td>
<td>Repairs</td>
<td>724.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,967.28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 532.72</td>
</tr>
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</table>

### 433 – Transfer Station Wages & Overtime

<table>
<thead>
<tr>
<th>Appropriated:</th>
<th>Expended:</th>
<th>Unexpended balance returned to general fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>$63,414.00</td>
<td>Wages $52,775.74</td>
<td>$56,259.08</td>
</tr>
<tr>
<td></td>
<td>Overtime 3,483.34</td>
<td>$ 7,154.92</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Expenses & Services

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>Expended</th>
<th>Unexpended balance returned to general fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>$99,000.00</td>
<td>Electric Service $1,750.11</td>
<td>$94,329.52</td>
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<tr>
<td></td>
<td>Trash Disposal 53,837.28</td>
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<tr>
<td></td>
<td>Trash Hauling 8,135.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recycling Hauling 12,435.91</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintenance 18,171.22</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 4,670.48</td>
</tr>
</tbody>
</table>

DPW participates in the 275<sup>th</sup> Anniversary Parade
TREE WARDEN
Mark E. Caisse

The Tree Warden works with National Grid, other utility companies and subcontractors to remove dead and diseased trees that endanger the traveling public and power lines. In addition, the department, in conjunction with the Historical Commission, is working to maintain the rural character of Bolton through the ongoing tree replacement program. Brush cutting and road-side cleanup will continue with the help of the Department of Public Works. If residents have a tree issue they would like addressed, they should contact Shelly O’Toole at the Bolton Department of Public Works at 978 779-6402 or via e-mail at dpw@townofbolton.com.

Financial Statement
July 1, 2012 to June 30, 2013

Forestry Salary
Appropriated $3,083.00
Expended $3,083.00

Wages
Appropriated $2,500.00
Expended $ 595.00
Advisory transfer $1,905.00

Expenses & Services
Appropriated $41,700.00
Expended
Tree Trimming $32,388.00
Other Expenses 6,736.00
$39,124.00
Unexpended balance returned to general fund $ 2,576.00

CEMETERY COMMITTEE
Brenda Baum ...............2014
Harold Brown ..............2015
David Jaaskela .............2016

The Cemetery Committee works with the Department of Public Works to continue the maintenance and landscaping of all cemeteries in Town and assisting with burials. In 2013, the Committee began the process of digitizing cemetery records and maps. This project will be complete in 2014. If residents wish to reserve a cemetery plot, or would like to have a printed certificate for their records, they should contact the Town of Bolton Department of Public Works at 978 779-6402 or dpw@townofbolton.com.

Financial Statement
July 1, 2012 to June 30, 2013

Expenses & Services
Appropriated $9,500.00
Expended
Purchase of Service $5,710.80
Grounds Maintenance $2,349.00
$8,059.80
Unexpended balance returned to general fund $ 440.20
DEPARTMENT OF VETERANS’ SERVICES
James Cabral, Veteran’s Agent …..2014

The Veterans’ Services office is located at 23 Linden Street, Berlin. Regular office hours are held Monday through Thursday and by appointment if needed. To arrange an appointment please call 978-838-2442. You may also contact me by e-mail at vetagent@townofbolton.com or veteranservices@townofberlin.com. The purpose of the Veterans’ Department is to assist veterans and/or their dependants in procuring financial assistance, information and benefits to which they are entitled. These services and benefits are relative to vocational or other educational opportunities, compensation, pensions, burial allowance, and other benefits granted under existing State and Federal laws.

Sadly, during the year the Town of Bolton lost six of its Veterans.
George Pilkington - WW II  Richard Hines - WW II  John Held – Veterans Era
Gerald Wile - WW II  Louis Visockas - WW II  Tim Kelly - Vietnam

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

Financial Statement
July 1, 2012 to June 30, 2013

Wages
Appropriated $4,404.00
Expended 4,403.96
Unexpended balance returned to general fund $ 0.04

Expenses
Appropriated $2,400.00
Transfer $1,500.00
Expended
Supplies $ 46.99
Veterans Benefits 3,063.06 3,110.05
Unexpended balance returned to general fund $ 789.95

Veteran’s Day Celebration / Procession to Davis Hall for a Brunch
The Bolton Historical Commission was established in 1992 by Article 14 on the Town Warrant. The Commission is charged by the Town of Bolton and the Massachusetts Historical Commission to identify, evaluate, document, and where possible, protect and preserve the historical, cultural and architectural resources of the town.

Demolition Permit Requests and Dispositions
15 Lively Rd. – Olsen House. Historically Significant, not Preferably Preserved
562 Main St. – Howard Atwood Farm Manager’s House. Preferably Preserved, 6 month demolition delay enacted

The following structures had applications filed, but did not come under the purview of the Demolition Delay Bylaw due to not having existed for at least 75 years.
57 Berlin Road, house; 968 Main Street, garage; 313 Green Road, garage;
562 Main Street, garage; 68/70 Spectacle Hill Road, shed; 1141 Main Street, garage and out building.

NRHD Plaque Campaign
Residents in the Center National Register District were canvassed as to whether they might like to purchase plaques of uniform style for display on the exterior of their homes. About two dozen homeowners responded positively. Members of the Commission met with the Selectmen and presented a bronze plaque style chosen for the town’s historic public buildings and planned to be purchased by the Commission.

Historic Cemeteries
Commission members planted daffodils along the roadside at Old South, Friends, West and Pan cemeteries. Preservation Consultants completed a West Cemetery project begun last year. When you see an ancient but clean cemetery memorial among discolored companions, you know repair has taken place. This restoration is done with the help of DPW (providing sand), and Director Brown, who is also a member of the Cemetery Committee.

Bradley Phillips Art Exhibit
The Commission was pleased to support this cultural event at the Public Library.

Whitcomb Garrison Site (Sugar and Golden Run Rd. intersection)
Commission members removed brush for DPW disposal to improve access and visibility of area.
Tree Replacement Program
Three trees were planted within the road easements on Sampson Rd. (2 Green Mountain Sugar Maples) and Main St. (pin oak). Locations for the replacement trees will continue to be approved by Director Brown and Tree Warden Caisse. This Program is co-sponsored by the Tree Warden and the Commission and is in its 7th year after ATM approval in 2006.

Bolton Pan National Register Historic District
Continued progress was made by our Preservation Consultant on the research and composition of the proposed Pan district’s nomination document. Although the July target date for submitting the nomination to Massachusetts Historical Commission did not happen, the current goal is to complete and submit the application within the town’s 275th Anniversary year, i.e., before June 24, 2014.

Participation with other town groups
Conservation Commission
- Fyfeshire Conservation Area Lower Dam
- Morse Dam storm clean-up
Planning Board
- Barn, Stable & Carriage House Preservation
275th Anniversary Committee
- Celebratory events planning
Selectmen
- Houghton Building re-siding evaluation
- Pole hearings in town center

Membership
Two new members, Robert Busch and Jeannemarie Padovano, were appointed in 2013. The Commission thanks J Howard Black for his over 6 years of service. Thanks also to Pat Bensetler for the exceptional survey continuation work on her property. The Commission continues to seek one more voting member. Public meetings are held at Town Hall on the 1st and 3rd Wednesdays of the month at 6:00 P.M.

Financial Statement
July 1, 2012 to June 30, 2013

Expenses
Appropriated $6250.00
Expended
- Purchase of Services $5393.75
- Supplies 85.08
- Books 137.04
- Dues & Memberships 605.00
$6220.87
Unexpended balance returned to general fund $ 29.13
CULTURAL COUNCIL

Li Juan He ........................................2014
Alison Morgan, Co-Chair ...............2016
Pat Bensetler ................................2017
Margot Brody, Co-Chair...............2017
Michelle Grann ...............................2017
Marie Fusaro .................................2017
Nan Shnitzler .................................2019
Teresa Sauer ................................2019
James Atherton ............................2019
Bharti Bhakta .................................2019
Julia Scesuil .................................2019

The Bolton Cultural Council (BCC) is part of a grass-roots network of (329) local councils that serve every city and town (351) in the Commonwealth. The state legislature provides an annual appropriation to the Massachusetts Cultural Council (MCC), which then allocates funds to each local council. Decisions about which activities to support are made at the community level by the BCC, a board of municipally-appointed volunteers.

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

The reported MCC/BCC account balance for fiscal year ending 6/30/13 was $7,504.62, with $7,024 available for 2014 funding.

BCC Funding Priorities
-Preference given to Bolton-based non-profit organizations and artists for projects that will benefit the Bolton Community.

-Preference is also given to non-profit organizations from towns adjacent to Bolton for projects in which Bolton residents participate and/or serve Bolton residents.

-Potential applicants based outside of Bolton or the surrounding communities are expected to secure sponsorship with an organization in Bolton.

-In addition to soliciting and awarding MCC funded grants to local visual, literary, and performing artists and crafters, the BCC occasionally sponsors other community events such as the 2008 and 2009 Chinese New Year Event, held at the Florence Sawyer School.

Future enterprises have been entertained, such as encouraging the development of a cultural center in Bolton and a BCC brochure highlighting Bolton's history, unique characteristics and cultural offerings, and further exploration of possible similar interest collaborations with the Conservation Commission, the Historical Commission, and Parks and Recreation.
FY 13-14 Awards Process
The Bolton Cultural Council met on November 18, 2013, and December 9, 2013, with the primary objective of reviewing grant applications and determining grant awards in accordance with MCC guidelines.

FY 13-14 MCC Grant Award Recipients
Grant applications for the upcoming fiscal year were shared for review and discussion. FY 14 grants were awarded as follows for an award total of $7,024.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Project Description</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruitlands Museum, Fruitlands Centennial Programs</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Florence Sawyer School, 3rd Grade, Plimouth Plantation</td>
<td></td>
<td>$624</td>
</tr>
<tr>
<td>Hudson Area Art Alliance, Synergia: Local history, visual arts, poetry fusion</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Nashoba Regional School District, Hands-On History: The Revolutionary War</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Worcester Chamber Music Society, Free senior tickets and library passes</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Concerts at the Common, Concerts at the Common Spring 2014 Concert (Harvard)</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>Fitchburg Art Museum, 79th Regional Exhibition of Arts and Crafts</td>
<td></td>
<td>$100</td>
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<tr>
<td>Bolton Council on Aging, “A Time to Laugh, a Time to Weep”</td>
<td></td>
<td>$450</td>
</tr>
<tr>
<td>Harvard Pro Musica, HPM Dunrufle and Gjello</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Virginia Thurston Healing Garden, “Art for Understanding”</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Symphony Pro Musica, “Oh Brother!” Our Annual Family Concert</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Indian Hill Music, Bach’s Lunch Concert Series</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Nashoba Schools Drama, Les Miserables</td>
<td></td>
<td>$900</td>
</tr>
<tr>
<td>Audio Journal, Inc. Cultural Enlightenment Initiative</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Worcester County Horticultural Society, Annual Concert Series</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Friends of Bolton Seniors, Tuesday Connection: “Who Said That?”</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Friends of Bolton Seniors, Senior Appreciation Month Play</td>
<td></td>
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<tr>
<td>Friends of Bolton Seniors Tuesday Connection: Fall Craft Event</td>
<td></td>
<td>$150</td>
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<tr>
<td>Bolton Fair, Kids Country</td>
<td></td>
<td>$700</td>
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<tr>
<td>Sounds of Stow, 2014 Concert Series</td>
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<td>$150</td>
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<tr>
<td>Coffeelands World Gifts Espresso Cafe, Coffee and Jam Weekly Music Series</td>
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<td>$200</td>
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<tr>
<td>Polus Center for Social and Economic Dev., 4th Annual “Rock Your Irish” Show</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>$7,024</strong></td>
</tr>
</tbody>
</table>

Outlines of 2014 BCC Annual Summary Report and 2014 Awards were approved by the Massachusetts Cultural Council on January 15, 2014, with permission for BCC to send approval letters to the above successful applicants.

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

Current BCC Membership
Members of the BCC are appointed to serve up to one six-year term.

The Bolton Cultural Council seeks to maintain a panel of 5 to 11 members and welcomes new members as well as input and involvement from Bolton residents.
Bolton Parks and Recreation leads a group of 275 children carrying 275 apple red balloons to honor the Town’s birthday and orchards

Overview
The Parks & Recreation Commission meets monthly, usually on the second Wednesday of each month. The Commission manages the scheduling, maintenance and operations of Bolton’s parks, fields and recreation facilities as well as organizes several town celebrations including Easter, Halloween and observances including Memorial Day and Veteran’s Day.

Parks and Fields
Local fields, which include Memorial, Derby, Tower, Horse Ring and Forbush, are used by youth sports organizations for soccer, baseball, softball and lacrosse. Forbush Field is also used by the Over the Hill Soccer League (OTHSL).

Parks under the Commission’s management include Persons Park (kayaking) and Pond Park (for ice skating), in addition to the Town Beach, which is leased to the Town of Bolton from Memorial Day to Labor Day by the Boy Scouts of America.
Maintenance, Operations & Development

Instead of organizing a volunteer group to prepare the Town Beach for the 2013 swimming season, the Commission hired a local contractor for the second consecutive year. We successfully cleared a larger swimming area in the process, per our original and agreed upon Orders of Conditions.

The Commission with help from the DPW and local volunteers properly prepared Pond Park for the 2013 skating season and hosted an opening day on Sunday, January 5, 2013, which was attended by more than 75 people throughout the day. The Commission cleared the ice with the help of local volunteers and provided hot chocolate for the skaters. Due to the proper weather conditions and preparations, the skating pond has been widely used since the beginning of 2013. In 2014 – 2015, the Commission will explore ways to improve the skating area, as it is quickly becoming a popular activity and destination for residents.

With regard to property development, the Commission has worked with the DPW to create a plan to update Horse Ring Field into a suitable and safe playing surface. The development was delayed in 2013 due to objections from the Community Garden regarding the proximity of the field to the garden as well as the materials used for field maintenance. By the time the issues were resolved, the window for making the improvements had closed and the Commission and DPW will continue efforts in the spring 2014. The Commission is working with the individual sports groups who use Horse Ring to help improve the field conditions. The Girls Lacrosse group donated more than $1,000 to create a safer playing surface by spreading loam over the divots, holes, and ruts (vandalism that was caused by a car driving onto the field). The Lacrosse organization is currently collecting estimates to overseed the new areas in the spring 2014.

The Commission also worked with a volunteer group to improve the Town’s volleyball beach court at Memorial Field. The Commission purchased new beach sand for the court, which was actively used throughout the summer by the high school team and others for recreation.

