

Town of
PEPPERELL



2013 Annual Town Report

Dedication



Laurie Masiello grew up in Lynn with an older brother Michael and a younger brother Bob. Being a middle child, her Dad fondly called her “The Rose among the Thorns”. Laurie met her husband John in Driver’s Education class in high school. She graduated from Salem State with a Bachelor of Science Jr. High School English degree. After dating for 4 years, Laurie and John were married, and moved to Pepperell a few years later with optimism, enthusiasm and a 17’ camping trailer to build their first house in the country.

Two sons, Chris and Greg, completed their family and Laurie became an active volunteer in their schools, sports and scouting endeavors. She was a founding member and the first Recording Secretary at the Peter Fitzpatrick School Parent Teacher Support Group; was later elected President of the Varnum Brook Middle School Parent Teacher Group; and was on the School Council at

Nashoba Valley Technical High School. She was a team manager in the Pepperell Little League, volunteered in the Pepperell Soccer organization, and sold advertising and concessions for the North Middlesex Pop Warner Football program. She supported her sons through their scouting years and was a Den Leader, Assistant Cubmaster, Tiger Scout Coordinator, organized the regional Polar Bear Derby, and volunteered on the district level at the Nashua Valley Council.

In 1988, Laurie, her husband and their two sons departed from Pepperell and toured the United States in a motorhome, embarking on a one year vacation, homeschooling their sons while looking for a new place to live. After touring 30 states, Canada and Mexico, the family realized their hearts were in Pepperell and voted to return home and begin a new chapter in their lives.

Having started a small home-based business before their trip, Laurie and John started yet another new chapter by propelling their small business, Masy Systems, Inc., into their sole income source in 1995. As they added staff, they moved their business to Lomar Park. As the business grew, they relocated to a larger building in Lomar Park. In 2013, with over 80 employees and open positions, an additional building in Lomar Park was purchased, splitting the operations between the two adjacent sites. Masy Systems, Inc. provides quality validation, calibration and product storage services to the pharmaceutical, biotech and medical device industries. Laurie is the President and CEO of this family owned business, and works side by side with her husband, her two sons, her two daughters-in-law, her brother, her brother-in-law, two sisters-in law, other extended family members, and those she fondly refers to as “adopted” family members.

Having been awarded a Tax Incentive Financing agreement with the Town of Pepperell and the State of Massachusetts for growing their business in Massachusetts, Governor Deval Patrick personally called Laurie to congratulate and thank her for stimulating the economy. The State Treasurer, Steven Grossman, spoke at a reception at Masy Systems congratulating the Masy team for their noteworthy success in very difficult economic times.

Giving back to the community is a priority in Laurie’s life. She is the current Vice President and former Secretary of the Pepperell Business Association (PBA); a new member of the Public Policy Committee of the Nashoba Valley Chamber of Commerce (NVCoC); current member and former Secretary of the Pepperell Woman’s Club (an organization she joined as a shared interest with her Mom); a Lomar Park Trustee; President of Lomar Park Condominium #10; founding sponsor of the Shop Pepperell website; and a Corporator at North Middlesex Savings Bank.

In addition to volunteering her time and talents, Laurie and John have generously donated to many civic projects, including the Pepperell Bandstand and the Pepperell Skate Park on Town Field, the Pepperell Town Clock in Railroad Square, the PBA Summer Concert series, the Pepperell Police Santa Fund, the DARE program, PACH (donated office equipment and yearly contributions), the VFW flagpoles, the Pepperell DPW (donated equipment), the Pepperell Fourth of July Committee (twice nominated for Grand Marshall of the parade), the Friends of Pepperell (donated one of the playground structures), the Friends of the Lawrence Library, the Pepperell Police and Fire departments, the Pepperell Covered Bridge Committee (donated to the new bridge opening celebration), the Pepperell Senior Center (donated a wii game system and frequent grocery items), Pepperell Community Media (donated audio visual supplies), Nashoba Valley Technical High School (donated summer school tuition to worthwhile applicants), and North Middlesex Regional High School (donated computers to a science class).

As an original signer to the Pepperell Army Covenant, Laurie and John commissioned a Veteran's shield that was erected at the town rotary, listing active soldiers and veterans. They also have supported the monthly Veterans' Breakfasts, having sponsored one for the past three years.

Laurie has also taken on leadership roles in the industry, and for the past 10 years she has been an active member of the International Society of Pharmaceutical Engineers (ISPE), and Co-Chair for the past 3 years of the ISPE Boston Chapter Annual Product Show held at Gillette Stadium hosting 2,500 participants. She is also the Program Chair for the New England Parenteral Drug Association (NE PDA), and an active committee member at the National Conference of Standards Laboratories (NCSL).

Laurie and John are proud grandparents to three grandsons, Jay, Bryant and Brian, who are affectionately referred to as their three angels. Laurie's Mom and brother Michael relocated to Pepperell from Lynn after her Father's passing. All have enjoyed riding on the Masy Systems float in the Pepperell Fourth of July parades.

In Memoriam



Nancy Harris passed away on April 12, 2013. She was a long time resident of Pepperell and raised her family here. She loved Pepperell and its rich history and was a member of the Bicentennial Committee and the Historical Society.

She was a member of the Council on Aging, serving as Vice Chair and Secretary. She volunteered at the Senior Center as a receptionist, as a Pen Pal with middle school students, and as a member of the Friends. She loved the seniors and they loved having her greet them as they entered the Center.

A woman of many talents, Nancy sewed, made jewelry and quilted. Along with her husband Jim, she dealt in antiques and collectibles, spending hours researching items on EBay. They also enjoyed several cruises.

Nancy was very proud of being the first woman Police Officer in the Nashoba Valley area.

Myron “Ted” Harmon, Jr., passed away on June 29, 2013. Ted had a lifelong military career in the United States Army. He also worked at Prudential Insurance. He moved to Pepperell in 1985. Ted also served as the Veterans’ Service Officer in Pepperell for 8 years. He was also a member of the Pepperell American Legion. He was extremely proud of his 15 children, and over 105 grandchildren and great-grandchildren.



Otto Bernhard “Pa” Olsen passed away on December 28, 2013. Bernhard was a lifelong resident of Pepperell. Bernhard grew up on Oakhill on the farm his grandfather started in the late 1800’s. Bernhard became a volunteer fireman with the Pepperell Fire Department in 1966 volunteering thousands of hours over his 39 year career, serving as Captain of the Hook & Ladder Company and Deputy Fire Chief on the Board of Engineers. Bernhard was foreman of the Warren VFA hand tub and the family spent nearly every summer weekend travelling the New England states attending fireman’s musters through the 60’s to the 1980’s. Bernhard worked for the Town of Pepperell as a Communications Dispatcher for 32 years. He was the voice of the 6:45 p.m. tone test and the calm voice on the line when you had an

emergency. He was an avid outdoorsman and hunter, and enjoyed hiking, snowmobiling, fishing, boating travelling and chatting. He was an undemanding, big-hearted, generous, easy-going man. He was one of a kind and the world is a lesser place with his passing.

2013 STATE AND NATIONAL OFFICIALS

United States Senators

John F. Kerry

304 Russell Senate Office Building
Washington, DC 20510

One Bowdoin Square, 10th Floor
Boston, MA 02214
617/565-8519

<http://kerry.senate.gov>

Elizabeth Warren

317 Hart Senate Office Building
Washington, DC 20510

2400 JFK Building, 15 New Sudbury Street
Boston, MA 02203
617/565-3170

<http://warren.senate.gov>

United States Representative – 3rd Congressional District

Niki Tsongas

1607 Longworth House Office Bldg.
Washington, DC 20515
202/225-3411

<http://tsongas.house.gov>

11 Kearney Square, 4th Floor
Lowell, MA 01852
978/459-0101

State Officials

www.mass.gov

Governor Deval Patrick

State House, Room 360
Boston, MA 02133
617/725-4005

Lt. Governor Tim Murray

State House
Boston, MA 02133

Secretary of State William Francis Galvin

State House, Room 337
Boston, MA 02133
617/727-9180

Treasurer Steven Grossman

State House, Room 227
Boston, MA 02133
617/367-6900

Attorney General Martha Coakley

One Ashburton Place
Boston, MA 02108
617/727-2200

Auditor Suzanne M. Bump

State House, Room 230
Boston, MA 02133
617/727-2075

Senator - 1st Middlesex District**Eileen Donoghue**

State House, Room 112
Boston, MA 02133
617/722-1630

Eileen.Donoghue@masenate.gov

Representative - 1st Middlesex District**Sheila C. Harrington**

State House, Room 237
Boston, MA 02133
617/722-2305

Sheila.Harrington@mahouse.gov

Middlesex County

District Attorney Marian T. Ryan

15 Commonwealth Avenue
Woburn, MA 01801
781/897-8300

www.middlesexda.gov

Sheriff Peter J. Koutoujian

400 Mystic Avenue
Medford, MA 02155
781/960-2800

www.middlesexsheriff.org

ELECTED OFFICIALS

ASSESSORS

Michael T. Coffey	2016
Jon E. Kaiser	2015
Susan J. Smith	2014

CHARTER COMMISSION

Douglas R. Adams
Caroline D. Ahdab
Judy N. Dalton*
Christopher DeSimone
Lisa M. Ferolito
Michael L. Hartnett
Joseph A. Sergi
Peter J. Shattuck, Sr.
Marcia A. Zaniboni

HEALTH, BOARD OF

Al Buckley*	2013
Phillip D. Durno	2014
Virginia Malouin**	2016
John Marriner	2015

HOUSING AUTHORITY

Donna Franzek	2018
Katherine L. Harris	2015
Janice T. Shattuck	2016
James Trichy	2017

LIBRARY TRUSTEES

Charles Burnham	2016
Molly Kimball*	2015
Frederick Kobs	2014
Amos Mahony*	2014
Gretchen Needham	2016
Ramona Reed	2015
Anne Sauer	2014

MODERATOR

Scott N. Blackburn	2014
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NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE

Anne Adams	2015
Anne E. Buchholz (At-large member)	2014
Jonna Clermont	2015
Brian Edmonds**	2016
Michael Morgan (At-large member)	2014
Randee J. Rusch (At-large member)	2014
Arnold Silva, Jr.*	2013

PLANNING BOARD

Dennis A. Kane*	2013
Joseph Helfter	2018
Richard C. McHugh, Jr.	2014
Anna J. MacDonald	2016
Matthew E. Nesbit	2015
Albert W. Patenuade, Jr.	2017

Associate Member (appointed)

Steven Brittain*	2013
Dennis Kane**	2014

PUBLIC WORKS, BOARD OF

Greg Rice	2016
Patrick McNabb	2015
John Dee III	2014

Appointed Members:

Paul Brinkman	2015
Lewis Lunn	2014

RECREATION COMMISSION

Leigh Ann Colvin*	2013
Terrence Dineen*	2014
Timothy Doyle	2015
Mary Alise Herrera	2014
Brendan McNabb	2016

SELECTMEN, BOARD OF

Michelle R. Gallagher	2016
Michael L. Green	2015
Joseph A. Sergi*	2013
Stephen C. Themelis	2014

TOWN CLERK

Jeffrey W. Sauer	2016
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TREASURER/TAX COLLECTOR

Michael Hartnett*	2015
Debbie J. Nutter**	2014

TREE WARDEN

Peter Shattuck	2015
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* Resigned/retired/term expired

** Appointed/elected to fill unexpired/new term

STAFF POSITIONS

for

ELECTED & APPOINTED BOARDS, COMMISSIONS, OFFICIALS

ACCOUNTANT

Gene Ferrari Town Accountant
Lyn Sharpe Asst. Town Accountant

ASSESSOR'S OFFICE

Maureen Bolger Assistant Assessor
Marcia Jean Scofield* Administrative Assessor

CONSERVATION COMMISSION

Paula Terrasi Conservation Administrator

FIRE DEPARTMENT

Toby Tyler Chief Engineer
Jean Taubert FF/Paramedic
Ben Simmons FF/Paramedic
Kurtis Trichy FF/Paramedic
Susan H. Smith Secretary

BOARD OF HEALTH

Robin Hebert Animal Health Inspector
Sandra Grogan Board Secretary
NABH staff:
Kalene Gendron, R.S. Health Agent
Sharon Fata, RN. Staff Nurse

BOARD OF SELECTMEN

John F. Moak Town Administrator
Peggy Mazzola Administrative Assistant
Martin Cadek Systems Administrator
Albert White Head Custodian

INSPECTION DEPARTMENT

Susan H. Smith Assistant to the Inspectors

PLANNING BOARD

Susan Snyder Planning Administrator

RECREATION COMMISSION

Stacey Drahusz Recreation Facilities
& Program Director

LAWRENCE LIBRARY

Debra Spratt Library Director
Tina McEvoy Director Adult Svcs/Assistant Director
Kat Lewin Youth Services Librarian
Patricia Payer Inter-Library Loans
Pamela Vance Senior Library Technician
Shannon Brittain Library Technician
Sherrill Burgess Head of Circulation
Myra Lane Library Technician
Franek Kiluk Custodian

BOARD OF PUBLIC WORKS

Ken Kalinowski DPW Director/Town Engineer
Terrence Spaulding Cemetery/Parks Manager
Peter Shattuck Highway Superintendent
Nancy Cyr Highway Dept. Secretary
Patricia A. DeLorey Water Dept. Secretary
Laurie Stevens Asst. DPW Director/
Sewer & Water Superintendent
Susan Gurney Administrative Assistant
Kris Hartwell WWTP Secretary

SENIOR CENTER

Marcia Zaniboni Director
Dianna Homoleski** Coordinator of Volunteers
Susan McCarthy Activities Coordinator
Virginia Spinney* Coordinator of Volunteers
Elizabeth Selenger Outreach Coordinator
Dennis Valcourt Kitchen Manager
Albert Harris Custodian

TOWN CLERK'S OFFICE

Barbara Smith Assistant Town Clerk

TREASURER/TAX COLLECTOR

Jane Carrubba Assistant Treasurer/Benefits
Administrator
Marron Ryan* Assistant Collector
Sharon Tetreault** Assistant Collector

ZONING BOARD OF APPEALS

Cheryl Lutz Assistant

* Resigned/retired/term expired

** Appointed to fill unexpired term

APPOINTED BOARDS/COMMITTEES

AGRICULTURAL ADVISORY BOARD

Tony Beattie	2016
James Friend	2014
Heather Friend	2016
Robert Lindgren	2016
Todd Russell	2015

ANIMAL CONTROL OFFICER

Alicia Flagg	
Kathleen Comeau, Assistant	2014
Christopher Comeau, Assistant	2014
Wayne Comeau, Assistant	2014

CABLE TV ADVISORY COMMITTEE

Debra Spratt	2014
Robert Sweeney	2014

CAPITAL PROGRAM COMMITTEE

Michael Hartnett*	2013
Debbie J. Nutter**	2014
John F. Moak	2014
Melissa Tzanoudakis	2014

COMMUNICATIONS DEPARTMENT

Frank Quattrochi, Director	2016
David Stairs, Assistant Director	

Dispatchers

Jeffrey Cormier
Melissa Hippler
Elizabeth Jones
Justin Zink

Spare Dispatchers

Shawn Shattuck

CONSERVATION COMMISSION

Robert Elliott	2015
Kris Masterson	2016
Linda Moody	2016
Robert Rand	2015
Patricia Swain Rice	2015
Jeffrey Sauer	2014
Peter Steeves	2014

CONSTABLES

James D. Flanders	2016
Patricia Krauchune	2014
Neil McGorty	2014
Frank Quattrochi	2014

COVERED BRIDGE COMMITTEE

David Babin	2015
Diane Cronin	2016
Erica McLellan	2014
Maureen Desveaux	2016
Martin Gardner	2014

COUNCIL ON AGING

Jerrilyn T. Bozicas*	2015
Sandra Dube	2014
Lori Durno**	2016
Cathy Forrest	2015
Barry R. Fuller	2014
Nancy Harris*	2013
Diane Kazanjian	2016
Joan Ladik**	2015
Virginia Malouin	2015

CULTURAL COUNCIL

Lindsay Black	2014
Lynn Black	2015
Judith Duggan	2015
Mariea Eckstein	2014
Katherine Kimball	2014
Irene Leddy	2014
Sharon Tetreault	2015

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Chester E. Babineau	2014
Keith C. Bagley	2014
Sandra Ciccone	2014
Diane Cronin	2014
Walter J. Dwyer*	2014
Tracie Ezzio	2014
John Masiello	2014
Hal Sartelle	2014
Chuck Walkowich	2014

EMERGENCY MANAGEMENT

George Ux, Director	2014
David Querze, Deputy Director	2015
David Peabody, Communications Officer	2014

Auxiliary Police

David Querze, Captain	2014
Paul Nelson, Lieutenant	2014
Edward Lane, Lieutenant	2014
Richard Baum, Sergeant	2014
Glenn Caswell, Sergeant	2014
Alex Codyer	2014
Jesse A. Cummings-White	2014
Sean Johnson	2014
Mike P. Kyle	2014
Jacob LaChance	2014
Michael Luibil	2014
Thomas MacEachern	2014
Kyla J. Mahoney	2014
Jeffrey J. Noble	2014
Michael Pietroforte	2014
Jordan Salinas	2014
Stephen Scalzillo	2014
Anthony Wales	2014
Scott Woodward	2014

EMERGENCY MANAGEMENT

Radio Amateur Civil Emergency Services (RACES)

Tony DiCenzo	2014
James Hein	2014
Peter Nordberg	2014
David Peabody	2014
Lynda Pozerski	2014
Stanley Pozerski	2014

EMERGENCY PLANNING COMMITTEE

John Marriner	2014
Toby Tyler	2014
Frank Quattrochi	2014
Chief David Scott	2014
Peter Shattuck	2014
George Ux	2014
Marcia Zaniboni	2014

FENCE VIEWER

Richard Aubin	2014
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FINANCE COMMITTEE

John Anselmi*	2014
Alan O. Leao, Jr. *	2013
Robert Marti	2015
Forrest Roush	2015
Holly Seiferth	2015
Melissa Tzanoudakis	2014
George Zacharakis	2014

FIRE ENGINEERS, BOARD OF

Milton Blood, Deputy Chief	2014
John T. Rose, Deputy Chief	2014
Peter Shattuck, Deputy Chief	2014
Toby Tyler, Chief	2014

Firefighters

Kevin Babcock	2014
Eric Bagby	2014
Rick Barry	2014
Stephanie Bergeron	2014
Michael Blood, Captain	2014
William Brooks	2014
Jonathan Caten, Lieutenant	2014
Stephanie DeMarco	2014
Michael Doherty, Captain	2014
Seth Durno, Lieutenant	2014
Kenneth English	2014
Derek Flanders	2014
Dana Franzek, Captain	2014
Derek Franzek	2014
Scot Gardner*	2014
Mitch Goscombe	2014
Tyler Goulding	2014
Mike King	2014
Michael Kingsbury	2014
Derek LaLiberte	2014
Matthew Maciel	2014
Eric Malo	2014

FIRE DEPARTMENT

Firefighters (cont.)

Paul McBrearty, Jr., Lieutenant	2014
Vincent Messina, Jr.	2014
Timothy Morine	2014
Carl Morrison	2014
Dan Murphy, Jr.	2014
Kevin Pena	2014
Andrew Perry	2014
Timothy Powers	2014
Peter Quintin	2014
Jason Russell	2014
George Schkuta	2014
Shawn Sennott	2014
Shaun Shattuck	2014
Thomas Shattuck	2014
Trevor Stanton	2014
William Stone	2014
Steve Symonds	2014
Jake Tricket	2014
Justin Zink	2014
Nathan Zink	2014

Ambulance Personnel

Jennifer Bryant	2014
Rachael Casazza	2014
James Casserly	2014
Mike Derderian	2014
John Gubernat	2014
Daniel Hartling	2014
Rich Layne*	2014
Frank Melendy	2014
Timothy Patno	2014
Patricia Ring	2014
Melissa Schrader, Lieutenant	2014
Ben Simmons	2014
Jean Taubert	2014
Kurtis Trieby, Captain*	2014
Cathy Tyler	2014

FOREST WARDEN

Peter Shattuck	2014
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HISTORICAL COMMISSION

Diane Cronin	2015
Dean A. Johnson	2014
Ronald Karr	2014
Franek Kiluk*	2013
Anthony Saboliauskas	2015

INFORMATION SYSTEMS TECHNOLOGY COMMITTEE

Gregory Gougian	2014
Chris Marko	2014
John Matley	2014
David Pease	2014
Douglas C. Sawyer	2014
Robert Sweeney	2014
Jeff Sauer, Webmaster	2014

INSPECTORS

Harry Cullinan, Inspector of Buildings/ Zoning Officer	2014
John Dee III, Electrical Inspector	2014
Eugene Douglas, Gas Inspector	2014
Ralph Gilmore, Asst. Elec. Insp.	2014
John Cryan, Asst. Gas Inspector	2014
John Cryan, Plumbing Inspector	2014
Eugene Douglas, Asst. Plumbing Inspector	2014

LOCAL LICENSING AUTHORITY

Todd W. Blain	2014
William Greathead	2014
Armando Herrera	2014
Alan Lessieur	2014
Thomas Maskalenko	2014
Nick Parker	2014
David Scott	2014

MOTH SUPERINTENDENT

Peter Shattuck	2014
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NASHOBA VALLEY TECHNICAL HIGH SCHOOLCOMMITTEE

Albert Buckley	2016
Sandra M. Proctor	2014
Janet A. Young	2015
Donald Bradanese, Alt.*	2013
Jessica Owen, Alt.**	2016

PARKING CLERK

Heather Ganley*	2013
Eileen Lundstrom**	2014

PERSONNEL BOARD

Michelle Gallagher, Selectmen's Rep.	2014
Toby Tyler, Employee Rep.	2014
Melissa Tzanoudakis, Finance Comm. Rep.	2014

PEPPERELL CRANK-UP COMMITTEE

James Dunn	2015
Kim C. Spaulding	2015

POLICE DEPARTMENT

David Scott, Chief	2015
Todd W. Blain, Lieutenant	2014
William Greathead, Sergeant	2014
Armando Herrera, Sergeant	2014
Alan Lessieur, Sergeant	2014
Thomas Maskalenko, Detective	2014
Nick Parker, Sergeant	2014
Heather Ganley, Administrative Assistant*	2013
Eileen Lundstrom, Administrative Assistant**	2014

Officers

Steven A. Burke	2014
Jared J. Carrubba	2014
Ryan Coyle	2014
Ryan Fogarty	2014
Jeremiah Friend	2014
Bruce Haskins	2014
Stephen Mulkerin	2014
Richard Smith	2014
Fabrizio Vestri	2014

POLICE DEPARTMENT (cont.)Part-time Officers

Steven Bezanson (Reserve)	2014
Paul Nelson	2014
David Querze	2014

Detention Room Supervisors

Richard Baum, Jr.	2014
Deborah A. Bezanson	2014
Steven Bezanson	2014
Glenn B. Caswell	2014
Edward Lane	2014
Michael Luibil	2014
Eileen Lundstrom	2014
Paul Nelson	2014
Nicholas Pentedemos	2014
David Querze	2014
Anthony Wales	2014
Justin Zink	2014

POLICE DEPARTMENTSpecial Police - Dunstable

George Aggott	2014
Louis Berard	2014
Charles Chaprales	2014
James Dow	2014
James Downes III	2014
Shawn Drinkwine	2014
Darrell Gilmore	2014
Eric Hoar	2014
John J. Koyutis	2014
Nicholas Papageorgiou	2014
Sean Ready	2014
Gregg Sanborn	2014
Matthew Sech	2014
Jeffrey Swift	2014
Matthew Tully	2014

Special Police – Groton

Nicholas Belz	2014
Robert Breault	2014
Peter Breslin	2014
Edward Bushnoe	2014
Gordon Candow	2014
Paul Connell	2014
Omar Connor	2014
Timothy Cooper	2014
James Cullen III	2014
Bethany Evans	2014
Derrick J. Gemos	2014
Jason Goodwin	2014
Kevin Henehan	2014
Michael Lynn	2014
Stephen McAndrew	2014
Rachael Mead	2014
Donald Palma, Jr.	2014
Irmin Pierce, III	2014
Dale Rose	2014

POLICE DEPARTMENT

Special Police – Groton (cont.)

Victor Sawyer	2014
Edward Sheridan	2014
Gregory Steward	2014
Patrick Timmins	2014
Corey Waite	2014

Special Police - Hollis

Richard Bailey	2014
Richard Bergeron	2014
Angelo Corrado	2014
Tracy A. Dunne	2014
David Duquette	2014
Tara Koski	2014
Brendan LaFlamme	2014
Richard Mello	2014
James Sartelle	2014
Jonathan Tate	2014
Kris Thibault	2014
David Turgeon	2014
Joseph Wallent	2014

Special Police - Townsend

Tony Brennan	2014
Austin Cote	2014
Brent Davis	2014
Mark Francis	2014
Mark Giancotti	2014
Randy Girard	2014
John Johnson	2014
James Landi	2014
James Marchand	2014
Michael Marchand	2014
Erving Marshall	2014
Kimberly Mattson	2014
David Phillips	2014
David Profit	2014
Joseph Quinn	2014
George Reidy	2014
Thaddeus Rochette	2014
Daniel Schultz	2014
Cheryl M. Stevenson	2014
Christopher VanVoorhis	2014

REGISTRARS

Jane Eshleman	2015
Kathryn P. Pries**	2016
Patricia A. Sergi*	2013
Heather Zacharakis	2014
Barbara A. Smith, Assistant	2014

SEALER OF WEIGHTS & MEASURES

Eric Aaltonen	2014
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TOWN COUNSEL

Edward J. Richardson, Esq.	2014
Peter A. Zahka, II, PC, Assistant	2014

TOWN FOREST COMMITTEE

Robert Lindgren	2014
Joseph Radwich	2014
Peter Shattuck	2014

TRUSTEES OF BROOKS EDUCATIONAL AND
ENTERTAINMENT FUND

Chester Babineau	2014
Edward P. McDuffee*	2013
John McNabb	2015

VETERANS' SERVICE OFFICER

Joseph J. Mazzola	2014
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VETERAN'S GRAVE OFFICER

Terrence Spaulding	2014
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VIETNAM MEMORIAL & HONOR ROLL
COMMITTEE

Michael Flaminio	2014
James M. McKenna	2014
Joseph M. Moore	2014

ZONING BOARD OF APPEALS

Jan Adamczyk**	2016
Annette R. McLean	2014
Sherrill Rosoff*	2013
Mark Walsh	2015
Sean E. McCaffery, Associate Member	2014

ELECTION WORKERSPrecinct 1

LeeAnn Phoenix	Warden
Michael J. Recco	Deputy Warden
Paul Spoth	Clerk
Virginia Boundy	Deputy Clerk
Kristy Benson	Inspector
Constance Bernhardt	Inspector
Jenny S. Crisman	Inspector
Judith Dalton	Inspector
Kimberly Green	Inspector
Lori Flournoy	Inspector
Linda Harkins	Inspector
Carol J. Hasse	Inspector
M. Alise Herrera	Inspector
Elaine M. Jefferson	Inspector
Jeanne LeBlanc	Inspector
Ellen G. Marcoux	Inspector
Ann M. Nieva	Inspector
David Pease	Inspector
Lynda J. Pozerski	Inspector
Marilyn Tremblay	Inspector
Patricia Wallace	Inspector

Precinct 2

Mary Theall	Warden
Rose M. Landry	Deputy Clerk
Joan Ladik	Deputy Warden
Barbara Cronin	Clerk
Christina Budd	Inspector
Gertrude T. Dapcic	Inspector
Joan M. Katsines	Inspector
Thomas R. Landry	Inspector
Lorna R. Levi	Inspector
Mary E. Lynch	Inspector
John Marriner	Inspector
Fay McChristian	Inspector
Thomas J. McGrath	Inspector
Alice M. Peck	Inspector
Virginia Pillsbury	Inspector
Diane Querze	Inspector
Nancy A. Reagan	Inspector
Martha Spaulding	Inspector
Barbara Z. Stromsted	Inspector
Diane P. Temple	Inspector
David Theall	Inspector
Winifred M. Wheeler	Inspector

ELECTION WORKERSPrecinct 3

Carole M. Babineau	Warden
Barbara A. Smith	Deputy Warden
Diane B. Karr	Clerk
Jennifer Putnam	Deputy Clerk
Anne Adams	Inspector
Diane Archambault	Inspector
Scott Blackburn	Inspector
Linda Burns	Inspector
Lorraine Christman	Inspector
Janet M. Cramb	Inspector
Patricia W. LeBlanc	Inspector
Lois Libby	Inspector
Doris E. Livadas	Inspector
Margaret L. Lowry	Inspector
Virginia Malouin	Inspector
Theresa McPartlan	Inspector
Madge A. Meehan	Inspector
Ruth Moses	Inspector
Marjory Nickerson	Inspector
Judith Nolan	Inspector
Joan Paden	Inspector
Suzanne Rowse	Inspector
George Ux	Inspector
Joan E. Ux	Inspector
Grace H. Williams	Inspector

* Resigned/retired/term expired

** Appointed to fill unexpired term

BOARD OF SELECTMEN

The Pepperell Board of Selectmen respectfully submits its report to the citizens of Pepperell, regarding activities conducted in 2013.

The composition of the Board changed during this calendar year. Selectman Joseph Sergi, chose not to seek re-election after three terms as Selectman; Michelle Gallagher was elected at the Annual Town Election, joining Stephen Themelis and Michael Green.

The economic challenges of our community continued to require the acute attention of the Board. The Selectmen and Finance Committee working with Department Heads have decreased the dependency on using reserve accounts during the last three fiscal years. It was the goal for FY 2014 to have a balanced budget without use of reserve accounts. The formulas used by the state to determine the minimum target contribution to the regional school district changed this year in the Governor's budget. Even though the legislature chose not to use this formula in the final state budget, the regional school budgets had already been set and the revised formula was used. This formula added a large increase to the town's assessment totaling \$523,000 for FY 2014. This increase was greater than the increase in revenues from the Proposition 2½ levy and new growth. The budget was again balanced using reserve funds, this did not allow the town to reach the goal of a balanced budget without dependency on reserve accounts. The use of reserve funds will continue to make it more difficult to balance the budget without significant reduction in services. The budget preparation for FY 2015 began earlier this year and before the end of the calendar year the Finance Committee and Board of Selectmen had been meeting to discuss the need for increased revenues to meet the service needs of the Town.

The Board of Selectmen received the results of the EDAC survey sent to homes through the census mailing. Over 25% of the surveys were returned. The results have been published on the Town website. The results are a significant tool to look at the future needs of the community. The overall results showed a desire to maintain the character of the community, but it also listed numerous services desired by the residents. These ranged from better retail food options to the need for full service restaurants. Public concerts and activities for children were praised, while the need for a good school system remained high on the list of priorities. The need for more businesses and convenience for shopping were significant desires of the community. Taking into consideration the survey results, the Board of Selectmen worked with the Planning Board to make changes in zoning to help provide opportunities for the additional services outlined in the survey results. The most significant change sought by the Board of Selectmen was the change of zoning for the Peter Fitzpatrick School property from residential to commercial. This request did not receive approval from the Town Meeting for the second consecutive year...

