

Annual Report

Town of Tewksbury Massachusetts



2012

Table of Contents

In Memoriam	4
General Government	5
<i>Biograph</i>	5
<i>Elected Officers</i>	6
<i>Appointive Officers</i>	6
<i>Appointed Boards-Committees-Commissions</i>	7
<i>Federal and State Government</i>	9
Town Meetings and Elections	10
<i>Presidential Primary March 6, 2012</i>	10
<i>Annual Town Election April 14, 2012</i>	14
<i>Annual Town Meeting May 7 & 9, 2012</i>	16
<i>Special Town Meeting May 8, 2012</i>	50
<i>Special Town Meeting May 9, 2012</i>	75
<i>State Primary September 6, 2012</i>	92
<i>Special Town Meeting October 2, 2012</i>	97
<i>Presidential Election November 6, 2012</i>	109
Administration	112
<i>Board of Selectmen</i>	112
<i>Town Manager</i>	113
<i>Town Counsel</i>	114
<i>Administrative Services</i>	115
<i>Board of Registrars</i>	116
<i>Housing Authority</i>	117
<i>Parking Clerk</i>	118
<i>Town Clerk</i>	119
<i>Veterans' Services</i>	120
<i>Department of Public Works</i>	121
Administration	121
Engineering	95
Highway/Forestry.....	96
Fleet Maintenance	96
Water Distribution/Sewer Collection	97
Water Filtration.....	98
Community Activities	99
<i>Library Trustees</i>	99
<i>Council On Aging</i>	101
<i>Tewksbury Recycling Committee (TRC)</i>	103
<i>Historical Commission</i>	105
Safety	106
<i>Fire Department</i>	106
<i>Police Department</i>	108
School Department	111
<i>Superintendent of Schools</i>	111
John and Abigail Adams Scholarship	113
<i>School Department General Information</i>	116
<i>Enrollment by Schools</i>	116
<i>2011-2012 School Roster</i>	116
Tewksbury Memorial High School.....	117
John W. Wynn Middle School	119
John F. Ryan Elementary School	120
Heath Brook School.....	121
Loella F. Dewing School.....	121
Louise Davy Trahan School.....	122
North Street School.....	122

Special Education Department.....	123
Community Scholarship Awards.....	126
Scholarship & Education Fund Committees.....	131
Shawsheen Valley Regional.....	132
Vocational / Technical School District.....	132
Community Development Department.....	140
Community Development.....	140
Economic Development Committee.....	141
Green Committee.....	141
Other Initiatives.....	141
Zoning Board of Appeals.....	142
Board of Health.....	142
Building Department.....	146
Conservation Commission.....	148
Planning Board.....	149
Community Preservation Committee.....	150
Finance Department.....	152
Auditors Report.....	152
General Fund Balance Sheet.....	152
Revenue Report.....	165
Appropriation Recap.....	167
Sewer Enterprise Fund Balance Sheet.....	171
Sewer Enterprise Fund Revenue Report.....	172
Sewer Capital Recap.....	173
Sewer Operating Recap.....	174
Water Enterprise Fund Balance Sheet.....	176
Water Enterprise Fund Revenue Report.....	177
Water Operating Recap.....	178
Water Capital Expenditures.....	180
Board of Assessors.....	182
Treasurer's Cash.....	183
Cash and Securities in Custody of Town Treasurer as of June 2012.....	184
Property Tax Levies and Collections.....	184
Employee Earnings.....	186
Town Employee Earnings.....	186
School Employee Earnings.....	196
At Your Service.....	213

