

**ANNUAL REPORTS
of the
OFFICERS AND COMMITTEES**



**TOWN OF HUBBARDSTON
2013**



The 2013 Annual Report is dedicated to the Hubbardston Center School Playground Committee

This private, non-profit committee formed in 2010, had a goal to raise \$80,000 to purchase playground equipment for Center School. They started by creating a Facebook page and a donation website. Through various fundraisers, ranging from private businesses and associations donating a portion or all of their fundraiser proceeds, selling wrapping paper and gift wrapping services, to change collection days in Center School, they managed to reach the \$10,000 mark by January 2011.

In December 2012, Senator Stephen Brewer and Representative Anne Gobi presented the committee with a grant check for \$40,000. At the April 23, 2013 Special Town Meeting, Hubbardston voters, with a vote of 93-yes, 6- no, authorized the Treasurer to borrow \$40,000 to create the new playground at Center School, as proposed by the playground committee, said borrowing to be repaid over three years from estimated Community Preservation Fund revenues.

The dream became a reality in August 2013 when volunteers met at the former tennis court site at Center School to install the playground.

Center School Playground Committee

Lisa Durant Laura Foley Melissa Haddad Jennifer Labrousse

Beth Rigerio Pamela Stauder Vicki Tobin

Jesse Twarog & Meredith Stevenson, Co-Chairs

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HUBBARDSTON PROFILE

YEAR INCORPORATED- 1767

POPULATION-4524 REGISTERED VOTERS- 3082

TAX RATE- \$13.67 OPERATING BUDGET- \$7,048,820

OPEN TOWN MEETING GOVERNMENT

5 MEMBER BOARD OF SELECTMEN

AREA- 41.03 SQUARE MILES ROAD MILES -88

BIRTHS- 21

DEATHS-21

MARRIAGES- 12

BROUGHT TO TOWN FOR BURIAL- 5

RESOURCES FOR TOWN HISTORY

History of the Town of Hubbardston, Volume 1 by Rev. J.M. Stowe

History of the Town of Hubbardston, 1881- 1976, by Leo J. Sullivan

Hubbardston Mass Pictorial, 1829- 1982, by M, Sherback, M. Haynes, J.
McCauley

Hubbardston Historic Cultural Resources Survey 1994- 1995, by Margaret
Hepler

Images of America, Hubbardston, by Gary W. Kangas

Hubbardston, MA, The Legacy of a Town...A Family, A Way of Life (2
set DVD), Gary Kangas

STATE AND LOCAL OFFICIALS

GOVERNOR

Deval Patrick
Office of the Governor
Office of the Lt. Governor
MA State House, Room 280
Boston, MA 02133
617-725-4005

www.state.ma.gov.us/gov

ATTORNEY GENERAL

Martha Coakley
Office of Attorney General
One Ashburton Place
Boston, MA 02108-1518
617-727-2200

www.ago.state.ma.us

Massachusetts Congressional Delegation

Senate

Elizabeth Warren

Edward J. Markey

Boston Office

2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
Phone: (617) 565-3170

<http://www.warren.senate.gov/>

Boston Office

975 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
Phone: (617) 565-8519

<http://www.markey.senate.gov/>

Washington D.C. Office

317 Hart Senate Office Building
Washington, D. C. 20510
(202) 224-4543

Washington D.C. Office

218 Russell Senate Office Building
Washington, D. C. 20510
(202) 224- 2742

House of Representatives (Federal) - 2nd Worcester District

James McGovern
438 Cannon HOB
Washington, D.C. 20515
Phone 202-225-6101
Fax 202-225-5759

Leominster Office
24 Church Street, Room 29
Leominster, MA 01453
Phone 978-466-3552
Fax 978-466-3973

State Legislators:

Senator Stephen M. Brewer
State House, Room 212
Boston, MA 02133
617-722-1540
Stephen.Brewer@masenate.gov

Representative Anne Gobi
State House, Room 473F
Boston, MA 02133
617-722-2210
Anne.Gobi@mahouse.gov

STATE AND LOCAL OFFICIALS

Board of Selectmen
7 Main Street, Unit 3
Hubbardston, MA 01452
Office phone #978-928-1400 x 201
Fax 978-928-3392
Office email: bos@hubbardstonma.us

Matthew Castriotta
4 Parsons Road

Dr. Michael S. Stauder
22 Natty Pond Drive

Christopher B. Norcross
38 Brigham Street

Elected June 2013:

Jeffrey L. Williams
98 Old Princeton Road

Daniel S. Galante
28 New Westminster Road

ELECTED OFFICIALS

Board of Assessors- 3 members for terms of 3 years

Albert Afonso- 2014
William Homans- 2015
Kurt Leslie- 2015 (resigned March 2013)
John Prentiss- 2016

Board of Health- 5 members for terms of 3 years

Hayden Duggan- 2014
Tomas Larson- 2015
Randy Mizerick- 2016
Stephen Mossey- 2016
Lucinda Oates- 2015

Board of Selectmen- 5 members for terms of 3 years

Matthew Castriotta- 2014
Daniel Galante- 2016
Christopher Norcross- 2015
Michael Stauder- 2016
Jeffrey Williams- 2015

Cemetery Commission- 3 members for terms of 3 years

Elaine Gauthier- 2015
Ernest Newcomb- 2014
Paul Sweeney- 2016

Finance Committee- 5 members for terms of 3 years

Philip J. Churchill- 2015
Mark Connery- (resigned March 2013)
Patrick Girouard- 2014
Benjamin Prentiss- 2015
Raeanne Siegel- 2016
Faye D. Zukowski- 2014

Housing Authority- Terms vary

Lyn Gauthier-State Appointee-2014
Dennis O'Donnell- 2018
Failure to Elect to 2 year term, 3 year term and 5 year term

Moderator- 1 person for a term of 3 years

Edward Leonard

ELECTED OFFICIALS

Park Commissioners- 5 members for terms of 3 years

Sanda Barry- 2014
Nia Carignan- 2016
Jason Guertin- 2016
Kris Pareago- 2015
David R. Sacramone- 2017

Planning Board- 5 members for terms of 5 years

Peter Carmosino- 2017
Mark Dymek- 2015
Denis Halfrey- 2016
Peter Jefts- 2014
Vincent Ritchie- 2018

Quabbin Regional School District Committee- 3 members for 3 terms of 3 years

William Hansen- 2015
Mark Wigler- 2016
Timothy Williams- 2014

Trustees of the Public Library- 6 members for terms of 3 years

Josephine Amato- 2014
Laura Foley- 2015
Ann M. Gushue- 2014
Johanna Henning- 2016
Judith L. McArthur- 2016
Catherine North- Erickson- 2015

Note: According to the Town Charter, effective January 2013, the following have been changed from elected to appointed positions:

Constable
Town Clerk
Tree Warden

APPOINTED OFFICIALS

Accountant- Amy DeLaRoche

Animal Control Officer/Animal Inspector- Kim Landry

Agricultural Commission- 5 members for terms of 3 years

Thomas Bratko- 2014

Thomas Colyer- 2015

Robert Germain- 2014

Catherine Hansgate- 2016

Keith Tetrault-2015

Board of Registrars- 4 members for terms of 3 years

Richard Cunningham- 2014

William Fernekees- 2015

Marcia Howlett- 2016

Building Commissioner/Private Ways Trench Inspector

Lawrence Brandt

Bylaws Review Committee-5 members

(Meets every 5 years in years ending with a 2 or 7)

Joyce Green- Town Clerk

Thomas Howlett

Paul Sweeney

Hank Stolz

Lynn Wilkinson

Cable Advisory Committee

John Nason

Elaine Peterson

Anita Scheipers

Capital Improvement Planning Committee- 5 members

Finance Committee- 1 year term- Philip J. Churchill

Planning Board- 1 year term- Peter Carmosino- resigned 10/2013

(3) Town Residents appointed by Selectboard- 3 year term-

William Murray

(2) Vacant

APPOINTED OFFICIALS

Community Preservation Committee- Varying Terms

Danielle Arakelian- Member at Large -2014
Sanda Barry (Parks Commission)-2014
Jassy Bratko (Open Space Committee)-2014
Barbara Carpenter (Historical Commission)-2015
Anthony Coppolla (Conservation Commission)- 2014
Donna Farrell - Member at Large -2014
Susan Fox- Member at Large -2014
Dennis O'Donnell (Housing Authority) -2015
Vincent Ritchie (Planning Board) – 2016

Computer Advisory Committee

Kevin Motta- 2014

Conservation Commission-3 year term

Anthony Coppolla- 2016
Eric Gemborys- resigned August 2013
Stephen Mossey- 2015
Michael Stevens- 2016
Larry Therrien-2014

Constables-Staggered Terms of 3 years

Pamela Henning- 2016
Bella Kaldera- 2014
Dennis O'Donnell- 2015

Council on Aging- 9 members for terms of 3 years

Bonnie Cunningham-2014
Richard Cunningham-2014
Elaine Gauthier- resigned June 2013
John Nason-2015
David Penttila-2014
Florence Pervier-2016
Walter Scott-2016
Jane Turcotte-2015
Richard Hackett-2016
Hillary Scott Jr.- 2015

Council on Aging Director- Claudia Provencal

Cultural Council-5 members for terms of 3 years

Laura Foley-2016
Carla Jones- 2014
Emily Langer- resigned October 2013

APPOINTED OFFICIALS

Cultural Council-5 members for terms of 3 years (continued)

Renee Malowitz- resigned October 2013

Laura Milko-2016

Thomas Milko-2016

Cindy Nordstrom- 2015

Department of Public Works Director- Tim Kilhart-effective November 2013

Emergency Management Planning Committee

Lyn Gauthier

Robert Hayes Jr.

Dennis O'Donnell- **Emergency Management Planning Director**

Judith O'Donnell- **Assistant Emergency Management Planning Director**

Dennis Perron

Fire Chief/ Hazardous Waste Coordinator/

Central Mass Emergency Medical Systems Corp. Representative- Robert Hayes Jr.

Ad hoc Health Insurance Committee

Troy Casey

Ryan Couture

Cynthia W. Doane

Ernest Newcomb

Highway Superintendent- Lyn Gauthier- retired November 2013

Historical Commission- 5 members for terms of 3 years

Barbara Carpenter

Charles Clark

Kenneth Green

Gary Kangas

Martha Holgerson

Housing Authority-5 members, 4 members for terms of 4 years

1 member for 5 years (as set by Ch. 121B,§5)

Lyn Gauthier- State Appointee -term expires June 2015

Human Resources Advisory Board-5 members for terms of 3 years

Vacant

APPOINTED OFFICIALS

Ad hoc Long Range Facilities Planning Committee

Sanda Barry
Matthew Castriotta- Selectboard
Paul Hale
Susan Rayne
William Murray-Capital Improvement Planning

Ad hoc Low Impact Development Bylaw Committee

Anthony Coppola-Conservation Commission
Mary Ann DiPinto
Lyn Gauthier-Highway
Wendy Howes
Tomas Larson- Board of Health
Christopher Norcross
Vincent Ritchie-Planning Board

MART Advisory Board

Vacant

Memorial Day Committee

Andrea Colyer
Thomas Colyer
Jeanine Como
Kevin Macomber
Ray LaJoie

Montachusett Joint Transportation Committee

Vacant

Montachusett Regional Planning Commission Representative

Anita Scheipers

Montachusett Regional Vocational Technical School Committee

Kathleen Airoldi

Open Space Committee

Jassy Bratko-2014
Joseph Cataldo-2016
Charles Clark-2016
Peter DeBlois- resigned October 2013
Susan Fox-2015
Leslie Grenier-2014

APPOINTED OFFICIALS

Parking Clerk- Cynthia W. Doane

Plumbing/Gas Inspector- Thomas Monfreda

Ad hoc Senior Center Building Committee

David Bouvier

Donna Farrell

Paul Hale

William Murray

John Nason

Michael Pichierri

Claudia Provencal

Senior Tax Work Off Program Committee

Albert Afonso

Bonnie Cunningham

Cynthia W. Doane

Christopher Norcross

Claudia Provencal

Sexual Harassment Officers

Dennis Perron

Anita M. Scheipers

Tax Collector- Cynthia Washburn Doane

Town Administrator- Anita M. Scheipers

Town Clerk- Joyce E. Green

Town Counsel - Kopelman & Paige, P.C.

Town Secretary- Elaine M. Peterson

Town Treasurer- Donna Erickson- resigned May 2013

Kristen J. Noel- May 2013

Tree Warden- Jeffrey Bourque

Veteran's Agent- Phillip Buso

Wiring Inspector- Darrell Sweeney

APPOINTED OFFICIALS

Zoning Board of Appeals- 5 members for terms of 5 years

Andrew Baum- 2017
Edward Blanchard-2014
William Fernekees- Associate Member-2014
William Homans- 2018
Scott Janssens- 2015
John Prentiss- 2016

Ad hoc Zoning Enforcement Development Committee

Daniel Galante
Peter Jefts
Vincent Ritchie
Jeffrey Williams

250th Anniversary Committee

Gary Kangas
Martha Holgerson
Kenneth Green
Ernest Newcomb
Dennis O'Donnell- resigned August 2013

ADMINISTRATION

REPORT OF THE BOARD OF SELECTMEN

Board Organization

Matthew Castriotta – Chair

Michael Stauder – Vice Chair

Christopher Norcross – Clerk

Jeffrey Williams

Daniel Galante

2013 was a very active year for the Board and for our community. January 1st marked the implementation of the Town's new form of governance under the Town Charter. This huge step was the culmination of several years of effort by many townspeople. We thank all involved for their hard work and dedication to the process, and we urge anyone still unfamiliar with the Charter to go to our town website (www.hubbardstonma.us) to read the document in full.

One large change generated by the Charter was the creation of a five-member Board of Selectmen. After the June election, incumbent Selectmen Matt Castriotta, Mike Stauder and Chris Norcross welcomed Jeffrey Williams and Daniel Galante to the Board. This was a smooth transition, and has ensured a diverse representation of our community on this executive board.

In early 2013, the Board established a Town Administrator Search Committee to search for a new Town Administrator capable of fulfilling the role of strong town administrator under the new Charter. Twenty-seven applications were received for the position from individuals across the region and as far away as California. The Committee narrowed the pool of candidates down to three finalists to be interviewed by the Selectmen. The end result was a unanimous decision of the Board to hire Anita Scheipers of Lunenburg, MA. for the position. Anita comes to us with strong municipal experience. Over the past fifteen years she has served as a Town Administrator in two communities and Assistant Town Administrator in one community, and served as a Selectman, a Planning Board member and a School Committee member in her hometown of Bolton prior to beginning her career as an administrator. We welcome Anita, and look forward to working with her as we continue to carry on with the important business of the Town.

In the hiring of Anita, we also had to say goodbye to our Interim Administrator Brian Bullock. Brian served the Town in his interim capacity for almost three years. He brought to his position almost 30 years of municipal management experience, and helped our community in countless ways through strong leadership and communication. Brian was instrumental in bringing in strong professional talent to the Town through the hiring of our new Town Accountant Amy DeLaRoche and our new Treasurer Kristen Noel, as well as helping the Town obtain the one

million dollar STRAP grant from the state which, along with Town and Chapter 90 funds, was the resource which allowed the Town to undertake the major road paving project which reconstructed the road surface and drainage for Ragged Hill Road, Hale Road, Grimes Road and Healdville Road. Brian also successfully filled the role of project manager for this major undertaking. We will miss Brian and remain very grateful for all of the assistance he provided to the Town during his time here.

Another charter-related change was the transition of the Highway Department into a Department of Public Works. The Charter called for the combining of the Highway Department, Cemetery, and facilities maintenance into a DPW structure. This restructuring calls for the DPW to be responsible not only for our roadways, but also for the care and mowing of the recreational fields and cemeteries, and the care and maintenance of all non-school town buildings. In November, Highway Supt. Lyn Gauthier retired after twenty years of faithful service to the Town. Many residents will recall those stormy winter nights and weekends when Lyn would be out working alongside his crew to help battle the storms and keep our roadways clear of snow and ice. This kind and hardworking man gave us his all, and we all wish him well in his retirement. The position of working DPW Director has been filled in early December with the hiring of Timothy Kilhart. Tim was the Highway Superintendent in Warwick, MA. and comes to us with seven years of experience. He has worked quickly to bring staffing levels up full strength and with his team is working to organize the department to handle the expanded role as a DPW.

Another key item of note for 2013 was the negotiation of a land swap between the Town of Hubbardston and the Massachusetts Department of Conservation and Recreation (DCR). This land swap was initiated by the efforts of the Senior Center Building Committee in their quest to find a parcel of land suitable to build a future Senior Center. Their efforts were assisted by Senator Stephen Brewer in convincing the state that 17 acres of town-owned land on Mile Road would be a suitable swap for approximately 12 acres of land on Route 68 near the intersection of New Templeton Road. As of this writing, the legislative petition is being developed and will be considered by the legislature in formal session in early 2014. Should the state approve the land swap, much work will still need to be done to finalize the details of the deal, and to handle the necessary legal paperwork.

Other important outcomes of 2013 were: the certification of a union for the Town's full-time firefighters, the permitting of three large, privately owned solar facilities, and the creation of an ad hoc committee tasked with analyzing the condition of town buildings and with the creation of a report which makes recommendations regarding the prioritization of any capital projects needed to best use and maintain our town facilities to meet the current and future programmatic needs of our town departments.

REPORT OF THE BOARD OF SELECTMEN

Annual Report 2013

Pursuant to MGL, Chapter 138, Section 10A, the following pertains to all alcoholic licenses granted in the year 2013.

<u>Class of License</u>	<u>Fee</u>	<u># Issued</u>
Restaurant		
All Alcoholic	\$605.00	1
Wine & Malt Regular	\$275.00	1
Package Store		
All Alcoholic	\$495.00	2
General on Premises Club		
All Alcoholic	\$500.00	1
Wine & Malt Regular	\$220.00	1
Sunday Sale of Alcohol	\$10.00	2
Special One Day (Wine & Malt only)	\$25.00	1

The above fees are all alcohol related fees in place and collected to date. There was one violation, occurring on December 27th at Mr. Mike's, 35 Main St. The violation was sale of alcohol to an underage person who was acting as an agent for the Hubbardston Police Department during a compliancy check. The Board of Selectmen voted to issue a suspension warning and place the establishment on a one year probationary period. Any additional violations during the probation period will result in suspension of the license.

Inventory- 6 file cabinets, 1 metal desk, 2 wooden tables, 1 Dell Computer & Monitor, 1 Dell Mouse & Keyboard, 1 HP LaserJet 1320 Printer, 1 desk chair

REPORT OF THE BOARD OF ASSESSORS

**Based on Assessments for calendar year
January 1, 2013 through December 31, 2013**

TABLE OF AGGREGATES

NUMBER OF PARCELS

Single Family Residences	1,377
Condominiums	126
Mobile Homes/ Multiple Houses on One Lot	13
Two Family Residences	41
Three Family Residences	4
Four or More Unit Family Residences	3
Multiple Use Property	30
Land-Vacant/Accessory	582
Chapter Lands	
Forestry (61)	34
Agricultural (61A)	70
Recreational (61B)	27
Commercial	25
Industrial	17
Real Estate - Exempt	252
Personal Property – Taxable	76
Personal Property – Exempt	<u>225</u>
Total	2,902

ASSESSMENT TOTALS

VALUATIONS

TAXES

Residential	\$389,645,031	\$5,314,758.22
Open Space	-----	-----
Commercial	\$ 14,903,543	\$ 203,284.33
Industrial	<u>\$ 5,570,000</u>	<u>\$ 75,974.80</u>
Real Estate Subtotal	\$ 410,118,574	\$5,594,017.35
Real Estate - Exempt	\$ 48,366,600	\$ -----
Personal Property	\$ 7,360,822	\$ 100,401.61
Omitted & Revised	\$ -----	\$ ----
Rollback (Chapter 61/61A/61B)	-----	\$ ----

ABATEMENTS

Personal Exemptions (Elderly, Veteran, Hardship)	55	\$ 29,961.50
Real & Personal Property	\$ 361,751,974	\$ <u>91,821.02</u>
Total		\$ 121,782.52

COMMUNITY PRESERVATION ACT (CPA)

§ 121,782.52

Abatements/Exemptions	\$ - 1,255.25
Total	\$ 120,527.27

TAX RATES FOR PRIOR FISCAL YEARS

1993	10.64
1994	12.48
1995	14.28
1996	14.65
1997	14.71
1998	15.56
1999	15.00
2000	16.41
2001	14.19
2002	14.64
2003	14.40
2004	10.86
2005	10.76
2006	10.61
2007	9.69
2008	9.43
2009	9.51
2010	10.69
2011	11.33
2012	12.70
2013	13.64

INVENTORY

1 round conference table and 4 chairs, 1 2x4 metal table, 1 typewriter tables, 2 metal desks, 2 Dell Computers with flat screen monitors, 1 (2011) HP Laser-jet P2055dn duplex printer, 1 Casio calculator, 1 (2004) Xerox calculator, 1 electric 3-hole punch, 1 Swingline electric stapler, 1 Swingline super stapler, 5 4-drawer file cabinets, 1 3-drawer file cabinet, 1 NEC telephone unit, miscellaneous forms and supplies.

Respectfully Submitted,

Jeannette Elsevier, Assessors Clerk

BOARD OF ASSESSORS

Albert Afonso, Member

William Homans, Member

John K. Prentiss, Chairman

**TOWN OF HUBBARDSTON
BALANCE SHEET
FOR THE YEAR ENDED JUNE 30, 2013**

	General Fund	CPA	Special Revenue Funds	Stabilization & Capital Fund	Ambulance Enterprise	Trust & Agency Fund	Long Term Debt Obligations	Total (memorandum)
Cash	745,806.53	261,389.63	56,365.52	1,085,649.04	171,822.51	556,530.06		2,877,563.29
Petty Cash	115.00							115.00
	745,921.53							2,877,678.29
Personal Property Receivable	(2,267.44)							(2,267.44)
Real Estate Receivable	613,666.94	12,903.72						626,570.66
Tax Title Receivables	190,702.39							190,702.39
Betterments	4,909.00							4,909.00
Special Assessments	3,595.71							3,595.71
Boat Excise								0.00
Motor Vehicle Excise Receivables	65,134.05							65,134.05
Tax Foreclosures	14,618.51							14,618.51
Due from Commonwealth			407,898.13					407,898.13
Due from Capital Projects								0.00
Amount to be Provided for Long Term Debt Obligations								0.00
								0.00
Total Assets	1,636,280.69	274,293.35	464,263.65	1,085,649.04	171,822.51	556,530.06	0.00	4,188,839.30
Warrants Payable	0.00							0.00
Employee Withholdings	(38,514.02)							(38,514.02)
Due to Others-Agency						86,351.11		86,351.11
Notes Payable	250,390.00							250,390.00
Due to Spec. Revenue Boat	1,557.50							1,557.50
Child Support Payable	(230.82)							(230.82)
Abatements & Exemptions	(25,443.23)							(25,443.23)
Tailings	380.00							380.00
Deferred Rev. - Property Tax	616,991.21	12,903.72						629,894.93
Deferred Rev. - Tax Liens and Foreclosure	205,320.90							205,320.90
Deferred Rev. - Motor Vehicle	65,134.05							65,134.05
Deferred Rev. - Spec. Assmt Betterments	8,504.71							8,504.71
Long Term Debt Payables								0.00
Total Liabilities	1,084,090.30	12,903.72	0.00	0.00	0.00	86,351.11	0.00	1,183,345.13
F/B Reserved for Encumbrances	328,999.98							328,999.98
F/B Reserved for Deficits								0.00
F/B Special Revenue funds			464,263.65	1,085,649.04				1,549,912.69
F/B Reserved For Expenditures		112,744.00						112,744.00
F/B CPA Open Space Reserve		3,138.35						3,138.35
F/B CPA Housing		37,413.73						37,413.73
F/B CPA Historic		19,013.35						19,013.35
F/B Trust Fund Endowments						470,178.95		470,178.95
F/B Reserved for Petty Cash	115.00							115.00
F/B Undesignated Fund Balance	223,075.41	89,080.20			171,822.51			483,978.12
Total Fund Balances	552,190.39	261,389.63	464,263.65	1,085,649.04	171,822.51	470,178.95	0.00	3,005,494.17
Total Liabilities and Fund Balances	1,636,280.69	274,293.35	464,263.65	1,085,649.04	171,822.51	556,530.06	0.00	4,188,839.30
	(0.00)	0.00	0.00	0.00	0.00	(0.00)	0.00	(0.00)

Statement of Debt						
For the Year Ended June 30, 2013						
	Balance			Balance		
	July 1, 2012	Issued	Retired	June 30, 2013	Interest	
Short Term Debt:						
Departmental Equipment:	\$ 300,468.00		\$ 50,078.00	\$ 250,390.00	\$ 2,696.80	
Municipal Building:	\$ 45,000.00		\$ 45,000.00		\$ 56.10	
	<u>\$ 345,468.00</u>	<u>\$ -</u>	<u>\$ 95,078.00</u>	<u>\$ 250,390.00</u>	<u>\$ 2,752.90</u>	

TOWN OF HUBBARDSTON										
BUDGET TO EXPENSE										
FOR THE YEAR ENDED JUNE 30, 2013										
Account Number	FY 2012 Carryforward	ATM 6/5/12	STM 8/29/12	STM 4/23/13	STM 6/4/13	Reserve Fund Transfers	Inter/Intra Department Transfers	FY 2013 Expenditures	FY 2013 Encumbrances	Closed to Fund Balance
General Government										
114-5100		\$321						(328.22)		-\$7
114-5200		\$250								\$250
700-5700		\$25,000				(18,818.64)				\$6,181
		\$25,571								\$6,424
122-5100								(3,696.33)		-\$81
122-5105		\$3,615						(2,342.58)		-\$559
122-5200		\$22,784					(626.00)	(8,719.85)		\$654
122-5700		\$10,000								\$1,000
128-5100		\$100								\$100
128-5100	\$5,240.00						6,963.54	(6,575.00)		\$389
122-5212		\$65,000						(2,684.24)		\$2,556
129-5100		\$1,500						(64,668.73)		\$331
129-5200	\$200.00							(1,500.00)		\$0
161-5100		\$33,514						(34,268.00)		\$200
161-5105		\$1,000						(1,000.00)		-\$754
161-5200		\$3,550					239.04	(1,000.00)		\$0
129-5101	\$320.00							(4,109.04)		\$0
		\$17,000								\$17,000
		\$158,063								\$19,836
135-5101		\$35,454					(1,063.62)	(34,390.38)		\$0
135-5105		\$4,816						(4,816.00)		\$0
135-5201		\$900						(863.42)		\$37
135-5703		\$15,500							(14,500.00)	\$1,000
		\$56,670								\$1,037
		\$3,615						(4,365.79)		-\$751
141-5100		\$17,996						(13,131.52)		\$4,864
141-5105		\$5,600						(5,026.38)		\$574
141-5201		\$55,400						(52,864.00)		\$2,536
141-5206		\$5,950						(2,500.00)		\$3,450
141-5400		\$88,561								\$10,673
145-5100		\$25,902						(25,202.54)		\$699
145-5200		\$1,800						(1,767.05)		\$33
145-5704		\$2,500						(2,519.66)		-\$20
145-5708		\$5,000						(5,000.00)		\$0
		\$35,202								\$713
146-5100		\$28,963						(30,615.00)		-\$1,652
146-5105		\$1,000								\$1,000
146-5200		\$7,125						(6,755.70)		\$551
146-5708	\$181.43	\$8,150					(1,595.96)	(1,350.00)		\$5,204
155-5200		\$2,700						(1,762.42)		\$938
		\$47,938								\$6,040
	\$890.78	\$40,000					8,845.93	(49,736.71)		-\$891
		\$40,000								\$19
		\$960						(940.60)		\$0
		\$0								\$0
		\$1,193						(745.48)		\$448
		\$2,153								\$467
		\$17,714						(6,939.36)		\$775
	\$121.38	\$26,000					450.00	(26,473.58)		\$121
	\$34.81	\$33,714								\$11
		\$7,000					(500.00)			\$907
	\$15,027.54	\$46,100						(6,466.44)		\$34
		\$2,050				75.00		(58,919.28)		\$0
		\$5,000						(2,125.00)		\$0
		\$60,150					(668.00)	(4,007.93)		\$324
		\$9,527								\$358
		\$400								\$1,183
		\$9,927				1,500.00	(239.04)	(9,605.37)		\$0
		\$500						(400.00)		\$1,183
		\$675								\$675
	\$948.00	\$1,000						(1,969.60)		-\$22
		\$2,175								\$1,153
		\$560,124								\$47,900
	\$22,963.94									

HUMAN SERVICES, CULTURE & RECREATION									\$0
Human Services									
541-5100	Elderly Van Wages		\$28,994					(28,263.06)	\$0
541-5400	Elderly Van Expenses		\$100						\$731
541-5105	Council on Aging Director		\$5,184					(5,181.11)	\$3
541-5200	Council on Aging Expense		\$1,200					(1,196.60)	\$3
	COA Design Scheme	\$2,170.00							\$2,170
	Total Special Program	\$35,478							\$3,007
543-5100	Veterans' Agent Salary		\$1,020					(510.00)	\$510
543-5700	Veterans' Benefits			180.00				(5,141.68)	-\$4,962
543-5200	Veterans' Agent Expenses		\$35					(35.00)	\$0
543-5700	Veterans' Benefits		\$5,000						\$5,000
	Total Veteran's Services	\$6,055							\$548
549-5100	Recycling Wages								\$0
549-5200	Recycling Trucking								\$0
	Total Other								\$0
	Total Human Services	\$41,533							\$3,556
Culture and Recreation									
610-5100	Library Wages		\$33,339					(32,173.05)	\$1,166
610-5200	Library Utilities & Maintenance		\$17,185					(14,979.04)	\$2,206
610-5400	Library Books & Materials		\$14,828					(14,828.00)	\$0
610-5400	ART 9 FROM DOG FUND		\$900						\$900
	Total Library	\$50,524							\$3,372
630-5200	Town Recreation Services & Expense								\$0
	Total Recreation								\$0
650-5200	Agricultural Commission Expense		\$500					(339.00)	\$161
691-5200	Historical Commission Expenses		\$500					(432.00)	\$68
950-5200	Historic Clock Maintenance	\$214.00						(235.00)	\$729
	Total Commission Expenses	\$1,750							\$958
692-5200	Memorial Day		\$2,000					(1,000.00)	\$200
692-5201	250th Celebration								\$0
	Total Celebrations	\$2,000							\$620
699-5200	Parks Commission Services & Expense		\$312.00					(10,988.52)	\$444
491-5102	Town Common Expenses								\$0
491-5104	Leonard Field Expenses								\$0
	Total Parks	\$11,121							\$444
	Total Culture and Recreation	\$81,123							\$6,294
	TOTAL HUMAN SERVICES, CULTURE & RECREATION UNCLASSIFIED	\$526.00	\$122,656						\$9,850
Debt Service									
710-5900	Retirement of Debt Principal for Fire Truck		\$0					122,160.65	(348,220.90)
	Maturing Debt for Road Projects		\$165,000.00						(165,000.00)
751-5900	Interest - Long Term for Fire Truck		\$0						\$0
752-5900	Interest - Short Term		\$2,525.60						\$2,526
01-753-5900	Interest - ATB		\$0					6,478.64	\$0
	Total Debt Service	\$167,525.60	\$0.00						-\$223,534.65
Capital Budget									
	Sweeper lease Payment		\$0						\$0
	Fire Pond Reconstruction		\$7,732.05						\$7,732
210-5800	Police cruiser - lease/purchase payment		\$0						\$0
422-5400	Highway Dept. 1993 Ford Rehab		\$1,910.00						\$1,910
	Print into Municipal Capital Stabilization Acct								\$0
	Total Capital Budget	\$9,642.05	\$0.00						\$9,642.05
Insurance									
911-5100	Worcester Regional Retirement		\$166,794					(163,646.00)	\$0
912-5100	Workers Compensation		\$17,081					(15,000.00)	\$2,081
912-5200	Wage adjustment		\$18,000					(2,500.00)	\$12,892
913-5100	Unemployment		\$12,000					(11,000.00)	\$1,000
914-5100	Ch. 32B (Health Insurance)		\$114,510					(78,717.73)	\$24,857
916-5100	FICA Assessment (other employee benefits)		\$23,500					(22,559.38)	\$941
945-5700	Other Insurance		\$26,896					(30,115.89)	\$121
945-5701	Property & Casualty		\$2,940.89					(62,623.00)	\$0
945-5702	Professional Liability		\$15,402					(15,402.00)	\$0
	Total Insurance	\$456,806	\$0.00						\$41,891
	TOTAL UNCLASSIFIED	\$180,108.54	\$456,806.00						-\$172,001.21
	TOTAL OPERATING BUDGET		\$6,759,688						-\$27,078

**TOWN OF HUBBARDSTON
SPECIAL REVENUES
AS OF JUNE 30, 2013**

Account Name	Opening Balance	Accrued Revenue	Revenues			Expenditures			Available Balance
			Interest	Receipts	Wages	Other			
Government Grants									
Clean Energy	135.23								135.23
Election Grant	0.40			611.00			917.00		(305.60)
Public Safety									
DARE Grant	53.61								53.61
Cert Grant	(817.66)						413.26		(1,230.92)
CCP Grant				4,806.86			775.93		4,030.93
EMPG 2010 Grant				2,000.00			2,000.00		0.00
Fire Safety Grant	3,573.31						2,588.48		984.83
Brush Fire Clothing Grant	4,000.00								4,000.00
FY 2013 Firefighters Grant	0.00			17,100.00			17,100.00		0.00
FY06 Firefighters Grant	5,402.46								5,402.46
Local Preparedness Grant	5,097.63								5,097.63
Community Policing	3,340.65								3,340.65
Police Bulletproof Vest Grant	0.00			2,586.48					2,586.48
Public Works Grants:									
Chapter 90 Funding	(22,706.17)	132,147.00		10,069.31			122,033.29		(2,523.15)
STRAP Grant Project	0.00	275,751.13					275,751.13		0.00
Total Grants	(22,706.17)	407,898.13	0.00	10,069.31	0.00		397,784.42		(2,523.15)
MEMA									
EMD Performance Grant	8,554.50								8,554.50
2011 October Snow Storm	(30,193.35)			49,018.77					18,825.42
2013 NEMO	0.00			0.00			7,879.59	4,210.00	(12,089.59)
Cultural Council	4,213.63		6.95	3,870.00			2,280.00		5,810.58
COA / Elders Affairs	3,404.63			4,536.00			4,536.00		3,404.63
Library State Grant	4,974.81			4,028.38			704.35		8,298.84
Total	(10,966.32)	407,898.13	6.95	98,626.80	7,879.59		433,309.44		54,376.53
Waterways Improvement Fund	1,521.50			20.00			0.00		1,541.50
Wetland Protections Funds (NOI)	22,380.44			110.00			292.40		22,198.04
Sale of Cemetery Lots	4,000.00								4,000.00
Other Receipts Reserved:									
Dog Funds Nuetering/Spaying	230.79								230.79
Library Dog Funds	884.00			627.00			900.00		611.00
Total Other	29,016.73	-	0.00	757.00			1,192.40		28,581.33
Revolving 53E 1/2									
Recreation Revolving	573.22			0.00			250.00		323.22
Zoning Appeals	8.82								8.82
Dog Fees	1,679.20			345.00			713.80		1,310.40
Conservations Commission	4,540.52			240.00			265.00		4,515.52
Planning Board	4,920.00			9,689.91			10,381.71		4,228.20
Recycling	6,228.49			2,270.35			3,664.63		4,834.21
Wire Inspector	10,122.46			69,609.40			9,428.12		70,303.74
Gas Inspector	746.00								746.00
Plumbing Inspector	2,525.04			5,050.00			3,525.00		4,050.04

Account Name	Revenues			Expenditures			Available Balance
	Opening Balance	Accrued Revenue	Interest	Receipts	Wages	Other	
Grave Openings	(300.00)			2,620.00		2,730.00	(410.00)
Burning Permits	471.24			3,800.00		1,537.67	2,733.57
BOH Fees	4,938.43			3,240.00		4,000.08	4,178.35
Other Revolving Funds							
MART Revolving	0.00			2,778.73		2,673.30	105.43
Planning Board 53G Ansar	985.70						985.70
Planning Board 53G	1,110.19						1,110.19
Planning Board Revolving	1,036.08						1,036.08
Founders Day	1,077.19						1,077.19
Community Playground	1,747.88			4,000.00			5,747.88
250th Anniversary Committee	0.00			7,077.00		457.99	6,619.01
Total Revolving	41,837.24	-	0.00	110,720.39	12,953.12	26,424.18	113,180.33
MWPTA	7,943.99			2,073.68			10,017.67
Title V Funds called Septic Repair Grant	57,754.53		2,488.68				60,243.21
Donations:							
Police Department	100.00						100.00
Council on Aging	1,663.54			7,328.12			8,991.66
Chester Mowrey	148.53						148.53
Open Space Donations	570.00			20.00		568.00	22.00
EPC Donations	302.68					49.24	253.44
C.E.R.T Donations	671.80						671.80
Dog Pound Donation	220.00						220.00
Town History Donations	1,815.05			401.75			1,815.05
Parks and Rec Donations	752.05						753.80
Ryder Property Donations	2,689.84					400.00	2,113.32
Historical Donations	0.00			120.00			120.00
Library Donations	23,267.13			7,748.99		5,748.03	25,268.09
Memorial Day Donations	0.10						0.10
Other:							
PEG Cable Grant	82,010.69					9,715.80	72,294.89
Home Composting Bins	806.90						806.90
Highway Mach Rental	809.00						809.00
Information Ctr/Mem Park	1,704.70			100.00			1,804.70
Law Enforcement Trust	4,428.21			7,025.61		686.00	10,767.82
BOH Programs	16,591.75						16,591.75
Insurance Proceeds < 20,000	9,857.31			49,939.07		35,169.14	24,627.24
Police Extra Duty Wage	7,273.03			85,089.75		81,118.93	11,243.85
Hubbardston Preservation Fund	3,261.49			1,078.00			4,339.49
Small Cities Program	0.00						0.00
FD Education Training	7,304.83						7,304.83
FD Vehicle Replacement	6,473.10						6,473.10
	238,420.25						267,802.24
Total Special Revenue	298,881.12	407,898.13	2,488.68	160,924.97	20,832.71	134,031.66	464,263.65
Undesignated	2,569.25						2,569.25
Firearms License	4,530.25			21,180.00		13,587.50	12,122.75
Fish & Game License	332.35			706.00		764.00	274.35
Perf Bond-Kataisto	14,625.66						14,625.66
Restoration Bond-Pitch Gravel	6,665.21						6,665.21
Perf Bond-Pitcherville Gravel	9,166.42						9,166.42
Perf Bond-Friends Farm	20,598.97						20,598.97
Perf Bond-Mare Meadow	642.83						642.83
Perf Bond Lead The Way/Amber L	3,939.20						3,939.20

Account Name	Opening Balance		Revenues		Expenditures		Available Balance
			Receipts	Other			
Selectmen Reimb. Acct	0.76						0.76
Treasurer's Reimb. Acct	1,938.15						1,938.15
Deputy Coll. Reimb. Acct	984.46		9,180.00				9,982.68
Pp Collection Agency	(541.46)		1,631.85				969.29
Plan Bd. Insp.	3,185.83						3,185.83
Grave Openings	450.00		110.00				560.00
Bldg. Dept. Legal Opinion	300.00						300.00
Bd Of H. Perc Test	7,158.85		2,750.00				9,328.85
Bd Of H. Insp.	(150.00)						(150.00)
Dog Off-Kennel Insp Fee	280.00						280.00
Total Agency	76,676.73	0.00	35,557.85	0.00	0.00	25,883.47	86,351.11
HCS PLAYGROUND-Donations	0.00						40,000.00
Self Help Grant-Malone Road	(31,101.00)		40,000.00				0.00
RESERVE FOR EXPENDITURES			31,101.00				72,744.00
CPA FUND BALANCE HISTORIC RES.	13,258.35		72,744.00				19,013.35
CPA FUND BALANCE HOUSING RES.	31,658.73		5,755.00				37,413.73
CPA FUND BALANCE OPEN SPACE	7,383.35		(4,245.00)				3,138.35
CPA FUND BALANCE UNDESIGNATED	134,903.84		39,685.68				89,080.20
Total CPA	156,103.27	0.00	110,786.68	0.00	0.00	5,500.32	261,389.63
Ambulance	204,218.68		175,993.78			208,389.95	171,822.51
Total Ambulance	204,218.68		175,993.78			208,389.95	171,822.51
Municipal Capital Stabilization	517,049.76		7,829.01			214,588.00	801,807.77
Stabilization Fund	360,900.78		5,440.50			107,500.00	283,841.28
Total Stabilization	877,950.54	-	13,269.50	0.00	0.00	322,088.00	1,085,649.04

	TAX COLLECTOR									
	C.W.DOANE									
	FINANCIAL STATEMENT									
	July 1, 2012 - June 30, 2013									
THE FOLLOWING IS A SUMMARY OF THE COLLECTION OF TAXES FOR THE FISCAL YEAR ENDING JUNE 30, 2013.										
	REAL ESTATE	SUPPLEMENTAL	PERS PROP	BETTERMENTS	FARM ANIMAL	MOTOR VEHICLE	FOREST CUT	CPA	Boat	Excise
2007 TAXES										
Outstanding 7/1/11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 899.37	\$ -	\$ -	\$ -	\$ 158.00
Abated						\$ 791.87				\$ 158.00
Committed										
Collected						\$ 107.50				
Tax in Litigation										
Balance 6/30/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2008 TAXES										
Outstanding 7/1/11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,238.96	\$ -	\$ -	\$ -	\$ 93.00
Refunded										
Abated										\$ 93.00
Tax Liens										
Collected						\$ 111.25				
Tax in Litigation										
Balance 6/30/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,127.91	\$ -	\$ -	\$ -	\$ -
2009 Taxes										
Outstanding 7/1/11	\$ -	\$ -	\$ 956.47	\$ -	\$ -	\$ 816.98	\$ -	\$ -	\$ -	\$ 58.00
Refunded			\$ 22,954.29							
Abated			\$ 23,893.49							\$ 58.00
Tax Liens										
Collected			\$ 21.60			\$ 31.25				
Tax in Litigation										
Balance 6/30/13	\$ -	\$ -	\$ (4.33)	\$ -	\$ -	\$ 785.73	\$ -	\$ -	\$ -	\$ -

TREASURER REPORT

FISCAL YEAR 2013 TRUST FUNDS

CEMETERY FUNDS

Brookside	\$ 127,743.45
Clark	2,495.71
Evergreen	18,614.91
Forest Hill	2,502.27
Greenwood	6,010.25
Lovewell	1,114.82
Pine Grove	16,365.89
Rural Glen	46,913.11
Warren	5,985.86
New Land	3,464.30

LIBRARY FUNDS

Freetown	\$ 35,412.40
Clark	1,868.03
A. Maria Buffum	7,681.78
Charlotte P. Fairman	11,728.57
Eliza Church	4,318.63
Capital Costs	125.12

STABILIZATION

Stabilization	\$ 290,922.63
Municipal Capital	520,489.96

HONOR ROLL FUND

4,823.20

TOWN CLOCK FUND

128.69

SCHOOL FUND

10,160.33

HUBBARDSTON COMMUNITY PARK

22,859.91

C.A.S.H. FUND

119,133.09

HUBBARDSTON PRESERVATION

3,608.94

TOTAL TRUST FUNDS

\$1,264,471.85

TREASURER REPORT

GENERAL FUND

Arts Lottery	\$4,368.76
Planning Board Revolving	3,172.10
Recreation	5,876.03
Septic Grant	2,681.77
Webster Bank	3,070.96
Banknorth	5,365.34
Banknorth -Stabilization	72,913.93
Eastern Bank-M.M.A.	513,348.05
Eastern Bank – Debit Card	408.00
Eastern Bank – Vendor	403.46
MMDT	17,504.54
Citizen’s – Depository	10,109.79
Citizen’s – M.M.A.	6,161.43
Fidelity Bank – M.M.A.	500,201.71
Fidelity Bank – Depository	367,535.93
Unibank – M.M.A.	106,099.57
Unibank – Loan Proceeds	259,644.03
Unibank – Online Collections	3,561.51
Friends Farm	20,667.55
Pitcherville S & G	6,682.80
Pitcherville #2	9,198.32
Kataisto	14,674.34
Lead the Way	3,963.83
Payroll	18,279.89
Petty Cash	115.00

Respectfully Submitted,

Kristen J Noel
Town Treasurer

Management Letter

Board of Selectmen
Town of Hubbardston
Hubbardston, Massachusetts

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Hubbardston as of and for the year ended June 30, 2012; in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Hubbardston's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management's override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies, and other deficiencies that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiency to be a material weakness in internal control.