The Board of Selectmen continued to work with the Charter Commission in shaping a document that would be the first Municipal Charter for the Town of Pepperell; historically the town has been governed through by-laws without a specific charter document to outline the organization of the municipal government. Prior to the election of the Charter Commission members, the Department of Revenue at the request of the Board of Selectmen conducted a Financial Management Review into the practices and long term planning for the town. This document became a significant report used by the Charter Commission in developing a Charter which would create a more defined organizational process for budgets and management of finances within the Town. The Commission completed their draft of the Charter, held public hearings, and have completed the process to include this document for approval at the April, 2014 Annual Town Election.

The Gulf War on Terrorism Monument Committee met with the Selectmen on several occasions to present their plan for a Monument commemorating those who served in this War. The Committee presented a design using the town land adjacent to the rotary. After review of several designs the Board of Selectmen

agreed to support the use of this land for the monument pending clearance that the land could be used for such purposes.

During the year the following Department Head appointments were made:

On January 14, 2013, Martin Cadek was appointed Information Technology System Administrator, following as extensive interview and recruiting process.

On April 22, 2013, Debbie Nutter was appointed Treasurer/Collector to fill the vacancy created by the resignation of Treasurer/Collector Michael Hartnett. This appointment will run to the next Annual Town election in April, 2014. Michael had served as Treasurer/Collector for 14 years and was leaving this elected position to accept a similar position for the Town of Groton.

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ZONING BOARD OF APPEALS

Responsibilities/Duties:

1. To hear and decide appeals in accordance with Section 9200 of the Zoning By-Law.
2. To hear and decide applications for special permits as provided in Section 9221 of the Zoning By-Law.
3. To hear and decide appeals or petitions for variances as provided in Section 9222 of the Zoning By-Law.
4. To hear and decide appeals as provided in Section 9223 of the Zoning By-Law.
5. To hear and decide comprehensive permits as provided in Section 9224 of the Zoning By-Law.

Authority:

Town of Pepperell Zoning By-Law Section 9220 and Massachusetts General Laws Chapters 40A, 40B, and 41.

2013 Activities:

Three (3) new applications were submitted to the Zoning Board of Appeals in 2013. Table contains breakdown of applications which were decided in 2013:

	Granted	Denied	Pending	Withdrawn
Variances	3	0	0	0
40B-Comprehensive Permits	0	0	0	0
Administrative Appeals	0	0	0	0
Special Permits	0	0	0	0
Amendments to Decisions	0	0	0	0

2013 Zoning Board of Appeals Members:

Full Board Members (3): Annette McLean (Acting Chair/Clerk), Mark Walsh, Jan Adamczyk

Associate Board Members (2): Sean McCaffery and (Open)

Staff: Cheryl Lutcza, ZBA Assistant.

Resignations: Sherrill Rosoff (Full Board Member/Chair)

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PERSONNEL BOARD

The Town of Pepperell Personnel Board respectfully submits its 2013 Annual report.

During this year a number of positions were reviewed in regards to title and grades, and job descriptions. The two positions that provided clerical assistance to the Inspection Office and the Fire Department were combined into one position: Assistant to the Inspection Office and Fire Department. Water Department Secretary was re-graded to Administrative Assistant to the Water Department.

During the budget process, the Board reviewed salaries for by-law employees, it was approved that the by-law employees receive a COLA in the amount of 1.5% of base salary beginning July 1, 2013.

The Town's Labor Attorney upon the request of the Town Administrator reviewed the by-laws for any discrepancies in policies that were unique to the Town of Pepperell. Attorney Sharon Siegel presented a list of by-laws that did not seem to be within the consensus of other Massachusetts communities. These by-laws were reviewed by the Personnel Board and changes were made and adopted at the Annual town Meeting:

Holiday and vacation benefits were credited to the employees upon hiring date.

Sick leave accruals were increased to 8 hours per month for full time employees

Explanation of Personnel Leave eligibility was amended for clarity

The maximum number of sick days an employee may donate to sick leave bank was designated at 10 days.

The Board reviewed the request to have the Board of Health Titles and Classifications removed from the by-law schedule. The Personnel Board agreed that the Board of Health has the authority to hire personnel and set salaries within the limits of the budget. Employee benefits remain under the by-laws.

BOARD OF ASSESSORS

The Board of Assessors submits herewith its annual report for the fiscal year ending June 30, 2014.

The purpose of the department is to establish fair and equitable assessments for the Town of Pepperell in Real Estate and Personal Property. In addition, the department is responsible for implementing the Motor Vehicle Excise tax, processing Real Estate, Personal Property and Excise tax abatements, and processing tax exemptions for qualifying individuals. The department administers special assessments for farm and forest management programs and charitable organizations. The Staff also assists other town departments, real estate agencies, surveyors, attorneys, and appraisers on a daily basis. The Assessors are also responsible for defending all appeals to the Appellate Tax Board.

Assessed values are subject to triennial review by the Massachusetts Department of Revenue. Fiscal 2014 was an interim adjustment year and the assessed values required a reduction to reflect full and fair cash value as of January 1, 2013. The assessed values were primarily based on sales from calendar year 2012 but because there were limited sales in 2012, additional sales were taken from 07/01/2011 to 12/31/2011 and 1/1/2013 to 06/30/2013. The tax rate was approved by the DOR in early December and was set at \$15.86. The following tables show the changes in total amounts to be raised, estimated receipts and property valuations over the past four years.

	FY 2011	FY 2012	FY 2013	FY2014
Gross to be Raised	22,841,606	24,300,043.07	24,800,343.77	25,429,444.06
Estimated Receipts Available Funds	7,605,443.70	8,602,120.84	8.347,085.00	8,371,947.00
Property Valuations	1,160,408,435	1,155,108,333	1.113,211,013	1,075,504,228
Tax Rate	\$13.13	\$13.59	\$14.78	15.86

Each year voters attend Town Meetings to establish expenditures for the ensuing fiscal year. The total that can be spent by the Town Meeting is capped under Proposition 2 ½, a ballot initiative passed in 1980, and this total sum of money necessary to run the Town determines the amount that must be raised through local property taxes. The tax rate is that percent of total assessed value necessary to meet monetary requirements established by Town Meeting appropriations.

The Fiscal Year 2014 Tax rate is set at \$15.86 per thousand dollars of value for both, residential, commercial, industrial and personal property. This is 6.8% higher than last year's rate of \$14.78 per thousand. Readers may be quick to re-calculate tax liabilities based upon that new rate but must remember that assessed values have been reduced to more closely reflect market trends. Overall, assessed values are down 3.5% from the prior tax year.

A number of factors contributed to an increased tax rate. Generally the rate is increased by 2.5% per year under the confines of Proposition 2 ½. An increase is also allowed for any new growth over the year. Other increases to the tax base include debt service exclusions and over-rides previously voted by the Town Meeting. Fiscal 2014 had no overrides. The following is a breakdown of the tax rate increase.

Table of Tax Rate Breakdown

Description	Increase to Levy	\$	\$ increase	Tax Rate
2013 Beginning Levy Limit / 2013 Tax Rate		16,049,238		14.78
Increase in tax rate due to decrease in values			0.14	
Additions to FY 2013 Levy Limit				
Prop 2 ½ Increase	401,231		0.37	
New Growth	91.193		0.09	
FY 2014 Levy Limit (before Debt Exclusions)		16,541,622	0.60	15.38
Debt Exclusions: VBMS Addition	(24,199)		-0.02	
PFS Addition	0		0.00	
NMRS Perm	380,538		0.35	
NVTHS Perm	95,260		0.09	
Fire Truck	36,520		0.03	
Ambulance	33,594		0.03	
Total Deb Exclusions		521,713	0.48	15.86
Tax Levy		17,068,796		15.86

Fast Facts and Figures:

Real Estate:		Commercial/Industrial Properties:	
Number of Bills:	4592	Number of Properties:	183
Total Taxable Valuation:	1,075,504,228	Average Valuation:	275,546
Total Taxes:	17,057,497.06		
Total Number of Parcels:	4,607	Personal Property:	
		Number of Bills	218
		Total Personal Property Valuation:	16,783,390
Residential:		Total Taxes:	266,185
Number of Single-Families:	3,095		
Avg Single-Family Valuation:	272,186	Exempt Properties:	
Total Number of 2-Families:	172	Number of Exempt Properties	200
Avg 2-Family Valuation:	257,753	Exempt Property Valuation	83,593,800

REPORT OF THE TOWN TREASURER

	<u>Pooled</u>	<u>Money</u> <u>Market</u> <u>Fund</u>	<u>Oper. Accounts</u>	<u>Total</u>
	<u>Investments</u>	<u>Accounts</u>	<u>Vendor/Payroll</u>	<u>Funds</u>
<u>Fund Balances:</u>				
General Fund	\$223,477	\$ 950,364	\$ 23,229 ***	\$1,197,070
Highway Improvement Fund		-		-
Special Revenue Fund		662,604		662,604
Ambulance Fund		9,895		9,895
Capital Project Fund		(68,560)		(68,560)
Sewer Enterprise Fund		3,067,914		3,067,914
Water Enterprise Fund		1,227,750		1,227,750
Transfer Station Enterprise Fund		138,636		138,636
Agency Funds		148,623		148,623
Flexible Spending Health Escrow		8,036		8,036
<u>Non-expendable Trust Funds: **</u>				
Cemetery Perpetual Fund	156,247			156,247
Brooks Fund	45,100			45,100
Farrar Flag Pole Fund	150			150
Lawrence Library Perpetual Fund	62,575			62,575
Lawrence Library Carter Fund	13,865			13,865
Lawrence Library Thurston Fund	501			501
<u>Expendable Trust Funds: **</u>				
Cemetery Perpetual Income Fund	34,555			34,555
Brooks Income Fund	30,059			30,059
Farrar Flag Pole Income Fund	674			674
Lawrence Library Income Fund	82,790			82,790
Lawrence Library Carter Income Fund	3,951			3,951
Lawrence Library Thurston Income Fund	371			371
Lawrence Library Heald Income Fund	16,178			16,178
Lawrence Library Smith Income Fund	5,925			5,925
<u>Other Trust Funds: **</u>				
Stabilization Fund	638,692			638,692
Retirement Fund	4,496			4,496
Conservation Fund	17,196			17,196
Land Fund	7,840			7,840
Total Funds, June 30, 2013	\$1,344,642	\$6,145,262	\$23,229	\$7,513,134

Respectfully submitted,

Debbie J. Nutter
Treasurer-Collector

Note: All accounts are independently audited each year by a certified public accounting firm, without exception.

** All trust fund balances are inclusive of required GASB-31 Fair Market Value adjustments.

REPORT OF THE COLLECTOR OF TAXES

For the calendar year ending December 31, 2013, the following taxes, interest, charges, tax title liens, utility liens, deferrals, betterment payoffs, apportioned betterments, payments in lieu of taxes, mobile home fees, and municipal lien certificates were collected by this office.

Taxes:

Real Estate	\$16,342,095.09
Motor Vehicle Excise	\$1,094,664.62
Personal Property	\$273,799.53

Interest:

All Taxes	\$113,502.04
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Charges:

All Taxes	\$14,346.14
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Tax Title Liens:

Real Estate Taxes	\$65,712.00
Sewer Utility Liens	\$6,685.00
Water Utility Liens	\$183.13

Utility Liens added to Tax:

Sewer Liens added to Tax	\$86,099.00
Water Liens added to Tax	\$86,196.81

Deferred Tax Liens:

Real Estate Taxes	0
Betterments	0

<i>Betterment Payoffs:</i>	\$93,934.12
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<i>Apportioned Betterments:</i>	\$382,030.16
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<i>Payments in Lieu of Taxes:</i>	\$1,610.85
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<i>Mobile Home Fees:</i>	\$17,515.00
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<i>Municipal Liens Certificates:</i>	<u>\$20,000.00</u>
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Total Collections Calendar 2013	\$18,598,374.49
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Respectfully submitted,

Debbie J. Nutter, Treasurer/Collector

*All accounts are independently audited each year by a certified public accounting firm without exception.

CONSERVATION COMMISSION

The Conservation Commission works to protect Pepperell's natural resources. We do this in several ways. We are the local administrators of the Massachusetts Wetlands Protection Act (WPA), MGL Ch. 131§40, and the Pepperell Wetlands Protection By-Law; we plan for and manage the Town's conservation properties; we work with and advise other Town bodies such as the Planning Board, Building Inspector's office, and DPW on natural resources issues, and we provide information to Town residents. The WPA and the Pepperell Wetlands Protection By-Law provide a review process for projects that could affect our valuable wetlands. In simplified form, the Act says that no one may fill or alter a wetland or wetland resource area without a permit. Under the WPA, the Commission, with the help of our administrator, reviews applications and renders findings.

Our local By-Law provides further guidance for home and land owners working near wetlands. Healthy, functioning wetlands protect our water supply, provide flood control, prevent pollution, and enrich our community's wildlife habitat. The WPA usually applies to any project if it occurs in or near wetlands. Typical projects include new buildings and driveways, changes to existing buildings or landscaping, and improvements to roads or utilities.

Applicants applying for building permits are routed to the Conservation Commission office to determine if their project will fall under the jurisdiction of the Commission. The table below shows the number of building permit applications reviewed.

	2009	2010	2011	2012	2013
Building Permits Applications Reviewed	79	69	56	50	59

The Commission works with other land protection organizations to purchase properties for conservation and ensure all conservation properties are safe and accessible. Under the direction and coordination of the Conservation Commission, volunteers provide an invaluable service to the Town of Pepperell by monitoring trails, clearing trails of debris and downed trees, mowing trails and small meadow areas, plowing parking areas during winter months, and assisting with other necessary maintenance. Volunteers are a critical part of the trail monitoring and maintenance program and volunteers can sign up on the website. The Commission also appreciates the Eagle Scout candidates who work with us and give so much of their time to complete projects within our community.

The Commission continues its efforts to update the Open Space and Recreation Plan. Communities with up-to-date Open Space and Recreation Plans can apply for LAND grants (formerly Self-help grants). LAND grants can be used for land acquisition and for projects involving passive outdoor recreation.

We encourage you to visit our conservation properties. There are many recreational opportunities in Pepperell. Most conservation properties contain trails that can be used for walking, running, biking, cross-country skiing, and snowshoeing. Some of our properties are available for hunting (see website for a list of properties open for hunting) but there are also opportunities for sledding, fishing, kayaking, canoeing, swimming, and ice skating. A map of all conservation properties is available on the Town of Pepperell website as well as trail maps, including many new trail maps for properties not previously GPSed.

We invite you to visit our page on the Town's website by going to www.town.pepperell.ma.us/conservation. Our page details the workings of the Commission, including upcoming meeting dates and agendas, minutes to past meetings, access to permit applications, and information about Pepperell's conservation lands.

Please call the Conservation Commission office at 978-433-0325 if you have any questions or comments. Our Conservation Administrator, Paula Terrasi, staffs our office in Town Hall Monday through Wednesday 8:00 am to 4:30 pm and some Thursday mornings.

Robert Elliott, Chairman
Patricia Swain Rice

Kristina Masterson
Jeffrey Sauer

Linda Moody
Peter Steeves

Robert Rand

INSPECTION DEPARTMENT

Appointed Positions:

Harry Cullinan, Inspector of Buildings/Zoning Officer
John Dee III, Electrical Inspector
Ralph Gilmore, Assistant Electrical Inspector
John Cryan, Plumbing Inspector/ Assistant Gas Inspector
Eugene Douglas, Gas Inspector/Assistant Plumbing Inspector
Susan H. Smith, Assistant to the Inspectors

During the past year as the Inspector of Buildings/Zoning Enforcement Officer, and with the help of my assistant Susan Smith, the Department issued building permits, responded to Notices of Intent which are required to be approved prior to the Town Clerk issuing a Business Certificate, resolved numerous zoning complaints and inspected all school buildings and public buildings.

The Department processed applications throughout the year for new construction and remodeling, additions, wood/pellet stoves, solar panels and energy improvements. Three-hundred six (306) building permits were issued, 9 for single family homes and one for a four-unit townhouse. In addition, 205 electrical permits, 166 plumbing permits and 197 gas permits were also issued.

Building Department staff is available to answer your questions and address any concerns at 978-433-0329, or by email, at shsmith@town.pepperell.ma.us.

PLANNING BOARD

The Planning Board serves the Town of Pepperell by reviewing and permitting development throughout the community under the jurisdiction of the Massachusetts General Laws Chapter 41, Sections 81A-GG, Subdivision Control Law, and Chapter 40A, the Zoning Act. The Planning Board's authority is defined in the Subdivision Rules and Regulations and the Zoning Bylaws of the Town.

The Board approved a Special Permit for a multi-family residential development of six detached dwellings on Tucker Street, two single-family to two-family conversions on Nashua Road and Idal Street, and a common driveway off River Road. A minor site plan review for a small engine repair business to relocate from Main Street to Nashua Road was approved. A major site plan review was approved for Southern New Hampshire Medical Center to construct a new facility on the northerly side of Main Street. The Board also endorsed three ANR plans during the year. A review of changes to a Special Permit for Shattuck Oil resulted in approval as insignificant therefore warranted no new public hearing. A property owner looking to redevelop property on the corner of South Road and Bancroft Street obtained permission to alter the driveway and disturb the stone wall area along Bancroft Street, a Scenic Road.

Zoning amendments were presented at the Annual Town Meeting to rezone the Peter Fitzpatrick School area and to establish a new Neighborhood Business District. These both failed to pass. Amendments to the Table of Uses and moratorium bylaw for medical marijuana facilities did pass at the Annual Town Meeting. Two citizen's petitions were presented for rezoning of property. The first was to rezone three parcels on the northerly side of Main Street from Residential to Commercial. The second was to rezone the frontage portion of a lot on Nashua Road at the entrance to Lomar Park from Residential to Industrial. Both of these petitions passed the Town Meeting vote.

The Affordable Housing Committee continued its work on a new Housing Production Plan with member Albert Patenaude remaining to serve on the Committee as the Board's representative. Their work is anticipated to be completed by April 2014. The Board was successful in establishing a Zoning Study Group which will work on reviewing the existing zoning and the uses allowed in each district throughout

POLICE DEPARTMENT

The mission of the Pepperell Police Department is to provide the highest level of protection and service to the citizens, business people, and visitors of Pepperell. Members of the Pepperell Police Department shall provide safety and security for the community by enforcing the bylaws of the Town of Pepperell, the laws of the Commonwealth of Massachusetts, and the Constitution of the United States of America. Members of the Pepperell Police Department shall be dedicated to provide the highest quality of public service with honesty, respect, and fairness. Working together with our community members, and focusing on the Pepperell Police Department's core values of professionalism, integrity, honesty, and character, we strive to enhance the quality of life for everyone in our town.

The perpetual goals of the Pepperell Police Department are to identify criminal activity, pursue and apprehend criminal offenders and proceed in the prosecution of known offenders, to maintain a proactive patrol and investigation force and thus reduce the opportunity to commit crime, to facilitate the safe movement of people and vehicles through analysis and commitment of selective traffic enforcement resources, to perpetuate a sound managerial environment that focuses upon department goals and provides for career development, and to instill public confidence in the agency by maintaining a high degree of professionalism, dedication and expertise in police service.

The following table represents a sampling of the types and number of calls the Pepperell Police Department responded to and investigated throughout the year:

Year	2013
Total Police Calls	8225
Burglaries	36
Larcenies (includes cases of fraud/ID theft)	161
Disturbance calls (general)	98
Disturbance calls (domestic violence)	126
Assaults (Simple)	49
Assaults (Aggravated)	22
Motor vehicle accidents investigated	213
Arrests/Protective custodies	166
Motor vehicle citations issued	1290
Drunk driving cases	24
Burglar/Robbery alarm responses	287
Animal Complaints	102

Unfortunately, due to budget constraints, our police department continues to operate at less than full staff. We have been functioning with two less officers since June of 2009.

The police department hired Officer Ryan Coyle in January 2013 after the 2012 retirement of Officer Bezanson. Officer Coyle has been a Pepperell resident for the majority of his life and holds a Bachelor's Degree in Business Administration from Fitchburg State University. Officer Coyle started his law enforcement career by joining Pepperell's Auxiliary Police Department in July of 2011. Officer Coyle has proven to be an excellent addition to our full-time department throughout 2013. Unfortunately for Pepperell, 2013 also saw another staffing change when Officer Ryan Fogarty resigned in December. Officer Fogarty served his home town well during his years here as a dispatcher, auxiliary and full-time police officer. We wish him the best of luck with his new employer, the Massachusetts State Police. Good luck Trooper Fogarty!

Late in 2013, the police department discovered that the mold present at the public safety complex was a more serious problem than anyone thought. Experts discovered that some of the visible mold on the walls on the first floor was a product of the heating and cooling system blowing mold spores into the air. The

All officers continue to be recertified annually in core tasks including firearms, Tasers, first aid/CPR/AED, defensive tactics and legal updates. Many of our proactive services have been reduced or eliminated due to budget constraints. Officer Haskins did continue to assist the “Officer Phil” safety program in the elementary school in 2013, which is sponsored by local businesses (thank you!). Unfortunately, Officer Haskins was unable to teach the DARE program in our schools last year due to school scheduling and police department budget issues. The department requested the return of one of its full-time officer positions so that DARE and many other programs could be restored. Unfortunately, the request was denied and we did not have a police officer instructing our children in the avoidance of drugs, alcohol and violence.

The Pepperell Police Department continues to have a social media presence with a department Facebook page (“www.facebook.com/PepperellPoliceDepartment”), a Twitter account (“@PepperellPD”) and the Nixle text alert program (Text “PepperellPD” to “888777” to join). These initiatives are all free to the department and the public. Contact the police department for more information.

Please know that I welcome questions and comments from any of our citizens, businesspeople, and visitors. I ask that you call our department to report any suspicious activity that you may witness, and also to please remember to protect your property by securing your homes and locking your vehicles. The department wishes to thank the many members of the community who continue to support our police department and we will continue to provide the best possible service to keep Pepperell a safe and pleasant community in which to live and work.

Photo below: PBA Concert – July 24, 2013



FIRE DEPARTMENT

The Pepperell Fire Department is committed to protecting life and property in the community. Pepperell Fire Department provides Fire Rescue and Emergency Medical Services to the Town of Pepperell. Highlights from 2013 include:

944 Emergency Medicals Calls
402 Fire and Rescue Calls

Additionally Pepperell Fire Department provides Fire Safety Awareness Education, CPR Training, Inspections and Permits including:

1279 Students Educated
215 Residents Trained in CPR
404 Inspections Issued
678 Permits Issued

In March, Pepperell Fire Department received a grant for an additional FF/Paramedic this person and benefits will be paid by FEMA for two years.

In April, Pepperell Fire Department received a grant in the amount of \$32,300.00. The grant, along with the money from town meeting, allowed us to purchase some new Mobile Data Terminals for both Ambulances, Engine 5 and Engine 6 and the Chief's Car(C1). The Department also received a Student Awareness for Fire Education (SAFE) Grant for \$4,625.00.



Car 1 Computer



Ambulance 2 Computer

Our Fire Prevention Team went into the schools in April to conduct fire and life safety education programs for students in grades Pre-K thru 8. With other presentations given to the Seniors.

Starting July 1st, 2013 we provided 24 hour FF/Paramedic coverage. Insuring faster Ambulance and Fire service to the towns people of Pepperell.

The Pepperell Fire Department continues its quest to say yes to every citizen that wants to learn CPR. We have 8 CPR Instructors on the roster. We were busy in 2013, doing recertification classes for all of our town offices that have automatic external defibrillators, doing new classes for business that have added them, keeping our members up to date and teaching many citizens of the town. Teaching

CPR to the citizens is a great asset, it allows us to have an extension of emergency medical care at the incident, saving lives and improving morbidity.

Building Fire	6	Medical Calls	944
Fire, Other	1	Mutual Aid Given Amb	19
Cooking Fire	29	Chimney or Flue Fire	4
Fuel Burner Malfunction	2	Vehicle Fire	4
Brush Fire	5	Dumpster Fire	1
Medical Assist EMS Crew	8	Motor Vehicle Accidents	61
Rescue, EMS Standby	1	Hazardous Condition	9
Gasoline or other liquid spill	5	Gas Leak (natural or LPG)	5
Carbon Monoxide Incident	5	CO detector activation, No CO	16
Electrical wire down	10	Service Call, other	4
Person in distress	1	Lock out	4
Water problem, other	1	Animal Rescue	2
Assist PD or other	2	Public service	1
Unauthorized burning	19	Authorized controlled burning	3
Cover assignment	21	Good intent call	9
Dispatched, cancelled	3	Smoke, odor of smoke	16
Smoke detector malfunction	32	Heat detector malfunction	8
Alarm system malfunction	26	CO detector malfunction	16
Smoke detector activation	13	Alarm system activation	7
Hazmat incident w/o hazmat	2	System malfunction	1

PERMITS AND INSPECTIONS ISSUED:

Oil Burners	37	Black Powder	2
Propane Storage	85	Occupancy	28
UG Tank Removals	6	Fuel Storage	1
Agricultural Permits	23	Public Safety	19
Open Burning	652	Fireworks Display	1
Smoke Detector	220	Sprinkler	3
Fire Alarm	5		

The Board of Fire Engineers would like to thank the other town departments that worked with us during the year and the neighboring towns for their mutual aid, with special thanks to the Pepperell Fire Department's Ladies Auxiliary for their help throughout the year.

Respectfully submitted,

Toby Tyler, Chief Peter Shattuck, Asst. Chief Milton Blood, Dep. Chief John Rose, Dep. Chief



ANIMAL CONTROL OFFICER

Our office has been quite busy with a multitude of animal problems this year. Calls consisted of nuisance, strays, and injured animals and the unfortunate dogs, cats and wildlife hit by vehicles.

I would like to remind everyone to license their dogs. You may be fined if you do not license your dog in a timely manner, and you may have to appear in court. A license is the only way for our office to identify your dog and to get your dog home if it is lost. If all dogs were licensed, we would have no strays and no lost dogs.

Have a safe, healthy and prosperous 2014, and thanks for your anticipated cooperation.

Alicia Flagg, Animal Control Officer

COMMUNICATIONS DEPARTMENT

Department: Communications Center

Appointing Authority: Board of Selectmen

Appointed Officials and Titles:

Frank Quattrochi	Communications Director
David R. Stairs	Assistant Director
Justin Zink.	Dispatcher
Liz Young	Dispatcher
Jeff Cormier	Dispatcher
Melissa Hippler	Dispatcher
Shaun Shattuck	Spare Dispatcher

Responsibilities/Duties:

Emergency and routine radio dispatching of Pepperell Police, Fire, Ambulance, Highway, Water, and Sewer Departments; and Dunstable Fire Department, on a 24 hour per day basis.

Answering telephone calls for all the above departments, except for Highway, Water, and Sewer Depts., answering those lines during non-business hours.

Operation of the NCIC/LEAPS Computer/Teletype; allowing for input and retrieval of driver and criminal history on a nationwide basis.

Chronological documentation of all incidents and calls.

Coordination with Civil Defense personnel during times of emergencies/disasters. Using Code Red Notification System as necessary

Major 2013 Activities:

Calls for emergency service:

1539	Pepperell Fire Calls (includes EMS assist)
172	Dunstable Fire Calls
643	Ambulance Calls
8149	Police Calls (includes investigations)

Goals for 2013:

Pursuing grant money to replace equipment. Continuing with regionalization studies. Upgrading radio systems and comm. center.

Respectfully submitted,

Frank Quattrochi, Communications Director

[illegible]

SEALER OF WEIGHTS AND MEASURES

The following inspections for accuracy were performed during the year of 2013:

14 Oil Trucks
57 Gasoline Pump Nozzles
19 Scales of various sizes
2 Apothecary Scales
8 Supermarket computerized scales

This past year has been a busy but enjoyable year. I attended a fifteen-hour course, which is required by the State of Massachusetts. This course provides updates or any changes that increases my ability to provide the best possible service for the Town of Pepperell.

Anyone inquiring new or replacement scales or pumps must have them officially checked and sealed before they can be used. Appointments are made through the Selectman's Office in Pepperell by calling (978) 433-0333.

Over this past year, it has been a pleasure to serve this Town. I am looking forward to another joyful year of serving the Town of Pepperell in this capacity.

Respectfully submitted:

Eric Aaltonen
Sealer of Weights and Measures

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EMERGENCY MANAGEMENT AGENCY

I hereby submit my report for the Pepperell Emergency Management Agency for the year ending December 31, 2013.

The Races Ham Radio operators have continued to be the eyes and ears of the community, with the monthly checks with the MEMA Radio Net. In June, they hold a 24 hour field day test, with communications around the world.

Our local Emergency Planning Committee, has been holding quarterly and as needed meetings.

Captain David Querze reports from the Auxiliary Police Department, milestones and accomplishments: Saturdays added to Tier 2, incidents/events supported, Memorial Day Parade, 4th of July Parade and Fireworks, Halloween, Pepperell Road Race, Groton Road Race and Groton Fireworks. 7 officers attended the LEOKA conference at the Massachusetts Volunteer Law Enforcement Officers Alliance and Pepperell is now represented on the Board of Directors. 8 new officers appointed, 2 officers enrolled in MPTC Academy, 7 officers in new body armor, new OC inventory replacement, duty ammo procurement and baton replacement and repairs. Training included regular classes which included MV Law update, Criminal Law update, Domestic Violence, traffic stops, handcuffing and weapons retention. Certifications include CPR/First Responder, firearms, including night fire, patrol rifle, shot gun, and straight baton. 2270 hours of service for fiscal 2012-2013.

My thanks to all the volunteers who give so much of their time to make this program work. I also want to thank the Police and Fire Chiefs, Board of Selectmen, Town Administrator and other department heads for all their cooperation.

Respectfully submitted, George Ux, Director

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INFORMATION SYSTEMS DEPARTMENT

The IS Department is responsible for purchasing, installation, maintenance, security and support of all PC's, servers, printers and network equipment/services. The department strives to provide full-time support to Town's employees while continuously improving services and extending functionality to better serve the Town.