In Memoriam

<i><u>Person's Name</u></i>	<i><u>Position Held</u></i>
<i>Russell Gourley, Sr.</i>	<i>Firefighter</i>
<i>Doris Westaway</i>	<i>Clerk</i>
<i>Mamie Burke</i>	<i>Sr. Account Clerk, Treasurer</i>
<i>Thelma Palmer</i>	<i>Cafeteria Worker</i>
<i>Muriel Ellis</i>	<i>Cafeteria Worker</i>
<i>Edward Wilson, Jr</i>	<i>Fire Dispatcher</i>
<i>William Magro</i>	<i>Fire Captain</i>
<i>Michael Callahan</i>	<i>Community Pantry Volunteer</i>
<i>Frances Stephan</i>	<i>Teacher</i>
<i>James Luz</i>	<i>Patrolman</i>

General Government

*Biograph
Annual and Special Elections*

*Town Officers
Town Meeting Warrants*

*Town Committees
Elections*

Biograph

1. Town:

Tewksbury, Massachusetts
Incorporated in 1734

2. County:

Middlesex, ss.

3. Location:

At the junction of two new superhighways in northeastern Massachusetts, U.S. Interstate 495 and U.S. Interstate 93. The Town is bordered on the north by the Merrimack River, northeast by the Town of Andover, southeast by the Town of Wilmington, southwest by the Town of Billerica and borders on the City of Lowell on the west. It is 21 miles from Boston, 50 miles from Worcester, 30 miles from Salisbury Beach, and 230 miles from New York City.

4. Population:

2000 - 30,315
2005 - 30,730
2006 - 30,762
2007 - 32,382
2008 - 32,774
2009 - 33,067
2010 - 32,516 Annual Town Census
2010 - 28,961 Federal Census
2011 - 30,309
2012 - 30,077

5. Land Areas:

20.70 square miles
10,789.5 acres

6. Density:

Person per square mile:
2000 - 1,464
2006 - 1,486
2007 - 1,564
2008 - 1,583
2009 - 1,597
2010 - 1,570
2011 - 1,464
2012 - 1,453

7. Climate:

Mean annual precipitation - 43.40 inches
Mean Temperature - January - 26.6 degrees
July - 73.7 degrees.

8. Elevation:

Highest Point: Ames Hill, 363 feet;
North section: 200 feet;
West section: 150 feet;
Center: 120 feet;
South section: 150 feet
(above mean sea level)

9. Topography:

Fairly level terrain, with elevations varying from 100 feet to 200 feet above sea level. Soil is a mixture of sandy soil in southern section. Wet and moist and of good texture along the central and northern sections.

10. Established:

Inhabitants separated from Billerica in 1733.
First Town Meeting held January 14, 1734.
Duly incorporated December 23, 1734.

11. Form of Government:

Open Town Meeting
Five Member Elected Board of Selectmen
Appointed Town Manager

Elected Officers

Board of Selectmen

David H. Gay (Chairman)	2015
Todd R. Johnson	2013
Douglas W. Sears (Vice-Chairman)	2014
Anne Marie Stronach	2013
Scott D. Wilson (Clerk)	2015

School Committee

James A. Cutelis (Clerk)	2015
Brian H. Dick (Vice-Chairman)	2014
Dennis G. Francis	2015
Kristen M. Polimeno (Chairman)	2013
Joseph E. Russell	2013

Planning Board

Robert A. Fowler (Chairman)	2013
Stephen G. Johnson, Jr.	2016
David J. Plunkett	2015
Nancy L. Reed (Clerk)	2017
Vincent W. Spada (Vice-Chairman)	2014

Moderator

Keith E. Rauseo	2014
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Library Trustees

Joseph C. Frank (Chairman)	2013
Robert Homeyer	2014
Paige Ferry Impink	2015
Patrick J. Joyce	2014
Patricia A. Pino (Vice-Chairman)	2015
Eugene F. Walsh (Clerk)	2013

Board of Health

Kathleen M. Brothers (Clerk)	2015
Phillip L. French (Chairman)	2013
Christine Kinnon	2013
Charles J. Roux (Vice-Chairman)	2014
Edward J. Sheehan, Jr.	2015

Town Clerk

Denise Graffeo	2014
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Housing Authority