The Commission has also invested time into researching improvements and recreation alternatives for the Persons Park property. The Bolton Historical Commission objected to the Commission’s plans to remove the dilapidated cottage and shed currently on the property to make space for a potential structure that would be more accommodating for various recreational needs of the town. The Commission and Historical Commission met with the Bolton Board of Selectmen in the spring of 2013 to resolve the issue. The Selectmen instructed both parties to develop a plan for them to review and they would decide how the property would be used from that point. In the interim, the home has fallen into severe disrepair and the Commission believes it is a safety issue. As such, as of the January 13, 2014 Parks and Recreation meeting, the Commission voted to escalate the issue of the two Persons Park structures to the Town to determine the proper course of action.

The Commission will focus on finalizing a phased plan to restore Pond Park and create a four season, open and mixed-use recreational space that highlights the area's historical and natural attributes. Due to time constraints, the Derby Field project has been put on hold.

The Commission scheduled two swim lesson sessions in 2013 and hired Linda Herbison as the new swim instructor, beach manager and lead lifeguard. There were issues scheduling the registration night and as a result it was planned too close to the start of swim lessons, which impacted the number of
registrants we attracted for the season. The Commission has already secured agreement from Herbison to assume the same roles for the 2014 season and we plan to publish the schedule in early February and host the registration in March, well in advance of the sessions. As of the spring of 2014, the Commission will have offered kayaking for the fourth consecutive year in an effort to both provide additional recreational opportunities for the town as well as drive revenue. The Commission has also connected with a local parent and certified yoga instructor who is interested in restarting our Yoga Program in the fall. The Commission has also partnered with Community Recreation Association for Towns (CRAFT) to help add programs and activities for both children and adults. Further, the Commission continues to work toward finalizing a fee schedule to effectively rent the town’s fields and facilities to local businesses and sports leagues to help raise funds that can go toward additional field and facility improvements.

**Holiday Celebrations, Events and Decorations**

Holiday celebrations included the annual Easter Egg Hunt at Emerson School, which attracted ~300 people (~200 children) and the Halloween Parade, which attracted approximately ~500 people (~300 children). The Commission again used Constant Contact (event and email management software) to help improve the registration process and better manage the purchase of supplies based on expected attendance. The Commission also trialed the Web-based project management product Basecamp to help manage the Halloween event. The Commission decided to purchase a year subscription to the software to help with future projects and events.

In 2012, the Commission launched a Facebook page to help manage time-sensitive and weather dependent events such as the skating pond opening day and the ongoing maintenance of the skating surface during the winter season. As of the spring of 2013, the site had 35 followers. Today we have more than 200. The spike and interest occurred during our creative marketing campaign to help drive attendance to the Bolton 275 Birthday Parade where we created a character called, “Bobby Boltonite” and positioned him in various places around Bolton and challenged people to find him and capture a picture with our guest visitor. In 2013, the Commission also created a Twitter account to help support the Bobby Boltonite game.

The Commission also supported efforts by the 275 Committee including: Organizing 250 kids to carry apple red balloons behind a green parade worm in the 275 Parade; the Bolton Fire Muster and helping with the Veteran’s Day Celebration. The Commission also provided refreshments for the Memorial Day Observance and hosted a “Creature Feature” movie night before the Halloween Parade and Party. Commission also helped the “Bolton Strong” organization to plan the 5K fundraiser for the White family.

Additionally, the Commission regularly decorates the tree in the center of Town for each holiday. In 2013, the tree celebrated: Easter/Spring; 4th of July; Halloween and Christmas/Hanukkah. For the sixth consecutive year, the graduating 8th graders decorated the tree, this year with butterflies, on which they wrote their hopes and dreams. For the first time in 2013, we had the kindergarten class decorate the “Welcome Back to School” tree with pictures they had drawn of themselves.
### Financial Statement
**July 1, 2012 to June 30, 2013**

**Recreation - Wages**

| Appropriated | $8,134.00 |
| Transfer     | 1,200.00  |
| Expended     | $9,334.00 |
| Unexpended balance returned to general fund | $275.00 |

**Expenses**

| Appropriated | $11,500.00 |
| Expended | | |
| Purchase of Services | $4,938.00 |
| Equipment | 3,129.00 |
| Supplies | 3,402.00 |
| | $11,469.00 |
| Unexpended balance returned to general fund | $0.31 |

**Parks**

| Appropriated | $2,948.00 |
| Transfer | 200.00 |
| Expended | 3,148.00 |
| Purchase of Service | $3,096.00 |
| Unexpended balance returned to general fund | $0.52 |

---

**Worm being chased out of Town by Bolton’s 275 red apples during the 275th Anniversary Parade**

**King Phillip (Herb Colby) marches in the 275th Anniversary Parade with Avery Colby**
POLICE DEPARTMENT
ROSTER AS OF DECEMBER 31, 2013

Chief of Police Vincent C. Alfano, 7 years of service
Lieutenant Warren E. Nelson, 21 years of service
Sergeant Luke Hamburger, 8 years of service
Sergeant Kimberly Barry, 17 years of service
Detective Jason Puri, 9 years of service
Patrol Officer Sandra Lawton 5.8 years of service
Patrol Officer Jonathan Couture 3.6 years of service
Patrol Officer Greg Mailloux, 2.5 years of service
Patrol Officer Eric Koukos, 2 years of service
Patrol Officer Kerri Bomil, 1 year of service
Reserve Officer Hank Staake, 15 years of service
Reserve Officer Daniel Keller, 7 years of service
Reserve Officer Jacob Vicente, 7 years of service
Reserve Officer Mary Ann Kinirey, 6 years of service
Reserve Officer Paul Smith, 3.5 years of service
Administrative Assistant Lorraine Kenney, 15 years of service

School safety has always been a top priority of mine. Our children are our most precious resource, and deserve the highest level of safety we can reasonably provide. Tragic events across the country have shown how vulnerable schools can be. In 2013, the Bolton Police Department, with full support of the Board of Selectmen, the Town Administrator, and other Town Officials, entered into a partnership with the Nashoba Regional School District to implement a part-time School Resource Officer program at Nashoba Regional High School. By sharing the costs of this program with the schools, we were able to assign specially trained Police Officers to the High School for 20 hours per week. Officer Sandra Lawton and Officer Eric Koukos completed specialized training and certification as School Resource Officers, or SRO’s. Besides the obvious safety benefits of an Officer’s physical presence on campus during the school day, School Resource Officers provide a myriad of services to students, teachers, and staff. Officers have developed a trusting relationship, and bonds of understanding and open mutual communication with students. Because of this, students and staff are more willing to seek assistance and advice from Officers on all kinds of issues and concerns. Officers also teach safety-related presentations and courses such as the very popular “RAD” (Rape and Aggression Defense) Class, and are readily available to assist school administrators with any concerns encountered. This program has already proven itself very popular with both students and school staff, with extremely positive results realized on a daily basis.

Based on both need, and popularity, the Police Department continued its ongoing public efforts and programs combating Domestic Violence, and Teen Dating Violence. In 2013 we expanded this series of public seminars to include Elder Abuse Prevention and other timely safety related topics. With a dedicated group of local residents and civilian volunteers assisting us, these programs have been very successful, and proved helpful to many. I am happy to report that local crime statistics show a slight decrease in Domestic Violence incidents in Bolton in 2013 from 2012. We continue to work tirelessly in our efforts to combat this horrible crime from which no community is immune.
In 2013, our Officers responded to 10,609 calls for service. This was a tremendous increase over the 9,563 calls for service in 2012. Bolton’s demographics, and significant commuter traffic volume, render our activity level far greater than towns with a similar population base. In reviewing our crime and event statistics for 2013, and comparing them to the previous year of 2012, I am pleased to say we have not experienced any troubling upsurge in any particular specific area from last year. Housebreaks have decreased slightly, though reports of suspicious persons increased in 2013. This statistic demonstrates that residents are in fact following our advice to call the Police right away if they observe a suspicious person or vehicle who may be involved in possible criminal activity. Your eyes and ears are our best weapon in our efforts to prevent house breaks and other criminal activity. If you see something that just doesn’t seem right, it probably isn’t, so please call 911 right away so we can check it out!

Traffic enforcement and safety has always been a major focus of the Police Department’s time, effort, and resources. Three State Highways, and one Interstate Highway lie within our borders, in addition to the approximately 53 miles of local roadways we are responsible for policing. You are all well aware of the volume of commuter and school traffic we encounter every day, and its associated impact on our daily activities. When the continued increasing annual trend of severe weather is added to this mix, traffic safety becomes paramount. Statistical comparison between 2012 and 2013 show a noticeable drop in motor vehicle accidents with injury from 48 in 2012, to 33 in 2013; however, we experienced an increase in motor vehicle accidents with property damage from 176 in 2012 to 193 in 2013. I attribute this to the increase in inclement weather experienced, and associated poor driving conditions.

This past year we have also implemented a significant upgrade within our 911 Dispatch Center. This Communications Center, located in the Public Safety Building, is staffed 24 hours a day, and is the answering point for all 911 emergency calls. Highly trained Police Dispatchers respond Police, Fire, and Ambulance units to all calls for service we receive. In compliance with new State regulations, we have enhanced our Dispatchers training by certifying them in new MA State standards regarding Emergency Medical Dispatch, or EMD. These new State protocols mandate in detail the way Dispatchers must process and respond to all calls for service concerning a medical emergency. Should you need to call us in event of a medical emergency, you will notice that the Dispatchers will ask you a battery of questions for information that will assist emergency personnel in providing a more effective response to the patient’s needs.

In closing, I thank the residents of Bolton for the steadfast support you have shown our Department throughout the past year. Never hesitate to call us if you have any questions or particular concerns that we may assist you with. We believe in being readily accessible to the public, and welcome your comments, ideas, and suggestions on how we may best serve the unique needs of this community. We are open 24 hours a day, 7 days a week to serve you. I also thank the dedicated Officers, Dispatchers, and administrative staff of the Bolton Police Department. Their professionalism, hard work, ethics, and job knowledge are second to none. I am most proud to serve with them every day, ensuring the safety and security of all those who entrust us to protect and aid them in time of need. 2014 will no doubt bring us new challenges to overcome, but I am confident that your Police Department is well up to the task.
Financial Statement
July 1, 2012 to June 30, 2013

Salaries
Appropriated $109,419.00
Expended 109,408.00
Unexpended balance returned to general fund $ 8.00

Wages w/Overtime
Appropriated $749,720.00
Expended 699,795.26
Unexpended balance returned to general fund $ 49,924.74

Longevity
Appropriated $1,400.00
Expended 850.00
Unexpended balance returned to general fund $ 550.00

Expenses
Appropriated $139,147.00
Expended
Gasoline $29,294.03
Tires 7,239.25
Cruiser Repairs 18,703.05
Supplies 4,009.49
Firearms Supplies 8,330.18
Uniforms 12,640.93
Training 5,711.37
Dues & Subscriptions 3,091.43
Miscellaneous 173.10
Hired Services 1,781.11
Lock-up 1,815.46
Equipment 5,069.15
Bulletproof Vests 1,700.00
Cruiser Purchase 39,487.00 $139,046.10
Unexpended balance returned to general fund $ 100.90
Public Safety Departments lead the 275th Anniversary Parade

PUBLIC SAFETY BUILDING
DECEMBER 31, 2013

Expenses
Appropriated $159,802.00
Expended
Purchase of Service $49,396.98
Heating 17,570.10
Electric 32,970.65
Maintenance 36,160.87
Trash Disposal 2,044.95
Telephone 16,636.31
Supplies 1,955.62
Miscellaneous 1,140.26 $157,875.74

Unexpended balance returned to general fund $ 1,926.26

POLICE DEPARTMENT COMMUNICATION CENTER
Roster as Of December 31, 2012

Police Chief Vincent C. Alfano
Donna L. Hathaway, 27 years of service
MaryAnn McLaughlin, 17 years of service
Jaine Galeski, 9 years of service
Edward Haimila, 15 years of service
David Perry, 6 years of service
Marcie Furlong, 1.4 years of service
Alex Leblanc, 7 months of service
Bolton Public Safety Dispatchers handled 10,609 Calls for Service in 2013. Through the dedication of our fine dispatchers, the Communication's Department effectively dispatched first rate Police, Fire, and Emergency Medical Services to the community of Bolton.