2013 Major Accomplishments:

- Migrated Accounting & Treasurer departments to new payroll software.
- Implemented Time tracking software & hardware for all town departments.
- Rewiring of Town Hall's data infrastructure to fix ongoing issues, meet today's needs and allow for future expansion & VOIP upgrades.
- Upgraded local area network hardware in multiple facilities to meet enterprise standards and to address ongoing issues. HP business class networking hardware was chosen for its reliability, upgradeability and cost.
- Redesigned, Improved & Expanded wide area connectivity between town facilities to improve uptime, efficiency, data transfers, system monitoring, remote support & backup. Cisco firewall security appliances were utilized for this purpose.
- Created secured WiFi network at Town Hall and Senior Center facilities which also allows free public use of WiFi.
- 17 end-user workstations were purchased & implemented in an effort to reduce Town's reliance on Windows XP with various versions of Microsoft Office. Systems were upgrade to Windows 7 workstations with Office 2013. Several workstations were purchased to create new functionality and allow better mobility to town's staff.
- Selected vendor for new Town website & began the implementation process. To be completed by 6/14.
- Upgraded VMWare virtual server infrastructure.
- Upgraded Patch management software as well as Antivirus software to standardize these processes between all departments

The department will continue to take steps toward upgrading as well as standardizing hardware and software to meet today's needs, improving services whenever possible and allow for better interaction with residents of the Town. Our new upcoming website will be a major step toward this goal.

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

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

Pepperell
NVTHS
School Committee Members

Mr. Al Buckley
Ms. Janet Young
Ms. Sandra Proctor

Alternate
Ms. Jessica Cobleigh



Administration

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

Accreditation: New England Association of Schools and Colleges.

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

The Year in Review

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

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

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

Vocational-Technical Programs (Secondary & Post Graduate)

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

Special Academic Programs

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

Dual Enrollment

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

students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

Community Service Projects

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

Student Activities

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

Continuing & Community Education

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



NORTH MIDDLESEX REGIONAL SCHOOL SUPERINTENDENT

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

Joan Landers – Superintendent of Schools

Student Representatives to the School Committee
2012-2013 School Year

John Brinkman
Kyle Edmonds
Joshua Riggins
Michael Simonich
Matthew White

Report of School Committee Chairperson

The North Middlesex Regional School District School Committee congratulated Brian Edmonds on his election to the school committee (replacing school committee member Arnie Silva) and Dennis Moore (replacing school committee member Ken Brown). The committee extended its appreciation to retiring school committee member, Arnie Silva from Pepperell who served on the school committee from 2004 to 2013 and Kenneth Brown from Ashby who served on the school committee from 2008-2013.

At the committee's organizational meeting in May, Susan Robbins was re-appointed Chair and Jonna Clermont was appointed Vice-Chair.

Report of the Superintendent of Schools

Students

The Superintendent of Schools presented the Superintendent's Award of Excellence to seniors David Flournoy and Laurel Haines. This award is presented to the highest ranking male and female student and is presented at the Senior Awards Ceremony in May.

Volunteerism and Donations

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

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

Capital Projects

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

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

Personnel

The North Middlesex Regional School District saw twelve of their staff retire over the last year: Dawn Alexander, Carol Adamowitch, Carol Fortunato, Betty Gerossie, Eileen Gravlin-Dunn, Susan Little, Elizabeth Mello, Carol McPhee, Lynda Norwalt, Janet Pothier, Robert Powers, Carol Sniegowski and Dr. Deborah Brady. These staff members will leave their positive mark on education in Ashby, Pepperell and Townsend through their dedication to the students of the North Middlesex Regional School District.

School District Budget

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

The expenditures for the FY2013 school year were as follows:

FY2013 Budget

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

FY2013 Grants

140-Title IIA Improving Educator Quality FY13	\$80,227
201-Race to the Top Year 3	\$25,000
213-Special Education Allocation FY13 IDEA	\$889,937
273-Special Education Improvement	\$28,283
293 Special Education Early Childhood	\$36,006
298 Special Education Program Improvement	\$3,500
313 Title I FY13	\$237,247
625-Summer Academic Support FY13	\$16,000
632-School Year Academic Support	\$1,000
703-Kindergarten Grant FY13	\$124,520

365 CAST. INC Grant (private grant)	\$13,000
Total 2013 Grants	\$1,451,220

Massachusetts School Building Authority

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

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

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

In late spring of 2012, the NMRHS Building Committee was formed following the structure recommended by the Massachusetts School Building Authority and in accordance with the provisions of all applicable statutes, local charters, by-laws, and district agreements. Its first meeting was held on April 11, 2012.

The building committee is comprised of community members from each town, school administration, teachers, and town representatives.

In October 2012, the building committee selected Heery International as the owner's project manager (OPM), represented by Peter Collins. In February 2013, a joint MSBA/building committee team selected SMMA as project designer, represented by Lorraine Finnegan.

I would like to extend my sincere thanks to the members of the NMRHS Building Committee for their tireless commitment to the children of North Middlesex. The committee was comprised of members from each town, administration, teachers and town officials.

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

Strategic Planning

The North Middlesex Regional School District continues to implement the district's five-year strategic plan. Some of the strategic goals and objectives implemented in the 2012-2013 school year are as follows:

- Reviewed the PK-12 curriculum to ensure that it meets or surpasses the challenges of the new Massachusetts "common core," reflects the priorities of the strategic plan, and reinforces the connection between all academic programs and the "core"
- Continued to implement a personnel evaluation system that aligns with the new teacher and administrator accountability system of Massachusetts Department of Education that requires high standards, multiple measures including setting individual goals for professional growth, student

- Completed the Feasibility Study Phase for the NMRHS Building Project. This first phase of the high school building project was conducted by the design firm, SMMA of Cambridge. The Feasibility Study involved the collection of volumes of data, including detailed evaluation of existing building and site conditions, analysis of educational programming and needs, and establishment of goals and desired outcomes of the project. This phase included: a full site survey with wetlands demarcation, a full building survey with collection of existing building plans, a hazardous materials survey, a traffic study, evaluation of other buildings in the district for possible high school use, a detailed analysis of our education program, including interviews with staff, students, administrators, and input from community members via several visioning sessions held in each community

District Special Education Program and Methodology Overview

Curriculum and Instruction

Throughout the summer and during the school year, professional development across the district has focused on improving student achievement through the alignment of teaching and learning to the 2011 Curriculum Frameworks in all content areas.

The North Middlesex Regional High School Guidance Department assisted 267 students in graduating in June of 2013. They reached their post-secondary goal in various forms, 61% went on to four-year colleges/universities, 20% to two-year colleges, 9% joined the work force and 11% went to trade school, prep school or joined the armed forces. One hundred eighty (180) students took 229 Advanced Placement exams in eleven (11) subject areas. Seventy (70) percent (159 out of 229 exams) of the students received a grade of three (3) or better, which earns college credits from the colleges/universities they plan to attend.

NORTH MIDDLESEX REGIONAL HIGH SCHOOL

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

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

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

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

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

Sincerely,

Christine S. Battye, Principal

[illegible]

NISSITISSIT MIDDLE SCHOOL

The Nissitissit Middle School opened its doors for an eleventh year to 611 children. This beautiful facility, constructed on a 22 acre site, is designed to serve the middle school age population of Pepperell. Students in grades 5-8 have use of a state of the art facility with the capacity to serve nearly 800 students. The school has a 504 seat auditorium with a full stage that is equipped for professional productions, which the local community uses for many events as well. I consider myself fortunate to work in such a beautiful school building with such a dedicated staff.

The mission of the Nissitissit Middle School is to recognize the unique needs of the middle school student while providing a safe and respectful learning environment that inspires the students to follow and exhibit the core values of CLICK.: Courage, Leadership, Integrity, Curiosity and Kindness. These simple yet powerful ideals will benefit students long after they leave our school. We believe these values create a strong educational environment and remain the basis for many of our school based initiatives.

The middle school is designed to support the arts. We have a band rehearsal room, general music classroom, choral rehearsal room and two well-equipped art rooms. Students have the opportunity to take Spanish in grades 7 and 8. Our Wellness curriculum along with our gymnasium and fitness room demonstrates our strong commitment to health education. As technology continues to provide increased learning opportunities for our students, we continue to support its use throughout our school. We currently have 2 computer labs and a state of the art library media center. We also have 2 portable computer labs comprised of laptops. Every classroom at Nissitissit is equipped with cable television, a 36 inch TV/monitor, and DVD and power point presentation capabilities. Smart Boards are also used throughout the school. Our Special Education programs have each been given two IPADs to use with students. These provide many benefits for those students who have learning disabilities. We hope to purchase more. As part of our science curriculum, we continue to develop our Robotics Program and due to the generosity of our PTSG have purchased more kits. Each science classroom has 6 lab stations equipped with water, electricity and natural gas. The science lab experience for students has great potential.

The curriculum at Nissitissit reflects the standards written within the Massachusetts Curriculum Frameworks aligned with Common Core. We are committed to offering a challenging curriculum to our students. We continue to examine our student data and revise our instructional practices as needed. We are in the process of implementing a new Literacy program with great results. Our new book room is being used by our students and teachers. Improved professional development has enabled our teachers to analyze student data in a meaningful and productive way that improves student learning. Grades 5 and 6 Teachers are also attending Reading and Writing Workshop.

There is also a wide range of extracurricular activities in which students can participate. These activities provide students additional opportunities to develop essential skills, which will provide long term benefits as they grow and mature. Students can be involved in interscholastic sports, theater productions, intramurals and a variety of other clubs and activities throughout the year.

The staff at Nissitissit would like to thank the North Middlesex Regional School Committee and the entire Pepperell community for their continued support. We are grateful to our PTSG for their support and for providing funding for many items and programs which otherwise would not be possible. We thank all the parents who participate in our fundraising efforts. We recognize the exceptional work being done within this district and we at Nissitissit will continue to provide the level of excellence our students deserve.

Sincerely,

Diane Gleason

VARNUM BROOK ELEMENTARY SCHOOL

Varnum Brook Elementary School (VBES) began the 2013/2014 school year on August 28th with an enrollment of 599 students. There were two retirements of veteran teachers, Elizabeth Mello and Carol Fortunato, and a resignation of Title I teacher, Betsy Carbone. Two formerly retired teachers, computer teacher Paula Grier and physical education teacher Frank Kennedy completed their part-time work with us. For these reasons, we welcomed new staff members: Jeanne Wholey as a second grade teacher, Stacey Batallas as a computer teacher, and Kimberly Hamelin as a Title I Teacher joining Title I teacher Ruth Silva, who was hired in the middle of the last school year.

Maintenance and upkeep of the school facility is managed by Day Lead Custodian, David Amari, and his excellent custodial staff. In addition to day to day responsibilities, additional upgrades and projects were completed: Adding an additional play area adjacent to the school playground; clearing out the front circle area, adding mulch and shrubbery, and constructing a path; and completing the renovation of a former storage area into a large open “discovery area” for project work and larger groups of students.

The mission of Varnum Brook Elementary School is to maintain a safe and nurturing environment where children, parents, teachers, neighbors, and friends work together to foster academic success and social growth. Children become confident learners who will be prepared for the demands of the twenty-first century. The staff at VBES is dedicated and committed to fulfilling this mission and providing a quality education for all children. We are joined in this effort by the following:

PTO Our parent/teacher organization works with the school and provides many opportunities for parent involvement. An active parent volunteer program is a valuable mainstay of the school. We are fortunate to have this type of partnership in Pepperell.

Crisis Response Team Members of the school staff, community, and police and fire departments meet to develop and review school safety guidelines, procedures, and protocol that must be in place in case of an emergency. Fire, bus evacuation, and intruder/lockdown drills are held during the year. This year’s VBES Crisis Team includes administrators, Guidance Counselor Kevin Nelson, Day Lead David Amari, School Nurse Brenda Fitzpatrick, Secretary Andrea White, and teachers Bill Marcin and Carolyn Kalil.

Professional Learning Communities Grade level teachers, special education staff, and unified arts teachers regularly meet to review, reflect, and recommend ways to ensure student success. This collaboration time has been invaluable in maintaining a positive school climate where all stake-holders are involved in the decision-making and direction of our school.

School Council Teachers, parents, and a community member join the Principal in the formation of the Varnum Brook Elementary School Council. Members of this year’s council are Alice Riportella, Jeanne Wholey, Linda Boden, Rachel Loprinze, Amie Ippolito, Stacey Marston, and Pepperell Police Chief David Scott. The School Council works with the administration to develop the School improvement Plan for 2013-2014. The four goals are:

- To provide innovative, rigorous, and relevant academic programs that challenge, inspire, and prepare our students for successful citizenship in the 21st century world and service;
- To achieve all that is necessary: members of the North Middlesex School Community must set and meet high expectations. To achieve all that is possible, all members of the North Middlesex School Community must use their skill and talent to develop the unlimited potential of the students within the classroom;
- To provide a safe and productive learning environment;
- Communication/Partnerships to develop communication strategies that initiate and sustain productive partnerships within the schools and with parents, community members, public and private agencies, other educational institutions and/or businesses to fulfill the mission

of the school district.

The Varnum Brook Elementary School community works to maintain a strong advocacy for all children. We know that children have been entrusted to us, and we make their safety, welfare, and education our primary concern.

Pauline A. Cormier, Ed.D.

Principal, Varnum Brook Elementary School

SQUANNACOOK EARLY CHILDHOOD CENTER

I am pleased to submit the second annual NMRSD preschool report. I have been overseeing the district preschool program since July of 2011. The NMRSD offers preschool programs for the towns of Ashby, Townsend, and Pepperell. The preschool program is an integrated model that follows the Massachusetts Curriculum Standards, which emphasizes a range of developmentally appropriate open-ended, hands-on activities. These activities offer each child the opportunity to gain competence in skill areas, and to develop their self-esteem. All children participate in choice time, circle time, structured learning activities, snack time, outside play, music, story time and social skill development daily. The child's daily program often includes expressive activities such as art, music, and dramatic play. Children have numerous opportunities to work on independent decision making, group cooperation, conflict resolution, social skill development, as well as classroom responsibility. Children are also exposed to activities that develop fine motor, gross motor and communication skills. Each child is unique and grows at a different rate. Children are treated with respect and are encouraged to learn about their world through exploration and discovery. We provide a safe and accepting environment where preschoolers have fun while being encouraged to learn cooperation/socialization skills necessary for beginning their school career.

The district preschool serves all three towns: Ashby, Townsend and Pepperell and is located at the Squannacook Early Childhood Center at 66 Brookline Street in Townsend, Ma. We offer a variety of programs for children ages 3-5. Enrollment includes both regular and special education students. Children attend school following the school calendar established by the NMRSD. We have approximately 5 classrooms with 15 staff members. We offer an array of different programming opportunities to meet the individual needs of children. Each of the programs is designed to promote a child's emotional, social, physical, and cognitive development. We also have a beautiful playground which includes a structure, sandbox, and swings. During the winter months, the gym is used for regular exercise and playground type games.

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

We have a small PTO that is dedicated to bringing enrichment programs to our students. October is fire safety month, and annually the Townsend Fire Department visits, talks about safety, and students receive a detailed tour of the fire truck. Other opportunities have included apple picking, puppet shows, and other enrichment programs. Located behind the Hawthorne Brook Middle School; we have had the pleasure of having middle school students create science fairs and bring them to our students. Working with the

middle school PTO, we often bring programs to both schools. We have also walked to the Townsend Public Library and the police station.

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

Respectfully submitted,

Mrs. Cromwell-Gapp, M.Ed.

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**DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS AND TOWN
ENGINEER**

Comings and Goings: Recruitments for the vacant water and sewer operator positions that concluded in December of 2012 resulted in four new hires who came on board in early 2013. In January, we welcomed two new Water Operators – Jason Bartleson and Ryan Lapierre, as well as two new Sewer Operators – Joel Gilbert and William Walsh. Later in the year, Water Operators Josh Chapman and Jason Bartleson left the water department and we opened a recruitment for a Water Operators. In December, Robert Ash joined us as the Water Chief Operator and David Foote was offered a position as Water Foreman. He accepted the offer and planned to start in January of 2014

Once again, I would like to thank all the dedicated employees of the DPW who continue to do what they can to maintain the Town's roads and sidewalks, water, sewer & drainage infrastructure, parks & cemeteries, transfer station while providing the highest levels of customer service.

Water Division: 2013 was another transitional year for the Water Division attributable to the turnover in staffing, and implementation of operational policies such as a revised lien process, a new shut-off policy and a new scrap material disposal procedure. The installation of new meter reading devices (Fire Flies) that will facilitate remote (radio) meter readings continued in 2013, and at the end of the year there were less than 100 accounts town-wide that remained to be converted. The Water Division is simultaneously preparing for the implementation of a remote reading radio frequency (RF) technology that would allow every meter to 'report' water consumption to the office on a daily basis, thus allowing the staff to identify potential problems such as high usage or leaks and notify customers in a timely fashion. This technology would also allow for better system maintenance and upgrades by reallocating significant amounts of staff time that is currently dedicated to meter readings. Ultimately, the Water Division will be able to access and read all meters remotely, and then migrate to quarterly billing for all water accounts (also sewer accounts as the water meter readings are used to determine sewer bills).

In May, the Pepperell DPW Water Division was awarded a *Public Water System Award* by Mass DEP for Outstanding Performance and Achievement in 2013 in recognition of their dedicated service in maintaining a safe and abundant supply of drinking water, as well as for their commitment to protect and conserve this valuable natural resource. This was the 3rd year in a row that the Division received this honor, and it is truly a testament to the abilities and dedication of the staff. In addition to this award, Administrative Asst. Trish Delorey was selected to receive the Massachusetts Water Works Association's "Water Works Pride Award" for 2013. This award is presented to give recognition to the unsung workers in community water systems who give that extra effort to inspire public confidence in their water systems and who make a difference in the water works profession. Ms. Delorey is a dedicated, hardworking individual who voluntarily obtained a drinking water treatment license to better serve the public and stay abreast of the vast regulatory changes and challenges in the industry.

Late in the year, the Division was approached by the Town of Groton to resurrect an inter-municipal agreement (IMA) to provide water to an approved 27-lot subdivision that contains lots in both Pepperell and Groton. This is an environmentally sensitive area as the property directly abuts the Jersey Street wells, and

due care and diligence must be exercised. An existing IMA allows for Pepperell to provide municipal sewer service to Groton residents.

Sewer Division: The fiscal stability of this division remained a prime focus this past year. The division continues to seek out and implement cost containment and non-rate revenue enhancement strategies wherever feasible. The staff of the sewer division continue to expand Pepperell's role in maintaining the sewer collection system in Groton by performing construction inspections as well as to continue to offer inflow and infiltration (I/I) inspections and repairs.

With sludge disposal becoming more and more difficult, the staff has investigated options to the current practices of composting the sludge or trucking the dewatered 'cake' to incinerator facilities. GEA Westfalia and Huber were invited to perform pilot tests of their decanter centrifuge and screw press processes (respectively) for sludge processing. The facility currently employs a belt press for dewatering and composting for processing the bulk these materials, but there are limits to the % solids that can be produced which in turn impacts the available methods of disposal. Both processes proved to be viable, albeit costly, options should we lose the ability to ship and incinerate. The forthcoming EPA discharge permit may also play a significant role in determining the ultimate direction the plant will take with respect to capital investment in order to operate at an effective and efficient levels while maintaining compliance with the conditions of the permit.

The Sewer Division was successful in obtaining a grant from PRISM for energy efficiency upgrades WWTP. These upgrades were the result of a Mass Dept of Energy audit performed in 2012.

Highway Division: In spite of remaining short-staffed and faced with a shrinking operational budget, the Highway Division continued to make good efforts to upkeep the Town's public roadways and infrastructure in 2013. Through the use of specialized road construction and paving contractors, the division was able to accomplish substantial road repairs, using portions of the \$416,438 allocated in Chapter 90 funds from the State. Due to political infighting on Beacon Hill over the funding of the Transportation Bond Bill, the Chp 90 funding was released very late in the year (for the 3rd year in a row) and significant projects had to be deferred until 2014 due to time constraints associated with the construction season. Nonetheless, the department did get significant amounts of road work done including paving Wheeler Rd. (Chestnut to Lawrence), Bayberry Rd. (entire length), and Maple St. (Chestnut to Oak Hill). The Hwy crews orchestrated significant repairs on River Road including the milling and reclamation of significant sections of the road from Canal St to Gardner Farm. The road was then repaved from the Rotary to Rte 119. The Hwy crews performed all the necessary shoulder work for this project as well.

The long anticipated repairs to Hollis St. were deferred until the spring of 2014 due to the delay in funding appropriations. Preparations continued to be made with regards to repairs and upgrades to drainage and water lines. When completed, the project will entail new curbing, rebuilt sidewalks, and pavement profiling (milling) of the road surface with an overlay from Chase Rd. to Nashua Rd. MassDOT had previously repaired the railings at the Mill St Bridge and will be onsite to observe and perform minor repairs to the expansion joints. They will also follow up if there is any major work required to fully repair the expansion joints.

The Rail Road Square upgrade will not commence until 2014, again due to funding constraints. Along with a long-awaited top course of pavement, the plan is to include the addition of curbing and sidewalks along Kemps Garage, better delineation of the existing curb cuts, new curbing along the outbound rounding, as well as increased striping and signage upgrades to better define traffic flow and enhance pedestrian movements.

The Highway Division also addressed various drainage problems on many streets throughout town. Heald Street received significant attention with the clearing and widening of road shoulders, creation of drainage swales and the construction of a small retaining wall. The crews also planned and coordinated the replacement approximately 115 feet of drain line as well as a manhole and rebuilt headwall for a system that conveys runoff from Hollis St and surrounding areas through private property to a brook for discharge. This project was privately funded and constructed, and the property owner agreed to grant the town a drainage easement so

that the Hwy Dept. can control and maintain this critical outfall in the future. As is the case every year, beaver dams kept the highway crews busy throughout town clearing blocked culverts.

There were 2 long awaited upgrades to the Highway Barn on Lowell Road, and these were the replacement of an aging waste oil heater in the mechanics bay, and the installation of a new 25kW backup generator. The waste oil heater had received 3 burner 'gun' replacements and was on its 5th 'target wall', and overall it was beyond the repairable stage. The backup generator was a new acquisition that will allow the crews to have heat and lights as well as operate the garage bay doors in the event of a power outage. The Department also procured a diesel powered brush chipper to facilitate limb and brush disposal for operations such tree felling and storm clean ups. This method was a vast improvement of the prior labor intensive practice of loading brush into dump trucks via a front end loader fitted with extended 'forks'. In a related project, one of the old Hwy cab & chassis was outfitted with a removable 'tree box' to allow the crews to chip directly into the tree box and then haul & dump the chips in the most efficient manner. The box was obtained basically as salvage and was refurbished by the talented members of the Hwy crew. This vehicle does double duty as a sander in the winter months, but can be switched back in a matter of hours if needed for clean ups.

As in past years, the most challenging issue for the Highway Division in 2013 was performing essential operations with a reduced level of staffing – two full time positions were eliminated in 2010. The Highway Department will, as they have done in the past, make the Town's streets as safe for travel as possible but there is an ever-increasing amount of maintenance being deferred such as non-essential drainage repairs, roadside mowing and trimming, sidewalk repairs, painting of pavement markings, clearing of drainage basins in subdivisions, etc... There are also in increasing number of miles of public ways to maintain, further stretching the resources. All of this deferred work will come due at some point in the future, with an ever-increasing price tag.

Parks and Cemetery: The Town's parks, cemeteries, and common areas once again were kept in excellent condition in 2013, which was not an easy task with the budget reductions imposed on this Division. Mother Nature was cooperative and allowed for regular watering for most of the year. Athletic fields and facilities were, as always, well maintained and clean, and the cemeteries looked great, especially on Memorial Day when they are most visited. Parks and Cemetery also continued to work with the local athletic groups who contributed to some of the materials needs of the Division, such as seed and fertilizer, and this was greatly appreciated by the DPW. Without the generous donations from these groups, the condition of the facilities would degrade significantly.

Transfer Station: The Transfer Station is a full-fledged Enterprise Fund operation, which means they are funded by their own revenues and not augmented by tax-based funds. The revenue stream continues to be impacted by fluctuating market for recycled materials and increasing costs for fuel and other ancillary items such as insurance and retirement – which enterprise funds must fund in their entirety. The DPW solicited a new multi-year solid waste disposal contract for July 1st, and a contract was negotiated and awarded to the most advantageous bidder who was also the town's current disposal facility (Wheelabrator/North Andover). The tipping fees for the new contract were significantly lower than those in effect over the past 5 years, and this will help to stabilize the revenue stream by offsetting some of the loss of revenue associated with recyclables as well as the increases in costs for fuel, health insurance, etc... The fund has achieved some level of fiscal stability in that the operational costs no longer rely on the use of retained earnings as a revenue stream.

The staff added sales of transfer station stickers and bag tags as well as the in-house hauling of bulk metal to their tasks in 2012, and these efforts continued in 2013 providing residents with better customer service and an enhanced revenue stream respectively. Senior Center representatives Marcia Zaniboni and Virginia Malouin came before the Board of Public Works in the spring of 2013 and implored the DPW to do something to address senior issues associated with using larger trash bags. In an effort to be responsive, the town procured and began to sell 14-gallon kitchen bags for seniors. The sales of the 'senior only' kitchen bags were dismal, and the kitchen bags are now being made available to any customers who wish to use them.

Finally, I would like to extend our thanks to Donelan's Market and Pepperell Family Pharmacy for continuing to work with the Transfer Station with the selling of bag tags for trash disposal for the convenience of our customers.

Town Engineer: The Pepperell Director of Public Works also serves as the Town Engineer, which results in savings to the Town on many issues. While budgets have been constrained, there has been no shortage on the amount of issues requiring the town engineer's time and assistance.

As outlined above, a substantial amount of time and effort went into recruitments to fill water and sewer vacancies during 2013. In addition to the 6 positions listed above, there were the usual administrative and disciplinary functions associated with managing the 27 full-time DPW employees. Significant amounts of time were also expended working with the Town Administrator in selecting and implementing a new Time & Attendance system for the town. This system will replace the old hand-written time cards and manual data entry, and should allow for real time access to employees payroll records including history and accruals.

I was successful in obtaining a \$12,500 grant for the town from MA DOER to fund the technical assistance associated with selection and oversight of a vendor for the Photovoltaic (PV) solar project at the closed landfill on Boynton Street. This project would generate electricity that would be 'sold' back to the utility company, thus reducing the annual cost of electricity for the town. Following a lengthy RFP process, a vendor was selected and negotiations commenced, but before a final contract could be executed, state funding for the 1st phase of the energy credits was depleted and the program was put on hold. A new round of energy credits is currently being legislated, and given the 'shovel ready' status of our proposal, it is hoped that Pepperell will be near the top of the list when they become available and this project will be under construction sometime in 2014.

The Highway Supt and I were nominated by the Town Administrator to represent Pepperell on a Stormwater Advisory Collaborative comprised of reps from all nine member towns participating in our regional planning agency (NMCOG). This committee was assembled to deal with the pending Stormwater regulations (NPDES / MS4 Phase II) that are being promulgated by the EPA. Pepperell currently operates under a waiver from this program, but it is looking very much as though this waiver will end shortly. The costs for a town to comply with the NPDES / MS4 Phase II can be significant, and this committee is tasked with finding cost effective solutions such as leveraging bulk purchases of services and supplies as well as providing a forum to share and disseminate information that may be of use to the member communities.

Other projects of note that involved the Town Engineer and DPW Director during the year included working with the Town Administrator on a Desert Storm memorial near the rotary; reviewing and critiquing a citizen proposal for a mini-roundabout at Railroad Square; coordinating updates to the Geographic Information System (GIS), including the final steps required to create and launch a new web-based application that would make this important resource more easily accessible to the staff as well as allowing the public to utilize it. Projects that required review and comment on matters pertaining to the Planning Board, Conservation Commission and Zoning Board of Appeals included the Southern New Hampshire Medical Center on Main Street and updates to the Shattuck Oil facility on Groton & Mill. There were also the usual litany of special permits, common driveways and utility connections.

I continue to participate on the *Signs and Safety Committee* along with the Police Chief and Highway Superintendent to discuss roadway safety issues and requests for signage made by the residents. With regards to road work, the Town of Pepperell relies solely on Chapter 90 funding from the state to fund our annual road program (exclusive of normal maintenance). As with most cities and towns, there exists a significant funding gap between the amount of funding required to maintain the roads in good or better condition and the amount of funding provided. In the case of Pepperell, this is currently approximately \$350k/year, assuming full Chp 90 appropriations being distributed from the state. This deficit does not include monies for repairs to sidewalks, curbing or drainage which could easily add another 10-15% of this deficit.

As DPW Director, I worked closely with the DPW Board to coordinate their twice monthly meetings and to review the DPW bill schedules on a bi-weekly basis for the Board to approve. I also plan to continue to participate as a member of the finance team that is comprised of staff members and the Town Administrator. As usual, I will plan on attending meetings with the Selectmen, the Finance Committee, and the public (including the Annual Spring and Fall Town Meetings) on budgets and other issues.

Respectfully Submitted

Kenneth Kalinowski, PE
Town Engineer / Director of Public Works

WATER DIVISION:

Overview - Serving a population of over 9,000 consumers, via 3,100 service connections the Pepperell Water Division pumped and treated approximately 250 million gallons of water last year. The Division has met all regulatory requirements for drinking water system. The water system in Pepperell is classified as a Treatment Grade 1 (1T) and Distribution Grade 2 (2D).

Staffing – Comprised of a chief operator, an administrative assistant, and three operators, the Pepperell Water Division staff adhere to all regulations set forth by the State Department of Environmental Protection (DEP) and Federal Environmental Protection Agency (EPA) and strive to meet the needs of public by providing clean, safe, water for consumption. The system operation requires continuous monitoring with a computerized data collection system. Over the past year the staff responded to thousands of calls regarding, water breaks, reduced water pressure, water quality questions, billing issues and security situations, some of which included performing 400+ dig safes and responding to over 350 service calls. In addition, the staff installed over approximately 1,000 meter reading devices.

Infrastructure - The source water for the system is provided by five wells. Three pump and treat facilities and two booster pump stations fill the three storage tanks and pressurize the approximately 80 miles of water main in the distribution system. There are over 600 fire hydrants throughout town. As with most New England towns, portions of the distribution system piping is over 100 years old, are of cast iron construction and this material has aged and corroded over the years, requiring replacement.

Annually a flushing and inspection program is conducted in the spring and fall, valves were inspected and exercised to ensure proper operation. Flushing of water lines removes iron, manganese, and other sediments from the water mains. This aggressive maintenance program requires in depth knowledge of the distribution system, training of operators and sufficient staffing levels to ensure the integrity of the aging piping network and that quality water is provided throughout the system.

During the flushing process the hydrants are inspected, buried valves are exercised, broken hydrants are quickly repaired or replaced if necessary and valves that are not functioning properly were added to the Water Division projects/repair list.

Regulatory - The Water Division is required to submit hundreds of reports annually to Massachusetts Department of Environmental Protection (DEP). Reports are required monthly, quarterly and annually including Chemical Feed Reports ,4 Log Treatment reports for the chlorine injection system, Chloramines, Disinfection Byproduct Rule (DBPR) compliance reports; alarm reports just to name a few.