2012-1 Bank Reconciliations

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency to be a significant deficiency in internal control

2012-2 Internal Controls over Financial Reporting

During our audit we also became aware of several matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning these matters. We have already discussed these comments and suggestions with Town personnel. We will be pleased to discuss them in further detail and to assist you in implementing the recommendations.

The Town of Hubbardston's written responses, if any, to our comments and suggestions has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of the Board of Selectmen, others within the entity and the Commonwealth of Massachusetts Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Scanlon Associates, LLC

Scanlon & Associates, LLC
South Deerfield,
Massachusetts

October 2, 2013

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Material Weakness

2012-1 Bank Reconciliations

Our audit procedures indicated that deposit and investment reconciliations between the Treasurer and Accountant were not adequately performed in Fiscal Year 2012. At June 30, 2012, there was a variance indicated between the ledger cash and investments and the Treasurer's reconciled balances of \$37,490.

The reconciliation of deposits and investments between the Town Treasurer and Town Accountant is considered a key control activity over a significant asset class. This control activity helps ensure the accuracy and completeness of transactions between the general ledger control accounts and the bank statement activity.

The lack of an adequate bank reconciliation process represents a material weakness in internal control. A material weakness is defined as a deficiency, or a combination of control deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

The following are items noted during the audit regarding the reconciliation process:

- The Town has twenty-two (22) bank and investment accounts in eight (8) different financial institutions. It is important for operational purposes and accountability, to maintain separate accounts over certain funds, such as stabilization, business-type activities and component units. However, the consolidation of cash accounts is generally preferred in order to provide a more concise cash position, ease the administration and reconciliation of cash, reduce the errors associated with transferring cash between various accounts, and improve earnings on investments and deposits. The Town should monitor banking relationships to determine if services have been properly procured and to verify that existing bank accounts meet the expectations of management with regards to risk, liquidity and rate of return.
- There were forty-five (45) manual checks written in Fiscal Year 2012. Only ten (10) of the manual checks were written to replace a previously issued check, indicating that thirty-five (35) manual checks were used to pay vendor invoices. The use of manual checks circumvents the control process in place with regards to disbursements. There is no definitive way to determine if all manual checks were included on payable warrants and appropriately posted to the general ledger cash.
- The signature page of the Town's vendor and payroll warrants does not include the computer-generated dollar amount of the warrant to be paid. The Town Accountant includes handwritten amounts of the warrant totals beneath the signature lines. The approved warrants do not clearly indicate the variances between the computer-generated accounts payable amounts and the handwritten amounts inserted by the Town Accountant.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Material Weakness

2012-1 Bank Reconciliations (Continued)

- Reconciling bank statement items, such as old outstanding checks are not researched promptly so that corrective action can be taken. The 2011 Management Letter indicated the existence of outdated (stale) checks totaling \$21,388, which were over a year old, with some dating back as far as Fiscal Year 2000.

Recommendation

The lack of formal bank reconciliation procedures increases the risk of errors or fraud occurring and going undetected. Bank reconciliations would be considered a key control in preventing or detecting misstatements in the relevant financial statement assertions. Prompt and frequent reconciliations are essential in order to maintain control over cash. Management should review the existing controls

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Significant Deficiency

2012-2 Internal Controls Over Financial Reporting

A system of internal control over financial reporting includes the design and implementation of policies and procedures deemed necessary by management to provide reasonable assurance that the Town's financial information is fairly presented. The following are two critical assertions that underlie the Town's financial information:

- *Completeness*
All transactions and other events and circumstances that occurred during a specific period and that should have been recognized in that period have, in fact, been recorded.
- *Accuracy, Valuation, or Allocation*
Asset, liability, revenue and expenditure components are recorded at appropriate amounts in conformity with relevant and appropriate accounting principles. Transactions are mathematically correct and appropriately summarized and recorded in the entity's books and records.

The reliability of financial reporting is one of the key elements used by management to achieve its desired objectives and meet internal and external responsibilities. As part of performing audit risk assessment procedures to understand the attitudes, awareness and actions of management concerning internal control and its importance in achieving reliable financial reporting, we noted the following:

- The Community Preservation Act is Massachusetts legislation designed to enable cities and towns to exercise control over local planning decisions. The Act provides for funding sources in the areas of (1) acquisition and preservation of open space, (2) creation and support of affordable housing, and (3) acquisition and preservation of historic buildings and landscapes. The Act requires that amounts allocated for these uses be accounted for in a designated fund.

Community Preservation fund activity is required to be recorded in accordance with generally accepted accounting principles (GAAP) and state guidelines. The accounting over the Community Preservation Act (CPA) funds should be reported in a separate fund. In Fiscal Year 2012, the accounting for these funds was comingled in a fund with other revolving funds of the Town. As indicated in prior audit reports, audit adjustments were needed to report the CPA funds accurately in accordance with established guidelines.

- The Massachusetts Department of Revenue noted two items related to the balance sheet submitted for free cash certification:
 1. Hubbardston had a deficit in the amount of \$30,193 due to a snow storm in October 2011. The Town did not request approval for deficit spending, nor was it disclosed on the Accountant's Letter in lieu of Balance Sheet that this deficit occurred;

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Significant Deficiency

2012-2 Internal Controls Over Financial Reporting (Continued)

2. For the third year in a row, Hubbardston has a deficit in the amount of \$31,101 in an account known as the "Self-Help Malone Road" account.

The deficit in the snow storm account was funded by a subsequent receipt of funds which was not disclosed in the balance sheet. The deficit in the "Self-Help Malone Road" account was the result of posting errors in the general ledger dating back to 2010 and 2011.

The aforementioned deficits result in a reduced free cash position for the Town. It also compelled the Director of Accounts to require the Town to submit a balance sheet prior to setting subsequent tax rates.

- The employee withholding control accounts were not accurately posted in Fiscal Year 2012. The Federal withholding balance in the general ledger at year-end was \$9,452.29 due primarily to an incorrect beginning balance and a misposting entry in July 2011. An entry to general ledger cash will be required to correct the balance. Employee withholdings are generally maintained with an imprest balance. Employee withholdings should be reconciled on a periodic basis to determine the accuracy of the general ledger control accounts.

It was also noted that a withholding deficit was created when the premium for an employee on disability and paying health insurance was not adjusted for an increase in the premium which occurred during the fiscal year.

Recommendation

We recommend the Town consider taking action to modify the system of internal control over financial reporting. Additional monitoring procedures should be implemented to ensure that management's assertions with respect to reliable financial reporting are being maintained.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Other Matters

1. Financial Policies and Procedures Manual

Internal control is defined as "a process – *effected* by those charged with governance, management and other personnel -designed to provide reasonable assurance about the achievement of the entity's objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. The components of internal control apply to all entities, although smaller entities may implement them differently from larger entities. The controls in a smaller organization, such as the Town of Hubbardston, may be less formal and less structured, yet the objective of small and large organizations should be the establishment of effective internal control. Internal control consists of five interrelated components:

- The Control Environment
- Risk Assessment
- Information and Communication Systems
- Control Activities
- Monitoring

In order to improve and maintain the existing system of internal controls, the Town of Hubbardston should consider documenting the policies, procedures and controls over key financial transactions, which have been in place and relied upon over the years. The Financial Policies and Procedures should include an investment policy, a personnel policy, a risk assessment policy, and a formal documentation of the detailed financial reporting policies and procedures. A written Financial Policies and Procedures Manual will help improve the efficiency and consistency of transactional processing and establish responsibilities for specific duties.

Recommendation

Auditing standards currently in effect require auditors to consider and evaluate what the auditee is doing internally as part of an ongoing "Risk Assessment Process." Part of the assessment includes a review of available, documented policies and procedures. We recommend the Town of Hubbardston develop and document a Financial Policies and Procedures Manual. The documentation should describe relevant procedures as they are intended to be performed and explain the design and purpose of control-related procedures, including your risk assessment process with regard to financial reporting.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Other Matters

2. Review of Cash Receipt Procedures

Various departments of the Town receive cash payments from customers in the normal course of operations. Cash transactions, by nature, have a higher degree of inherent control risk and require the establishment of additional preventive controls to safeguard against loss. The Town should establish and disseminate uniform policies and procedures for the handling of receipts by all departments. Issues to be considered include:

- a. Maintaining receipt logs with reference to source documentation,
- b. Maintaining pre-numbered receipt books,
- c. Maintaining an audit trail over remittances to the Treasurer's Office,
- d. Establishing policies for frequency of remittance,
- e. Establishing policies for breakdown of currency and checks on a Standardized Turnover Sheet.
- f. Account reconciliations between the Treasurer's office and Town Departments, and
- g. Security of receipts on hand during Town business hours and overnight.

Recommendation

We recommend that the Town review and modify, if necessary, the uniform policies and procedures over the receipt function pertaining to various departmental receipts. The Town should monitor departmental compliance with established procedures on a periodic and continual basis. All department heads should review established procedures and document their understanding of the relevant cash receipt control activities.

3. **Budgeting**

At its Annual Town Meeting on June 7, 2011, the Town voted to transfer \$165,000 from the Municipal Capital Stabilization Fund for debt service of a Road Construction Bond. On the Tax Recapitulation for Fiscal Year 2012, the amount was reported as raised and appropriated by taxation. As a result \$165,000 of tax dollars were incorrectly levied against the residents of the Town.

Recommendation

The votes taken at Town Meeting should be reconciled to the Tax Recapitulation to attest that the funding sources for all Town votes are properly summarized and reported.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Other Matters

4. General Ledger and Subsidiary Account Reconciliations

Control activities are generally considered one of the interrelated elements of internal control over financial reporting. Control activities are defined as "practices, policies and procedures that reduce the possibility of errors entering in the financial reporting system (preventive controls) or that detect errors that are made (detective controls)."

The Town has not established formal procedures to reconcile grant, revolving and agency account balances and activities maintained by applicable departments to the activity in the general ledger. The reconciliation of subsidiary records to the general ledger would be considered a control activity as defined above.

The lack of subsidiary reconciliation procedures results in more than a remote likelihood that an error or irregularity may occur and not be prevented or detected by the Town's internal control.

Recommendation

We recommend that the Town Accountant work with departmental employees who maintain grant, revolving and agency records to reconcile subsidiary account balances and activities to the general ledger detail posting on a monthly basis. All variances and reconciling items should be identified and adjusted with adequate explanations.

5. Payroll Disbursement Procedures

Payroll Wage Certifications

We noted that payroll files pertaining to wage and salary data are not maintained in a centralized location. Each department is responsible for verifying and maintaining individual employee wage information. When summarizing bi-weekly payroll, the Town Accountant currently relies on the payroll information provided by department heads on the payroll summary sheets for each pay period. In order to increase internal control over the payroll function, complete current and authorized wage and salary information should be provided to the Town Accountant at the beginning of each fiscal year and whenever wage adjustments are authorized.

Recommendation

We recommend that the Town Accountant receive and retain current approved wage and salary data for each employee in order to verify the accuracy of bi-weekly wages paid.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Other Matters

5. **Payroll Disbursement Procedures** (Continued)

Standardized Payroll Vouchers

As a result of our payroll testing, we noted that the Town Departments do not use one standardized payroll vendor form. The use of one standardized payroll vendor format would serve to help facilitate the payroll preparation process and would provide useful information to the board of selectmen when reviewing and approving Town payroll warrants.

Recommendation

We recommend the Town consider adopting a standardized payroll voucher form denoting the following: Department, Pay Period, Account Number Charged, Employee Name, Hours Worked, Pay Rate, Total Gross Pay and Department Head Approval.

6. **Ambulance Receivable Procedures**

The Town Accountant has established a receivable account to record the activity of the Town ambulance commitment, write-off and receipt transactions administered by a third party billing administrator. However, the receipt activity is not reconciled for timing variances between the reporting of receipts by the third party billing administrator and the receipt of funds by the Town Treasurer.

Also, it is the Town's informal policy that the portion of an ambulance fee that was not paid by a third party insurer (i.e., Blue Cross and Blue Shield, Fallon Community Health, MassHealth, Medicare...) should be effectively written off. The administration of ambulance billing and collections can be a complex process; this self-imposed restriction adds additional complexity when analyzing the outstanding gross ambulance receivables. Contractual adjustments will need to be monitored closely by the Town's Ambulance Department and an appropriate, authorized Town official.

Recommendation

We recommend that reconciliation procedures be implemented to account for timing variances between the receipts reported by the third party administrator and the deposits reported by the Town Treasurer.

We further recommend that the Town adopt a formal write-off policy for its ambulance service, which would serve as a basis for these reviews and clearly indicate who has the authority to make adjustments to ambulance accounts. This would better ensure that contractual adjustments and other write-offs are performed consistently and are properly authorized.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Other Matters

7. Trust Funds

The Town has over \$450,000 in invested Trust Fund balances related to cemetery, library, education and other community funds. The Town Accountant does not maintain files identifying the original bequest and associated terms and conditions of expendable trust funds. In accordance with *Government Accounting Standards Board (GASB) Statement #34*, fiduciary funds should be used to account for Private Purpose Trust Funds. Private Purpose Trust Funds are used to account for the principal and income for all trust arrangements that benefit individuals, private organizations, or other governments. The proper fund classification of trust arrangements cannot be determined without bequest documentation related to the formation of each trust.

Recommendation

We recommend the Town Accountant retain a summary of how each trust arrangement was formed including the terms and conditions of Perpetual (Non-Expendable) Funds and documentation summarizing how Expendable Permanent Funds may be used.

8. Fixed Asset Accounting

With the implementation of GASB #34 in Fiscal Year 2003 came the responsibility of fixed asset reporting. Since that time, the Town has worked with its independent auditors to account for fixed asset additions. However, the Town has not implemented internal control procedures to accurately and timely account for fixed asset additions for the Town as a whole. The Town does not maintain fixed assets within the accounting software, rather a separate Excel spreadsheet is used to account for capital assets.

Also, the Town does not have a formal procedure to ensure that disposals of capital assets, whether by destruction, sale, scrapping, or trade-in, are reported in the General Ledger and the Capital Asset Detail Subsidiary Ledger maintained in Excel. In the absence of a formal procedure, the likelihood of a disposal not being properly reported increases substantially.

Recommendation

We recommend that the Town work to develop policies that address all issues related to fixed asset reporting and work toward maintaining a complete and accurate fixed asset listing by both asset type and location.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

Other Matters

9. Contractual Obligations

The Town enters into various contractual obligations with vendors and employees. We noted that Town departments did not always forward copies of contracts as required by Massachusetts General Laws. Massachusetts General Laws, Chapter 41, Section 57, reads in part, "The Town Accountant shall have custody of all contracts of the Town." Contracts should be forwarded and retained by the Town Accountant to ensure proper payment in accordance with contractual obligations.

Recommendation

We recommend that all contracts be forwarded to the Town Accountant for proper retention.

Town Services

2013 Agricultural Commission Annual Report

The Commission held 9 monthly meetings which resulted in:

- 1) Hosting a Farmer – to – Farmer workshop that presented information about using wood ash on fields as a low cost source of soil nutrients.
- 2) Hubbardston Farms’ Tour Day was held May 19th with 6 participating farms.
- 3) Working with Board of Assessors to update the status of the Farm Excise Tax/Personal Property Tax definition.
- 4) Completing a survey to identify the commercial and hobby farms in Hubbardston.
- 5) Purchasing and posting several “Hubbardston; A Right – to – Farm Community” signs.
- 6) Updating and approving the Commission’s Mission and 2014 Work Plan.

Respectfully submitted,

Catherine Hansgate, Chairperson



BUILDING DEPARTMENT

<u>Purpose of Permit</u>	<u># of Permits</u>	<u>\$ Value</u>	<u>\$ Fee</u>
1 & 2 Family Dwellings	15	\$3,230,218.00	\$24,481.57
Additions	1	\$5895.00	\$110.94
Alterations	20	\$580,491.00	\$5,559.72
Accessory Buildings	8	\$400,670.00	\$3180.00
Pools	1	\$10,300.00	\$60
Commercial - Solar	2	\$11,800,000.00	\$118,000.00
Solar – Residential	8	\$ 240,200.00	\$4,744.00
Other (Roofs, Siding, Windows, etc.)	31	\$304,554.75	\$1861.04
Demolitions	1	\$5000	\$75
Total	87		
Stove Permits	31		\$1550
Safety Certificates	4		\$240.00
Totals	122	\$16,577,328.75	\$159,862.27

Effective March 1, 2008 a new fee schedule was approved to determine the value of each specific project while the cost per thousand dollars of value remained the same: \$8.00 per thousand of value (residential) \$10.00 per thousand of value (commercial). This new schedule was approved by the Board of Selectmen.

Check our Website *hubbardstonma.us* for any changes

Building Department Inventory:
1 Pentium 4C 2.6 ghz PC

Monitor with Wireless Keyboard and Mouse

1 HP Deskjet 5150 printer 2 desks with chairs

3 filing cabinets 2 small cabinets on wheels

1 metal bookcase

Respectfully submitted;

Lawrence M. Brandt, Building Commissioner

Deborah Bryant, Administrative Assistant

GAS/PLUMBING INSPECTOR

In the year 2013 I completed the following inspections:

New Homes- 13

Remodels- 9

Repair- 16

Gas- 28

Respectfully submitted,

Tom Monfreda

Plumbing & Gas Inspector

CONSERVATION COMMISSION

All new construction in Hubbardston, including additions to existing homes, is subject to a site inspection by the Conservation Commission prior to obtaining a building permit. Projects are reviewed in accordance with M.G.L. Chapter 131, Section 40, and 310 CMR 10.00-10.99, The Wetlands Protection Act (including the Rivers Protection Act), and the Hubbardston General Wetlands Bylaw. The purpose of the Wetlands Protection Act is to provide a public review and decision-making process for projects that affect a resource area. The interests that the commission is most concerned with in Hubbardston are:

- ◆ Protection of public and private water supply
- ◆ Protection of ground water supply
- ◆ Protection of wildlife habitat
- ◆ Flood control
- ◆ Storm damage prevention
- ◆ Prevention of pollution

Resource areas that are subject to protection include any wetland, marsh, or swamp bordering on any river, stream, pond, or lake and include a 100-foot buffer zone. Other protected resource areas that do not have a buffer zone are land subject to flooding, land under any water body, certified vernal pools, and the riverfront area.

A **Notice of Intent** (NOI) is required for any proposed activity that will remove, fill, dredge, or alter a resource area. A **Request for Determination of Applicability** (RFDA) must be filed for all activities within 100-feet of a resource area. State forms for RFDA or NOI are available at www.state.ma.us/dep

The Rivers Protection Act prohibits activities within 200-feet of any perennial river or stream.

Local regulations do not allow alteration of land within 50 feet of a wetland or 100 feet of a water body. This is referred to as a “no-build” zone.

The Conservation Commission consists of a five member board, all are appointed volunteers, and a clerk with office hours. Office hours are held on Tuesday and Thursday from 9:00 A.M – 3:00 P.M. Check the Town website calendar for meeting postings.

Members for 2013:

Stephen Mossey, Chairman
Michael Stevens
Larry Therrien

Eric Gemborys
Anthony Coppola

Conservation Commission Inventory:

Reconyx Rapidfire RC60 No flash Digital trail camera
1 Gig Compact Flash, 1 Masterlock Python Cable and 1 Super Talet All-in-One USB Reader
3 file cabinets, 3-100' tape measure, 1 Soil Auger

CONSERVATION COMMISSION

ACTIVITIES	2008	2009	2010	2011	2012	2013
Number of Public Hearings	6	7	7	12	7	9
Request for Determination	2	4	1	7	8	6
Notice of Intent	4	3	4	5	3	3
Order of Conditions	4	3	0	0	5	3
Other Site Inspections	38	73	46	32	28	29

Respectfully submitted for the Commission,
Toni Walker, Clerk



REPORT OF THE COUNCIL ON AGING

The Council on Aging had another prosperous year. Local business *The Country Hen* has continued to donate 90 dozen eggs weekly to be distributed to seniors. Every Thursday, we look forward to seeing you. Our *Wii* bowling has been a great success. We have had quite a few games with Rutland and West Boylston seniors. The competition is keen, and I have to say we are in the lead. We expect more towns to join us as they acquire *Wii* systems.

Pitch card games have expanded to the 1st and 3rd Fridays, as have the Cribbage games on the 2nd and 4th Thursdays of the month. We thank Larry Mayo and Pat Woodard for their continuing help.

Crafts and knitting activity has grown over this year. Many items were made for our Christmas Fair.

A Singing Club was formed (Swinging Singing Seniors, complete with their trademark straw hats.) They performed at Field Day, the Veterans' Day luncheon, and at the Holiday Open House at the Senior Center.

Montachusett Opportunity Council (MOC) still serves a nourishing luncheon for seniors every Tuesday and Thursday at Noon.

The Center offers plenty of coffee and socializing time for the seniors. We are open on Tuesdays, Wednesdays and Thursdays, 8:30 a.m. until 3:00 P.M., and the coffee is always hot!

Lachance Center Nursing Rehab hosted their popular Kaboom Bingo this fall, with good participation.

Programs

- A very well-attended program on Heart Health was presented by Dr. Michael Stauder and an automatic blood pressure monitor was donated to the Senior Center from Henry Heywood Hospital.
- "Seniors on the Move" was a Cooking and Health Maintenance class sponsored by MOC
- "Living Better Together" was a presentation helping those dealing with chronic illness, and was also sponsored by MOC.
- Visiting Nurse Association

Our Annual Chicken BBQ Award Luncheon honored Rosella Ouellette as "Senior Volunteer of the Year." A September rummage sale was very successful and later the COA made a donation to the Community Shopping Store in Orange. The COA Christmas Fair was held December 7, 2013.

COA Director Claudia Provencal attended programs throughout the year for grant writing training, meetings with other senior center directors, and a Triad meeting.

Foxwoods Casino was a very popular destination for the seniors and a number of bus trips were held; a Christmas trip to the Log Cabin for dinner and a holiday show was well-received.

The land swap with the Department of Conservation and Recreation was approved by Special Town Meeting on November 19, 2013. We have high hopes of a new Senior Center in the near future. All of us are working very hard to make this a reality.

Respectfully submitted,

Claudia Provencal
COA Director

Report of the Hubbardston Senior Center Building Committee

The committee met at least once a month and more often as events required, including meeting with our State House delegation, Senator Stephen Brewer and Representative Ann Gobi, and other state officials.

During the course of our meetings with the Selectboard, the committee was asked to seek an additional two (2) acres at the proposed site of the Department of Conservation and Recreation owned land on Gardner Road (Route 68) to accommodate future town facilities. It could encompass a public safety complex as well as new town offices. That discussion continues and hopefully will be settled by the time this annual report is published.

At the Special Town Meeting on November 19, the committee requested permission to swap town land on Mile Road for the ten acres and subsequently twelve acres located on Gardner Road opposite the pallet company. A second STM article requested the reauthorization of the \$100,000 appropriated at last year's town meeting for the purchase of 10 acres of land for a new senior center. The committee was pleased that both articles were passed by an overwhelming majority vote. We thank all of the town meeting voters for their support of our efforts.

At year end, legislation was formulated and filed for action in the current session of the State Legislature that would authorize the land swap between the Town and Commonwealth. We continue to plan for the construction of a new Senior Center. We are studying what best practices to incorporate into our plans and what has worked for other communities who have recently constructed or remodeled their centers.

The Hubbardston Senior Center Building Committee looks forward to this coming year with great anticipation and hope for great progress as we continue towards the goals for which we were formed.

Respectfully submitted,

Paul Hale
Claudia Provencal
Co-Chairs



COMMUNITY PRESERVATION COMMITTEE

The Community Preservation ACT (CPA) is a mechanism for cities and towns to raise capital for use in specific projects that improve the quality of life for all residents. With matching funds from the state, the money raised can be used for the creation of open space, historic preservation projects, affordable housing development, and certain recreational uses. Hubbardston passed the CPA in November 2006. Funds are administered through a Committee (the CPC) created with representation from the four areas of allowed uses, as well as at-large members. Information and guidelines, as well as an application form, can be found on the town website under Town Services. The CPC reviews all applications and those that meet the guidelines of the CPA are recommended to the Board of Selectmen to be voted on by Town Meeting.

Parks Commission Application: The commission presented an application to add a full sized basketball court and full sized doubles tennis court at the Curtis Recreation Field. An initial request of \$50,000.00 CPA was made. Non CPA funding options are being explored which may lower request of CPA funds. Voted to place on Annual Town Meeting Warrant.

Town Clerk Records Project: The binding and preservation of Town historic records approved last year is still in progress.

Malone Road Reclamation Project: Final reclamation work was completed and \$350.00 from approved town funding was issued to the Open Space Committee to install a 16' gate to prevent unauthorized vehicular traffic and the dumping of rubbish.

Hubbardston Center School Playground Committee Application: The committee fundraised \$40,000.00 and received \$40,000.00 CPA funding to supplement \$40,000.00 received in grants to complete their playground project at Center School.

Funding Increase: The State Legislature voted to amend the Community Preservation Act for Fiscal Year 2013 by adding \$25 million for the statewide CPA Trust Fund. Matching funding for Hubbardston was increased from the projected 26.83% to 52.23%. Based on this percentage Hubbardston received \$54,894 from the state CPA Trust Fund.

Two new members, Vin Ritchie and Barbara Carpenter have joined the CPC

Two outgoing members as of June 2013; Ernest Newcomb and Denis Halfrey

A new CPC clerk, Sheila Chicoine, has been hired effective January 1, 2014.

Respectfully submitted,

Jassy Bratko, Chairwoman / Open Space Committee
Dennis O'Donnell, Finance Officer / Housing Authority
Danielle Arakelian / Member at Large
Sanda Barry / Parks Commission
Barbara Carpenter / Historical Commission
Anthony Coppola / Conservation Commission
Donna Farrell / Member at Large
Susan Fox / Member at Large
Denis Halfrey / Planning Board
Ernest Newcomb / Historical Commission
Vincent Ritchie / Planning Board

HUBBARDSTON CULTURAL COUNCIL

2013 GRANT CYCLE

The Hubbardston Cultural Council is part of a grass-roots network of 329 local councils that serve every city and town in the state of Massachusetts. The program is the largest, most decentralized one of its kind in the United States. The state legislature and the National Endowment for the Arts provide an annual appropriation to the Massachusetts Cultural Council, which then allocates funds to each local council. In 2013 the Hubbardston Cultural Council distributed \$4,579.00 in grant money.

The council received 15 applications requesting \$7,395.00. The council was able to award 11 of the grants with the \$3,870.00 allocated by the MCC and an available remaining account balance of \$709.00.

The Council awarded the following grants in 2013:

Applicant	Project Allocation	
Katie Green & Robert Reiser	Hear That Whistle Blow	\$400.00
Hubbardston Public Library & Museum	Coffee House Series	\$400.00
Hubbardston Public Library	Hands On History	\$500.00
Peter Cormier	Midstate Trail Art Project	\$350.00
John Porcino	To Life! Celebrations in Story, Song	\$300.00
Maplewind Arts	4 th Annual Blues and Jazz Festival	\$652.00
MapleWind Arts	14 th Annual Nutcracker Performance	\$500.00
Hubbardston Community Theatre	Seussical	\$652.00
Fitchburg Art Museum	78 th Regional Exhibit of Arts and Crafts	\$125.00
Listening Wellness Center	Youth Enrichment Program	\$400.00
Susan Flag	Yoga, Wisdom, and Music	\$300.00

Respectfully submitted,

Carla Jones, Chair
Laura Milko, Co-chair
Laura Foley
Cindy Nordstrom
Tom Milko

2013 REPORT OF THE DEPARTMENT OF PUBLIC WORKS

Message from the Director

My name is Tim Kilhart and I was hired as your new DPW Director on Nov. 18, 2013. I replaced Lyn Gauthier who retired after serving the Town for many years. The Town has now formed a DPW which will result in many changes for our department. We will now be responsible for mowing and maintaining all cemeteries and town parks. We will also be doing custodial duties in Town buildings. The DPW will also continue to perform its regular assigned responsibilities for all the care and the maintenance of all Town roads. We will strive to keep them in the best possible condition at all times. We prioritize our workload to get as much work done as possible.

The DPW received a new 2014 Ford F-450 truck with dump body and 9ft. plow in December 2013. The truck was purchased after a vote at the June 4, 2013 Annual Town Meeting.

Road Maintenance: The Town did a massive \$3,000,000 paving project involving Healdville Road, Hale Road, Grimes Road and Ragged Hill Road. Money was used from Chapter 90 funds, a STRAP Grant and funding from the Town. This was a very large and time consuming project for the Town. Other general road maintenance was done on various roads as time permitted.

We have been working diligently to make repairs to our equipment. We hired a new mechanic who has been working very hard to keep our vehicles running. Some of the equipment is old and finding parts is quite difficult at times. Many times we are waiting for the parts to be made and the delivered.

I will be looking at all of our roads to evaluate what can be done to make them better with the money we have available. We are in the 100% design phase for a bridge replacement on Burnshirt Road and hope for this project to begin in the summer of 2014. We are also designing a bridge replacement for the small bridge on Healdville Road which will cost approximately \$150,000 using Chapter 90 funding from the current year. We hope the Healdville Road Bridge will be done in the summer of 2014. The Town voted \$115,000 to design a paving project through Mass. DOT for portions of Rt. 68. We hope this project moves forward as well.

Cooperation with other Town Boards: We are meeting and making contacts with all boards and committees to get as much cooperation as possible. We all need to work together for the betterment of the Town.

The DPW will work hard for the Town and make the roads the best they can be. We urge residents to call 978-928-1408 with questions, concerns or ideas. We will do our best to address them promptly and to your satisfaction.

INVENTORY

2014 Ford F-450 with dump body and 9' plow
2012 Freightliner 6 wheel dump truck with plow
2009 Sterling 6 wheel dump truck with all season body and power angle plow
2006 Ford F450 with dump body, 10' Snow King Plow & sander
2005 Elgin SE Pelican sweeper
2004 Mack with All-Season body
2003 Ford Expedition
2001 Morbark wood chipper
2000 John Deere Wheel Loader
1998 Ford L-8000 with all season body & wing plow
1997 Ford L-8000 with all season body
1997 New Holland tractor with flail & rotary heads
1993 Ford with all season body
1989 Champion grader w/wing plow
1985 Ford backhoe model 555A
1984 Hough 540
1968 Sidewalk tractor w/ V-plow and angle plow

Respectfully submitted,

Tim Kilhart
DPW Director

REPORT OF THE HISTORICAL COMMISSION

Signed the Preservation Agreement between the Unitarian Church and Town

Met with Vintage Karting Association (go-cart track historic) Boston deemed they had much work to do to prove it historic

Visited the restored Johnson house

Wain-Roy signs at Monty Tech

Met with Town Administrator Anita Scheipers & Selectman Matt Castriotta

Charter changed us from 7 membership to 5

Moved flagpole from school to cemetery

Dug Parish Cemetery granite stone and found cannot be repaired

Will meet with Cemetery Commission for final decision on the Parish Cemetery Gate and position of flag pole at Rural Glen

History of the 1774 revolution coming to light. History in Classrooms & Militia

New State law-commission can have as many as five alternates. We now have two: Ernest Newcomb & Hilary Scott

Re-signed the Historic Preservation Agreement between Church and Town

Respectfully submitted

Gary Kangas, Chairman
Martha Holgerson, Secretary
Kenneth Green
Charles Clark
Ernest Newcomb
Barbara Carpenter

REPORT OF THE LIBRARY DEPARTMENT

The Hubbardston Public Library serves to inspire and educate the public with free access to a large collection of books, magazines, historic archives, video and audio media, and the Internet. Through our educational and social programs, we strive to bring people together in the welcoming spirit of community and friendship.

Over the past year the staff, trustees and supporters of the Hubbardston Public Library continued their endeavors to promote and support the habit of reading as a source of personal growth and education as well as a source of pleasure for the residents of Hubbardston. The library maintained a varied and current collection of materials to provide these experiences. Hubbardston Public Library was once again certified by the Massachusetts Board of Library Commissioners as meeting minimum standards for Massachusetts Public Libraries for 2013. As a certified library and a member of Central/Western Massachusetts Automated Resource Sharing (CWMARS) we were able to access the collections of other Massachusetts libraries for our patrons. We continue to offer programs that reflect the needs and interests of our community.

Report of the Hubbardston Public Library Director

With the support of the Hubbardston Cultural Council Grants, the Library was able to offer the following programs during Calendar Year 2013:

- ***Coffee House Musical Series***: offered a variety of local musical talent on the first Thursday of each month at 6PM during the winter months.
- ***Hands on History***: This interactive traveling revolutionary war museum visited the library on July 10. Participants had the opportunity to dress in period costume and handle 18th century original artifacts and reproductions.
- ***John Porcino***: This 30 year veteran of storytelling, entertained all ages with his hardy told tales, joyfully sung songs and fascinating musical instruments from around the world.

The Library was also able to offer these additional programs for 2013:

- ***Story Hour***: This library standard met each Wednesday from 10:00 until 11:00AM from September through June. The program included a story, songs and a related craft project.
- ***Statewide Summer Reading Program***: The 2013 theme was ***Dig into reading***. The library offered weekly programs that included Fossils and Dinosaurs, American History, Gardening, Science and Pirates. Summer Reading participants were also treated to free ice cream from Calico and Crème. We thank Donald and Elaine McKay for their continued support of the Summer Reading Program.
- ***Flower Fairy Workshop***: Inspired by The Flower Fairies Books illustrated by Cecily May Baker, over 50 participants, some in costume, created their very own fairy from silk flowers, beads and pipe cleaners.

The community support that has been provided to the Library over the past year has been wonderful. Just to mention a few of the ways the support has manifested:

- In Memoriam donations by some of our longtime residents who passed away this year.

- The 15th Annual Library Road Race and Annual Holiday Raffle proceeds helped to make minor repairs to our building.
- The Friends of the Hubbardston Library, a non-profit group dedicated to promoting and assisting our library.

The library continued to offer the following hours for 2013:

Monday 1pm - 7pm
Wednesday 10am - 4pm
Thursday 1pm - 7pm
Saturday 9am - 12pm

The Hubbardston Library Staff and Trustees wish to thank all those who worked so hard to keep the Library a part of Hubbardston's past, present and future. We hope you will continue to advocate for the future of this library.

Respectfully Submitted,

Jayne Arata

Hubbardston Public Library Director

Hubbardston Public Library Circulation Statistics				2013		
		Adult	Young Adult	Children		Total
Books		4,137	880	4,719		9,736
Print Periodicals		731	0	7		738
Audio Materials		880	102	185		1167
Video/DVD		2314	14	551		2879
E-books		960	0	0		960
Downloadable audio		411	0	0		411
Downlaodable video		5	0	0		5
Materials in electronic format		1	0	1		2
Miscellaneous		57	1	60		118
Interlibrary Loans Received		3663				
Interlibrary Loans Provided		1637				
Nonresident Circualtion		1454				
Programs		12	2	34		48
Attendance at Programs		103	44	545		692
Registered Patrons		1673				
Total Hours Open		1026				
Number of Volunteer Hours		55				

HUBBARDSTON PUBLIC LIBRARY					
TREASURER'S REPORT					
July 2012 through June 2013					
Account	Appropriated	Expended			Balance
Wages	33339.00	32173.05			1165.95
Utilities & Maintenance	17185.00	14979.04			2205.96
Books & Materials	14828.00	14828.00			0.00
Other Library Accounts					
	Beginning Balance	Credit	Debit	Balance	
Dog Fund	627.00		627.00	0.00	
Annual State Grant	4974.81	4028.38	704.35	8298.84	
Donation Fund	23267.13	7748.99	5748.03	25268.09	
Arts Lottery		325.00			
Trust & Endowment Income		419.00			

HUBBARDSTON OPEN SPACE COMMITTEE

2013 has proven to be another busy year for the Open Space Committee.

The Recreational Trails Grant the committee previously received from the Massachusetts Department of Conservation and Recreation required all work to be completed by December 2013. The grant was for the amount of \$5022.52 with the committee needing to provide 20%. This meant that any additional funds required would need to be generated by the committee. This was accomplished by the committee doing the work itself and through the generous help of others. Much of the work needed was to maintain and, if needed, re-route the trails created by the Open Space Committee.

The Behind the Chimney Trail was badly eroded and in need of major restoration. With the help of volunteers, the committee has worked on the trail, including providing water bars and clearing the trail of fallen trees and other debris. Two bridges were needed. The first was built and completed as an Eagle Scout project. The materials were donated, and the design and labor were provided by the expertise and hard work of the Eagle Scout building the bridge with his assistants. The second bridge was paid for by the grant with the planning of the committee.

Committee members used GPS to map the trail system, which would include the existing trails and the new trails built by the committee. New maps were re-written, printed and paid for by donations from many local businesses. New signs were hand-crafted by the committee to mark all the trails. A trailhead sign was created, built and installed by the Open Space Committee showing the entire trail system as well as providing free maps for anyone who wishes to enjoy the conservation areas. All materials were donated by the Open Space Committee. The sign is placed at the Mt. Jefferson Conservation Area picnic area. With approved CPA funds, posts and a gate were also installed at the Malone Road Conservation Area to prevent vehicle access to certain areas that would disturb the natural habitat and haying acreage.

The committee has worked hard to make both the Mt. Jefferson and Malone Rd. Conservation Areas open to various groups for recreation. The Mohawk Amateur Radio Club organized an event at the Malone Road Conservation Area for a contest of short-wave Hamm radio operators. The proper authorities including the Hubbardston Police and Fire departments, the Selectboard and Conservation Commission as well as the Open Space Committee approved the event. The designated weekend in June was a great success. The Bay State Trail Riders organized a horseback ride in October. Earlier in 2013, the boy scouts had created their own special hike through the trails. The Hubbardston Lions Club sponsored a wildly successful Halloween event at the Mt. Jefferson Conservation Area, complete with hayrides, a bonfire supervised by the fire department, refreshments, amateur skits and some very scary characters. The turnout was beyond all expectation, and a great time was had by all.

The Open Space Committee continues its ongoing work to keep the trails accessible to individuals such as hikers, bird enthusiasts, hunters and nature lovers. The committee has

walked the trails and marked them to coincide with the new trail maps. The committee is continually out on the trails assessing work that needs to be done, including clearing debris, fallen limbs and trees, and preventing erosion where needed. The handicap-accessible trail at the Malone Rd Conservation Area is also maintained by the committee to permit access by the town's all-terrain wheelchair.

The committee has been working with various groups regarding land acquisition and grant funding, including DCR and various conservation groups and land trusts. It has also worked with the town to help facilitate the management plan, as well as the hay licensing which provides revenue to the town as well as being an integral part of the established management plan.

The Mount Jefferson and Malone Rd Conservation Areas provide a habitat for wildlife to use for nesting, food sources, and migration. Nature enthusiasts are able to enjoy our open spaces for their beauty, tranquility and learning opportunities. The many passive recreational opportunities are welcome to all.

The Open Space Committee would like to express our gratitude and appreciation to the Selectboard, CPA committee, the Conservation Commission, town employees and volunteers for their help and support. Their help has made it possible for future generations to appreciate and enjoy the natural beauty, open spaces and recreational opportunities that Hubbardston has to offer.

Respectfully submitted,

Leslie Greiner, Secretary

Jassy Bratko, Chair

Joe Cataldo

Charlie Clark

Peter DeBlois

Susan Fox

Pat Taylor

PARKS COMMISSION

The Parks Commission is responsible for maintaining the public park area in town: the Curtis Recreation Field that encompasses soccer fields, baseball fields ,a walking track, the Rainbows End Playground, a skate park and a soon to be constructed basketball/tennis court. Other public areas include the Millennium Info Park (Charlie Clark Corner), The Town Common, Leonard Field and the Mt Jefferson Conservation Area.

The Parks Commission also provided community events and activities to the town in 2013 such as the Annual Easter Egg Hunt now in its 17th year, The 8th Annual Town Wide Yard Sale, funding for the Horribles Parade and the 3rd Annual Christmas Tree Lighting on the Town Common.

The Parks Commission also coordinates the scheduling of the Curtis Recreation Fields as well as approving other organizations for usage of public properties in Hubbardston.