**Financial Statement**  
*July 1, 2012 to June 30, 2013*

**Wages w/Overtime**  
Appropriated $230,789.00  
Expended $230,721.83  
Unexpended balance returned to general fund $67.17

**Expenses**  
Appropriated $7,750.00  
Expended:  
- Training $1,871.26  
- Supplies 4,089.26  
- Uniforms 1,575.00  
- Miscellaneous 75.00 Total $7,610.52

Unexpended balance returned to general fund $139.48

<table>
<thead>
<tr>
<th>OFFENSES REPORTED TO FBI FOR STATISTICAL PURPOSES BY YEAR</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault (Incl. Domestic A&amp;B)</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>All other larcenies</td>
<td>21</td>
<td>14</td>
</tr>
<tr>
<td>Bad Checks (Larceny by check)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Breaking and Entering, vehicle/business/residential</td>
<td>21</td>
<td>19</td>
</tr>
<tr>
<td>Bribery</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Credit Card/Automated Teller fraud</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of property</td>
<td>45</td>
<td>28</td>
</tr>
<tr>
<td>Disorderly conduct</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Drug/narcotic violations</td>
<td>30</td>
<td>21</td>
</tr>
<tr>
<td>False pretenses/Swindle</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Forcible Sodomy</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Impersonation/Identity Fraud</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Intimidation (incl. bomb scares)</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Liquor law violations &amp; drunkenness</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Rape (Forcible &amp; Statutory)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Shoplifting</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>26</td>
<td>14</td>
</tr>
<tr>
<td>Theft from building</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Theft from motor vehicle</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Category</td>
<td>2012</td>
<td>2013</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Theft of Motor Vehicle</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Theft of motor vehicle parts/accessories</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Traffic/Town bylaw offenses</td>
<td>76</td>
<td>96</td>
</tr>
<tr>
<td>Weapon law violations</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

**RESPONSE BY POLICE BY TYPE OF CALL**

<table>
<thead>
<tr>
<th>Category</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist other PD</td>
<td>186</td>
<td>164</td>
</tr>
<tr>
<td>Building/House checks</td>
<td>2872</td>
<td>3480</td>
</tr>
<tr>
<td>Burglar alarm</td>
<td>223</td>
<td>208</td>
</tr>
<tr>
<td>Community policing activities</td>
<td>246</td>
<td>324</td>
</tr>
<tr>
<td>Court appearances</td>
<td>144</td>
<td>108</td>
</tr>
<tr>
<td>Disabled motor vehicles</td>
<td>179</td>
<td>156</td>
</tr>
<tr>
<td>Disturbance</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>Domestic disturbance</td>
<td>17</td>
<td>16</td>
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<tr>
<td>Leaving scene of accident (property or injury)</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Local ordinance/Bylaw violations</td>
<td>24</td>
<td>11</td>
</tr>
<tr>
<td>Lost/Found property</td>
<td>40</td>
<td>46</td>
</tr>
<tr>
<td>Missing persons</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Motor vehicle accidents - injury</td>
<td>48</td>
<td>33</td>
</tr>
<tr>
<td>Motor vehicle accidents - property</td>
<td>176</td>
<td>193</td>
</tr>
<tr>
<td>Motor vehicle complaints</td>
<td>177</td>
<td>190</td>
</tr>
<tr>
<td>Motor vehicle stops</td>
<td>1199</td>
<td>1463</td>
</tr>
<tr>
<td>Noise complaint</td>
<td>32</td>
<td>33</td>
</tr>
<tr>
<td>Officer wanted</td>
<td>221</td>
<td>244</td>
</tr>
<tr>
<td>Parking violations</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Suspicious activity</td>
<td>145</td>
<td>131</td>
</tr>
<tr>
<td>Suspicious motor vehicle</td>
<td>82</td>
<td>73</td>
</tr>
<tr>
<td>Suspicious person</td>
<td>35</td>
<td>43</td>
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</table>

**ARRESTS AND CITATIONS**

<table>
<thead>
<tr>
<th>Category</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests</td>
<td>48</td>
<td>32</td>
</tr>
<tr>
<td>Criminal Summons</td>
<td>110</td>
<td>131</td>
</tr>
<tr>
<td>Marijuana citations</td>
<td>45</td>
<td>33</td>
</tr>
<tr>
<td>Motor vehicle Citations</td>
<td>1060</td>
<td>1008</td>
</tr>
<tr>
<td>OUI (drugs &amp; alcohol) offenses</td>
<td>19</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total dispatch log calls for service**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>9563</td>
<td>10609</td>
</tr>
</tbody>
</table>
AMBULANCE SQUAD

**Director:** Margy Diaz, EMT-B  
**Assistant Director:** Andrew Bagdonas, EMT-B  
**Medical Director:** Marc Gautreau, M.D.  
**Training Officer:** Alex LeBlanc, EMT-B  
**Scheduling Coordinator:** MaryAnn McLaughlin, EMT-B  
**Full time EMT/FF:** David Farrell, EMT-B

**Active EMT’s:**  
Corey Baird, EMT-B  
Chris Baker, EMT-P  
Jennifer Cuddy, EMT-B  
Normando Diaz, EMT-P  
Wesley Durant, EMT—B  
Ann Farrell, RN, EMT-B  
Allan Kuong, D.O. EMT-P  
Jeremy O’Connell, EMT-B  
Scott O’Neil, EMT-B  
Curtis Roemer, EMT-P  
Gery Wilson, EMT-B  
Mitchell Witkowski, EMT-B

**Inactive EMT’s:**  
Barbara Brown, EMT-B  
David Byler, EMT-B  
Cassie Ela, EMT-B  
Jack Holbrook, EMT-B  
Roger McManus, EMT-B  
Dina Rich, EMT-B  
Shannon Wheeler, EMT-B  
David Perry, EMT-B  
Kelsey Farrell, EMT-B

The Bolton Ambulance Squad works hard to provide high quality pre-hospital emergency medical services to the residents of Bolton, and those who travel and work in it.

This past year has been quite eventful for our department, with numerous changes allowing us to better serve our community. With the assistance of our medical director, we have implemented several new programs which allow our EMT’s additional scope of practice in the field. For example, we now carry several new medications, and are able to perform new in-depth assessments for patients who may have been exposed to a spinal injury. In addition, we are continually improving patient care using our tablet-based data report software, allowing us to maintain important safety information on patients that we encounter, such as medication allergies and medical history.

Weekday, daytime coverage is provided by one full time EMT/Firefighter stationed at the public safety building, supplemented by EMT’s from the Nashoba Regional High School Cadet EMT program. The NRHS Cadet EMT program has been providing essential daytime coverage to our community for over 20 years. Participants of the program have successfully completed the Department of Transportation approved Emergency Medical Technician class, and continue their education with weekly classes. Students must maintain a minimum GPA in EMS classes, as well as all other school course work. Students provide coverage from the beginning of the school day until 5pm, and also provide coverage at sporting events. Our program is fortunate enough to be renowned across the country for its commitment to exposing students to the fields of medicine and public safety, and has graduated many students who have pursued careers in both fields. Currently, 10 Bolton EMTs started their experience in public safety through the NRHS Cadet EMT Program.
Evening, night and weekend coverage is provided by on-call personnel who carry pagers and respond to calls when they are able. A majority of our EMT’s work full-time jobs outside of Bolton, or are college students eager and willing to share their time with the community. EMT’s are compensated for their time, knowledge, and commitment with call stipends.

The Bolton Ambulance Squad is licensed as a Basic Life Support agency by the Commonwealth. Advanced Life Support is provided by several agencies surrounding our town when necessary and available, increasing the scope of practice provided to our patients under certain circumstances.

In 2013, of the 358 requests for emergency assistance, our department provided assistance to 453 patients, transporting 238 to 8 area hospitals.

The Bolton Ambulance Squad and its members are dedicated to providing prompt, skilled, and compassionate pre-hospital emergency care to all residents, employees, and visitors to town. We work hard to continuously improve the services we provide, and evolve with the rapidly progressing field of emergency medicine.

We would like to thank the residents of town for their continuous support. We would also like to remind everyone that a few minutes on your part could make a difference in getting to a loved one quickly and safely during an emergency. Making sure that driveways and walkways have been cleared of snow and debris, and numbering your house and mailbox with numbers that are clear and visible from both directions always helps us get to you more quickly.

Never hesitate to call us. When in doubt, call us out!

Financial Statement  
July 1, 2012 to June 30, 2013

Wages
Applied $56,000.00
Expended $58,140.00
Unexpended balance returned to general fund $(2,140.00)

Expenses
Applied $65,065.00
Expended
Purchase of Services $4,963.00
Diesel 4,152.00
ALS Services 17,490.00
Uniforms 8,714.00
Coastal Medical Billing 6,242.00
Cadet EMT Program 13,820.00
Repairs – Motor Vehicle 6,413.00
Equipment 4,823.00
Supplies 1,338.00
Telephone 80.00 $68,036.00
Unexpended balance returned to general fund $ (2,971.00)
FIRE DEPARTMENT
Roster of Active Members

Fire Chief:      John Mentzer
Deputy Chief:   Gerald Wilson
Lieutenant:     David Farrell

Firefighters:
Cory Baird      Jason Fischer      Curtis Plante
Christopher Baker Mark Giunta      James Porteus
Donald Baum     Ryan Hartwell      Christopher Poutenis
David Byler     Doug Henry         Robert Publicover
Peter Casello   Michael Kenney     Curtis Roemer
Matthew Colacchio Roger McManus Jr. Paul Slade
Christopher Davis Jeremy O’Connell Christopher Whynot
Wesley Durant   David Perry

Trainees:
Matthew Brier   Jennifer Cuddy     Jeffery Galeski

Honorary Members:
Gigi Bonazzoli  Jack Holbrook      Christopher Slade
Eric Stephenson John Stephenson

Fire Safety Education:
Barbara Wilson

The fire department had a fairly typical year in 2013 with 164 calls for assistance. The nature of calls that we responded to was diverse but automatic fire alarms and motor vehicle accidents continue to be our most common type of call.

The new breathing apparatus that was approved at the 2013 Annual Town Meeting has been fully placed in service. The firefighters appreciate the added comfort and safety features that this new equipment provides. The firefighters have done extensive training with the new breathing apparatus using vacant houses offered by the Bolton Conservation Trust and other developers in town.

With the invaluable help from Retired Deputy Chief Jack Holbrook the department performed extensive renovation work on the fire ponds on Wheeler Road and Berlin Road to increase the volume of firefighting water and to add a dry hydrant which drastically reduces the time and effort needed to set up a pumper truck to pump water from the pond.

Under the dedicated direction of Barbara Wilson the Department continued its promotion of fire safety with its annual visits to Florence Sawyer School in October to teach and reinforce fire safety principles with the students.
I would like to thank all residents for your diligence to fire safety in your homes. Some simple ways you can continue to help keep your family safe are:

- Check that your house number is posted in a location that is easily visible from the street.
- Test your smoke detectors once a month. Replace the batteries and clean the detectors of dust twice during the year.
- Clean your clothes dryer exhaust hose of accumulated lint.
- Never leave oily rags inside your home or garage.
- Never leave lit candles unattended.
- Dispose of ashes from your woodstove or fireplace in a metal container away from the house or deck, no matter how cold they may look or feel.

The Fire Department is always looking for Bolton residents who are interested in joining the department. If you would like to learn more about being a call firefighter please contact Lt. Farrell at the Public Safety Center at 978-779-2203.

**Financial Statement**

*July 1, 2012 to June 30, 2013*

**Wages**

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>$96,938.00</th>
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</thead>
<tbody>
<tr>
<td>Expended</td>
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<tr>
<td>Fire Chief Stipend</td>
<td>$ 4,999.93</td>
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<tr>
<td>Firefighters</td>
<td>91,859.99</td>
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<tr>
<td>Unexpended balanced returned to the general fund</td>
<td>$ 78.08</td>
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</table>

**Expenses**

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>$50,555.00</th>
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<tbody>
<tr>
<td>Expended</td>
<td></td>
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<tr>
<td>Purchase of Services</td>
<td>$2,146.70</td>
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<tr>
<td>Electric</td>
<td>592.08</td>
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<tr>
<td>Repairs</td>
<td>4,837.39</td>
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<tr>
<td>Training</td>
<td>701.67</td>
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<tr>
<td>Supplies</td>
<td>3,392.01</td>
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<tr>
<td>Gasoline</td>
<td>25.40</td>
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<tr>
<td>Diesel</td>
<td>4,152.57</td>
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<tr>
<td>Automotive</td>
<td>2,964.26</td>
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<tr>
<td>Uniforms/Protective Clothing</td>
<td>13,829.82</td>
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<tr>
<td>Dues/Memberships</td>
<td>665.00</td>
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<tr>
<td>Fire Ponds</td>
<td>643.09</td>
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<td>Capital Outlay</td>
<td>3,310.00</td>
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<td>Encumbered</td>
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<td>Fire Ponds</td>
<td>$12,814.34</td>
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<td>Unexpended balanced returned to the general fund</td>
<td>$ 480.67</td>
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Fire Calls for 2013

Total fire calls – 164

<table>
<thead>
<tr>
<th>Call Type</th>
<th>Count</th>
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</thead>
<tbody>
<tr>
<td>Automatic fire alarm activation</td>
<td>54</td>
</tr>
<tr>
<td>Assist ambulance</td>
<td>4</td>
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<tr>
<td>Bomb scare</td>
<td>0</td>
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<tr>
<td>Brush fires</td>
<td>13</td>
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<tr>
<td>Chimney fires</td>
<td>0</td>
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<tr>
<td>CO detector activation</td>
<td>11</td>
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<tr>
<td>Electrical issue</td>
<td>1</td>
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<tr>
<td>Good intent</td>
<td>1</td>
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<tr>
<td>Hazardous materials</td>
<td>5</td>
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<tr>
<td>Miscellaneous</td>
<td>1</td>
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<tr>
<td>Missing person</td>
<td>1</td>
</tr>
<tr>
<td>Mutual aid to other towns</td>
<td>10</td>
</tr>
<tr>
<td>Motor vehicle accident</td>
<td>18</td>
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<tr>
<td>Motor vehicle fire</td>
<td>5</td>
</tr>
<tr>
<td>Odor or smoke investigation</td>
<td>14</td>
</tr>
<tr>
<td>Power lines down or arching</td>
<td>1</td>
</tr>
<tr>
<td>Public service</td>
<td>1</td>
</tr>
<tr>
<td>Rescue/extrication not part of MVA</td>
<td>0</td>
</tr>
<tr>
<td>Service call</td>
<td>8</td>
</tr>
<tr>
<td>Smoke detector activation</td>
<td>12</td>
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<tr>
<td>Structure fire</td>
<td>3</td>
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<tr>
<td>Unauthorized outside fire</td>
<td>1</td>
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<tr>
<td>Weather related issue</td>
<td>0</td>
</tr>
</tbody>
</table>

Permits Issued for 2013

Total permits – 664

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp fires</td>
<td>1</td>
</tr>
<tr>
<td>Commercial Stove Hood</td>
<td>0</td>
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<tr>
<td>Fire alarm installation</td>
<td>6</td>
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<tr>
<td>Oil Burner</td>
<td>29</td>
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<tr>
<td>Open burning</td>
<td>475</td>
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<tr>
<td>Propane tanks</td>
<td>51</td>
</tr>
<tr>
<td>Smoke/CO detectors</td>
<td>94</td>
</tr>
<tr>
<td>Special events</td>
<td>3</td>
</tr>
<tr>
<td>Sprinkler system installation</td>
<td>3</td>
</tr>
<tr>
<td>Tank truck</td>
<td>0</td>
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<tr>
<td>Underground tank removal</td>
<td>2</td>
</tr>
</tbody>
</table>

Inspections Performed for 2013

Total inspections – 371

<table>
<thead>
<tr>
<th>Inspection Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Driveway</td>
<td>8</td>
</tr>
<tr>
<td>Elevator</td>
<td>2</td>
</tr>
<tr>
<td>Fire alarm</td>
<td>3</td>
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<tr>
<td>Fire blocking</td>
<td>1</td>
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<tr>
<td>Fire drill</td>
<td>10</td>
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<td>Fire cistern</td>
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<tr>
<td>Life safety</td>
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<td>Oil Burner</td>
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<td>Propane tanks</td>
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<tr>
<td>Smoke/CO detectors</td>
<td>166</td>
</tr>
<tr>
<td>Sprinkler system</td>
<td>7</td>
</tr>
</tbody>
</table>
Our annual report is a great way to reflect on the progress we are making toward goals and to share with you NASHOBA’s accomplishments. At 3484 students, we continue to grow with a one percent change from last year at this time. Most of our growth has been in our high school, while our kindergarten classes have been smaller in both Bolton and Lancaster. Bolton has seen a decrease in enrollment this year.