The Water Division operators drew and analyzed, or processed to a certified laboratory, over 1,000 water samples. Cataloging and storing this information is essential as DEP can request historical information at any time. Quarterly Reports include

Annual Reporting included the Annual Statistical Report, to ensure compliance with State and Federal regulations for the source withdrawal and consumption and included, combined information from all annual pumping reports, metered, non-metered, estimated, loss and consumption; A Consumer

Confidence Report was published as mandated by Federal and State regulatory agencies is to educate the public and demonstrate that the Pepperell Water Division has clean safe potable water; and the annual Tank inspections which reported the findings of the staff inspections.

As stated previously, the Pepperell Water Division received an award in the past year and it is only with a knowledgeable, well trained, hardworking and dedicated staff, could this have been accomplished. I thank all those work in the Water Division for the dedicated service.

Respectfully Submitted,

Laurie A. Stevens, P.E., Water & Sewer Superintendent, Assistant DPW Director, Department of Public Works

SEWER & WASTEWATER DIVISION

Serving the Town of Pepperell and the Town of Groton, via an inter municipal agreement, the Pepperell Sewer and Wastewater Division (Sewer Division) operated a 1.13 million gallon per day water pollution control facility that discharges to the Nashua River. This Grade 6 classified facility, and the maintenance and operation of the collection systems requires a knowledgeable, dedicated staff to meet all the local, state and federal regulations.

Staffing – A staff of eight professionals operate the Sewer Division. There are five treatment plant operators including the Chief Operator, a collection system operator and a Division secretary. The staff complies with all regulations set forth by the State Department of Environmental Protection (DEP) and Federal Environmental Protection Agency (EPA). The Pepperell Sewer Division strives to safeguard the public by conducting operations that meet all the local, state and federal requirements.

As mandated by regulatory agencies, each pumping station and the wastewater treatment facility were inspected daily, and an operator was on call 24 hours per day, 365 days per year. Over the past year the staff has responded to numerous calls regarding the collection system issues, new services, billing questions, etc. some of which included conducting over 500 dig safes and responding to approximately 250 service calls.

Infrastructure - The treatment facility is an extended aeration plant, comprised of grit removal and screening, six aeration tanks for biological activity, two secondary clarifiers, two sludge digesters, ultra violet light disinfection, solids handling equipment and composting facility. There are seven pumping stations throughout the collection system which includes approximately 36 miles of sewer, approximately 800 manhole structure and 3 siphons. The Division met all requirements set forth under the various permits mandated by DEP and EPA.

Sampling/Quality - The Sewer Division operates and maintains a laboratory that consistently meets the Environmental Protection Agency's Quality Assurance / Quality Control requirements via periodic testing. Throughout the year, an excess of 3,800 laboratory experiments were conducted at the Wastewater Treatment Facility as required by the regulatory agencies for the liquid operations and an additional 4,380 readings were taken to comply with requirements for the solids/compost operations.

Regulatory - The Sewer Division is required to submit 421 reports annually to Massachusetts Department of Environmental Protection (DEP) and or US Environmental Protection Agency (EPA). The Facility operates under a National Pollution Discharge Elimination System (NPDES) permit which is renewed every five years, and a Composting Operation Permit, which is renewed every two years. The Sewer Division submitted a renewal application in 2010 for the NPDES permit, which expired in December 2010. The permit application is under review by EPA which has authorized the Town to operate under the existing permit. This renewal will likely require more stringent discharge requirements for the wastewater treatment. Although new discharge requirements are unknown, it is likely that additional equipment may be required to meet the new permit.

Daily, monthly and annual reports are required and include chemicals used, laboratory results, removal efficiencies, loadings to the river, operational activities and septage received, etc.

The staff continued with inspectional and maintenance services for both the Town of Pepperell and the Town of Groton. The Pepperell Sewer Division functions with a well trained, hard working and dedicated staff that strives to be pro-active in its maintenance program to ensure that the wastewater treatment plant, pumping stations and collection system are functioning properly, kept in outstanding condition and meet the local, state and federal requirements. I thank all those who work in the Sewer Division for their dedicated service.

Respectfully Submitted,

Laurie A. Stevens, P.E., Water & Sewer Superintendent, Assistant DPW Director, Department of Public Works

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HIGHWAY SUPERINTENDENT, TRANSFER STATION SUPERINTENDENT, TREE WARDEN, AND MOTH SUPERINTENDENT

The following is a report from my daily diary of activities of the Highway Department, Transfer Station, Tree Warden, Moth Superintendent and the Town Forest Warden.

FOREST WARDEN'S REPORT

This year we completed a job on River Road between River and Elm Street at the Town forest, with the help of Paula Terrasi from our Conservation Commission and Forester Gary Goldrup. We hired Hopkington Forestry and Landclearing Inc. from Henniker, New Hampshire. This was done with a forest cutting plan that we put together and presented to the Massachusetts Department of Conservation and Recreation. All town bounds were identified and the forest was left in very good shape with some additional work to be done this spring and summer.

We also have so far have fixed up the picnic area off of River Road, making parking much better and have added three handicapped picnic tables for folks to stop and have lunch.

PROJECTS FOR THE HIGHWAY DEPARTMENT ARE AS FOLLOWS

This year we installed a new 25 KW generator for the Highway Department. This is a welcome addition to the department to serve us with power in the event of a power outage. This will help out to keep the shop up and running at all times.

Also this year we purchased a new Brush Bandit Chipper another piece of equipment that has already helped our crews keep our town looking good and the roadside nice and neat.

With the winter season well on its way we are plowing, sanding and plowing off the sidewalks. We have had many snow events this year having a dusting of snow on January 6th, 5" on the 16th, ½" on the 21st, 2" on the 29th.

The crew is busy in the shop keeping all the plowing equipment in the ready mode. Painting and misc repairs are always projects we are busy with when we are not patching potholes or working on signs and tree work.

This year we were out pushing back snow banks and snow drifts. We also had to haul snow from the business areas and clean out many intersections for sight distance problems.

In early March we fixed up dirt Jewett with some recycle material. We will be getting the grader out soon to grade the dirt roads and cut out some shoulder of some of the streets to prep them for paving. In between snow events we made a tip around town cutting back the brush on all of the sidewalks.

With the warmer weather of March we are out in full swing patching with two crews to get the streets back in order from the hard winter of freezing and thawing with rain.

We started sweeping the streets on March 28th and will keep sweeping until all the streets are cleaned up this is a very important process and helps to keep our storm basins and pipes clean.

On April 1st we started cleaning catch basins this is another project that takes most of the summer to complete. We repaired a culvert on Prescott St and Blood Street.

Two tree companies Lewis and Nelson were in town for most of the year trimming trees that are close to or in need of cutting back if they are near power lines. These two companies are paid for by National Grid.

This year the Highway Department demolished an old building on River Road. This was in poor unsafe condition that the town ended up with for tax issues. It was falling down and needed to be removed.

This year we installed a new catch basin on Tucker Street in the area of #11 this has been a water problem issue for some time. The property owner was willing to help the town with a utility easement that allowed us to install a new culvert pipe to a drainage outlet.

Again this year the Highway Department picked up the Clean up Pepperell Project that is done from resident that sign up at the library. This is a project put on by the Boy Scouts.

More work this year on an ongoing project on Hollis Street, we removed the old drainage pipe. This is a job that we have had ongoing for a while now. Hopefully this year we will see a new sidewalk and a binder course of asphalt.

Each year the Highway Department sets up and takes down the voting booths for each election held in town.

We assisted the library with some tree removal.

This year we hauled 968.29 tons of trash to the burn site in North Andover. The Transfer Station is under the control of the Highway Superintendent. We have two men at the station that works with our customers to keep a smooth running operation.

In the middle of May all the crosswalks were repainted for safe pedestrian foot traffic.

We removed a tree at the rotary circle that was blocking sight and making a mess on the sidewalks.

The Highway Department assisted the Water Department with a few hydrant replacements. Setting them back off the shoulder for better plowing conditions in the winter

The Highway crew cleaned up many downed trees from our annual tree removal. Each year the Tree Warden takes down dangerous trees or trees in bad shape or damaged from the winter.

We cut out the shoulder on Elliott Street to improve the road width and drainage.

Roadside mowing is in full swing, this is another job that takes most of the summer and fall season to complete. This is a job that is very necessary to keep sight distance for motorists to see and keep the brush cut back from hitting vehicles.

This year we painted some directional arrows in Railroad Square at Main Street and Groton Street to try to help control the traffic pattern. Hopefully we will be able to do more work this construction season by adding some curbing and new sidewalk areas.

This is another job that we have been working on with limited funding. Due to cut backs and limited Chapter 90 funding we don't always get to each job we would like to see completed. Again this year we

will make every attempt to get this job off the ground. We will see how things go for the Highway Department for this season.

This year on June 10th we had a blockage in the drainage system on Main Street, due to a blocked pipe on private property. We flushed out the system to relieve the water.

Our town mechanic is a busy guy keeping all the town equipment up and running. This also includes the fleet of the Fire Department.

More basin repairs on River Road, Laurel, and Sheffield Street.

Graded dirt roads again in mid-June.

Each year we have to deal with our pesky friend the beaver. They keep us busy unclogging our culverts that is a very costly project and causes damage to the pipe in most events.

On July 11th we had a training at the garage for our new brush chipper. This was a hands on training with a representative from the Brush Bandit Company for all Highway Personal.

We installed many signs replacing faded ones and installed some signs for the covered bridge committee in Rail Road Square and on the new Bridge at Shattuck Oil, near Mill St., Col William Prescott and Veterans Bridge.

In August we cut out Wheeler Road, Bayberry Road and Maple Street to prep for a new pavement surface.

We also paved the full length of River Road from the Rotary Circle to route 119-south Road. This street also had full depth recycling and grading. Some sections were cold planned to allow for a better final top surface.

Bancroft Street at each end was reconstructed to improve sight distance at Rt. 119, South Road end working with the property owner on both sides and the Mass DOT we were able to make this intersection much safer for the motoring public. Also at the Townsend Street end we made some improvement to make it more of an 80 degree intersection. Installing stop ahead and stop signs with stop lines. This has made many residents very happy with the work we performed on a much needed project. I am very proud of the work at this intersection from my crew and of all the quality work they do all year.

In September we hired an excavator hammer to bust up a ledge crop on Bayberry Road to improve the width of the street just before paving.

All the shoulders were backed up with recycled asphalt to protect the edge of the pavement.

With October in sight, line stripping of our roads to make for safe travel in night time and inclement weather.

In October a new waste oil heater was installed this is the primary heater for the Highway Department building. This is also a very big savings to the tax payers.

The Highway Department assisted the Water, Sewer and Cemetery Departments along with the Conservation Commission, Police and Fire Department throughout the year on various jobs.

First snow flurries today November 3rd, this week winter preparation of all snow fighting equipment will start and summer time machines will be put away until spring.

On November 14th-15th a stone wall was put on Heald at Bayberry Street to improve the intersection. This area has also had some widening and new signage with a new guard rail installed.

Last job for the construction season is to grind up our rap pile between the fire station and highway yard. This is a product we use to construct our new streets and is another way we work hard to save money for our town.

On call personal called in to treat the streets first real snow, November 26th.

Salt and sand coming in to fill the sheds.

As always I would like to thank all the town departments that have worked with us again this year.

Respectfully submitted,

Peter J. Shattuck, sr.

Highway Department Superintendent, Transfer Station, Tree Warden/Moth Department, Forest Warden

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CEMETERY AND PARKS DEPARTMENT

During the year 2013 we continued to operate the Cemeteries on a twelve month basis. There were a total of 20 burials at Woodlawn and Walton Cemeteries. The total revenue from these burials was \$7,800. Of the 20 burials 14 were cremations and 6 were full burials.

This year a total of 6 lots were sold; 6 were full burial lots and 0 were cremation lots, the revenue generated from lot sales was \$2,550.

The Parks Department continues to maintain 50-plus acres of parks and recreational land. In the year 2013 Mother Nature gave us plenty of rain and mowing continued from late April thru mid-November. The Parks Department thanks organizations that contributed to the seed and fertilizer monies.

I would like to thank the entire Town Hall and DPW Departments for their support and cooperation throughout 2013.

Respectfully Submitted for the Board of Public Works,

Terence K. Spaulding

Cemeteries & Parks Department Manager

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BOARD OF HEALTH

Our Health Agent, Kalene Gendron, and other Agents from Nashoba Associated Boards of Health (NABH) have provided Pepperell with a list of services for the past year:

- Responded to 151 Environmental Information Responses
- Issued 34 Food Service Licenses
- Performed 7 Tattoo/ Tanning and/ or Camp inspections
- 23 Septic System Test Applications
- 114 Septic System Lot Tests
- Reviewed 39 Septic System Plan Reviews
- Reviewed 12 Septic System Permit Applications (new lots)
- Reviewed 11 Septic System Permit Applications (upgrade)
- Inspected 52 Septic System Installations
- 186 Septic System Consultations with installers, engineers during all phases of application, design and construction for legal details and interpretation
- Issued 11 Well Permits
- Performed 52 Well Water tests
- The PBOH would like to thank the local veterinarians that held a Rabies Clinic, with 119 Rabies vaccines given out. We thank the Fire Department for the use of their facility and for their assistance to make the Rabies Clinic a success.

Nashoba Nursing Service & Hospice, Home Health

- NABH Home Health Registered Nurses visited 1781 Pepperell residents under a physician's order
- NABH performed 677 Home Health Aid visits focus on providing assistance with daily activities
- NABH provided 1538 Rehabilitative Therapy Visits that aims residents to attaining maximum functional independence
- NABH provided 80 Medical Social Service Visits to assist short term assistance to patients at home for counseling and referral to community resources
- NABH provided 41 Hospice Care Visits

Clinics

- Local Well Adult, Support Groups, & Other Clinics were visited by 757 people held by NABH
- The number of patients that attended the Pepperell Flu Clinics was 315
- Well Adult Clinics 351

Number of Communicable Disease Cases

- Investigated 80 cases
- 33 Confirmed communicable disease cases

Dental Health Department

- NABH Registered Dental Hygienists operating out of the school nurse's office and records provided services to children whose parents have given written consent
- Students participating were 26 and those referred to a Dentist were 6

Household Hazardous Waste Collection

- PBOH held a Hazardous Waste Collection at the Jersey St. Fire Station for which we are, once again thankful to the Fire Department for the use of the Fire Station and the Highway department for providing a truck to dispose of the regular trash that accumulates during this event. In addition we thank Dunn Battery Business who takes free of charge Lead and NiCad batteries, small lawn mower and car batteries
- PBOH had 199 vehicles in attendance of the Hazardous Waste event

We, thank Alfred Buckley for his years of service as a Member of the Board of Health. We welcome Virginia Malouin as a new Member of the Board of Health.

The PBOH would like to thank the entire NABH staff and especially Kalene Gendron, R.S. Health Agent for her exceptional services.

In addition we thank our Secretary, Sandra Grogan, for her professional assistance to the PBOH.



VETERANS' SERVICE OFFICER

Veterans' Services Officers are veterans who are officials appointed by the mayor in cities and the boards of selectmen in towns. They work under the direction of the Massachusetts Commissioner of Veterans' Services. One Veterans' Service Officer may serve as a District Officer for two or more contiguous communities. The Veterans' Service Officer's job is to counsel, advise, and assist local veterans and their dependents in whatever way he can. Duties encompass but are not limited to dispensing state-sponsored veterans' benefits and assisting veterans and their dependents or survivors in obtaining federal benefits or entitlements for which they may be eligible; disbursing monetary and medical benefits and act as the veterans' burial agent for his municipality or district and arrange for proper interment of deceased veterans. The Veterans' Service Officer provides assistance in the areas of housing, employment, medical and educational needs, and alcohol/drug rehabilitation. The Veterans' Services Officer also coordinates with local hospitals, nursing homes and eldercare facilities to insure that veterans or widows are receiving proper treatment and all entitlements. The Veterans' Service Officer is expected to be an active participant with local, state, and federal human services agencies to ensure that maximum effort is placed on veteran-related problems and needs.

The Veterans' Service Officer holds office hours on Wednesday from 1 PM until 4 PM. The Veterans' Service Officer can be contacted at 978-433-0342. Also, appointments can be made for the convenience of the applicant applying for veteran's benefits.

Each case is serviced with utmost discretion. Individual cases are confidential and not open to the public. Approximately 230 Veterans are assisted each year in Pepperell. Approximately \$109,725 was given to local veterans for assistance.

Goals for 2014

Contact veterans and provide the necessary information on benefits.

Continue to use all available means to disseminate veteran's information to the public.

Continue to support the Army covenant.

Respectfully submitted,

Joseph J. Mazzola

Veterans Service Officer

[illegible]

VETERANS' GRAVE OFFICER

There was an addition of (9) Veterans interred as follows at the Pepperell cemeteries during the year of 2013: Woodlawn = 3, Walton = 0, Pepperell Association = 4, and St Joseph's = 2.

TOTAL INTERMENTS BY WARS

War	Walton	Woodlawn	Pepperell Association	St. Joseph's	Total
Revolutionary	27	0	0	0	27
War of 1812	0	1	0	0	1
Civil War	13	9	10	5	37
Spanish-Am.	0	2	1	7	10
World War I	1	44	33	39	117
World War II	9	152	57	89	307
Korean War	2	30	11	10	53
Vietnam	1	16	3	6	26
Persian Gulf	0	0	0	1	1
Non-War	0	7	4	3	14
Total	53	261	119	160	593

Respectfully Submitted,

Terence K. Spaulding
Veterans' Grave Officer

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COUNCIL ON AGING

Mission Statement: The Pepperell Council on Aging is dedicated to providing services and programs for the senior citizens in the town of Pepperell that will promote independence, dignity and well being.

The Council on Aging Board meets the second Tuesday of each month at 5:15 PM at the Pepperell Senior Center, located at 37 Nashua Road. This meeting is open to the public. Board members serving during 2013 were: Chairperson Cathy Forrest, Vice Chairperson Lori Durno, Secretary Dianne Kazanjian, Virginia Malouin, Sandra Dube, Barry Fuller and Joan Ladik. We were very saddened by the loss of long-time member Nancy Harris this year.

2013 was a very exciting year for the Council on Aging with several new programs initiated.

- A Hoarding Response Task Force was created to deal with this problem within the Town. It is in collaboration with Nashoba Associated Boards of Health, Pepperell Police, Pepperell Fire and Ambulance, and Montachusett Home Care.
- The COA began operation of the LRTA van in September of 2013. There was an immediate and progressive increase of use, which now includes all Pepperell adults and medical appointments as far away as Emerson Hospital
- A self-supporting meals program was created. With approval of the Elder Nutrition Program we began cooking and serving daily meals according to their criteria. This has more than doubled the number of meals served on-site.
- New services begun in 2013 include a dental hygienist, podiatrist, and massage therapist.

The Senior Center is open Monday through Friday from 9-3, and Wednesday 9 – 6. It provides a gathering place where seniors enjoy social, recreational, health and educational activities. Regular activities include Aerobics, Bingo, Cards, Computer Training, Arts and Crafts, Dance, Educational Speakers, Lunches,

Movies, Painting, Singing, Strength Training, Day Trips and Yoga. Programs are designed for residents over 60 but there is no age qualification to utilize them. A monthly newsletter, which provides up to date information is mailed to Pepperell residents 62 and older and is available online www.town.pepperell.ma.us/coa

The Council on Aging provides a variety of services to the residents of Pepperell including; fuel assistance, grief and Alzheimers support groups, health benefit counseling, friendly visitors, AARP tax preparation, File of Life, congregate and home delivered meals. Over 4,700 meals were prepared and served to home bound residents this year. Health and Wellness Clinics through the Nashoba Associated Boards of Health include blood pressure checks, hearing screenings and Influenza Clinics. We offer ongoing education provided by a variety of professionals on medical and other issues. A monthly Cable TV program, Senior Talk, includes an interview with one of these professionals.

The Council on Aging oversees the Senior Property Tax Work-off Program. This program enables low income homeowners 60 years old and over to work in a Town Department in exchange for a maximum \$1000 real estate tax credit. Eleven seniors participated in this program and assisted several departments in Town including the Town Clerk, Town Accountant, Board of Health, Selectmen's Office, Library, DPW, COA and the Water/Sewer Department.

Several non-profit groups and other town departments continue to utilize the building after hours.

Respectfully Submitted,

CULTURAL COUNCIL

In Massachusetts, public funding for the arts, humanities and interpretive sciences is provided through a central state agency, the Massachusetts Cultural Council (MCC), and through a network of local cultural councils that serve every city and town in the Commonwealth. The Pepperell Cultural Council (PCC) is one of over 335 local and regional councils representing all 351 cities and towns in the state.

The mission of the MCC is *to promote excellence, access, education and diversity in the arts, humanities and interpretive sciences in order to improve the quality of life for all Massachusetts residents and to contribute to the economic vitality of our communities.*

The MCC receives an annual appropriation from the Massachusetts Legislature and funds from the National Endowment for the Arts, the Wallace Foundation, and other sources. One of the ways in which it dispenses funds is through distributions to local cultural councils, which then grants funds to individuals, schools and organizations in their own communities. For the 2014 fiscal year, the Pepperell Cultural Council was allocated \$4,250.00 from the MCC. An additional \$213.00 was raised during the Pepperell Fourth of July celebration by the sale of popcorn, water and other cold beverages. The council was able to award grants for 15 programs in 2014. Programs and events funded in whole or in part this cycle includes:

- Pepperell Council on Aging - *Cinco de Mayo Celebration; My How You've Grown; This Land is Your Land*
- Lawrence Library - *Gravestone Girls; Geek Con; New England Aquarium: Tidepool Adaptations; Jungle Jim: Mouse Trap Science Show; Blue Star Planetarium*
- Project Graduation - *Performance by magician David Hall; Caricature Artists*
- Hands on History - *The American Revolutionary War(reenactment and traveling museum)*
- Squannacook Early Childhood Center - *Steve Blunt, Singer/Song Writer; Tidepools Alive, By the New England Aquarium*
- Fitchburg Art Museum - *79th Regional Exhibition of Art & Craft*
- Donna Horvath, NMRHS Science Teacher - *Elements of the Blues*

Announcements of grant application deadlines are made in the form of press releases to area newspapers. In the fall, the Council meets to review and vote on the applications. After the funds are granted, the list of grant recipients, along with the program or event to take place, is posted at the Lawrence Library and Town Hall and is run as a press release in local newspapers. A Calendar of Events is prepared for distribution to the community. The Pepperell Cultural Council maintains a “streamlined” status. All members are required to complete an online orientation program.

This year the council is developing and distributing a new questionnaire that we hope will assist the committee in assessing the desires and needs of the community. All grantees are given exit surveys to be distributed to the audience. This assessment will assist us in evaluating the individual performances and events, and better serve the community. The questionnaire is also posted on the town web site under the Cultural Council page.

We may lose all state funding if new members are not found. The council is having trouble finding new members. We are currently below the state guidelines for a *quorum*. *Without a minimum of 5 members the council does not have the ability to take a vote on any actions. If new members cannot be found the council will no longer be able to continue and Pepperell will lose the funding the state currently allocates.* We are continuing our effort to recruit additional member volunteers. With only a total of around 5 hours a year commitment, the biggest obstacle to recruitment is lack of awareness.

Lindsey Black, Chair, Grants Administrator
Lynn Black, Publicist

Mariea Eckstein, Secretary
Katie Kimball, Member

HISTORICAL COMMISSION

Pepperell Historical Commission has responsibility for the preservation, protection, and development of the Town's historical assets and seeks to identify and promote the town's historical resources. In 2013, the Commission's membership was reduced by one member and we are actively seeking new members. The Commission met bi-monthly and continued historical-related efforts on behalf of the Town of Pepperell.

The Commission continued to work with the Town Clerk to add entries to the Archive and Revolutionary War sections on the Commission's webpage including the 1773 entry that established a Committee in Pepperell with notable members such as Colonel William Prescott. The Committee was charged with establishing a dialogue with the Committee of Correspondence in Boston including Pepperell's response to the "Boston Pamphlet", a publication distributed to towns in Massachusetts outlining the rights of British American colonists and identifying the encroachments made on their civil liberties by the British Parliament and the British forces. Additional historical entries were submitted to the Town in 2013 and are pending posting when the new Town website is complete.



In 2012 and into 2013, the Covered Bridge Committee, the Historical Commission and the Colonel Prescott Statue Committee worked together to develop a proposal to erect a historic sign at Railroad Square to recognize Pepperell as the home of Colonel Prescott, Prudence Wright and the Covered Bridge. The location for the sign was situated on property owned by the Mass Department of Conservation & Recreation (DCR), which required a project plan, site assessment, a permitting process and final inspection, to be completed in the first half of the year. The sign was installed in August with the help of the Pepperell Highway department and the colonial style of the sign could be used

as a model for future historical signage in Pepperell.

Rezoning a portion of Main Street from Urban Residential to Commercial led to the sale of the Hall-Winch House at 68-70 Main Street, to the Southern New Hampshire Medical Center. After learning that the historic 1840 Greek Revival structure, still in reasonably good condition, was slated for demolition, the Commission contacted the medical center to work together on options to preserve the structure and the medical center agreed. We reached out throughout the community through the newspaper, internet, historical organizations, professional contacts and public meetings to attempt to find someone who would be interested in moving the building. With that attempt unsuccessful, we began a salvage project on the interior and exterior, removing items like the cast iron bee hive oven doors, triangle louvre pediment, antique trim from the main door, and other original elements from the house. These items will be safeguarded until such time as they can be reused in the town.



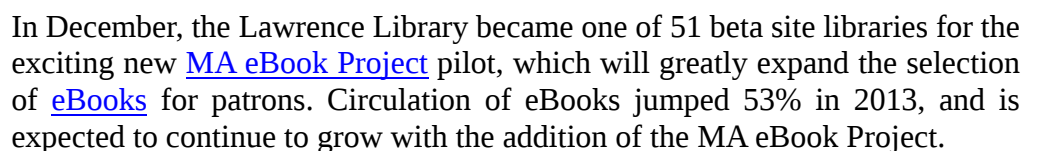
This year more residents and neighbors from nearby towns donated Pepperell items to the Commission. The Commission finalized a donation procedure for recording donations to ensure accountability and to maintain transparent procedures that were open for public inspection. Donations were made to the Lawrence Library and the Pepperell Historical Society and the associated documentation was completed and archived.

Our sincere thanks go out to everyone that has helped in the work of the Commission in 2013, including the Southern New Hampshire Medical Center, various Town departments, organizations throughout the community and the caring individuals that generously gave time or funds again this year, to preserve and promote our history. Thank you to those who donated personal items of historical significance to Pepperell. We appreciate everyone's desire and cooperation to preserve our past and to protect assets and artifacts that are important physical and sentimental reminders of Pepperell's history.

Two thousand thirteen (2013) was a year of change and community involvement in the Geek the Library campaign.

For the library building, the biggest changes in 2013 were the renovation of the History Room, the creation of the Historic Pepperell Mural, and our new exterior Lawrence Library sign. In April, renovations began to give the History Room a new look with a fresh coat of paint by our custodian Frank Kiluk. The following month, Pepperell resident and artist Nan Quintin began painting the 'Historic Pepperell Mural' which can be found on the landing near the History Room. In June, the public was invited to join us in honoring and thanking Jeanne Palmer for her countless hours archiving and organizing the History Room collection. Thanks to Jeanne's hard work, the History Room is a wonderful resource for anyone interested in Pepperell history and local family genealogies. She is a veritable font of Pepperell information, and always happy to assist patrons and staff with their questions. On July 31st a reception was held to celebrate the completion of Nan Quintin's [mural](#).

Also in July with support from the community and his fellow members of Pepperell Boy Scout Troop 26, Sean Ernst, with the support of the library board of trustees and library director designed, fundraised and organized the installation of the sign as his Eagle Scout project. The project, which cost about \$1,700, was paid for entirely by donations Ernst raised; no town or library funds were used to pay for the sign.



In the spring, we welcomed to our staff both Laurie Bulkow and Janina Majaren filling two vacant part time staff positions, and in the fall Sherrill Burgess was promoted to Head of Circulation when Myra Lane retired. No panic please – Myra was re-hired part time to fill Sherrill's open position!

This year, the library checked out 123,181 items; interlibrary loan items borrowed and requested totaled 21,056, making this the second year the library was a net lender. The library began lending 5 American Girl doll kits (each kit has a doll, one of her books, and a journal for the borrower to record their adventures!) and 2 ukulele kits (one for children, and one for adults, each with an instructional book/DVD and a tuner.) These kits have been so popular that the library acquired a sixth doll to add to the collection. The dolls and ukuleles were all purchased by the Friends.



[Library website](#) usage remains strong as reflected by the increased usage of the online [eBooks](#), [databases](#), web page hits, [room-booking software](#), [event calendar](#) program registration and [museum pass](#) bookings. The foot traffic for the year was over 85,000 with an average of 355 library users per day.



It was another busy year for adult, teen and children's programming with the library offering 403 special events/programs. The Summer Reading Program theme for children was *Dig Into Reading @ Your Library* with 168 participants. We continued utilizing the online summer reading software which allowed readers to share their thoughts about the books they read with other readers in their age group. Animal Adventures of Bolton visited with their favorite burrowing animals, to the delight of patrons young and old.

The *Pepperell Cultural Council* grants allowed us to offer five special events: A Song & Story Celebration with Davis Bates, Having Fun with Fossils and Dinosaurs, Science Magic with the Boston Museum of Science, Discovering NE Stone Walls with Kevin Gardner, and Toe Jam Puppet Band.



A few of the other event/program highlights for the year:

- For children - in addition to regularly scheduled Toddler Time, Baby Lapsit and Pajama Storytimes; Miss Kat and Miss Shannon offered: R.E.A.D to Ralphie & Darwin, Bubble Blast, Saturday Movies, Stuffed Animal Sleepover, Lego Clubs, Make-It and Take-It Crafts, an Ice Cream Party, Science Club, and more.
- For teens - monthly Jewelry Club, Doctor Who Day, Valentine Cookie Decorating, Perler Crafts, Sci-Fi Saturday, Video Gaming, Scrapbooking. YA Book Club, Merry Marshmallows, Tie-Dye, Lip Sync, Banned Book Read-In, and more.
- For adults - monthly: Learn to Play Bridge classes; Digital Downloads & eReaders classes with Tina; Book Club; Movie Night; Easter Pysanky; Poetry by John Joy; Ukelele Workshop; Author Night, Jane Austen Tea ; Tech Talks workshops using free OpenSource Software; Fresh Water Fishing; and much more.

The library provided meeting space for 138 non-profit programs/events. Some of the community groups were ARC, International Folk Dancing, both the Democrat and Republican town committees, Destination Imagination, Friends of Pepperell, Brownie and Boys/Girls Scout meetings, PACH, Step Dancing, Knit for Gold, Recreation Commission, , Charter Committee, Town Department Head Meetings, Pepperell Garden Club, Pepperell Army Community Covenant, and the Italian Conversation Group.