In 2013 the Parks Commission approved many additional events of town property. The Lions Club held Antique Car shows in June, July and August. The Spring saw additional use of soccer fields with the addition of a Spring Soccer League, The Boy Scouts used the Curtis Rec Field for Rocket Launching, The Mass Bike Organization used the Curtis Rec Field as part of their bike tour in August, The Maple Winds Orchestra provided music for all in July at the Gazebo, and the Lions Club held its first Hubbardston Haunted Hayride at the Mt. Jefferson Conservation Area.

The commissioners are the liaison for the town residents and the newly formed DPW to meet the needs of the town parks. The Commission meets the 3rd Monday of every month at the Senior Center.

Respectfully submitted for the Commissioners,

Sanda Barry,

Park Commissioner

TREE WARDEN

One tree hearing was held in December for the removal of eight trees along Pitcherville Road to accommodate the installation of new poles and lines by National Grid. This new infrastructure will support the new solar farm on that road.

National Grid continues to work through town removing dead, dying and hazardous trees. They also perform routine maintenance by pruning trees within close proximity to the electrical circuits. I have approved and overseen all of their activities.

Trees were removed at the request of four residents this past year. These trees were found to be dead, dying or hazardous. They were located on Barre Road, Hale Road, Birches Road and New Templeton Road.

My outside service expense line item has again stayed within budget.

Respectfully submitted,

Jeff Bourque

Tree Warden

REPORT OF THE HUBBARDSTON VETERANS SERVICES

As the Veterans' Agent for Hubbardston, I hereby submit the Annual Report for Fiscal Year 2013 ending June 30, 2013.

The following expenditures occurred during this reporting period. \$1,020.00 for Salary. This department handled three active cases with expenditures of \$5,141.68 which included \$233.28 for Veterans' grave flags. \$35.00 was expended for professional development.

This department has and continues to assist Veterans and or their widows in filing for various federal programs such as VA Compensation and or Pension as well as filing for military documentation, request for medals and ribbons and enrollment into the Veterans Affairs medical program.

Assistance has been provided in helping Veterans filing applications for burial in the Massachusetts Veterans Cemetery in Winchendon.

I am the full time Veterans Agent for Gardner where I can be reached Monday through Friday. My office hours are 8:00 am to 4:30 pm Monday through Thursday and 8:00 am to 1:00 pm on Fridays.

My phone number is 978-630-4017 and I am located at 95 Pleasant Street, City Hall, Room 209, Gardner, MA 01440.

I look forward to serving the veterans of Hubbardston.

Respectfully submitted,

Phillip D. Buso
Veterans' Agent

Protection of Persons & Property

REPORT OF THE BOARD OF HEALTH

The mission of the Board of Health is to promote and protect the public health of all residents in the Town of Hubbardston. This is done through education and enforcement of environmental, public, medical and mental health laws and regulations.

The Board of Health provides enforcement of the State Sanitary Code in the areas of housing, food sales and service, pools and camps. It is also responsible for the surveillance and reporting of communicable disease and the State Environmental Code for wells, septic systems, lead and asbestos abatement and ground water protection as well as the elimination of nuisances. These requirements reflect the principle that many critical health problems are best handled by local officials familiar with local conditions.

We would like to take this opportunity to thank the Wachusett Medical Reserve Corps, directed by Judie O'Donnell, for providing medical personnel to assist with the flu clinic which took place in October. We had a successful turnout with 150 residents participating. We look forward to another healthy year of serving the residents of Hubbardston.

Respectfully Submitted,
Tom Larson, Chairman
Randy Mizereck, Vice-Chairman
Hayden Duggan, Member
Steve Mossey, Member
Lucinda Oates, Member

RECYCLING CENTER

In 2013 we served 163 residents and took in \$1997 in fees.

Items collected include:

- 332 gallons of waste oil
- 24 gallon of antifreeze
- 5 car batteries
- 21 oil filters
- 15 tires
- 6 household appliances
- 87 television sets and computer monitors
- 22 computers
- 9 printers
- 8 lawnmowers
- 6 snow blowers
- 6 propane tanks
- 15 cellphones
- 13 microwaves
- 7 VCRs
- 7 refrigerators
- 2.5 gallons of flashlight batteries
- 6 dehumidifiers
- 13 air conditioners
- 4 bicycles
- Assorted other objects of various materials

We had another wonderful year in 2013 slightly bettering our take from last year. We had a float in the Memorial Day Parade and a booth on Field Day, both of which were well received. The crew, both paid employees and senior volunteers deserve kudos for a job well done. We hope to see everyone back in April.

For next year, I have made a connection with a local hazardous waste removal company and we may be able to schedule some paint pick up events in 2014. We are hoping to continue with Greencycle next year and we are looking forward to getting new signage as well.

REPORT OF THE FIRE DEPARTMENT

The Fire Department provided another year of dedicated service to the Town of Hubbardston in 2013. The staff devoted thousands of hours, paid and unpaid, to provide the best possible emergency services to the residents we protect. The department responded to 498 incidents during the year, while also continuing its efforts in fire prevention through public education and code enforcement.

The on-call members of the department donate four nights a month of on-call time, in addition to their regular response with many giving more time to cover the hours of 6:00 p.m. to 7:00 a.m. seven nights a week. This assures that we have minimum staffing for the overnight which is not covered by full time staff. They are required to be in town, ready to respond and only receive compensation for the hours when they do respond to emergencies. The dedication of the call staff saves the taxpayers thousands of dollars annually by covering those hours which otherwise would require additional full time staff to cover.

During the past year the department had six members leave. This has had a substantial impact to the department. It has put more demand on the remaining members. Continual demands of increased call volume and training requirements have made it difficult for some individuals to remain with the department.

Station One received some much needed work to the exterior of the building. The station received new windows and the exterior siding was replaced and painted. All work was completed by department members. We will also be looking for extra funding in FY15 to replace the roof, which is well over 20 years old. Hopefully these repairs will increase the life span of the building until a new fire station can be built in the near future.

I would like to thank all of the Town Officials, and members of the Police and Highway Departments; it has been a pleasure to work with them throughout the year. I would also like to express my appreciation to the residents of the community for their support. Finally, I would like to give a special thanks to the men and women of the Hubbardston Fire Department; they have done an excellent job serving their community and I am, as always, very proud to serve alongside them.

Respectfully submitted,

Robert F. Hayes Jr.
Fire Chief

Hubbardston Fire Department-Personnel

Officers:

Robert Hayes	Chief	Paramedic
Troy Casey	Captain	Paramedic
James Dixson	Lieutenant	EMT-I
Caleb Langer	Lieutenant	Paramedic
Erik Ares	Lieutenant	Paramedic

Fire/EMS Personnel:

Martin Scott	Firefighter	Paramedic
James Ares	Firefighter	EMT-B
John DeMalia	Firefighter	EMT-B
Tina Dixson	Firefighter	EMT-I
Brittaney Doane	Firefighter	Paramedic
Dennis Hamel	Firefighter	Paramedic
Ed Linhart	Firefighter	EMT-B
Jeffrey St. Hilaire	Firefighter	EMT-B
Jason Barrette	Recruit/FF	First Responder
Brett Carpenter	Recruit/FF	First Responder
Jeremy Goscila	Firefighter	EMT-B
Cam Greim	Recruit/FF	First Responder
William Jackson	Recruit/FF	First Responder
Sean Spain	Recruit/FF	First Responder
Adam Wickstrom	Firefighter	EMT-B

EMS Personnel:

Peter Laitinen	Paramedic
Patti Hall	EMT-B
Corey Hallock	EMT-B

Hubbardston Fire Department – Apparatus Inventory

Engine 1	1993	International	Engine
Engine 2	2001	KME	Engine-Tanker
Engine 3	2007	Spartan	Rescue-Engine
Engine 4	1989	Ford	Engine
Ambulance 1	2000	Ford	Class I
Ambulance 2	2005	Ford	Class I
Car 1	2007	Ford	Command Unit
Forestry 1	1986	Chevy	Brush
Car 2	2007	Ford	Pickup
Trailer	1999	AMC	Haz-Mat

POLICE DEPARTMENT

As the Police Chief for this department, I am pleased to submit the 2013 annual report for the Town of Hubbardston Police Department.

2013 brought about more local aid cuts to the police department. Joining the elimination of community policing funds, highway safety grants and bicycle helmet allocation was mandated training that was not supported by state monies. Consequently the budget for the year remained very tight and very challenging. The training of the officers remains a top priority and will not be compromised. These mandates and cuts continue to inhibit our ability to provide programs to the residents of Hubbardston.

The department has been, and continues to focus on quality of life issues, and helping the citizens through these. We have seen an increase in calls for service by 30%, as well as increases in Civil Motor vehicle infractions (31%), Verbal warnings for vehicle infractions (43%) and arrests (11%). The departments focus on community service was evident by increases in building checks (35%), and aid to the public (33%). This proactive approach has resulted in decreases in vandalism (27%), Domestic Disputes (39%), and Animal Complaints (50%). The added exposure has had a positive effect on these quality of life issues and will continue into the future.

2013 welcomed 2 new officers. Ptlm. Scott Chatigny joined the department in January and Ptlm. Christopher Kusz joined in May. Both have been a positive force in continuing the mission of your police department.

2013 also brought pain in the form of Sgt. Forte's extended illness. During such an awful time for the department I was encouraged by the way the citizens of Hubbardston opened their wallets to help an officer of their department. The officers of the department worked shorthanded to get by this traumatic event and have become a team and brotherhood. I couldn't be prouder of their resilience and heart.

The department has continued with exposure through social media, joining our facebook page we have also added a twitter account. In regards to town wide notification CodeRed was approved at town meeting and has proven to be extremely helpful during the paving operations we were able to advise residents of road closures and construction, limiting the unexpected inconveniences. These tools have proven their worth during several snow storms as well as sporadic power outages. This medium has shown great promise and all are welcome to visit it often. The likes for the Hubbardston Police Facebook page has increased by 50% and Twitter by 60%, and continues to grow.

The department has continued to increase its involvement with the North Worcester Drug Task Force, allowing us access to resources we would not normally have. This has allowed us to focus on drug issues plaguing our community and has resulted in numerous drugs arrests in 2013. We have also secured a grant for under aged drinking enforcement and have had officers out there watching for this activity.

The department again maintained a presence at the Memorial Day Parade with the officers volunteering their time to represent the Hubbardston Police. We were also present for Field Day, which was also done with voluntary efforts by the police officers. At Field Day we offered spray-on tattoos, which were a hit for the children of town. We also set up a sign up for Code Red.

This office remains an active participant in the Comprehensive Emergency Management Team, The Article 2020 Committee, and the North Worcester County Drug Task Force. In addition, this office administrates funding for grants from the Executive Office of Public Safety and Homeland Security.

In closing I want to thank the hard working members of the Hubbardston Police Department for their dedication and vigilance. I feel that they represent the community of Hubbardston with pride and conviction. I would also like to thank the residents of Hubbardston for your support. Through budgetary vigilance we were again able to stay within budget and provide the services that you, the resident, deserve. 2014 will bring many of the same challenges to the Town of Hubbardston. Crime is a constant reminder of the society we live in and that no community is immune. Our goal is to be as vigilant as possible to secure your continued safety. I believe we are well prepared, and dedicated, to meet these challenges and serve the residents of Hubbardston. I am truly honored by the loyalty and dedication of the officers of The Hubbardston Police Department and the residents of this great town. I look forward to 2014 and the upcoming challenges that await us, I am confident that the men and woman of the Hubbardston Police Department are well equipped to handle any type of situation we are placed in.

“The police are the people, and the people are the police.”

“Leadership is sacrificing yourself for the organization, not sacrificing the organization for yourself”

OUR MISSION STATEMENT

The mission of the Hubbardston Police Department is to provide the highest quality of police service, in cooperation and partnership with the business and citizen community emphasizing integrity, fairness, and professionalism. It is our goal to have a positive impact on the quality of life for the residents and businesses in Hubbardston.

Respectfully submitted,

Chief Dennis G. Perron

**POLICE DEPARTMENT
&
COMMUNICATION CENTER**

2012 Police Department Personnel



Chief of Police

Dennis G. Perron

Police Clerk

Kori Stuart

Full-Time Officers

Sergeant Ronald Newton

Sergeant Robert Forte

Detective Ryan Couture

Officer Timothy Miner (resigned 12/13)

Officer Scott Chatigny

Officer Christopher Kusz

Part-Time Police Officers

Ofc. Scott Tibert

Ofc. Kevin Mailman

Ofc. James Halkola

Ofc. Nathan Hawkins

Total Calls for Service	14398	9465	13505
Criminal Offenses	488	426	345
Motor Vehicle Accidents	90	78	86
Motor Vehicle Civil Citations	136	264	384
Motor Vehicle Written Warnings	143	226	153
Motor Vehicle Verbal Warnings	512	630	1099
Stolen Motor Vehicles	3	3	4
Larceny/Fraud	32	28	33
Break & Entering	21	24	37
Disturbances	91	82	48
Domestic Disputes/Assaults	21	31	19
Restraining/209A Orders	18	21	23
Restraining Order Violations	6	3	5
Vandalism	32	45	33
Aid to Public	704	693	1042
Suspicious Activity	184	204	189
Fire Arms Permits	124	132	147
Narcotic Violations	44	38	46
Animal Complaints	310	298	148
Burglar Alarms	91	95	115
Medical Emergencies	230	254	222
Juvenile Runaways	1	3	1
Juvenile Criminal Offenses	28	13	22
Building/House Checks	1949	4096	6297
Assist Other Police Departments	173	144	221
Burglary	19	14	24
Missing Persons	4	5	7
Investigations	309	411	343
Warrants Served	11	6	19
Summons Served	40	69	56
Total Criminal Arrests/Complaints	146	133	149

POLICE & DISPATCH EQUIPMENT

2 Desks	6 Training Room Tables
Misc. Chairs	21 File Cabinets
Misc. Office Furniture	1 Copy Machine
Fax/copy/scanner Machine	3 Stop Sticks
1 Conference Table	1 VCR
1 DVD/VCR	3 Mobile Data Terminals
3 Lap Tops	9 Computers
1 Server	1 Conference room table
Misc. Medical Supplies	
1 Ammo Cabinet	Paper Shredder
Leaps/NCIC Computer	
Breathalyzer	3 Portable Breath Tester
2 Base Radios	4 Mobile Radios
13 Portable Radios	2 Radio Repeater System
Highway Base Radio	Fire Base Radio
CB Radio	2 X26 Tasers with cartridges
Telephone Recording System	Traffic Speed Monitor
3 Mobile Radar Units	2 Handheld Radar Unit
2009 Ford Crown Victoria Cruiser	2011 Ford Crown Victoria Cruiser
2007 Ford Explorer 4x4	2009 Ford Explorer 4x4
2003 Polaris ATV	2003 Utility Trailer
Misc. Cruiser Equipment/Supplies	4 GPS handheld units
3 Portable Defibrillator	4 Hand Held Weapon Detectors
Misc. Flashlights	3 Mossberg 12ga shotguns
18 Glock 45 Cal Handguns	4 Bushmaster AR-15 Rifles
Electronic Weapon Cleaning System	Misc. Police Equipment
35mm Camera	5-Digital Cameras
1-Video Recorder	Misc. Lockers
Misc. Crime Scene Equipment	Night Vision Goggles
Infrared Camera	Undercover Body Wire System
Power Point Projector	2 Speed minders
1 LCD training TV	1 Trail Camera
1 Gun Safe	1 Air Cleaner
2 DVR recording system w/ 8 cameras	

PLANNING

**PLANNING BOARD ANNUAL REPORT
2013**

...a planning board, which shall make careful studies of the resources, possibilities and needs of the town, particularly with respect to conditions injurious to the public health or otherwise in and about rented dwellings, and make plans for the development of the municipality, with special reference to proper housing of its inhabitants. (Massachusetts General Laws, Chapter 41, Section 70) The Board's operating guidelines include the Town of Hubbardston Zoning By-Laws and Rules and Regulations governing the subdivision of land in the Town of Hubbardston.

ANR Plans reviewed:

Old Princeton Road
Kruse Road
Simmonds Hill Road

Site Plans reviewed:

Nexamp, Inc. a solar photovoltaic facility on Pitcherville Road
Seaboard Solar, Inc. s solar photovoltaic facility on Williamsville Road

Other matters considered by the board included a proposed prohibited materials by-law; gravel removal at 40 Pitcherville Road; the re-designation of affordable housing units at Madison Green; the release from the covenant for the sale of land by Briarwood Condominiums to the Department of Conservation and Recreation; grave removal on Gardner road; a joint public hearing with Tree Warden Jeff Bourque concerning the removal of trees on Williamsville Road and a proposed Low Impact Development By-law.

Check our Website <http://www.hubbardstonma.us> for any changes

Respectfully submitted,

Vincent Ritchie, Chair
Mark Dymek, Clerk
Peter Carmosino
Denis Halfrey
Peter Jefts

2013 REPORT OF THE BOARD OF APPEALS

The Board of Appeals consists of 5 voting members and 1 associate member who may exercise full voting rights in the absence of any regular member. All members are appointed by the Board of Selectmen. The Hubbardston Zoning Bylaws, Article 12, Section 12.2, gives the board the power to hear and decide on appeals and to hear and decide petitions for variances.

Variances: As an extraordinary remedy with respect to particular land or structures, the Board of Appeals has the power to grant a variance from the Hubbardston Zoning Bylaws. The petitioner must show a substantial hardship based on specific circumstances in order to be granted a variance. (M.G.L. Chapter 40A, Section 10)

Appeals: Any person who feels they have been wrongfully denied a permit or has been served with an enforcement order may appeal that decision to the Zoning Board. An appeal must be filed with the Town Clerk within 30 days from the date of denial or enforcement order. (M.G.L., Chapter 40A, Section 8)

For either an appeal or a variance, the petitioner must file an “Application for a Public Hearing Before the Board of Appeals” at the office of the Town Clerk with the required fee and additional documents as listed on the application. The application form and instructions are available from the Town Clerk or online at www.hubbardstonma.us. When a complete application package has been received, a public hearing is then held according to state laws.

Public Hearings and Meetings Held in 2013

There were no applications for variances or appeals filed during 2013.

Message from the Chairman

Even though there was no activity for 2013, the Board stands ready to help all townspeople that have a need to come before the Board of Appeals.

Respectfully Submitted for the Board by
Joyce Green, Secretary

Edward H. Blanchard, Chairman
John K. Prentiss, Vice Chairman
Scott M. Janssens, Clerk
Andrew R. Baum
William J. Homans
William C. Fernekees, Associate Member

Inventory: 1 - GE Model #3-5364A Battery Operated Cassette Recorder

EDUCATION

ANNUAL REPORT OF THE SUPERINTENDENT OF SCHOOLS

The 2012-2013 school year included a number of significant educational accomplishments. One of the most significant was the culmination of three years of work resulting in the high school acquiring the enviable designation as an International Baccalaureate School. This international recognition is not shared by any other area public school and will enable our students to participate in world class educational programs designed to prepare them to fulfill the responsibilities of successful global citizens.

Additionally, the Hubbardston Center School earned special recognition from the Department of Elementary and Secondary Education when the Department named the school a Commendation School due to the outstanding performance of its students on the high stakes MCAS testing program. Students at the high school also substantially improved their performance on state assessments and, in doing so, shifted the accountability status of the high school to level 1 – the highest status designated by the Department of Elementary and Secondary Education. The improved achievement of so many of our students demonstrates the extraordinary efforts of both students and teachers, and gives all within the Quabbin communities much about which to be proud.

In the fall of 2012, the Quabbin Regional School District developed and implemented a comprehensive and rigorous teacher/administrator evaluation program. The program is based on the state's model and has the potential to greatly improve the quality of professional practice throughout the school district. All professional (licensed) staff were evaluated during the 2012-2013 school year using this newly developed system.

In response to significant changes in federal regulations for the federal School Lunch Program, the District began to contemplate creative ways to reorganize the current program. After the retirement of the Food Service Manager during the course of the school year, the District spent considerable time evaluating the performance and economic profitability of the District's school lunch cafeteria program. Analysis of the food delivery system revealed that the program was neither profitable nor meeting the needs of students as evidenced by low and falling student participation rates. After much deliberation regarding privatization, the District School Committee voted to seek new onsite leadership in order to address the issues diminishing program profitability and to increase student participation rates by improving the variety and quality of meals offered. The efforts to improve the current program resulted in the hiring of a highly qualified Food Service Director whose academic preparation and experience immediately provided the stimulus to improve the current program.

The District, in conjunction with town officials in Barre, saw the completion of an extensive roof and window replacement project at the Ruggles Lane Elementary School. This project was the third roof, panel and/or window replacement project completed within the school district during the past five years. These projects provided much needed construction upgrades to our school facilities and were partially funded (57%) by grants obtained by the School District from the Massachusetts School Building Authority.

Unfortunately, the difficult financial situation evident at both the state and local level continued to negatively impact the School District's ability to maintain funding levels sufficient to support previous service delivery patterns throughout the School District. Continued efforts to reduce the expenditures within the School District's proposed FY13 budget proved insufficient to garner a positive vote in two (2) of the five (5) towns (Oakham and New Braintree). After a number of town meetings, the aforementioned towns failed to pass the school budget presented and that had been passed by the other three (3) towns (Barre, Hardwick, and Hubbardston), the state Department of Elementary and Secondary Education assumed financial management of the school district and required the towns of Oakham and New Braintree to fund the FY13 school budget proposed by the School Committee and passed by the towns of Barre, Hardwick, and Hubbardston. While state intervention is rare, state law requires such intervention when communities within a regional school district are unable to agree on a school budget by December 1st of the fiscal year.

Finally, the Quabbin Regional School District continues to find ways to ensure that each and every child who enters our schools has access to an educational program of the highest quality. We see this as our first and most important mission. We have had many successes. However, the lack of financial support from both the federal and state governments has left us struggling to meet every well-intentioned, but unfunded, mandate. We are fortunate that our children have the support of a majority of local citizens who, year after year, continue to provide the support needed to fulfill the promise that lies within our children.

Respectfully submitted,

Maureen M. Marshall
Superintendent of Schools

**QUABBIN REGIONAL HIGH SCHOOL
END OF YEAR REPORT 2012-2013
SCHOOL YEAR**

Opening of School

The school year opened smoothly. The teachers returned on August 28, 2012 with all members of the district for opening day activities. The faculty and staff participated in professional development that day and prepared for the students' arrival. Classes began for all students in grades 9, 10, 11, and 12 on August 29, 2011. The freshmen participated in a LINK Crew program for the day. Faculty and staff were in place; and we were ready for another exciting year. The facility was in pristine condition thanks to Clare Barnes and her staff. They worked very hard during the summer to repair and refresh the high school.

Below is a summary of our opening day statistics for the past two years:

	2011-2012	2012-2013	Inc/(Dec)	% Change
Grade 9	223	209	(-14)	(-7%)
Grade 10	212	195	(-17)	(-8%)
Grade 11	203	175	(-28)	(-14%)
Grade 12	224	198	(-26)	(-12%)
Total	862	777	(-85)	(-10%)

Staffing

We have a number of new employees at the high school who are replacing staff who retired, resigned, or took a new position within the district:

Sinn Fein Luo	Spanish
Elizabeth Blake	French
Alicia Frost	American Sign Language
Lindsay May	Social Studies

School Council

The High School Council met several times during the course of the year. The council reviewed the progress made toward meeting the goals of the 2011-2012 School Improvement Plan. In addition, the council also worked to review the Student Handbook changes, as well as review

the FY 2012 budget and its impact on the high school. In addition, the School Council also worked hard to help sort out and approve the 40 new courses for the Program of Studies. As always, school council meetings are open to the public and we encourage anyone who is interested in serving on the council to call the high school office and make their interest known.

New Initiatives 2012-2013

This was a busy school year for new initiatives at Quabbin Regional High School. QRHS worked hard to finalize its status as an International Baccalaureate World School. QRHS also decided on a new Trimester Schedule which would open up more electives and possibilities for all students. The administration also introduced and explained the new Capstone requirements to juniors, who would be expected to complete their Capstone's before graduation in 2014. The entire staff also worked hard to understand and meet the requirements of the state's new teacher evaluation system.

Massachusetts Comprehensive Assessment System (MCAS)

At the time of graduation this year, 100% of the members of the class had passed MCAS and met that state-mandated graduation requirement. Congratulations to all students and faculty for that great accomplishment.

Grade and Subject	Proficient or Higher		Advanced		Proficient		Needs Improvement		Warning/ Failing		Included	CPI	SGP	Included in SGP
	SCHOOL	STATE	SCHOOL	STATE	SCHOOL	STATE	SCHOOL	STATE	SCHOOL	STATE				
GRADE 10 - ENGLISH LANGUAGE ARTS	97	91	61	45	36	46	2	7	1	2	187	99.2	57.0	171
GRADE 10 - MATHEMATICS	91	80	71	55	21	25	6	13	3	7	185	96.2	66.0	169
GRADE 10 - SCIENCE AND TECH/ENG	75	71	27	26	48	45	24	24	1	5	180	91.5	N/A	N/A
ALL HIGH SCHOOL GRADES - ENGLISH LANGUAGE ARTS	97	92	61	45	36	47	2	6	1	2	187	99.2	57.0	171
ALL HIGH SCHOOL GRADES - MATHEMATICS	91	80	71	55	21	26	6	13	3	7	185	96.2	66.0	169

ALL HIGH SCHOOL GRADES - SCIENCE AND TECH/ENG	75	72	27	26	48	45	24	24	1	5	180	91.5	N/A	N/A
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Based on MCAS results, Quabbin Regional High School is once again performing at what the state indicates is Level One.

Student Accomplishments for school year 2012-2013

The Quabbin Music Department began its season of concerts with their annual Faculty Recital in October. The season continued with concerts featuring the Quabbin Singers, the Concert Chorus, the Symphonic Winds, the Jazz Ensemble and the Orchestra. As the year progressed, the students participated in many events including Central Districts, Winter and Holiday Concerts, All States, Quabbin Valley, Choral Festival, Band Festival, String Festival, Senior Instrumental Night, and Senior Vocal Night. The Music Department also provided the music for our graduation week activities and, as always, did a fantastic job.

On Tuesday, November 13, 2011, the Guidance Department, in conjunction with the Massachusetts Educational Financing Authority (MEFA), sponsored a college financial aid information night which was very well attended by parents, guardians, and students. An Ambassador for MEFA presented the various aspects of the financial aid process including the FAFSA (Free Application for Federal Student Aid), the CSS/Financial Aid Profile, how to compare financial aid award letters, and alternative financial aid options. In addition, the Guidance Department presented information on outside and local scholarships.

Quabbin Navy Reserve Officers Training Corps (NJROTC) had another successful year, once again receiving national recognition as a Distinguished Unit with Honors for academic performance and overall excellence. It was the 8th consecutive award bestowed upon Quabbin. It was a terrific year of academic excellence, participation and performance. The following is a synopsis of NJROTC activities and accomplishments for AY 2012/2013:

- New Cadet Orientation for 56 new Cadets
- Basic Leadership Training at Newport, Rhode Island (72 Cadets)
- Orange Harvest Parade
- Annual Inspection by CDR Hankins, Area 4 Manager (106 Cadets)
- Veterans Day Parade in Barre
- Four Drill Meets and Area 4 Championships
- Spaghetti Dinners in Dec & Mar
- NJROTC Ball at Colonial Hilton
- Annual Awards Ceremony and Farewell to seniors
- Memorial Day Assembly for Quabbin Regional High School – Over 650 in attendance
- Memorial Day Parade in Hardwick

- Leadership Academy/Sail Training Newport, RI
- Flag Retirement Ceremony Worcester
- Color Guard at Boston Celtics, Worcester Emerald Club and Armed Forces Committee of Worcester County
- Development of POW/MIA team
- Marksmanship Team attended three meets
- The Unit completed over 4,000 hours of community service
- Trip to New York City with 32 Cadets
- Fox News Community Visit

The Quabbin Composting and Organic Gardening Program continued to realize their major goals this past year. During the summer, student volunteers spent Saturday mornings selling garden produce at the Barre Farmers' Market and distributing information about home composting. Customers gratefully bought sugar snap peas, baby carrots, herbs and cucumbers, and often stopped to talk about the Quabbin program or discuss composting techniques.

Quabbin continued their work on their advisory program, a popular innovation in education nationwide, which was implemented in the spring of 2010 at the high school. Advisories consist of small groups of students who meet with one faculty member frequently throughout their four years of school. The program aims to provide each student with an adult member of the school community as a supportive resource. This year the advisory was also used to implement our anti-bullying program based on the Michigan Model.

On Saturday, June 8th, Quabbin Regional High School issued diplomas to 187 students. 85% of the graduates are going on to post-secondary education. 6% will be joining the armed forces. 7% are joining the work force. 2% are in certificate programs. Good luck to all of our graduates.

Respectfully Submitted,

Raymond Dewar
Principal

**QUABBIN REGIONAL MIDDLE SCHOOL
END OF YEAR REPORT
2012-2013**

Due to the retirement of Kathy Inman, Ed Verrochi transferred back to the middle school English department from high school.

To welcome students and parents to the Middle School, 7th grade orientation night was held on Monday, August 27, 2012. Student schedules were distributed and a mock schedule was followed so that parents and students could meet teachers and learn classroom expectations. Attendance was extremely high with 91% of seventh graders attending. Parents and students look forward to the orientation nights, which seem to lessen the anxiety of a new school year.

For 8th grade student and parents “Welcome Back Night” was held on Tuesday, August 28, 2012. Student schedules were distributed and a mock schedule was followed so that parents and students could meet teachers and learn classroom expectations. Information about the spring Washington, D.C. trip was given during this night.

On Tuesday, August 28, 2012, we welcomed 228 seventh graders and 222 eighth graders. This made the total Middle School student enrollment 450 on opening day.

Middle School Extracurricular Activities

The Middle School has continued its community involvement through “Trick or Treat for UNICEF” and donations of canned goods, collected at middle school dances, to benefit local food banks.

Franklin Davis won the local Geography Bee held at Quabbin Regional Middle School in January, 2013. Although Franklin did not move on to the next level, we are extremely proud of his accomplishment.

November 13, 2012 Sheriff Evangelidis brought his Face2Face presentation to Quabbin. This presentation warns students about the dangers of drug use.

Because of the school’s concern about bullying and especially cyberbullying, on December 3, 2012 Worcester County Assistant District Attorney Julie Lesure addressed the Quabbin Middle School students. Her presentation clearly defined bullying and cyberbullying using concrete examples and warning students of the legal consequences.

Governor Duval Patrick hosted 8th grade students from each city and town in Massachusetts to participate in Project 351 on January 26, 2013. Representing Quabbin were: Grace Franklin, Barre, Emily Fletcher, Hardwick, Michael Chamberlain, Hubbardston, James Whitney, New Braintree, and Ernest Jack Brunelle, Oakham. Our five students traveled to Boston to begin a day of community service.

The arts are an important part of the curricula and co-curricula activities at the middle school. Artwork from middle school students was entered into the Boston Globe Scholastic Art Competition. The following students submitted pieces for this competition: Cheyanne Anastasio (honorable mention), Sara Aremburg, Jackolene

Bertrand, Sarah Lewis, Isabella Marinelli and Victoria See. Students also participated in the Gardner News Art Show. Victoria See received an honorable mention. Other entries were submitted by Celine Aubuchon and Celeste DiNardo. Student art decorates the halls and office of the middle school. Several vocal and instrumental concerts were held throughout the year. Middle School Central District Music Festival Auditions were held in February, 2013. Congratulations to Caroline Castriotta and Isabel Pitney who were selected to the Central District Chorus, Sara Aremburg who was selected to the Central District Band, and Jesse Mailloux who was selected to the Central District Orchestra. Also in February, twenty-one middle school students participated in the Quabbin Valley Music Festival in Palmer. These students were chosen by their music directors and attended two rehearsals to prepare for this concert. This was an excellent opportunity for students to play or to sing with a larger ensemble and to work with a new conductor without having to go through the audition process.

May and June saw numerous awards and honors programs. The Honors Breakfast, on May 11th, was prepared and served by staff, honoring 147 students who achieved honor roll status for three marking terms. This program included a brief awards presentation for outstanding grade seven and eight students. June 19th was the grade eight graduation program, held in the high school gym, which marked the passage of students from grade eight to grade nine.

Eighth Grade Activities

In September, five buses of eighth grade students rotated through five stations at the Quabbin Reservoir. Included in these stops were the Quabbin Cemetery, the Windsor Dam, the fish hatchery, the Goodnough Dike, the tower, and visitors' center. We were fortunate to have wonderful weather for this great outdoor trip.

In June, Ray Zalneraitis, a four wheeler stunt driver and Quabbin graduate, presented an outdoor assembly for 8th grade students. Students heard Ray speak about riding safety and the physical science necessary for him to complete his stunts. Then he demonstrated many of his tricks.

On Monday, March 25, 2013 50 students were inducted into the National Junior Society in a candle lighting ceremony. To be inducted students had to maintain a 90% average for six marking terms and show leadership, character, citizenship, and service. Erin Stevens, Social Studies teacher, Quabbin Regional Middle School, was the guest speaker.

On Monday, April 1, 2013, 168 students and 22 chaperones traveled to Washington, D.C. Annual stops on the trip included the Smithsonian Museums, a tour of Arlington National Cemetery, the Holocaust Museum, a night bus tour of Washington, D.C., the World War II monument, and the Air and Space Museum at Dulles airport. Buses returned to Quabbin on Thursday, April 4th.

Seventh Grade Activities

The Chamber Repertory Theater came to Eagle Hill in Hardwick on October 3, 2012. The Cultural Center at Eagle Hill served as an excellent facility for our students to view a production of five short stories which had been studied during the school year.

On Thursday, May 23, 2013 the 7th grade travelled to New York City for the day. The field trip included a 3 hour boat tour around Manhattan and visit to the Bronx Zoo.

In June, Yoko Kawashima Watkins, author of So Far From the Bamboo Grove, visited with our social studies classes discussing her life as a young Japanese girl who was forced to flee North Korea at the end of World War II.

MCAS TESTING

On March 25, 2013, students in grade seven completed the long composition portion of the MCAS tests. On March 21 & 22 both seventh and eighth graders completed the ELA MCAS tests. The testing resumed on May 7 through May 15. Grade seven completed the Math test. Areas tested in grade eight were Mathematics and Science & Technology/Engineering.

To help with the transition from grade 6 to grade 7, parent orientation nights were held in the elementary schools in the district. The purpose is to give parents an overview of the academic program, extracurricular activities, and to give some pointers before their children enter the middle school. The second transition activity was “Step Up Day” on June 7th. During this day students followed a mock schedule which included pictures and measurements in math, a tour of the building, and friendly competition in the middle school gym. August 27, 2012, was orientation night for both parents and students.

The staff of the middle school would like to thank the Quabbin Regional School District community for the support that has been given to our students and our school.

Respectfully submitted,

Susanne R. Musnicki
Principal

HUBBARDSTON CENTER SCHOOL

The Hubbardston Center School provides a supportive learning environment that encourages students to achieve high levels of academic performance at each grade level as defined by state and local standards. To achieve this Hubbardston Center School faculty and staff work to implement challenging curriculum. Diverse teaching methods provide equal opportunities for all students to meet grade level expectations and encourage lifelong learning. We encourage communication and active involvement with parents, guardians, and community members. The school community demonstrates mutual respect for all members. To this end, students, staff and the administrator will strive to develop a sense of ownership and pride in their individual and collective achievements.

The enrollment history at the close of the school year for the past six years is as follows:

Enrollment history

2005 - 2006	483 students
2006 - 2007	472 students
2007 - 2008	471 students
2008 - 2009	450 students
2009 - 2010	434 students
2010 - 2011	400 students
2011-2012	375 students
2012-2013	336 students

Average class size and grade configuration

Average Class Sizes 2012 - 2013		
Grade	# of sections	Average number of students per section
K	2	19
1	2	21
2	2	21
3	2	21
4	3	18
5	3	17

6	3	20
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Staffing

June of 2013 saw several retirements from Hubbardston Center School Barbara Deitrich retired from teaching grade two, she had been a member of the HCS staff for eleven years. Gita Haddad retired from teaching grades 5 and 6 ELA and Social Studies after 25 years, Jeanette Sullivan a para-professional retired after 32 years, Donna Kielinen a special education teacher retired after 15 years at HCS and Barbara Clough our school nurse retired after 12 years at HCS. Hubbardston Center School wishes them all a healthy and happy retirement.

Hubbardston Center School Parent/Teacher Organization

The Hubbardston Center School Parent/Teacher Organization, PTO, is the parent teacher organization for the Hubbardston Center School. They are a vital part of our school community, hosting monthly programs for students and community members such as a Family Goblin Night, and Family Fun Night, Scholastic Book Fair, Movie Night, Mother/Son Bingo, and Father/Daughter Dance. The PTO organizes fundraising events to assist with field trips for students and other cultural programs. Meetings are noted on the HCS website and listed in the monthly school newsletter. If you would like more information about the PTO please contact the school.

Executive Board Members

Chairperson- Carrie-Ann Beaulac
 Co-Chair- Kerri Woodruff
 Co-Chair- Rhonda Fox
 Co-Secretary-Kirsten Ramsey
 Treasurer-Carla Mederios

School Council

Meetings are held four or more times per year as needed. Regular agenda items include discussions about budget issues, student assessment and the annual School Improvement Plan. Meetings are always open to the public. They are posted at the town office and publicized in the weekly school news and the Hubbardston Center School calendar on the District website at www.qrsd.org. The school council was involved with the formulation of the 2012-2013 HCS budget. Program needs and building issues were reviewed and prioritized. During the 2012-2013 school year the School Council developed a Safety survey which was given to all students in grades 3-6. The results were tabulated and put into graph form and posted on our website.

Members of the School Council

Parent- Stephanie Davlos	Teacher- Kerry Bart-Raber
Parent- Rhonda Zelnia	Teacher- Sue LaRose
Community Member- Karen DiFranza	

Curriculum and Learning

Accountability Information About the Data

Accountability and Assistance Level

Level 1

Meeting gap narrowing goals
Commended for narrowing proficiency gaps -

This school's overall performance relative to other schools in same school type (School percentiles: 1-99)

All students:



62

Lowest performing

Highest performing

MCAS Performance 2013

This school's progress toward narrowing proficiency gaps (Cumulative Progress and Performance Index: 1-100)

Student Group
(Click group to view subgroup data)

On Target = 75 or higher - ■

[View Detailed 2013 Data](#)

Less progress

More progress

[All students](#)

91

Met Target

[High needs](#)

88

Met Target

[Low income](#)

[ELL and Former ELL](#)

[Students w/disabilities](#)

87

Met Target

[Amer. Ind. or Alaska Nat.](#)

[Asian](#)

[Afr. Amer./Black](#)

[Hispanic/Latino](#)

[Multi-race, Non-Hisp/Lat.](#)

[Nat. Haw. or Pacif. Isl.](#)

93

Met Target

Extra-curricular Activities, Programs & Events

Nature's Classroom- In the month of October, sixty fifth graders attended Nature's Classroom a residential environmental education program in Yarmouthport, MA. Nature's Classroom is an unforgettable learning experience for children and their teachers offering the very best in environmental education working closely with school teachers to create a learning partnership that lasts a lifetime

Music Classes Center School Music Curriculum is grounded in the Massachusetts Arts Frameworks. An understanding of music is gained through sequential development of concepts based on the elements of music. These elements include rhythm, melody, harmony, timbre, form, expression, history and style and composition and performance. All children from grades K 6 attended one 45 minute class of music instruction each week. Singing, rhythmic activities, note reading, music theory, folk dancing, music history and music appreciation were taught throughout the grade levels. All third grade students learned to play the recorder as a hands-on method of learning to read music. The Winter Concert highlighted the K 2 students and the Memorial Day Concert featured grades 1 3. Grades 4-6 held their own observation of Memorial Day by singing songs and giving speeches around the flag pole, led by Mrs. Afonso and Dr. Killough-Miller. The sixth grade spent time in the winter creating their own commercials, videotaping and then analyzing them. Then they worked hard on preparing for Recognition Night where they presented three songs, with accompaniment by students on guitar and piano. Jazz Band, directed by Dr. Killough-Miller and Select Singers, directed by Mrs. Afonso were offered as small groups by audition only. Each of these groups were for those students who wanted to progress further than the regular school groups of singers and instrumentalists. Both of these groups performed at the school Band/Chorus/Orchestra Concerts and the Select Singers were invited guest singers at the Winter Circle of Song Concert in Barre as well as singing for the Spring Festival for the Hubbardston Historical Society. Our Chorus met once a week for 45 minutes and included students from grades 3 -6. They participated in the Quabbin Choral Festival in March and in April we sponsored our own annual Quabbin Music Festival for local elementary Bands, Choruses and Orchestras. Our April Festival hosted 4 choruses, 4 orchestras and 4 bands and provided workshops and assessments from professional conductors along with an opportunity to hear their peers perform from other schools. The afternoon was spent as a social time at Roll-on-America. The Band and Orchestra, both directed by Dr. Killough-Miller, practiced each week for 45 minutes and presented concerts twice a year at our school as well as participating in the Quabbin Band and Orchestra Festivals held at the High School.

Band and Orchestra-The band, chorus and orchestra lead by Russell Killough-Miller and Nancy Afonso have again this year performed many concerts, competed in music

festivals, and entertained us at assemblies and performances. In March, the jazz band performs at the Dennis Wrenn Jazz Invitational, a music festival created by the Hubbardston Center School and Narragansett Regional School music staff. Each group's performance is rated by professional adjudicators in the jazz field, a clinic is given, and individual soloing awards are bestowed on students. A number of advanced band and orchestra students are involved in many school activities outside the usual rehearsal schedule including strolling carol performances in December, a Memorial Day program in May, a String Fling in the spring which includes many adult community members, and the Recognition Program in June. We have over 50 students who take music instruments at the Hubbardston Center School and we are proud of their accomplishments.

Destination ImagiNation Inc.-or DI is a creative problem solving organization for youth and adults. Destination ImagiNation's educational goals are to foster creative and critical thinking, to develop teamwork, collaboration and leadership skills, and to nurture research and inquiry skills involving both creative exploration and attention to detail. The program is open to students from elementary school through college. Teams of up to seven members compete in various challenges that require complex thinking, problem solving, teamwork and creativity. We had three teams last year and the DI Dingoes placed second in the region 1 competition. We are grateful to Kerry Bart-Raber our art teacher who organizes this exciting program for our students each year.