School Committee
The school committee spent last year working through some very complex issues. They debated allowing school choice at our Kindergarten through Grade 8 schools, ultimately voting to discontinue it. The committee deliberated and approved a new educator evaluation based on the new law in Massachusetts. They wrote a social communication policy that provides students and faculty guidelines for using collaborative software such as Google, Twitter, and Facebook and to bring in their own hardware to school. Security was also high on their list of topics and the committee authorized a part time NRHS School Resource Officer in partnership with the Bolton Police Department. The committee heard from their Audit Advisory Committee, and was pleased with the annual audit by the auditing firm of Powers and Sullivan, which had no findings.

The committee also approved an update to the district improvement plan with four goals (see website). Under each goal they identified milestones and objectives to show evidence of working toward the goal. These become initiatives supported by the adopted budget that is put before the voters at annual town meeting. The FY14 budget was a 3.14% increase over the FY 13 approved budget.

Schools and Departments
The District is fully invested in updating our science, technology, engineering and mathematics (STEM) curriculum. We spent last spring updating our science management policy and updated how we store and transport chemicals in the high school. A curriculum committee is beginning to explore the NEXGEN STEM curriculum being drafted by the Department of Elementary and Secondary Education (DESE). This work has many parts to it including a team of STEM teachers working on a statewide project for integrating engineering, technology and science together. We also are in partnership with Minuteman High School piloting a new software that helps students understand the prototype design process using 3-D software and to go from design to build (Project Lead the Way). At the high school, we purchased our first 3-D printer and are using it to foster the engineering process.

Technology continues to be an ever-changing component to our educational landscape. Spending the last few years developing our infrastructure with high speed fiber internet capabilities, the district launched its “Bring Your Own Device” (BYOD) initiative for the high school and mini-pilots in our elementary and middle schools. We have had some growing pains with the initiative in our high school with a weak signal in a few areas, but we are busily addressing each location. Students may bring e-readers at the elementary and middle schools. We also began to build 1:1 availability through the purchasing of Chromebook carts for each of the schools.

Our facilities department, under the leadership of Bill Cleary, has continued to infuse new technologies that are more efficient, economical, and green. With the use of high speed riding scrubbers the district’s custodians can clean more tiles in less time, using less detergent. Similarly, the new stadium field has enabled us to cut down on use of fertilizers because the grass fields are being used less and are on a
relief schedule that allows them to rest between sprayings to allow full impact. The grounds at the high school are coming together nicely with the leveling of the fields by the student parking lot, added parking spaces, and the construction of the new concessions building. While behind schedule and slightly over budget, we are committed to completing the building by late spring 2014. Cost savings on other projects, fund raising, and use of internal staff have helped us keep costs down.

In partnership with our communities, the District is studying its space and program needs at the high school and will have an interim report by the end of June 2014. Last year’s failed science lab project unearthed many areas of the high school that require updating. The school committee recognized the need to put together a community task force that will study the needs and communicate them in a more timely fashion to our community members.

On a cycle identified by DESE, our district undergoes program reviews. This past year we have started and / or brought to completion the following reviews: Special Education Circuit Breaker Review, Coordinated Program Review (Special Education, Civil Rights, and English Language Learners), and the Title I and Title II Program Review (Underway). We also participated in a review of our school psychologists sponsored by our collaborative, the Assabet Valley Collaborative.

**Extended Learning Program**
The Department of Teaching and Learning now has a coordinator for Extended Learning. Our new Coordinator is Laura Dwyer, and she is working with her staff to strengthen the infrastructure of the program so that it can effectively support our new direction. All sites now have four two-way radios, and all site coordinators will soon have their own security system installed on their laptops. Staff has also been reorganized to adequately distribute their talents, and appropriately accommodate our growing numbers. All staff now has two professional development days to update and learn new skills. One of these initiatives is learning basic Sign Language as part of the program’s expanded communication strategies.

The Extended Learning program has been adding enrichment activities, and to allow access to computers for the new technology-based programs. Ten Kindles will complement our Reading clubs and the Future City software has been installed on six computers. We have twelve enthusiastic high school volunteers who help at all three locations several days a month. We are also reaching out to the Bolton, Lancaster and Stow Council on Aging Centers with our Grandparent Buddy Program forming a partnership with our seniors and Extended Learning students.

**Retirements in 2013**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Ryan</td>
<td>Music</td>
<td>Florence Sawyer School</td>
</tr>
<tr>
<td>Joyce Malin</td>
<td>Art</td>
<td>Florence Sawyer School</td>
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<tr>
<td>Pat Fontes</td>
<td>Library and Media</td>
<td>Nashoba Regional High School</td>
</tr>
<tr>
<td>Carol Chan</td>
<td>Mathematics</td>
<td>Nashoba Regional High School</td>
</tr>
<tr>
<td>Kathy McHale</td>
<td>Foreign Language</td>
<td>Nashoba Regional High School</td>
</tr>
</tbody>
</table>

**Athletics Annual Report 2013**
Nashoba athletics enjoyed an exciting 2013. Participation increased with over 550 student-athletes participating in high school athletics (27 sports at the varsity level and a total of 47 teams on an annual basis).
The girls’ basketball team started the year by winning the Division 2 Central Mass. Championship for the first time in school history before losing a tough battle with Medfield in the state final. Boys’ basketball team earned a playoff berth for the first time in four years and the hockey team was co-league champions and posted its best record since 2001. The wrestling team went 22-1 (which is the best record to-date), were ranked 10th in the state, and were Division 2 Central Mass. finalists. Girls’ indoor track was league champions, placed third in the district meet, and fourth in the state meet. Boys’ indoor track team was league champions, placed fifth in the district, and tenth in the state.

The success continued into the spring as all varsity teams qualified for the postseason. Baseball was undefeated league champions, won the Division 1 Central Mass. Championship for the first time in school history, and made a state final appearance. Softball posted a 16-6 record and was a district semi-finalist. Boys’ track and field was league champions and Class B champions; while the girls’ team also won the league championship, which was held at Nashoba. Our Unified Track and Field team won the league championship for the second consecutive year.

The fall of 2013 was another successful season for the Chieftains as all varsity teams qualified for playoffs. Boys’ cross-country was league champions, placed third in the district meet and 10th in the state. Girls’ cross-country was league champions for the fourth year in a row and placed fourth at districts. The cheerleading squad placed second in the league competition, third in the region, and 11th in the state. Field hockey won the league championship for the second year in a row. Golf won the league championship and placed fourth in the district tournament. Volleyball had a remarkable season, earning the best overall record since the program began and qualifying for playoffs for the first time. Girls’ soccer was league champions and both boys’ and girls’ soccer teams earned the league sportsmanship award. The girls also were selected as the MIAA Division 1 Sportsmanship Award winner. The football team posted a 7-4 record while playing in a new league and with a new statewide playoff system. We also added a unified street hockey team, which played on the old tennis courts.

Overall, Nashoba’s sports teams saw a historic year in 2013! Ninety-six percent of our varsity teams qualified for post-season playoffs, we won thirteen league titles, five league sportsmanship awards, two district championships, two state finalists. A total of 110 student-athletes were named to the Mid-Watch League All-Star teams.

**Nashoba Regional High School**

The high school had 10 National Merit Commended students this year, and three students recognized as National Merit Semi-finalists. From May 2013, we had 37 AP Scholars, 11 AP Scholars with Honor, 28 AP Scholars with Distinction, and 5 National AP Scholars.

Our Lip Dub in November was a huge success, showing the wonderful school spirit at the high school.

The entire high school staff, along with community representatives, has been hard at work developing a NEASC self-study report that will identify areas of strength and areas for improvement, and will serve as the first big step in our NEASC reaccreditation process.

**Computer Science at Nashoba**

At Nashoba, we have increased computer science as both a STEM discipline and a means of preparing our students to be college and career ready. We want our students not to just use computers but learn coding and computer science to help kids learn in meaningful context. This teaches them that learning is a process and not a product, how to break down complex ideas into simpler parts, and how to collaborate.
with others. The district recently participated in the Hour of Code, a campaign to generate interest in programming. While one goal is to engage students with the complex reasoning skills needed to succeed in computer programming, another is to develop student interest in a field that will comprise more than half of projected STEM jobs over the next several years. Students in grades K-12 joined students across the nation as they engaged in language programming activities. One grade four art teacher had students working with pixel code to create an image, and two physical education teachers had students do simple programming commands that lead students through an obstacle course. In the coming school year, the high school has strengthened its offerings for computer science courses to AP Computer Science, a college-level introductory course in computer science, Projects in Computer Science, offering students the opportunity to produce and develop a software project, Computer Science I, an introductory course in Java and last Introduction to Game Design, which introduces students to computer game programming and design using Windows based programming languages and scripting.

Florence Sawyer School  
2013 was an exciting year at Florence School! If there was an overall theme to our work this past year, it could be characterized by Stephen Covey's 7th habit, "Sharpening the Saw." We are actively reviewing multiple sources of data and feedback to define and refine what we do well and where we can be better.

From staffing, to resource management, to matters of safety and communication, to ensuring that every student that attends Florence Sawyer School does so in an engaging, enriching, and safe environment, we are striving to become the best school we can be.

In 2013, our school went through several changes on a human and structural level. We welcomed new faculty members to the special education, music and art departments as well as a school-wide mathematics specialist. We added new doors to the Sawyer Wing and a new intercom system in the Emerson Wing. We opened our primary book room, which houses multiple copies of leveled readers which allow students to work on academic content at their individual instructional levels. In June, we unveiled a stunning mosaic mural, handcrafted by local artist Ann Marie Hershberger and the FSS class of 2013.

Our students demonstrated talents in many forms. Caitlin Vasington, an 8th grader, was named to Governor Patrick's Project 351 initiative, representing Bolton. One of our Destination Imagination teams competed in the Global Finals in Tennessee. Our track, basketball, baseball, softball, cross country, golf and debate teams had stellar seasons. Several students received medals for their work on our school's Mathematics Olympic Team. The Student Council built a philanthropic element into every school event through book, coat, mitten and canned goods drives. Our Jazz Band and Middle school Band each placed at the annual MICA festival.

Through a tremendous collaborative effort of parents, teachers, town officials and students, we officially opened our new play area. The play area features state of the art equipment and a sizable turf field that will serve the current and next generation of children. Our Parents' Advisory Council and Bolton Schools Donations Committees have served us well, donating the time and resources that take our school's programs to the next level. Our school was proud to play a small role in the year-long Bolton's 275th Birthday celebrations. From our website, to Twitter to weekly FSS "Happenings" to our monthly newsletter, it is our mission to ensure that our parents have the information they need to stay current with events and programs at school.
NASHOBA REGIONAL HIGH SCHOOL CLASS OF 2013

Valedictorian – Alex Ablavsky - Bolton
Salutatorian – Steven Tang - Stow

Kana Ervin – President, Stow   Nathaniel Jacob – Vice President, Maynard
Daniel Gordon – Secretary, Bolton  Samuel Kirschbaum – Treasurer, Stow

Graduates

Evan, Fahim – Lancaster
Montana, Airey - Bolton
Scott, Alfano** - Bolton
Farris, Allaf-Lynch, Stow
Jared, Allard – Stow
Elizabeth, Anderson – Stow
Rachel, Aucoin, Stow
Stephanie, Barney, Sterling
Isaiah, Basile – Stow
Jesse, Batson – Bolton
Ethan, Benjamin – Bolton
Louise, Bennett – Stow
Ian, Bleecker – Bolton
Samantha, Bliudnikas – Leominster
Kara, Borgilt – Lancaster
Brooke, Bulawka – Bolton
Josiah, Burg – Fitchburg
Austin, Cabral – Lancaster
Daniel, Cacciatore – Stow
Daniel, Cai – Stow
Alexandra, Campbell – Lancaster
Alec, Caputo – Bolton
Danielle, Casey – Bolton
Jeffrey, Cataldo – Bolton
Michael, Charbonneau – Bolton
Stephen, Charbonneau – Bolton
Kristen, Chila – Leominster
John Churcher, Jr. – Leominster
Kelly, Clark – Stow
Matthew Clopeck – Stow
Christopher, Cole – Bolton
Katherine, Cole – Bolton
Winthrop, Comley V. – Lancaster
Tyler, Conrado – Lancaster
Michael, Cormier – Bolton
Ian Cuollo, Lunenburg
Laura Coutney – Bolton
Bradley, Couture – Clinton

**Certificate of Completion
Graduates

Andrew, Cross – Lancaster
Kayla, Cross, Leominster
Evelyn, Cubero – Bolton
Garrett, Curran - Bolton
Alexander, Cushing – Bolton
Julie, Czapkowski – Stow
Inana, Dairi – Lancaster
Catalina, Damarati – Marlborough
Victoria, Danby - Lancaster
Jacob, Denaro – Stow
Britney, Denney – Lancaster
Anna, Dimario – Bolton
Jackson, Dischler – Bolton
Stephanie, Dodge – Stow
Avary, Don – Stow
Braden, Doucette – Lancaster
Delaney, Douglas – Stow
Kevin, Dunnells – Lancaster
Michelle, Duplease – Lancaster
Helen, Duros – Bolton
Emma, Dwinells – Bolton
Marc, Dykes, Jr. – Lancaster
Jordan, Edmonds – Harvard
Kyle, Elkins – Stow
Richard, Enterkin – Bolton
Lucas, Estabrook – Stow
Robert, Farinelli – Lancaster
Ryan, Farley – Stow
Jamie, Farren – Lancaster
Andrew Flaherty – Bolton
Drew, Foster – Bolton
Owen, Foster – Bolton
John, Garvey – Lancaster
Sadie, Gauthier - Lancaster
Zachary, Gili – Bolton
Elena, Goldman – Bolton
Aaron, Gonzalez – Clinton
Darby, Gould – Bolton
Molly, Graves – Lancaster
Brendan, Gray – Stow
Wyatt, Greene – Stow
Zachary, Gross – Stow
Thomas, Guerin – Stow
Mia, Guerriero – Bolton
Tyler, Guibault - Stow
Graduates