Artist/photographer exhibits in the Art Gallery included: Nashoba Valley Artist, Tracy Darabaris, Squanicook Colonial Quilt Guild, Tamara Gonda & Nancy French, the New England Wildflower Society, the Pepperell Siding Model Railroad Club popular *Train Week*, Pepperell Student Art Show, Mauricio Puente and Peter



Koutrouba. We also hosted the second *Art in Bloom* sponsored jointly by the Pepperell Garden Club and the Friends of the Library. In June and October we promoted Cat Adoption and Dog Adoption month partnering with two local organizations: the Pat Brody Cat Shelter and the Greyhound Rescue of New England.



Thanks to the funding provided by Friends of the Lawrence Library, we continued this year to offer two **free** music events each month: **Live @ Lawrence Library** and an **Open Mic** night. The performers for **Live @ Lawrence Library** were: Quintessential Brass, Frank Viele, Kip Ferguson, Hayley Sabella and Eva Walsh, Joe Clark, Ashley Jordan, Russell Hill Band and the Goodlie Company.

The Friends of the Library thankfully provided their much needed continued support. The Friends' annual fundraisers this year included the weekend book sale in March, the Toy Yardsale in April and the ever popular OctoberFest, which provided once again a wonderful sampling of wines, beers, assorted foods, harp music, and art raffle by Nita Casey. These events plus membership made possible the \$15,000 donation for the purchase of children's books and programs.



The Friends continued to fund all 21 [museum passes](#) (this year, the library added the Currier Museum of Art, the JKF Library & Museum, the Concord Museum, and the Peabody Essex Museum); sponsored the refreshments for the artist gallery receptions, music events and Art in Bloom (*Art in Bloom* is a festival of fresh floral arrangements and fine art, co-sponsored by Friends of the Lawrence Library and the Pepperell Garden Club); contributed funds to help expand programming; continue to fund the [electronic newsletter](#) the library creates each month, coordinated numerous holiday craft programs; and funded/organized the annual Holiday Tree Lighting (this year over 550 attended the tree lighting). Their dedication, contributions, and support are much needed and always greatly appreciated!

The Lawrence Library continues the use of three of the most popular Internet social media tools with a presence on [Facebook](#), [Flickr](#) and [Twitter](#).

In the coming year, the library will work to meet the continuing budget challenges to comply with the state certification. The library is greatly concerned that our goal to fully restore the funding to our budget needed to meet the state minimum funding requirements may be postponed yet again. **For fiscal year 2015, if the library is level funded (0%) we will fall short of the state minimum requirement by \$22,500. If it is cut 5%, the shortfall increases to \$42,230.** At this time the library is still awaiting word on the accreditation status for fiscal year 2014, which was applied for this past fall.

On behalf of staff, Library Board of Trustees, and Friends of the Library, thank you Pepperell for your support. If you don't have a library card, stop by for one – it's **FREE** and a great way to help stretch your budget! We hope to see you soon.

Did You Know? The library offers free WiFi 24/7, resume help, and ereader classes, plus, for a nominal fee, faxing, color and black and white copying/printing, and document scanning.

Respectfully Submitted,
Debra Spratt, Director
For the Library Board of Trustees

What's your library worth to you? Massachusetts Library Association has an online Library Service Calculator (<http://www.masslib.org/value-new/calculator.html>), which lets you determine the value of services/savings your library provides to you.

The estimated total dollar value of services rendered for one year for Pepperell patrons is **\$1,895,257**. This total was calculated using borrowed materials (books, audio books and music, DVDs, magazines and newspapers). This total does not include services provided such as programming, computer and WiFi usage, online databases, and reference assistance. Try this calculator and see what you'll save in just one month.

Hours of Operation:

Tuesday – Thursday	10am to 8pm
Friday	10am to 5pm
Saturday*	10am to 4pm
Sunday & Monday	Closed

Summer Hours (July 1 – Labor Day Weekend)
As above except closed Saturdays





Ornamental Fringe Trees

Purchased by the Friends of the Lawrence Library & the Pepperell Garden Club

The library staff would like to thank Suzie Greco for her years of volunteer service spent revitalizing, redesigning, and maintaining the library landscaping and gardens. Her countless hours of hard work have been very much appreciated.



Amos James Mahony

1917 – 2013

Library Trustee Emeritus

Amos Mahony was the longest serving library trustee in the state of Massachusetts. Amos served on Lawrence Library's Board of Trustees beginning in 1953, and helped support the Library through six decades of change. His vision and unwavering support will be greatly missed.

Photography by Tina McEvoy, Assistant Director



RECREATION COMMISSION

The Pepperell Recreation Commission manages the Sis McGrath Community Center and offers a comprehensive Recreation Program for the Town of Pepperell. The Community Center, located at 4 Hollis Street, is a public, affordable resource for the residents of Pepperell and surrounding communities to hold meetings, rent space for private parties, and host a wide variety of community events. Always busy, the Community Center is the site of many showers, birthday parties, and school dances. The Recreation Commission is supportive of many community organizations such as the Boy Scouts and Girls Scouts as well as many other non-profit groups.

Program Highlights

Our Recreation Programs offer a variety of courses for all ages and interests, such as Fitness Programs, Arts and Crafts, Babysitting and Home Alone preparation courses, horseback riding lessons, dance classes for kids, children's playgroups and School Vacation Sports Camp. For those who like to travel, we offer several day and overnight trips and tours, with a shopping trip to NYC our biggest attraction in Nov. Visit our website at www.town.pepperell.ma.us/recreation for a complete Program Guide for current offerings.

The Winter Ski Program continues to be successful. Full busses of children 5th – 12th grade participate in this Friday night skiing and snowboarding at Wachusett Mountain. The Commission extends our thanks to Jim Pantano and the many volunteers who continue to run this program very efficiently.

Summer Playground is our six-week summer program which continues to be very popular. With an average of 80 children ranging in ages from 5-14 yrs old on any given day, the playground, fields, courts and craft area are always busy with activities. We are very thankful to our staff who helped Summer Playground through another great season.

The annual Easter Egg Hunt, which is usually held the Sunday before Easter, continues to be a very well-attended event that fosters a strong sense of community spirit. The Recreation Commission hosted a pancake breakfast with the Easter Bunny before this year's hunt. We served over 100 people with the help of the Pepperell Lions Club who manned the griddles. During the event there was face painting, crafts, pictures with the bunny and many smiles. Special thanks should be given to Dr. Davis Ice Cream for their donation, the Pepperell Lions Club and the many volunteers within the community that came to help at the event.

The Commissioners would like to thank our Facilities and Program Director Stacey Drahusz, for her excellent management of the Recreation programs and Community Center. Her work and dedication in bringing Recreation programs to the people of Pepperell as well as keeping the facilities well-maintained is greatly appreciated.

Thank you to the residents of Pepperell for your support of the Recreation Department. As always, we welcome your ideas and input for program offerings. Please contact us at recreation@town.pepperell.ma.us with questions or ideas. We look forward to another great year of providing Recreation opportunities to the Town of Pepperell!

Respectfully Submitted,

Timothy Doyle
Commission Chair

M. Alise Herrera
Treasurer

Brendan McNabb
Secretary

AGRICULTURAL ADVISORY BOARD

Once again in 2013 the Pepperell Agricultural Commission concentrated their efforts upon the Pepperell Farmers Market. Markets were held all season every Saturday from June 15th until October 5th, from 9:00 to 1:00.

This year we again hosted local musicians who performed during market hours to help draw townspeople to the field. In addition to a great supply of local agricultural offerings, we also had locally baked bread and crafts. We also provide space for some local charitable causes in order to help them meet their goals.

We also continue to work with the Fourth of July Committee to generate participation of Pepperell citizens.

This year the commission plans to continue work on the Farmers Market, focusing efforts on expanding the vendor selection and drawing more people to the field on Saturdays. We are always open to volunteer help.



COVERED BRIDGE COMMITTEE

The Covered Bridge Committee is responsible for preserving and promoting the history and natural resources at the site of the Covered Bridge in Pepperell. The Prudence Wright Overlook next to the bridge is managed by the Committee and located on land owned by the Massachusetts Division of Fisheries & Wildlife (F&W) and licensed to the Town of Pepperell. The conditions of the License direct the Town to create a natural wildlife habitat and the terms for development and maintenance of the property are defined in the License. In 2013, the Committee's membership remained the same at five members.

The website pepperellcoveredbridge.org and the Committee's Facebook page continue to be actively used to promote the history and activities related to the Covered Bridge and the Overlook. Both of these high visibility websites have been used to advertise various events in Pepperell, drawing attention locally, regionally and across the country. Facebook posts consistently and quickly result in widespread sharing and commentary.



The Overlook project has been underway for three years. In early spring of 2013, the Overlook was hand-weeded multiple times through the joint efforts of Lorna Levi, Pepperell resident and our liaison with F&W, Pepperell Terrasi of the Pepperell Conservation Commission, the Covered Bridge Committee and F&W. Weeding removed the tallest growth but didn't prove to help significantly as the growing season continued. The dogwood trees however, were in full bloom; our best showing to date. Babin Landscaping provided free pruning services on the trees and shrubs, which should continue the positive results. Escapes provided services to spread organic loam from the Pepperell Wastewater Treatment Plant and the vendor seeded the area again this year. Very little wildflowers grew except a marginal showing of ox-eyed daisy and white daisy. The pink clover and mugwort weed grew rampant and the weed growth was in excess of 5 feet. This caused the Committee to contact the Town and F&W for permission to mow in June, which was approved. Within a few weeks the growth

returned to an unreasonable height. A meeting was called at the site with F&W to discuss a plan for current maintenance and to discuss future conditions to be incorporated into the new License, which was due to be renewed in June 2013.

The Town received permission to mow the Overlook again in July, but agreement was not reached with F&W on the future maintenance conditions for the License. The Town offered to regularly mow the area and proposed this option to F&W along with an alternate location to establish a large native wildflower garden. Multiple follow-up meetings occurred involving Town officials and the Committee to work together to develop Pepperrell's proposed conditions for the License. The Committee developed a new site plan which included the current location of items in the Overlook, the proposed footbridge requested for safety purposes, a dedicated area for wildflowers and the specific areas where we'd like to mow regularly. This will accompany the proposed conditions and be submitted to F&W in the spring of 2014.

The Covered Bridge Committee, the Historical Commission and the Colonel William Prescott Statue Committee worked together to develop a plan and jointly raised funds for a historic sign for Railroad Square. The sign was designed as a means of promoting the Covered Bridge, the Overlook, Prudence Wright and Colonel Prescott, which received endorsement from the Pepperell Board of Selectmen. The Department of Conservation & Recreation (MassDCR) own twenty feet of land on each side of the Nashua River Rail Trail. The Committee worked closely with DCR for a permit to install the sign. In August, the colonial styled sign was installed in a high visibility area directly off the Nashua River Rail Trail.

The Committee continued to raise funds through the engraved brick program and a new installation of bricks was completed at the information kiosk in the Overlook. The last two platforms of bricks were sealed with polymer sand to reinforce the area and to help prevent weed growth between the bricks. We have discontinued the sale of bricks until such time as there is sufficient interest to start a new platform or walkway somewhere within the Overlook. Funds were also raised through sales of the Covered Bridge Grand Opening DVD, magnets, and products made from salvaged wood from the Chester Waterous Bridge. Later in the year, ownership of the DVD was transferred to the Pepperell Historical Society to help further disseminate the history and to help raise funds for the Society.

The wooden kiosk in the Overlook attracted wasps again during the summer, which required attention. John Moak, the Town Administrator, helped the Committee reconfigure the kiosk by cutting down the existing lexan to fit directly over the bridge wood artifact, thereby eliminating the cavity. To complete the project, John reinforced the edges of the lexan with attractive mahogany molding.

Thank you to the businesses, individuals and organizations in the Town that offer support on our initiatives. We want to recognize Escapes who continues to go above and beyond to provide quality services to help maintain the Overlook. Thank you to all the citizens who purchased bricks in 2013, which helped to provide the funds necessary to continue the Overlook project.

Respectfully submitted,

Pepperell Covered Bridge Committee

2013 MEMBERSHIP

Diane Cronin, Chair

Maureen Desveaux, Secretary

David Babin II, Member

Erica McLellan, Member

Martin Gardner, Member

FINANCIALS - COVERED BRIDGE COMMITTEE	
Total 2013 Revenue	\$ 895.80
Total 2013 Expenditures	\$ 1,856.63
Funds Balance	\$ 2,269.76

CABLE TV ADVISORY COMMITTEE

This was a transition year in which Pepperell Community Media, Inc., (PCM) received approval of its non-profit status from the IRS and started acquisition and installation of broadcasting equipment for the operation of Pepperell's Channel 15. Since prior Committee members Richard Potts, Mark Walsh and Dave Pease had resigned to become Directors or an employee of PCM, and since the license renewal with Charter Communications was now in place, the Committee itself was inactive during the year.

Pepperell Community Media, Inc., installed robotic cameras in the renovated Conference Room A in Town Hall, and the operators broadcasting and recording station in the Mail Room. Dave Pease was hired by PCM to operate the equipment, and conduct the live broadcasts. By the end of the year, regular live broadcasts were being done for the Board of Selectmen, Board of Public Works, Charter Commission, Board of Health and Finance Committee.

Several versions of plans to install a meeting recording system in Conference Room B were developed, but have not progressed pending satisfactory resolution of some broadcasting technical questions.

Early in the year, Charter Communications made some unexpected changes in subscriber billing to recover some of their costs from the previous year. Charter's billing practices were looked at very closely and our attorney was consulted. The issue was eventually resolved to our satisfaction.

The web site for PCM (www.pepperellchannel.org) continued to be upgraded and a video on demand service was installed.

During the year, PCM monitored cable related questions directed by residents to Town Hall and provided explanations and clarifications. A common complaint was about the lack of competing cable services in Town, with residents not realizing that any cable provider is free to offer services in Town if they choose to do so.

Respectfully submitted,

Richard Potts

TOWN CLERK

The Pepperell Town Clerk's Office held four elections during 2013 (results below), although two were on the same day and held simultaneously. The resignation of former United State Senator, John F. Kerry, to become Secretary of State resulted in two special elections: a Special Primary on April 30, 2013 and the Special General Election for U.S. Senator on June 25, 2013. In order to reduce costs to the Town, the Town Clerk recommended and the Board of Selectmen authorized moving Pepperell's Annual Town Election from its usual fourth Monday in April to Tuesday, April 30 to coincide with the Special Primary.

The other election run by the Town Clerk was a special election held at the Varnum Brook Elementary School. After careful consideration and days of campaigning, speeches, posters, and discussions, the Varnum Brook 4th graders voted to choose the shape of the Town of Pepperell's 2014 dog license! The winner by an overwhelming consensus was the shape of a badge. Thank you to the 4th graders for taking their responsibility so seriously! This was the second year that the Town Clerk ran this election for 4th grade students thanks to the support of Principle Cormier, her staff, and all the 4th grade teachers who made the election so successful and enjoyable!

Pepperell held its Annual Town Meeting on the first Monday in May, as required by the Code of the Town of Pepperell. The usual spring Special Town Meeting was, for the first time, incorporated into the same warrant as the Annual Town Meeting. Previous convention and tradition had separated current and past fiscal year related articles from those for the upcoming fiscal year. However, the distinction was more confusing than helpful and there is no legal need to have separate warrants.

The Town Clerk posts all municipal government meeting notices on the Town of Pepperell website at www.town.pepperell.ma.us/notices.html. Past meeting minutes for the majority of boards and committees, as well as town meeting results and other documents, are also available online.

As with online property and excise tax payments that can be processed through the town website at www.town.pepperell.ma.us, residents now order dog licenses, vital records, and other Town Clerk services online through the Town's partnership with UniPay.

Jeffrey W. Sauer
Pepperell Town Clerk

Town of Pepperell Statistics:

Population:	11,787 (January 1, 2013 local census)
Land area:	22.9 Square miles
Elevation:	244 Feet above mean sea level
Districts:	Third Congressional Fifth Councilor First Middlesex Senatorial First Middlesex Representative

Vital Records: (Births, Deaths, and Marriages recorded in Pepperell during 2013)

Births:	67
Deaths:	56
Marriages:	35

Late returns could change the final totals of Pepperell resident births and deaths. Please note that the above birth statistics **do not include** Pepperell residents who gave birth to their children in New Hampshire, since those records are no longer forwarded to Pepperell.

2013 Dog Licenses:	1,801 Dog Licenses
	19 Kennel Licenses (4 dogs)
	2 Kennel Licenses (10 dogs)
	3 Kennel License (20 dogs)

2013 dog licenses expire March 31, 2014. A grace period is given until May 31st to allow residents to obtain rabies vaccinations for their dog(s). M.G.L Section 81-12 states that failure to license your dog will result in a \$50.00 violation fee. This fine will be added to the licensing fee.

Male or Female:	\$15.00
Spayed or Neutered:	\$10.00

State law requires proof of rabies vaccination for licensing. Pepperell Veterinary Hospital, in conjunction with the Pepperell Board of Health, will hold a rabies clinic on the first Saturday in April, this year on April 5, 2014.

2013 Business Certificates:

37	New business certificates during 2013
418	Total active business certificates in Pepperell (as of 12/31/2013)

Filing for a Business Certificate: Businesses in Pepperell must file for a Business Certificate, as required under Massachusetts General Laws, Chapter 110, Section 5. Business certificates cost \$40 and valid for four (4) years after which time they must be renewed. Violations shall be subject to a fine of not more than three hundred (\$300.00) for each month during which such violation continues.

The following are required to file for a business certificate:

1. Any person or person conducting a business under any title other than the complete real name of the owner.
2. Any corporation doing business in a name other than the corporate name.

When applying for a business certificates, all persons to be named on the certificate must be present to sign the certificate, which is then notarized or certified by the Town Clerk. Should you have any questions about business certificates or the requirements for obtaining a business certificate in Pepperell, please contact the Town Clerk's office at 978-433-0339.

2014 Election Schedule:

Annual Town Election, Monday, April 28, 2014

Last day to register is April 8, 2014

Annual Town Meeting, Monday, May 5, 2014

Last day to register is April 8, 2014

State Primary, Tuesday, September 9, 2014

Last day to register is August 20, 2014

State Election, Tuesday, November 4, 2014

Last day to register is October 15, 2014

Registered voters (as of the 2013 Annual Town Census):

	Precinct 1	Precinct 2	Precinct 3	Totals
Conservative	1	0	0	1
Constitution	0	1	1	2
Democrat	554	517	522	1593
Green Party	0	0	1	1
Green-Rainbow	2	3	0	5
Libertarian	14	7	9	30
Mass Independent	0	0	1	1
Pirate	0	0	1	1
Reform	1	1	0	2
Republican	482	492	468	1442
Socialist	1	0	0	1
Unenrolled	1627	1631	1589	4847
Working Families	0	2	0	2
Totals	2682	2654	2592	7928

2013 Annual Town Election

Pepperell, Massachusetts

Varnum Brook School Gymnasium

April 30, 2013

Vote for **One**

Board of Assessors	Prec. 1	Prec. 2	Prec. 3	Totals
Michael T. Coffey	336	392	402	1130
<i>Write-ins</i>				0
				0
Scattered	2	2	2	6
Blanks	117	111	118	346
Totals	455	505	522	1482

Vote for **One**

Board of Health	Prec. 1	Prec. 2	Prec. 3	Totals
Alfred T. Buckley, Sr.	201	193	199	593
Virginia I. Malouin	229	276	296	801
<i>Write-ins</i>				0
				0
Scattered	0	0	1	1
Blanks	25	36	26	87
Totals	455	505	522	1482

Vote for **One**

Housing Authority	Prec. 1	Prec. 2	Prec. 3	Totals
Donna M. Franzek	331	391	395	1117
<i>Write-ins</i>				0
				0
Scattered	0	0	1	1
Blanks	124	114	126	364
Totals	455	505	522	1482

Vote for **Two**

Board of Library Trustees	Prec. 1	Prec. 2	Prec. 3	Totals
Charles P. Burnham	288	357	366	1011
Gretchen L. Needham	284	307	335	926
<i>Write-ins</i>				0
				0
Scattered	1	1	3	5
Blanks	337	345	340	1022
Totals	910	1010	1044	2964

Vote for **One**

Board of Library Trustees - 2 yr	Prec. 1	Prec. 2	Prec. 3	Totals
Ramona A. Reed	332	392	400	1124
<i>Write-ins</i>				0
				0
Scattered	0	1	2	3
Blanks	123	112	120	355
Totals	455	505	522	1482

Vote for **One**

Planning Board	Prec. 1	Prec. 2	Prec. 3	Totals
Joseph Helfter	321	378	384	1083
<i>Write-ins</i>				0
				0
Scattered	0	1	2	3
Blanks	134	126	136	396
Totals	455	505	522	1482

Vote for **One**

Board of Public Works	Prec. 1	Prec. 2	Prec. 3	Totals
Gregory J. Rice	324	382	390	1096
<i>Write-ins</i>				0
				0
Scattered	2	2	1	5
Blanks	129	121	131	381
Totals	455	123	132	1482

Vote for **One**

Recreation Commission	Prec. 1	Prec. 2	Prec. 3	Totals
Brendan F. McNabb	371	421	435	1227
<i>Write-ins</i>				0
				0
Scattered	0	0	1	1
Blanks	84	84	86	254
Totals	455	505	522	1482

Vote for **One**

Board of Selectmen	Prec. 1	Prec. 2	Prec. 3	Totals
Alfred T. Buckley, Sr.	196	176	190	562
Michelle R. Gallagher	239	286	304	829
<i>Write-ins</i>				0
				0
Scattered	0	5	2	7
Blanks	20	38	26	84
Totals	455	505	522	1482

Vote for **One**

Town Clerk	Prec. 1	Prec. 2	Prec. 3	Totals
Jeffrey W. Sauer	360	415	422	1197
<i>Write-ins</i>				0
				0
Scattered	0	0	2	2
Blanks	95	90	98	283
Totals	455	505	522	1482

Vote for **One**

NMRSD Committee	Prec. 1	Prec. 2	Prec. 3	Totals
<i>Write-ins</i>				0
Brian Edmonds	146	166	188	500
Caroline Ahdab	34	52	41	127
				0
				0
Scattered	12	7	16	35
Blanks	263	280	277	820
Totals	455	505	522	1482

<u>Ballots cast</u>	<u>Prec. 1</u>	<u>Prec. 2</u>	<u>Prec. 3</u>	<u>Totals</u>
Absentee ballots	7	12	14	33
Ballots cast at polling place	448	493	508	1449
Total Ballots cast	455	505	522	1482
 <u>Registered Voters</u>	 <u>Prec. 1</u>	 <u>Prec. 2</u>	 <u>Prec. 3</u>	 <u>Totals</u>
Total registered voters	2707	2688	2603	7998
Voter participation percentage	16.81%	18.79%	20.05%	18.53%

TRUE COPY ATTEST:

Jeffrey W. Sauer
PEPPERELL TOWN CLERK

Special State Primary

Pepperell, Massachusetts

Varnum Brook School Gymnasium

April 30, 2013

Democratic Party

Vote for **One**

Senator in Congress	Prec. 1	Prec. 2	Prec. 3	Totals
Stephen F. Lynch	117	97	118	332
Edward J. Markey	123	179	160	462
<i>Write-ins</i>				0
				0
Scattered	0	1	2	3
Blanks	0	0	4	4
Totals	240	277	284	801

Republican Party

Vote for **One**

Senator in Congress	Prec. 1	Prec. 2	Prec. 3	Totals
Gabriel E. Gomez	113	130	141	384
William J. Sullivan	69	74	71	214
Daniel B. Winslow	27	19	27	73
<i>Write-ins</i>				0
				0
Scattered	1	0	2	3
Blanks	0	0	2	2
Totals	210	223	243	676

<u>Ballots cast</u>	<u>Prec. 1</u>	<u>Prec. 2</u>	<u>Prec. 3</u>	<u>Totals</u>
Absentee ballots	7	13	17	37
Ballots cast at polling place	443	487	510	1440
Total Ballots cast	450	500	527	1477
<u>Registered Voters</u>	<u>Prec. 1</u>	<u>Prec. 2</u>	<u>Prec. 3</u>	<u>Totals</u>
Total registered voters	2707	2688	2603	7998
Voter participation percentage	16.62%	18.60%	20.25%	18.47%

TRUE COPY ATTEST:

Jeffrey W. Sauer
PEPPERELL TOWN CLERK

2013 Annual Town Meeting

Pepperell, Massachusetts

Nissitissit Middle School Auditorium

May 6, 2013

The Annual Town Meeting was called to order at 7:31 p.m. by Scott N. Blackburn, Moderator.

The Meeting said the Pledge of Allegiance.

The Town Clerk, Jeffrey Sauer, read the notice of the posting of the warrant.

Registrars checking voters in were Jane Eshleman, Patricia Sergi, and Heather Zacharakis.

Counters were Arnie Silva, Al Buckley, and Chris DeSimone.

The Moderator announced that a quorum was present.

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

To either of the constables of the Town of Pepperell, in said county,

GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify and warn the inhabitants of said Town qualified according to law to vote in state, county, district and town affairs to assemble at the NISSITISSIT MIDDLE SCHOOL, in said Town, on Monday, the 6th of May, A.D. 2013 at 7:30 PM to act on the following articles:

ANNUAL TOWN MEETING

May 6, 2013

ARTICLE 1

By Police Department

FY 2013 OVERTIME COSTS

To see what sum the Town will vote to appropriate from available funds for supplemental funding of the FY 2013 Police Department budget, due to unexpected overtime costs, said appropriation to be under the control of the Chief of Police; or take any other action relative thereto.

The police department continues to function with less personnel and a reduced overtime line item. These funds are needed to replenish the overtime account that was depleted due to two officers being out extended periods of time following surgical procedures. Recommended by Finance Committee.

Motion by: Stephen Themelis, Board of Selectmen

I move that the Town vote to appropriate from Free Cash the sum of \$28,000 for supplemental funding of the FY 2013 Police Department budget, due to unexpected overtime costs, said appropriation to be under the control of the Chief of Police.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 2

By Board of Selectmen

FY 2013 PAYROLL PROGRAM START-UP COSTS

To see if the Town will vote to appropriate from available funds the sum of \$9,000 for the purpose of implementing a new payroll program, including related expenses, said appropriation to be under the control of the Town Administrator; or take any other action relative thereto.

This request for use of Free Cash funds from FY 2013 is to allow us to begin the process to initiate a new electronic payroll system. This funding will allow us to pay up front costs such as data entry, time clocks, software conversion, data cable connections to facilities, and licenses. This work needs to be completed prior to the start of the new fiscal year. Recommended by Finance Committee.

Motion by: Michael Green, Board of Selectmen

I move that the Town vote to appropriate from Free Cash the sum of \$9,000 for the purpose of implementing a new payroll program, including related expenses, said appropriation to be under the control of the Town Administrator.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 3

By Board of Fire Engineers

FY 2013 AMBULANCE DEPARTMENT OVERTIME

To see what sum the Town will vote to appropriate from available funds for supplemental funding of the FY 2013 Ambulance Department budget, due to unexpected overtime costs, said appropriation to be under the control of the Fire Chief and/or Board of Fire Engineers; or take any other action relative thereto.

Due to personnel injuries and time off used, need to cover all daytime shifts with a Paramedic. Recommended by Finance Committee.

Motion by: Toby Tyler, Board of Fire Engineers

I move that the Town vote to appropriate from Free Cash the sum of \$10,000 for supplemental funding of the FY 2013 Ambulance Department budget, due to unexpected overtime costs, said appropriation to be under the control of the Fire Chief and/or Board of Fire Engineers.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 4

By: Board of Selectmen

FY 2013 SUPPLEMENTAL APPROPRIATION

To see what sum the Town will vote to appropriate from available for the purpose of paying Veterans' benefits for the balance of FY 2013; or take any other action relative thereto.

We are requesting an additional \$28,000 to cover the veterans' benefits we estimate to occur during the remainder of this fiscal year. This amount represents the present enrollment in veteran's benefits. Recommended by Finance Committee.

Motion by: Michelle Gallagher, Board of Selectmen

I move that the Town vote to appropriate from Free Cash the sum of \$28,000 for the purpose of paying Veterans' benefits for the balance of FY 2013.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 5

By: Board of Public Works

FY 2013 SUPPLEMENTAL APPROPRIATION

To see what sum the Town will vote to appropriate from available funds for the purpose of paying costs associated with snow and ice removal for the balance of FY 2013; or take any other action relative thereto.

This supplemental appropriation is to cover costs for snow and ice removal over and above the amount budgeted for this past winter. Recommended by Finance Committee.

Motion by: Lewis Lunn, Board of Public Works

I move that the Town vote to appropriate from Free Cash the sum of \$74,000 for the purpose of paying costs associated with snow and ice removal for the balance of FY 2013.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 6

By: Board of Public Works – Water Division

FY 2013 USE OF WATER ENTERPRISE DEPARTMENT RETAINED EARNINGS

To see if the Town will vote to authorize the use of up to \$180,395 from Water Enterprise Retained Earnings in order to balance the FY 2013 budget for the Water Enterprise Department; or take any other action relative thereto.

The FY 2013 Water budget was intended to utilize up to \$180,395 of retained earnings to achieve a balanced budget. This allocation was not specifically identified in Article 4, Part X of the 2012 ATM. The MA Dept. of Revenue (DOR) has requested that retained earnings be listed and approved separate from other funds. This article would specifically authorize the use of these retained earnings to meet this DOR requirement. This does not increase the FY 2013 Water budget. The Finance Committee, Board of Selectmen and Public Works Board have all unanimously voted to endorse this housekeeping measure. Recommended by Finance Committee.

Motion by: Paul Brinkman, Board of Public Works

I move that the Town vote to authorize the use of up to \$180,395 from Water Enterprise Retained Earnings in order to balance the FY 2013 budget for the Water Enterprise Department.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 7

By: Board of Public Works – Cemetery Division

FY 2013 REVISION OF SCOPE OF ARTICLE

To see if the Town will vote to revise the scope of Article 18 of the 2008 Annual Town Meeting (Repairs to Cemetery Truck) which has a balance of \$3,284.86, in order to purchase a new mower for the Cemetery Department, said appropriation to be under the control of the Cemetery/Parks Superintendent; or take any other action relative thereto.

\$8000 was originally appropriated by Art 18 at the '08 ATM for repairs to the Cemetery vehicle. There is a current balance of \$3284.86 remaining in this appropriation. This article would repurpose the remaining balance towards the purchase of a new mower, as the Cemetery Dept. no longer owns the vehicle for which the repairs were intended. Recommended by Finance Committee.