Physical Education- Students at Hubbardston Center School participate in two 45 minute Physical education classes a week. Mrs. Bristol our physical education teacher develops team building, social interaction skills and cognitive concepts linked to fitness, wellness skill development and social skills appropriate to each grade developmental level. At HCS we believe the acquisition of fundamental motor skills are essential to improving ones overall fitness and key to leading an enjoyable active life style. We feel it is important to instill healthy living and fitness to our students at a young age The Physical Education department introduces lacrosse, flag football, soccer and ultimate Frisbee during the fall months. By mid-year basketball is an introduced and practiced in grade 3 - 6. Our younger grades work on their individual gross motor skills and having fun with the parachute and cooperative games.

Art- Under the direction of Kerry Bart-Raber our students develop abilities in art production and analysis using art elements, principles, media processes, subject matter, and themes. These skills will be used to express their own ideas and interpret images in our visual-oriented culture. Through the study of art students develop creative and critical thinking skills that will help them be effective problem solvers both in and out of school. Mrs. Bart-Raber implements the curriculum frameworks by providing opportunities for students to express themselves with two dimensional and three dimensional media, as well as through the study of historical aspects of art. Students are encouraged to think inventively and reflect as they work to understand the role of the creative process in their own and the work of others. On occasion students are invited to participate on different submissions for contests. During the 2012-2013 school year Brody Fallon received an Honorable Mention on his artwork for the Forest Fire Prevention and Sarah Gregory and Victoria See received awards for their Junior Duck Stamp design entries.

Extended Day- Hubbardston Center School houses a year-round Extended Day program, opening at 6:30 am and closing at 6:00 pm including school vacations. During the 2012-2013 school year this program served over 80 students. The program is run by Kerri Sacramone and provides a well-balanced stimulating environment for students. Throughout the school year students are offered homework help and enrichment activities. During the summer months weekly field trips are planned as well as other activities to keep students minds and bodies sharp and healthy.

Media- Elementary students engage in curriculum-related computer activities designed by Kristine Beaudet our media teacher. During the primary grades, students become engaged in a number of developmentally appropriate computer projects. Computers are used for problem-solving activities, creating simple publishing projects, painting and drawing, and slide show presentations. Every class comes to the library for a 45 minute computer lesson as well has a 20 minutes of library time to take out books and read. In the lower grades students are required to log into their computers and navigate the internet for enriching math, science and English Language Arts programs, as well as research. In the upper grade research, formulas, charts and graphs, drawing/painting and document set up are part of the curriculum. Students also use keyboarding software to learn to type. The Hubbardston Center School library currently has 1,303 entered materials; including fiction, non-fiction, picture books, teacher and standard reference materials, videos and CD's. The room houses a lab with 27 computers, smart board technology for instruction, and two portable lap top carts.

Student Council- The student council is a group of Hubbardston Center School students in grades 4, 5 and 6 who represent each homeroom in those grades. The council has elected officers; President, Vice President, Secretary, Treasurer and Sargent at Arms. Meetings are held monthly from 7:30-8:10. The group currently has 32 students and four advisors, Mr. Newton, Mrs. Coons, Ms. Beaudet, and Mrs. Beaudry. Their mission is to promote school spirit in all grades, act as student representatives for community projects, and to investigate and contribute to organizations in need of assistance in any way possible.

Homework Club- Hubbardston Center School offers a weekly homework club for students who need extra help with homework assignments. Students can take part in this program Monday through Thursday after school.

Volunteers- Hubbardston Center School is fortunate to have over 25 faithful volunteers who assist students and teachers in a variety of ways. Volunteers can be seen listening to students read, practicing skip counting, working on projects, or assisting with special crafts. We are fortunate to have such a strong group of parents who are always willing to lend a hand in the activities of our school.

The Hubbardston Center School Composting and Organic Gardening Program has approximately forty student volunteers in grades 3-6 who collect leftovers each day from four lunches and take this organic material out to the composting bins. There they mix the leftovers with dead leaves from the school grounds or wood shavings to create the perfect balance for microbes who will feast on the pile. The outcome of this feast is the world's best garden fertilizer. Since 2005, over six tons of leftovers a year are composted from the school's lunches and recycled into rich compost used in the school's garden. The composting program is lucky to have Karen DiFranza to direct the program along with several other supportive community volunteers who come into the school to oversee the students as they perform their composting duties.

Respectfully Submitted,

Cherie McComb
Principal

Quabbin Regional School District

Employee Salaries - FY13

QUABBIN REGIONAL SCHOOL		DISTRICT EMPLOYEES FY'13	
Name	FTE	Description	Amount FTD
ADAMS, CHERYL S	0.00	Supervisor of Visual Arts	\$20,000.00
AFONSO, NANCY J	0.80	Elem Music	\$55,857.60
AFONSO, NANCY J	0.00	Longevity	\$800.00
ALIQUO, STEVEN H	0.00	Private Music Instructor	\$465.00
ALLAIN-THOMAS, DEBORAH L	1.00	MS Math	\$63,897.00
ALLAIN-THOMAS, DEBORAH L	0.00	Longevity	\$750.00
ALLEN, ANN M	0.85	Aide Sped	\$20,454.40
ALLEN, ANN M	0.00	Longevity	\$550.00
AMIDIO, MARY C	1.00	Office Manager	\$40,084.00
AMIDIO, MARY C	0.00	Longevity	\$750.00
ARNOLD, LUCINDA A	1.00	Elem Teacher	\$70,674.00
ARNOLD, LUCINDA A	0.00	Longevity	\$750.00
ARNOLD, MICHELLE L	1.00	Elem Sped	\$57,901.00
ARSENAULT, CHERISE A	1.00	Aide Sped - 1-1	\$13,493.11
ARSENAULT, CHERISE A	1.00	Aide Autism	\$10,484.38
AYER, DOROTHY M	0.00	Lunch Monitor	\$1,070.00
BALLARD, ERIN M	1.00	Custodian	\$33,342.40
BALSER, ANDREA L	0.00	Coaching (Fall)	\$1,363.94
BALSER, MELANIE A	1.00	Aide Sped - 1-1	\$24,792.00
BALSER, MELANIE A	0.00	Longevity	\$550.00
BALZANO, STEPHANIE L	0.85	Aide Kindergarten	\$20,050.65
BARKER-BERLO, DONNA	1.00	HS Science	\$63,897.00
BARKER-BERLO, DONNA	0.00	Advisor HS	\$678.92
BARNES, CLARE H	1.00	P & F Manager	\$71,618.20
BARNES, CLARE H	0.00	Travel	\$2,000.00
BARNES, CLARE H	0.00	Longevity	\$750.00
BARRINGER, EVAN M	1.00	HS Social Studies	\$58,475.00
BARRINGER, EVAN M	0.00	Longevity	\$750.00
BARRINGER, JANIS A	1.00	Elem Sped	\$65,515.00
BART-RABER, KERRY J	0.80	Elem Art	\$57,272.00
BART-RABER, KERRY J	0.00	Longevity	\$800.00
BASSETT, NIKKI J	1.00	Aide Autism	\$25,929.12
BASTIEN, SEAN M	0.00	Coaching (Fall)	\$2,528.83
BATES, NITA	1.00	Secretary	\$31,906.00
BATES, NITA	0.00	Stipend Advance Degree	\$350.00
BEARD-BLAKE, ELIZABETH	1.00	HS World Language	\$55,342.00
BEARD-BLAKE, ELIZABETH	0.00	Advisor HS	\$815.94
BEAUDET, KRISTINE A	1.00	Media	\$73,347.00
BEAUDET, KRISTINE A	0.00	Longevity	\$1,000.00
BEAUDRY, DANIELLE T	1.00	Elem Teacher	\$71,590.00
BEAUDRY, DANIELLE T	0.00	Longevity	\$750.00
BEAUREGARD, SHARON A	1.00	HS Math	\$68,064.00
BEAUREGARD, SHARON A	0.00	Longevity	\$750.00

BENNETT, JESSICA A	1.00	Executive Asst. to Supt.	\$48,115.38
BENNETT, JESSICA A		Secretary	\$6,123.12
BENNETT, JESSICA A	0.00	Executive Secretary Sch.Comm.	\$1,875.00
BENNETT, JESSICA A	0.00	Advisor HS	\$905.57
BERNARD, HEATHER R	1.00	Aide Sped - 1-1	\$23,469.00
BERTHIAUME, GAIL L	1.00	Custodian	\$35,235.20
BERTHIAUME, GAIL L	0.00	Longevity	\$1,000.00
BERTHIAUME, VALERIE A	1.00	Aide Sped	\$27,529.00
BERTHIAUME, VALERIE A	0.00	Longevity	\$550.00
BLACK, JEAN M	0.85	Aide Sped	\$20,552.15
BLASZCZYK, VIRGINIA M	1.00	MS Math	\$71,590.00
BLASZCZYK, VIRGINIA M	0.00	Longevity	\$750.00
BOBKA, MARCIA A	0.00	Title 1 Tutor	\$24,206.00
BOBKA, MARCIA A	0.00	Title 1 Tutor Summer	\$1,008.00
BOGAARD, KATRINA N	0.80	Aide Sped	\$18,134.40
BOHIGIAN, EILEEN O	1.00	Elem Teacher	\$71,590.00
BOHIGIAN, EILEEN O	0.00	Longevity	\$1,500.00
BOISSY, GAIL A	0.67	Cafeteria	\$10,912.60
BOISSY, GAIL A	0.00	Longevity	\$425.00
BOLGER, BRENT A	1.00	HS Technology	\$65,515.00
BOLGER, BRENT A	0.00	Longevity	\$750.00
BOTTOMLEY, REBECCA B	1.00	HS Science	\$70,674.00
BOTTOMLEY, REBECCA B	0.00	Stipend Academic Leader	\$1,790.00
BOTTOMLEY, REBECCA B	0.00	Advisor HS	\$1,357.84
BOTTOMLEY, REBECCA B	0.00	Advisor HS	\$1,357.84
BOTTOMLEY, REBECCA B	0.00	Advisor HS	\$815.94
BOTTOMLEY, REBECCA B	0.00	Longevity	\$750.00
BOUCHER, RENEE M	1.00	Athletic Trainer	\$38,308.92
BOYD, JOANNE	0.85	Aide Kindergarten	\$19,461.60
BRAY, ELECIA C	1.00	Elem Teacher	\$59,955.00
BRAY, ELECIA C	0.00	Longevity	\$750.00
BREKKA, KATHLEEN F	0.00	Extended Day Program	\$2,406.00
BREKKA, KATHLEEN F	0.00	Extended Day Program	\$120.00
BRENNOCK, DANIEL J	1.00	NJROTC	\$75,695.28
BREWER, CHRISTINE M	1.00	School Nurse	\$69,822.00
BREWER, CHRISTINE M	0.00	Longevity	\$1,000.00
BRIAND, ANNE MARIE	1.00	Aide Sped - 1-1	\$26,181.00
BRIAND, ANNE MARIE	0.00	Longevity	\$550.00
BRIGGS, DENISE J	1.00	Aide Autism	\$24,340.10
BRISTOL, CHRISTINE	1.00	Elem PE	\$73,347.00
BRISTOL, CHRISTINE	0.00	Longevity	\$1,500.00
BROOKS, MICHAEL A	1.00	Technology	\$66,300.00
BROWN, PATRICIA J	0.00	Lunch Monitor	\$2,592.50
BROWN, TONI	1.00	Elem/MS Music	\$60,229.00
BROWN, TONI	0.00	Stipend Academic Leader	\$3,437.20
BROWN, TONI	0.00	Private Music Instructor	\$2,250.00
BROWN, TONI	0.00	Advisor MS	\$1,538.13
BROWN, TONI	0.00	Coaching (Fall)	\$1,442.63

BROWN, TONI	0.00	Longevity	\$750.00
BROWNE, KIM A	1.00	Elem Sped	\$70,674.00
BROWNE, KIM A	0.00	Longevity	\$1,000.00
BRUNELL, RACHEL M	1.00	Elem Teacher	\$58,209.00
BRUNELL, RACHEL M	0.00	Longevity	\$750.00
BRUNELLE, MATTHEW Z	0.00	Coaching (Fall)	\$2,097.54
BRYANT, SCOTT G	1.00	MHS Music	\$65,515.00
BRYANT, SCOTT G	0.00	Advisor HS	\$2,267.53
BRYANT, SCOTT G	0.00	Advisor MS	\$1,538.13
BUCHANAN, DAVID P III	0.00	Coaching (Spring)	\$2,622.95
BUCHANAN, DAVID P III	0.00	Coaching (Fall)	\$2,111.95
BURKLE, SHERRY L	1.00	HS Math	\$56,772.00
BURKLE, SHERRY L	0.00	Advisor HS	\$815.42
BURNETT, WILLIAM A	1.00	Supp Svc Mgr	\$79,702.30
BURNETT, WILLIAM A	0.00	Stipend Chief Procurement	\$2,000.00
BURNETT, WILLIAM A	0.00	Longevity	\$750.00
BURNS, LISA A	1.00	Aide Autism	\$30,982.00
BUTLER, SHEENA M	1.00	Elem Sped	\$43,688.00
CAMPIONE, KRISTIN M	1.00	Director of Pupil Personnel	\$100,000.00
CAMPIONE, KRISTIN M	0.00	Travel	\$2,000.00
CAMPIONE, KRISTIN M	0.00	Stipend Advance Degree	\$1,000.00
CANFIELD, ANDREA C	1.00	Instructional Technology	\$51,444.00
CAPURSO, JANE M	1.00	Elem Teacher	\$76,866.00
CAPURSO, JANE M	0.00	Longevity	\$750.00
CAREY, EDWARD M	1.00	Elem Teacher	\$48,126.00
CAREY, KYLE J	1.00	Elem Teacher	\$76,866.00
CAREY, KYLE J	0.00	Longevity	\$1,500.00
CARLSON, CHRISTOPHER B	1.00	Elem Teacher	\$56,535.76
CARLSON, CHRISTOPHER B	0.00	Longevity	\$750.00
CARLSON, KIMBERLY R	1.00	Aide Autism	\$28,293.14
CARLSON, KIMBERLY R	0.00	Longevity	\$550.00
CARROLL-PASCALE, HELENE A	1.00	MS Science	\$71,590.00
CARROLL-PASCALE, HELENE A	0.00	Longevity	\$1,000.00
CARROLL-PASCALE, HELENE A	0.00	Advisor MS	\$453.82
CARTER, MATTHEW R	1.00	Special Education Chair	\$54,252.00
CASAVANT, THERESA J	1.00	HS Math	\$61,427.00
CASTRIOTTA, MARK	1.00	MS Social Studies	\$65,515.00
CASTRIOTTA, MARK	0.00	Coaching (Spring)	\$2,307.29
CASTRIOTTA, MARK	0.00	Longevity	\$750.00
CASTRIOTTA, MATTHEW	1.00	MS Social Studies	\$78,628.00
CASTRIOTTA, MATTHEW	0.00	Coaching (Spring)	\$3,845.10
CASTRIOTTA, MATTHEW	0.00	Coaching (Fall)	\$2,307.29
CASTRIOTTA, MATTHEW	0.00	Longevity	\$750.00
CASTRIOTTA, WENDY B	1.00	Kindergarten Teacher	\$68,616.00
CASTRIOTTA, WENDY B	0.00	Longevity	\$750.00
CHABOT, JACQUELINE M	1.00	Elem Teacher	\$59,638.00
CHABOT, JACQUELINE M	0.00	Longevity	\$750.00
CHASE, CRYSTAL D	0.00	Long Term Sub	\$5,375.00

CHASE, MAUREEN L	1.00	HS Science	\$67,123.00
CHASE, MAUREEN L	0.00	Advisor HS	\$815.94
CHASE, MAUREEN L	0.00	Longevity	\$750.00
CHENEVERT, JOSEPH A	0.60	Custodian	\$21,141.12
CHRISTENSEN, RONALD P	1.00	Treasurer	\$13,240.40
CHURCHILL, JENNIFER E	1.00	Elem Teacher	\$59,955.00
CHURCHILL, JENNIFER E	0.00	Longevity	\$750.00
CILLEY, PAUL D	0.00	Coaching (Spring)	\$3,880.06
CIRELLI, KATHLEEN M	0.90	Aide Sped	\$22,536.90
CIRELLI, KATHLEEN M	0.00	Longevity	\$550.00
CLARK, BLYTHE L	1.00	Elem Teacher	\$53,887.17
CLARK, BLYTHE L	0.00	Longevity	\$750.00
CLOUGH, BARBARA J	1.00	School Nurse	\$66,082.00
CLOUGH, BARBARA J	0.00	Longevity	\$1,000.00
COATES, MARIE A	1.00	Elem Teacher	\$44,998.00
COATES, MARIE A	0.00	Longevity	\$750.00
COMO, MARY L	1.00	MS Math	\$68,064.00
COMO, MARY L	0.00	Longevity	\$750.00
CONDE BEVERS, JOAN A	0.85	Aide Sped	\$20,767.20
CONSOLMAGNO, TERESA J	1.00	Office Manager	\$42,447.00
CONSOLMAGNO, TERESA J	0.00	Longevity	\$900.00
COOLEY, MARGARET A	1.00	Junior Executive Assistant	\$40,192.80
COONS, KRISTEN D	1.00	Elem Teacher	\$75,097.00
COONS, KRISTEN D	0.00	Longevity	\$1,000.00
COPPOLINO SR, PETER J	1.00	Project Engineer	\$55,987.66
COPPOLINO SR, PETER J	0.00	Longevity	\$550.00
COPPOLINO, JOHN J	1.00	Maintenance	\$40,539.20
COPPOLINO, PETER J JR	1.00	Grounds Maintenance	\$38,716.16
CRANSTON, ASHLEY B	1.00	Kindergarten Teacher	\$58,209.00
CRANSTON, ASHLEY B	0.00	Longevity	\$750.00
CRANSTON, KATHRYN A	1.00	Instructional Assistant Sped	\$32,022.11
CRANSTON, KATHRYN A	0.00	Longevity	\$550.00
CREEDEN, CHERYL W	1.00	HS Science	\$71,590.00
CREEDEN, CHERYL W	0.00	Longevity	\$1,500.00
CROSS, PETER A	1.00	Custodian	\$36,088.00
CURRAN, AMY	1.00	Math Coach	\$81,159.91
CUSHING, HELEN E	1.00	Elem Teacher	\$70,674.00
CUSHING, HELEN E	0.00	Longevity	\$1,000.00
DAHART, HAROLD N	1.00	Custodian	\$36,088.00
DAHART, HAROLD N	0.00	Longevity	\$550.00
DAHART, MICHELLE K	0.85	Aide Sped	\$19,461.60
DAIGNEAULT, LAURA L	1.00	Aide Sped - Create	\$21,576.00
DALVE, JOHN R	1.00	Elem PE	\$70,674.00
DALVE, JOHN R	0.00	Longevity	\$1,000.00
DEACETIS, SANDRA A	1.00	Cafeteria	\$12,542.01
DEACETIS, SANDRA A	0.00	Longevity	\$425.00
DEGNAN, MARTHA E	1.00	HS Math	\$65,168.00
DEGNAN, MARTHA E	0.00	Longevity	\$750.00

DENNIS, MELINDA L	1.00	Aide Autism	\$26,167.00
DEPASQUALE, MARK S	1.00	HS Social Studies	\$50,441.00
DEPASQUALE, MARK S	0.00	Advisor HS	\$513.05
DERR, CHERYL C	1.00	MS Sped	\$71,590.00
DERR, CHERYL C	0.00	Longevity	\$750.00
DESCHAMPS, DAVID A	1.00	HS Social Studies	\$78,628.00
DESCHAMPS, DAVID A	0.00	Longevity	\$1,500.00
DESCHENES, AMBER L	0.00	Coaching (Fall)	\$4,094.04
DESCHENES, AMBER L	0.00	Coaching (Winter)	\$4,094.04
DEVINE, GREGORY J	1.00	Assistant Principal	\$88,817.49
DEVINE, GREGORY J	0.00	Longevity	\$750.00
DEVINE, THERESA L	1.00	Elem Teacher	\$47,545.00
DEWAR, RAYMOND G	1.00	Principal	\$116,638.46
DEWAR, RAYMOND G	0.00	Stipend Advance Degree	\$988.47
DEXTRADEUR, DENNIS M	1.00	HS PE	\$71,590.00
DEXTRADEUR, DENNIS M	0.00	Coaching (Winter)	\$5,334.66
DEXTRADEUR, DENNIS M	0.00	Longevity	\$1,500.00
DIAZ, ANNE M	1.00	Media	\$69,137.00
DICKSON, PAMELA J	1.00	MS PE	\$68,064.00
DICKSON, PAMELA J	0.00	Coaching (Fall)	\$2,911.48
DICKSON, PAMELA J	0.00	Longevity	\$750.00
DIETRICH, BARBARA J	1.00	Elem Teacher	\$71,590.00
DIETRICH, BARBARA J	0.00	Longevity	\$1,000.00
DIMARTINO, MICHELE A	1.00	MS English	\$69,822.00
DIMARTINO, MICHELE A	0.00	Advisor MS	\$1,098.22
DIMARTINO, MICHELE A	0.00	Longevity	\$750.00
DOLAN, CHARLOTTE E	1.00	Aide Sped	\$25,543.00
DOLAN, CHARLOTTE E	0.00	Longevity	\$550.00
DOWGIELEWICZ, JILL M	1.00	Special Education Chair	\$71,211.00
DOWGIELEWICZ, JILL M	0.00	Longevity	\$750.00
DOYLE, KIMBERLY J	1.00	Elem Teacher	\$69,822.00
DOYLE, KIMBERLY J	0.00	Longevity	\$1,000.00
DRISCOLL, AMY L	0.00	Extended Day Program	2666+423
DUBOIS, PAUL A	1.00	HS Math	\$46,724.00
DUBOIS, SEAN M	1.00	Media	\$53,269.00
DUBOIS, SEAN M	0.00	Media Director Stipend	\$5,326.90
DUBOIS, SEAN M	0.00	Advisor HS	\$815.94
DUHAMEL, JOSEPH P	0.00	Coaching (Fall)	\$3,880.07
DUVAL, CHERYL A	1.00	Director of Administrative	\$117,013.14
DUVAL, CHERYL A	0.00	Travel	\$1,000.00
DUVAL, CHERYL A	0.00	Longevity	\$750.00
ELLIOTT, CHRISTA M	1.00	Aide Autism	\$1,081.32
ELLIS, KAREN J	1.00	Elem Teacher	\$75,097.00
ELLIS, KAREN J	0.00	Longevity	\$1,500.00
ELLSWORTH, ELLEN M	0.90	Aide Sped	\$22,644.90
ELLSWORTH, ELLEN M	0.00	Longevity	\$550.00
ENOS, EVELYN A	1.00	Food Service	\$18,657.00
ENOS, EVELYN A	0.00	Longevity	\$425.00

ERICKSON, TRISIA L	1.00	Kindergarten Teacher	\$63,606.00
ERICKSON, TRISIA L	0.00	Longevity	\$750.00
ERICSON, CANDACE A	1.00	Aide Media	\$29,921.00
ERICSON, CANDACE A	0.00	Advisor HS	\$659.34
ERICSON, CANDACE A	0.00	Longevity	\$550.00
EVERITT, LAURA J	1.00	Aide - Therapeutic Prog	\$22,116.00
EYLER-PELLETIER, AMY L	1.00	MS Social Studies	\$65,515.00
FABRIZIO, JENNIFER E	1.00	Guidance	\$49,358.23
FARRAJ, LORI J	1.00	Aide Autism	\$30,992.00
FARRAJ, LORI J	0.00	Longevity	\$550.00
FARRELL, MATTHEW J	1.00	Elem PE	\$69,822.00
FARRELL, MATTHEW J	0.00	Longevity	\$750.00
FAUTEUX, CHRISTINE E	1.00	Elem Teacher	\$59,638.00
FAUTEUX, CHRISTINE E	0.00	Longevity	\$750.00
FEMINO, SHERYL A	1.00	Data Coordinator	\$47,792.13
FEMINO, SHERYL A	0.00	Longevity	\$750.00
FENSIN, CYNTHIA K	1.00	HR Manager	\$78,800.34
FLEMING, MARY E	1.00	Elem Teacher	\$49,946.00
FLEMING, SETH E	1.00	Custodian	\$5,614.08
FOLEY, CAROLYN G	1.00	Elem Teacher	\$70,344.00
FOLEY, JANET M	1.00	Elem Teacher	\$70,674.00
FOLEY, JANET M	0.00	Longevity	\$1,500.00
FORD, LINDA J	1.00	Elem Teacher	\$73,347.00
FRANCOEUR, SHANE R	0.00	Coaching (Winter)	\$2,540.38
FRANKLIN, CHRISTOPHER J	1.00	Speech	\$69,504.00
FRANKLIN, IDA	0.50	Cafeteria	\$4,847.24
FRANKLIN, KELLEE J	1.00	Elem Teacher	\$70,674.00
FRANKLIN, KELLEE J	0.00	Longevity	\$1,000.00
FROST, ALICIA L	1.00	HS World Language	\$55,791.00
FRYDEL, KATHLEEN A	1.00	NJROTC	\$78,795.00
FRYDEL, KATHLEEN A	0.00	Advisor HS	\$815.94
FRYDEL, KATHLEEN A	0.00	Advisor HS	\$815.94
GALLANT, MICHELLE W	0.00	Title 1 Tutor	\$19,243.00
GALLANT, MICHELLE W	0.00	Title 1 Tutor Summer	\$1,008.00
GARDNER, KATHLEEN	1.00	Integration Technology	\$51,718.00
GARDNER, KATHLEEN	0.00	Advisor MS	\$1,098.22
GAREAU, THOMAS D	1.00	MS Math	\$50,441.00
GAREAU, THOMAS D	0.00	Coaching (Winter)	\$2,307.29
GARLAND, JEFF R	1.00	Food Service	\$26,915.00
GARRITY, JAMES H	1.00	Custodian	\$8,772.00
GARTNER, VICTOR	1.00	Speech	\$78,628.00
GARTNER, VICTOR	0.00	Longevity	\$750.00
GASPAR, MARY-CATHERINE	1.00	Guidance	\$47,329.00
GEORGE, ELIZABETH A	1.00	MS English	\$69,822.00
GEORGE, ELIZABETH A	0.00	Longevity	\$750.00
GIANCATERINO, JENNIFER L	0.00	Title 1 Tutor	\$28,504.00
GIANCATERINO, JENNIFER L	0.00	Title 1 Tutor Summer	\$1,344.00
GILLOGLY, SAMANTHA A	0.00	Private Music Instructor	\$3,435.00

GILMARTIN, JASON M	1.00	Assistant Principal	\$98,623.83
GIORGI, KELLY M	0.00	Title 1 Tutor Summer	\$442.00
GIROUX, MARION L	0.85	Aide Sped	\$20,974.60
GLIDDEN, ERIN L	0.85	Aide Sped	\$20,146.70
GLYNN, KELLIE S	0.50	Cafeteria	\$5,130.29
GOEWY, ANNE R	0.50	Secretary	\$14,599.50
GOEWY, PAUL N	1.00	HS Math	\$61,427.00
GOEWY, PAUL N	0.00	Coaching (Fall)	\$3,845.11
GRAHAM, CATHERINE T	1.00	Secretary	\$45,486.00
GRAHAM, CATHERINE T	0.00	Stipend Administrative	\$2,000.00
GRAHAM, CATHERINE T	0.00	Longevity	\$750.00
GRAHAM, CATHERINE T	0.00	Advisor HS	\$549.12
GRAVES, JENNIFER	0.85	Aide Sped	\$19,655.40
GREGORIOU, JANE C	1.00	Elem Teacher	\$52,988.00
GRIFFIN, PATRICIA L	0.90	Aide Sped	\$21,873.60
GRIFFIN, PATRICIA L	0.00	Longevity	\$550.00
GRONER, MICHAEL H	1.00	MS Social Studies	\$62,793.00
GRONER, MICHAEL H	0.00	Longevity	\$750.00
GRONER, MICHAEL H	0.00	Advisor MS	\$543.62
GUERTIN, FRANK J	1.00	HS Math	\$71,590.00
GUERTIN, FRANK J	0.00	Stipend Scheduling HS/MS	\$10,790.00
GUERTIN, FRANK J	0.00	Stipend Academic Leader	\$1,790.00
GUERTIN, FRANK J	0.00	Longevity	\$1,500.00
GUILBAULT, LAURA J	1.00	Elem Music	\$63,606.00
GUILBAULT, LAURA J	0.00	Private Music Instructor	\$2,175.00
GUILBAULT, LAURA J	0.00	Longevity	\$750.00
GUILBAULT, PETER B	1.00	Aide Sped - 1-1	\$21,501.00
GUMULA, THADDEUS J	1.00	Athletics Director	\$83,487.56
GUMULA, THADDEUS J	0.00	Longevity	\$1,500.00
GUNNARSON, RUSSELL B	1.00	Custodian	\$29,407.84
GUNNARSON, RUSSELL B	0.00	Longevity	\$550.00
GUNNING, JEANNE A	1.00	Elem Sped	\$47,329.00
HADDAD, GITA W	1.00	Elem Teacher	\$73,347.00
HADDAD, GITA W	0.00	Longevity	\$1,500.00
HALEY, CHRISTINE A	1.00	Aide Autism	\$12,640.05
HALEY, CHRISTINE A	0.00	Coaching (Fall)	\$2,307.29
HALEY, CHRISTINE A	0.00	Coaching (Spring)	\$2,307.29
HALEY, CHRISTOPHER P	1.00	HS Math	\$70,674.00
HALEY, CHRISTOPHER P	0.00	Longevity	\$750.00
HALL, MICHELLE L	1.00	MS World Language	\$65,814.00
HALL, MICHELLE L	0.00	Advisor MS	\$1,751.38
HALL, MICHELLE L	0.00	Longevity	\$750.00
HALL, WALLACE A JR	1.00	MS Sped	\$73,347.00
HALL, WALLACE A JR	0.00	Longevity	\$750.00
HALL, WALLACE A JR	0.00	Advisor MS	\$543.62
HANLEY, TARA A	1.00	Principal	\$100,186.09
HANSON, DONNA T	1.00	Purchasing & Payables	\$48,521.96
HANSON, DONNA T	0.00	Longevity	\$1,000.00

HARDER, KELLY L	1.00	Aide Sped - 1-1	\$10,412.91
HARDING, CHRISTOPHER C	1.00	Maintenance	\$38,258.22
HARDING, TAWNYA L	0.85	Aide Sped	\$20,251.25
HARMON, ROBIN D	1.00	Elem Sped	\$76,866.00
HARMON, ROBIN D	0.00	Longevity	\$1,500.00
HARROLD, DANIEL W	1.00	Psychologist	\$80,884.00
HARROLD, DANIEL W	0.00	Longevity	\$750.00
HARROLD, TAMI	0.00	Title 1 Tutor	\$5,488.00
HATCH, DOROTHY M	1.00	Therapeutic Classroom Teacher	\$58,209.00
HAUPT, KRISTI K	1.00	Elem Sped	\$58,209.00
HELSTOSKY CREMINS, JANE E	1.00	Clinical Coordinator	\$71,590.00
HENGST, DENA J	1.00	HS Art	\$59,638.00
HENGST, DENA J	0.00	Longevity	\$750.00
HENGST, RICHARD R	0.00	Coaching (Winter)	\$5,286.60
HEPPENSTALL, NANCY H	1.00	Elem Teacher	\$73,347.00
HEPPENSTALL, NANCY H	0.00	Longevity	\$750.00
HOBSON, MELISSA S	0.00	Long Term Sub	\$4,125.00
HOLBROOK, LAURA L	1.00	Special Services Coordinator	\$37,821.60
HOLWELL, KATHLEEN M	1.00	MS Science	\$76,866.00
HOLWELL, KATHLEEN M	0.00	Longevity	\$1,000.00
HOUGHTON, SUSANNE	1.00	Aide Autism	\$25,791.23
HOUGHTON, SUSANNE	0.00	Longevity	\$550.00
HUARD, JENNIFER A	1.00	Elem Teacher	\$73,347.00
HUARD, JENNIFER A	0.00	Extended Day Program	\$1,070.00
HUARD, JENNIFER A	0.00	Longevity	\$1,000.00
HUBBARD, DONNA I	1.00	Guidance	\$71,590.00
HUBBARD, DONNA I	0.00	Longevity	\$1,000.00
HUBBARD, SHERRIE L	0.00	Lunch Monitor	\$2,022.50
HUDEC-SURRETTE, BARBARA	1.00	HS PE	\$76,866.00
HUDEC-SURRETTE, BARBARA	0.00	Longevity	\$1,500.00
HUGHES, ANDREA L	1.00	Elem Teacher	\$69,822.00
HUGHES, ANDREA L	0.00	Longevity	\$750.00
HURLEY, RICHARD	1.00	HS Sped	\$68,064.00
HURLEY, RICHARD	0.00	Longevity	\$750.00
HURLEY, RICHARD J	1.00	HS Sped	\$54,166.00
JABLONSKI, MICHAEL J	1.00	HS Social Studies	\$76,338.00
JABLONSKI, MICHAEL J	0.00	Stipend Academic Leader	\$1,790.00
JABLONSKI, MICHAEL J	0.00	Advisor HS	\$905.57
JABLONSKI, MICHAEL J	0.00	Advisor HS	\$815.94
JABLONSKI, MICHAEL J	0.00	Longevity	\$750.00
JILLSON, JOHN W	1.00	Custodian	\$21,637.60
JOHNSON, KATHLEEN D	1.00	Elem Teacher	\$73,347.00
JOHNSON, KATHLEEN D	0.00	Longevity	\$1,500.00
JOHNSON, NAIDA L	0.00	Long Term Sub	\$14,085.07
JOHNSON, DOREEN M	0.00	Extended Day Program	\$18,811.25
JONES, PAMELA L	0.85	Aide Sped	\$20,050.65
JORDAN, MARY ANN	1.00	Secretary	\$45,486.00
JORDAN, MARY ANN	0.00	Stipend Administrative	\$2,000.00

JORDAN, MARY ANN	0.00	Longevity	\$750.00
JOSEPHSON, KELLIE A	1.00	Literacy Coach	\$72,141.20
JOSEPHSON, KELLIE A	0.00	Longevity	\$750.00
KANDROTAS, CASSANDRA L	1.00	Aide Autism	\$4,073.35
KANE, KEVIN J	0.00	Coaching (Spring)	\$4,455.27
KEDDY, REBECCA A	0.00	Extended Day Program	\$1,305.00
KELSEY, PAULA M	1.00	School Nurse	\$63,606.00
KENTRIS, NANCY A	0.83	Cafeteria	\$12,256.93
KENTRIS, NANCY A	0.00	Longevity	\$350.00
KEOUGH, KATHLEEN A	0.80	Aide Sped	\$16,252.80
KILLOUGH-MILLER, RUSSELL D	1.00	Elem Music	\$76,866.00
KILLOUGH-MILLER, RUSSELL D	0.00	Longevity	\$1,000.00
KOERNER, ANDREW J	1.00	Psychologist	\$80,884.00
KOERNER, ANDREW J	0.00	Longevity	\$750.00
KONDE, BEVERLY M	1.00	Elem Teacher	\$68,064.00
KONDE, BEVERLY M	0.00	Longevity	\$1,500.00
KOVACH, CYNTHIA M	1.00	Security	\$39,661.12
KOVACH, CYNTHIA M	0.00	Longevity	\$500.00
KOWAL, SHAWNA L	0.85	Aide Sped	\$20,251.25
KOWAL, SHAWNA L	0.00	Longevity	\$550.00
KULARSKI, ELLEN R	1.00	Office Manager	\$40,084.00
KULARSKI, ELLEN R	0.00	Longevity	\$1,500.00
KWIATKOWSKI, MARIA	0.50	Cafeteria	\$6,905.20
LAM, NICOLETTE	1.00	Aide Sped	\$25,543.00
LAM, NICOLETTE	0.00	Longevity	\$550.00
LANDRY, NANCY A	0.00	Executive Secretary School	\$250.00
LAPATI, DONA L	1.00	MS English	\$75,097.00
LAPATI, DONA L	0.00	Longevity	\$1,500.00
LAPATI, JESSLYN L	1.00	Secretary	\$29,648.00
LAPIERRE, DEBORAH E	0.00	Title 1 Tutor	\$5,194.00
LAROSE, SUSAN E	1.00	Kindergarten Teacher	\$69,822.00
LAROSE, SUSAN E	0.00	Longevity	\$1,500.00
LATKA, SARAH F	1.00	MS Science	\$56,514.00
LAVALLEE, JOANNE K	1.00	Junior Executive Assistant	\$40,683.43
LAVIOLETTE, ANDREA E	0.50	Cafeteria	\$6,905.20
LAVIOLETTE, JAMES G	1.00	Custodian	\$31,241.60
LEBLANC, JOANNE M	0.90	Aide Sped	\$21,657.60
LEBLANC, JOANNE M	0.00	Longevity	\$550.00
LEBLANC, JOANNE M	0.00	Advisor HS	\$513.05
LEBLANC, LINDSEY T	0.00	Extended Day Program	\$1,755.26
LEBLANC, NANCY Z	1.00	Elem Teacher	\$78,628.00
LEBLANC, NANCY Z	0.00	Longevity	\$1,500.00
LECK, PAMELA J	1.00	Aide Autism	\$22,937.75
LEFEVRE, MARY E	1.00	Aide Autism	\$30,982.00
LEROUX, ANDREA P	1.00	MS Math	\$71,590.00
LEROUX, ANDREA P	0.00	Longevity	\$750.00
LEROUX, ANDREA P	0.00	Advisor MS	\$543.62
LESLIE, MELISSA A	0.00	Coaching (Spring)	\$3,845.10

LEWIS, PETER B	1.00	MHS Music	\$69,504.00
LEWIS, PETER B	0.00	Advisor HS	\$2,625.01
LEWIS, PETER B	0.00	Private Music Instructor	\$2,550.00
LEWIS, PETER B	0.00	Advisor HS	\$1,538.13
LEWIS, PETER B	0.00	Advisor MS	\$1,538.13
LIDDY, WENDY A	1.00	Guidance	\$56,514.00
LINDSTEN, RICHARD	1.00	Aide - Therapeutic Prog	\$20,841.00
LINDSTEN, RICHARD	0.00	Coaching (Fall)	\$4,094.03
LINDSTEN, RICHARD	0.00	Coaching (Spring)	\$3,565.46
LOEHR, TERICYN J	1.00	Educational Accountability	\$34,569.23
LUDWIG, CAROLINE S	0.85	Aide Sped	\$20,050.65
LUO, SHIUN F	1.00	HS World Language	\$71,864.00
LUUKKO, NANCY G	1.00	Elem Teacher	\$78,628.00
LUUKKO, NANCY G	0.00	Longevity	\$1,500.00
MACPHERSON, DAVID S	1.00	BCBA	\$64,374.00
MAIO, CHRISTINE M	0.90	Aide Kindergarten	\$21,873.60
MAIO, CHRISTINE M	0.00	Longevity	\$550.00
MAJOY, BRIAN R	1.00	MS PE	\$65,515.00
MAJOY, BRIAN R	0.00	Coaching (Fall)	\$4,455.27
MAJOY, BRIAN R	0.00	Coaching (Winter)	\$3,491.26
MAJOY, BRIAN R	0.00	Coaching (Spring)	\$2,307.29
MAJOY, BRIAN R	0.00	Longevity	\$750.00
MAJOY, LESLIE B	0.60	Elem Sped	\$38,163.60
MAJOY, LESLIE B	0.00	Longevity	\$450.00
MALLOZZI, NICHOLAS C JR.	1.00	Custodian	\$36,088.00
MAMMONE, DIANE M	1.00	HS World Language	\$78,628.00
MAMMONE, DIANE M	0.00	Advisor HS	\$815.94
MAMMONE, DIANE M	0.00	Longevity	\$750.00
MANKOWSKY, JULIE	1.00	Elem Teacher	\$73,347.00
MANKOWSKY, JULIE	0.00	Longevity	\$1,500.00
MARCOUX, LISA M	0.85	Aide Kindergarten	\$20,244.45
MARGOLA, ANN M	1.00	Aide Autism	\$32,240.00
MARSDEN, DAWN M	0.67	Cafeteria	\$9,486.49
MARSDEN, DAWN M	0.00	Longevity	\$350.00
MARSHALL, MAUREEN M	1.00	Superintendent	\$66,666.00
MARSHALL, PHYLLIS S	1.00	Custodian	\$36,053.30
MARSHALL, PHYLLIS S	0.00	Longevity	\$550.00
MARTIN, REBECCA A	0.00	Lunch Monitor	\$682.50
MARTINELLI, DENISE A	1.00	HS English	\$72,910.00
MARTINELLI, DENISE A	0.00	Longevity	\$750.00
MASSEY, JENNIFER L	1.00	Speech	\$47,329.00
MATIAS, SARAH A	0.00	Title 1 Tutor	\$29,057.00
MATIAS, SARAH A	0.00	Title 1 Tutor Summer	\$1,008.00
MAY, LINDSAY M	1.00	HS Social Studies	\$51,718.00
MCCARTHY, KATHLEEN	1.00	Aide Sped	\$25,041.00
MCCARTHY, KATHLEEN	0.00	Longevity	\$550.00
MCCARTHY, MATTHEW D	1.00	Maintenance	\$38,667.20
MCCARTHY, MATTHEW D	0.00	Longevity	\$550.00