Ryan, Gumbart – Stow
Amanda, Gustafson – Lancaster
Joseph, Hamlin – Stow
Forrest, Hangen – Stow
Bridget, Hannigan – Lancaster
Bjarne, Hansen – Bolton
Markiesh Lloyd, Harmon – Leominster
Matthew, Harris – Lancaster
James, Harvey – Bolton
Sean, Hodge – Stow
Matthew, Hoff – Stow
Sean, Hoffman – Bolton
Ariella, Honig – Stow
Brett, Hopkins – Lunenburg
Lindsey, Howell – Bolton
Korinna, Hudson – Leominster
Zachary, Hume – Lancaster
Rebecca, Jacobs – Lancaster
Madeline, Jenkins – Stow
Connie, Jiang – Stow
Kevin, Johnson – Lancaster
Kelsey, Keenan – Stow
Matthew, Kelling – Lancaster
Daniel, Kennedy – Lancaster
Patrick, Kennedy**-Lancaster
John, Kilgo – Lancaster
Nathan, Kittredge – Lancaster
Allison, Koch – Stow
Samantha, Koury – Bolton
Jared, Kovach – Bolton
Brittania, Kovacs – Bolton
Tess, Kremer – Stow
Corey, Laite – Lancaster
Christopher, Lamplough – Stow
John, Lane – Bolton
Mark, Laskey – Stow
Courtney, Leaming – Bolton
Christopher, Legere – Lancaster
Michael, Lengieza – Stow
Morgan, Livoli – Stow
Katelyn, Lombardozzi – Lancaster
Paul, Louissaint – Lancaster
Olivia, Magnussen – Stow
Mackenzie, Maloney – Lancaster
Graduates

Benjamin, Madelbaum – Stow
Zackary, Manyak – Bolton
Lauren, Mariolis – Bolton
Jean-Luc, Marjollet – Maynard
Alisha, Martin – Stow
Peter, Mason – Leominster
Stephen, McAndrews – Lancaster
Christopher, McCarter - Lancaster
Kara, McCormack – Bolton
Sarah, McDowell – Maynard
Eileen, McGarry – Bolton
Madison, McMullen – Bolton
Fadwa, Mekkaoui – Bolton
Jessica, Miller – Stow
Courtney, Mills – Stow
Charles, Miyata** - Bolton
Francis, Miyata – Bolton
Chad, Morgan** - Lancaster
Michael, Muldoon – Lancaster
Daniel, Mullane – Bolton
Elizabeth, Mullane – Bolton
Melanie, Nelson – Stow
Benjamin, Nicholson – Lancaster
Matthew, Norman – Lancaster
Eunice, Nyasani – Lancaster
Lois, Nyasani – Lancaster
Erin, O’Donnell, Lancaster
Ekenedilichukwu, Ojukwu – Stow
Casey, Ondrus – Stow
Christina, Orlando Stow
Lindsey, Owen – Lancaster
Michael, Padovano – Bolton
Alexander, parker – Lancaster
Rachael, Patten – Bolton
Julia, Payson – Bolton
Bret, Perisho Stow
Shannon, Perkins - Lancaster
Charles, Phaneuf – Bolton
Trevor, Pilkington – Bolton
Connor, Pokorney - Bolton
Mark, Pollock – Lancaster
William, Prigmore** - Bolton
Nicolas, Raduazo - Bolton
Kira, Rasmussen - Stow
Graduates

Mollie, Reich - Bolton
Julia, Reverdy – Stow
Ryan, Rhoades, Lancaster
Alexander, Rhodes – Bolton
Juliette, Richard – Bolton
Jennifer, Rieth – Lancaster
Joseph, Rios – Lancaster
Gilberto, Rivera – Stow
Mollie, Reich – Bolton
Julia, Reverdy – Stow
Ryan, Rhoades – Lancaster
Matthew, Rixon – Stow
Emma, Romasco – Bolton
Cameron, Rothfuss – Stow
Preeti, Saha – Hudson
Jack, Sarnoski – Lancaster
Daniel Sartorius – Bolton
Tianna, Sawers – Lancaster
Anna, Schab – Bolton
Brady, Schartner – Bolton
Andrew, Scialla – Lancaster
Jordyn, Shamon – Bolton
Kara, Shamsi – Stow
Kyle, Shanley – Stow
Joel, SHarin – Stow
John, Sheple – Bolton
Myung-Chun, Shin – Lancaster
Kimberly, Slade – Bolton
Louisa, Smith – Stow
Danielle, Sozio – Stow
Julia, Sprung – Stow
Jack, Stafford – Stow
William, Staszewski – Bolton
Emily, Stegner – Bolton
Ryan, Stephens – Stow
Samia, Stetson – Stow
Emily, Suglia – Stow
Steve, Sylvain – Lancaster
Katherine, Tattersall – Bolton
Victoria, Tavares – Bolton
Meghan, Tocci – Stow
Evanthia, Tully – No. Chelmsford
Conor, Ursuliak – Lancaster
Sorin, Vatasoiu Marlborough
Graduates

Joel, Velez – Lancaster
Prashanth, Vennapusa – Lancaster
Priyatham, Vennapusa – Lancaster
Arick, Wade – Bolton
Zachary, Walbridge – Stow
Anna, Walsh – Stow
Benjamin, Webb – Bolton
Brandon, Werner – Bolton
Margaret, Wheeler – Bolton
John, Wikoff – Bolton
Adam, Willis – Berlin
Zachary, Wilson – Stow
Caitlin, Wood – Bolton
Miguel, Wyman** - Lancaster
Zollie, Yavarow – Bolton
Charlotte, Young – Stow
Kelly, Young – Lancaster
, Zeliff – Stow
Rachel, Zelle – Stow
Zachary, Zerega - Lancaster

Nashoba Regional High School Band marches in the 275th Anniversary Parade
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
Edward Bouquillon, PhD – Superintendent
David O’Connor - Bolton Representative

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

Bolton Enrollment
As of October 1, 2013, eleven (11) high school students from Bolton were enrolled at Minuteman providing a full time equivalent (FTE) of eleven (11) residents of Bolton.

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

• Experience the Modern American High School. Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that’s Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.

• Believe in Yourself. Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.

• Prepare for College and Life. Minuteman equips students with the academic foundation and study skills to succeed in college and industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.

• Learn from Experts. Minuteman’s teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.

• Be More Than Just Another Student. There is no such thing as “just another student” at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.

• Make a Fresh Start. From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

Nashoba Regional High School and Minuteman Half Day Program
Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Nashoba Regional High School and receive a competency certificate from Minuteman. Currently, no Bolton students participate.
Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

2013 Bolton Graduates and Awards
- Ryan Gleason graduated from the Environmental Science program and received Beverly W. Lydiard Memorial Scholarship.
- Wesley Nuzzo graduated from the Programming and Web Design program.
- Sergei Stone graduated from the Electrical Wiring program and received the Academic Achievement Award for Physical Education.

Skills USA Results
- Erica Bowe earned a Silver medal in District competition in Career Choice Commentary.

Class of 2013 Graduate Achievement Highlights
- 64% college bound or advanced Technical Training, 23% career bound and 8% military (4% unknown).
- 100% of achieved both the Early Education and Care Infant/Toddler and Preschool Teacher Certification.
- 100% Cosmetology test takers passed the State Board examination.
- 100% of Health Occupation graduates achieved college acceptance.
- 100% of Environmental Technology graduates were certified in a 10-Hour General Safety and Confined-Space Entry training. 91% were certified in OSHA 40-Hour HAZWOPER training; 82% received their First Aid/CPR Certification, and 55% passed the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam.
- Valedictorian Christine Hamilton, an Environmental Science graduate from Stow is attending Smith College in Northampton. Co-Salutatorians Devon O'Brien a Health Assisting graduate from Lancaster is attending Fitchburg State University and Lindsey McBride an Early Education graduate from Bedford is attending Penn State University.

Regional Agreement
- A draft Regional Agreement has been created and will be presented for approval at member community town meetings. This draft was developed over a period of months as a result of receiving a DESE Grant for the study of Minuteman’s long-term sustainability as a Regional Vocational High School.

Capital Projects
- MSBA Update: Minuteman is currently in the midst of Module 3 of the MSBA process, the Feasibility Study, as authorized in June 2010 on the Building Improvement Program. In conducting this study, the professional team including SKANSKA, as the Owner’s Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the MSBA. This Design Team has submitted a Preliminary Design Program to the MSBA containing six proposals for renovating the current facility or constructing a new one. As part of the MSBA process the Education Plan Task Force formed by the School Committee formulated program offerings based on enrollments of either 435 or 800 students. The projected date for MSBA Board approval of the Schematic Design/Final Program is September, 2014, to align with the District’s
need to receive feedback from the 16 member communities on the draft amendment to the Regional Agreement.

**Curriculum and Instruction**

- Since 2008, all 9th grade students have English and Math every day, rather than a “week-on-week-off” schedule, thus providing more consistent and concentrated instruction as well as project-based learning. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2013.

- As part of our Revolution in Learning, we want every Minuteman student to fully explore his or her interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice, Entertainment Engineering, and Dental Assisting.

- Each student graduates with the OSHA 10 Safety Certification. In addition, during the Career and Technical Education (CTE) week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.

- In 2012-2013, Minuteman instituted its first Advanced Placement course offering: English Literature and Composition. This year, Minuteman added Calculus A-B.

- In 2012-2013, written mid-term exams and project-based finals were given across every Career and Technical Education program.

**Professional Development**

- Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and CTE goals that emphasize formative assessment practices and common summative assessments. Teachers use common planning time to meet and review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher professional conversations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: student organization, note-taking, unit presentation, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (reading, writing, speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development will again be focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed). To enhance to the implementation of the new evaluation system and to ensure consistency, a total of fifteen Minuteman staff (teacher leaders and administrators) completed the Organizing and Analyzing Teaching course. This past summer, five teachers began the Skillful Teacher course in collaboration with the staff at Greater Lawrence Regional Technical School. Both offerings are presented by Research for Better Teaching.
**Student Access, Participation and Support**

- An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.

- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.

- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills, and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among most colleges and universities in the United States.

- The Music and Art department continue to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received an All State Chorus recommendation. We have also initiated a select chorus. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.

- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years, the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.

- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

### Recognition of Alumni and Other Significant Members of the Minuteman Community

- The first class of the Minuteman Hall of Fame was inducted last fall, and the second class was announced for inclusion October 2013.
Overview
The Capital Planning Committee (the “Committee”) considers all town departments’ annual capital requests, makes recommendations, and is responsible for capital planning on a continuing basis. By reviewing each capital request item, the Committee seeks to help the town understand:
- the relative need, timing, and cost of each capital expenditure, including methods of financing and possible federal or state aid or grants;
- the cost of maintaining the facility or equipment; and
- the effect each capital expenditure may have on the financial condition of the town.

The outcome of the annual capital planning process is a recommendation on what capital projects should be placed on the next town meeting warrant for voter consideration of funding. In addition, a 5-year plan is prepared which attempts to identify future capital needs of the town.

Capital requests must have a minimum value of $10,000 with a useful life of at least 5 years and will include such items as DPW trucks, fire trucks and ambulances, major infrastructure repairs and projects (roads, drainage, septic, etc), major building renovations or alterations, new construction, and municipal land purchases. Given the cycle of the fiscal year versus the calendar year, the majority of the Committee’s activity involves review of the FY funding requests from various town departments.

Summary
The total amount of capital requests for FY14 funding was $2,436,268. The chart of capital requests below has been separated into four categories: Necessary, Necessary Can Wait, Nice, and Not Now. It is the Committee’s recommendation that these categories be used to guide the Advisory Committee and Selectmen through the prioritization process. Absent a final determination from the Advisory Committee on what funds may be available for FY13, some/all of the Committee’s list should ultimately be brought forward by the Advisory Committee and Selectmen to the voters for consideration at Town Meeting. This chart is based on a final vote by the Committee.

The following definitions apply:

Necessary: The Committee recommends that expenditures be made in FY14.
Necessary Can Wait: The Committee recommends that expenditures be made currently if feasible; otherwise, they may be postponed but should be planned for in the near future.
Nice: The Committee recommends that these expenditures be considered if funds are available in excess of funds used for the Necessary and Necessary Can Wait requests.
Not Now: The Committee recommends that these expenditures would not presently be in the best interests of the Town.

Necessary – $660,270

<table>
<thead>
<tr>
<th>Department</th>
<th>Item Description</th>
<th>Funding Requested</th>
<th>Reason</th>
</tr>
</thead>
</table>

125
<table>
<thead>
<tr>
<th>Department</th>
<th>Project Details</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW</td>
<td>Replace 550 Sugar Road Culvert</td>
<td>$61,000</td>
</tr>
<tr>
<td></td>
<td>This request is to replace or repair the Culvert at 550 sugar road. The culvert is in very poor condition. If the culvert is not addressed it could fail or collapse. There is no way of knowing when this culvert will fail or collapse. It poses a hazard to those who drive over it and creates an unacceptable risk of liability for the Town. At a minimum, in the event of failure, it would cause road closure and traffic diversion likely for longer time period than a planned rebuild. The goal for this particular culvert is to use a liner to be inserted inside the current culvert. This will minimize the cost and time to completion. By doing this, a more expensive future reconstruction can be avoided. This project has an expected useful life of 40 years.</td>
<td></td>
</tr>
<tr>
<td>DPW</td>
<td>New siding on Houghton Building</td>
<td>$90,000</td>
</tr>
<tr>
<td></td>
<td>This request is for the residing of the Houghton Building with a long life siding material instead of repainting the current siding. The current paint job is way past its useful life. The paint is peeling on most of the building. There are areas of rotted wood and sills due to the need for a new paint job. The building will further deteriorate causing a higher cost of repairs if this issue is not immediately addressed. This option costs more than painting the current siding, but does not need to be repainted every 7 years to maintain an effective barrier for the building. It is assumed that some of the current siding would need to be replaced anyway due to rot. This quote includes both the siding and painting quotes. The useful life of fiber cement siding is approximately 25 years and is guaranteed.</td>
<td></td>
</tr>
<tr>
<td>DPW</td>
<td>Old Fire Station Repairs</td>
<td>$28,000</td>
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<tr>
<td></td>
<td>This request is to paint and repair the clapboards of the Old Fire Station. The current paint job is past its useful life. Also, previous work was done poorly causing further damage to the building. The steps on the left side of the building were not flashed properly causing wood rot below the added door. The request is attempting to stop the deterioration of this building. The longer these repairs take to be completed the more deterioration will need to be fixed. The useful life of a paint job on good siding is approximately 7+ years. On a side note, although the CPC feels it is necessary to maintain this building since it is an asset of the town, we don’t agree with the buildings general use. Due to the lack of storage in town, this historic building is used for storage of seldom used equipment. This building is basically an expensive storage unit. Based on its historical value to town, perhaps the old fire stations use should be looked at in the near future. We discussed this need for storage in town, during multiple capital request investigations. It came up again when the current ambulance potentially wanted to be kept but there is no current place to store it. Perhaps, when a new DPW building is investigated there should be extra storage built into the plan for things such as these. In general, more storage is required in town as we grow in population.</td>
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</tr>
<tr>
<td>School</td>
<td>Replace boiler in 1972 wing of Emerson</td>
<td>$75,000</td>
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<tr>
<td></td>
<td>The boiler that services the 1972 wing of Emerson is original to that part of the school. At over 40 years old, this boiler is beyond due to be replaced. This cost includes asbestos mitigation.</td>
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</table>
The current boiler is still operating and is still serviceable. We are recommending this as Necessary to replace for a few reasons:

1. This boiler will need to be replaced in the near future, so it’s better to replace it on our own terms.
2. If the current boiler breaks during the winter, school must be cancelled.
3. The new boiler will have a higher efficiency rating, so the sooner we replace it the quicker we will begin to recoup ROI due to energy savings.