Motion by: Patrick McNabb, Board of Public Works

I move that the Town vote to revise the scope of Article 18 of the 2008 Annual Town Meeting (Repairs to Cemetery Truck) which has a balance of \$3,284.86, in order to purchase a new mower for the Cemetery Department, said appropriation to be under the control of the Cemetery/Parks Superintendent.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 8

TOWN OFFICERS AND COMMITTEES

To choose all Town Officers and Committees for the ensuing year (July 1, 2013 - June 30, 2014) not required to be elected by ballot.

Motion by: Stephen Themelis, Board of Selectmen

I move that the Town vote to choose all Town Officers and Committees for the ensuing year (July 1, 2013 - June 30, 2014) not required to be elected by ballot.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 9

ELECTED OFFICIALS COMPENSATION

To see if the Town will vote to fix the salary and compensation of Elected Officers of the Town for the Fiscal Year July 1, 2013 - June 30, 2014, as provided by Section 108 of Chapter 41 of the Massachusetts General Laws, as amended; or take any other action relative thereto.

Salaries of the Elected Officers are included in the Departmental Appropriations.

Elected Official	Voted Salaries 7/1/12-6/30/13	Requested Salaries 7/1/13-6/30/14	Recommended Salaries 7/1/13-6/30/14
<u>Town Clerk</u> Range \$54,762* - 62,995	\$ 54,954	\$ 58,181	\$ 58,181
<u>Treasurer/Tax Collector</u> Range \$64,916*- 78,989	\$ 77,010	\$ 77,010	\$ 77,010

* Shall be the minimum pay for anyone who is not the incumbent officeholder as of 7/1/13 and who is appointed or elected during the fiscal year. The above salary recommendations to become effective under the dates specified above.

Recommended by Finance Committee.

Motion by: Michelle Gallagher, Board of Selectmen

I move that the Town vote to fix the salary and compensation of Elected Officers of the Town for the Fiscal Year July 1, 2013 - June 30, 2014, as provided by Section 108 of Chapter 41 of the Massachusetts as set forth in the official Town Warrant of the Annual Town Meeting

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 10

COMPENSATION PLAN

To see if the Town will vote to amend its Compensation Plan established pursuant to Chapter 41, Section 108A, of the Massachusetts General Laws, and Pursuant to Chapter 31 of the Code of the Town of Pepperell, for the Fiscal Year July 1, 2013 through June 30, 2014, by deleting Appendices B, C and D of the Compensation Plan, and by inserting the text of said Appendices as follows:

APPENDIX B

COMPENSATION PLAN

FISCAL 2014 (EFFECTIVE JULY 1, 2013)

REGULAR FULL-TIME AND REGULAR PART-TIME HOURLY EMPLOYEES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	13.75	14.30	14.87	15.47	16.09	16.74
2	14.58	15.16	15.77	16.40	17.06	17.74
3	16.05	16.69	17.36	18.05	18.77	19.53
4	17.64	18.35	19.08	19.85	20.64	21.47
5	19.42	20.19	21.00	21.84	22.71	23.63
6	21.36	22.21	23.10	24.03	24.99	25.99
7	23.49	24.43	25.41	26.53	27.47	28.58
8	25.85	26.88	27.96	29.08	30.24	31.45
9	28.43	29.58	30.75	31.99	33.26	34.59
10	31.26	32.50	33.81	35.15	36.56	38.03

APPENDIX C
COMPENSATION PLAN
FISCAL 2014 (EFFECTIVE JULY 1, 2013)
REGULAR FULL-TIME AND REGULAR PART-TIME SALARIED EMPLOYEES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	13.75	14.30	14.87	15.47	16.09	16.74
2	14.58	15.16	15.77	16.40	17.06	17.74
3	16.05	16.69	17.36	18.05	18.77	19.53
4	17.64	18.35	19.08	19.85	20.64	21.47
5	19.76	20.55	21.38	22.23	23.12	24.05
6	22.14	23.03	23.95	24.91	25.90	26.94
7	24.79	25.78	26.82	27.88	29.00	30.17
8	27.78	28.89	30.04	31.24	32.49	33.80
9	31.09	32.33	33.64	34.97	36.37	37.83
10	34.83	36.22	37.67	39.18	40.74	42.38

APPENDIX D
COMPENSATION PLAN
FISCAL 2014 (EFFECTIVE JULY 1, 2013)
SEASONAL, TEMPORARY & NON-REGULARLY SCHEDULED EMPLOYEES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
0	9.12	9.49	9.87	10.26	10.67	11.10
1	13.75	14.30	14.87	15.47	16.09	16.75
2	14.59	15.16	15.77	16.41	17.07	17.73
3	16.05	16.70	17.36	18.05	18.77	19.52
4	17.65	0.00	0.00	0.00	0.00	21.47
5	19.41	0.00	0.00	0.00	0.00	23.61
6	21.36	0.00	0.00	0.00	0.00	25.98
7	23.49	0.00	0.00	0.00	0.00	28.58
8	25.84	0.00	0.00	0.00	0.00	31.45

Special Rates: Special Police Officer: Step 1 from Patrolmen's Contract
Detention Room Monitor: C3-1
Entry Level Playground Assistants/Dispatcher Trainees - \$1.00 less than Grade 0 Step 1

The changes to the compensation schedules listed in this article reflects a 1½% Cost of Living Adjustment for all By-law employees. This schedule was approved by the Personnel Board and is included within the budgets of each department. Recommended by Finance Committee.

Motion by: Michael Green, Board of Selectmen

I move that the Town vote to amend its Compensation Plan established pursuant to Chapter 41, Section 108A, of the Massachusetts General Laws, and Pursuant to Chapter 31 of the Code of the Town of Pepperell, for the Fiscal Year July 1, 2013 through June 30, 2014, by deleting Appendices B, C and D of the Compensation Plan, and by inserting the text of said Appendices as printed in the warrant for this Town Meeting.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 11

BUDGETS

To determine the specific sums the Town will vote to raise and appropriate or appropriate from available funds, to defray the regular expenses of the Town for the Fiscal Year July 1, 2013 through June 30, 2014 for General Government; Public Safety; Education; Public Works and Facilities; Human Services; Culture and Recreation; Debt Service; Employee Benefits and Insurance; Ambulance Fund; Sewer Enterprise Fund; Water Enterprise Fund; and Transfer Station Fund, or take any other action relative thereto. The following budgets are for the fiscal year covering the twelve-month period July 1, 2013 through June 30, 2014:

FY '14 Summary General Fund

REVENUES

Tax Levy (actual \$)

R.E. Tax Levy Limit FY 13	16,049,238
2 1/2 Increase	401,231
New Growth	92,000
Debt Exclusion - School	454,060
Debt Exclusion - Town	<u>70,433</u>
Sub-Total	\$17,066,962

Revenues

State Revenues	1,475,334
Local Revenues	1,990,000
Available Funds (Free Cash)	343,909
Available Funds (Ret. Fund)	4,595
Available Funds (O/L Surplus)	<u>50,000</u>
Sub-Total	\$3,863,838

Gross Revenues **\$20,930,800**

Assessments

Library	(10,742)
State	(29,030)
Town - 2013 Est. Overlay	<u>(225,000)</u>
Total Assessments	(\$264,772)

Gross Revenues	20,930,800
Assessments	<u>(264,772)</u>

Net Revenues **\$20,666,028**

EXPENDITURES

Town Budget Operations	7,689,672	
Capital	130,375	130,375
NMRSD Budget	11,705,342	181,504
Nashoba Valley Tech	<u>1,140,639</u>	<u>32,030</u>
		343,909

Expenditures **\$20,666,028**

Budget Summary

Revenues	20,666,028
Operational Expenditures	<u>(20,666,028)</u>
Surplus / (Deficit)	(\$0)

In Reserve

Stabilization Fund	\$617,497
Retirement Fund	\$0
Remaining Free Cash	\$692,678

**Free Cash
Required**

DEPT. NO.	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
PART I	GENERAL GOVERNMENT			
1220	SELECTMEN			
	Other Charges and Expenses	\$1,370	\$1,400	\$1,400
		<u>\$1,370</u>	<u>\$1,400</u>	<u>\$1,400</u>
1290	TOWN ADMINISTRATOR			
	Labor and Related	\$143,475	\$149,789	\$149,789
	Services and Supplies	\$1,700	\$3,150	\$3,150
		<u>\$145,175</u>	<u>\$152,939</u>	<u>\$152,939</u>
1310	FINANCE COMMITTEE			
	Wages, Hourly	\$300	\$300	\$300
		<u>\$300</u>	<u>\$300</u>	<u>\$300</u>
1320	RESERVE FUND			
	Other Charges and Expenses	\$80,000	\$79,700	\$79,700
		<u>\$80,000</u>	<u>\$79,700</u>	<u>\$79,700</u>
1350	ACCOUNTANT			
	Labor and Related	\$107,645	\$111,502	\$111,502
	Services and Supplies	\$23,550	\$58,200	\$58,200
		<u>\$131,195</u>	<u>\$169,702</u>	<u>\$169,702</u>
1410	ASSESSORS			
	Labor and Related	\$72,613	\$85,733	\$85,733
	Services and Supplies	\$28,275	\$27,475	\$27,475
		<u>\$100,888</u>	<u>\$113,208</u>	<u>\$113,208</u>
1420	GIS			
	Services and Supplies	\$5,500	\$10,000	\$10,000
		<u>\$5,500</u>	<u>\$10,000</u>	<u>\$10,000</u>
1450	TREASURER COLLECTOR			
	Labor and Related	\$143,539	\$152,130	\$152,130
	Services and Supplies	\$14,600	\$17,324	\$17,324
		<u>\$158,139</u>	<u>\$169,454</u>	<u>\$169,454</u>
1510	LAW DEPARTMENT			
	Services and Supplies	\$26,000	\$22,000	\$22,000
		<u>\$26,000</u>	<u>\$22,000</u>	<u>\$22,000</u>
1520	PERSONNEL BOARD			
	Services and Supplies	\$2,300	\$1,300	\$1,300
		<u>\$2,300</u>	<u>\$1,300</u>	<u>\$1,300</u>
1550	INFORMATION SYSTEMS TECH			
	Labor and Related	\$61,957	\$60,700	\$60,700
	Services and Supplies	\$27,361	\$8,500	\$8,500
		<u>\$89,318</u>	<u>\$69,200</u>	<u>\$69,200</u>

DEPT. NO.	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
1570	CENTRAL TELEPHONE Services and Supplies	\$33,512	\$33,600	\$33,600
		\$33,512	\$33,600	\$33,600
1580	TAX TITLE Services and Supplies	\$4,500	\$9,000	\$9,000
		\$4,500	\$9,000	\$9,000
1590	POSTAGE METER Services and Supplies	\$25,876	\$29,936	\$29,936
		\$25,876	\$29,936	\$29,936
1610	TOWN CLERK Labor and Related Services and Supplies	\$83,390 \$2,314	\$90,696 \$2,349	\$90,696 \$2,349
		\$85,704	\$93,045	\$93,045
1620	ELECTIONS Labor and Related Services and Supplies	\$6,000 \$7,950	\$6,000 \$7,950	\$6,000 \$7,950
		\$13,950	\$13,950	\$13,950
1630	REGISTRATION Labor and Related Services and Supplies	\$2,290 \$5,290	\$2,290 \$4,300	\$2,290 \$4,300
		\$7,580	\$6,590	\$6,590
1710	CONSERVATION COMMISSION Labor and Related	\$34,682	\$36,848	\$36,848
		\$34,682	\$36,848	\$36,848
1750	PLANNING BOARD Labor and Related Services and Supplies	\$37,510 \$3,595	\$41,632 \$4,295	\$41,632 \$4,295
		\$41,105	\$45,927	\$45,927
1760	BOARD OF APPEALS Labor and Related Services and Supplies	\$9,093 \$250	\$9,281 \$250	\$9,281 \$250
		\$9,343	\$9,531	\$9,531
1920	TOWN HALL Labor and Related Services and Supplies	\$43,802 \$36,787	\$44,840 \$43,686	\$44,840 \$43,686
		\$80,589	\$88,526	\$88,526
TOTAL PART I		\$1,077,026	\$1,156,156	\$1,156,156

	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
PART II	PUBLIC SAFETY			
2110	POLICE DEPARTMENT			
	Labor and Related	\$1,422,147	\$1,470,439	\$1,470,439
	Services and Supplies	\$196,703	\$186,703	\$186,703
	Capital Outlay	\$8,000	\$8,000	\$8,000
		\$1,626,850	\$1,665,142	\$1,665,142
2210	FIRE DEPARTMENT			
	Labor and Related	\$171,327	\$184,758	\$184,758
	Services and Supplies	\$65,293	\$73,275	\$73,275
	Capital Outlay	\$5,000	\$5,000	\$5,000
		\$241,620	\$263,033	\$263,033
2410	BUILDING AND ZONING OFFICER			
	Labor and Related	\$65,500	\$66,481	\$66,481
	Services and Supplies	\$2,563	\$2,563	\$2,563
		\$68,063	\$69,044	\$69,044
2420	GAS INSPECTOR			
	Labor and Related	\$2,346	\$2,381	\$2,381
	Services and Supplies	\$5,175	\$5,175	\$5,175
		\$7,521	\$7,556	\$7,556
2430	PLUMBING INSPECTOR			
	Labor and Related	\$2,285	\$2,319	\$2,319
	Services and Supplies	\$6,235	\$6,235	\$6,235
		\$8,520	\$8,554	\$8,554
2440	SEALER OF WEIGHTS AND MEASURES			
	Labor and Related	\$4,590	\$4,660	\$4,660
	Services and Supplies	\$175	\$175	\$175
		\$4,765	\$4,835	\$4,835
2450	WIRING INSPECTOR			
	Labor and Related	\$1,327	\$1,347	\$1,347
	Services and Supplies	\$11,525	\$11,525	\$11,525
		\$12,852	\$12,872	\$12,872
2510	COMMUNICATIONS CENTER			
	Labor and Related	\$311,937	\$320,337	\$320,337
	Services and Supplies	\$16,765	\$16,765	\$16,765
		\$328,702	\$337,102	\$337,102
2910	EMERGENCY MANAGEMENT			
	Services and Supplies	\$7,600	\$8,650	\$8,650
		\$7,600	\$8,650	\$8,650
2920	ANIMAL CONTROL OFFICER			
	Labor and Related	\$22,584	\$23,842	\$23,842
	Services and Supplies	\$6,750	\$7,050	\$7,050
		\$29,334	\$30,892	\$30,892

	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	REQUESTED 0 0
2930	SAFETY AND TRAFFIC SIGNS Services and Supplies	\$4,040	\$4,040	\$4,040
		\$4,040	\$4,040	\$4,040
2940	FOREST WARDEN Services and Supplies	\$2,000	\$2,000	\$2,000
		\$2,000	\$2,000	\$2,000
2960	CONSTABLES Services and Supplies	\$350	\$350	\$350
		\$350	\$350	\$350
TOTAL PART II		\$2,342,217	\$2,414,070	\$2,414,070
PART III	PUBLIC WORKS & FACILITIES			
4110	TOWN ENGINEER Labor and Related Services and Supplies	\$48,679 \$1,331	\$48,399 \$1,610	\$48,399 \$1,610
		\$50,010	\$50,009	\$50,009
4220	HIGHWAYS-CONST & MAINTENANCE Labor and Related Services and Supplies Snow/Ice	\$465,863 \$200,137 \$180,000	\$471,373 \$195,688 \$180,000	\$471,373 \$195,688 \$180,000
		\$846,000	\$847,061	\$847,061
4240	STREET LIGHTING Services and Supplies	\$44,000	\$44,000	\$44,000
		\$44,000	\$44,000	\$44,000
4270	TREE CARE AND PLANTING Labor and Related Services and Supplies	n/a \$10,953	\$1,500 \$14,471	\$1,500 \$14,471
		\$10,953	\$15,971	\$15,971
4910	CEMETERY / PARKS Labor and Related Services and Supplies	\$91,303 \$16,796	\$91,303 \$16,796	\$91,303 \$16,796
		\$108,099	\$108,099	\$108,099
TOTAL PART III		\$1,059,062	\$1,065,140	\$1,065,140

	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
PART IV	HUMAN SERVICES			
5110	BOARD OF HEALTH			
	Labor and Related	\$22,685	\$24,734	\$24,734
	Services and Supplies	\$47,250	\$46,250	\$46,250
		\$69,935	\$70,984	\$70,984
5410	COUNCIL ON AGING			
	Labor and Related	\$125,553	\$128,411	\$128,411
	Services and Supplies	\$46,750	\$44,615	\$44,615
		\$172,303	\$173,026	\$173,026
5430	VETERANS' SERVICES			
	Labor and Related	\$6,960	\$7,064	\$7,064
	Services and Supplies	\$75,650	\$155,550	\$155,550
		\$82,610	\$162,614	\$162,614
TOTAL PART IV		\$324,848	\$406,624	\$406,624
PART V	CULTURE & RECREATION			
6110	LAWRENCE LIBRARY			
	Labor and Related	\$308,729	\$313,516	\$313,516
	Services and Supplies	\$130,874	\$126,087	\$126,087
		\$439,603	\$439,603	\$439,603
6310	SUMMER PLAYGROUND			
	Labor and Related	\$3,000	\$3,000	\$3,000
		\$3,000	\$3,000	\$3,000
6320	COMMUNITY CENTER			
	Labor and Related	\$18,582	\$19,697	\$19,697
	Services and Supplies	\$10,100	\$9,272	\$9,272
		\$28,682	\$28,969	\$28,969
6510	PARKS	SEE CEMETERY	SEE CEMETERY	SEE CEMETERY
6920	MEMORIAL DAY CELEBRATION			
	Services and Supplies	\$3,000	\$3,000	\$3,000
		\$3,000	\$3,000	\$3,000
TOTAL PART V		\$474,285	\$474,572	\$474,572

PART VI	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
	DEBT SERVICE			
7170	DEBT-GENERAL OBLIGATION II			
	Long-Term Debt	\$93,884	\$85,788	\$85,788
		\$93,884	\$85,788	\$85,788
7180	DEBT-BELMONT SPRINGS			
	Long-Term Debt	\$61,814	\$60,344	\$60,344
		\$61,814	\$60,344	\$60,344
7190	DEBT-OBLIGATION III			
	Long-Term Debt	\$118,625	\$16,083	\$16,083
		\$118,625	\$16,083	\$16,083
	INTEREST SHORT-TERM DEBT			
7520	Interest on Temporary Loans	\$73,335	\$70,235	\$70,235
		\$73,335	\$70,235	\$70,235
TOTAL PART VI		\$347,658	\$232,450	\$232,450
PART VII	EMPLOYEE BENEFITS & INSURANCE			
9110	RETIREMENT ASSESSMENT	\$652,031	\$725,379	\$725,379
9130	UNEMPLOYMENT INSURANCE	\$12,000	\$20,000	\$20,000
9140	HEALTH INSURANCE	\$737,861	\$700,000	\$700,000
9150	LIFE INSURANCE	\$2,000	\$2,000	\$2,000
9160	SOCIAL SECURITY-F.I.C.A.	\$55,550	\$56,661	\$56,661
		\$1,459,442	\$1,504,040	\$1,504,040
9450	GENERAL INSURANCE	\$154,750	\$149,750	\$149,750
TOTAL PART VII		\$1,614,192	\$1,653,790	\$1,653,790
PART VIII	AMBULANCE FUND			
2310	AMBULANCE FUND			
	Labor and Related	\$210,405	\$219,526	\$219,526
	Services and Supplies	\$59,595	\$67,344	\$67,344
		\$270,000	\$286,870	\$286,870
TOTAL PART VIII		\$270,000	\$286,870	\$286,870

PART IX	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
PART IX	SEWER ENTERPRISE FUND - FUND 600			
4420	WWT PLANT-OPER & MAINTENANCE			
	Labor and Related	\$539,993	\$560,381	\$560,381
	Indirect Costs	\$31,181	\$36,154	\$36,154
	Purchase of Services	\$199,070	\$211,803	\$211,803
	Supplies	\$130,550	\$133,500	\$133,500
	Intergovernmental	\$1,450	\$1,450	\$1,450
	Other Charges and Expenses	\$6,700	\$6,700	\$6,700
	Capital Outlay	\$41,000	\$41,000	\$41,000
	Budgeted Surplus	\$30,000	\$30,000	\$30,000
	Additional Required	<u>\$20,000</u>	<u>n/a</u>	<u>n/a</u>
		\$999,944	\$1,020,988	\$1,020,988
	DEBT SERVICE			
4450	JEWETT STREET	\$19,041	\$16,818	\$16,818
4460	WWTP DESIGN PLANS	\$26,492	\$25,862	\$25,862
4461	WWTP UPGRADE MWPT	\$308,568	\$303,591	\$303,591
4463	CONST- TOWNSEND MASON ST	\$39,135	\$38,205	\$38,205
4464	DESIGN PARKER/OAK HILL	\$0	\$0	\$0
4465	CONST - PARKER/OAK HILL	\$44,288	\$43,203	\$43,203
4466	SEWER UV ENCLOSURE	\$6,355	\$6,200	\$6,200
4467	SEWER LOADER	\$24,480	\$0	\$0
4479	SEWER EXT-PARK III	\$21,712	\$21,187	\$21,187
4484	NASHUA RD DESIGN	\$9,876	\$8,704	\$8,704
4485	NASHUA RD SEWER EXT	\$109,358	\$106,585	\$106,585
4486	IVSEP ENGINEERING	\$12,639	\$12,429	\$12,429
4487	IVSEP SEWER EXT	\$143,824	\$140,500	\$140,500
4488	LOWELL RD/PHASE III	\$21,428	\$18,850	\$18,850
	PARK STREET II	\$4,406	\$3,666	\$3,666
	REFINANCE - LWL/BEN/PK/RVR	\$129,880	\$126,994	\$126,994
	FIRE DETECTION EQUIP	\$15,820	\$14,438	\$14,438
	INTEREST SHORT TERM DEBT	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
	TOTAL DEBT SERVICE	\$947,302	\$897,232	\$897,232
	EMPLOYEE BENEFITS & INSURANCE			
9110	RETIREMENT ASSESSMENT	\$84,309	\$94,000	\$94,000
9130	UNEMPLOYMENT INSURANCE	\$1,000	\$1,000	\$1,000
9140	HEALTH INSURANCE	\$65,912	\$66,000	\$66,000
9150	LIFE INSURANCE	\$300	\$300	\$300
9160	SOCIAL SECURITY-F.I.C.A.	<u>\$9,500</u>	<u>\$14,000</u>	<u>\$14,000</u>
		\$161,021	\$175,300	\$175,300
9450	GENERAL INSURANCE	\$30,000	\$30,000	\$30,000
TOTAL PART IX		\$2,138,267	\$2,123,520	\$2,123,520

<i>PART X</i>	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
PART X	WATER ENTERPRISE FUND - FUND 610			
4510	WATER DEPT-OPER & MAINTENANCE			
	Labor and Related	\$408,118	\$428,629	\$428,629
	Indirect Costs	\$29,609	\$33,979	\$33,979
	Purchase of Services	\$212,150	\$208,400	\$208,400
	Supplies	\$289,050	\$215,565	\$215,565
	Intergovernmental	\$5,000	\$4,000	\$4,000
	Other Charges and Expenses	\$2,300	\$2,700	\$2,700
	Capital Outlay	\$21,800	\$25,500	\$25,500
	Budgeted Surplus	\$0	\$0	\$0
	Additional Required	<u>\$71,000</u>	<u>\$0</u>	<u>\$0</u>
		\$1,039,027	\$918,773	\$918,773
	DEBT SERVICE			
4570 (2)	WATER EQUIPMENT (250)	\$21,668	\$20,312	\$20,312
4570 (3)	MILL STREET LINES	\$18,633	\$18,319	\$18,319
4570 (4)	WATER MAINS - LINING	\$10,830	\$10,645	\$10,645
4570 (5)	NASHUA ROAD WELL	\$97,205	\$95,630	\$95,630
4571	LOWELL ROAD WATER LINE	\$38,265	\$37,356	\$37,356
4572	WATER TANK CLEAN & REPAIR	\$15,505	\$15,015	\$15,015
4610	BEMIS WELL IMPROVEMENTS	\$41,995	\$40,006	\$40,006
46200	JERSEY ST WELL IMPRVMENTS	\$11,272	\$11,000	\$11,000
46300	JERSEY WELL IMPROV II	\$21,106	\$20,602	\$20,602
46400	WATER EXT PARKER/OAK HILL	\$6,115	\$5,960	\$5,960
46500	WATER DEPT HEADQUARTERS	\$33,055	\$32,241	\$32,241
46600	NASHUA RD WELL SITE	\$16,390	\$16,003	\$16,003
7520	INTEREST SHORT TERM DEBT	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
	TOTAL DEBT SERVICE	\$342,039	\$333,089	\$333,089
	EMPLOYEE BENEFITS & INSURANCE			
9110	RETIREMENT ASSESSMENT	\$64,477	\$66,156	\$66,156
9130	UNEMPLOYMENT INSURANCE	\$1,000	\$1,000	\$1,000
9140	HEALTH INSURANCE	\$57,925	\$53,000	\$53,000
9150	LIFE INSURANCE	\$200	\$200	\$200
9160	SOCIAL SECURITY-F.I.C.A.	<u>\$6,000</u>	<u>\$9,200</u>	<u>\$9,200</u>
		\$129,602	\$129,556	\$129,556
9450	GENERAL INSURANCE	\$32,000	\$32,900	\$32,900
TOTAL PART X		\$1,542,668	\$1,414,318	\$1,414,318

<i>PART XI</i>	DEPARTMENT/ ACCOUNT NAME	BUDGET 7/1/12- 6/30/13	REQUESTED 7/1/13- 6/30/14	RECOMMENDED
PART XI	TRANSFER STATION ENTERPRISE			
4930	TRANSFER STATION			
	Labor and Related	\$125,969	\$129,969	\$129,969
	Supplies and Services	<u>\$189,439</u>	<u>\$170,050</u>	<u>\$170,050</u>
		\$315,408	\$300,019	\$300,019
	EMPLOYEE BENEFITS & INSURANCE			
9110	RETIREMENT ASSESSMENT	\$6,090	\$22,566	\$22,566
9130	UNEMPLOYMENT INSURANCE	\$0	\$0	\$0
9140	HEALTH INSURANCE	\$18,472	\$12,532	\$12,532
9150	LIFE INSURANCE	\$0	\$0	\$0
9160	SOCIAL SECURITY-F.I.C.A.	<u>\$1,838</u>	<u>\$1,900</u>	<u>\$1,900</u>
		\$26,400	\$36,998	\$36,998
9450	GENERAL INSURANCE	\$7,955	\$7,955	\$7,955
	TOTAL PART XI	<u>\$349,763</u>	<u>\$344,972</u>	<u>\$344,972</u>
	TOTAL TRANSFER STATION	\$349,763	\$344,972	\$344,972
PART XII	EDUCATION			
3110	NASHOBA VALLEY TEC HIGH SCHOOL			
	Intergovernmental	See Article	See Article 5	See Article 13
		See Article	See Article 5	See Article 13
3210	N. MIDDLESEX REG SCH DISTRICT			
	Intergovernmental	See Article	See Article 4	See Article 12
		See Article	See Article 4	See Article 12
	TOTAL PART XII	See Articles	See Articles	See Articles
SUMMARY -				
PART I	GENERAL GOVERNMENT	\$1,077,026	\$1,156,156	\$1,156,156
PART II	PUBLIC SAFETY	\$2,342,217	\$2,414,070	\$2,414,070
PART III	PUBLIC WORKS & FACILITIES	\$1,059,062	\$1,065,140	\$1,065,140
PART IV	HUMAN SERVICES	\$324,848	\$406,624	\$406,624
PART V	CULTURE & RECREATION	\$474,285	\$474,572	\$474,572
PART VI	DEBT SERVICE	\$347,658	\$232,450	\$232,450
PART VII	EMPLOYEE BENEFITS & INSURAN	\$1,614,192	\$1,653,790	\$1,653,790
PART VIII	AMBULANCE FUND	<u>\$270,000</u>	<u>\$286,870</u>	<u>\$286,870</u>
	TOTAL GENERAL FUND	\$7,509,288	\$7,689,672	\$7,689,672
PART IX	SEWER ENTERPRISE FUND	\$2,138,267	\$2,123,520	\$2,123,520
PART X	WATER ENTERPRISE FUND	\$1,542,668	\$1,414,318	\$1,414,318
PART XI	TRANSFER STATION ENTERPRISE	\$349,763	\$344,972	\$344,972
PART XII	EDUCATION	<u>\$12,222,436</u>	<u>\$12,845,981</u>	<u>\$12,845,981</u>
	GRAND TOTAL	\$23,762,422	\$24,418,463	\$24,418,463

PRELIMINARY MOTION:

Motion by: Stephen C. Themelis, Board of Selectmen

I move that Article 11 be divided into separate parts One through Eleven, excluding Part Twelve, for the purpose of voting on motions under this article.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART I: GENERAL GOVERNMENT

Motion by: Michael L. Green, Board of Selectmen

I move that all items in Part I of Article 11 totaling \$1,156,156 providing funds for the period July 1, 2013 to June 30, 2014 be raised and appropriated for “General Government” in accordance with the recommendation of the Finance Committee.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART II: PUBLIC SAFETY

Motion by: Michelle Gallagher, Board of Selectmen

I move that all items in Part II of Article 11 totaling \$2,414,070 providing funds for the period July 1, 2013 to June 30, 2014 be raised and appropriated for “Public Safety” in accordance with the recommendation of the Finance Committee.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART III PUBLIC WORKS

Motion by: Patrick McNabb, Board of Public Works

I move that all items in Part III of Article 11 totaling \$1,065,140 providing funds for the period July 1, 2013 to June 30, 2014 be raised and appropriated for “Public Works” in accordance with the recommendation of the Finance Committee.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART IV: HUMAN SERVICES

Motion by: Phil Durno, Board of Health

I move that all items in Part IV of Article 11 totaling \$406,626 providing funds for the period July 1, 2013 to June 30, 2014 be raised and appropriated for “Human Services” in accordance with the recommendation of the Finance Committee.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART V: CULTURE AND RECREATION

Motion by: Pen Burnham, Library Trustee

I move that all items in Part V of Article 11 totaling \$474,572 providing funds for the period July 1, 2013 to June 30, 2014 be raised and appropriated for “Culture and Recreation” in accordance with the recommendation of the Finance Committee

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART VI: DEBT SERVICE

Motion by: Debbie Nutter, Treasurer/Collector

I move that all items in Part VI of Article 11 totaling \$232,450 providing funds for the period July 1, 2013 to June 30, 2014 be raised and appropriated for “Debt Service” in accordance with the recommendation of the Finance Committee.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART VII: EMPLOYEE BENEFITS & INS.