John W. Deputat	2013
Marc A. DiFruscia	2016
Louise A. Gearty (Chairman)	2014
Linda A. Ricardo-Brabant	2015
Matthew McLaughlin (State Appointee)	2011

School Committee/Regional Technical

Michael P. Kelley	2015
Patricia M.W. Meuse	2013

Appointive Officers

Animal Control Officer	Timothy Sullivan
Asst. Treasurer/Collector	Janice Metivier
Board of Health Director	Lou-Ann Clement
Building Commissioner	Ed Johnson
Chief Assessor	Christopher Wilcock
Computer Services	Stephen M. Hattori
Council on Aging Director	Linda Ricardo-Brabant
Director of Community Dev.	Steven Sadwick
Emergency Management	Capt. Michael Sitar, Jr.
Finance Director	Karen Shree Kucala
Fire Chief	Michael Hazel
Library Director	Diane Giarrusso
Planner/Conservation Agent	Kyle Boyd
Police Chief	Timothy Sheehan
Superintendent of Public Works	Brian Gilbert
Superintendent of Schools	John E. O'Connor
Town Counsel	Charles Zaroulis
Town Historian	Warren R. Carey
Town Manager	Richard Montuori
Treasurer/Collector	Kelly Odams
Veterans Agent	James Williams

Appointed Boards-Committees-Commissions

Board of Registrars (3)

Denise Graffeo, Town Clerk
Edward Creamer
Frank Teague
Ruth Teague (Chair)

Community Preservation Committee (7)

Tom Churchill
Stephen Deackoff
Corinne A. Delaney
David H. Gay (Clerk)
Richard Montuori
Donna Pelczar (Vice-Chair)
Nancy Reed (Chair)

Computer Study Committee

David Aznavoorian
Lisa Hanson
Stephen Hattori
Nathan Legvold (Chair)
Scott Wilson
Keith Young

Conservation Commission (5)

Sean Czarniecki
Stephen Deackoff
Stan Folta (Chair)
Anthony Ippolito (Vice-Chair)
Dennis Sheehan

Council on Aging (11)

Joanne Aldrich
Joel Deputat (Chair)
Marie Durgan
Peg Keefe
Dvoralyn Kerr
Warren Layne (Vice-Chair)
Rose McKenna
Paul McNaught
Lorene Patch
Joan Unger
Mark Wood

COA Alternate Members (3)

Virginia Desmond
OPEN
OPEN

Economic Development Committee

Tracy Clement
Stephen Deackoff
Ron Hall
David H. Gay (Chair)
Richard Montuori
David J. Plunkett (Vice-Chair)
Nancy Reed
Brian Schofield

Finance Committee (9)

David Aznavoorian (Vice-Chair)
Thomas Cooke (Chair)
Ron Hall
Ralph F. Ford
Raymond Lisiecki
Christian McMillan
Damin Sutherby
David J. McGinness
Kelly P. Brooks

Green Committee (8)

Joseph Cary
Thomas L. Cooke
James J. Duffy
Robert A. Fowler
Marc P. Ginsburg
Joseph Russell
Anne Marie Stronach (Chair)
Green Committee Alternate Member (1)
Brian Dick

High School Building Committee

James Cutelis (Chair)

Dennis Francis
Richard Guida
Ronald Hall
Patricia Lally
Richard Montuori
John C. O'Connor
Brenda Regan
Joseph Russell
Jeffrey Sands
Vincent Spada
Ann Marie Stronach

Historic Commission (7)

Warren Carey
Thomas Churchill
James J. Gaffney, III (Chair)
M. Eileen McDonagh (Clerk)
Keith Rauseo (Vice-Chair)
William Wyatt
OPEN

Local Housing Partnership (10)

Jay Axson
Laura Caplan
Stephen Deackoff (Chair)
Corinne A. Delaney
Greg Peters (Clerk)
Nancy Reed
Ron Roy
Raymond White
David Gay
OPEN