MCCOMB, CHERYLL A	1.00	Principal	\$92,700.00
MCCRONE, ANN C	1.00	MS Math	\$53,269.00
MCDONALD, SHERRY E	1.00	Elem Teacher	\$50,441.00
MCDONALD, SHERRY E	0.00	Longevity	\$750.00
MCDONALD, TRACEY E	1.00	Elem Teacher	\$69,822.00
MCDONALD, TRACEY E	0.00	Longevity	\$1,000.00
MCGINN, CHRISTOPHER G	1.00	Technology	\$45,900.00
MCGINN, CHRISTOPHER G	0.00	Travel	\$1,000.00
MCMORROW, DIANE K	1.00	HS Science	\$71,211.00
MCMORROW, DIANE K	0.00	Advisor HS	\$815.42
MCMORROW, DIANE K	0.00	Longevity	\$750.00
MCNIFF, PAUL S	1.00	Elem Teacher	\$69,822.00
MCNIFF, PAUL S	0.00	Longevity	\$1,500.00
MEDEIROS, CARLA M	1.00	Elem Teacher	\$55,118.00
MEDEIROS, CARLA M	0.00	Longevity	\$750.00
MELANSON, KAREN A	1.00	Elem Sped	\$75,097.00
MELANSON, KAREN A	0.00	Longevity	\$1,500.00
MERTZIC, JACQUELINE M	0.00	Lunch Monitor	\$2,975.00
MERTZIC, JACQUELINE M	0.00	Extended Day Program	\$135.00
MERTZIC, LINDA L	0.71	Food Service	\$11,725.10
MERTZIC, LINDA L	0.00	Longevity	\$425.00
METIVIER, STEPHANIE D	0.00	Extended Day Program	\$6,460.00
METIVIER, STEPHANIE D	0.00	Lunch Monitor	\$1,950.00
METTERVILLE, ELIZABETH A	0.67	Cafeteria	\$9,718.21
METTERVILLE, ELIZABETH A	0.00	Longevity	\$350.00
METZGER, NATALIE W	1.00	HS English	\$65,849.00
MILLER, KAREN A	1.00	Elem Teacher	\$69,504.00
MILLER, KAREN A	0.00	Longevity	\$750.00
MILLER, MOLLY A	1.00	Aide Sped - 1-1	\$24,064.00
MILLER, MOLLY A	0.00	Longevity	\$550.00
MOEBUS, GARY W	1.00	HS World Language	\$78,628.00
MOEBUS, GARY W	0.00	Longevity	\$1,000.00
MONTGOMERY, KERI LYN	1.00	Aide Sped - Create	\$22,896.00
MOONEY, NICOLE D	1.00	Guidance	\$76,241.00
MORRISON, DEBORAH M	1.00	Aide Sped	\$25,543.00
MORRISON, DEBORAH M	0.00	Longevity	\$1,000.00
MUIR, SHEILA A	1.00	Assistant Superintendent	\$121,540.00
MUIR, SHEILA A	0.00	Travel	\$2,000.00
MURPHY, PAUL F	1.00	Custodian	\$31,241.60
MURRAY, GEORGE V JR	1.00	Project Engineer	\$56,547.26
MURRAY, GEORGE V JR	0.00	Longevity	\$550.00
MUSNICKI, SUSANNE R	1.00	Principal	\$111,121.99
MUSNICKI, SUSANNE R	0.00	Longevity	\$1,500.00
NEWTON, EDWARD R	1.00	Elem Teacher	\$71,590.00
NEWTON, EDWARD R	0.00	Longevity	\$750.00
NICHOLS, IDA S	1.00	Aide Sped	\$26,181.00
NICHOLS, IDA S	0.00	Longevity	\$1,000.00
NICHOLS, ROBERT E	1.00	Custodian	\$36,088.00

NICHOLS, ROBERT E	0.00	Longevity	\$550.00
NOEL, KYLE H	1.00	Custodian	\$36,088.00
NOEL, ROBERT E	1.00	Grounds Maintenance	\$42,432.00
NOEL, ROBERT E	0.00	Longevity	\$550.00
NORTON, SANDRA L	0.67	Cafeteria	\$8,709.75
NOSEK, CHRISTOPHER W	1.00	MS Academic Support	\$44,998.00
NOSEK, CHRISTOPHER W	0.00	Coaching (Spring)	\$2,139.49
NOSEL, CHRISTINE R	1.00	Academic Programs	\$60,422.39
NOSEL, CHRISTINE R	0.00	Advisor HS	\$815.94
NOSEL, CHRISTINE R	0.00	Longevity	\$750.00
O'BRYAN, CHERYL M	1.00	Elem Teacher	\$54,867.00
O'BRYAN, CHERYL M	0.00	Extended Day Program	\$1,540.00
O'CONNOR, JEAN F	1.00	Copy Technician	\$28,479.53
O'CONNOR, JEAN F	0.00	Longevity	\$1,000.00
OLDAKOWSKI, AMY L	1.00	Aide - Therapeutic Prog	\$24,296.00
OLSON, BETHANY G	1.00	Elem Teacher	\$75,097.00
OLSON, BETHANY G	0.00	Longevity	\$750.00
O'NEIL, CHRISTINA E	0.90	Aide Sped	\$23,575.50
O'NEIL, CHRISTINA E	0.00	Longevity	\$550.00
ORNE, KERI A	0.80	Aide Sped	\$16,502.76
ORSZULAK, JAMIE K	1.00	Aide Sped - Create	\$25,678.00
ORTOLINO, SHANNON M	1.00	Elem Teacher	\$69,822.00
ORTOLINO, SHANNON M	0.00	Longevity	\$750.00
PAGE, BARBARA G	1.00	Guidance	\$69,137.00
PAGE, BARBARA G	0.00	Longevity	\$750.00
PARADIS, JANET E	1.00	Elem Teacher	\$70,674.00
PARADIS, JANET E	0.00	Longevity	\$1,000.00
PARADISE, NADINE A	0.85	Aide Kindergarten	\$19,461.60
PARSE, RONALD R	1.00	Custodian	\$36,088.00
PAYNE, LISA A	1.00	Elem Art	\$54,577.00
PEABODY, DONNA M	1.00	Custodian	\$36,088.00
PEABODY, DONNA M	0.00	Longevity	\$550.00
PELLEY, DEBORAH R	1.00	Technology	\$45,900.00
PELLEY, DEBORAH R	0.00	Longevity	\$750.00
PELTIER, JOAN N	1.00	Aide Kindergarten	\$25,543.00
PELTIER, JOAN N	0.00	Longevity	\$1,000.00
PERKINS, DONNA M	1.00	Food Service	\$22,893.20
PERKINS, DONNA M	0.00	Longevity	\$425.00
PETERSON, COLLEEN D	0.00	Private Music Instructor	\$1,950.00
PETERSON, KARLA V	1.00	Elem Music	\$68,064.00
PETERSON, KARLA V	0.00	Longevity	\$1,500.00
PETERSON, KARLA V	0.00	Private Music Instructor	\$675.00
PETTY, LINDA M	1.00	MS English	\$78,628.00
PETTY, LINDA M	0.00	Longevity	\$1,000.00
PIECHOTA, JAIMEE L	0.00	Long Term Sub	\$3,625.00
PIERCE, BARRY A	1.00	Custodian	\$30,751.71
PIERMARINI, SUE M	1.00	Elem PE	\$69,822.00
PIERMARINI, SUE M	0.00	Longevity	\$1,000.00

PIKUL, BRENDA L	0.83	Cafeteria	\$11,462.64
PIMENTAL, JOHN J JR	1.00	Project Engineer	\$60,471.86
PIMENTAL, JOHN J JR	0.00	Longevity	\$550.00
PIRRI, DAVID D	1.00	Adjustment Counselor	\$59,955.00
POIRIER, HELEN V	1.00	Elem Teacher	\$76,866.00
POIRIER, HELEN V	0.00	Longevity	\$1,500.00
PORTER, BENJAMIN W	0.00	Private Music Instructor	\$780.00
PRATT, JENNY L	0.00	Private Music Instructor	\$2,145.00
PRENTISS, MASON W	0.00	Extended Day Program	\$1,940.13
PRIDE, STACIE A	0.00	Extended Day Program	\$12,300.00
PRIZIO, PAMELA S	1.00	Guidance	\$48,749.00
PROUTY, LAURA M	1.00	Certified Nurse Assistant	\$11,943.75
PROUTY, RICHARDSON K III	1.00	HS English	\$46,724.00
PROUTY, RICHARDSON K III	0.00	Coaching (Fall)	\$2,097.54
PROUTY, RICHARDSON K III	0.00	Advisor HS	\$678.92
PROVOST, MARY R	1.00	Aide Autism	\$26,167.00
PULNIK, VICTOR M	1.00	Food Service	\$19,501.60
PUTNAM, RHEA M	0.00	Extended Day Program	\$3,267.00
QUINLIVAN, JAMES R	0.00	Coaching (Winter)	\$2,941.27
RECOs, WILLIAM J	0.00	Coaching (Winter)	\$2,689.82
REED, FLORENCE J	1.00	Dining Manager	\$17,367.52
REED, FLORENCE J	0.00	Longevity	\$1,000.00
REED, VIRGINIA S	1.00	Elem Sped	\$71,590.00
REED, VIRGINIA S	0.00	Title 1 Tutor Summer	\$1,344.00
REED, VIRGINIA S	0.00	Longevity	\$1,000.00
REIMER, GWENDOLYN T	0.00	Coaching (Spring)	\$2,622.95
RENAUD, JEANETTE F	1.00	MS Sped	\$71,590.00
RENAUD, JEANETTE F	0.00	Longevity	\$750.00
RICCHIAZZI, NICOLE K	1.00	Elem Teacher	\$50,212.00
RICCHIAZZI, NICOLE K	0.00	Extended Day Program	\$950.00
RICE, JESSICA M	0.85	Aide Sped	\$20,757.00
RICE, JESSICA M	0.00	Longevity	\$550.00
RICE, JESSICA M	0.00	Title 1 Tutor Summer	\$408.00
RICE, LINDA L	1.00	Food Service	\$17,366.40
RICE, LINDA L	0.00	Longevity	\$425.00
RICH, EUGENE M	0.00	Coaching (Winter)	\$5,286.60
RICHARDS, REBECCA L	0.80	Aide Sped	\$18,134.40
ROBERTSON, MARTHA H	0.80	Aide Sped	\$17,200.80
ROBIDOUX, REBECCA J	1.00	MS Sped	\$61,754.00
ROBIDOUX, REBECCA J	0.00	Coaching (Winter)	\$2,097.54
ROBILLARD, CHRISSY M	1.00	Kindergarten Teacher	\$47,739.00
ROBINSON, BONNIE R	1.00	Aide Sped	\$25,543.00
ROBINSON, BONNIE R	0.00	Longevity	\$1,000.00
RODER, LAUREN V	1.00	HS Sped	\$47,329.00
RODER, LAUREN V	0.00	Advisor HS	\$513.05
ROGOWSKI, LINDA M	1.00	Aide Kindergarten	\$25,543.00
ROGOWSKI, LINDA M	0.00	Longevity	\$550.00
ROGOWSKI, NANCY R	0.85	Aide Sped	\$20,857.30

ROJCEWICZ, LORI A	0.00	Lunch Monitor	\$1,500.00
ROLLINS, LISA M	0.75	Custodian	\$7,731.37
ROSSI, PATRICK F	0.00	Coaching (Fall)	\$5,703.90
ROSSI, PATRICK J SR	0.00	Coaching (Fall)	\$2,479.25
ROTTI, JANICE E	1.00	Office Manager	\$39,838.00
ROTTI, JANICE E	0.00	Stipend Extended Day	\$2,000.00
ROTTI, JANICE E	0.00	Longevity	\$900.00
ROTTI, JANICE E	0.00	Stipend Advance Degree	\$500.00
ROUSSEAU, JULIE	1.00	Office Manager	\$40,084.00
ROUSSEAU, JULIE	0.00	Stipend Preschool Secretary	\$2,000.00
ROUSSEAU, JULIE	0.00	Longevity	\$1,500.00
ROUSSEAU, SUSAN M	1.00	Elem Teacher	\$54,577.00
ROUTHIER, LU-ANN	0.90	Aide Kindergarten	\$21,873.60
ROUTHIER, LU-ANN	0.00	Longevity	\$550.00
ROWDEN, AUDRA A	0.00	Title 1 Tutor	\$28,574.00
ROWDEN, AUDRA A	0.00	Title 1 Tutor Summer	\$1,008.00
ROY, NANCEE J	1.00	Elem Teacher	\$66,723.00
ROY, NANCEE J	0.00	Longevity	\$750.00
ROY, RONALD J	1.00	Custodian	\$7,209.60
RUSSELL, CAROLE A	0.00	Lunch Monitor	\$2,615.00
RZASA, ADRIENNE J	0.00	Long Term Sub	\$9,687.50
SACRAMONE, JASON D	1.00	MS English	\$67,123.00
SACRAMONE, JASON D	0.00	Longevity	\$750.00
SACRAMONE, KARI M	0.00	Extended Day Program	\$44,430.00
SAINT DENIS, LINDA R	0.90	Aide Sped	\$21,873.60
SAINT DENIS, LINDA R	0.00	Longevity	\$550.00
SALVADORE, JENNA	0.00	Title 1 Tutor	\$27,020.00
SALVADORE, JENNA	0.00	Title 1 Tutor Summer	\$1,008.00
SALVADORE, LAURIE J	1.00	Kindergarten Teacher	\$73,347.00
SALVADORE, LAURIE J	0.00	Longevity	\$1,500.00
SALVADORE, THERESE L	1.00	HS Art	\$47,739.00
SALVADORE, THERESE L	0.00	Advisor HS	\$4,115.75
SARKISIAN, MARY M	1.00	MS Art	\$59,955.00
SAYRE, PATRICIA A	1.00	Kindergarten Teacher	\$71,590.00
SAYRE, PATRICIA A	0.00	Longevity	\$1,000.00
SCHUBERT, THEODORE J	1.00	HS Science	\$60,229.00
SCHUBERT, THEODORE J	0.00	Advisor HS	\$422.22
SCHUSTER, AMANDA L	0.00	Extended Day Program	\$8,585.00
SCOTLAND, CHERYL L	1.00	Aide Sped	\$24,907.96
SCOTLAND, CHERYL L	0.00	Longevity	\$550.00
SCOTT, JESSICA L	1.00	Aide Autism	\$4,182.95
SCOTT, SARAH M	0.00	Lunch Monitor	\$2,850.00
SEE, GINA M	0.00	Lunch Monitor	\$2,920.00
SENECAL, JESSICA M	0.00	Extended Day Program	\$1,581.75
SHAULIS-WISEMAN, TINA M	1.00	Cafeteria	\$14,404.60
SHELDON, ARTHUR G	1.00	HS PE	\$71,590.00
SHELDON, ARTHUR G	0.00	Coaching (Winter)	\$3,491.26
SHELDON, ARTHUR G	0.00	Longevity	\$750.00

SHELDON, LAURIE A	1.00	Kindergarten Teacher	\$61,427.00
SHELDON, LAURIE A	0.00	Longevity	\$750.00
SHERIDAN, KAREN V	0.00	Lunch Monitor	\$2,587.50
SHORTEN, MATTHEW D	1.00	HS Sped	\$75,097.00
SIEFERT, LORI L	0.00	Lunch Monitor	\$1,760.00
SIMONS, WILLIAM J	1.00	HS Art	\$52,165.00
SIMONS, WILLIAM J	0.00	Advisor HS	\$513.05
SKERRY, STACEY L	0.75	Finance/Accounting Manager	\$47,572.74
SKRZYPCZAK, ANN M	1.00	Speech	\$78,628.00
SKRZYPCZAK, ANN M	0.00	Longevity	\$1,500.00
SLATTERY, KEVIN P	0.00	Long Term Sub	\$2,375.00
SPINNEY, DAVID G	1.00	Technology	\$45,900.00
SPOONER, JOHN M	1.00	Elem Teacher	\$78,628.00
SPOONER, JOHN M	0.00	Longevity	\$1,000.00
ST JEAN, JAN T	1.00	Elem Sped	\$73,347.00
ST JEAN, JAN T	0.00	Longevity	\$1,000.00
STAITI, J. MICHAEL	1.00	Graduation Coach	\$20,000.00
STAITI, KIM S	1.00	School Nurse	\$49,171.00
STAITI, KIM S	0.00	Longevity	\$750.00
STANDRING, SHIRLEY L	1.00	HS English	\$57,901.00
STANKAITIS, DANIELLE M	1.00	MS Math	\$57,901.00
STEKL, NANCY A	1.00	HS Science	\$73,347.00
STEKL, NANCY A	0.00	Longevity	\$750.00
STEVENS, ERIN A	1.00	MS Social Studies	\$69,822.00
STEVENS, ERIN A	0.00	Longevity	\$750.00
STEWART, DUNCAN L	0.00	Coaching (Fall)	\$2,307.29
STEWART, TODD D	1.00	MS Assistant Principal	\$81,434.68
STEWART, TODD D	0.00	Longevity	\$750.00
STOCKWELL, SUSAN E	1.00	Elem Teacher	\$69,822.00
STOCKWELL, SUSAN E	0.00	Longevity	\$1,500.00
STOLZ, PATRICIA A	1.00	Secretary	\$45,486.00
STOLZ, PATRICIA A	0.00	Stipend Virtual HS	\$2,000.00
STOLZ, PATRICIA A	0.00	Longevity	\$750.00
STUART, DEBRA A	1.00	Elem Teacher	\$36,302.49
STUART, DEBRA A	0.00	Longevity	\$1,500.00
STUNDTNER, APRIL P	0.00	Title 1 Tutor	\$19,488.00
SULLIVAN, JEANETTE M	1.00	Aide Sped	\$25,543.00
SULLIVAN, JEANETTE M	0.00	Longevity	\$1,000.00
SZAFAROWICZ, PATRICIA A	1.00	Elem Teacher	\$75,097.00
SZAFAROWICZ, PATRICIA A	0.00	Longevity	\$1,000.00
TANKERSLEY, JANET L	1.00	Secretary	\$36,463.00
TERRIEN, DEBORAH A	1.00	Elem Teacher	\$70,674.00
TERRIEN, DEBORAH A	0.00	Longevity	\$1,500.00
TESCHNER, RACHEL N	1.00	Aide - Therapeutic Prog	\$22,669.00
THOMASIAN, ROBIN J	0.80	Aide Sped	\$15,469.60
TODD, JESSICA K	1.00	Aide Sped - 1-1	\$9,934.76
TODD, JESSICA K	0.00	Extended Day Program	\$30.00
TOOMEY, CHRISTINE M	0.90	Aide Sped	\$22,536.90

TOOMEY, CHRISTINE M	0.00	Longevity	\$550.00
TOPPER, LISA A	1.00	Elem Art	\$47,329.00
TRAFECANTE, ROSSELLA M	0.00	Extended Day Program	\$2,475.00
TREMBLAY, NOREEN B	1.00	School Nurse	\$53,730.00
TROTT, CRYSTAL A	0.00	Long Term Sub	\$6,437.50
TRUMBULL, REGINA Q	1.00	HS Math	\$47,329.00
TUTTLE, DIANA L	1.00	School Nurse	\$44,998.00
TUTTLE, REBECCA L	1.00	Payroll Coordinator	\$48,521.96
VAILLANCOURT, SASHA L	1.00	Elem Teacher	\$65,888.94
VAILLANCOURT, SASHA L	0.00	Longevity	\$750.00
VALARDI JR, EDWARD J	1.00	Custodian	\$30,526.16
VALARDI JR, EDWARD J	1.00	Custodian	\$5,420.80
VALARDI JR, EDWARD J	0.00	Longevity	\$550.00
VALARDI, BRENDA J	1.00	Food Service	\$18,657.00
VALLEE, CHARLENE C	0.00	Coaching (Winter)	\$3,056.61
VARIN, KERRY E	1.00	HS Social Studies	\$71,590.00
VARIN, KERRY E	0.00	Longevity	\$1,000.00
VASSEUR, CARRIE A	1.00	HS English	\$51,718.00
VASSEUR, CARRIE A	0.00	Stipend Academic Leader	\$1,790.00
VERHEYEN-CUDJOE, DOROTHY	1.00	HS Social Studies	\$71,590.00
VERHEYEN-CUDJOE, DOROTHY	0.00	Stipend Additional Classes	\$1,710.94
VERHEYEN-CUDJOE, DOROTHY	0.00	Advisor HS	\$1,630.85
VERHEYEN-CUDJOE, DOROTHY	0.00	Longevity	\$1,500.00
VEROLINI, NORENE J	1.00	Custodian	\$36,088.00
VEROLINI, NORENE J	0.00	Longevity	\$550.00
VERROCHI, EDWARD R III	1.00	MS English	\$56,514.00
VILLANOVA, CAROL-ANNE	1.00	HS English	\$53,730.00
VYCE, JANICE A	1.00	MS Science	\$62,288.00
VYCE, JANICE A	0.00	Longevity	\$750.00
VYCE, JANICE A	0.00	Advisor MS	\$453.82
WAGNER, ANDREW W	1.00	Guidance	\$48,491.00
WAITE, CLARISSA L	1.00	Elem Sped	\$75,097.00
WAITE, CLARISSA L	0.00	Longevity	\$750.00
WALSH, ANDREW A	1.00	Director of Technology	\$82,400.00
WALSH, ANDREW A	0.00	Travel	\$2,000.00
WATSON, CHERYL A	0.80	Aide Sped	\$14,998.40
WELCH, JOANNE L	0.80	Aide Sped	\$17,692.80
WHITCOMB, MARISOL T	0.80	Aide Sped	\$18,134.40
WHITE, KRISTIN L	1.00	Elem Teacher	\$71,590.00
WHITE, KRISTIN L	0.00	Longevity	\$750.00
WHITE, PAUL W	1.00	Custodian	\$24,151.20
WHITE, PAUL W	0.00	Longevity	\$550.00
WHITELAW, ROBERT B JR	1.00	Aide Autism	\$21,167.09
WHITELAW, ROBERT B JR	0.00	Coaching (Fall)	\$2,727.87
WHITNEY, CAROL W	1.00	Cafeteria	\$14,767.40
WHITNEY, CAROL W	0.00	Longevity	\$350.00
WIDING, MAUREEN A	1.00	School Nurse	\$71,590.00
WIDING, MAUREEN A	0.00	Stipend Nurse Leader	\$1,000.00

WIDING, MAUREEN A	0.00	Longevity	\$750.00
WILLIAMS, JANETH H	1.00	Principal	\$97,818.06
WILLIAMS, JANETH H	0.00	Longevity	\$1,000.00
WILLIAMS, JANETH H	0.00	Stipend Advance Degree	\$1,000.00
WILLIAMS, JOANN	1.00	HS PE	\$69,822.00
WILLIAMS, JOANN	0.00	Longevity	\$750.00
WILLIAMS, MARTHA K	1.00	Aide Media	\$29,192.00
WILLIAMS, MARTHA K	0.00	Longevity	\$550.00
WOOD, KAELAH-CHERIE A	0.00	Lunch Monitor	\$2,590.00
WOOD, MELISSA E	0.00	Title 1 Tutor	\$1,344.00
WORTHINGTON, PATRICIA A	1.00	Principal	\$105,992.22
WORTHINGTON, PATRICIA A	0.00	Longevity	\$1,500.00
WORTHINGTON, PATRICIA A	0.00	Stipend Advance Degree	\$1,000.00
WROBEL, LINDA	1.00	Elem Sped	\$78,628.00
WROBEL, LINDA	0.00	Longevity	\$1,500.00
WYNNE, AILEY P	1.00	HS English	\$49,171.00
WYNNE, AILEY P	0.00	Advisor HS	\$815.94
WYSZYNSKI, KIM E	1.00	Special Education Chair	\$54,867.00
YOUNG, BRIAN T	1.00	HS Sped	\$73,347.00
YOUNG, BRIAN T	0.00	Coaching (Fall)	\$3,880.07
YOUNG, BRIAN T	0.00	Coaching (Spring)	\$3,880.06
YOUNG, BRIAN T	0.00	Longevity	\$750.00
ZACEK, MARIE M	1.00	Kindergarten Teacher	\$50,212.00
ZALNERAITIS, BARBARA A	0.90	Aide Sped	\$22,312.80
ZALNERAITIS, BARBARA A	0.00	Longevity	\$550.00
ZALNERAITIS, MICHELLE M	1.00	Elem Teacher	\$59,955.00
ZALNERAITIS, MICHELLE M	0.00	Coaching (Fall)	\$4,455.28
ZALNERAITIS, MICHELLE M	0.00	Longevity	\$750.00
ZALNERAITIS, RICHARD P	1.00	HS Technology	\$68,064.00
ZALNERAITIS, RICHARD P	0.00	Stipend Webmaster	\$10,289.00
ZALNERAITIS, RICHARD P	0.00	Coaching (Spring)	\$4,455.27
ZALNERAITIS, RICHARD P	0.00	Coaching (Fall)	\$2,344.27
ZALNERAITIS, RICHARD P	0.00	Longevity	\$750.00
ZAORSKI, STEPHEN M	1.00	HS Social Studies	\$63,270.00
ZAORSKI, STEPHEN M	0.00	Advisor HS	\$2,575.56
ZAORSKI, STEPHEN M	0.00	Longevity	\$750.00
ZIENIUK, CELESTE	0.00	Long Term Sub	\$11,500.00
ZIENIUK, CELESTE	0.85	Aide Sped	\$9,447.62
ZOLA, JEAN G	1.00	Elem Teacher	\$78,628.00
ZOLA, JEAN G	0.00	Longevity	\$1,500.00

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

2012-13

Annual Report

ONE SCHOOL. ONE TEAM. ONE VISION.

As I enter into my third year as Superintendent-Director of Monty Tech, I remain humbled and honored to represent a school that continues to transform secondary education in North Central Massachusetts. Compiling information for the 2013 Annual Report has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. The 2012-2013 school year brought many exciting opportunities for the Monty Tech educational community. It was a banner year, marked by student achievement, faculty and staff distinctions, and leadership development, including:

- Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association.
- Cited for his dedication to his students and his involvement with the highly competitive Cyber Patriot event, Information Technology instructor, Richard Duncan, was named Teacher of the Year by the Air Force Association.
- Students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement. In the spring of 2012, Monty Tech's passing rate on the MCAS English Language Arts exam was 99%, Mathematics 98%, and Biology 97%.
- Monty Tech science students continued to participate in the highly selective Student Spaceflight Experiment Program. Monty Tech remains the only vocational school in the nation to have a student science experiment launch into space, providing students with an opportunity to study the effects of gravity on their innovative science projects.
- Mass Audubon and the New England Farm and Garden Associations recognized our talented science instructor, Mr. Ken Pearson, with the well-deserved the 2013 Conservation Teacher of the Year Award.
- Monty Tech administrators made the new educator evaluation system a priority, attended a wide array of professional development programs, and continue to lead efforts to bring innovative and meaningful change to the complex system.

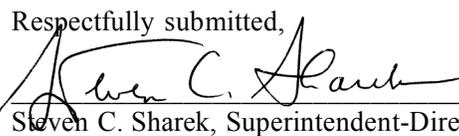
Today, the Monty Tech model of integrated academic and career-focused learning continues to provide high quality education to area youth. A Monty Tech education not only prepares students for employment, but also for post-secondary education. In fact, more than 60% of the Class of 2013 entered college or an advanced training program upon graduation. But what about success and retention in these post-secondary programs?

Because Monty Tech administrators, faculty and staff have a vested interest in the success of our students, the District has taken measures to keep in touch with our program graduates. One year after leaving Monty Tech, the graduates of 2012 reported the following:

- 35% are currently employed in a field related to their Monty Tech trade
- 10% are employed in a field unrelated to their vocational education
- 49% are currently pursuing a higher education
- 4% have elected to serve in the United States military

From a fiscal perspective, Monty Tech, like other schools in your community, is dependent on public support. Though the District has been impacted by the nationwide economic recession, we have made every effort to retain a fiscally conservative budget while providing students with a high quality education, grounded in advanced technology and 21st Century thinking.

The District's FY13 Annual Budget was accepted by each of the eighteen member communities, and reflected a 7% increase over the 2011-2012 Educational Plan. We recognize that we are in the midst of some of the most difficult economic times faced by public education and, as a result, we will continue to strive to seek creative ways to minimize member-town assessments.

Respectfully submitted,

Steven C. Sharek, Superintendent-Director

Our Mission

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

Our District

Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of:

Ashburnham	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

Leadership

The leadership team at Montachusett Regional Vocational Technical School is comprised of ten talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the Superintendent and Principal, the team has been able to transform the school into one of the most sought-after high schools in North Central Massachusetts.

Nicholas DeSimone, Principal
Francine Duncan, Director of Technology
Christina Favreau, Director of Academic Programs
James Hachey, Dean of Admissions
Richard Ikonen, Director of Facilities

Tammy Lajoie, Business Manager
Richard Nutt, Director of Vocational Programs
Steven Sharek, Superintendent-Director
Katy Whitaker, Development Coordinator
Victoria Zarozinski, Director of Student Support Services

Enrollment

On October 1, 2012, student enrollment at Monty Tech included 1,432 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (58), Ashby (37), Athol (110), Barre (39), Fitchburg (376), Gardner (173), Harvard (4), Holden (60), Hubbardston (56), Lunenburg (72), Petersham (8), Phillipston (17), Princeton (14), Royalston (24), Sterling (58), Templeton (110), Westminster (70), and Winchendon (127). The remaining nineteen students were from out-of-district towns, including Clinton, Hardwick, Leominster, Orange, Townsend and Worcester.

Throughout 2012-2013, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2012, approximately 1,000 district eighth graders participated in the annual "Tour Day" event. Students toured our twenty-vocational/technical areas and learned about the school's challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members, to further explore the facilities and talk with staff members.

Each year, the Dean of Admissions conducts school visits, student interviews, and accepts applications for admissions. 2012-2013 proved to be an exceptionally busy year for him, as the school received a record 881 applications for admission. Of those, 794 were from students hoping to enter our incoming freshman class.

The balance of the applications came from students hoping to enter the school as upperclassmen. Because there are only a limited number of students the school can accept each year, 379 freshmen and 22 upperclassmen were admitted.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school, and participate in hands-on learning experiences across a variety of vocational/technical areas. The program continued to attract a large number of students during the 2012-2013 school year, serving approximately 597 area students.

Class of 2012 Awards

Members of the Class of 2013 were awarded approximately \$50,000 in scholarships. The Monty Tech Foundation generously provided \$27,000 in scholarships to graduating seniors, ranging in amounts of \$250 to \$2,000. The Foundation also awarded \$6,000 to the practical nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Well over 60% of the graduating class of 2013 reported plans to enroll at either a 2-year college, 4-year college/university, or a technical/trade school upon graduation. By earning college credits while still in high school, these students will benefit by saving both time and money as they pursue advanced educational programs.

Financial Report

In an effort to develop a cost-effective budget for the fiscal year 2012-2013, a great deal of effort was put forth by the School Committee, administration and staff. The final fiscal year 2012-2013 Educational Plan totaled \$24,333,209, which represents a 7.0 % increase over the 2011-2012 Educational Plan. The District held spending in fiscal year 2012-2013 to the minimum required by Massachusetts General Law Chapter 70.

The District was audited in August 2013 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and a very good report is anticipated.

Grants and Contracts

Monty Tech continues to pursue grant funding on an annual basis. These funds assist in providing many educational and social services to the student population. For fiscal year 2013, state and federal grant sources provided the school with \$922,132. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Perkins Occupational Education, and Summer Academic Support.

In addition to state and federal grant sources, Monty Tech was also the recipient of private and competitive grant awards totaling \$358,245. Included in that total are a number of highly competitive awards, including a \$248,275 award from the Massachusetts Life Sciences Center, used to renovate two science laboratories, and a \$100,000 award from the Executive Office for Administration and Finance, used to purchase vocational-technical training equipment, specifically a Sinker Electrical Discharge Machine (EDM), which will be used to train our Machine Technology students, creating a more skilled and better prepared regional workforce. Grants totaled \$1,280,377 for fiscal year 2013.

Academic Achievement

In 2012-2013, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2012, Monty Tech's passing rate on the English Language Arts exam was 99%, Mathematics 98%, and Biology 97%.

English Language Arts	2011	2012	2013
Students Tested	358	361	352
Passing	100%	100%	99%
Advanced/ Proficient	87%	95%	95%
Needs Improvement	13%	5%	5%
Failing	0%	0%	1%

Mathematics	2011	2012	2013
Students Tested	358	360	352
Passing	98%	99%	98%
Advanced/Proficient	86%	87%	80%
Needs Improvement	12%	12%	18%
Failing	2%	1%	2%

Biology	2011	2012	2013
Students Tested	362	361	398
Passing	97%	98%	97%
Advanced/ Proficient	71%	73%	73%
Needs Improvement	27%	24%	24%
Failing	3%	2%	3%

The district continues to make progress toward narrowing proficiency gaps. Students in all subgroups have met their progress and performance targets, continuing the school's Level 1 Status distinction.

Student Group	On Target = 75 or higher	Performance	Progress
All Students		83	Met Target
High Needs		76	Met Target
Low Income		83	Met Target
ELL and Former ELL		-	-
Students with Disabilities		75	Met Target
American Indian/ Alaska Native		-	-
Asian		-	-
African/American/Black		-	-
Hispanic/ Latino		99	Met Target
Native Hawaiian/ Pacific Islander		-	-
White		82	Met Target

Vocational Projects in the District Communities

Unlike students in traditional, comprehensive high schools, students at Monty Tech are asked to put their education into practice on a daily basis. Students across the twenty different vocational technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2012-2013 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

Auto Body: Collision Repair Technology: During 2012-2013, the program was fortunate to receive equipment upgrades including a new aluminum pulse welder, and an assortment of hand and air tools. The program introduced students to a virtual 3-D spray system, designed to provide students with the opportunity to practice the technique painting without using any materials, and the program's waterborne paint spray booth continues to provide students with training with more efficient waterborne paint systems. Throughout the year, the program received over eighty requests for service and repair work, including a number of requests from local school, police and fire departments. Students and instructors refinished a Westminster Police Department Speed Trailer, completed numerous projects in support of the NEADS Canines for Combat Veterans program, as well as repaired a Gardner Fire Department vehicle. (Total enrollment: 63; 42 males, 21 females)

Automotive Technology: The Automotive Technology program experienced instructional transition, as long-time instructor Ken Baer accepted another position within the District. George Russell, veteran automotive technician, filled the vacant position and has proven to be a valuable contributor in the department. Two of our top students, Seniors Hunter Manley and Mike Pauplis placed fourth at the state Ford/ AAA Automotive competition. Several students performed extremely well at the district level SkillsUSA competition. Hunter Manley of Phillipston, advanced to the state competition, where he was awarded a gold medal for his performance and qualified for the national competition in Kansas City, MO. The program also supported eight students in the Co-Operative Education program. These students gained valuable workplace experience, applying the skills they learned in the rigorous automotive technology program, and received high praise from their employers. (Total enrollment: 53; 44 males, 9 females)

Business Technology: Students and instructors in the Business Technology continue to enjoy an increased presence in the school community, providing assistance to shops and offices throughout the school by coordinating bulk mailing, labeling, organizing, and collating jobs. Offices that receive direct support from the Business Technology program include: Monty Tech Nurses' Office, front office, and Student Support Services. Students also assist wherever there is a customer service need, as in the annual greenhouse project, directed by Mr. Dylan Hager. Students serve as customer service representatives and cashiers for this very busy seasonal operation. Students also run a successful school store, refining their skills in cash handling, customer service, organization, and marketing. (Total enrollment: 76; 15 males, 61 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing cabinetry in a number of public offices throughout the Monty Tech district. During the 2012-2013 school year, students and instructors were particularly busy renovating the kitchen in the Oak Hill Fire Station, located in Fitchburg, MA, where solid cherry cabinetry was built and installed to update the facility. The Senior class also built a beautiful solid cherry bedroom set, which was raffled off to raise money for the Monty Tech Foundation, a philanthropic organization that provides scholarships to students. Individual requests were also honored, including building podiums, and storage units, and all of the gifts for the annual Superintendent's Dinner (400 Nantucket benches) kept the students and instructors extremely busy throughout the remainder of the year. Finally, the program was also fortunate to receive four new machines: two jointers, a straight line rip saw, and an up-cut saw. (Total enrollment: 72; 45 males, 27 females)

Cosmetology: Providing students with educational space that closely reflects industry trends and a typical workplace environment are paramount in the cosmetology program. In November 2012, the renovation of rooms #202 and #210 was completed, offering students and instructors additional opportunities to train in a setting that closely resembles a traditional salon. The new space includes: twenty-four dry stations, twelve manicure tables and stools, new student lockers, shelving, wig warmers, new electrical outlets and fresh paint. Each of the programs twenty-two seniors successfully obtained their cosmetology license before graduation- bringing the programs total number of licensed operators to 225 (and three manicurists) to date. Monty Tech cosmetology instructors continued to promote community service, encouraging all students to participate in meaningful activities at the Gardner High Rise. Students provide free hair and nail services to the elderly once a month, a program that began in 1998. (Total enrollment: 89; 1 male, 88 females)

Culinary Arts: Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, culinary students and instructors participated in the Independent Restaurant Group “Taste the Difference” event, and continue to showcase their talents at similar trade shows and events throughout the year. The program provided breakfast, lunch and dinner, as well as support staff, for a number of events for public organizations, including: Fitchburg Rotary Club, Montachusett Home Health Care, Senate Ways and Means Committee, Gardner AARP, and the Fitchburg City Council. The program also was fortunate to receive new equipment that has proven to increase efficiency, including a combination steam convection oven and new stainless steel prep tables. (Total enrollment: 105; 34 males, 71 females)

Dental Assisting: 2012-2013 proved to be a busy one for the students and instructors in the Dental Assisting program. The program supported three students who competed at the district level for SkillsUSA. Two went on to compete at the state level. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Through this initiative, approximately thirty-two students were examined by a dentist, had their teeth cleaned, and had sealants or temporary fillings applied as needed. Monty Tech Dental Assisting students were given hands-on, practical experience, as they assisted the staff from CHC during each dental procedure that was performed. Dental Assisting students also attended the Yankee Dental Convention, and learned about the most current trends and practices in the field. Finally, the program received new equipment, including a model trimmer, digital scales, a hot water bath and two vacuum forming machines. (Total enrollment: 62; 5 males, 57 females)

Drafting Technology: The Drafting program is proud to announce that five seniors held co-op positions during the 2012-2013 school year, and all plan to continue with their employment while attending local colleges and universities. Nine students earned the right to compete in the SkillsUSA event at the state level, and one standout was selected to represent the school at the national level. At the end of the 2012-2013 school year, every Junior (16 students) and every senior (7 students) were certified AutoCad Mechanical users, and each had also successfully earned certification in Inventor. The shop continued to provide countless community services in the form of banners, signage, building plans, interior design plans, and decorating for school-sponsored events. A capstone project for Drafting students and instructors is the school’s library, which was designed entirely by the Drafting Technology program, and upon completion, will be an excellent representation of the quality work that is produced in that shop on a daily basis. (Total enrollment: 51; 29 males, 22 females)

Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated fourteen students, all college bound. The program continues to be a popular trade, with an emphasis on community service and continued education. During 2012-2013, Early Childhood Education students participated in the Fitchburg Public Schools: Math & Literacy Fair, operating a table, and engaging children in an activity-based scavenger hunt, based on two popular children’s books. Students also created twenty 3-D children’s games, which served as centerpieces for the MAEYC Annual Week of the Young Child Recognition Dinner. Three students from the program represented Monty Tech at the SkillsUSA National Skills and Leadership Conference in Kansas City, MO. Whether the students were competing or receiving a

volunteer service award, each of these young ladies represented the school and the Early Childhood Education program very well. The program has benefited from new supplies and equipment, including: a new storage unit for the baby Care Parent Simulation dolls, a SMARTboard, new playground equipment for the District's preschool program, and a new pocket laminator. The Monty Tech Childcare Center continues to operate at full capacity, serves as a co-operative education site for two students, and successfully prepares their young students for transition into Kindergarten. The Center's Director, Ms. Kelley Booth, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 65; 3 males, 62 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2012-2013 year, students and instructors completed a number of "outside projects" that include: all wiring of the Bresnahan Community Center in Ashburnham (with the exception of fire and security), wiring of the new AV center at the Bromfield School (Harvard, MA), and lighting upgrades to the Toy Town Elementary School Conference Room (Winchendon, MA). Countless electrical projects were also completed in-house, including: library renovations, LED lighting on the outside of the school, wiring two new stations in Cosmetology, data upgrades in a number of classrooms, and new equipment installations in vocational programs (Culinary Arts, Cabinetmaking, Machine Technology, and Automotive Technology). The Electrical program is also particularly proud to have trained thirteen students who benefited from a co-op placement during the 2012-2013 school year, successfully applying what they have learned at Monty Tech in workplaces across North Central Massachusetts. (Total enrollment: 88; 79 males, 9 females)

Engineering Technology: The Monty Tech Engineering program has undergone a yet another major transition, as long-time instructor David Dion retired during the 2012-2013 school year, which left a vacancy that was filled by Mr. Dennis Cormier, veteran engineer. Mr. Cormier's great enthusiasm for the subject matter has been a welcome addition to the program, that has seen a marked increase in student interest. During the 2012-2013 school year, the exploratory program yielded thirteen first-choice freshman, with an incoming freshman class totaling sixteen. All eleven seniors graduated, and reported plans to continue their education, join the military, or continue working in the engineering field. Engineering Technology instructors were pleased with the addition of new materials and equipment, including new student lockers, additional storage units, a mechanical stress tester, a fusco system, and a wide variety of Project Lead the Way curriculum and tools. (Total enrollment: 58; 42 males, 16 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to have graduated twenty-four students, all of whom were accepted at a variety of colleges, including 2-year, 4-year, public, and private institutions. Throughout the 2012-2013 school year, the shop continued to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced approximately three hundred twenty print projects, billing in excess of \$38,000. The shop also produced yearbooks for local institutions, saving each school approximately \$8,000 - \$10,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies, two hundred fifty thousand color copies, and over five hundred wide format prints were completed. The program was fortunate to receive a number of equipment upgrades and pieces of new technology, including: a black and white high speed copier, a digital envelope printer, a comb binding machine, a screen printing positive printer and ten (10) new iMac computers, each equipped with CS6 software. (Total enrollment: 89; 28 males, 61 females)

Health Occupations: The Health Occupations program at Monty Tech continues to educate a large number of students, providing a rigorous education grounded in current medical knowledge and practice. With guest speakers including a mortician, an emergency room physician, the American Red Cross and representatives from Battered Women's Resources, instructors aim to provide students with critical exposure to a variety of health-related career options. The program, which boasts an enrollment of just under one hundred students, continues to participate in community service programs, including the annual Red Cross Blood Drive, Pediatric Day (in conjunction with students from the Early Childhood Education program), and a "baby shower" for women living in a local battered women's shelter. In addition to providing students with CPR

training and certification, the program provides opportunities for students to sit for two certification exams. The juniors sat for the Certified Nursing Assistant (CNA) exam, and the senior students sat for the Clinical Medical Assistant Certification (CCMA) exam. (Total enrollment: 99; 6 males, 93 females)

House Carpentry: Most of the work done by the students and instructors in the Monty Tech House Carpentry program is done off-campus, completing renovation, building, and repair work for member communities. Some of the more notable projects from the 2012-2013 school year include: work on the Bresnahan Community Center (Ashburnham), leading renovation efforts for the school's new library, constructing and installing Fitchburg Rotary Club flower boxes, completing work on Westminster Little League dug-out roofs, constructing and installing a shed located at the Town Hall (Ashburnham), completing work on the Monty Tech softball field dug-outs, and designing and installing stage extensions for the Monty Tech Dukakis Performing Arts Center. (Total enrollment: 65; 42 males, 23 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for "a little bit of everything." Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2012-2013, the majority of their work was concentrated on three major outside projects: 1) re-roofing the Princeton Municipal Power and Light Company's multi-shed buildings, 2) designing and creating props for the Annual Superintendent's Dinner fundraising event, and 3) fabricating and installing a 12' x 16' wooden, gambrel style shed for the Town of Ashburnham. The Co-Operative Education program continues to be a highlight for students in the Industrial Technology program, as six students were awarded co-op placements during the year. Finally, the District hired Mr. Kenneth White to replace long-time instructor Michael Edson, who retired early in the year. Mr. White has proven to be a wonderful resource to our students, bringing over 35 years of experience in maintenance repair and machine set up knowledge. (Total enrollment: 52; 49 males, 3 females)

Information Technology: As with any school, information technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the program, students and instructors performed in excess of two hundred hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students (led by instructor Richard Duncan) captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association. To give you a sense of how immense this accomplishment is - there were 806 teams representing all fifty states at this competitive event! The Information Technology program also offered TestOut PC Pro certification opportunities to Sophomore and Junior students. During the 2012-2013 school year, 26 out of a total 33 students passed this certification exam, a 79% success rate. (Total enrollment: 58; 54 males, 4 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2012-2013 school year. The program benefited from new technology, including: a Kalamazoo cut-off band saw, new benches, and two jet engine lathes with digital readouts. Additionally, a vocational equipment grant from the Executive Office for Administration and Finance, in the amount of \$100,000 was awarded to the District. These funds will directly benefit the students in the Machine Technology program, as the District has purchased a Sinker Electrical Discharge Machine (EDM). Students will be trained in this new technology, and, therefore, will be more marketable to area machine shops that utilize similar equipment. Two students advanced from the SkillsUSA district competition to compete at the state level, one in Precision Machining and the other in CNC Milling. The program is particularly proud of student efforts in CNC Milling at the state SkillsUSA competition, where a Monty Tech student won a bronze medal. A total of twelve (12) students were offered co-op employment (up from only 3 students in 2011-2012), and were able to put their vocational education into practice at area machine shops. Students who remained at the school refined their skills by completing a number of special projects, including: manufacturing brass plaques to mark projects within the school and outside projects in Monty Tech communities, laser engraving plaques for the school's annual car show, creating custom drawer pulls for the bedroom set hand-crafted by

Cabinetmaking students, and machining components for the auditorium stage extension project. (Total enrollment: 62; 56 males, 6 females)

Masonry: Students and instructors in the Monty Tech Masonry program were busy on our campus, as well as in many of the member communities throughout the 2012-2013 school year. Community services included: designing and installing the brick chimney, tile floors and the stone surrounding the wood stove at the William Bresnahan Community Center (Ashburnham); repairing the flag pole base at the fire station, repairing brickwork at the police station, and repairing sidewalks and manholes at the Sundial Apartments (Fitchburg); cutting channels and removing concrete floor, jackhammering ledge in the floor, and repairing the concrete floor at the Bromfield School (Harvard); completing work on the Little League dugouts (Phillipston); and completing brickwork at the Senior Center and repairing steps at the Wendell Clark Memorial YMCA (Winchendon). When students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition, where they were recognized with the following distinctions: Seniors – 1st and 3rd place, Juniors – 2nd place, and Sophomores – 2nd place. Students and instructors also worked to beautify our own campus by installing block work for the softball dugout renovation project, pouring a concrete slab behind the Plumbing shop, and building flower boxes/ retaining walls around signs in front of the school. (Total enrollment: 66; 55 males, 11 females)

Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2012-2013 school year, students and instructors participated in the construction of a new community function center, the William T. Bresnahan Community Center in Ashburnham. Students and instructors also worked to complete rough plumbing, radiant floor heating, and radon mitigation systems in a new commercial building in Ashburnham. In Harvard, students and instructors worked on the Bromfield School campus to install the plumbing and heating systems in an unused space that will soon be the home for the Harvard Community Cable Access group. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Plumbing program is particularly proud to have trained eight students who were given an opportunity to demonstrate their technical skills in a co-operative educational placement. The Monty Tech Plumbing program proudly graduated sixteen students in the Class of 2013. Two students, in particular, received prestigious trade awards/recognitions: Nick Dudley (Westminster) won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship, and Nick Foster (Gardner) was named a Voc- Tech All Star by the Plumbing, Heating, and Cooling Contractors Association of Massachusetts. (Total enrollment: 68; 65 males, 3 females)

Welding/Metal Fabrication: The Welding/Metal Fabrication program is charged with successfully completing numerous projects on the Monty Tech campus, including repair work, layout, design and installation. In conjunction with other trades at the school, students and instructors in the Welding/Metal Fabrication program are instrumental in the successful completion of many of the school's building renovation initiatives. In addition to the more than 65 miscellaneous projects successfully completed by students during the 2012-2013 school year, students and instructors worked collaboratively to complete restoration work on a fire truck operated by the Fitchburg Fire Department, which was the program's capstone project for the year. The program benefited from the addition of new equipment, including a DoAll 400S Horizontal Band Saw, a Nederman Portable Welding Fume Extractor, a Torchmate Plasma Cutting Water Table, and three Millermatic® 211 Auto-Set Mig Welders. The program was pleased to place ten top students in Co-Operative Education work experiences across the district. (Total enrollment: 57; 54 males, 3 females)

Special Services

During the 2012-2013 school year, Montachusett Regional Vocational Technical School District provided special services to approximately three hundred students – measuring progress of approximately two hundred students on Individual Education Plans (IEPs) and just under one hundred students adhering to individualized Section 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

The department includes a full-time nursing staff that administers medications, performs state-mandated health screening exams, and provides, when necessary, health information to the special education team for a student's IEP meeting. The department is fortunate to be able to support a full-time school social worker who participates in departmental meetings and assists students who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. The school is fortunate to have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech pathologist, who is available to assist students with disabilities, assess these students and consult with teachers. Our students also have access to the services of a full-time adjustment counselor and part-time school psychologist. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention.