Motion by: Debbie Nutter, Treasurer/Collector

I move that all items in Part VII of Article 11 totaling \$1,653,790 providing funds for the period July 1, 2013 to June 30, 2014 be appropriated for “Employee Benefits and Insurance” in accordance with the recommendation of the Finance Committee as follows:

\$1,599,195	Raise and appropriate
\$ 4,595	Appropriate from Retirement Fund
\$ 50,000	Appropriate from Overlay Surplus

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART VIII: AMBULANCE FUND

Motion by: Toby Tyler, Board of Fire Engineers

I move that all items in Part VIII of Article 11 totaling \$286,870 providing funds for the period July 1, 2013 to June 30, 2014 be raised and appropriated for “Ambulance Fund” in accordance with the recommendation of the Finance Committee.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART IX: SEWER ENTERPRISE FUND

Motion by: Paul Brinkman, Board of Public Works

I move that all items in Part IX of Article 11 totaling \$2,123,520 providing funds for the period July 1, 2013 to June 30, 2014 be appropriated for “Sewer Enterprise Fund” in accordance with the recommendation of the Finance Committee as follows:

\$2,123,520 Appropriate from Sewer Enterprise Revenue and/or Betterments

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART X: WATER ENTERPRISE FUND

Motion by: Paul Brinkman, Board of Public Works

I move that all items in Part X of Article 11 totaling \$1,414,318 providing funds for the period July 1, 2013 to June 30, 2014 be appropriated for “Water Enterprise Fund” in accordance with the recommendation of the Finance Committee as follows:

\$1,382,077	Appropriate from Water Enterprise Revenue
\$ 32,241	Appropriate from Special Revenue Fund – Sale of Town Buildings, Canal Street

Motion required a majority and passed by unanimous voice vote.

Motion Carried

PART XI: TRANSFER STATION ENTERPRISE FUND

Motion by: John Dee, Board of Public Works

I move that all items in Part XI of Article 11 totaling \$344,972 providing funds for the period July 1, 2013 to June 30, 2014 be appropriated from Transfer Station Revenue for "Transfer Station Enterprise Fund" in accordance with the recommendation of the Finance Committee.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 12

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2014 pursuant to a detailed budget totaling \$11,705,332 or take any other action in relation thereto.

Recommended by Finance Committee.

Motion by: Jonna Clermont, North Middlesex Regional School District Committee

I move that the Town vote to raise and appropriate the sum of \$11,523,828 and to appropriate from Free Cash the sum of \$181,504 to defray the charges and expenses of the Town for Fiscal Year 2014 pursuant to a detailed budget totaling \$11,705,332.

Motion required a majority and passed by majority voice vote.

Motion Carried

ARTICLE 13

NASHOBA VALLEY TECHNICAL HIGH SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate or appropriate from available funds, the sum of \$1,140,639 for the purpose of providing funds for the Town's apportioned share of the Nashoba Valley Technical High School operating budget and debt service for the fiscal year July 1, 2013 through June 30, 2014, as most recently certified to the Town by the District Treasurer, and by virtue of appropriating this sum, approve the certified budget for the said fiscal year, or by not appropriating this sum, explicitly disapprove the certified budget; or take any other action relative thereto.

Recommended by Finance Committee.

Motion by: Al Buckley, Nashoba Valley Technical High School Committee

I move that the Town vote to raise and appropriate the sum of \$1,108,609 and to appropriate from Free Cash the sum of \$32,030 for the purpose of providing funds for the Town's apportioned share of the Nashoba Valley Technical High School operating budget and debt service for the fiscal year July 1, 2013 through June 30, 2014, as most recently certified to the Town by the District Treasurer, and by virtue of appropriating this sum, approve the certified budget for the said fiscal year, or by not appropriating this sum, explicitly disapprove the certified budget.

Motion required a majority and passed by majority voice vote.

Motion Carried

North Middlesex Regional School District Superintendent, Joan Landers, made a presentation on behalf of the District Building Committee regarding the high school feasibility study and potential building project.

ARTICLE 14

By: Citizens' Petition

ZONING AMENDMENT

To see if the Town will vote to change the Zoning District of parcels 23-92-0, 23-94-0, & 23-95-0 from Urban Residence to Commercial, and to further amend the Official Zoning Map and its written addendum to reflect this change, or take any other action thereon.

A proposal to rezone three parcels along the northerly side of Main Street – 68 Main Street, 64 Main Street, & 62 Main Street was presented through the citizen's petition process. The citizen's petition requested the three parcels change the zoning from Urban Residence (UR) to Commercial (C). This rezoning is consistent with abutting property to the east and to the properties on the opposite side of Main Street.

Motion by: Costa Bozicas

I move that the Town vote to change the Zoning District of parcels 23-92-0, 23-94-0, & 23-95-0 from Urban Residence to Commercial, and to further amend the Official Zoning Map and its written addendum to reflect this change.

Moderator Blackburn read the report of the Planning Board.

Motion to move the question made by Lewis Lunn required a majority and passed by majority voice vote.

Motion on Article 14 required a 2/3 majority and passed by a standing vote:

Yeas: 100; Nays: 33.

Motion Carried

ARTICLE 15

By: Property Owner

ZONING AMENDMENT

To see if the Town will vote to change the Zoning District of a portion of parcel 15-65-0 zoned Recreation Residence to Industrial, and to further amend the Official Zoning Map and its written addendum to reflect this change, or take any other action thereon.

A proposal to rezone a parcel located at 43 Nashua Road was presented by the property owner. The proposal requested the Town change the zoning from Town Residence (TR) to Industrial (I). This rezoning is consistent with the remainder of the lot already zoned Industrial. The property is located on the corner of Nashua Road at the entrance to Lomar Park.

Motion by: Douglas Deschenes, on behalf of William Mitchell

I move that the Town vote to change the Zoning District of a portion of parcel 15-65-0 zoned Recreation Residence to Industrial, and to further amend the Official Zoning Map and its written addendum to reflect this change.

Moderator Blackburn read the report of the Planning Board.

*Motion required a 2/3 majority and passed by unanimous standing vote. **Motion Carried***

ARTICLE 16

By: Police Department

POLICE CRUISER

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$36,000 for the purpose of purchasing and equipping one (1) new police cruiser, along with any related expenses, said appropriation to be under control of the Chief of Police, and to authorize the disposal of used police vehicle(s) by trade, transfer, or sale; or take any other action relative thereto.

The police department's vehicle replacement schedule calls for the purchase of two vehicles this year. This amount allows the police department to replace one vehicle with the appropriate equipment. Due to a newly implemented vehicle use rotation, the second scheduled purchase will either be delayed or eliminated. Recommended by Finance Committee.

Motion by: Stephen C. Themelis, Board of Selectmen

I move that the Town vote to appropriate from Free Cash the sum of \$36,000 for the purpose of purchasing and equipping one (1) new police cruiser, along with any related expenses, said appropriation to be under control of the Chief of Police, and to authorize the disposal of used police vehicle(s) by trade, transfer, or sale.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 17

By Police Department

PUBLIC ACCESS AREA REPAIRS

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$4,500 for the purpose of making repairs and/or renovations to the Public Safety Complex entrance and lobby area, including any other expenses related thereto; said appropriation to be under the control of the Chief of Police; or take any other action relative thereto.

The entrance/lobby area of our Public Safety Complex is in need of repair. The front doors are separating from the frame and have failed inspection. This amount would help to repair the doors and repair/replace the lobby carpet. Recommended by Finance Committee.

Motion by: Michael L Green, Board of Selectmen

I move that the Town will vote to appropriate from Free Cash the sum of \$4,500 for the purpose of making repairs and/or renovations to the Public Safety Complex entrance and lobby area, including any other expenses related thereto; said appropriation to be under the control of the Chief of Police.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 18

By: Planning Board

ZONING AMENDMENT

To see if the Town will vote to amend the Protective Zoning Bylaw Section 2000 DISTRICTS, Subsection 2100. ESTABLISHMENT by adding the following:

Neighborhood Business

NB

And further, to see if the Town will vote to amend the Protective Zoning Bylaw Section 3000 USE AND TIMING REGULATIONS, Subsection 3130. Table of Use Regulations APPENDIX A by adding the following:

APPENDIX A TABLE OF PRINCIPAL USES

A. RESIDENTIAL	NB
Single family dwelling	N
Two family dwelling	N
Multifamily dwelling	N
Dwelling unit(s) above first floor	PB
Boarding house	N
Assisted living facility	PB
Trailer or mobile home park	N
B. EXEMPT USES	NB
Use of land for the primary purpose of commercial agriculture, aquaculture, silviculture, horticulture, floriculture, or viticulture on a parcel of more than five acres or more or parcels of two acres or more if the sale of products produced from the such activities on the parcel generates annually at least \$1,000 per acre based on gross sales dollars in an area not zoned for such activity.	Y
Facilities for the sale of produce, and wine and dairy products, provided that during the months of June, July, August, and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of the land containing more than five acres in area on which the facility is located	Y
Child care facility located in an existing structure	Y
Child care facility located in a new structure	Y
Use of land or structures for educational purposes on land owned or leased by the commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination, or by a nonprofit educational corporation	Y
Use of land or structures for religious purposes	Y
C. GOVERNMENTAL OR INSTITUTIONAL USES	NB
Cemetery	BOS
Hospital	PB
Airport, public or private	N
Essential services	PB
Government administration building or fire or police station	Y
Public recreation or water supply	Y
Public garage, yard, or service area	BA
Public solid waste disposal facility	N
Community center	Y
D. COMMERCIAL USES	NB
Nonexempt educational use	Y
Nonexempt commercial greenhouse	Y
Nonexempt dairy, poultry, or livestock farm	Y
Nonexempt farm or nursery	Y
Fur farm or piggery on nonexempt parcel	N
Nonexempt farm stand	Y
Adult day care facility	Y
Family day care, small	Y
Family day care, large	Y
Hotel, motel or inn	Y
Bed & Breakfast	N
Retail of building, plumbing or heating supplies	Y
Retail stores and services not elsewhere set forth	Y
Retail sales where more than 50% of gross floor area devoted to sales is not within a building	Y
Business or professional office	Y
Bank or financial institution	Y
Radio or television transmission tower	N
Restaurant	Y

Restaurant, fast-food	Y
Indoor facility for the rental of equipment or goods	Y
Motor vehicle sales and rental	PB
Motor vehicle light service	BOS
Motor vehicle general and body repair	BOS
Car wash	N
Commercial Kennel	BOS
Accessory pet daycare facility	BOS
Animal clinic or hospital	N
Nursing or convalescent home	Y
Funeral home	Y
Medical center or clinic, excluding methadone clinic	Y
Nonprofit club or lodge	Y
Personal service establishment	Y
General service establishment	Y
Temporary outdoor shows or exhibitions	BOS
Commercial parking facility	N
Drive-in or drive-through facilities or windows	N
Body art or piercing	Y
Flea market	N
Wireless Communications Facility	PB
Medical Marijuana Treatment Center	N
E. RECREATIONAL USES	NB
Commercial ski grounds, picnic grounds, bathing beach, or miniature golf course	PB
Commercial golf course	PB
Commercial recreation camp, boat or canoe livery, marina, riding academy	PB
Bowling alley or billiard parlor	Y
Theater or movie house	Y
Indoor/outdoor racquet sports facility	Y
Physical fitness training facility	Y
Indoor soccer facility	Y
Martial arts instruction facility	Y
Dance studio	Y
Retail operations on premises of recreational use set forth herein	Y
F. INDUSTRIAL USES	NB
Manufacturing, assembly or processing	•
Light manufacturing; research laboratory	PB
Warehouse, wholesale or indoor storage facility	N
Rail or motor freight terminal; passenger terminal; bus storage yard	N
Commercial storage of fuel, sand, cement, lumber or other goods	N
Sawmill	N
Contractor's yard or outdoor storage facility; landscaping yard	BA
Junkyard or automobile graveyard	N
Earth & soil removal	N
Commercial dumping ground	N
Composting facility	N
Self-storage facility	PB
Fuel or hazardous material storage facility	N
G. OTHER USES	NB
Open air display of goods or merchandise accessory to principal use	Y
The keeping of nondomestic animals for personal enjoyment or household use, accessory to a residential use	N
The keeping of domestic animals and a garden primarily intended for use and enjoyment of a household	Y
Small wind energy system, free-standing	PB

Small wind energy system, non free-standing	Y
Wind monitor or meteorological structure	Y

And further, to see if the Town will vote to amend the Protective Zoning Bylaw Section 4000 DIMENSIONAL REGULATIONS, Subsection 4140. Table of Dimensional Requirements by adding the following:

TABLE OF DIMENSIONAL CONTROLS

DISTRICT	MINIMUM LOT AREA (SQ. FT.)	MINIMUM LOT FRONTAGE (FT.)	MINIMUM FRONT YARD (FT.)	MINIMUM SIDE YARD (FT.)	MINIMUM REAR YARD (FT.)
NB	None	50	See Sect. 4260	See Sect. 4260	See Sect. 4260

And further, to see if the Town will vote to amend Section 4200 SPECIAL DIMENSIONAL REGULATIONS by adding the following Subsection:

4260. Neighborhood Business District. In the Neighborhood Business District all new construction of structures and renovation of existing structures shall follow the provisions of the Planning Board Design Guidelines. The Minimum Front, Side and Rear Yard dimensions for this district shall be no less than the Minimum Front, Side, and Rear Yard dimensions for the most restrictive abutting Residential District.

Or take any other action relative thereto.

This article establishes a new zoning district which would provide for basic service and shopping needs as outlined in the use chart. This new district, if established, limits residential development and industrial uses. This type of district is consistent with surrounding areas. Protections are provided for residential abutters and guidelines are in place for design and landscaping elements.

Motion by: Rick McHugh, Planning Board

I move that the Town vote to amend the Protective Zoning Bylaw Section 2000 DISTRICTS, Subsection 2100. ESTABLISHMENT by adding the following:

Neighborhood Business

NB

And further, I move that the Town vote to amend the Protective Zoning Bylaw Section 3000 USE AND TIMING REGULATIONS, Subsection 3130. Table of Use Regulations APPENDIX A by adding the text as set forth in the warrant for this Town Meeting,

And further, I move that the Town vote to amend the Protective Zoning Bylaw Section 4000 DIMENSIONAL REGULATIONS, Subsection 4140. Table of Dimensional Requirements by adding the text as set forth in the warrant for this Town Meeting.

And further, I move that the Town vote to amend Section 4200 SPECIAL DIMENSIONAL REGULATIONS by adding the Subsection as set forth in the warrant of this Town Meeting.

Moderator Blackburn read the report of the Planning Board

Motion to amend Article 18 made by Laurie Masiello as follows:

I move that the Town vote to amend the Protective Zoning Bylaw Section 3000 USE AND TIMING REGULATIONS, Subsection 3130, Table of Use Regulations APPENDIX A by changing Section F: Industrial Uses Warehouse, Wholesale or indoor storage facility from “No” to “BOS” to allow warehouse, wholesale or indoor storage facility with approval of the Board of Selectmen.

Motion to amend Article 18 required a majority and passed by a standing vote of yeas 84, nays 38

Motion to move the question made by Al Buckley required a majority and passed by majority voice vote.

Amended motion on Article 18 required a 2/3 majority and failed by standing vote:

Yeas: 60 Nays: 63

Motion Did Not Carry

ARTICLE 19

By: Planning Board

ZONING AMENDMENT

To see if the Town will vote to change the Zoning District of parcels 23-147-0, 23-148-0, 23-149-0, 23-150-0, & 20-48-0 from Town Residence to Neighborhood Business, and to further amend the Official Zoning Map and its written addendum to reflect this change, or take any other action thereon.

This proposal would rezone the parcels at 45 Main Street (23-147-0, 23-150-0, 20-48-0) containing the Peter Fitzpatrick School buildings owned by the Town of Pepperell, a parcel at 1 River Road (23-148-0) containing a multi-family building owned by John J. Hills, and a parcel at 3 River Road (23-149-0) containing a multi-family building owned by Donald Shattuck to the newly established Neighborhood Business District.

Motion made by Rick McHugh, Planning Board, to withdraw Article 19 passed by unanimous voice vote.

ARTICLE 20

By: Police Department

ZONING AMENDMENT

To see if the Town will vote to amend the Protective Zoning Bylaw Section 10000 DEFINITIONS by adding the definition for Medical Marijuana Treatment Center as set forth below, or take any other action thereon:

MEDICAL MARIJUANA TREATMENT CENTER: An establishment, lawfully permitted and licensed by the Massachusetts Department of Public Health under regulations duly promulgated by said Department of Public Health or any other applicable authority, that acquires, cultivates, processes, dispenses, transfers, transports, sells, or administers marijuana products, or any derivative thereof, including without limitation, food, tinctures, aerosols, oils, ointments, or smokables, to qualifying patients or their personal caregivers.

And further, to see if the Town will vote to amend the Protective Zoning Bylaw Section 3000 Subsection 3130 APPENDIX A Section D Commercial Uses by adding Medical Marijuana Treatment Center to the Table of Principal Uses as set forth below, or take any other action thereon:

D. COMMERCIAL USES	RR	TR	RCR	SR	UR	C	I	NB
Medical Marijuana Treatment Center	N	N	N	N	N	BOS	N	N

And further, to see if the Town will vote to amend the Protective Zoning Bylaw by adding a new SECTION 6400. Interim Regulations for Medical Marijuana Use as set forth below, or take any other action thereon:

SECTION 6400. INTERIM REGULATIONS FOR MEDICAL MARIJUANA USE

1. **Purpose.** This Section is intended to provide restrictions that will allow the Town adequate time to consider regulations pertaining to facilities associated with medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and to develop appropriate standards, criteria and conditions for the establishment and operation of such facilities. Given that the law permitting medical use of marijuana shall be in effect as of January 1, 2013, but the implementing regulations under that law have not been adopted by the Massachusetts Department of Public Health, and a temporary restriction on the establishment of such facilities is needed to provide the opportunity to determine the potential impact on adjacent uses and the public health, safety, and welfare of the community at large, and to develop appropriate zoning and health regulations consistent with state regulations and permitting procedures.

2. **Restriction of Applicability of Special Permit Set Forth in Table of Uses.** No medical marijuana treatment center shall be permitted by special permit so long as this Section 6400 is effective.
3. **Period of Restriction.** This Section shall be effective immediately and continuing through May 6, 2014.

Or take any other action relative thereto.

A November 2012 ballot initiative made "medical marijuana" law in Massachusetts as of January 1, 2013. The Department of Public Health was tasked with issuing related regulations, but has not yet adopted any. This proposed amendment provides a temporary restriction on the opening of a medical marijuana treatment center in Pepperell until May 6, 2014. This will allow the town time to examine the state regulations when adopted and determine the best course of action for our citizens. In addition, "medical marijuana treatment centers" were added to the table of commercial uses in case no action is taken by the town within one year.

Motion by: Al Patenaude, Jr., Planning Board

I move that the Town vote to amend the Protective Zoning Bylaw Section 10000 DEFINITIONS by adding the definition for Medical Marijuana Treatment Center as set forth in the warrant for this Town Meeting;

And further move that the Town vote to amend the Protective Zoning Bylaw Section 3000 Subsection 3130 APPENDIX A Section D Commercial Uses by adding Medical Marijuana Treatment Center to the Table of Principal Uses as set forth in the warrant for this Town Meeting;

And further, I move that the Town vote to amend the Protective Zoning Bylaw by adding a new SECTION 6400. Interim Regulations for Medical Marijuana Use as set forth in the warrant for this Town Meeting.

Moderator Blackburn read the report of the Planning Board

Motion required a 2/3 majority and passed by unanimous voice vote. Motion Carried

ARTICLE 21

By Board of Fire Engineers

PROTECTIVE GEAR – PHASE II

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$18,000 for the purpose of purchasing ten (10) sets of protective gear for firefighters, including any other expenses related thereto; said appropriation to be under the control of the Fire Chief and/or Board of Fire Engineers; or take any other action relative thereto.

This would allow the department to replace ten sets of gear. This is the second phase of the five year plan for gear replacement. Recommended by Finance Committee.

Motion by: Toby Tyler, Board of Fire Engineers

I move that the Town vote to appropriate from Free Cash the sum of \$18,000 for the purpose of purchasing ten (10) sets of protective gear for firefighters, including any other expenses related thereto; said appropriation to be under the control of the Fire Chief and/or Board of Fire Engineers.

Motion required a majority and passed by unanimous voice vote. Motion Carried

ARTICLE 22

By Board of Fire Engineers

MOBILE DATA TERMINALS

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$1,625 representing matching funds required for a grant for the purchase of mobile data terminals, said appropriation to be under the control of the Fire Chief and/or Board of Fire Engineers; or take any other action relative thereto.

5% of the total grant is the Town of Pepperell share, which is \$1,625.00. This will allow us to add five Mobile Data Terminals (MDT's) to our fleet. They would be installed in the two Ambulances, Engine 5, Engine 6 and Engine 1. Recommended by Finance Committee.

Motion by: Toby Tyler, Board of Fire Engineers

I move that the Town vote to appropriate from Free Cash the sum of \$1,625 representing matching funds required for a grant for the purchase of mobile data terminals, said appropriation to be under the control of the Fire Chief and/or Board of Fire Engineers; or take any other action relative thereto.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 23

By: Finance Committee

By-Law Amendment

To see if the Town will vote to amend the Code of the Town of Pepperell Chapter 6 as follows:

Article VI § 6-8.1 (Capital Program Committee Membership)

The Committee shall consist of five members. The Town Administrator, a member of the Finance Committee, the Town Treasurer and two members appointed by the Selectmen shall serve on the Committee. **Members shall be residents of the town.**

Article IX § 6-11 (Finance Committee Membership) by amending as follows:

The Finance Committee shall consist of seven (7) **residents** of the town appointed by the Board of Selectmen. Members shall serve without compensation and shall hold no other office, elected or appointed, within the town excluding appointments to the Capital Program Committee and Personnel Board.

Or take any other action relative thereto.

This amendment to the By-Laws removes the restriction that a member of the Finance Committee must be a registered voter and changes the restriction to resident of Pepperell. Members of the Finance Committee are appointed not elected. Recommended by Finance Committee.

Motion by: Melissa Tzanoudakis, Finance Committee

I move that the Town vote to amend the Code of the Town of Pepperell Chapter 6 as follows:

Article VI § 6-8.1 (Capital Program Committee Membership)

The Committee shall consist of five members. The Town Administrator, a member of the Finance Committee, the Town Treasurer and two members appointed by the Selectmen shall serve on the Committee. **Members shall be residents of the town.**

Article IX § 6-11 (Finance Committee Membership) by amending as follows:

The Finance Committee shall consist of seven (7) **residents** of the town appointed by the Board of Selectmen. Members shall serve without compensation and shall hold no other office, elected or appointed, within the town excluding appointments to the Capital Program Committee and Personnel Board.

Motion required a 2/3 majority and passed by standing vote.

Yeas: 87 Nays: 21

Motion Carried

ARTICLE 24

By: Finance Committee

By-Law Amendment

To see if the Town will vote to amend the Personnel Bylaw Article II(3)(a)(1) as follows:

There is hereby established a Personnel Board ("the Board") consisting of five (5) members who shall be appointed by the Board of Selectmen. One (1) member of the Board shall be a member of the Board of Selectmen, one (1) member shall be a member of the Finance Committee, and one (1) member shall either be a paid employee of the Town who is covered by this plan, or a member at-large; each member shall serve for a one-year term. The remaining two (2) members of the Board are at-large members who shall be appointed to staggered two-year terms. All members of the Board shall serve without additional compensation. At-large members shall hold no other elective or appointed position or employment with the Town, **and shall be residents of the town.**

Or take any other action relative thereto.

This amendment to the By-Laws Laws removes the restriction that a member of the Personnel Board must be a registered voter and changes the restriction to resident of Pepperell. Members of the Personnel Board are appointed not elected. Recommended by Finance Committee.

Motion by: Melissa Tzanoudakis, Finance Committee

I move that the Town vote to amend the Personnel Bylaw Article II(3)(a)(1) as follows:

There is hereby established a Personnel Board ("the Board") consisting of five (5) members who shall be appointed by the Board of Selectmen. One (1) member of the Board shall be a member of the Board of Selectmen, one (1) member shall be a member of the Finance Committee, and one (1) member shall either be a paid employee of the Town who is covered by this plan, or a member at-large; each member shall serve for a one-year term. The remaining two (2) members of the Board are at-large members who shall be appointed to staggered two-year terms. All members of the Board shall serve without additional compensation. At-large members shall hold no other elective or appointed position or employment with the Town, **and shall be residents of the town.**

Motion required a 2/3 majority and passed by standing vote.

Yeas: 103 Nays: 5

Motion Carried

ARTICLE 25

By Board of Public Works – Highway Division

RECYCLED OIL HEATER REPLACEMENT

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$13,000 for the purpose of purchasing and installing a recycled oil heater for the highway garage, including any other expenses related thereto; said appropriation to be under the control of the Highway Superintendent; or take any other action relative thereto.

This is a 20 +/- year old piece of equipment that is at the end of its useful life. It has gone through 5 target walls (the walls where the flame hits) and will need a 4th burner gun by next heating season. This unit provides the majority of the heat in the Highway garage. It is preferable to replace it during the off-season to avoid it needing major repairs or replacement during a heating season. Recommended by Finance Committee.

Motion by: John Dee, Board of Public Works

I move that the Town vote to appropriate from Free Cash the sum of \$13,000 for the purpose of purchasing and installing a recycled oil heater for the highway garage, including any other expenses related thereto; said appropriation to be under the control of the Highway Superintendent.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 26

By Board of Selectmen

TOWN HALL – INSURANCE COMPLIANCE REPAIRS

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$6,000 for the purpose of making repairs and/or renovations to the Town Hall to comply with property insurance recommendations, including any other expenses related thereto; said appropriation to be under the control of the Town Administrator; or take any other action relative thereto.

There are numerous items in Town Hall which need to be addressed per our insurance company's recommendations. They include ceiling tile replacement due to mold, emergency lighting, smoke detectors, and repairs to entrances. Recommended by Finance Committee.

Motion by: Michelle Gallagher, Board of Selectmen

I move that the Town will vote to appropriate from Free Cash the sum of \$6,000 for the purpose of making repairs and/or renovations to the Town Hall to comply with property insurance recommendations, including any other expenses related thereto; said appropriation to be under the control of the Town Administrator.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 27

By Board of Selectmen

WEBSITE

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$10,000 for the purpose of creating a new Town website; said appropriation to be under the control of the Town Administrator; or take any other action relative thereto.

This funding will allow the town to outsource a content management system to improve our website. This will allow us to continue to manage the website in house but will allow greater flexibility for involvement by individual departments in the content and design of the department pages. This platform will allow us to provide a more interactive website with improved navigation throughout the site. Recommended by Finance Committee.

Motion by: Stephen C. Themelis, Board of Selectmen

I move that the Town vote to appropriate from Free Cash the sum of \$10,000 for the purpose of creating a new Town website; said appropriation to be under the control of the Town Administrator.

Motion required a majority and passed by majority voice vote.

Motion Carried

ARTICLE 28

By: Planning Board

ZONING AMENDMENT

To see if the Town will vote to amend the Protective Zoning Bylaw Section 3000 USE AND TIMING REGULATIONS, Subsection 3130, Table of Use Regulations APPENDIX A listed as “PROPOSED” in the following excerpt from the Table of Use Chart below, or take any other action thereon:

• D I S T R I C T S

A. RESIDENTIAL	RR	TR	RCR	SR	UR	C	I
PROPOSED: Two family dwelling	PB	PB	PB	Y	Y	N	N
EXISTING: Two family dwelling	N	N	N	PB	Y	N	N
PROPOSED: Boarding house	BOS	BOS	BOS	BOS	BOS	BOS	N
EXISTING: Boarding House	BOS	BOS	BOS	BOS	Y	Y	N
PROPOSED: Assisted living facility	PB	PB	PB	PB	PB	PB	N
EXISTING: Assisted living facility	PB	PB	PB	PB	PB	N	N
C. GOVERNMENTAL OR INSTITUTIONAL USES	RR	TR	RCR	SR	UR	C	I
PROPOSED: Airport, public or private	N	N	N	N	N	PB	PB
EXISTING: Airport, public or private	N	N	PB	N	N	PB	PB
PROPOSED: Community center	Y	Y	Y	Y	Y	Y	Y
EXISTING: Community center	N	Y	N	N	Y	Y	N
D. COMMERCIAL USES	RR	TR	RCR	SR	UR	C	I
PROPOSED: Nonexempt commercial greenhouse	Y	Y	Y	Y	N	Y	N
EXISTING: Nonexempt commercial greenhouse	Y	BOS	Y	BOS	N	Y	N
PROPOSED: Nonexempt dairy, poultry, or livestock farm	Y	Y	Y	Y	N	N	N
EXISTING: Nonexempt dairy, poultry, or livestock farm	Y	BOS	Y	BOS	N	N	N
PROPOSED: Nonexempt farm or nursery	Y	Y	Y	Y	BOS	N	N
EXISTING: Nonexempt farm or nursery	Y	Y	Y	BOS	BOS	N	N
PROPOSED: Bed & breakfast	Y	Y	Y	Y	Y	Y	N
E. RECREATIONAL USES	RR	TR	RCR	SR	UR	C	I
PROPOSED: Commercial ski grounds, picnic grounds, bathing beach, or miniature golf course	PB	PB	PB	PB	PB	Y	N
EXISTING: Commercial ski grounds, picnic grounds, bathing beach, or miniature golf course	PB	N	PB	N	N	Y	N
PROPOSED: Commercial golf course	PB	PB	PB	PB	PB	PB	PB
EXISTING: Commercial golf course	Y	PB	Y	N	N	N	N

And further, to see if the Town will vote to amend the Protective Zoning Bylaw Section 4200 Special Dimensional Regulations by adding the following, or take any other action thereon:

- a. Two-family dwellings. All two-family dwellings in the Rural, Town, and Recreation Residence Districts, permitted by Planning Board Special Permit, whether new construction or conversion from a single family shall maintain the external appearance of that which is not significantly different than that of a single family home.

Or take any other action relative thereto.

This addition to the dimensional regulations will help to maintain the character of the residential neighborhoods that currently consists of single family homes.

Motion by: Al Patenaude, Jr., Planning Board

I move that the Town vote to amend the Protective Zoning Bylaw Section 3000 USE AND TIMING REGULATIONS, Subsection 3130, Table of Use Regulations APPENDIX A listed as “PROPOSED” in the excerpt from the Table of Use Chart as set forth in the warrant of this Town Meeting, and further, to see if the Town will vote to amend the Protective Zoning Bylaw Section 4200 Special Dimensional Regulations by adding the following:

- a. Two-family dwellings. All two-family dwellings in the Rural, Town, and Recreation Residence Districts, permitted by Planning Board Special Permit, whether new construction or conversion from a single family shall maintain the external appearance of that which is not significantly different than that of a single family home.