Mass. Cultural Council - (Arts Lottery Council) (5-22)

Eleanor Corey
Judith Dziadosz
Maria Galante
Betsy Greco
M. Eileen McDonagh (Chair)
Christian Panasuk
Lisa Puccia
Jacqueline Stone
Erin Buckley
John Buckley

Personnel Relations Review Board (5)

Dawn Cathcart
David Gay
Steven Sadwick (Chair)
Michele Stein
Teresa Belanger

Recycling Committee

Sandra Barbeau (Vice-Chair)
Sean Czarniecki
Jae Gray
Pamela Meroski
Loretta Ryan (Chair)
Joe Smeraldi
Kristin Smith

Scholarship and Education Fund Committee

Sandra Brinquinho
Thomas Churchill
William Deignan
John O'Connor
Keith Rauseo (Chair)

School Facilities Study Committee

Shannon M. Demos
Stephen J. DeFrancesco
Arthy S. Bennett
Karla A. Branchaud

Barbara A. Lawton
Michael J. Cahill
Brenda M. Theriault-Regan
Anne Marie Stronach
Krissy Polimeno
Ex Efficio
Dr. John O'Connor

Special Act Charter Committee

Sandra Barbeau
James Biewener
Elizabeth Carey
Dean Graffeo
Ronald Hall
Richard O'Neill (Vice-Chair)
Vincent Spada
Scott Wilson (Chair)
Ex Efficio Members

Denise Graffeo

Keith Rauseo

Richard Montuori

Trust Fund Commission (3)

Warren Carey (Chair)

Open

Open

Zoning Board of Appeals

Marc DiFruscia (Clerk)

Robert Dugan (Chair)

Amy Witts (Vice-Chair)

ZBA Associate Members

Leonard G. Dunn

Andrew D. Assee

Federal and State Government

PRESIDENT

Barack Obama (D)
The White House
Washington, DC 20500
Public Opinion "Hot-Line" (202) 456-1111

U.S. SENATOR

Scott P. Brown (R)
Boston Address:
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15 New Sudbury Street
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U.S. REPRESENTATIVE

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Home Address:
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Andover, MA 01810

STATE REPRESENTATIVE

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Nineteenth Middlesex District
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Town Meetings and Elections

Presidential Primary March 6, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 3,176 ballots cast; 655-Democrat, 2,516-Republican, & 5-Green-Rainbow

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Jean Brady, Clerk
Precinct 2	Kathleen Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Cheryle Laffey, Clerk
Precinct 3	Judith Colman, Warden	Judith Yarbrough, Clerk
Precinct 3A	Laura Siano, Warden	Mary Pilcher, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

PRESIDENTIAL PRIMARY March 6, 2012

PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Democrat	81	98	82	73	79	62	81	99	655
Republican	321	330	250	251	378	350	309	327	2516
Green-Rainbow	2	0	2	0	0	0	1	0	5
TOTAL	404	428	334	324	457	412	391	426	3176

DEMOCRAT

PRESIDENTIAL PREFERENCE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Barack Obama	54	69	55	48	51	41	47	57	422
No Preference	19	19	17	17	22	15	18	31	158
Write Ins	4	3	3	1	3	2	3	8	27
Blanks	4	7	7	7	3	4	13	3	48
TOTAL	81	98	82	73	79	62	81	99	655

STATE COMMITTEE MAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
William Lantigua	31	30	35	29	25	20	30	38	238
Kendrys R. Vasquez	26	38	30	35	35	24	31	36	255
Write Ins	0	1	0	1	0	1	0	0	3
Blanks	24	29	17	8	19	17	20	25	159
TOTAL	81	98	82	73	79	62	81	99	655

STATE COMMITTEE WOMAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Patricia A. Commane	55	76	65	63	59	46	64	70	498
Write Ins	0	0	0	1	1	0	4	0	6
Blanks	26	22	17	9	19	16	13	29	151
TOTAL	81	98	82	73	79	62	81	99	655