This item could be moved into the Necessary Can Wait category from an operational standpoint, but replacing it now will save the town money in the long run.

<table>
<thead>
<tr>
<th>Department</th>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW</td>
<td>One Ton Truck Replacement</td>
<td>$64,000</td>
</tr>
<tr>
<td></td>
<td>One ton truck is described by Department Head as having reached the end of its useful life. Vehicle is in year round use by DPW department crew members in delivering maintenance and improvement services. Request timing is consistent with plan presented in FY2012 and estimated cost actually lower than $70,000 estimated at that time. Failure to replace per useful life schedule projected to increase maintenance costs and risk of down time.</td>
<td></td>
</tr>
<tr>
<td>DPW</td>
<td>Sampson Road-Culvert Replacement</td>
<td>$200,000</td>
</tr>
<tr>
<td></td>
<td>This culvert replacement was rated a “high risk/ high necessary” by department head in presentation to the CPC. Current culvert is showing significant signs of deterioration. Unlike other culverts recently replaced, this particular location due to geography and topographic conditions, does not lend itself to the lower cost alternate of “relining” employed successfully elsewhere in town. This recommendation has been accelerated from the prior year’s plan (FY16) due to condition and risk.</td>
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</tr>
<tr>
<td>Police Dept</td>
<td>Cruiser Replacement</td>
<td>$40,768</td>
</tr>
<tr>
<td></td>
<td>Cruiser replacement is a budgeted, annual item. However, Selectmen and Town Manager have encouraged the CPC and Police Chief to formally review this request annually. This replacement will be a 4 wheel/ AWD SUV vehicle to allow all weather response and is replacing a significantly aged vehicle. CPC and Chief have discussed alternating or balancing vehicle replacements between the SUV and sedan styles which offers a nominal ($3,000 per vehicle) potential for savings in a future year. CPC has also considered some opportunity over the five (5) year planning cycle to potentially defer a replacement for up to six (6) months as a savings or cost efficiency opportunity.</td>
<td></td>
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<tr>
<td>Fire Dept</td>
<td>Replace Primary Response Apparatus</td>
<td>$585,000</td>
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</tbody>
</table>
|             | Fire Chief requested the purchase of a new pumper apparatus which would replace Engine 1 as the primary response apparatus for most emergencies and also replace Engine 4 as the primary response engine for times when snow, ice or weather limit access. The new pumper would be an AWD vehicle to allow access to the long, steep, hilly or
sharply curved driveways in the town. This new vehicle will a.) reduce the department’s reliance on the aging Engine 1 by moving it to a secondary role and b.) provide greater capability of getting manpower and equipment to the scene of a fire so that the department can operate more safely and efficiently. An Assistance to Firefighters FEMA grant has been applied for to potentially offset some of the purchase costs. However, this is not assured and given critical need, a full request for the replacement cost is presented. This request is consistent with timing presented in last year’s plan and costs estimate is actually lower ($650,000).

<table>
<thead>
<tr>
<th>School</th>
<th>Replacement of Wooden Play Structure (Sawyer School)</th>
<th>$30,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The request is relative to the replacement of the playground structure currently situated along the gravel road connecting Sawyer School with the rear of Emerson School. The current playground structure was developed and installed in conjunction with Sawyer School’s development, in or around 1993, and as such is approximately 20 years old. While not past its useful life, the Capital Planning Committee (“CPC”) understands that fundraising efforts relative to the proposed replacement have aggregated $120,000, compared with the $150,000 total estimated cost of replacement. Such fundraising efforts indicate the fundraisers’ demand of this item; further, the CPC believes the $30,000 delta necessary to complete the capital stack relative to this item compares favorably to the $150,000 asset from which the fundraisers, and town will benefit.</td>
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</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Flooring Replacement at Sawyer &amp; Emerson Schools, ($120,000 request; spread equally between Current and Next Fiscal Years)</th>
<th>$60,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>William Cleary, NRSD Facilities Manager, proposes continued programmatic replacement of linoleum and carpeted sections of flooring at Sawyer and Emerson schools, and has estimated a $120,000 total cost, to be divided equally between the current and next fiscal years. The CPC noted moderate wear of carpeted classrooms, and significant wear of linoleum, especially in highly-trafficked hallway areas where building seams were located. Most necessary repairs were located in Sawyer School hallway areas, and repairs are deemed necessary.</td>
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<table>
<thead>
<tr>
<th>School</th>
<th>Door Hardware Replacement (Sawyer School)</th>
<th>$22,500</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The CPC toured Sawyer School with Mr. Cleary and observed failing hardware and locks throughout Sawyer School’s interior. The same presents regular maintenance costs, as well as safety concerns (e.g. doors are no lockable without keys, presenting emergency lock-down challenges) which render this request necessary.</td>
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</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Re-Key Building (Sawyer and Emerson Schools)</th>
<th>$22,500</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Given the age of the building, regular replacement of security keys and access points is deemed necessary from a security standpoint. The same have not been completed since the property was developed, circa 1993.</td>
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</table>

**Necessary Can Wait – $104,800**

<table>
<thead>
<tr>
<th>Department</th>
<th>Item Description</th>
<th>Funding Requested</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW</td>
<td>Fire Station Furnace Replacement</td>
<td>$18,000</td>
<td>This request is to replace two hot air furnaces at the Fire Station. These are located in the old section of the building. The hot air furnaces are at the end of their useful life due to age. It was determined they needed to be replaced by their age and recommendation from professionals. If they are not replaced they could eventually fail. The useful life of a new furnace is 20 years.</td>
</tr>
</tbody>
</table>
This request was determined to be necessary but can wait because the current furnaces are functioning but do need to be replaced soon based on their age. The benefit of replacing the current furnaces is an improvement in efficiency. This would lower the cost to run the furnace over the year and decrease the budget for fuel.

<table>
<thead>
<tr>
<th>School</th>
<th>Update heating control system in 22/52 wing of Emerson</th>
<th>$30,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This expense is to upgrade the heating control system in the 52/22 wing of Emerson. The current heating system only has a single zone so there is a wide range of temperatures throughout the building (i.e. some rooms are very hot and others are very cold). This upgrade will split the wings into multiple zones to allow for more accurate heat distribution. While this item is categorized as Necessary Can Wait, we recommend that this be done as soon as possible. With the rising cost of energy, the town must take advantage of any improvements that can be made in energy efficiency. The quicker these improvements are made, the quicker we will recoup costs through savings. In this case, not having the ability to control the temperature in different parts of the building leads to an inaccurate picture of energy usage in the building and most likely wastes heat.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>School</th>
<th>New classroom intercom system in Emerson</th>
<th>$15,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This expense is to replace the existing building intercom with a new system that can be integrated into the school’s phone system. The current intercom, while operational, is outdated and does eventually need to be replaced.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DPW</th>
<th>Library Repairs</th>
<th>$48,500</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DPW Department head presented a menu of potential repairs and upgrades to the Library none of which were formally presented to the CPC as recommended or endorsed by the Library Board or the Friends of the library. Evidence of wood rot, paint peeling and roof damage was specifically presented that suggests up to $24,000 of the above request is “Necessary but can wait” based on budget challenge. Other improvements including humidifying equipment and the sealing of exterior shake shingles were presented though DPW head indicated they were not supported by Library groups. The CPC recommends further study/documentation of their need and cost should be done jointly among the Town DPW and the Library’s governing group.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>EMS</th>
<th>Ambulance Replacement</th>
<th>$250,000</th>
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<tbody>
<tr>
<td></td>
<td>CPC commends EMS lead for significant forethought in presentation of request. Ambulance replacement will require a longer lead time given customization of vehicle body and equipment. Further, EMS lead advised that additional regulation may require more robust vehicle fit out (cost) when formally ordered. Current Ambulance and EMS operation receives funding from a revolving type fund through which billings/insurance reimbursements flow. EMS lead did acknowledge purchase could be deferred as mileage and use has not reached end of useful life/expected life thus CPC rating. This proposal was not in the prior five (5) year plan presented. EMS lead and CPC did also discussed her desire to hold current vehicle vs. trade in ($30-$40,000) for use as a back up in the event primary vehicle were out of service for repair. Currently, Town of Bolton EMS relies on a local mutual aid sharing of a back up vehicle, private third party hire or alternate town response if the Town of Bolton vehicle is out of service. EMS lead described this as working well, now. Retaining the</td>
<td></td>
</tr>
</tbody>
</table>

129
A second vehicle would require a garage facility and was preliminarily estimated at a cost of $50,000 (included in $250,000) plus annual maintenance to the town. CPS recommends this proposal be further studied including all options and defers a formal rating of this proposal.

| Friend of Florence Sawyer School | Supplemental funding for playground replacement | $30,000 | CPC reviewed and discussed FSS Friends request of Town Select Board for incremental funding needed to fully realize goal of removing and replacing existing play area equipment at FSS. Existing equipment is aged and does not allow easy line of site or as safe and secure an experience as a new play yard as proposed will.

CPC recognized strong community support, significant ongoing private fund raising success, urgency to begin project timely and early verbal support of certain members of both the Select Board and Advisory Committee. CPC supports with rating above as this expense could be deferred to meet other more pressing Town commitments. Request was not previously part of five (5) year plan.

| School | Hot Water Boiler Replacement (Sawyer School) (Necessary?) | $35,000 | The CPC toured the hot-water boiler system on the second floor of Sawyer School. The system is in working order, and was running without issue at the time of CPC’s visit. However, the School’s insurance agent has recently inspected the system, and due to its age, has recommended replacement. An insurance premium given the system’s age and the agent’s recommendation has not yet been assessed; however, so as to prevent potentially increased insurance costs, and to maximize system efficiency and minimize boiler repairs and potentially down-time, replacement as requested is advised.

**Nice – $397,500**

<table>
<thead>
<tr>
<th>Department</th>
<th>Item Description</th>
<th>Funding Requested</th>
<th>Reason</th>
</tr>
</thead>
</table>
| DPW        | Horse Ring Field Improvements | $356,000 | This request is for the current Horse Ring field to be made into a usable athletic field for future towns people use. There is a shortage of athletic fields in town and increased participation in many sports. The current field needs to be completely resurfaced to be made safe for many leagues to use throughout the year. The useful life of this project is determined to be 50 years.

It is the CPCs determination that this request is in the category of nice to have, because although there may not be an abundance of playing fields in town, there are still many playing fields and places for leagues to conduct their games and practices. If this field is not upgraded in the near future it will not affect the town greatly, it would just reduce the number of usable athletic fields.

An interview was conducted with parks and recreation committee, here is the conversation so all the details in their perspective are made available.

(CPC): We would like to understand exactly what the planned use of this new field would be?

(P&R): This is not a new field. The Horse Ring has been used for many years for soccer, until Forbush was brought on line a few years back. Other sports have grown as the towns population has grown. The past
couple of years it’s been used by the Lacrosse organizations as well as soccer. The field conditions are a bit hazardous with bumps and divots and we’ve had a couple of ankle sprains, so we were interested in leveling and resurfacing the field to make it a safer place to play.

Use of the field: Continued use by the Lacrosse organization (spring season, but fall play) as well as Nashoba United Soccer (spring and fall soccer as well as Bolton Youth Soccer Overflow), Over the Hill soccer (2 leagues - Men over 40 and men over 50 - spring and fall league), Ultimate Frisby (summer league) - adult pick-up soccer (summer).

(CPC): How many fields and types of fields will you get out of this space?

(P&R): There is a range of length vs width for regulation fields. With the survey we had engineered, we could fit one full-size regulation Lacrosse or Soccer field, or, lining the field perpendicular to the full size field, we could fit 2 regulation youth size fields.

(CPC): Do you currently have an idea of how many leagues and teams would use this new field?

(P&R): Spring/Fall - Lacrosse 5-6 Youth teams (also currently use this field)
Spring/Fall - Nashoba United Soccer (There are about 10 teams - some currently use this space, some share small spaces when available in other towns - some rent at the high school when available)
Spring/Fall - 2 Men's Over-the-Hill league teams - currently no space to practice and rent the high school field for Sunday games
Summer - Ultimate Frisby (one team 2X a week)
Summer - adult soccer pick-up - 2X per week
Summer - Forbush has been closed for the months of July and half of August for the past couple of years for damaged areas to regrow. There are over 500 children on in everyday from April thru June

(CPC): What would be the impact if the new field was not funded?

(P&R): More injuries - and leagues paying to use the high school field (which is not too much better - since they give them the old soccer field with no grass). These leagues are willing to pay a fee to use the field if they are in good condition.