Moderator Blackburn read the report of the Planning Board

Motion to amend Article 28 made by Michael Green as follows:

I move we change Section A, Line 1: Propose “PB, PB, PB, Y, Y, N, N” to “PB, PB, PB, PB, Y, N, N”

Motion to amend Article 28 required a majority and passed by majority voice vote.

Motion to amend Article 28 made by Michael Green as follows:

I move to change **Section 4270. Two-family dwellings.** All two-family dwelling in the Rural, Town, Recreation Residence, and Suburban Residence, permitted by Planning Board Special Permit, whether new construction or conversion from a single family shall maintain the external appearance of that which is not significantly different than that of a single family home.

Motion to amend Article 28 required a majority and passed by majority voice vote.

Amended motion required a 2/3 majority and passed by standing vote.

Yeas: 90 Nays: 6

Motion Carried

ARTICLE 29

By: Board of Selectmen

COMPUTER HARDWARE/SOFTWARE UPGRADES

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$6,000 for the purpose of purchasing desktop PCs, including any other expenses related thereto; said appropriation to be under the control of the Town Administrator; or take any other action relative thereto.

This appropriation will fund desktop hardware and software infrastructure upgrades to replace critical end of support systems. Recommended by Finance Committee.

Motion by: Michelle Gallagher, Board of Selectmen

I move that the Town vote to appropriate from Free Cash the sum of \$6,000 for the purpose of purchasing desktop PCs, including any other expenses related thereto; said appropriation to be under the control of the Town Administrator.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 30

By: Personnel Board

PERSONNEL BYLAW AMENDMENTS

To see if the Town will vote to amend the Personnel Bylaw as follows:

Amend Section 9 by deleting paragraph two of section 9a. Notwithstanding any Mass. General or Special Law to the contrary each Town employee shall be appointed for a specific term of approximately one year, except for seasonal or temporary employees, to coincide as much as possible with the Town's fiscal year, July 1st - June 30th. Town Departments that do not have specific hiring/appointing authority granted to them by law must request hiring/appointment of employees by the Pepperell Board of Selectmen.

and replacing it as follows:

Notwithstanding any Mass. General or Special Law to the contrary Town employees are appointed to the following terms: Support staff and administrative positions shall be permanent; upon completion of the probationary period, employees in support staff and administrative positions may be terminated only for just cause. Department Heads shall be appointed to a term of three years and shall coincide as much as possible with the Town's fiscal year July 1 – June 30th.

Amend Section 20 by deleting paragraph one of section 20b. Benefit employees shall be entitled to eight (8) hours holiday leave with pay per holiday calculated "proportionately" then rounded to the nearest half-hour.

and replacing it as follows:

20b. Benefit employees shall be entitled to eight (8) hours holiday leave with pay per holiday. Those benefit employees who are normally scheduled for hours that vary up or down from the normal 8 hour day shall receive holiday pay for all hours normally scheduled on the official designated holiday. Benefit employees working less than 40 hours per week who are not scheduled to work on the designated holiday shall receive holiday pay calculated "proportionately" then rounded up to the nearest half hour. To be eligible for holiday pay, an employee shall have worked during the holiday week, including his or her last scheduled shift prior to the holiday, the holiday itself, if scheduled to work, and his or her next scheduled shift immediately following the holiday, unless the employee takes vacation leave or personal leave, or has been excused for a legitimate reason, in writing, by the Department Head.

Amend Section 20 by deleting section 20 e. To be eligible for holiday pay, an employee must have completed thirty (30) days of employment with the Town and shall have worked during the holiday week, including his or her last scheduled shift prior to the holiday, the holiday itself, if scheduled to work, and his or her next scheduled shift immediately following the holiday, unless the employee has been excused for a legitimate reason, in writing, by the Department Head.

and replacing it as follows:

20e To be eligible for holiday pay, an employee shall have worked during the holiday week, including his or her last scheduled shift prior to the holiday, the holiday itself, if scheduled to work, and his or her next scheduled shift immediately following the holiday, unless the employee has been excused for a legitimate reason, in writing, by the Department Head.

Amend Section 21 by deleting Section 21a. A benefit employee scheduled to work 40 hours per week (benefit, 40 hour) is entitled to 6-2/3 hours of paid sick leave for each completed calendar month of active

employment. Sick leave for other benefit employees shall accrue "proportionately." Sick leave may be taken in half-hour increments.

and replacing it as follows:

- 21a A benefit employee scheduled to work 40 hours per week (benefit, 40 hour) is entitled to 8 hours of paid sick leave for each completed calendar month of active employment. Sick leave for other benefit employees shall accrue "proportionately." Sick leave may be taken in half-hour increments.

Amend Section 21 by adding the following:

- 21e Employees may elect to donate a specific number of their sick days to another employee on a one-time basis subject to the approval of the Personnel Administrator and without prejudice to any future requests for the donation of sick leave. Upon donation of sick leave, the employee permanently waives any claim to the amount of sick leave donated. Maximum number of days one can donate to another employee is 10 days.

Amend Section 22 by deleting 22a. Benefit, 40 hour employees as of July 1 of any year are entitled to twenty-four (24) hours of personal leave with pay during that fiscal year. New benefit, 40 hour employees who complete their probationary period prior to 31 March are entitled to eight (8) hours of personal leave with pay for use through the end of the current fiscal year Other benefit employees accrue personal leave "proportionately", rounded to the nearest half-hour. Personal leave shall be scheduled with the approval of the Department Head subject to the operating needs of the department, as determined by the Department Head. Personal leave must be used during the fiscal year it was awarded and cannot be carried over from fiscal year to fiscal year. Personal leave not used by the end of the fiscal year shall be lost.

and replacing it as follows:

- 22a Benefit, 40 hour employees as of July 1 of any year are entitled to twenty-four (24) hours of personal leave with pay during that fiscal year. New benefit, 40 hour employees who are hired prior to April 1st are entitled to prorated personal time until the end of the current fiscal year. Other benefit employees accrue personal leave "proportionately", rounded to the nearest half-hour. Personal leave shall be scheduled with the approval of the Department Head subject to the operating needs of the department, as determined by the Department Head. Personal leave must be used during the fiscal year it was awarded and cannot be carried over from fiscal year to fiscal year. Personal leave not used by the end of the fiscal year shall be lost.

Said amendments to be effective July 1, 2013; or take any other action relative thereto.

There are 5 significant changes to the by-laws:

- a. Bring the appointment process into compliance with just cause dismissal for staff positions not yearly appointments and amending Department Head appointments to three years.*
- b. Defining the meaning of a holiday as it applies to personnel whose work day is not the normal 8 hour day.*
- c. More cleanly defining the eligibility for holiday pay.*
- d. Entitles staff to earn 1 day of sick level for each month they are employed with the Town.*
- e. More clearly defining the eligibility for new employees to earn a proportional amount of the three personal days granted each fiscal year.*

Motion by: Michael L. Green, Board of Selectmen

I move that the Town vote to amend the Personnel Bylaw as printed in the warrant of this Town Meeting.

*Motion required a 2/3 majority and passed by unanimous voice vote. **Motion Carried***

ARTICLE 31

By: Council on Aging

REVOLVING ACCOUNT – MEALS PROGRAM

To see if the Town will vote to establish a revolving account for all Senior Center meals, so that said program will become self-sufficient. Monies for this account will come from COA funds and donation revenue and will be used to cover all expenses; or take any other action relative thereto.

In order to serve more meals without increasing the budget for food, the COA proposes that a revolving fund be established for a meals program at the Senior Center. The account will initially be funded with \$1,000 from gifts received by the COA. All money collected at the Senior Center for meals will go into this fund. The monies will then pay for all food, supplies and wages necessary to provide meals at the Center. Recommended by Finance Committee.

Motion by: Marcia Zaniboni, Council on Aging Director

I move that the Town vote to establish a revolving account for all Senior Center meals, so that said program will become self-sufficient. Monies for this account will come from COA funds and donation revenue and will be used to cover all expenses.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 32

By: Council on Aging

REVOLVING ACCOUNT – TRANSPORTATION SERVICES

To see if the Town will vote to establish a revolving account and to raise and appropriate or appropriate from available funds, the sum of \$5,000 to place into the account for the Town to operate a van through the LRTA. Said van, under the control of the Council on Aging, will be available for medical, employment and shopping appointments for all Pepperell adults and for social activities for all Pepperell seniors, as availability allows. The money is to be used for operational costs only, with the van and additional monies of approximately \$26,000 per year, to be provided by the LRTA and other grants as available; or take any other action relative thereto.

In order to provide better and more efficient transportation services for Pepperell Seniors and other adult residents, the COA proposes that it run the van service currently operated by the LRTA. The LRTA will provide the vehicle and funding up to the level it now funds. The COA proposes that the \$5,000 initially saved by the Meals Program revolving fund be used as initial funding for the account. If the Meals Account is not approved, the COA requests the Town appropriate \$5,000 to fund this program. Recommended by Finance Committee.

Motion by: Marcia Zaniboni, Council on Aging Director

I move that the Town vote to establish a revolving account and to appropriate from Free Cash the sum of \$5,000 to place into the account for the Town to operate a van through the LRTA. Said van, under the control of the Council on Aging, will be available for medical, employment and shopping appointments for all Pepperell adults and for social activities for all Pepperell seniors, as availability allows. The money is to be used for operational costs only, with the van and additional monies of approximately \$26,000 per year, to be provided by the LRTA and other grants as available.

Motion required a majority and passed by unanimous voice vote.

Motion Carried

ARTICLE 33

By: Library Trustees

BOOK FINE MONEY

To see if the Town would vote to raise and appropriate or appropriate from available funds, the sum of \$3,564 for the purchase of books or other library supplies; including the payment of costs incidental and related thereto; said appropriation to be under the control of the library Board of Trustees; or take any other action relative thereto.

The Library Board of Trustees is requesting the money received from library overdue fines be appropriated to purchase additional books for the library. Not recommended by Finance Committee.

Motion by: Pen Burnham, Library Trustee

I move that the Town vote to raise and appropriate the sum of \$3,564 for the purchase of books or other library supplies; including the payment of costs incidental and related thereto; said appropriation to be under the control of the library Board of Trustees.

Motion required a majority and passed by majority voice vote.

Motion Carried

ARTICLE 34

By: Library Trustees

LIBRARY ROOF REPLACEMENT

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the sum of \$30,250 for the purpose of replacement of the Library's rolled roof (rear of building). The roof is over 28 years old and now requires yearly repairs. This appropriation to be under the control of the Library Board of Trustees; or take any other action relative thereto.

This appropriation is for the replacement of the flat rear rolled roof which began leaking in the fall 2012. (Quick repairs were made to get us through the winter/spring). This roof was installed when the new addition was added and is now close to 30 years old, 10+ years beyond warranty. Recommended by Finance Committee.

Motion by: Pen Burnham, Library Trustee

I move that the Town vote to appropriate from Free Cash the sum of \$30,250 for the purpose of replacement of the Library's rolled roof (rear of building). This appropriation to be under the control of the Library Board of Trustees.

Motion required a majority and passed by majority voice vote.

Motion Carried

ARTICLE 35

By: Library Trustees

LIBRARY ROOF REPAIRS

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the sum of \$5,000 for the purpose of repairing the rear roof on the Library, this appropriation to be under the control of the Library Board of Trustees; or take any other action relative thereto.

This is a contingency appropriation should the funds for the rolled roof replacement not pass to allow for another temporary repair of the roof. No action will be taken on this article if the roof replacement warrant passes. Recommended by Finance Committee.

Motion by: Pen Burnham, Library Trustee to withdraw article passed by unanimous voice vote.

ARTICLE 36

By: Department of Public Works

CHAPTER 90 FUNDING

To see what sum the Town will vote to raise and appropriate or appropriate from available funds for resurfacing and related expenses on eligible roads, said funds having been approved for 100% reimbursement by the Commonwealth under the provisions of Section 34(2)(a) of MGL Ch. 90, said appropriation to be under the control of the Highway Superintendent; or take any other action relative thereto.

The Chapter 90 funding is the sole means of funding for major road repairs in the Town of Pepperell. All proposed highway projects must be pre-approved by MassDOT and are 100% reimbursable. Recommended by Finance Committee.

Motion by: Lewis Lunn, Board of Public Works

I move that the Town vote to appropriate from available funds a sum not to exceed \$624,656 for resurfacing and related expenses on eligible roads, said funds having been approved for 100% reimbursement by the Commonwealth under the provisions of Section 34(2)(a) of MGL Ch. 90, said appropriation to be under the control of the Highway Superintendent.

Motion required a majority and passed by majority voice vote.

Motion Carried

Motion to adjourn made and second and passed by unanimous voice vote.

The Meeting was adjourned at 10:57 p.m.

And you will serve this warrant by posting a true and attested copy of same, in said Town, seven days prior to the time of said meeting. Hereof fail not and make due return of your doings herein to the Town Clerk on or before the time appointed for said meeting. Given under our hands this 19th day of April, A.D. 2013.

Joseph A. Sergi, Chairman

Stephen C. Themelis, Clerk

Michael L. Green

PEPPERELL BOARD OF SELECTMEN

CONSTABLE OF PEPPERELL

Special State Election

Pepperell, Massachusetts

Varnum Brook School Gymnasium

June 25, 2013

Vote for One

Senator in Congress	Prec. 1	Prec. 2	Prec. 3	Totals
Gabriel E. Gomez	440	513	450	1403
Edward J. Markey	227	350	288	865
Richard A. Heos	3	3	3	9
<i>Write-ins</i>				0
				0
Scattered	1	1	1	3
Blanks	0	0	1	1
Totals	671	867	743	2281

<u>Ballots cast</u>	<u>Prec. 1</u>	<u>Prec. 2</u>	<u>Prec. 3</u>	<u>Totals</u>
Absentee ballots	21	33	30	84
Ballots cast at polling place	650	834	713	2197
Total Ballots cast	671	867	743	2281

<u>Registered Voters</u>	<u>Prec. 1</u>	<u>Prec. 2</u>	<u>Prec. 3</u>	<u>Totals</u>
Total registered voters	2689	2662	2607	7958
Voter participation percentage	24.95%	32.57%	28.50%	28.66%

TRUE COPY ATTEST:

Jeffrey W. Sauer
PEPPERELL TOWN CLERK

TOWN OF PEPPERELL, MASSACHUSETTS
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
June 30, 2013

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPES	ACCOUNT GROUPS	TOTAL
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE	TRUST AND AGENCY	LONG-TERM DEBT GROUP	June 30, 2013
ASSETS							
Cash and Investments	1,852,454	561,189	(104,461)	3,909,538	150,259		6,368,979
Investments, at cost					1,120,398		1,120,398
Receivables:							
Property Taxes	574,731						574,731
Allowance Abate/Exemp	(248,130)						(248,130)
Deferred Taxes	18,011						18,011
Tax Liens	351,681			30,969			382,650
Excises	126,204						126,204
User Charges				911,969			911,969
Utility Liens				30,741			30,741
Other				55,179			55,179
Betterments				1,899,530			1,899,530
Committed Interest				7,941			7,941
Deferred Betterments				555			555
Departmental		431,260					431,260
Tax Foreclosures	75,074						75,074
Amounts for be Provided for Payment of Bonds						1,960,000	1,960,000
Fixed Assets							
Long-term Obligations				32,520,286			32,520,286
TOTAL ASSETS	2,750,025	992,449	(104,461)	39,366,708	1,270,657	1,960,000	46,235,378
=====	=====	=====	=====	=====	=====	=====	=====
LIABILITIES & FUND EQUITY							
=====							
Liabilities:							
Warrants Payable	96,438	7,613	-	12,607	288		116,946
Due to Com of Ma-Fish/Firearms					27		27
Payroll Withholdings	47,730				0		47,730
Due to Other Governments				2,791	9,660		12,451
Uncashed Checks					17,575		17,575
Notes Payable			379,000	8,329,801			8,708,801
Bonds Payable				3,048,000		1,960,000	5,008,000
LIABILITIES & FUND EQUITY							
=====							
Liabilities:							
Deferred Revenue:							
Property Taxes	344,612						344,612
Intergovernmental							
Taxes in Litigation							
Tax Liens	351,681						351,681
Other Receivables	126,204	431,260		2,936,885			3,494,349
Tax Foreclosures	75,074						75,074
Total Liabilities	1,041,739	438,873	379,000	14,330,084	27,550	1,960,000	18,177,246
Fund Equity:							
Invested in Capital Asset-Net				21,142,486			21,142,486
Retained Earnings:							
Undesignated				908,643			908,643
Receipts Res for Approp							
Fund Balances:							
Designated for Capital			(483,461)	62,712			(420,749)
Reserved for Pmt on Debt				2,032,155			2,032,155
Reserved for Encumbrances	71,083	480,569		822,383	120,829		1,494,864
Reserved for Expenditures	611,993			68,245	1,122,278		1,802,516
Reserved Unprovided Abate							
Unreserved:							
Undesignated	1,025,210	73,007			0		1,098,217
Total Fund Equity	1,708,286	553,576	(483,461)	25,036,624	1,243,107	0	28,058,132
TOTAL LIABILITIES AND FUND EQUITY	\$2,750,025	\$992,449	(\$104,461)	39,366,708	\$1,270,657	\$1,960,000	46,235,378
=====	=====	=====	=====	=====	=====	=====	=====

**TOWN OF PEPPERELL
COMBINING BALANCE SHEET - ALL CAPITAL PROJECT FUNDS
JUNE 30, 2013**

	SENIOR CENTER	LANDFILL CLOSURE	TOWN HALL IMPROVEMENT	DEPARTMENTAL EQUIPMENT FD	JUNE 30, 2012
ASSETS =====					
Cash	\$2,240	\$17,921	\$0	(\$124,622)	(\$104,461)
Investments, at cost					
Due from Com Mass					
Amounts for be Provided for					
Payment of Notes					
Payment of Bonds					
Long-term Obligations					
TOTAL ASSETS =====	2,240	17,921	0	(124,622)	(104,461)
LIABILITIES AND FUND EQUITY =====					
Liabilities:					
Warrants Payable		0	0	0	0
Notes Payable				379,000	379,000
Deferred Revenue - Other Receivables					
Total Liabilities =====	0	0	0	379,000	379,000
Fund Equity:					
Fund Balances:					
Reserved for Encumbrances	2,240	17,921	0	(503,622)	(483,461)
Reserved for Expenditures					
Reserved for Deficeits					
Unreserved:					
Undesignated					
Total Fund Equity =====	2,240	17,921	0	(503,622)	(483,461)
TOTAL LIABILITIES AND FUND EQUITY	\$2,240	\$17,921	\$0	(\$124,622)	(\$104,461)

**TOWN OF PEPPERELL
COMBINING BALANCE SHEET - ALL SPECIAL REVENUE FUNDS
JUNE 30, 2013**

	SPECIAL REVENUE	AMBULANCE FUND	TOTAL JUNE 30, 2013
ASSETS =====			
Cash	\$524,301	\$36,888	\$561,189
Investments, at cost			
Receivables:			
Departmental		\$431,260	\$431,260
Due from Other Governments			
TOTAL ASSETS =====	\$524,301	\$468,148	\$992,449
LIABILITIES AND FUND EQUITY =====			
Liabilities:			
Warrants Payable	\$0	\$7,613	\$7,613
Accrued Payroll			
Notes Payable			
Deferred Revenue - Other Receivables		\$431,260	\$431,260
Total Liabilities	\$0	\$438,873	\$438,873
Fund Equity:			
Fund Balances:			
Reserved for Encumbrances	\$451,294	\$29,275	\$480,569
Reserved for Expenditures			
Unreserved:			
Undesignated	\$73,007	\$0	\$73,007
Total Fund Equity	\$524,301	\$29,275	\$553,576
TOTAL LIABILITIES AND FUND EQUITY	\$524,300	\$468,148	\$992,449

TOWN OF PEPPERELL, MASSACHUSETTS
COMBINING BALANCE SHEET - ENTERPRISE FUND
FOR THE YEAR ENDED JUNE 30, 2013

	SEWER FUND	BETTERMENT FUND	JUNE 30, 2013
ASSETS =====			
Cash	\$795,964	\$2,032,155	\$2,828,119
Investments, at cost			
Receivables:			
User Charges	507,379		507,379
Tax Liens	20,010		20,010
Utility Liens	17,082		17,082
Other	53,556		53,556
Betterments		1,899,530	1,899,530
Committed Interest		7,941	7,941
Deferred Betterments		555	555
Allowance for Uncollectible Receivables			
Due from Other Governments			
Fixed Assets	20,117,999		20,117,999
TOTAL ASSETS =====	21,511,990 =====	3,940,181 =====	25,452,171 =====
LIABILITIES AND FUND EQUITY =====			
Liabilities:			
Warrants Payable	7,275		7,275
Accrued Payroll			
Notes Payable			
Bonds Payable	8,329,801		8,329,801
Deferred Revenue - Other Receivables	598,027	1,908,026	2,506,053
Total Liabilities	8,935,103	1,908,026	10,843,129
Fund Equity:			
Invested in Net Asset-Net Related	11,788,198		11,788,198
Retained Earnings:			
Undesignated	207,124		207,124
Receipts Reserved for Appropriation			
Fund Balances:			
Designated for Capital Purposes			
Reserved for Pmt on Debt		2,032,155	2,032,155
Reserved for Encumbrances	581,565		581,565
Reserved for Expenditures			
Total Fund Equity	12,576,887	2,032,155	14,609,042
TOTAL LIABILITIES AND FUND EQUITY =====	\$21,511,990 =====	\$3,940,181 =====	\$25,452,171 =====

TOWN OF PEPPERELL, MASSACHUSETTS
COMBINING BALANCE SHEET - ENTERPRISE FUND
FOR THE YEAR ENDED JUNE 30, 2013

	SEWER FUND	WATER FUND	TRANSFER STATION FUND	TOTAL JUNE 30, 2013
ASSETS =====				
Cash	\$2,828,119	\$961,486	\$119,933	\$3,909,538
Investments, at cost				
Receivables:				
User Charges	\$507,379	404,590		\$911,969
Tax Liens	\$20,010	10,959		\$30,969
Utility Liens	\$17,082	13,659		\$30,741
Other	\$53,556	1,623		\$55,179
Betterments	\$1,899,530			\$1,899,530
Committed Interest	\$7,941			\$7,941
Deferred Betterments	\$555			\$555
Allowance for Uncollectible Receivables				
Due from Other Governments				
Fixed Assets	\$20,117,999	11,670,005	732,282	\$32,520,286
TOTAL ASSETS =====	25,452,171 =====	13,062,322 =====	852,215 =====	39,366,708 =====
LIABILITIES AND FUND EQUITY =====				
Liabilities:				
Warrants Payable	7,275	4,060	1,272	12,607
Accrued Payroll		0	0	
Due to Com of Ma - Sales Tax		2,791		2,791
Notes Payable	8,329,801	0		8,329,801
Bonds Payable		3,048,000		3,048,000
Deferred Revenue - Other Receivables	2,506,053	430,832		2,936,885
Total Liabilities	10,843,129	3,485,683	1,272	14,330,084
Fund Equity:				
Invested in Net Asset - Net Related	11,788,198	8,622,005	732,283	21,142,486
Retained Earnings:				
Undesignated	207,124	587,443	114,076	908,643
Receipts Reserved for Appropriation				
Fund Balances:				
Designated for Capital Purposes		62,712		62,712
Reserved for Pmt of Debt	2,032,155			2,032,155
Reserved for Encumbrances	581,565	236,234	4,584	822,383
Reserved for Expenditure		68,245		68,245
Total Fund Equity	14,609,042	9,576,639	850,943	25,036,624
TOTAL LIABILITIES AND FUND EQUITY =====	\$25,452,171 =====	\$13,062,322 =====	\$852,215 =====	\$39,366,708 =====

TOWN OF PEPPERELL, MASSACHUSETTS
COMBINING BALANCE SHEET - ALL TRUST AND AGENCY FUNDS
JUNE 30, 2013

EXHIBIT 13

	NON-EXPENDABLE TRUSTS	EXPENDABLE TRUSTS	OTHER TRUSTS	AGENCY	JUNE 30, 2013
ASSETS =====					
Cash	\$2,050	(\$1,856)	\$1,686	\$148,379	\$150,259
Investments, at cost	\$277,390	\$175,571	\$667,437		\$1,120,398
TOTAL ASSETS =====	\$279,440 =====	\$173,715 =====	\$669,123 =====	\$148,379 =====	\$1,270,657 =====
LIABILITIES AND FUND EQUITY =====					
Liabilities:					
Warrants Payable	\$0	\$0	\$0	\$288	\$288
Accrued Payroll					
Unclaimed Items - Uncashed Checks				\$17,575	\$17,575
Excess on Sales - Land of Low Value					
Due to Police Officers -				\$0	\$0
Deputy Collector				(\$606)	(\$606)
Due to Com of Ma - Fisheries&Wildlife				\$27	\$27
Due to Com of Ma - Firearms Records				(\$1,102)	(\$1,102)
FSA Account				\$11,368	\$11,368
TOTAL LIABILITIES =====	\$0 =====	\$0 =====	\$0 =====	\$27,550 =====	\$27,550 =====
Fund Equity:					
Fund Balances:					
Reserved for Endowments					
Reserve for Pr Yr Expenditures	\$279,440	\$173,715	\$669,123		\$1,122,278
Reserved for Expenditures				\$120,829	\$120,829
Unreserved:					
Designated					
Undesignated		(\$35)			\$0
TOTAL FUND EQUITY =====	\$279,440 =====	\$173,680 =====	\$669,123 =====	\$120,829 =====	\$1,243,107 =====
TOTAL LIABILITIES AND FUND EQUITY =====	\$279,440 =====	\$173,680 =====	\$669,123 =====	\$148,379 =====	\$1,270,657 =====

Transfer Station Retained Earnings

Pepperell - 6/30/2013

	Cash		\$119,933
less:			
	Warrants Payable	\$1,272	
	Encumbrances	\$4,584	
	Expenditures	<u>\$0</u>	
		<u>\$5,856</u>	
	Total		\$114,077

	Retained Earnings		\$114,077
less:			
	Accts Rec. (Net)	<u>\$0</u>	
	Total		\$114,077

Fixed Assets	\$732,283
Asset Investment	(\$732,283)

Water Retained Earnings

Pepperell - 6/30/2013

	Cash	\$961,486
less:		
	Warrants Payable	\$4,060
	Encumbrances	\$236,234
	Expenditures	\$68,245
	Due to: MA	\$2,791
	Note Payable	\$0
	Res. For Capital	<u>\$62,713</u>
		<u>\$374,043</u>
	Total	\$587,443

	Retained Earnings	\$587,443
less:		
	Accts Rec. (Net)	<u>\$0</u>
	Total	\$587,443

Fixed Assets \$11,670,006

Asset Investment (\$8,622,006)
Bond Payable (\$3,048,000)
 (\$11,670,006)

Sewer Retained Earnings

Pepperell - 6/30/2013

	Cash	\$2,828,119
less:		
	Warrants Payable	\$7,275
	Encumbrances	\$581,566
	Expenditures	\$0
	Due to: MA	\$0
	Note Payable	\$0
	Res. For Debt	<u>\$2,032,155</u>
		<u>\$2,620,996</u>
	Total	\$207,123

	Retained Earnings	\$207,123
less:		
	Accts Rec. (Net)	<u>\$0</u>
	Total	\$207,123

Fixed Assets \$20,117,999

Asset Investment (\$11,788,198)
 Bond Payable (\$8,329,801)
 (\$20,117,999)

CITIZEN ACTIVITY APPLICATION FORM

If you are interested in serving on a Town Committee, please fill out this form and mail to the Board of Selectmen, Town Hall, One Main Street, Pepperell, MA 01463. The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

NAME: _____	DATE: _____
ADDRESS: _____	PRECINCT: _____
TELEPHONE: HOME: _____ WORK: _____	
E-MAIL: _____	
PRESENT BUSINESS INTEREST OR OCCUPATION: _____	
EXPERIENCE OR SPECIAL SKILLS: VOLUNTEER, SOCIAL SERVICE, BUSINESS (INCLUDE PREVIOUS TOWN EXPERIENCE, IF ANY):	
AREA(S) WHERE YOU WOULD BE INTERESTED IN SERVING: _____	
TIME AVAILABILITY:	NUMBER OF HOURS: _____ Weekly _____ Monthly
COMMENTS: _____	

APPOINTED COMMITTEES

Agricultural Advisory Board
Affordable Housing Committee
Board of Fire Engineers
Board of Public Works (2)
Cable TV Advisory Committee
Capital Program Committee
Conservation Commission
Council on Aging
Covered Bridge Committee
Cultural Council
Disabilities Commission
Economic Development Advisory Committee
Election Workers
Emergency Management
Finance Committee
Fire Department
GIS Committee
Historical Commission
Information Systems Technology Committee
Nashoba Valley Technical High School Committee
Pepperell Auxiliary Police Department
Personnel Board
Planning Board (Associate Member)
Zoning Board of Appeals

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TELEPHONE DIRECTORY

Town Offices

ACCOUNTANT	433-0320
AMBULANCE SERVICE, 59 Main Street Emergencies only	911
Business Calls	433-0303
ASSESSORS.....	433-0322
BOARD OF APPEALS	433-0333
CEMETERY DEPARTMENT, Heald Street.	433-0323
COMMUNICATIONS CENTER, 59 Main Street	433-2737
COMMUNITY CENTER, Rotary	433-0324
CONSERVATION COMMISSION.....	433-0325
COUNCIL ON AGING, Nashua Road.....	433-0326
DOG OFFICER.	433-0340
DEPARTMENT OF PUBLIC WORKS.....	433-0327
EMERGENCY MANAGEMENT.....	433-2737
ENGINEER.....	433-0327
FIRE DEPARTMENT- 59 Main St., Emergencies Only	911
Business Calls	433-2113
HEALTH BOARD.....	433-0328
HIGHWAY DEPARTMENT, 45 Lowell Road.	433-5735
HOUSING AUTHORITY, 4 Foster Street.....	433-9882
INSPECTION DEPARTMENT.	433-0329
LIBRARY, 15 Main Street	433-0330
Children's Library.....	433-0332
PLANNING BOARD	433-0336
POLICE DEPARTMENT - 59 Main Street, Emergencies Only	911
Business Calls	433-2424
RECREATION COMMISSION.....	433-0324
SELECTMEN	433-0333
TAX COLLECTOR/TREASURER	433-0337
TOWN CLERK	433-0339
TRANSFER STATION, Boynton Street.....	433-0343
VETERANS AGENT.	433-0342
WASTEWATER TREATMENT PLANT, 47 Nashua Road.	433-9859
WATER DEPARTMENT, 46 Chestnut Street.....	433-5591

Schools

NASHOBA VALLEY TECHNICAL HIGH SCHOOL.....	692-4711
NISSITISSIT MIDDLE SCHOOL	433-0114
NO. MIDDLESEX REG. SCHOOL DISTRICT SUPERINTENDENT'S OFFICE	597-8713
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	597-8721
VARNUM BROOK SCHOOL.....	433-6722