TOWN COMMITTEE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Group	37	46	33	36	32	20	33	40	277
Warren R. Carey	51	65	44	51	47	34	48	60	400
Joan M. Dunlevy	46	56	46	48	45	34	49	61	385
John J. Kelley, Jr.	41	61	40	41	42	34	43	55	357
Marie P. Sweeney	43	56	41	44	40	32	43	47	346
William J. Manseau	40	50	40	40	36	23	39	44	312
Sandra L. Creamer	38	53	39	47	37	36	44	50	344
Todd R. Johnson	44	58	43	44	37	26	41	52	345
Cathy M. Dwyer	40	51	43	42	37	26	40	43	322
Richard O'Neill, Jr.	41	57	41	42	36	31	39	47	334
Elisabeth S. Lewin	39	48	39	44	41	23	37	44	315
Joseph P. Gill, Jr.	42	56	42	41	36	29	39	50	335
Michele E. Franks	40	51	41	43	33	22	35	42	307
Robert F. Demers	39	50	36	39	37	25	37	43	306
Rosemary E. Haloon	38	50	37	43	34	26	38	41	307
Scott J. Consaul	43	52	42	43	39	25	45	46	335
Rita C. O'Brien Dee	50	54	43	48	44	28	45	52	364
Thomas G. Conlon	41	52	42	40	38	27	39	54	333
Celeste M. Lynch	38	49	39	43	34	23	35	43	304
Paul S. Harrington	40	52	37	40	35	27	41	44	316
Lorna Marie Garey	41	48	40	49	34	23	39	41	315
Robert A. Fowler	48	55	41	43	39	28	40	52	346
Elisabeth R. Desmarais	41	52	42	44	38	22	41	47	327
David H. Gay	50	62	58	49	42	35	40	63	399
Leann Kennedy D'Entremont	41	52	38	43	37	27	39	48	325
Robert E. Carey	43	51	37	40	33	28	38	43	313
Donna M. Bell	40	51	40	43	38	29	38	49	328
Frederick L. Simon	41	52	37	40	42	29	38	50	329
Mary-Ann O'Brien Nichols	45	51	45	53	41	29	45	53	362
Thomas L. Cooke	38	51	39	39	35	26	36	46	310
Donna J. Gill	43	51	40	47	36	27	39	47	330
Russell B. Haloon	39	49	40	40	34	23	38	40	303
Janice M. O'Neill	40	56	40	44	37	29	36	45	327
Mary M. Manseau	42	54	43	46	38	24	40	47	334
Write-ins/All Others	0	0	0	1	1	2	0	0	4
Blanks	1,414	1,674	1,515	1,111	1,477	1,258	1,507	1,781	11,737
TOTAL	2,837	3,476	2,903	2,591	1,333	2,190	2,864	3,410	21,604

REPUBLICAN

PRESIDENTIAL PREFERENCE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Ron Paul	17	24	25	19	15	17	14	31	162
Mitt Romney	260	260	188	209	308	293	249	259	2026
Rick Perry	1	1	0	0	0	0	0	1	3
Rick Santorum	25	36	24	20	35	26	35	26	227
Jon Huntsman	0	2	2	1	0	1	2	2	10
Michelle Bachmann	0	0	1	1	0	1	2	1	6
Newt Gingrich	18	4	10	1	19	9	6	7	74
No Preference	0	1	0	0	1	3	1	0	6
Write Ins	0	1	0	0	0	0	0	0	1
Blanks	0	1	0	0	0	0	0	0	1
TOTAL	321	330	250	251	378	350	309	327	2516

STATE COMMITTEE MAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Paul Adams	202	215	159	150	275	221	186	200	1608
Write Ins	2	3	1	3	3	1	3	4	20
Blanks	117	112	90	98	100	128	120	123	888
TOTAL	321	330	250	251	378	350	309	327	2516