School | AC for Classroom Space (Sawyer School) | $375,000

William Cleary discussed this capital item as being considered for the prior fiscal year, but ultimately pulled from his schedule of requests. Mr. Cleary discussed the item as being an attractive asset during limited warm-weather periods in the end and beginning of the school calendar, and as being attractive during the summer months when maintenance/repair personnel occupy the school. The CPC deems the request unnecessary, and additionally cites the $375,000 cost as being significant, and better used throughout the schools’ other more pressing, and relevant needs.
TREASURER / COLLECTOR / HR DIRECTOR
Donna A. Madden, Treasurer/Collector/HR Director
Ninotchka Rogers, Assistant Treasurer/Collector

Financial Statement
July 1, 2012 to June 30, 2013

Salary
Treasurer / Collector/HR Director - Wages $74,921.60
Staff – Wages $28,652.00

Unexpended balance returned to general fund $103,573.60
$  0.40

Expenses
Appropriated

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<td>Postage</td>
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<td>Tax Taking</td>
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<td>Bank Charges</td>
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<td>In-State Travel</td>
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<td>Dues</td>
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<td>Meetings</td>
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Unexpended balance returned to general fund $33,140.00

$  0.00
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<th>Refunded</th>
<th>Abated</th>
<th>Collected</th>
<th>Balance 6/30/13</th>
<th>Outstanding 7/1/11</th>
<th>Committed</th>
<th>Abated</th>
<th>Collected</th>
<th>Balance 6/30/13</th>
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<td>FARM EXCISE</td>
<td>MOTOR VEHICLE EXCISE</td>
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# TOWN OF BOLTON
## TRUST FUNDS

*July 1, 2012 - June 30, 2013*

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**Total Wages** $2,831,120.00
## Total Outstanding Long Term Debt
### As of June 30, 2013

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**Total** $14,750,000.00

**$3,894,957.50**

**$18,644,957.50**

### Par Amounts of Selected Issues

- December 15, 2000 School Remodeling 760,000.00
- December 15, 2000 Landfill & Transfer Station 342,000.00
- December 15, 2000 Land Acquisition 363,000.00
- July 11, 2005 Adv Refinance of 6/98 School 2,649,900.00
- July 11, 2005 Adv Refinance of 6/98 Decontamination 70,100.00
- June 15, 2006 Land Acquisition 990,000.00
- June 15, 2007 School Wastewater Treatment Plant 1,750,000.00
- April 1, 2008 Library 2,061,000.00
- April 1, 2008 Public Safety 324,000.00
- April 1, 2009 Library 668,000.00
- April 1, 2009 Public Safety 1,056,000.00
- April 1, 2009 Public Safety II 196,000.00
- October 1, 2009 Public Safety 3,520,000.00

**$14,750,000.00**
REPORT OF THE TOWN ACCOUNTANT
FOR THE FISCAL YEAR ENDING JUNE 30, 2013

The following is a list of all receipts and expenditures as per warrants, for ALL FUNDS, for the period beginning July 1, 2012 through June 30, 2013.

**RECEIPTS - GENERAL FUND**

**INCOME FROM TAXATION:**

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| Penalties & Interest Real & Personal    | $47,284.64  |
| Penalties & Interest Tax Lien           | $46,346.28  |
| Penalties & Interest Motor Vehicle Excise| $3,439.35  |
| **Total**                               | **$97,070.27** |

**CHARGES & FEES:**

<p>| Landfill                                | $93,535.25  |
| Tax Collector                           | $25,119.17  |
| Rentals                                 | $13,000.00  |
| Police Admin Fees                       | $8,889.75   |
| Town Clerk                              | $8,257.96   |
| COA Van Fees                            | $4,434.85   |
| Police                                  | $3,218.50   |
| Cemetery                                | $2,650.00   |
| Planning                                | $2,647.63   |
| Treasurer                               | $2,585.18   |
| Registry Release Fees                   | $2,470.11   |
| Conservation Fees                       | $2,270.14   |
| Library                                 | $2,162.49   |
| Assessors                               | $521.00     |
| Dog Fines                               | $520.00     |
| Nashoba Board of Health                 | $500.00     |
| Selectmen                               | $5.00       |
| Parks                                   | ($960.00)   |
| Board of Appeals                         | $1,323.51   |
| <strong>Total</strong>                               | <strong>$173,152.54</strong> |</p>
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<th>LICENSES &amp; PERMITS:</th>
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<tr>
<td>Building</td>
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<td>BOS Other Licenses</td>
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<td>Driveway Permits</td>
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<td>Trench</td>
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<th>INCOME FROM STATE:</th>
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<tr>
<td>Construction of School Projects</td>
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<td>Lottery</td>
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<td>Veterans Benefits</td>
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<td>Court Fines</td>
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<td>Parking Fines</td>
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<th>MISCELLANEOUS:</th>
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<td>Earnings on Investments</td>
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<td>Miscellaneous Revenue</td>
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<td>Transfer from Rec. Reserved for Approp.</td>
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<tr>
<td>Transfer from State Grants Fund</td>
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<td>Transfer from Revolving Fund</td>
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**RECEIPTS - HIGHWAY FUND**

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<tr>
<th>RECEIPTS:</th>
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<tr>
<td>Chapter 90</td>
<td>$360,704.14</td>
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<th>TOTAL RECEIPTS - HIGHWAY FUND</th>
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<td><strong>Total</strong></td>
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**RECEIPTS - STATE GRANTS FUND**

<table>
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<tr>
<td>Conservation Appraisal</td>
<td>$95,606.00</td>
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<td>MEMA</td>
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<td>State 911</td>
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<td>Library State Aid</td>
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<td>Council on Aging</td>
<td>$5,348.00</td>
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<td>Arts Lottery Council</td>
<td>$3,878.83</td>
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<td>Bulletproof Vests</td>
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<td>Selective Enforcement</td>
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<td>Mass Region 2 Health Grant</td>
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<td>Emergency Management</td>
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<td>Fire VFA Grant</td>
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<td>Extended Polling Hours</td>
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<thead>
<tr>
<th>TOTAL RECEIPTS - STATE GRANTS FUND</th>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td>Ambulance</td>
<td>$126,004.98</td>
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<td>Charges for Services</td>
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<td>Interest</td>
<td>$1,873.81</td>
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<td><strong>TOTAL RECEIPTS - RECEIPTS RESERVED FOR APPROPRIATION</strong></td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>Cingular Tower Funds</td>
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<td>Police Outside Details</td>
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<td>Ambulance Donations</td>
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<td>275th Donations</td>
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<td>Selectmen Gift</td>
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<td>Insurance Recovery</td>
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<td>COA Donations</td>
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<td>Park &amp; Recreation Gift</td>
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<td>Recycling</td>
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<td>Library Memorial Fund</td>
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<td>DARE Gift</td>
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<td>Law Enforcement</td>
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<td><strong>TOTAL RECEIPTS - REVOLVING FUNDS</strong></td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Century Mill Estates Peer Review</td>
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<tr>
<td><strong>TOTAL RECEIPTS - CONSULTANT FUND</strong></td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Transfer from General Fund</td>
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<tr>
<td><strong>TOTAL RECEIPTS - CAPITAL PROJECTS FUND</strong></td>
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### RECEIPTS - EXPENDABLE TRUST FUNDS

**RECEIPTS:**

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<td>Stabilization</td>
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<td>Affordable Housing</td>
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<td>Cemetery Perpetual Care</td>
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<td>Conservation</td>
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<td>M. Edes</td>
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<td>Joan Sullivan</td>
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<td>Dewhurst, Fire</td>
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<tr>
<td>Whitcomb</td>
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<td>Dewhurst, Police</td>
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<td>Brown Library</td>
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<td>Bolton History</td>
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<td>Sign Fund</td>
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<td>Lucy Bowen Library</td>
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**TOTAL RECEIPTS - EXPENDABLE TRUST FUNDS** $5,643.62

**TOTAL RECEIPTS - ALL FUNDS** $21,250,962.18
TOWN OF BOLTON
As of June 30, 2013

Balance Sheet - General Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Cash - Unrestricted Checking</td>
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<td>2009</td>
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<td>2013</td>
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<td>2008</td>
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<td>2009</td>
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<td>2013</td>
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<td>2010</td>
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<td>Tax Lien Receivable</td>
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<td>Supplemental Tax Receivable</td>
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<td>2007</td>
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<td>2013</td>
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<td>Farm Animal Excise Receivable:</td>
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<tr>
<td>2010</td>
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<tr>
<td>Tax Foreclosures</td>
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<tr>
<td>Warrants Payable</td>
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<td>Medicare Withholding</td>
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<td>Accrued Payroll</td>
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<td>Deferred Revenue - Real Estate &amp; Pers. Prop.</td>
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<td>Deferred Revenue - Tax Liens</td>
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<td>Deferred Revenue - Tax Foreclosures</td>
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<tr>
<td>Deferred Revenue - Motor Vehicle Excise</td>
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<td>Deferred Revenue - Farm Animal Excises</td>
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Balance Sheet - Highway Fund

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<th>Amount</th>
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<tbody>
<tr>
<td>Cash - Unrestricted Checking</td>
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<tr>
<td>F/B Designated State Grant</td>
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<tr>
<td><strong>Total</strong></td>
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### Balance Sheet - State Grant Fund

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<td>Cash - Unrestricted Checking</td>
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<td>Warrants Payable</td>
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<td>F/B Library State Aid</td>
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<td>F/B Emergency Preparedness</td>
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<td>F/B MASSGIS</td>
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<td>F/B Community Policing</td>
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<td>F/B Clean Energy</td>
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<td>F/B Selective Enforcement Grant</td>
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<td>F/B Bulletproof Vests</td>
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### Balance Sheet - Receipts Reserved for Appropriation

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<td>Ambulance Receivable</td>
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<td>F/B Deferred - Ambulance</td>
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### Balance Sheet - Revolving Fund

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<td>Accrued Payroll</td>
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<tr>
<td>Deferred Revenue - Departmental</td>
<td>$25,760.00</td>
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<tr>
<td>F/B Cingular Tower Funds</td>
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<tr>
<td>F/B Cable</td>
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<tr>
<td>F/B Conservation Wetland Fees</td>
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<td>F/B Ambulance Donations</td>
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<td>F/B Bolton Fair Lease</td>
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<td>F/B Municipal Software Revolving</td>
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<td>F/B Recycling Programs</td>
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<td>F/B Park &amp; Recreation Gift</td>
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<tr>
<td>F/B Library Memorial Fund</td>
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<td>F/B 275th Donation</td>
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<td>F/B COA Donations</td>
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<td>F/B Police Gift</td>
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<td>F/B Highway Gift</td>
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<td>F/B DARE Gift</td>
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<td>F/B Fire Donations</td>
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<td>F/B Bolton Flag Fund Gift</td>
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<td>F/B World War II Memorial Gift</td>
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<td>F/B Conservation Vernal Pool</td>
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<tr>
<td>F/B Eagle Scout Gift</td>
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<td>F/B Selectmen Gift</td>
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# Balance Sheet - Consultant Revolving Fund

<table>
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<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>F/B Century Mill Estates Peer Review</td>
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<tr>
<td>F/B Houghton Farm Peer Review</td>
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<tr>
<td>F/B Cons. Wetlands and Wildlife Inc.</td>
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<td>F/B Heritage Properties</td>
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<td>F/B Sunset Ridge</td>
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<td>F/B 34 Fox Run</td>
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# Balance Sheet - Capital Projects Fund

<table>
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<td>Cash</td>
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<td>BAN's Payable</td>
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<tr>
<td>F/B Wastewater Treatment Plant</td>
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<tr>
<td>F/B Library Renovation/Expansion</td>
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<tr>
<td>F/B Public Safety Center</td>
<td>$3,903.85</td>
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<td>F/B Pagers</td>
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<td>F/B Public Safety Software</td>
<td>$853.43</td>
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<td>F/B Defibrillators</td>
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<td>F/B Chipper</td>
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<td>F/B DPW Truck</td>
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<tr>
<td>F/B Sanding Truck</td>
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<td>F/B Weatherbee</td>
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<td><strong>Total</strong></td>
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# Balance Sheet - Non-Expendable Trust Fund

<table>
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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Cash - Restricted Savings</td>
<td>$68,270.13</td>
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<tr>
<td>F/B Cemetery Perpetual Care Principal</td>
<td>$30,724.13</td>
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<tr>
<td>F/B Houghton High School</td>
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<tr>
<td>F/B M. Edes Scholarship</td>
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<td>F/B Whitcomb Benevolent</td>
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<td>F/B Sullivan Scholarship</td>
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<tr>
<td>F/B G. Brown Library</td>
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<tr>
<td>F/B G. Brown School</td>
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<td>F/B Nursing</td>
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# Balance Sheet - Expendable Trust Fund

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<th>Item</th>
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<tr>
<td>Cash - Investment</td>
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<tr>
<td>F/B Stabilization Fund</td>
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<td>F/B Affordable Housing Trust</td>
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<td>F/B Conservation Fund</td>
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<td>F/B Nursing</td>
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<td>F/B Cemetery Perpetual Care Income</td>
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<td>F/B Dewhurst, Fire</td>
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<td>F/B Joan Sullivan Scholarship</td>
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<td>F/B Dewhurst, Police</td>
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<td>F/B Houghton School Fund</td>
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<td>F/B Gordon Brown School</td>
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<td>F/B Gordon Brown Library</td>
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<td>F/B Sign Fund</td>
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<td>F/B Whitcomb Benevolent Fund</td>
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<td>F/B Lucy Bowen Library</td>
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**Total:** $1,174,259.36
## Balance Sheet - Agency Fund

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<td>Planning Board Escrow - Lot 56A Century Mill Estates</td>
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<td>Planning Board Escrow - Houghton Farm</td>
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<td>Planning Board Escrow - Steven Venincasa</td>
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<td>Planning Board Escrow - 19 Whitcomb Driveway Dutcher</td>
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<td>Planning Board Escrow - Hudson Rd. Common Driveway</td>
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<td>Planning Board Escrow - 31A Oak Trail Driveway</td>
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<td>Planning Board Escrow - Elworthy Driveway</td>
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<td>Planning Board Escrow - 32 Harvard Rd</td>
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<td>Planning Board Escrow - 3 Twin Maple</td>
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<td>Conservation Escrow - Century Mill Estates</td>
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<td>Conservation Escrow - Maher Bylaw</td>
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<td>Conservation Escrow - Ragozzino OOC 112-53S</td>
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$321,718.67 $321,718.67

## Balance Sheet - Long Term Debt Group

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<th>Account Description</th>
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<tr>
<td>Loans Authorized &amp; Unissued</td>
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<td>Amount to be Provided for Payment</td>
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<td>Bonds Payable - Public Safety Center</td>
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<td>Bonds Payable - Library Exp/Renovation</td>
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<td>Bonds Payable - Refunding</td>
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<td>Bonds Payable - Emerson Remodeling</td>
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<td>Bonds Payable - Landfill Closure</td>
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<td>Bonds Payable - Nashwa Realty Land</td>
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<td>Bonds Payable - Barrett's Hill Land</td>
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<td>Bonds Payable - Savignonan Land</td>
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<td>Bonds Payable - Sawyer Repairs</td>
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$15,166,800.00 $15,166,800.00
## TOWN OF BOLTON