The school's Director of Student Support Services oversees the district's Special Education Program, which is reviewed annually in May, in accordance with regulatory requirements. The comprehensive review and evaluation are done in collaboration with the Parent Advisory Council, and the results of the evaluation are used to improve the special education procedures and programs in place at Montachusett Regional Vocational Technical School.

Technology

In 2012-2013 Monty Tech began the process of improving our network infrastructure to meet the needs of the future. The Massachusetts Department of Elementary and Secondary Education's initiative to replace the current MCAS student assessment testing system with PARCC, an online student assessment testing system, is the driving force for such improvements in school districts across the state.

The network core switch has been upgraded along with other network switches throughout the building. Internet bandwidth was increased considerably, and the school selected a wireless network vendor to install building-wide wireless access during the summer of 2013. We believe these improvements to the school's infrastructure have prepared the school for the technology-driven PARCC assessment.

Monty Tech continues its participation in the Massachusetts Office of Health and Human Services Virtual Gateway initiative, which provides direct certification of free and reduced lunch students. This process has improved the process of qualifying students for subsidized meals, directly impacting technology costs at the school. As the number of students who qualify for subsidized meals increases, so too, does our e-rate discount, substantially reducing costs associated with the District's internet, firewall, email systems.

Monty Tech continues to replace and add technology equipment and software so that students gain experience with newer technology. Our Information Technology program added a virtual server, and several of our other shops replaced equipment that is now based on computer technology.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Through our association with SkillsUSA, our students develop job skills, leadership and professional skills, as well as provide community services, serving our member communities.

Led by co-advisors, Ms. Kelsey Moskowitz, English teacher, Anne Marie Cataldo, Early Childhood Education Instructor, and Dan Starr, Graphic Communications Instructor, 2012-2013 proved to be a remarkable year for the Monty Tech SkillsUSA chapter. Highlights of the year include:

- Fitchburg resident, and Dental Assisting student, Brittany Velez, was elected Massachusetts SkillsUSA State President.
- Thirteen students attended the Annual Fall State Leadership Conference. The conference spanned three days, and presented the students with an opportunity to develop leadership skills and perform community service at an area YMCA Day Camp.
- The SkillsUSA local competition was held in January 2013. The competitions took place over a three-week period, and included leadership competitions as well as technical and skill based competitions. The event culminated in a Local Awards Ceremony, held at the school on January 23, 2013.
- Winners from the local competition advanced to the district competitions, held at Bay Path Regional Vocational Technical School. There, a grand total of forty-seven (47) medals were captured by Monty Tech students - fourteen (14) gold, nineteen (19) silver, and fourteen (14) bronze medals. Two students also qualified to run for the State Executive Council. Remarkably, students in four contests swept the contest, obtaining all three medals. These included 3D Animation Technology, Medical Assisting, Early Childhood Education, and Digital Cinema Production.
- Two students, Russell Holbert (Graphic Communications) and Nadia Machado (Health Occupations), served on the State Advisory Committee to help aid in the planning of the State Conference.
- A total of seventy-eight students attended the State Leadership and Skills Conference, held at Blackstone Valley Vocational Technical School. Traveling to the highly competitive conference were thirty-nine (39) District Medalist and qualifiers, seventeen (17) local leadership contestants, two (2) state officer candidates, and twenty-four (24) voting delegates. The event culminated with nineteen (19) medals and seven (7) students earning the right to compete at the National Leadership & Skills Conference held in Kansas City, Missouri in late June. Brittany Velez was also elected to the State Executive Council and was named a candidate for National Office. Russell Holbert, Nadia Machado, Andrea Bickford and Jessica Shattuck were selected to be national voting delegates.
- Seven students also traveled to the National Conference, where they received the coveted President's Volunteer Service Award.
- In June 2013, eighteen students and nine instructors attended the National Conference in Kansas City, Mo. There, Emily Westerback, senior in Graphic Communications, earned a silver medal in Advertising Design, and Brittany Velez, a junior in the Dental Assisting program, was elected to be a National Officer. In July, at National Officer Training, Brittany was voted to the position of National Secretary.
- Throughout the year, students participated in a number of community service projects, including: the Marine Corps JROTC 10 Mile March to raise money for veteran's services; a "Change for Children" Campaign to benefit a Holiday Party for disadvantaged children; Salvation Army "Christmas Angels" were distributed to collect toys and gifts for underprivileged children; "A Night of Fun with The Harlem Wizards" to benefit Be Like Brit Foundation and The Doug Flutie Jr. Foundation for Autism.

Marine Corps JROTC

The Monty Tech Marine Corps Junior Reserve Officers Training Corps (MCJROTC) was selected as a National Honor School for the fourth consecutive year. The program's enrollment exceeded 180 students, hailing from all eighteen sending communities.

As in past years, the MCJROTC ceremonial units were in high demand throughout the district. The MCJROTC cadets conducted thirty-eight ceremonial details, and every weekend during the school year the cadets were busy with various corps activities.

The MCJROTC unit conducted over seventy-two hundred hours of community service. Service is an important part of the MCJROTC experience. This year the cadets donated \$14,500 to Canine's for Combat Veterans, \$5,000 to the Fitchburg Veterans Outreach, and \$1,000 to the Wounded Warrior Project.

The 2012-2013 Leadership Trip was held at Camp Outdoor Odyssey in Boswell, PA. Seventy cadets experienced this week-long adventure training in the mountains of western Pennsylvania.

During the month of July the Cadet Corps hosted a first-ever National Marine Corps Cyber STEM Camp at Monty Tech. Over ninety cadets from the Midwest and Northeast spent a week at the school learning about Cyber Security. Leaders from business and education sectors, as well as leaders from the United State military, lectured on the growing Cyber Security field.

Other notable highlights for the year include:

- National High School Cyber Defense Competition, National Runner Up
- Ten-mile March-A-Thon to support "Canine's for Combat Veterans"
- Annual raffle to support leadership trips
- Veterans' Day Ceremonies hosted by Monty Tech
- Memorial Day Observation in six sending communities

Women in Technology

The past year marked the 11th year that the North Central Massachusetts Women In Technology program has been providing opportunities for young women from area high schools to learn firsthand about careers in high-tech and business. Participants spent two days a month working on real-world work projects under the mentorship of company managers at SimplexGrinnell and Tyco Safety Products in Westminster, subsidiaries of Tyco International, a Fortune 500 company.

Students from Monty Tech, Leominster's Center for Technical Education, Oakmont, Quabbin, Gardner and Narragansett participate in the program. Their completed projects are unveiled at an annual end-of-the-year presentation held in Monty Tech's Performing Arts Center. Corporate sponsors, along with families, friends and teachers, are invited to attend and see what the students have accomplished during the school year.

This long-standing program continues to offer opportunities to young ladies interested in gaining work experience in a corporate setting. Affiliation with the program, and skills acquired through participation in the Women in Technology program, open doors to career opportunities not otherwise available to high school students. Graduates of the program are also equipped with a foundation to better meet the challenges of an ever-changing and demanding work force.

Each year, graduates of the program go on to rewarding and well-paying careers, made possible by this unique experience.

Student Athletics

The Monty Tech athletic program continues to expand in scope and skill each year. More students and teams compete every season. In fact, during the 2012-2013 school year, the Monty Tech Athletic program expanded considerably, and now includes indoor track & field for both boys and girls, lacrosse for both boys and girls, and a boys tennis team. During the fall of 2012, Monty Tech was well-represented by eighteen teams. In the winter months, there were fourteen teams, and wrapping up the year, spring saw thirteen teams come together at Monty Tech.

Last fall, the varsity football team saw their first winning season in almost ten years, going 6 - 5 and winning the annual Thanksgiving eve game. The junior varsity football team was 2 - 4 and the freshman football team was 3 - 5. The varsity boys soccer team finished at 7 - 10 - 1. The junior varsity boys soccer team was 6 - 6 - 1, an improvement over last year. The varsity golf team was 5 - 14 overall, while the junior varsity golf team played in five tournaments, gaining valuable experience on the links. The varsity field hockey team went an impressive 16 - 2 - 1 for the season, winning the Colonial Athletic League title with a 9 - 0 - 1 record. Their performance qualified them for the Central Mass Tournament for the third consecutive year, where they lost to Tyngsboro, 3 - 2 in a shoot-off. The junior varsity field hockey team finished at 7 - 1 - 1. The boys cross-country team was 10 - 3, finishing second in the Colonial Athletic League with a 6 - 1 record. The girls cross-country team was 6 - 1 overall and 3 - 1 in the Colonial Athletic League. The varsity girls volleyball team finished 10 - 10 for the season and qualified for the district tournament. The junior varsity girls volleyball team was 9 - 6, while the freshman team continued to improve each match. The varsity girls soccer team was 11 - 3 - 3, and qualified for the State Vocational Tournament, where they lost to Diman Regional Vocational Technical High School, 5 - 0. The girls junior varsity soccer team finished at 7 - 7 - 1.

The girls varsity basketball team finished at 10 - 10 on the season, qualifying for the Central Mass Tournament. They beat North Brookfield in the first round, 39 - 34 and lost to Hopedale, 64 - 18. Two team standouts qualified for the Colonial Athletic League All-Star team. The junior varsity girls were 15 - 5, while the freshman girls finished the season with a 9 - 3 record. The varsity boys basketball team finished at 6 - 14, while the junior varsity team finished with a strong 13 - 7 record and the freshman went 13 - 3. The co-op wrestling team participated in many dual meets and tournaments finishing at 6 - 9. The co-op ice hockey team finished at 8 - 10 - 2, just missing the playoffs. The junior varsity ice hockey team played very well. Eleven swimmers participated in a co-op swim team with members from Leominster, North Middlesex and Oakmont, swimming at the Fitchburg State University pool, one of the best in the area. 2012-2013 saw our first indoor track & field for both boys and girls. Each team participated in eight meets, and recorded some fine individual performances.

In the spring of 2013, the varsity softball team qualified for the Central Mass Tournament with a 10 - 10 record, losing to Hopedale. The junior varsity softball team was 5 - 8. The varsity boys volleyball team finished with a 9 - 1 record in the Colonial Athletic League, and won the league title for the first time. The varsity baseball team finished at 7 - 13, while the junior varsity baseball team was 10 - 6 and the freshmen baseball team was 2 - 4. The boys track & field team was 7 - 1, placing second in the Colonial Athletic League with a 6 - 1 record. The girls track & field team was 6 - 2 - 2 and also placed second in the Colonial Athletic League with a 5 - 2 record. Combining effort with area North Central Charter School, we were able to form our first boys and girls lacrosse team. Monty Tech hosted the boys, while N.C.C.S. hosted the girls. The boys played fifteen games their first year, and due to a large turnout from Monty Tech, we expect to have our own team Spring 2014. One student, a freshman, played for the Fitchburg High School tennis team, and was named to the Sentinel and Enterprise All-Star team.

Congratulations to the Outstanding Male and Female athletes for 2012-2013, Tarsiah Murphy and Monica Pucko.

Postgraduate and Continuing Studies

The Postgraduate & Continuing Studies Program, also known as Monty Tech Nites, continues to update and add courses that emphasize a commitment to excellence by offering affordable, quality, and enjoyable educational experiences. For the Fall of 2012, Monty Tech offered 106 courses “in-house” and another 400+ were offered online. Approximately 900 seats were sold for Fall 2012 courses. In comparison, there were 108 “in-house” courses and, again, over 400 on-line courses offered during the Spring 2013 semester. Approximately 800 seats were sold for Spring 2013 courses.

In April 2013 the postgraduate program successfully graduated our second class of fifteen Emergency Medical Technicians. The students took their practical exam at Monty Tech and proceeded to take their written exam at a state-designated facility. Several graduates have already found employment in their chosen field.

The Director of the Postgraduate & Continuing Studies Program actively seeks information to develop new (and expand existing) certificate and licensure programs that align with regional workforce needs and employment trends.

Practical Nursing Program

The Practical Nursing Program is designed to prepare graduates to practice safely, ethically and in a caring manner for patients who are experiencing common variations in health status in diverse health care settings. This mission, which is consistent with the philosophy and goals of the Montachusett Regional Vocational Technical School District, accomplished the following:

- Identifies a strong relationship between academic and vocational preparation
- Stresses the importance of developing critical thinking skills to function safely, effectively, and productively in an ever-changing technical and diverse society
- Supports the maintenance of a positive and caring learning and practice environment

In November 2012 the Practical Nursing Program hosted a site visit to obtain accreditation by the Council on Occupational Education (COE). We received full accreditation for six (6) years, which allows the program to participate in the U.S. Department of Education student loan program and provides the Monty Tech Evening Division with a national accreditation status.

In Fall 2013 the Practical Nursing Program hosted a site visit and evaluation from the Dept. of Elementary and Secondary Education (DESE). The Practical Nursing Program was approved as a Chapter 74 adult educational program. This will provide the program with another revenue source along with our student tuition income.

In June 2013 we graduated twenty-nine (29) students to enter the nursing profession and the class achieved an initial NCLEX pass rate of 94%. Over 85% of the 2013 graduates are currently working in the North Central area as LPNs in various health care settings from long term care, sub-acute care, clinics and prison health care.

Our experience and forethought in the development of the LPN to BSN Bridge program with Fitchburg and Worcester State University continues to garner state and national attention. Program Director, Holly Lafrance, remains committed to the Nurses of the Future Initiative, working closely with the Board of Higher Education as a member of the academic progression model team, while the Monty Tech Practical Nursing instructional team was asked to present at the highly respected National League of Nursing (NLN) annual conference in Washington DC in Fall 2013.

Looking Ahead

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we continue to have an eye toward the future, always committed to improving our vocational and academic programming, strengthening key partnerships, and maintaining facilities that contribute to student success and achievement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

Biotechnology: With funds provided by a Massachusetts Life Sciences Center Grant, the renovation of two science laboratories is nearing completion, giving the school two 21st Century, universal laboratories, filled with materials, supplies and equipment that enable educators to introduce exciting lab offerings and curriculum to eager students. Two courses, Introduction to Biotechnology (BTC101- 4 credits) and Basic Solution and Media (BTW102- 3 credits) will be offered to high school students through a unique middle college model, whereby college level coursework is embedded during the traditional high school schedule. The courses will be co-taught by a Mount Wachusett Community College faculty member and a Monty Tech instructor. The MWCC faculty member will serve as a visiting instructor, co-teaching the classes with a highly qualified science instructor. Upon successful completion of the courses, students who earn a 'B' or better are eligible to receive seven (7) college credits.

Expanded AP Offerings: In September 2012, Monty Tech launched its first Advanced Placement courses, grounded in the belief that because today's vocational programs are rigorous and complex, high school academic offerings should be as well. With 69 students enrolled in two courses, we are delighted to report approximately 40% of these eager students earned college credit as a result of end-of-course test results. Pleased with these results, District officials are excited to expand AP offerings in the coming years, introducing courses such as AP Statistics, AP Studio Art, and even AP Environmental Science.

Renovation of the School's Library: For several years, Monty Tech has been without a library. Though the school's faculty and staff have gone to great lengths to provide alternatives to students during this time, providing research databases, ebooks and audio books, the district has committed to renovating the existing facility, with the hopes of transforming it into a student-friendly 21st Century library. This extensive project, which is nearing completion, will provide students with 2,000 new fiction titles, access to a collection of approximately 6,200 titles, quiet study space, extensive research capabilities, and wireless access. We look forward to the library's grand re-opening in December 2013, providing the Monty Tech educational community with a library that more closely reflects the advanced technology and training available to students at Monty Tech.

Educator Evaluation: Because Montachusett Regional Vocational Technical School District is not a Race to the Top district, school officials were given until Fall 2013 to negotiate and implement the new educator evaluation tool. Throughout the 2012-2013 school year, administrators participated in workshops and professional development coursework to develop a broad understanding of the scope of the state's new evaluation system, and in September/October 2013, educators participated in training related to developing SMART Goals. We are delighted to report that an evaluation tool has been agreed upon, and that teachers and administrators continue to work collaboratively to implement the new evaluation tool, with intentions of improving educational delivery across the District.

Summer Camps: The school's new Dean of Admissions has proposed a Summer Camp program that will bring added life to our halls during the month of July. Interested 6th – 8th grade students in our eighteen sending communities will have an opportunity to attend one of four innovative summer enrichment programs. Each camp has been designed to introduce students to vocational programming, familiarize them with our school, and will culminate in an exciting field trip! Additionally, thanks to the generosity of the Monty Tech Foundation, scholarships will be available to students who qualify for free/reduced lunches, and all costs of the field trip will be covered for every participant.

The Monty Tech School Committee

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures.

Our students continue to benefit from the broad scope of their experience and varying perspectives, and we are thankful to the following members of the 2012-2013 School Committee for their outstanding service.

Eric Olson, Phillipston
Chair

Barbara Reynolds, Lunenburg
Vice Chair

Diane Swenson, Ashburnham
Peter Capone, Ashby
Toni L. Phillips, Athol
John Scott, Barre
Brian J. Walker, Fitchburg
Robert H. Campbell, Fitchburg
LeRoy Clark, Fitchburg
Thomas J. Conry, Jr., Fitchburg
Helen Lepkowski, Gardner
Eric D. Commodore, Gardner

Joann Sueltenfuss, Harvard
James Cournoyer, Holden
Kathleen Airoidi, Hubbardston
Edward Simms, Petersham
John P. Mollica, Princeton
Mary C. Barclay, Royalston
Dr. Kenneth I.H. Williams, Sterling
James M. Gilbert, Templeton
Gary Candelet, Westminster
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon
Secretary

Norman J. LeBlanc
District Treasurer

Respectfully Submitted By:

Steven C. Sharek, Superintendent-Director
Montachusett Regional Vocational Technical School
December 20, 2013

Montachusett Regional Vocational Technical School
1050 Westminster Street
Fitchburg, MA 01420
(978) 345-9200
www.montytech.net

TOWN CLERK

2013 REPORT OF THE TOWN CLERK

The Town Clerk's office is located in the basement of the library at 7 Main Street using the rear entrance. Office hours are Monday 2pm-8pm and Tuesday, Wednesday, and Thursday 8am-4pm. Other hours are available by appointment.

A variety of services are provided including voter registration, Notary Public, dog licenses, fishing and hunting licenses, marriage licenses, business certificates, and certified copies of vital records (births, marriages, deaths). Some items can be ordered online at www.hubbardstonma.us.

The position of Town Clerk became an appointed position with the acceptance of our Town Charter effective January 1, 2013. The Charter states "that the incumbent elected town clerk shall be deemed to be the first appointed town clerk" thus making a smooth transition.

RECORDS PRESERVATION

As reported last year, bids were received for records preservation through a Request for Proposals process and the project was awarded to KOFILE Preservation in April. In October I had the opportunity to visit the Vermont KOFILE facility and observed several Hubbardston volumes in different states of restoration. I am pleased to report that Phase 1 of the 4-phase project has been completed with outstanding results and Phases 2 & 3 are now underway.

TOWN MEETINGS

Town Meetings Held in 2013

<u>DATE</u>	<u>TYPE</u>	<u>VOTER TURNOUT</u>
April 23	Special	99 (3%)
June 4	Special	117 (4%)
June 4	ANNUAL	149 (5%)
November 19	Special	121 (4%)

ELECTIONS

This year we had 2 unanticipated State Elections; a Primary and General Election for U.S. Senate to fill the vacancy that occurred when Senator John Kerry was appointed Secretary of State by President Obama. The State Legislature passed a law allowing towns to hold their Annual Town Election on either of those dates regardless of any local bylaws to the contrary. Upon recommendation from this office, the Board of Selectmen voted to move our Annual Town Election from June 11 to June 25. This resulted in some savings as opposed to having 2 separate elections.

Elections Held in 2013

<u>DATE</u>	<u>TYPE</u>	<u>VOTES CAST</u>	<u>TOTAL COST</u>
April 30	Special State Primary (U.S.Senate)	471 (15%)	\$1,294.75
June 25	Annual Town	1030 (33%)	\$2,451.89
June 25	Special State (U.S. Senate)	1084 (34%)	\$ 813.77 (partially funded by State)

Reminder to Voters

Your voter registration does not automatically follow you if you move. You can register to vote in person at the Town Clerk's office or at the Registry of Motor Vehicles when renewing your driver's license or by mail using a voter registration card available at many post offices.

Your voter registration remains current when you respond to the Annual Town Census, vote at any election or Town Meeting, or sign a petition or nomination papers.

It is not necessary to re-register to vote each year if you have not moved. Please call the office with any questions about voter registration.

YEAR IN REVIEW

Animal Control Laws: The State made significant changes in animal licensing and control laws in late 2012 and these were implemented in 2013. Some of these changes include clarification of different types of kennels for boarding, breeding or personal pets, increased fees for failure to license a dog or kennel and new regulations for dealing with complaints about nuisance and dangerous dogs.

Massachusetts Town Clerks' Association (MTCA): During the Annual Meeting in June I was elected to the Executive Board representing Worcester County. Since then I have attended 3 board meetings and gained valuable insight into the workings of the association and their relationship with various State offices.

Worcester County City & Town Clerks Association: This is the second year that I have served as Vice President for this association.

Rabies Clinic: The Board of Health organized a Rabies Clinic that was held at the Hubbardston Veterinary Clinic in February. Dog licenses were available for residents attending the clinic.

Website: Town Secretary Elaine Peterson and I continue to maintain the town website and keep it as up-to-date as possible. Minutes of most board and committee meetings are now available online and residents continue to sign up to receive news bulletins and notice of new postings to the website. Visit www.hubbardstonma.us and click on "Subscribe to E-Alerts" to receive email notifications from town offices.

LICENSES

Business Certificates

Any person conducting business under a name other than their own is required by law to register with the Town. In 2013, 12 new businesses were registered in this office and 22 certificates were renewed. Business Certificates are valid for 4 years.

Dog Licenses

Massachusetts General Laws require that all dogs over the age of 6 months must be licensed each year and have a current rabies vaccination. Licenses issued in 2013 were:

- 898 Dog Licenses
- 6 kennel licenses for 4 dogs or less (pet kennel)
- 1 Breeder kennel license for 4 dogs only
- 1 kennel license for 7 dogs only
- 4 kennel licenses for 10 dogs or less
- 4 kennel licenses for more than 10 dogs

Hunting/Fishing Licenses

This office continues as a licensing agent as a service to our residents. Licenses can also be purchased online at www.mass.gov/dfwele/licensing/index.htm. The numbers of licenses sold during 2013 were:

- 13 Fishing
- 2 Non-Resident Fishing
- 3 Hunting
- 20 Sporting (Hunting & Fishing)
- 1 Minor Sporting
- 5 Archery stamps
- 0 Waterfowl stamps
- 4 Primitive Firearms stamps
- 0 Bear Permits
- 1 Turkey Permits
- 2 Doe Permits
- 5 Recreational Saltwater Fishing

Vital Statistics

The names of those who were born to Hubbardston residents, whose death occurred in Hubbardston or whose marriage intentions are taken out in Hubbardston are no longer published in the Town Report due to privacy laws. The number of vitals recorded in 2013 is:

- 21 Births
- 21 Deaths
- 12 Marriages
- 5 Brought to Town for Burial

Please call the office anytime with questions or concerns. Thank you for your support.

Respectfully Submitted,

Joyce E. Green
Hubbardston Town Clerk
Certified Massachusetts Municipal Clerk



COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
WARRANT

SPECIAL TOWN MEETING April 23, 2013 • 7:00p.m. CENTER SCHOOL

STABILIZATION: \$253,400.78

Worcester, ss. To either of the Constables of the Town of Hubbardston in the County of Worcester:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hubbardston, qualified to vote in elections and Town affairs, to meet at the **Center School in said Hubbardston on Tuesday, April 23, 2013, at 7:00 o'clock** in the evening, then and there to act on the following articles:

ARTICLE 1. To see if the Town will vote to authorize and approve an agreement for Payment-In- Lieu-Of-Taxes (PILOT) pursuant to the provisions of G.L. c.59, sec 38H(b), and any other enabling legislation, between the Town and Nexamp, Inc. for a solar facility to be installed, owned and operated by Nexamp, Inc. on land located on Pitcherville Road, copy of which is on file with the Town Clerk; and further to authorize the Board of selectmen to take such action as may be necessary to carry out the vote taken hereunder or take any action in relation thereto.

(Submitted by the Town Administrator) (Fin Com will report at Town Meeting)

ARTICLE 2. To see if the Town will vote to authorize and approve an agreement for Payment-In- Lieu-Of-Taxes (PILOT) pursuant to the provisions of G.L. c.59, sec 38H(b), and any other enabling legislation, between the Town and Hubbardston Solar, LLC for a solar facility to be installed, owned and operated by Hubbardston Solar, LLC. on land located on Williamsville Road, copy of which is on file with the Town Clerk; and further to authorize the Board of selectmen to take such action as may be necessary to carry out the vote taken hereunder or take any action in relation thereto.

(Submitted by the Town Administrator) (Fin Com will report at Town Meeting)

ARTICLE 3. To see if the town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow \$40,000 (Forty Thousand and 00/100 Dollars) to create a new playground area at the Hubbardston Center School, as proposed by the Hubbardston Center School Playground Committee, said borrowing to be repaid over 3 (three) years from estimated Community Preservation fund revenues, or act to anything relative thereto.

(Submitted by the Community Preservation Com) (Fin Com will report at Town Meeting)

You are hereby directed to serve this warrant by posting attested copies thereof at the Place of Meeting, Hubbardston Center School, "Mr. Mike's" convenience store, the Town Office, and

the Post Office fourteen days, at least, before the day of said meeting. Hereof, fail not, and make due return of this warrant with your doings thereon to the Town Clerk at the time and place of meeting as aforementioned.

Given under our hands this 25th day of March 2013:

BOARD OF SELECTMEN OF HUBBARDSTON

Michael S. Stauder

Matthew Castriotta

Christopher Norcross

A True Copy, Attest:

Joyce E. Green, Town Clerk

Date of Posting: _____

Method: By Hand

By: _____, Constable

COMMONWEALTH OF MASSACHUSETTS

TOWN OF HUBBARDSTON

SPECIAL TOWN MEETING MINUTES APRIL 23, 2013

STABILIZATION: \$253,400.78

Pursuant to the foregoing warrant, the voters of the Town of Hubbardston assembled at the Center School cafeteria to act on the articles in said warrant. Present were Moderator Edward Leonard; Board of Selectmen members Michael Stauder (Chair) and Chris Norcross; Town Clerk Joyce Green; Finance Committee members Benjamin Prentiss (Chair), Edward Blanchard, Patrick Girouard, Faye Zukowski, Raeanne Siegel and Philip Churchill; and Interim Town Administrator Brian Bullock. Absent was Selectman Matt Castriotta.

A total of 99 registered voters were checked in by Marcia Howlett. A quorum of 50 voters was present throughout the meeting.

Moderator Leonard called the meeting to order at 7:06pm. A moment of silence was observed for those affected by the bombings at the Boston Marathon and the events of the past week.

The following actions were taken on the articles presented in the aforesaid warrant:

ARTICLE 1. Motion, Michael Stauder, that the Town vote to authorize and approve an agreement for Payment-In-Lieu-Of-Taxes (PILOT) pursuant to the provisions of G.L. c.59, sec 38H(b), and any other enabling legislation, between the Town and Nexamp, Inc. for a solar facility to be installed, owned and operated by Nexamp, Inc. on land located on Pitcherville Road, copy of which is on file with the Town Clerk; and further to authorize the Board of Selectmen to take such action as may be necessary to carry out the vote taken hereunder.

Second: Chris Norcross

Vote: Motion passes; majority affirmative vote

ARTICLE 2. NO ACTION TAKEN; Agreement not approved at time of meeting.

[To see if the Town will vote to authorize and approve an agreement for Payment-In-Lieu-Of-Taxes (PILOT) pursuant to the provisions of G.L. c.59, sec 38H(b), and any other enabling legislation, between the Town and Hubbardston Solar, LLC for a solar facility to be installed, owned and operated by Hubbardston Solar, LLC. on land located on Williamsville Road, copy of which is on file with the Town Clerk; and further to authorize the Board of selectmen to take such action as may be necessary to carry out the vote taken hereunder or take any action in relation thereto.]

ARTICLE 3. Motion, Michael Stauder, that the town vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow \$40,000 (Forty Thousand and 00/100 Dollars) to create a new playground area at the Hubbardston Center School, as proposed by the Hubbardston Center School Playground Committee, said borrowing to be repaid over 3 (three) years from estimated Community Preservation Fund revenues. (2/3 vote required)

Second: Chris Norcross

Vote: Motion passes; Yes-93, No-6, Abstain-0

Seeing no further business before the meeting, the Moderator adjourned the meeting at 7:23pm.

Respectfully Submitted, _____

Joyce E. Green, Town Clerk

(Town Seal)



COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON

WARRANT

SPECIAL TOWN MEETING
STABILIZATION: \$253,400.78

June 4, 2013 • 7:00 p.m.

CENTER SCHOOL
FREE CASH: \$336,517.00

Worcester, ss. To either of the Constables of the Town of Hubbardston in the County of Worcester:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hubbardston, qualified to vote in elections and Town affairs, to meet at the **Center School in said Hubbardston on Tuesday, June 4, 2013, at 7:00 o'clock** in the evening, then and there to act on the following articles:

ARTICLE 1. To see if the Town will vote to **amend the Hubbardston General Bylaws** by deleting **Chapter III Vacancies & Appointments, Section 1; Chapter V Moderator, Section 2; Chapter VI Town Clerk, Section 1; Chapter VII Board of Selectmen, Sections 1 & 2; Chapter IX Finance Committee, Sections 1, 2 & 5; and XII Committee, Sections 1.1, 1.7 & 2.1** and replacing them with the following, or take any other action relative thereto.

[Proposed Changes are shown in BOLD]

Chapter III Vacancies and Appointments

SECTION 1. TOWN OFFICERS & ELECTION OR APPOINTMENT OF SAME:

ELECTIVE OFFICERS:

MODERATOR: for a term of three (3) years

BOARD OF SELECTMEN: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year**, for a term of three (3) years

ASSESSORS: to consist of three (3) members, one to be elected each year for a term of three (3) years

LIBRARY TRUSTEES: to consist of six (6) members, two (2) to be elected each year for a term of three (3) years

CEMETERY COMMISSION: to consist of three (3) members, one to be elected each year for a term of three (3) years

PLANNING BOARD: to consist of five (5) members, one to be elected each year for a term of five (5) years

FINANCE COMMITTEE: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year** for a term of three (3) years

BOARD OF HEALTH: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year**, for a term of three (3) years

QUABBIN REGIONAL SCHOOL COMMITTEE: to consist of three (3) members, one to be elected each year for a term of three (3) years

HOUSING AUTHORITY: to consist of five (5) members each for a term of five (5) year (4) members to be elected and one (1) member to be appointed as a State Appointee

PARKS COMMISSIONERS: to consist of five (5) members each for a term of **three (3)**

OFFICERS TO BE APPOINTED BY THE BOARD OF SELECTMEN **from among the residents of the Town:**

AGRICULTURAL COMMISSION; 5 members for terms of 3 years

HOUSING AUTHORITY: to consist of five (5) members each for a term of five (5) years; four (4) members to be elected and one (1) member to be appointed as a State Appointee
PARKS COMMISSIONERS: to consist of five (5) members each for a term of **three (3)** years

OFFICERS TO BE APPOINTED BY THE BOARD OF SELECTMEN from among the residents of the Town:

AGRICULTURAL COMMISSION; 5 members for terms of 3 years
BOARD OF APPEALS; 5 members for terms of 5 years
BOARD OF REGISTRARS OF VOTERS; 4 members for terms of 3 years and the town clerk
CAPITAL IMPROVEMENT PLANNING COMMITTEE (3 of 5)
CONSERVATION COMMISSION; 5 members for terms of 3 years
COUNCIL ON AGING; 9 members for terms of 3 years
CULTURAL COUNCIL; 5 members for terms of 3 years
HISTORICAL COMMISSION; 5 members for terms of 3 years
HUMAN RESOURCES ADVISORY BOARD; 5 members for terms of 3 years
MONTACHUSETT REGIONAL TECHNICAL SCHOOL COMMITTEE REPRESENTATIVE

OTHER OFFICERS TO BE APPOINTED BY THE BOARD OF SELECTMEN

ANIMAL INSPECTOR; per MGL Ch 129, Sec 15
COMMUNITY PRESERVATION COMMITTEE: to consist of nine members each for a term of three years, appointed as per Chapter XII, Section 2.2.
CONSTABLES; 3 for staggered terms of 3 years
VETERANS' AGENT; per MGL Ch 115, Sec 3
ELECTION WORKERS; per MGL Ch 54, Sec 12
FIRE CHIEF
MONTACHUSETT REGIONAL PLANNING COMMISSION REPRESENTATIVE
PLANNING BOARD, ASSOCIATE MEMBER OF
POLICE CHIEF
TOWN ADMINISTRATOR
TOWN COUNSEL
VETERANS' GRAVES OFFICERS; per MGL Ch 115, Sec 3

OFFICERS TO BE APPOINTED/HIRED BY THE TOWN ADMINSTRATOR

BUILDING COMMISSIONER
COUNCIL OF AGING DIRECTOR
DIRECTOR OF PUBLIC WORKS
EMERGENCY MANAGEMENT/CIVIL DEFENSE DIRECTOR
HIGHWAY DEPT PERSONNEL
OFFICE PERSONNEL
PLUMBING/GAS INSPECTOR
TAX COLLECTOR
TOWN ACCOUNTANT
TOWN CLERK
TOWN SECRETARY
TREASURER
TREE WARDEN
WIRING INSPECTOR
Any other employee/appointee as per the Town Charter Section 3-4-1.

Chapter VI Town Clerk

SECTION 1.

A Town Clerk shall be **appointed as per the Town Charter, Article 3-4-1.**

Chapter VII Board of Selectmen

SECTION 1.

A Board of Selectmen consisting of **five** members shall be elected at the Annual Town Election for three years, overlapping terms.

SECTION 2.

All executive powers of the Town, except as provided by the General Laws or **Town Charter** shall be vested in the Board of Selectmen. The Board shall exercise control over Town affairs and recommend major courses of action by establishing policies to be carried out by other officers, boards and commissions. The Board shall have the power to enact rules and regulations relating to the conduct of Town elections and for the establishment of town policies, not otherwise governed by General Laws, **Town Charter** or these bylaws.

Chapter IX Finance Committee

SECTION 1.

There shall be a Finance Committee consisting of **five** members. Any registered voter may serve on the Finance Committee. Said Committee shall choose its own officers and shall serve without pay. Said Committee shall meet regularly.

SECTION 2.

The Finance Committee shall be elected at Annual Town Election **as per Chapter III of these bylaws.**

SECTION 5.

The Committee shall furnish a report of the matters so considered by it, with the recommendation or suggestions relative thereto, and the same shall be printed and **included in the posting and mailing of the warrant for** Annual Town Meeting.

Chapter XII Committees

SECTION 1.1.

All committees except as otherwise provided by law, **Town Charter** or by vote of the meeting shall be appointed by the **Board of Selectmen** within thirty days after the passage of the vote creating the committee.

SECTION 1.7

All appointed committees shall establish a set of operational procedures that shall allow for the establishment of officer positions and any reasonable rules by which they wish to govern their committee. **(remainder of Section 1.7 deleted)**

SECTION 2.1

A Capital Improvement Planning Committee shall **consist of 5 members appointed as per the Town Charter, Article 4, Section 4-2-3.** The Committee shall develop policies and procedures for submission and evaluation of requests for proposed capital outlays involving major non-recurring tangible assets (facilities, vehicles, equipment, and infrastructure) that have a useful life of at least three years and have a total cost of over \$10,000. The Committee shall **submit a**

capital plan annually to the Town Administrator in accordance with the Town Charter, Article 5, Section 2.

ARTICLE 2. To see if the Town will vote to **amend the action taken at the June 5, 2012 Annual Town Meeting, Article 21, in the amounts recommended by the Community Preservation Committee** for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2013, based on final local assessments, with each item to be considered a separate appropriation .

Appropriations:

From FY13 estimated revenues for Committee Administrative Expenses (5%) \$2,877.38

Reserves:

From FY13 estimated revenues for Historic Resources Reserve (10%)	\$5,754.75
From FY13 estimated revenues for Community Housing Reserve (10%)	\$5,754.75
From FY13 estimated revenues for Open Space Reserve (10%)	\$5,754.75
From FY13 estimated revenues for Budgeted Reserve (65%)	\$37,406.84

or act or transact anything in relation thereto.”

(Submitted by Community Preservation Committee)

(Fin Com Will Report)

ARTICLE 3. To see if the Town will vote to **transfer** the amount of **\$25,000.00** (Twenty Five Thousand Dollars and Zero Cents) , said amount from the **FY 12 Certified Free Cash** to the **Stabilization Account** or take any action relative thereto.

(Submitted by Town Administrator)

2/3 Vote Required

(Fin Com Recommends)

ARTICLE 4. To see if the Town will vote to **transfer** the amount of **\$281,517.00.00** (Two Hundred Eighty One Thousand Five Hundred Seventeen dollars and zero cents) said amount from the **FY 12 Certified Free Cash** to the **Municipal Capital Stabilization Account** or take any action relative thereto.

(Submitted by Town Administrator)

2/3 Vote Required

(Fin Com Recommends)

You are hereby directed to serve this warrant by posting attested copies thereof at the Place of Meeting, Hubbardston Center School, “Mr. Mike’s” convenience store, the Town Office, and the Post Office fourteen days, at least, before the day of said meeting. Hereof, fail not, and make due return of this warrant with your doings thereon to the Town Clerk at the time and place of meeting as aforementioned.

Given under our hands this 6th day of May 2013:

BOARD OF SELECTMEN of HUBBARDSTON

Michael S. Stauder

Matthew Castriotta

Christopher B. Norcross

A True Copy, Attest:

Joyce E. Green, Town Clerk

Date of Posting: _____

Method: By Hand

By: _____, Constable



COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
MINUTES

SPECIAL TOWN MEETING

June 4, 2013

Pursuant to the foregoing warrant, the voters of the Town of Hubbardston assembled at the Center School gymnasium to act on the articles in said warrant. Present were Moderator Edward Leonard; Board of Selectmen members Michael Stauder (Chair), Matt Castriotta and Christopher Norcross; Town Clerk Joyce Green; Finance Committee members Benjamin Prentiss (Chair), Edward Blanchard, Faye Zukowski, Philip Churchill and Raeanne Siegel; Town Administrator Anita Scheipers; and representative for Town Counsel, Joel Bard.

A total of 117 registered voters were checked in by Marcia Howlett and Lynn Wilkinson. A quorum of 50 voters was present throughout the meeting.

Moderator Leonard called the meeting to order at 7:07pm. The Moderator reviewed the procedures for Town Meeting and the following actions were taken on the articles presented in the aforesaid warrant:

ARTICLE 1. Motion, Matt Castriotta, that the Town vote to amend the Hubbardston General Bylaws by deleting Chapter III Vacancies & Appointments, Section 1; Chapter V Moderator, Section 2; Chapter VI Town Clerk, Section 1; Chapter VII Board of Selectmen, Sections 1 & 2; Chapter IX Finance Committee, Sections 1, 2 & 5; and XII Committee, Sections 1.1, 1.7 & 2.1 and replace them with the following:

[Changes are shown in BOLD]

Chapter III Vacancies and Appointments

SECTION 1. TOWN OFFICERS & ELECTION OR APPOINTMENT OF SAME:

ELECTIVE OFFICERS:

MODERATOR: for a term of three (3) years

BOARD OF SELECTMEN: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year**, for a term of three (3) years

ASSESSORS: to consist of three (3) members, one to be elected each year for a term of three (3) years

LIBRARY TRUSTEES: to consist of six (6) members, two (2) to be elected each year for a term of three (3) years

CEMETERY COMMISSION: to consist of three (3) members, one to be elected each year for a term of three (3) years

PLANNING BOARD: to consist of five (5) members, one to be elected each year for a term of five (5) years

FINANCE COMMITTEE: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year** for a term of three (3) years

BOARD OF HEALTH: to consist of **five (5)** members, **two to be elected in each of two years and one to be elected every third year**, for a term of three (3) years

QUABBIN REGIONAL SCHOOL COMMITTEE: to consist of three (3) members, one to be elected each year for a term of three (3) years

HOUSING AUTHORITY: to consist of five (5) members each for a term of five (5) years; four (4) members to be elected and one (1) member to be appointed as a State Appointee
PARKS COMMISSIONERS: to consist of five (5) members each for a term of **three (3)** years

OFFICERS TO BE APPOINTED BY THE BOARD OF SELECTMEN from among the residents of the Town:

AGRICULTURAL COMMISSION; 5 members for terms of 3 years
BOARD OF APPEALS; 5 members for terms of 5 years
BOARD OF REGISTRARS OF VOTERS; 4 members for terms of 3 years and the town clerk
CAPITAL IMPROVEMENT PLANNING COMMITTEE (3 of 5)
CONSERVATION COMMISSION; 5 members for terms of 3 years
COUNCIL ON AGING; 9 members for terms of 3 years
CULTURAL COUNCIL; 5 members for terms of 3 years
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HUMAN RESOURCES ADVISORY BOARD; 5 members for terms of 3 years
MONTACHUSETT REGIONAL TECHNICAL SCHOOL COMMITTEE REPRESENTATIVE

OTHER OFFICERS TO BE APPOINTED BY THE BOARD OF SELECTMEN

ANIMAL INSPECTOR; per MGL Ch 129, Sec 15
COMMUNITY PRESERVATION COMMITTEE: to consist of nine members each for a term of three years, appointed as per Chapter XII, Section 2.2.
CONSTABLES; 3 for staggered terms of 3 years
VETERANS' AGENT; per MGL Ch 115, Sec 3
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MONTACHUSETT REGIONAL PLANNING COMMISSION REPRESENTATIVE
PLANNING BOARD, ASSOCIATE MEMBER OF
POLICE CHIEF
TOWN ADMINISTRATOR
TOWN COUNSEL
VETERANS' GRAVES OFFICERS; per MGL Ch 115, Sec 3

OFFICERS TO BE APPOINTED/HIRED BY THE TOWN ADMINSTRATOR

BUILDING COMMISSIONER
COUNCIL OF AGING DIRECTOR
DIRECTOR OF PUBLIC WORKS
EMERGENCY MANAGEMENT/CIVIL DEFENSE DIRECTOR
HIGHWAY DEPT PERSONNEL
OFFICE PERSONNEL
PLUMBING/GAS INSPECTOR
TAX COLLECTOR
TOWN ACCOUNTANT
TOWN CLERK
TOWN SECRETARY
TREASURER
TREE WARDEN
WIRING INSPECTOR
Any other employee/appointee as per the Town Charter Section 3-4-1.

Chapter V Moderator

SECTION 2.

The Moderator shall appoint all committees except as otherwise provided by law, **by Town Charter** or by vote of the meeting within thirty (30) days after the passage of the vote creating the committee, and in choosing a committee by nominations from the floor, no person shall nominate more than one member of such committee.

Chapter VI Town Clerk

SECTION 1.

A Town Clerk shall be **appointed as per the Town Charter, Article 3-4-1.**

Chapter VII Board of Selectmen

SECTION 1.

A Board of Selectmen consisting of **five** members shall be elected at the Annual Town Election for three years, overlapping terms.

SECTION 2.

All executive powers of the Town, except as provided by the General Laws **or Town Charter** shall be vested in the Board of Selectmen. The Board shall exercise control over Town affairs and recommend major courses of action by establishing policies to be carried out by other officers, boards and commissions. The Board shall have the power to enact rules and regulations relating to the conduct of Town elections and for the establishment of town policies, not otherwise governed by General Laws, **Town Charter** or these bylaws.

Chapter IX Finance Committee

SECTION 1.

There shall be a Finance Committee consisting of **five** members. Any registered voter may serve on the Finance Committee. Said Committee shall choose its own officers and shall serve without pay. Said Committee shall meet regularly.

SECTION 2.

The Finance Committee shall be elected at Annual Town Election **as per Chapter III of these bylaws.**

SECTION 5.

The Committee shall furnish a report of the matters so considered by it, with the recommendations or suggestions relative thereto, and the same shall be printed and **included in the posting and mailing of the warrant for** Annual Town Meeting.

Chapter XII Committees

SECTION 1.1.

All committees except as otherwise provided by law, **Town Charter** or by vote of the meeting shall be appointed by the **Board of Selectmen** within thirty days after the passage of the vote creating the committee.

SECTION 1.7

All appointed committees shall establish a set of operational procedures that shall allow for the establishment of officer positions and any reasonable rules by which they wish to govern their committee. **(remainder of Section 1.7 deleted)**

SECTION 2.1

A Capital Improvement Planning Committee shall **consist of 5 members appointed as per the Town Charter, Article 4, Section 4-2-3.** The Committee shall develop policies and procedures for submission and evaluation of requests for proposed capital outlays involving major non-recurring tangible assets (facilities, vehicles, equipment, and infrastructure) that have a useful life of at least three years and have a total cost of over \$10,000. The Committee shall **submit a capital plan annually to the Town Administrator in accordance with the Town Charter, Article 5, Section 2.**

Second: Chris Norcross

Vote: Motion carries; majority affirmative vote

ARTICLE 2. Motion, Matt Castriotta, that the Town vote to amend the action taken at the June 5, 2012 Annual Town Meeting, Article 21, in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2013, based on final local assessments, with each item to be considered a separate appropriation.

Appropriations:

From FY13 estimated revenues for Committee Administrative Expenses (5%) \$2,877.38

Reserves:

From FY13 estimated revenues for Historic Resources Reserve (10%) \$5,754.75

From FY13 estimated revenues for Community Housing Reserve (10%) \$5,754.75

From FY13 estimated revenues for Open Space Reserve (10%) \$5,754.75

From FY13 estimated revenues for Budgeted Reserve (65%) \$37,406.84

(No Report from Fin Com)

Second: Chris Norcross

Vote: Motion carries; unanimous in favor

ARTICLE 3. Motion, Matt Castriotta, that the Town vote to transfer the amount of \$25,000.00 (Twenty Five Thousand Dollars and Zero Cents) , said amount from the FY 12 Certified Free Cash to the Stabilization Account. (Fin Com Recommends) **2/3 Vote Required**

Second: Chris Norcross

Vote: Motion carries; unanimous in favor

ARTICLE 4. Motion, Matt Castriotta, that the Town vote to transfer the amount of \$281,517.00 (Two Hundred Eighty One Thousand Five Hundred Seventeen dollars and zero cents) said amount from the FY 12 Certified Free Cash to the Municipal Capital Stabilization Account. (Fin Com Recommends) **2/3 Vote Required**

Second: Chris Norcross

Vote: Motion carries; Yes-116, No-1, Abstain-0

Seeing no further business before the meeting, the Moderator adjourned the Special Town Meeting at 7:15pm and stated the Annual Town Meeting would begin at 7:30pm.

Respectfully Submitted,

Joyce E. Green
Town Clerk

(seal)

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
WARRANT**

ANNUAL TOWN MEETING June 4, 2013 • 7:30 p.m. CENTER SCHOOL

STABILIZATION: \$253,400.78

FREE CASH: \$336,517.00

Worcester, ss. To either of the Constables of the Town of Hubbardston in the County of Worcester:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hubbardston qualified to vote in elections and Town affairs to meet at the **Center School in said Hubbardston on Tuesday, June 4, 2013 at 7:30 o'clock** in the evening, then and there to act on the following articles:

ARTICLE 1. To choose all necessary officers.

ARTICLE 2. To hear the reports of the Town Officers and Committees and act thereon.

ARTICLE 3. To see if the Town will vote **to authorize the Board of Selectmen to enter into agreements with the Commonwealth of Massachusetts Department of Transportation** for the construction and maintenance of public highways for the twelve month period beginning July 1, 2013 or take any other action relative thereto.

(Submitted by Board of Selectmen)

(Fin Com Recommends)

ARTICLE 4. To see if the Town will vote **to accept educational grants and aid for Fiscal Year 2014**, to be expended for authorized purposes by the Montachusett Regional Vocational Technical School and the Quabbin Regional School District, or take any other action relative thereto.

(Submitted by Board of Selectmen)

(Fin Com Recommends)

ARTICLE 5. To see if the Town will vote **to authorize the continuation of the following Holden Hospital Accounts for Fiscal Year 2014**, or take any other action relative thereto:

a. Vehicle Replacement Assistance Account

Funded by monies received from the establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven communities formerly served by Holden Hospital. This fund would be used to assist in funding the replacement of a RESCUE VEHICLE for the Town of Hubbardston. Fund would accumulate, and would supplement any town funds utilized for the purchase. Any purchases to be presented for payment from this Account, shall be preauthorized by the Board of Selectmen with voucher authorized by the Board of Selectmen.

b. Education and Training Account

Funded by monies received from the establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven

communities formerly served by Holden Hospital. This fund would be used to reimburse Hubbardston residents for successfully completing EMT training only after one full year of active service with the Hubbardston EMS Division of the Fire Department. Fund would also be used to reimburse EMTs for successfully completing advanced training in the same manner. Any purchases to be presented for payment from this Account, shall be preauthorized by the Board of Selectmen with voucher authorized by the Board of Selectmen.

c. Health Related Account

Funded by monies received from establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven communities formerly served by Holden Hospital. This fund would be utilized for other Health related programs within the Town of Hubbardston, under the direction of the Board of Health, or other health related agencies. Funds to be withdrawn by voucher submitted by the Board of Health or other Town Health related agencies, co-signed by the Board of Selectmen.

d. Excess Investment Surplus Account

Funded by monies received from the establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven communities formerly served by Holden Hospital. Any return on investment above 8% will be placed in this account which will accumulate and can be used for any special project or acquisition associated with any of the above three categories of distribution, or any other health related projects deemed compatible with the fund’s design, with the approval of the Board of Selectmen. Funds may be withdrawn by voucher submitted by the Board of Selectmen.

(Submitted by Board of Selectmen) (Fin Com Recommends)

ARTICLE 6. To see if the Town will vote to authorize the following Revolving Accounts for Fiscal 2014 under MGL Ch. 44 §53E ½, as shown on the following chart, or take any other action relative thereto:

(Submitted by Board of Selectmen) (Fin Com Recommends)

Fund	Authorization By	Revenue Source	Use of Fund	Limit
Wiring Fund	Wiring Inspector	Electrical Permit Fees and Applications	Pay inspector for inspection services and clerical wages	\$ 20,000
Gas Fund	Gas Inspector	Gas Permit Fees and Applications	Pay inspector for inspection services	\$ 3,000
Plumbing Fund	Plumbing Inspector	Plumbing Permit Fees and Applications	Pay inspector for inspection services	\$ 6,000
Recycling Fund	Board of Health	Fees collected for use of center and drop-off of recyclables	Costs associated with programs and facilities needed to recycle materials, including employee wages	\$ 5,000
Grave Fund	Cemetery Commissioners	Payments for grave openings	Payment to party hired to open grave	\$ 5,000

Haz Mat Fund	Fire Chief	Service charges for clean-up and disposal of hazardous materials	Expenditures related to clean-up and disposal of hazardous materials	\$ 3,000
Septic Fund	Board of Health	Fees for septic system plan review, agent inspections, and perc tests	Payments to septic system plan review engineers and to agents witnessing perc tests or performing inspections	\$ 20,000
Vaccine Administration Account	Board of Health	Fees, health insurance reimbursements and receipts for vaccine related services	Payments for vaccine, supplies, and services deemed necessary by the Board of Health	\$ 5,000
Con Com Fund	Conservation Commission	Receipts from fees for site inspections and plan review	Payment to member performing site inspection and expenses relating to such inspections or plan review	\$ 3,000
Open Burn Fund	Fire Chief	Receipts for fees for open burning	Payment of expenses related to fighting brush fires in town, including payment of part-time wages, forest fire fighting equipment and other costs of fighting such fires	\$11,000
Late fee Dog License Fund	Town Clerk	Fees for late licensing of dogs and kennels	Payment of costs associated with the regulation of dogs, including ACO capital expense.	\$10,000
MART Transportation Management Fund	COA Director	MART Reimbursement	Payment of costs associated with the supervision of the MART Transportation	\$10,000
Hubbardston 250 th Anniversary Fund	250 th Anniversary Committee	Donations, sale of promotional items and other sources	Payment of the costs associated with the 250 th Anniversary Celebration of Hubbardston's Founding	\$50,000

BUDGET ARTICLE

ARTICLE 7. To see if the Town will vote **to raise such sums of money** as may be necessary to defray Town charges and expenses for the year ensuing (July 1, 2013 through June 30, 2014) and to fix the salary and compensation for all the elected officers of the Town, as provided by MGL Ch. 41 §108, as amended, and to **make appropriations** therefor, or take any other action relative thereto.

(Submitted by Board of Selectmen)

(Fin Com Recommends)

DEPARTMENTAL ARTICLES

ARTICLE 8. To see if the Town will vote to transfer **a sum not to exceed \$650.00** (Six Hundred Fifty Dollars and Zero Cents), from the Library Dog Fund Account (#24-210-5200) to Library Books and Materials Account (#610-5400), or take any action relative thereto.

(Submitted by the Library Trustees)

(Fin Com Recommends)

ARTICLE 9. To see if the Town will vote **to raise and appropriate, or transfer from available funds the sum of \$11,500 (Eleven Thousand Five Hundred Dollars and Zero cents) to fund the Senior Citizen Work-off Tax Abatement Program for Fiscal Year 14, or take any action relative thereto:**

(Submitted by the Board of Selectmen)

(Fin Com Recommends)

ARTICLE 10. To see if the Town will vote **to appropriate or transfer from available funds a sum of money to pay Town debts and charges for the ensuing year, appropriate the sum of \$214,001.00 (Two Hundred, Fourteen Thousand, One Dollar and Zero cents) for the proposed budget for the AMBULANCE SERVICES ENTERPRISE FUND, and to raise said sum through fees and charges** or take any action relative thereto.

(Submitted by the Board of Selectmen)

(Fin Com Recommends)

ARTICLE 11. To see if the Town will vote **pursuant to MGL c.71, 16 G1/2 to authorize the Montachusett Regional Vocational Technical School District to establish a Stabilization fund,** or take any action relative thereto.

(Submitted by the Montachusett Regional School Committee)

(Fin Com will Report)

2/3rds Vote Required

ARTICLE 12. To see if the Town will vote **to authorize the Board of Selectmen to enter into renewable energy purchase and/or net metering credit purchase agreements, including solar energy and related net metering credits,** for terms of more than three years, and to take all actions necessary to implement and administer such agreements or take any action relative thereto.

(Submitted by the Town Administrator)

(Fin Com Recommends)

ARTICLE 13. To see if the Town will vote **to authorize the Board of Selectmen, Board of Assessors and Town Administrator to negotiate and enter into an agreement for Payment-In-Lieu-Of-Taxes (PILOT)** pursuant to the provisions of G.L. c.59, §38H(b), and any other enabling legislation, between the Town and Hubbardston Solar LLC. (developer) for the solar facility to be installed, owned and operated by Hubbardston Solar LLC (developer) on land located on 95 Williamsville Road and further identified as Assessors Map 4 Lot 3, upon such

terms and conditions as the Board of Selectmen, Board of Assessors and Town Administrator deem to be in the best interests of the Town, or take any action in relation thereto.
(Submitted by Town Administrator)

ARTICLE 14. To see if the Town will **vote to establish a Revolving Accounts for Fiscal Year 2014** under MGL Ch. 44 §53E ½, entitled “**Hazardous Building Demolition Fund**” to deposit funds collected in reimbursement from property owners for demolition of hazardous buildings and further **to deposit into the Fund the sum of \$3,900.00 (Three Thousand, Nine Hundred Dollars and Zero cents)** from available funds, said amount having been collected in reimbursement for the demolition of a hazardous building. Said Fund shall have a limit of \$20,000 (Twenty Thousand Dollars and Zero cents), shall be jointly administered by the Board of Health and the Building Department, each of which shall be authorized to make expenditures from such fund, for the expenses associated with the demolition of hazardous buildings and related clean-up of underlying property, or take any action relative thereto.
(Submitted by Town Administrator) (Fin Com Recommends)

ARTICLE 15. To see if the Town will **vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise permanent and temporary easements in certain parcels of land adjacent to and/or contiguous to Healdville, Ragged Hill, Grimes and Hale Roads**, as depicted on plans entitled “Preliminary Easement Plan Repairs & Rehabilitation of Healdville, Ragged Hill, Grimes, and Hale Road Hubbardston, Massachusetts,” dated December 14, 2012, as may be amended, consisting of nine (9) sheets, on file with the Town Clerk, and the permanent and temporary easements in parcels of land located within 200 feet of said parcels, as such additional areas may be shown on said plans, as hereinafter revised, for public way purposes, including, without limitation, permanent drainage easements and easements for the construction of improvements and structures, and other related purposes, which will enable the Town to undertake the repair and rehabilitation of the aforesaid roads; and as funding for such acquisitions and costs and expenses related thereto, to raise and appropriate, transfer from available funds, or borrow, or any combination thereof, a sum of money or take any action relative thereto.
(Submitted by Town Administrator) **2/3 Vote Required** (Fin Com Recommends)

CAPITAL ARTICLES

ARTICLE 16. To see if the Town will **vote to raise and appropriate or transfer** from available funds **\$175,000.00** (One Hundred Seventy Five Thousand Dollars and Zero Cents) **to the Municipal Capital Stabilization Account**, or take any action relative thereto.
(Submitted by Board of Selectmen) **2/3 Vote Required** (Fin Com Recommender)

ARTICLE 17. To see if the Town will **vote to transfer** from the **Municipal Capital Stabilization Account**, a sum not to exceed **\$536,046.00** (Five Hundred Thirty Six Thousand, Forty Six Dollars and Zero cents) to pay for the following:

EXISTING OBLIGATIONS

Rehabilitation of Older Highway Vehicle	\$ 7,000.00
HPD Police Cruiser #1 (4/4)	\$ 8,500.00

HPD Police Cruiser #2 (2/3)	\$ 11,000.00
Fire Department Engine #3 Principal	\$ 50,000.00
Fire Department Engine #3 Interest	\$ 4,510.00
Short Term Interest	\$ 9,000.00
QRSD Green Repair (1/14)	\$ 45,586.00
<u>Roads Project Borrowing (1/10)</u>	<u>\$170,950.00</u>
Sub Total	\$306,546.00

FY2014 OBLIGATIONS

Highway Medium Duty F450 w/Plow (1/2)	\$ 35,000.00
Emergency Notification System (Code Red)	\$ 5,000.00
Rehabilitate Fire Engine #4	\$ 50,000.00
Curtis Field Tennis/Basketball Court	\$ 75,000.00 (see Art 18 & 2)
Slade Building Carpeting	\$ 1,500.00
Electronic Voting Machine	\$ 8,000.00
Fire SCBA Tank Replacement (1/3)	\$ 45,000.00
<u>Revolving Computer Upgrade Account</u>	<u>\$ 10,000.00</u>
Sub Total	\$229,500.00

TOTAL \$ 536,046.00

or take any action relative thereto.

(Submitted by Board of Selectmen)

2/3 Vote Required

(Fin Com Recommends)

ARTICLE 18. To see if the town will vote to authorize the Parks Commission to apply for and accept grants from the Executive Office of Energy and Environmental Affairs Division of Conservation Services PARC grant program and to take other actions as are necessary to carry out the terms, purposes and conditions of said grant and to use the \$75,000 (Seventy Five Thousand Dollars and zero cents) appropriated under Article 18 of the June 4, 2013 Annual Town Meeting to construct a combined Tennis/Basketball Court at the Curtis Recreational Field said land which was designated for recreational purposes under Chapter 45 Section 3 (or 14) by Town Meeting vote in 1988 or take any action relative thereto.

(Submitted by Parks Commission)

(Fin Com Recommends)

ARTICLE 19. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$30,000 (Thirty Thousand Dollars and zero cents) to replace the public announcement system in the Hubbardston Center School, or take any action relative thereto.

(Submitted by Quabbin Regional School District)

(Fin Com Recommends)

CPA ARTICLES

ARTICLE 20. To see if the Town will vote to appropriate \$11,000.00 (Eleven Thousand and 00/100 Dollars) from the Community Preservation Budgeted Reserve to cover year five (of five) for the borrowing associated with the Steeple, Bell Tower, Roof and for masonry work and painting of the First Parish Unitarian Church of Hubbardston at the Annual Town Meeting of June 3, 2008, or take any action relative thereto.

(Submitted by Community Preservation Committee)

(Fin Com Recommends)

ARTICLE 21. To see if the Town will vote to appropriate \$15,000 (Fifteen Thousand dollars and zero cents) from the Community Preservation Budgeted Reserve to cover year one (of three) for the borrowing associated with the Hubbardston Center School Playground Committee Project approved at the Special Town Meeting of April 23, 2013, or take any action relative thereto

(Submitted by Community Preservation Committee)

(Fin Com Recommends)

ARTICLE 22. To see if the Town will vote to appropriate or reserve from the Community Preservation annual revenues in the amounts recommended by the Committee Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2014, with each item to be considered a separate appropriation:

Appropriations:

From FY 2014 estimated revenues for Committee Administrative Expenses (5%) \$2960.63

Reserves:

From FY 2014 estimated revenues for Historic Resources Reserve (10%) \$5,921.25

From FY 2014 estimated revenues for Community Housing Reserve (10%) \$5,921.25

From FY 2014 estimated revenues for Open Space Reserve (10%) \$5,921.25

From FY 2014 estimated revenues for Budgeted Reserve (65%) \$38,488.12

or take any action relative thereto.

(Submitted by Community Preservation Committee)

(Fin Com Recommends)

ARTICLE 23. To see if the Town will authorize the Treasurer, with approval of the Board of Selectmen, to borrow up to \$50,000.00 (Fifty Thousand and 00/100 Dollars) to fund the application of the Hubbardston Parks Commission as submitted under Article 18 of Annual Town Meeting June 4, 2013 to pay for expenditures not covered or reimbursed by any other grant being applied for by the Parks Commission in support of this application, said borrowing to be repaid over three years from future Community Preservation funds, or act or transact anything in relation thereto. (Submitted by Community Preservation Committee) (Fin Com Will Report)

2/3rds Vote Required

GENERAL BYLAW.

ARTICLE 24. To see if the Town will vote to amend the General Bylaws by adding Chapter XXVI, Prohibited Materials Bylaw, as set forth below, or take any action relative thereto.

CHAPTER XXVI.

PROHIBITED MATERIALS BYLAW

SECTION 1. PURPOSE:

The purpose of this bylaw is to help protect the health, safety, welfare and property values of the citizens of Hubbardston, MA, by preventing the accumulation of prohibited materials on any property in the Town by any person.

SECTION 2. DEFINITION.

PROHIBITED MATERIALS -- junk and debris, including scrap metal, rags, plastics, scrap, rubble, building salvage, abandoned autos, any vehicle being dismantled for parts machinery, wreckage, batteries, tires, paper, trash, rubber, debris rope, , furniture, and other similar items, which are not in active use for any purpose authorized in a residential district.

VEHICLE – Includes but not limited to a machine propelled by power other than human power designed to travel along the ground by use of wheels, treads, runners or slides to transport persons or property or pull machinery and shall include, without limitation, automobile, truck, motorcycle and buggy wagons.

PERSON—any person, firm, partnership, association, corporation, company or organization of any kind.

SECTION 3. STORAGE OF PROHIBITED MATERIALS, EXCEPTIONS:

- a. No person shall store more than ten (10) cubic yards of material, determined to be prohibited materials, visible from any public way, private way, common driveways or abutting property, unless such storage or display of prohibited materials is licensed pursuant to MGL C. 140, § 58. (*class 3 license*).
- b. One unused or unregistered motor vehicle in compliance with General Bylaw, Chapter XV *Storing Unused Motor Vehicles*

SECTION 4. INVESTIGATING AUTHORITY; NOTICE; REMOVAL

The Building Commissioner shall have the power to investigate all complaints of violations and, if the Building Commissioner finds that the property owner or person in lawful possession of the property has allowed an unlawful accumulation of prohibited materials, shall give notice to the owner or person in lawful possession of the property by certified mail to remove the accumulation within 15 days.

Action under this Chapter shall not bar any separate action initiated by any other Town Board, Committee, or Department under other provisions of this By-law or by regulation.

SECTION 5. FAILURE TO REMOVE, VIOLATIONS AND PENALTIES:

Any person notified to remove prohibited materials from his/her property who refuses to do so after receipt of notice to remove the same shall pay a penalty of:

First offense	One hundred dollars (\$100.)
Second offense	Two hundred dollars (\$200.)
Third offense and subsequent	Three hundred dollars (\$300.)

In any case, each day of the violation shall constitute a separate offense.

SECTION 6. EXISTING CONDITIONS:

Conditions existing on the date of acceptance of this bylaw which meet the definition of prohibited materials must be brought into compliance within six (6) month after said acceptance of this bylaw.

SECTION 7. CONSTRUCTION SITES:



COMMONWEALTH OF MASSACHUSETTS

TOWN OF HUBBARDSTON

MINUTES

ANNUAL TOWN MEETING June 4, 2013 • 7:30 p.m. CENTER SCHOOL

Pursuant to the foregoing warrant, the voters of the Town of Hubbardston assembled at the Center School gymnasium to act on the articles in said warrant. Present were Moderator Edward Leonard; Board of Selectmen members Michael Stauder (Chair), Matt Castriotta and Christopher Norcross; Town Clerk Joyce Green; Finance Committee members Benjamin Prentiss (Chair), Edward Blanchard, Faye Zukowski, Philip Churchill and Raeanne Siegel; Town Administrator Anita Scheipers; and representative for Town Counsel, Joel Bard.

A total of 149 registered voters were checked in by Marcia Howlett and Lynn Wilkinson. A quorum of 50 voters was present throughout the meeting.

Moderator Leonard called the meeting to order at 7:32pm. Announcements were made regarding openings on boards and committees and Library Trustee Laura Foley asked voters to complete an online survey.

Chairman of the Board of Selectmen, Michael Stauder, welcomed residents to the 246th Annual Town Meeting of Hubbardston. Dr. Stauder thanked Interim Town Administrator Brian Bullock for his over 2 years of service; thanked Lyn Gauthier, Highway Superintendent, who is retiring this fall after 20 years of service to the town; thanked members of all boards & committees who often go unmentioned and work diligently. He announced that the roads project was awarded to E.H. Perkins and is scheduled to take about 26 weeks to complete beginning around July 1. Dr. Stauder announced the dedication of the 2012 Annual Town Report to the Town Charter Committee.

The following actions were taken on the articles presented in the aforesaid warrant:

ARTICLE 1. All necessary officers will be chosen at the Annual Town Election on Tuesday, June 25, 2013.

ARTICLE 2. The reports of the Town Officers and Committees will be published in the 2012 Annual Town Report.

ARTICLE 3. Motion, Matt Castriotta, that the Town vote to authorize the Board of Selectmen to enter into agreements with the Commonwealth of Massachusetts Department of Transportation for the construction and maintenance of public highways for the twelve month period beginning July 1, 2013.(Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, unanimous in favor

ARTICLE 4. Motion, Matt Castriotta, that the Town vote to accept educational grants and aid for Fiscal Year 2014, to be expended for authorized purposes by the Montachusett Regional Vocational Technical School and the Quabbin Regional School District. (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries; majority affirmative vote

ARTICLE 5. Motion, Matt Castriotta, that the Town vote to authorize the continuation of the following Holden Hospital Accounts for Fiscal Year 2014:

a. Vehicle Replacement Assistance Account

Funded by monies received from the establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven communities formerly served by Holden Hospital. This fund would be used to assist in funding the replacement of a RESCUE VEHICLE for the Town of Hubbardston. Fund would accumulate, and would supplement any town funds utilized for the purchase. Any purchases to be presented for payment from this Account, shall be preauthorized by the Board of Selectmen with voucher authorized by the Board of Selectmen.

b. Education and Training Account

Funded by monies received from the establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven communities formerly served by Holden Hospital. This fund would be used to reimburse Hubbardston residents for successfully completing EMT training only after one full year of active service with the Hubbardston EMS Division of the Fire Department. Fund would also be used to reimburse EMTs for successfully completing advanced training in the same manner. Any purchases to be presented for payment from this Account, shall be preauthorized by the Board of Selectmen with voucher authorized by the Board of Selectmen.

c. Health Related Account

Funded by monies received from establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven communities formerly served by Holden Hospital. This fund would be utilized for other Health related programs within the Town of Hubbardston, under the direction of the Board of Health, or other health related agencies. Funds to be withdrawn by voucher submitted by the Board of Health or other Town Health related agencies, co-signed by the Board of Selectmen.

d. Excess Investment Surplus Account

Funded by monies received from the establishment of a \$2,500,000.00 trust fund under a settlement between Medical Center of Central Massachusetts (MCCM) and the eleven communities formerly served by Holden Hospital. Any return on investment above 8% will be placed in this account which will accumulate and can be used for any special project or acquisition associated with any of the above three categories of distribution, or any other health related projects deemed compatible with the fund's design, with the approval of the Board of Selectmen. Funds may be withdrawn by voucher submitted by the Board of Selectmen.

(Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, unanimous in favor

ARTICLE 6. Motion, Matt Castriotta, that the Town vote to authorize the following Revolving Accounts for Fiscal 2014 under MGL Ch. 44 §53E ½, as shown on the following chart:

(Fin Com Recommends)

Fund	Authorization By	Revenue Source	Use of Fund	Limit
Wiring Fund	Wiring Inspector	Electrical Permit Fees and Applications	Pay inspector for inspection services and clerical wages	\$ 20,000
Gas Fund	Gas Inspector	Gas Permit Fees and Applications	Pay inspector for inspection services	\$ 3,000
Plumbing Fund	Plumbing Inspector	Plumbing Permit Fees and Applications	Pay inspector for inspection services	\$ 6,000
Recycling Fund	Board of Health	Fees collected for use of center and drop-off of recyclables	Costs associated with programs and facilities needed to recycle materials, including employee wages	\$ 5,000
Grave Fund	Cemetery Commissioners	Payments for grave openings	Payment to party hired to open grave	\$ 5,000
Haz Mat Fund	Fire Chief	Service charges for clean-up and disposal of hazardous materials	Expenditures related to clean-up and disposal of hazardous materials	\$ 3,000
Septic Fund	Board of Health	Fees for septic system plan review, agent inspections, and perc tests	Payments to septic system plan review engineers and to agents witnessing perc tests or performing inspections	\$ 20,000
Vaccine Administration Account	Board of Health	Fees, health insurance reimbursements and receipts for vaccine related services	Payments for vaccine, supplies, and services deemed necessary by the Board of Health	\$ 5,000
Con Com Fund	Conservation Commission	Receipts from fees for site inspections and plan review	Payment to member performing site inspection and expenses relating to such inspections or plan review	\$ 3,000
Open Burn Fund	Fire Chief	Receipts for fees for open burning	Payment of expenses related to fighting brush fires in town, including payment of part-time wages, forest fire fighting equipment and other costs of fighting such fires	\$11,000
Late fee Dog License Fund	Town Clerk	Fees for late licensing of dogs and kennels	Payment of costs associated with the regulation of dogs, including ACO capital expense.	\$10,000

MART Transportation Management Fund	COA Director	MART Reimbursement	Payment of costs associated with the supervision of the MART Transportation	\$10,000
Hubbardston 250 th Anniversary Fund	250 th Anniversary Committee	Donations, sale of promotional items and other sources	Payment of the costs associated with the 250 th Anniversary Celebration of Hubbardston's Founding	\$50,000

Second: Chris Norcross

Vote: Motion carries, unanimous in favor

BUDGET ARTICLE

ARTICLE 7. Motion, Matt Castriotta, that the Town vote to raise \$7,128,296.00 (Seven Million One Hundred Twenty-Eight Thousand Two Hundred Ninety-Six Dollars and Zero Cents) to defray Town charges and expenses for the year ensuing (July 1, 2013 through June 30, 2014) and to fix the salary and compensation for all the elected officers of the Town, as provided by MGL Ch. 41 §108, as amended, and to make appropriations therefor. (Fin Com Recommends)

Second: Chris Norcross

Vote to Raise & Appropriate \$587,849 for General Government: Motion Carries, Majority Affirmative Vote

Vote to Raise & Appropriate \$972,663 for Public Safety: Motion Carries, Majority Affirmative Vote

Vote to Raise & Appropriate \$4,262,587 for Education: Motion Carries, Majority Affirmative Vote

Vote to Raise & Appropriate \$760,030 for Public Works: Motion Carries, Majority Affirmative Vote

Vote to Raise & Appropriate \$120,366 for Human Services, Culture & Recreation: Motion Carries, Majority Affirmative Vote

Vote to Raise & Appropriate \$424,801* for Unclassified: Motion Carries, Majority Affirmative Vote

[*Amount published in warrant was incorrect due to a mathematical error.]

Vote to reaffirm total Article 7 to raise & appropriate \$7,128,296:

Motion Carries; Majority Affirmative Vote

DEPARTMENTAL ARTICLES

ARTICLE 8. Motion, Matt Castriotta, that the Town vote to transfer a sum not to exceed \$650.00 (Six Hundred Fifty Dollars and Zero Cents), from the Library Dog Fund Account (#24-210-5200) to Library Books and Materials Account (#610-5400). (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 9. Motion, Matt Castriotta, that the Town vote to raise and appropriate the sum of \$11,500 (Eleven Thousand Five Hundred Dollars and Zero cents) to fund the Senior Citizen Work-off Tax Abatement Program for Fiscal Year 14. (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 10. Motion, Matt Castriotta, that the Town vote to transfer from existing Ambulance Services Enterprise Fund Reserves the sum of \$214,001.00 (Two Hundred Fourteen Thousand One Dollar and Zero Cents) to pay Town debts and charges for the ensuing year and appropriate said sum for the proposed budget for the AMBULANCE SERVICES ENTERPRISE FUND and to raise said sum through fees and charges. (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 11. Motion, Matt Castriotta, that the Town vote pursuant to MGL c.71, 16 G1/2 to authorize the Montachusett Regional Vocational Technical School District to establish a Stabilization fund. (No Report from Fin Com)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 12. Motion, Matt Castriotta, that the Town vote to authorize the Board of Selectmen to enter into renewable energy purchase and/or net metering credit purchase agreements, including solar energy and related net metering credits, for terms of more than three years, and to take all actions necessary to implement and administer such agreements.

(Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 13. Motion, Matt Castriotta, that the Town vote to authorize the Board of Selectmen, Board of Assessors and Town Administrator to negotiate and enter into an agreement for Payment-In-Lieu-Of-Taxes (PILOT) pursuant to the provisions of G.L. c.59, §38H(b), and any other enabling legislation, between the Town and Hubbardston Solar LLC. (developer) for the solar facility to be installed, owned and operated by Hubbardston Solar LLC (developer) on land located on 95 Williamsville Road and further identified as Assessors Map 4 Lot 3, upon such terms and conditions as the Board of Selectmen, Board of Assessors and Town Administrator deem to be in the best interests of the Town.

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 14. Motion, Matt Castriotta, that the Town vote to establish a Revolving Accounts for Fiscal Year 2014 under MGL Ch. 44 §53E ½, entitled “Hazardous Building Demolition Fund” to deposit funds collected in reimbursement from property owners for demolition of hazardous buildings and further to deposit into the Fund the sum of \$3,900.00 (Three Thousand, Nine Hundred Dollars and Zero cents) from available funds, said amount having been collected in reimbursement for the demolition of a hazardous building. Said Fund shall have a limit of \$20,000 (Twenty Thousand Dollars and Zero cents), shall be jointly administered by the Board of Health and the Building Department, each of which shall be authorized to make expenditures from such fund, for the expenses associated with the demolition of hazardous buildings and related clean-up of underlying property. (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 15. Motion, Matt Castriotta, that the Town vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise permanent and temporary easements in certain parcels of land adjacent to and/or contiguous to Healdville, Ragged Hill, Grimes and Hale Roads, as depicted on plans entitled “Preliminary Easement Plan Repairs & Rehabilitation of Healdville, Ragged Hill, Grimes, and Hale Road Hubbardston, Massachusetts,” dated December 14, 2012, as may be amended, consisting of nine (9) sheets, on file with the Town Clerk, and the permanent and temporary easements in parcels of land located within 200 feet of said parcels, as such additional areas may be shown on said plans, as hereinafter revised, for public way purposes, including, without limitation, permanent drainage easements and easements for the construction of improvements and structures, and other related purposes, which will enable the Town to undertake the repair and rehabilitation of the aforesaid roads; and as funding for such acquisitions and costs and expenses related thereto, to raise and appropriate, transfer from available funds, or borrow, or any combination thereof, a sum of money. (Fin Com Recommends)

2/3 Vote Required

Second: Chris Norcross

Vote: Motion carries; Yes-143, No-3, Abstain-0

CAPITAL ARTICLES

ARTICLE 16. Motion, Matt Castriotta, that the Town vote to raise and appropriate \$175,000.00 (One Hundred Seventy Five Thousand Dollars and Zero Cents) to the Municipal Capital Stabilization Account.