**Encumbrances and Carry Forwards to Fiscal Year 2014**

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<tr>
<th>Category</th>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
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<tr>
<td>Town Administrator</td>
<td>Purchase of Services</td>
<td>0200-10-123-52-52000-ENC0</td>
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<td>Purchase of Services</td>
<td>0200-10-161-52-52000-ENC0</td>
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<td>Conservation</td>
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<td>0200-10-171-58-58000-ART0</td>
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<td>Conservation</td>
<td>Fyleshire Dam Lowering Art. 14 5/12</td>
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<td>Conservation</td>
<td>Equipment</td>
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<td>Planning</td>
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<td>Planning</td>
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<td>Supplies</td>
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<td>Maintenance</td>
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<td>Fire</td>
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<td>0200-20-220-58-58100-ART0</td>
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<td>Water Holes</td>
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<td>Tree Warden</td>
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<td>Training</td>
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<td>School</td>
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<td>Tree Replacement Art 10 5/06, Art. 5/09</td>
<td>0200-60-691-58-58000-ART0</td>
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**Total Encumbered and Carried Forward**

$525,651.04

**Encumbrances**

$30,613.55

**Articles**

$495,037.49

**Total**

$525,651.04
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<th>Transfer Out</th>
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<th>Total Salary</th>
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155
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<th>Category</th>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
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<tr>
<td>Election Wages</td>
<td>Wage Appropriations</td>
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TOTAL PROTECTION OF PERSONS & PROPERTY

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| Nurse Expense | Expense Approp. | $4,774.00 | $4,774.00 |
| TOTAL HEALTH | Expenses | $45,981.05 | $45,981.05 |
| CHARITIES &amp; VETERANS | Salary Approp. | $35,063.00 | $32,790.76 |
| Council on Aging Salary | Transfer out | ($52,000.00) | ($52,000.00) |
| | Salary | $33,063.00 | $32,790.76 |
| Council on Aging Expenses | Expense Approp. | $10,916.00 | $10,916.00 |
| Veterans Salary | Expense Approp. | $4,504.00 | $4,503.96 |
| | Salary | $4,504.00 | $4,503.96 |
| Veterans Expense | Expense Approp. | $2,400.00 | $3,110.05 |
| | Transfer in | $1,500.00 | $1,500.00 |
| | Expenses | $3,900.00 | $3,110.05 |
| Housing Authority | Expense Approp. | $200.00 | $0.00 |
| TOTAL CHARITIES AND VETERANS | Expenses | $51,320.77 | $51,320.77 |
| CULTURE &amp; RECREATION | Salary Approp. | $238,752.00 | $226,468.94 |
| Library Salaries | Transfer out | ($100,740.00) | ($100,740.00) |
| | Salaries | $228,012.00 | $226,468.94 |
| Library Expense | Expense Approp. | $137,047.00 | $121,000.63 |
| Recreation Wages | Wage Approp. | $8,134.00 | $9,058.92 |
| | Transfer in | $1,200.00 | $1,200.00 |
| | Wages | $9,334.00 | $9,058.92 |
| Recreation Expense | Expense Approp. | $12,900.00 | $9,122.13 |
| | Transfer out | ($1,400.00) | ($1,400.00) |
| | Expenses | $11,500.00 | $9,122.13 |
| Parks Expense | Expense Approp. | $2,948.00 | $3,096.29 |
| | Transfer out | $200.00 | $200.00 |
| | Expenses | $3,148.00 | $3,096.29 |
| Historical Commission | Expense Approp. | $6,250.00 | $6,220.87 |
| Memorial Day | Expense Approp. | $1,500.00 | $1,299.54 |
| TOTAL CULTURE &amp; RECREATION | Expenses | $376,267.32 | $376,267.32 |</p>
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<tr>
<td></td>
<td>Expenses</td>
<td>$32,205.00</td>
<td>$31,862.00</td>
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<td>Unemployment</td>
<td>Expense Approp. Expenses</td>
<td>$100.00</td>
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<tr>
<td>Health Ins. - Town Share</td>
<td>Expense Approp. Transfer out</td>
<td>(12,600.00)</td>
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<td></td>
<td>Expenses</td>
<td>$407,400.00</td>
<td>$374,986.81</td>
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<td>Category</td>
<td>Expense Approp.</td>
<td>Expenses</td>
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<tr>
<td>---------------------------</td>
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<tr>
<td>Life Insurance - Town Share</td>
<td>$1,350.00</td>
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<tr>
<td>Medicare Ins. - Town Share</td>
<td>$41,410.00</td>
<td>Transfer out</td>
<td>$(1,000.00)</td>
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<tr>
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<td>Expenses</td>
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<tr>
<td>Other Insurance</td>
<td>$60,847.00</td>
<td>Transfer out</td>
<td>$(52,000.00)</td>
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<td>Expenses</td>
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<tr>
<td>Transfer out</td>
<td>$105,565.00</td>
<td>Expense Approp.</td>
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<tr>
<td></td>
<td></td>
<td>Expenses</td>
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</tr>
<tr>
<td>TOTAL UNCLASSIFIED</td>
<td></td>
<td></td>
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<tr>
<td>CURRENT YEAR EXPENDITURE TOTAL</td>
<td></td>
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</table>

ENCUMBRANCES & CARRY FORWARDS FROM FISCAL YEAR 2012

<table>
<thead>
<tr>
<th>Category</th>
<th>Expense Balance Expenses</th>
<th>Expenses</th>
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<tbody>
<tr>
<td>Prior Year Bills</td>
<td>$666.85</td>
<td>$666.85</td>
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<tr>
<td>Selectmen</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
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<tr>
<td>Town Administrator</td>
<td>$45.65</td>
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<tr>
<td>GIS STM 11/98 #7</td>
<td>$4,462.01</td>
<td>$4,462.00</td>
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<td>MIS</td>
<td>$1,994.69</td>
<td>$1,959.44</td>
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<td>Town Clerk</td>
<td>$3,242.00</td>
<td>$2,082.00</td>
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<td>Project Description</td>
<td>Expenses Balance Expenses</td>
<td>$3,680.00</td>
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<tr>
<td>----------------------------------------------------------</td>
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<tr>
<td>Fyefshire Dam Phase II ATM 5/09 #8</td>
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<tr>
<td>Fyefshire Dam Lowering ATM 5/12 Art. 14</td>
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<td>$250,000.00</td>
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<tr>
<td>Master Plan Enhancements ATM 5/10 #9</td>
<td>$787.84</td>
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<tr>
<td>Web-based Municipal Software ATM 5/10 #6</td>
<td>$700.00</td>
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<tr>
<td>Town Buildings</td>
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<td>$11,037.01</td>
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<tr>
<td>SCBA and Turnout Gear ATM 5/12 Art. 5</td>
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<td>$178,450.00</td>
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<td>Ambulance</td>
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<td>$3,166.42</td>
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<td>School Space Needs 5/06 #5</td>
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<td>$10,000.00</td>
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<td>Playground Equip 5/13 #24</td>
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<td>$30,000.00</td>
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<td>Gas Spill Cleanup Continued ATM 5/08 #18</td>
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<td>$4,830.77</td>
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<td>Sugar Road Culverts ATM 5/12 Art. 6</td>
<td>Expense Balance Expenses</td>
<td>$100,000.00</td>
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<tr>
<td></td>
<td>Transfer out</td>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>550 Sugar Road Culvert ATM 5/13 #23</td>
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<td>$62,860.00</td>
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<td>Parks</td>
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<td>$3,627.75</td>
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<tr>
<td>Tree Replacement 5/06 #10</td>
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<td>$3,262.34</td>
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**TOTAL ENCUMBRANCES FROM FISCAL YEAR 2011**

$279,690.58

**TOTAL EXPENDITURES - GENERAL FUND**

$19,998,974.90
EXPENDITURES - HIGHWAY GRANT FUND

EXPENSES:
Chapter 90 $254,538.99

TOTAL EXPENDITURES - HIGHWAY FUND $254,538.99

EXPENDITURES - STATE GRANTS FUND

EXPENSES:
State 911 $43,534.29
Council on Aging $5,233.73
Selective Enforcement $2,327.65
Mass Region 2 Health $2,069.71
Extended Polling $1,939.00
Arts Lottery Council $1,868.57
Library State Aid $1,467.64
Fire VFA $956.50
Bulletproof Vest $851.20
Community Policing $212.95
Conservation Appraisal ($725.00)
Transfer to General Fund $54,208.51

TOTAL EXPENDITURES - STATE GRANTS FUND $113,944.75

EXPENDITURES - RECEIPTS RESERVED FOR APPROPRIATION

EXPENSES:
Transfer to General Fund - Ambulance $116,000.00

TOTAL EXPENDITURES - RECEIPTS RES. FOR APPROP. $116,000.00

EXPENDITURES - REVOLVING FUNDS

EXPENSES:
Police Outside Details $102,433.00
Cable Gift $89,000.00
Ambulance Gift $8,936.51
Municipal Software $6,803.48
Recycling Revolving $3,154.00
Selectmen Gift $2,595.00
COA Gift $588.00
275th Gift $329.17
DARE Gift $275.00
Insurance under $10K $240.68
Conservation Wetlands $29.78
Transfer to General Fund - Miscellaneous $150,000.00

TOTAL EXPENDITURES - REVOLVING FUNDS $364,384.62
### EXPENDITURES - CONSULTANT FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Century Mill Estates</td>
<td>$9,695.00</td>
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**TOTAL EXPENDITURES - CONSULTANT FUNDS**

$9,695.00

### EXPENDITURES - CAPITAL PROJECT FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Public Safety Center</td>
<td>$9,891.57</td>
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<tr>
<td>Library Expansion/Construction</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>Emerson Well</td>
<td>$3,136.01</td>
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<tr>
<td>Defibrillators</td>
<td>$1,706.40</td>
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<tr>
<td>Weatherbee Conservation Restriction</td>
<td>$725.00</td>
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</table>

**TOTAL EXPENDITURES - CAPITAL PROJECT FUNDS**

$19,358.98

### EXPENDITURES - EXPENDABLE TRUST FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dewhurst, Fire</td>
<td>$2,499.00</td>
</tr>
<tr>
<td>Edes Fund</td>
<td>$250.00</td>
</tr>
<tr>
<td>Joan Sullivan</td>
<td>$250.00</td>
</tr>
<tr>
<td>Dewhurst, Police</td>
<td>$215.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES - EXPENDABLE TRUST FUNDS**

$3,214.00

**TOTAL EXPENDITURES - ALL FUNDS**

$20,880,111.24
TOWN CALENDAR AND OTHER HELPFUL INFORMATION

Advisory Committee
Meet on Tuesday as needed, 7:00 p.m. 779-2297
Agricultural Commission
Meet on the 3rd Tuesday, 7:30 p.m. 779-2297
Animal Control Officer
Contact Dispatcher 779-2276
Appeals, Board of Assessors
Meet on the 1st and 3rd Wednesday as needed, 7:30 p.m. 779-3308
Meet on Tuesday, 6-8:00 p.m. by appointment, 779-5556
Building Inspector
Town Hall (Monday, Wednesday & Saturday 8-9:00 a.m., Tuesday 7-8:00 p.m.) 779-2297
or call the building inspector’s office and leave a message 779-3312
Capital Planning Committee
Meet the 2nd and 4th Monday 779-2297
Cemetery Committee
779-6402
Conservation Commission
Meet on the 1st and 3rd Tuesday, 7:00 p.m. 779-3304
Meet on the 1st Tuesday, 10:00 a.m. 779-3313
Council on Aging
Senior Center open Tuesday, Wednesday & Thursday 10:00 a.m. to 2:00 p.m.
Economic Development Committee
Meet the 1st and 3rd Monday, 7:00 p.m. 779-3308
Emergency Management Co-Directors
779-2276
Energy Committee
Meet the 3rd Wednesday 779-2297
Fire Department
Meet at Fire Station, Tuesday, 7:00 p.m. 779-2203
Health, Board of
Meet on the 2nd and 4th Tuesday, 6:30 p.m. 779-3301
Historical Commission
Meet on the 1st and 3rd Wednesday, 6:30 p.m. 779-5022
Housing Authority
Meet as needed 779-2297
Library Trustees
Meet monthly 779-2839
Nashoba Regional School Committee
Meet Alternate Thursdays, 6:00 p.m. 779-0539
Nurse, Town and At Bolton Country Manor, 3rd Thursday 9 to 11:30 a.m.
Tamara Bedard 978-772-3335, ext. 340; 800-427-9762
Meet 1st Monday, Town Hall, 7:30 p.m. 779-2297
Planning Board
Meet 2nd & 4th Wednesday, 7:30 p.m. 779-3308
Police Department - Dispatcher – Police & Fire Information (non-emergency) 779-2276
Public Ways Safety Committee
Meet on the 2nd and 4th Wednesday, 7:00 p.m. 779-2297
779-6402
Public Works, Department of
Selectmen, Board of
Meet Alternate Thursdays, 7:00 p.m. 779-2297
Tax Collector, Assistant
Ninotchka Rogers 779-6116
Town Clerk
Pam Powell 779-2771
Town Accountant
Julie Costello 779-3310
Town Administrator
Donald Lowe 779-3300
Town Planner (Planning Board, Board of Appeals)
Erica Uriarte 779-3308
Town Secretary
Linda Day 779-2297
Treasurer
Donna Madden 779-3310
Tree Warden
Mark Caisse 779-6402
Veterans Agent
James Cabral 838-2442

IN CASE OF EMERGENCY

Ambulance............911
Fire............911
Police............911

POISON INFORMATION CENTER 1-800-222-1222
TOWN HALL HOURS

Monday
Tuesday
Tuesday evening
Wednesday
Thursday
Friday

9 a.m. to 2:30 p.m.
9 a.m. to 4:00 p.m.
6-8:00 p.m.
9 a.m. to 2:30 p.m.
9 a.m. to 2:30 p.m.
CLOSED

BUILDING INSPECTOR

Building Inspector
Monday, Wednesday and Saturday morning at Town Hall
Tuesday evening at Town Hall

8 a.m. to 9:00 a.m.
7 p.m. to 8:00 p.m.

PHONE NUMBERS FOR TOWN HALL OFFICES

Assessors
Board of Health
Building Inspector
Conservation Commission
Council on Aging
Tax Collector
Town Administrator
Town Clerk
Town Planner
Town Secretary

779-5556
779-3301
779-3312
779-3304
779-3313
779-6116
779-3300
779-2771
779-3308
779-2297

*** VISIT OUR WEBSITE AT www.townofbolton.com ***