(Fin Com Recommends)

2/3 Vote Required

Second: Chris Norcross

Vote: Motion carries; Yes-140, No-6, Abstain-0

ARTICLE 17. Motion, Matt Castriotta, that the Town vote to transfer from the Municipal Capital Stabilization Account, a sum not to exceed \$536,046.00 (Five Hundred Thirty Six Thousand, Forty Six Dollars and Zero cents) to pay for the following: (Fin Com Recommends)

2/3 Vote Required

EXISTING OBLIGATIONS

Rehabilitation of Older Highway Vehicle	\$ 7,000.00
HPD Police Cruiser #1 (4/4)	\$ 8,500.00
HPD Police Cruiser #2 (2/3)	\$ 11,000.00
Fire Department Engine #3 Principal	\$ 50,000.00
Fire Department Engine #3 Interest	\$ 4,510.00
Short Term Interest	\$ 9,000.00
QRSD Green Repair (1/14)	\$ 45,586.00
<u>Roads Project Borrowing (1/10)</u>	<u>\$170,950.00</u>
Sub Total	\$306,546.00

FY2014 OBLIGATIONS

Highway Medium Duty F450 w/Plow (1/2)	\$ 35,000.00
Emergency Notification System (Code Red)	\$ 5,000.00
Rehabilitate Fire Engine #4	\$ 50,000.00
Curtis Field Tennis/Basketball Court (see Art.18 & 23)	\$ 75,000.00
Slade Building Carpeting	\$ 1,500.00
Electronic Voting Machine	\$ 8,000.00

Fire SCBA Tank Replacement (1/3)	\$ 45,000.00
<u>Revolving Computer Upgrade Account</u>	<u>\$ 10,000.00</u>
Sub Total	\$229,500.00
 <u>TOTAL</u>	 <u>\$ 536,046.00</u>

Second: Chris Norcross

Vote: Motion carries; Yes-141, No-7, Abstain-1

ARTICLE 18. Motion, Matt Castriotta, that the town vote to authorize the Parks Commission to apply for and accept grants from the Executive Office of Energy and Environmental Affairs Division of Conservation Services PARC grant program and to take other actions as are necessary to carry out the terms, purposes and conditions of said grant and to use the \$75,000 (Seventy Five Thousand Dollars and zero cents) appropriated under Article 17 of the June 4, 2013 Annual Town Meeting to construct a combined Tennis/Basketball Court at the Curtis Recreational Field said land which was designated for recreational purposes under Chapter 45 Section 3 (or 14) by Town Meeting vote in 1988. (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 19. Motion, Matt Castriotta, that the Town vote transfer from General Municipal Stabilization Account the sum of \$9,922.55 (Nine Thousand Nine Hundred Twenty-Two Dollars and Fifty-Five Cents) to replace the public announcement system in the Hubbardston Center School. (Fin Com Recommends) **2/3 vote required**

Second: Chris Norcross

Vote: Motion carries, unanimous in favor

CPA ARTICLES

ARTICLE 20. Motion, Matt Castriotta, that the Town vote to appropriate \$11,000.00 (Eleven Thousand and 00/100 Dollars) from the Community Preservation Budgeted Reserve to cover year five (of five) for the borrowing associated with the Steeple, Bell Tower, Roof and for masonry work and painting of the First Parish Unitarian Church of Hubbardston at the Annual Town Meeting of June 3, 2008. (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 21. Motion, Matt Castriotta, that the Town vote to appropriate \$15,000 (Fifteen Thousand Dollars and Zero Cents) from the Community Preservation Budgeted Reserve to cover year one (of three) for the borrowing associated with the Hubbardston Center School Playground Committee Project approved at the Special Town Meeting of April 23, 2013. (Fin Com Recommends)

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 22. Motion, Matt Castriotta, that the Town vote to appropriate or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2014, with each item to be considered a separate appropriation: (Fin Com Recommends)

Appropriations:

From FY 2014 estimated revenues for Committee Administrative Expenses (5%) \$2960.63

Reserves:

From FY 2014 estimated revenues for Historic Resources Reserve (10%) \$5,921.25

From FY 2014 estimated revenues for Community Housing Reserve (10%) \$5,921.25

From FY 2014 estimated revenues for Open Space Reserve (10%) \$5,921.25

From FY 2014 estimated revenues for Budgeted Reserve (65%) \$38,488.12

Second: Chris Norcross

Vote: Motion carries, majority affirmative vote

ARTICLE 23. Motion, Matt Castriotta, that the Town authorize the Treasurer, with approval of the Board of Selectmen, to borrow up to \$50,000.00 (Fifty Thousand and Dollars and Zero Cents) to fund the application of the Hubbardston Parks Commission as submitted under Article 18 of Annual Town Meeting June 4, 2013 to pay for expenditures not covered or reimbursed by any other grant being applied for by the Parks Commission in support of this application, said borrowing to be repaid over three years from future Community Preservation funds.

(Fin Com Recommends)

2/3 Vote Required

Second: Chris Norcross

Vote: Motion carries; Yes-136, No-11, Abstain-0

GENERAL BYLAW.

ARTICLE 24. Motion, Matt Castriotta, that the Town vote to amend the General Bylaws by adding Chapter XXVI, Prohibited Materials Bylaw as set forth below.

CHAPTER XXVI.

PROHIBITED MATERIALS BYLAW

SECTION 1. PURPOSE:

The purpose of this bylaw is to help protect the health, safety, welfare and property values of the citizens of Hubbardston, MA, by preventing the accumulation of prohibited materials on any property in the Town by any person.

SECTION 2. DEFINITION:

PROHIBITED MATERIALS -- junk and debris, including scrap metal, rags, plastics, scrap, rubble, building salvage, abandoned autos, any vehicle being dismantled for parts machinery, wreckage, batteries, tires, paper, trash, rubber, debris rope, , furniture, and other similar items, which are not in active use for any purpose authorized in a residential district.

VEHICLE – Includes but not limited to a machine propelled by power other than human power designed to travel along the ground by use of wheels, treads, runners or slides to transport persons or property or pull machinery and shall include, without limitation, automobile, truck, motorcycle and buggy wagons.

PERSON—any person, firm, partnership, association, corporation, company or organization of any kind.

SECTION 3. STORAGE OF PROHIBITED MATERIALS, EXCEPTIONS:

No person shall store more than ten (10) cubic yards of material, determined to be prohibited materials, visible from any public way, private way, common

- a. driveways or abutting property, unless such storage or display of prohibited materials is licensed pursuant to MGL C. 140, § 58. (*class 3 license*).
- b. One unused or unregistered motor vehicle in compliance with General Bylaw, Chapter XV *Storing Unused Motor Vehicles*

SECTION 4. INVESTIGATING AUTHORITY; NOTICE; REMOVAL

The Building Commissioner shall have the power to investigate all complaints of violations and, if the Building Commissioner finds that the property owner or person in lawful possession of the property has allowed an unlawful accumulation of prohibited materials, shall give notice to the owner or person in lawful possession of the property by certified mail to remove the accumulation within 15 days.

Action under this Chapter shall not bar any separate action initiated by any other Town Board, Committee, or Department under other provisions of this By-law or by regulation.

SECTION 5. FAILURE TO REMOVE, VIOLATIONS AND PENALTIES:

Any person notified to remove prohibited materials from his/her property who refuses to do so after receipt of notice to remove the same shall pay a penalty of:

First offense	One hundred dollars (\$100.)
Second offense	Two hundred dollars (\$200.)
Third offense and subsequent	Three hundred dollars (\$300.)

In any case, each day of the violation shall constitute a separate offense.

SECTION 6. EXISTING CONDITIONS:

Conditions existing on the date of acceptance of this bylaw which meet the definition of prohibited materials must be brought into compliance within six (6) month after said acceptance of this bylaw.

SECTION 7. CONSTRUCTION SITES:

Construction sites complying with the requirements of 780 CMR and MGL C.40, § 54, are exempt from this bylaw, provided that all related construction debris is maintained in an orderly fashion so as not to create dust, noise, odor or other offensive conditions.

SECTION 8. EXISTING BUSINESSES:

A business located in the Town of Hubbardston that stores materials for stock in trade shall be exempt from this bylaw provided all such materials are incidental to and minor in significance by comparison with the primary business on the subject property and all such materials are kept in an organized fashion.

SECTION 9. SEVERABILITY:

The invalidity of any section, provision, paragraph, sentence, or clause of this bylaw shall not invalidate any section, provision, paragraph, sentence, or clause thereof.

(Fin Com Takes No Action)

Second: Chris Norcross

COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
WARRANT

SPECIAL TOWN MEETING November 19, 2013 • 7:00 p.m. CENTER SCHOOL

STABILIZATION: \$291,697.77

CAPITAL STABILIZATION: \$521,876.76

Worcester, ss. To either of the Constables of the Town of Hubbardston in the County of Worcester: In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hubbardston, qualified to vote in elections and Town affairs, to meet at the **Center School in said Hubbardston on Tuesday, November 19, 2013, at 7:00 o'clock** in the evening, then and there to act on the following articles:

ARTICLE 1. To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with Massachusetts Department of Conservation and Recreation for the purpose of swapping a 17 acre parcel of town-owned land located at Mile Road (Map 1, Lot 47) with a 12 acre portion of state-owned land located at Gardner Road (Map 5C, Lot 134), to be used for general municipal purposes such as the siting of future municipal buildings, including but not limited to a new senior center; or take any action relative thereto.

Sponsored by: Board of Selectmen (Fin Com recommends)

Required Vote: To be Determined

ARTICLE 2. To see if the Town will vote to broaden the allowed uses of the Stabilization Account transfer of funds voted under Article 14 of the June 5, 2012 annual town meeting to allow the \$100,000 to be used to purchase, accept by gift, swap for alternate land or take by eminent domain a parcel of land on which the Town would develop a Senior Center and other facilities to be used for municipal purposes, and, further, to authorize the funds to be used to fund work associated with a feasibility study, legal services, and engineering and design for said facilities; or take any action relative thereto.

Sponsored by: Board of Selectmen (Fin Com recommends) **Required Vote: 2/3rds vote**

ARTICLE 3. To see if the Town will vote to authorize the Treasurer, with approval of the Board of Selectmen, to borrow up to \$115,000 to fund the engineering and design work associated with the repair and reconstruction of Rt. 68 and related infrastructure, from the Rutland town line to the intersection of Brigham Street and from Williamsville Road to the Gardner city line, including all costs incidental and related thereto, with said borrowing to be repaid over the three years from the Capital Stabilization Fund; or take any other action relative thereto.

Sponsor: Selectmen (Fin Com recommends) **Required vote: 2/3rds vote**

ARTICLE 4. To see if the Town will vote to raise and appropriate by taxation, by transfer from available funds, or otherwise, the sum of \$22,000 to be placed in Account Number 011-151-5300-000, Legal Services, for the purpose of funding anticipated FY14 legal expenses; or take any other action relative thereto.

Sponsor: Selectmen (Fin Com will report at Town Meeting) **Required vote: majority vote**

ARTICLE 5. To see if the town will vote to authorize the Parks Commission to apply for and accept grants from the Executive Office of Energy and Environmental Affairs Division of Conservation Services PARC grant program and to take other actions as are necessary to carry out the terms, purposes and conditions of said grant and to use the \$75,000 (Seventy Five Thousand Dollars and zero cents) appropriated under Article 18 of the June 4, 2013 Annual Town Meeting to construct a combined Tennis/Basketball Court at the Curtis Recreational Field said land which was designated for recreational purposes under Chapter 45 Section 3 by Town Meeting vote in 1989 or take any action relative thereto.

Sponsor: Parks Commission (Fin Com will report at Town Meeting)

You are hereby directed to serve this warrant by posting attested copies thereof at the Place of Meeting, Hubbardston Center School, "Mr. Mike's" convenience store, the Town Office, and the Post Office fourteen days, at least, before the day of said meeting. Hereof, fail not, and make due return of this warrant with your doings thereon to the Town Clerk at the time and place of meeting as aforementioned.

Given under our hands this 21st day of October, 2013:

BOARD OF SELECTMEN of HUBBARDSTON

Matthew Castriotta

Christopher Norcross

Michael S. Stauder

Jeffrey L. Williams

Daniel S. Galante

A True Copy, Attest:

Joyce E. Green, Town Clerk
Date of Posting: _____
Method: By Hand

By: _____,
Constable

Any person requiring this warrant in a larger print format, or anyone requiring handicap related assistance at the town meeting, please contact the Selectmen's Office at 978-928-1400 x 200 prior to Wednesday, November 13, 2013. Every reasonable attempt will be made to provide the necessary assistance.

COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
MINUTES

SPECIAL TOWN MEETING

NOVEMBER 19, 2013

STABILIZATION: \$281,168.22
\$427,961.42

CAPITAL STABILIZATION:

Pursuant to the foregoing warrant, the voters of the Town of Hubbardston assembled at the Center School cafeteria to act on the articles in said warrant. Present were Moderator Edward Leonard; Board of Selectmen members Matthew Castriotta (Chair), Michael Stauder, Christopher Norcross, Daniel Galante and Jeffrey Williams; Town Clerk Joyce Green; Finance Committee members Benjamin Prentiss (Chair), Faye Zukowski, Patrick Girouard, Philip Churchill and Raeanne Siegel; Town Administrator Anita Scheipers; and representative for Town Counsel, Joel Bard.

A total of 121 registered voters were checked in by Marcia Howlett and Carol Whitney. The required quorum of 50 voters was present throughout the meeting.

Following the meeting, Board of Selectmen Chairman Matt Castriotta introduced and welcomed the newly hired Department of Public Works Director, Tim Kilhart.

Moderator Leonard called the meeting to order at 7:02pm and the following actions were taken on the articles presented in the aforesaid warrant:

ARTICLE 1. Motion, Matt Castriotta, that the Town transfer the care, custody and control of the Town owned parcel identified below to the Board of Selectmen for the purpose of completing a land swap with Massachusetts Department of Conservation and Recreation, and further to authorize the Board of Selectmen to enter into an agreement with Massachusetts Department of Conservation and Recreation for the purpose of swapping the 17 acre parcel of town-owned land located at Mile Road (Map 1, Lot 47) with a ten to twelve acre portion of state-owned land located at Gardner Road (Map 5C, Lot 134), as shown on a plan on file at the Town Clerk's office, to be used for general municipal purposes such as the siting of future municipal buildings, including but not limited to a new senior center.

2/3 Vote Required

Second: William Murray

Motion Carries: Yes-112; No-7; Abstain-0

ARTICLE 2. Motion, Chris Norcross, that the Town broaden the allowed uses of the Stabilization Account transfer of funds voted under Article 14 of the June 5, 2012 annual town meeting to allow the \$100,000 to be used to purchase, accept by gift, swap for alternate land or take by eminent domain a parcel of land on which the Town would develop a Senior Center and other facilities to be used for municipal purposes, and, further, to authorize the funds to be used to fund work associated with a feasibility study, legal services, and engineering and design for said facilities. 2/3 Vote Required

Second: William Murray

Motion Carries: Yes-110; No-9; Abstain-0

ARTICLE 3. Motion, Mike Stauder, that the Town authorize the Treasurer, with approval of the Board of Selectmen, to borrow up to \$115,000 to fund the engineering and design work associated with the repair and reconstruction of Rt. 68 and related infrastructure, from the Rutland town line to the intersection of Brigham Street and from Williamsville Road to the Gardner city line, including all costs incidental and related thereto, with said principal and interest of borrowing to be repaid over the three years from the Capital Stabilization Fund. 2/3 Vote Required

Second: Matt Castriotta

Motion Carries: Yes-116; No-3; Abstain-0

ARTICLE 4. Motion, Jeff Williams, that the Town transfer from the Highway Department operating budget the sum of \$10,000 to be placed in Account Number 011-151-5300-000, Legal Services, for the purpose of funding anticipated FY14 legal expenses.

Second: Matt Castriotta

Motion Carries, Majority Affirmative Vote

ARTICLE 5. Motion, Dan Galante, that the Town authorize the Parks Commission to apply for and accept grants from the Executive Office of Energy and Environmental Affairs Division of Conservation Services PARC grant program and to take other actions as are necessary to carry out the terms, purposes and conditions of said grant and to use the \$75,000 (Seventy Five Thousand Dollars and zero cents) appropriated under Article 18 of the June 4, 2013 Annual Town Meeting to construct a combined Tennis/Basketball Court at the Curtis Recreational Field said land which was designated for recreational purposes under Chapter 45 Section 3 by Town Meeting vote in 1989.

Second: Matt Castriotta

Motion Carries, Majority Affirmative Vote

ARTICLE 6. Motion, Mike Stauder, that the Town transfer from the Stabilization Account the sum of \$42,000 to be used to offset the remaining 2013 Road Paving Program expenses. 2/3 Vote Required

Second: Matt Castriotta

Motion Carries: Yes-117, No-4, Abstain-0

Seeing no further business before the meeting, the Moderator adjourned the Town Meeting at 7:39pm.

Respectfully Submitted,

Joyce E. Green
Town Clerk

(Town Seal)

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
Special State Primary, April 30, 2013
OFFICIAL Election Results**

Registered Democrats: 555
Registered Republicans: 452
Unenrolled: 2130
Other: 17 (not eligible to vote in this election)
Total # Registered Voters = 3154

Democratic Votes: 252
Republican Votes: 219
TOTAL VOTES CAST TODAY: 471 (15%)

SENATOR IN CONGRESS

DEMOCRATIC

Stephen F. LYNCH	137
Edward J. MARKEY	115
Write-Ins	0
Blanks	0

REPUBLICAN

Gabriel E. GOMEZ	107
Michael J. SULLIVAN	91
Daniel B. WINSLOW	19
Write-Ins	2
Blanks	0



COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
Annual Town Election, June 25, 2013
OFFICIAL Election Results
*=**Elected**

Total # Registered Voters = 3160

TOTAL VOTES CAST TODAY: 1030 (33%)

BOARD OF SELECTMEN, 3-Year Term (2 positions)

***Michael S. Stauder** **617**
Albert Afonso 323
***Daniel S. Galante** **453**
Write-Ins 9

BOARD OF SELECTMEN, 2-Year Term (1 position)

Raeanne P. Siegel 419
***Jeffrey L. Williams** **467**
Write-Ins 5

BOARD OF ASSESSORS, 3-Year Term (1 position)

***John K. Prentiss** **761**
Write-Ins 0

BOARD OF ASSESSORS, 2-Year Term (1 position)

***William J. Homans** **744**
Write-Ins 0

PLANNING BOARD, 5-Year Term (1 position)

***Vincent K. Ritchie** **698**
Write-Ins 7

BOARD OF HEALTH, 3-Year Term (2 positions)

***Randy J. Mizereck** **592**
***Stephen J. Mossey** **577**
Write-Ins 11

BOARD OF HEALTH, 2-Year Term (1 position)

***Lucinda D. Oates (write-in)** **31**
Other Write-Ins 19

QUABBIN REG SCH COMM, 3-Year Term (1 position)

***Mark T. Wigler** **708**
Write-Ins 3

MODERATOR, 3-Year Term (1 position)

***Edward F. Leonard** **730**
Write-Ins 4

FINANCE COMMITTEE, 3-Year Term (1 position)

***Raeanne P. Siegel** **687**
Write-Ins 2

CEMETERY COMMISSION, 3-Year Term (1 position)

***Paul F. Sweeney (write-in)** **5**
Other Write-Ins 22

TRUSTEES OF PUBLIC LIBRARY, 3-Year Term (2 pos)

***Johanna C. Henning** **648**
***Judith L. McArthur** **620**
Write-Ins 0

HOUSING AUTHORITY, 5-Yr Term (1 position)

Write-Ins 5 (Failure to Elect)

HOUSING AUTHORITY, 3-Year Term (1 position)

Write-Ins 5 (Failure to Elect)

HOUSING AUTHORITY, 2-Year Term (1 position)

Write-Ins 4 (Failure to Elect)

PARK COMMISSIONER, 3-Year Term (1 position)

***Jason T. Guertin (write-in)** **8**
Other Write-Ins 13

A True Copy Attest:

Joyce E. Green
Town Clerk

(Town Seal)

COMMONWEALTH OF MASSACHUSETTS
TOWN OF HUBBARDSTON
Special State Election, June 25, 2013
OFFICIAL Election Results

Results for Town of Hubbardston

Total # Registered Voters = 3160

TOTAL VOTES CAST TODAY: 1084 (34%)

SENATOR IN CONGRESS

Gabriel E. GOMEZ	678
Edward J. MARKEY	391
Richard A. HEOS	6
Write-Ins	7

A True Copy Attest:

Joyce E. Green
Town Clerk

(Town Seal)

LIST OF BYLAWS APPROVED BY THE ATTORNEY GENERAL IN 2013

Meeting Date	TM Warrant Article #	General or Zoning	Bylaw Ch/Sec	Subject/ Comments	Date of AG Approval Letter	Effective Date
6/4/2013 STM	1	General	Ch III, V, VI, VII, IX, XII	Amend bylaws to be consistent with new Town Charter; Ch III Sec 1 Vacancies & Appts; Ch V Sec 2 Moderator; Ch VI Sec 1 Town Clerk; Ch VII Sec 1 & 2 Board of Selectmen; Ch IX Sec 1,2,5 Finance Comm; Ch XII Sec 1.1,1.7,2.1 Committees	8/21/13	8/27/13

MASSACHUSETTS GENERAL LAWS/ACTS & RESOLVES/SPECIAL LEGISLATION
ACCEPTED BY HUBBARDSTON IN 2013

Date	Method of Acceptance	MGL/Act or Bill No.	Subject/ Comments
None	None	None	None

OTHER

2013 Town of Hubbardston Gross Salaries			
Albert	Afonso	Assessor	\$ 1,234.17
Jayne Arata	Arata	Library Director	\$ 22,381.90
Erik R.	Ares	Fire Lieutenant/Paramedic	\$ 1,837.50
James	Ares	Firefighter/EMT	\$ 15,934.62
Christine M.	Barbera	Library Staff	\$ 4,882.48
Alan R.	Barrett	DPW	\$ 30,366.50
Jason P.	Barrette	Firefighter/First Responder	\$ 845.49
Beverly A.	Baxter	Election Worker	\$ 104.00
Kellianne	Becker	Election Worker	\$ 54.00
Adam	Bedeau	DPW	\$ 187.50
Edward	Bettez	MART Van Driver	\$ 15,550.38
Alyre J.	Blanchard	DPW	\$ 48,330.22
Jeffrey A.	Bourque	Tree Warden	\$ 874.50
Lawrence M.	Brandt	Building Commissioner	\$ 26,096.98
Audrey	Brooks	Municipal Finance Clerk	\$ 279.50
Travis	Brown	DPW Mechanic	\$ 598.56
Deborah	Bryant	Building/Planning Clerk	\$ 2,450.50
Brian J.	Bullock	Interim Town Administrator	\$ 70,044.75
Patricia J.	Burke	Election Worker	\$ 136.00
Philip D.	Buso	Veterans Agent	\$ 510.00
Troy A.	Casey	Fire Captain/Paramedic	\$ 59,935.42
Edward J.	Casey Jr.	Parks & Cemetery Seasonal	\$ 6,367.28
Matthew	Castriotta	Selectman	\$ 1,241.36
Scott A.	Chatigny	Police Officer*	\$ 42,734.23
Karen	Chick	Accountant	\$ 854.87
Cody L.	Chick	Parks & Cemetery Seasonal	\$ 3,255.01
Anthony T.	Coppola	Conservation Commission	\$ 191.52
Donna	Couture	Accountant	\$ 7,100.00
Ryan	Couture	Police Detective*	\$ 70,635.62
Bonnie	Cunningham	Sr Tax Workoff	\$ 750.00
Richard	Cunningham	Election Worker	\$ 80.00
Amy C.	DeLaRoche	Accountant	\$ 27,153.16
John	DeMalia	Firefighter/EMT	\$ 4,949.35
Keith F.	DiTaranto	DPW Seasonal	\$ 2,460.00
James F.	Dixson	Fire Lieutenant EMT-1	\$ 5,450.58
Tina C.	Dixson	Firefighter/EMT-1	\$ 3,587.24
Brittaney H.	Doane	Firefighter/EMT	\$ 2,468.42
Hayden A.	Duggan	Board of Health	\$ 565.20
Jeannette	Elsevier	Assessor's Clerk	\$ 16,883.40
Donna M.	Erickson	Treasurer	\$ 9,075.66
Robert	Fagundes	Police Officer	\$ 2,556.70
William C.	Fernekees	MART Van Driver	\$ 11,833.04
Robert K.	Forte	Police Sergeant*	\$ 72,518.73
Daniel	Galante	Selectman	\$ 625.30
Lyn L.	Gauthier	Highway Superintendent	\$ 83,727.28
Elaine	Gauthier	Cemetery Commission	\$ 315.50
Eric A.	Gemborys	Conservation Commission	\$ 94.12
Maureen E.	Girard	Board of Health Nurse	\$ 350.00
Jeremy D.	Goscila	Firefighter/First Responder	\$ 13,750.82
Joyce E.	Green	Town Clerk/ZBA Clerk	\$ 35,601.30
Campbell T.	Greim	Firefighter/First Responder	\$ 169.77

Ann	Gushue	Election Worker	\$ 100.00
Jacob	Hakala	DPW	\$ 172.50
James F.	Halkola	Part-time Police Officer*	\$ 24,527.06
Patricia A.	Hall	EMT	\$ 212.58
Corey	Hallock	Firefighter/EMT	\$ 996.85
Dennis C.	Hamel	Firefighter/Paramedic	\$ 12,078.89
Rhonda L.	Hamer	Library Staff	\$ 1,157.83
Nathan	Hawkins	Part-time Police Officer*	\$ 22,739.00
Robert	Hayes Jr.	Fire Chief	\$ 69,885.32
John H.	Healy	Sr Tax Workoff	\$ 632.00
Pamela H.	Henning	Election Worker	\$ 72.03
James T.	Higgins	DPW Seasonal	\$ 7,756.00
William	Homans	Assessor	\$ 715.03
Marcia G.	Howlett	Cemetery Comm. Clerk/Election Worker	\$ 2,474.74
William J.	Jackson	Recycling Assistant	\$ 686.14
Peter J.	Jefts	Recycling Assistant	\$ 262.64
Charles	Johnson	Sr Tax Workoff	\$ 750.00
Bella M.	Kaldera	Recycling Supervisor/Constable	\$ 858.83
Timothy B.	Kilhart	DPW Director	\$ 6,134.52
Christopher	Kusz	Police Officer*	\$ 32,256.79
Kim	Landry	Animal Inspector	\$ 400.00
Caleb D.	Langer	Fire Lieutenant/Paramedic	\$ 11,961.85
Shonna L.	Larson	Election Worker	\$ 130.00
Tomas R.	Larson	Board of Health	\$ 825.20
Edward F.	Leonard	Moderator	\$ 329.11
Kurt	Leslie	Assessor	\$ 457.11
Edward	Linhart	Firefighter II/EMT	\$ 84.10
Marion E.	Lyon	Sr Tax Workoff	\$ 750.00
Kenneth R.	MacLean	Sr Tax Workoff	\$ 664.00
Kevin	Mailman	Part-time Police Officer*	\$ 35,163.23
Nicholas	Malnati	Full-time Police Officer*	\$ 2,037.60
Edward L.	Mann	DPW Seasonal	\$ 641.25
Andrea L.	Mastrototo	Building/Planning Clerk	\$ 4,796.24
Timothy M.	Miner	Full-time Police Officer*	\$ 56,938.78
Randy J.	Mizerick	Board of Health	\$ 565.20
Thomas M.	Monfreda	Plumbing/Gas Inspector	\$ 8,450.00
Stephen J.	Mossey	Conservation Commission	\$ 476.22
Ernest D.	Newcomb	DPW	\$ 46,547.85
Ronald J.	Newton	Police Sergeant*	\$ 74,779.47
Kristen J.	Noel	Treasurer	\$ 18,830.22
Christopher B.	Norcross	Selectman	\$ 1,406.36
Daniel A.	Novak	MART Van Driver	\$ 1,518.00
Lucinda D.	Oates	Board of Health/Conservation Clerk	\$ 384.78
Dennis	O'Donnell	DPW Clerk/Emergency Mgmt. Director	\$ 11,579.53
Patrick	O'Malley	Custodian	\$ 6,362.85
Edward T.	Owens	Sr Tax Workoff	\$ 733.20
David W.	Penttila	Sr Tax Workoff	\$ 610.00
Dennis G.	Perron	Police Chief	\$ 90,168.08
Florence	Pervier	Sr Tax Workoff	\$ 750.00
Elaine	Peterson	Town Secretary/Municipal Finance Clerk	\$ 25,703.38
Michael R.	Pichierri Sr.	Sr Tax Workoff	\$ 750.00
Sarah M.	Plant	Firefighter/Paramedic	\$ 24,384.60
John	Prentiss	Assessor	\$ 1,234.17

Claudia	Provencal	Council on Aging Director	\$ 7,959.29
Wayne A.	Rines	Sr Tax Workoff	\$ 750.00
Anita M.	Scheipers	Town Administrator	\$ 45,330.74
Martin W.	Scott	Firefighter III/Medic	\$ 49,556.76
Peter M.	Silva	Recycling Assistant	\$ 225.44
David	Skamarycz	DPW	\$ 1,226.63
Jeffrey	St.Hillaire	Firefighter/EMT	\$ 4,737.04
Michael	Stauder	Selectman	\$ 1,241.36
Michael P.	Stevens	Conservation Commission	\$ 281.52
Kori V.	Stuart	Police Administrative Asst.	\$ 14,066.91
Darrell M.	Sweeney	Wiring Inspector	\$ 34,528.00
Laurent P.	Therrien	Conservation Commission	\$ 191.52
Scott J.	Tibert	Part-time Police Officer*	\$ 35,883.74
Elizabeth A.	Tuper	Sr Tax Workoff	\$ 750.00
Mark L.	Valis	DPW Mechanic	\$ 53,285.36
Kathleen M.	Vincent	Election Worker	\$ 160.00
Antonette P.	Walker	Board of Health/Conservation Clerk/Libra	\$ 14,456.13
Cynthia	Washburn-Doane	Tax Collector	\$ 32,524.80
Brianna	Whitney	Town Clock Winder	\$ 632.00
Carol	Whitney	Election Worker	\$ 138.00
Adam P.	Wickstrom	Firefighter/EMT	\$ 777.81
Lynn R.	Wilkinson	Election Worker	\$ 144.00
Jeffrey	Williams	Selectman	\$ 625.30
William R.	Withycombe	Part-time Police Officer*	\$ 28,541.00
Patricia A.	Woodward	Sr Tax Workoff	\$ 750.00
		* Include Extra Duty	\$ 1,673,624.91
Respectfully Submitted,			
Kristen J Noel			
Town Treasurer			

Account Number	Account Name	FY 2014 APPROVED
General Government		
114-5100	Moderator	\$330
114-5200	Finance Committee Expenses	\$250
700-5700	Finance Committee Reserve Fund	\$25,000
	Total Legislative	\$25,580
122-5100	Selectboard Salary	\$6,253
122-5105	Town Secretary Wages	\$23,646
122-5200	Selectboard Expense	\$10,000
122-5700	Binding of Records	\$100
129-5100	Town Administrator Salary	\$84,000
129-5200	Town Administrator Expense	\$3,000
161-5100	Town Clerk Salary	\$34,783
161-5105	Town Clerk Certification	\$1,000
161-5200	Town Clerk Expenses	\$3,650
129-5101	Wage Adjustment	\$0
	Pay & Classification Study	\$14,000
	Total Executive	\$180,432
135-5101	Town Accountant Salary	\$37,400
135-5105	Municipal Finance Clerk Wages	\$2,639
135-5201	Town Accountant Expense	\$900
135-5703	Annual Audit	\$15,500
	Total Accountant/Auditor	\$56,439
141-5100	Assessors' Salary	\$3,752
141-5105	Municipal Office Clerk II	\$18,692
141-5201	Assessors' Expenses	\$7,000
141-5206	Assessors' Property Update (RRG)	\$59,500
141-5400	Assessors' Maps	\$6,155
	Total Assessors	\$95,099
145-5100	Treasurer's Salary	\$36,400
145-5105	Treasurer's Certification	\$1,000
146-5106	Municipal Finance Clerk Wages	\$2,639
145-5200	Treasurer's Expense	\$1,800
145-5704	Payroll Service	\$2,500
145-5708	Treasurer's Tax Title Expense	\$5,000
	Total Treasurer	\$49,339
146-5100	Tax Collector Salary	\$33,944
146-5105	Tax Collector Certification	\$1,000
146-5200	Tax Collector's Expenses	\$7,125
146-5708	Tax Collector Tax Title Expense	\$8,150
155-5200	Excise/Property Tax Bill Preparation & Mail	\$2,700
	Total Tax Collector	\$52,919
151-5200	Legal Services	\$40,000
	Total Town Counsel	\$40,000
171-5100	Conservation Comm. Salaries	\$974
171-5200	Conservation Comm. Expenses	\$1,193
NEW	Open Space Committee	\$0
	Total Conservation Commisson	\$2,167
122-5106	Custodial Wages	\$0
122-5204	Slade Building Utilities	\$26,000

Account Number	Account Name	
122-5202	Town Office Phone	\$7,000
122-5207	Computer Maintenance	\$38,000
122-5208	VTH Website Maintenance	\$2,225
122-5400	Copier Expense	\$5,000
	Total Operations Support	\$52,225
162-5200	Elections & Registrations	\$5,050
163-5101	Board of Registrars Wages	\$416
	Total Election and Registration	\$5,466
176-5102	Board of Appeals Clerk Wages	\$508
176-5200	Board of Appeals Expense	\$675
195-5200	Town Report	\$1,000
	Total Other	\$2,183
	TOTAL GENERAL GOVERNMENT	\$587,849
PUBLIC SAFETY		
Police Department		
210-5100	Police Chief Salary	\$88,244
210-5102	Police Wages	\$407,720
210-5103	Police Training Wages	\$12,527
210-5104	Police Department Clerk	\$14,792
210-5200	Police Dept. Maintenance	\$12,140
210-5201	Police Dept. Vehicle Maintenance	\$8,250
210-5403	Police Dept. Equipment & Outlay	\$18,375
	Total Police Department	\$562,048
Fire Department		
220-5100	Fire Chief Salary (Inc Hol)	\$35,514
220-5101	Fire Department FT Wages	\$79,956
220-5106	Fire Department Other Wages	\$40,187
220-5200	Fire Department Maintenance	\$12,900
220-5203	Fire Department Vehicle Maint.	\$18,025
220-5404	Fire Department Equipment & Outlay	\$27,750
220-5720	Emergency Medical Service Space Rent	\$0
220-5721	Other Expense	\$3,325
	Total Fire Department	\$217,657
299-5102	Dispatcher Training Wages	
299-5205	Dispatch Uniforms	
	Total Dispatch Department	\$98,962
192-5100	Building Commissioner Salary	\$26,355
245-5101	Wiring Inspector Salary	
519-5100	Animal Inspector Salary	\$812
519-5705	Animal Inspector Expense	\$300
	Total Building Inspection	\$29,818
175-5200	Planning Board Expenses	\$900
175-5700	Montachusett Reg. Planning District	\$1,322
	Total Planning Board	\$2,222
192-5102	Inspectional Services Asst. (BOH, Conservation)	\$11,215
192-5102	Inspectional Services Asst. (Plan Bd, Build Insp)	\$12,205

	Total Inspectional Services Support	\$23,420
510-5100	Board of Health Salaries	\$2,847
	Landfill monitoring	\$9,930
510-5200	Board of Health Expenses	\$2,335
	Total Health Services	\$15,112
249-5100	Tree Warden Wages	\$1,749
249-5200	Tree Warden Outside Serv.	\$4,000
291-5100	Emergency Planning Director	\$1,015
291-5200	Emergency Planning Expenses	\$1,435
292-5100	Animal Control Officer/Services & Expense	\$15,225
	Total Other Public Safety Services	\$23,424
	TOTAL PUBLIC SAFETY	\$972,663
Education		
300-5700	Quabbin Required Net School Spending	\$2,912,800
300-5700	Quabbin Above Minimum Contribution	\$349,965
300-5700	Quabbin Transportation	\$471,453
300-5705	School: Montachusett. Reg. Voc. Tech.	\$418,737
300-5805	Quabbin Ed Support CTR (DE)	\$27,602
	QRSD Middle/HS Const Bonds (DE)	\$82,030
	QRSD Middle/HS Roof (First Assmt. FY14)	MCSA
	TOTAL EDUCATION	\$4,262,587
Public Works		
421-5100	DPW Director	\$50,000
422-5101	Highway Wages	\$207,094
422-5102	Highway Foreman Wages	\$29,969
422-5103	Highway Dept. Secretary Wages	\$10,836
422-5104	Highway Superintendent Salary	\$30,362
	Total Highway Wages	\$328,261
422-5202	Street Signs	\$2,000
422-5205	Highway Uniforms	\$4,827
422-5206	Highway Bridges & Railings	\$500
422-5207	Highway Dept. Maintenance	\$62,500
422-5210	General Highway Expense	\$89,353
422-5400	Highway Equipment & Outlay	\$7,000
424-5200	Municipal Lights	\$4,000
422-5402	Town Vehicle Fuel & Pump Maintenance	\$50,000
	Total Highway Expenditures	\$220,180
423-5101	Highway Winter Wages	\$50,172
423-5102	Highway Winter Outside Wages	\$7,000
423-5200	Highway Winter Machine Maintenance	\$12,000
423-5205	Plowing of Private Ways	\$3,500
423-5400	Highway Winter Materials	\$106,000
423-5402	Highway Winter Fuel	\$28,000
	Total Highway Snow & Ice	\$206,672
	Total Highway Department	\$755,113

	Cemetery	
491-5100	Cemetery Commission Salaries	\$903
491-5101	Cemetery Commission Clerk-Mun. Clerk I	\$1,214
491-5103	Old Cemetery Expenses	\$0
491-5203	Cemetery Maintenance & Improvement	\$0
491-5205	Evergreen Cemetery, New Lots	\$500
	Evergreen Cemetery (ATM Art #11)	\$500
491-5400	Cemetery Equipment & Outlay	\$1,300
491-5700	Veterans' Graves	\$500
	Total Cemeteries	\$4,917
	TOTAL PUBLIC WORKS	\$760,030
HUMAN SERVICES, CULTURE & RECREATION		
Human Services		
541-5100	Elderly Van Wages	\$32,792
541-5400	Elderly Van Expenses	\$100
541-5105	Council on Aging Director	\$5,380
541-5200	Council on Aging Expense	\$2,000
	Total Special Program	\$40,272
543-5100	Veterans' Agent Salary	\$1,035
543-5200	Veterans' Agent Expenses	\$35
543-5700	Veterans' Benefits	\$6,000
	Total Other	
	Total Human Services	\$47,342
Culture and Recreation		
610-5100	Library Wages	\$33,839
610-5200	Library Utilities & Maintenance	\$17,615
610-5400	Library Books & Materials	\$15,200
	Total Recreation	
650-5200	Agricultural Commission Expense	\$500
691-5200	Historical Commission Expenses	\$500
950-5200	Historic Clock Maintenance	\$750
	Total Commission Expenses	\$1,750
692-5200	Memorial Day	\$1,600
692-5201	250th Celebration	\$0
	Total Celebrations	\$1,600
491-5104	Leonard Field Expenses	
	Total Parks	\$3,020
	Total Culture and Recreation	\$73,024
TOTAL HUMAN SERVICES, CULTURE & RECREATION		\$120,366
UNCLASSIFIED		
Debt Service		
710-5900	Retirement of Debt Principal for Fire Truck	\$0
751-5900	Interest - Long Term for Fire Truck	\$0
752-5900	Interest - Short Term	\$0
	Payment into MCSA	\$0

	Total Debt Service	\$0
Capital Budget		
210-5800	Police cruiser - lease/purchase payment	\$0
422-5400	Highway Dept. 1993 Ford Rehab	\$0
Article 16	Pmt into Municipal Capital Stabilization Acct	\$175,000
	Total Capital Budget	\$175,000
Insurance		
911-5100	Worcester Regional Retirement	\$152,121
912-5100	Workers Compensation	\$17,081
913-5100	Unemployment	\$1,000
914-5100	Ch. 32B (Health Insurance)	\$140,473
916-5100	FICA Assessment (other employee benefits)	\$24,205
945-5700	Other Insurance	\$26,896
945-5701	Property & Casualty	\$47,623
945-5702	Professional Liability	\$15,402
	Total Insurance	\$424,801
Article 9	Senior Workoff Program	\$11,500
	TOTAL UNCLASSIFIED	\$424,801
	TOTAL OPERATING BUDGET	\$7,314,796
	TOWN MEETING TOTAL	\$7,128,296
220-5104	EMS Expenditures (Restricted)	\$211,812
	Reconciliation With Resource Profile	
	Less Capital/Lease Purchase	\$0
	Less Non Exempt Debt	\$0
	Less Municipal Capital Stabilization Fund	\$0
	Less QRSD Required	\$2,912,800
	Less QRSD RASA	\$349,965
	Less QSRD Transportation	\$471,453
	Less QRSD Debt	\$109,632
	Less MRVSD Assessment	\$418,737
	Less Municipal Articles	\$186,500
	Sub Total	\$4,449,087
	NET MUNICIPAL BUDGET	\$2,865,709
	ARTICLES	
Article 16	MCSA ANNUAL APPROPRIATION	\$175,000
Article 9	SENIOR WORKOFF FUNDING	\$11,500
	TOTAL	\$186,500

FY 14
AMBULANCE BUDGET

Budget 2012	Budget 2013	Object Description	Request 2014	Recommend 2014
AMBULANCE BUDGET				
0	33,834	Chiefs Salary	35,514	35,514
0	385	Holiday Pay	0	0
14,000	15,000	5104 Call Wages	15,733	15,733
40,761	66,387	5104 Prorated Full Time	69,020	69,020
20,065	10,239	5104 Weekend Coverage	10,625	10,625
3,100	2,800	5104 Holiday	2,842	2,842
7,500	4,825	5104 Vacation	4,897	4,897
7,000	7,920	5104 Overtime	8,222	8,222
0	4,960	Training	1,218	1,218
92,426	146,350	TOTAL PERSONAL SERVICES	148,071	148,071
0.00	0.00	# Personnel F/T	0.00	0.00
3.00	3.00	# Personnel P/T	3.00	3.00
		# Call Personnel		
-	-	Office Supplies	2,000	2,000
12,000	6,000	Medical Supplies	12,000	12,000
10,000	5,500	Comstar Billing Exp.	11,000	11,000
8,190	8,190	Lease Space	16,380	16,380
4,000	15,875	New Equipment	8,000	8,000
4,000	2,250	Equip Maint Contracts	4,500	4,500
3,000	1,500	License fees	3,000	3,000
	13,335	Building Maintenance		
2,500	9,288	Vehicle Maintenance	3,000	3,000
1,400	550	Oxygen	1,100	1,100
1,200	350	Emp Physical Exams	700	700
-	-	Charter VPN	4,250	4,250
	6,000	Cardio Capnography Upgrade		
46,290	68,838	TOTAL EXPENSES	65,930	65,930
138,716	215,188	TOTAL BUDGET	214,001	214,001
FINANCING PLAN				
206,444	183,728	Balance Forward	113,540	113,540
116,000	145,000	Ambulance Revenue	145,000	145,000
322,444	328,728	Total Available Revenue	258,540	258,540
138,716	215,188	Less Expenditures	214,001	214,001
183,728	113,540	BALANCE	44,539	44,539

TOWN DEPARTMENT MAILING ADDRESSES

In order to satisfy the specific requirements of the U.S. Postal Service, all mail sent to the Town of Hubbardston must contain a unit number. The correct format is:

Town of Hubbardston
[Name of Board/Dept.]
7 Main St, Unit #
Hubbardston, MA 01452

Board of Assessors
7 Main Street, Unit 1

Board of Selectmen
7 Main Street, Unit 3

Council on Aging
7 Main Street, Unit 3

Dept. of Public Works
7 Main Street, Unit 6

Fire Dept.
7 Main Street, Unit 5

Parks Commission
7 Main Street, Unit 3

Police Dept.
7 Main Street, Unit 9

Town Accountant/ Treasurer
7 Main Street, Unit 11

Zoning Board of Appeals
7 Main Street, Unit 7

Board of Health
7 Main Street, Unit 2

Building Dept.
7 Main Street, Unit 7

Conservation Commission
7 Main Street, Unit 7

Emergency Management/CERT
7 Main Street, Unit 4

Jonas Clark Library
7 Main Street, Unit 8

Planning Board
7 Main Street, Unit 7

Tax Collector
7 Main Street, Unit 10

Town Clerk
7 Main Street, Unit 12

Any other department/board, please use 7 Main St, Unit #3