STATE COMMITTEE WOMAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Sheila M. Richardson	201	216	158	152	265	208	185	198	1583
Write Ins	1	2	1	1	1	1	2	4	13
Blanks	119	112	91	98	112	141	122	125	920
TOTAL	321	330	250	251	378	350	309	327	2516

TOWN COMMITTEE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Donald R. Ordway	0	0	0	0	0	0	0	0	0
Robert L. Homeyer	0	0	0	0	0	0	0	0	0
Laurence F. Sanford	0	0	0	0	0	0	0	0	0
Carolyn J. Donovan	0	0	0	0	0	0	0	0	0
June K. Alcott	0	0	0	0	0	0	0	0	0
Kevin C. Anderson	0	0	0	0	0	0	0	0	0
Arthur S. Bernier	0	0	0	0	0	0	0	0	0
Han M. Bernier	0	0	0	0	0	0	0	0	0
Robert E. Codner	0	0	0	0	0	0	0	0	0
John W. Dunfey	0	0	0	0	0	0	0	0	0
Kathleen A. Dunfey	0	0	0	0	0	0	0	0	0
Melissa Forte	0	0	0	0	0	0	0	0	0
Melissa Gleaton	0	0	0	0	0	0	0	0	0
Doreen Jennings	0	0	0	0	0	0	0	0	0
Robert F. Kelley	0	0	0	0	0	0	0	0	0
Pamela LeFave	0	0	0	0	0	0	0	0	0
Joann M. Ordway	0	0	0	0	0	0	0	0	0
Lyndsay Robinson	0	0	0	0	0	0	0	0	0
Douglas W. Sears	0	0	0	0	0	0	0	0	0
Francis P. Teague	0	0	0	0	0	0	0	0	0
Ruth A. Teague	0	0	0	0	0	0	0	0	0
James D. Wentworth	0	0	0	0	0	0	0	0	0
Write Ins	8	26	66	16	7	17	49	8	197
Blanks	11227	11524	8684	8769	13223	12233	10766	11437	87863
TOTAL	11235	11550	8750	8785	13230	12250	10815	11445	88060

GREEN-RAINBOW

PRESIDENTIAL PREFERENCE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Kent Mesplay	0	0	0	0	0	0	0	0	0
Jill Stein	1	0	1	0	0	0	1	0	3
Marley Mikkelson	0	0	0	0	0	0	0	0	0
No Preference	0	0	0	0	0	0	0	0	0
Cynthia McKinney	0	0	0	0	0	0	0	0	0
Kent Mesplay	0	0	0	0	0	0	0	0	0
No Preference	0	0	1	0	0	0	0	0	1
Write Ins	1	0	0	0	0	0	0	0	1
Blanks	0	0	0	0	0	0	0	0	0
TOTAL	2	0	2	0	0	0	1	0	5

STATE COMMITTEE MAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Write Ins	0	0	1	0	0	0	0	0	1
Blanks	2	0	1	0	0	0	1	0	4
TOTAL	2	0	2	0	0	0	1	0	5

STATE COMMITTEE WOMAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Write Ins	0	0	1	0	0	0	0	0	1
Blanks	2	0	1	0	0	0	1	0	4
TOTAL	2	0	2	0	0	0	1	0	5

TOWN COMMITTEE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Write Ins	0	0	0	0	0	0	0	0	0
Blanks	20	0	20	0	0	0	10	0	50
TOTAL	20	0	20	0	0	0	10	0	50

# Eligible Voters	20,624
Total Votes Cast	3,176
Percent	15.4%

Annual Town Election

April 14, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 8:00 AM and closed at 8:00 PM. There were 4,441 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Katherine Maher, Warden	Jacqueline Tempia, Clerk
Precinct 2A	Gail Pollard, Warden	Cheryle Laffey, Clerk
Precinct 3	Judith Colman, Warden	David Barletta, Clerk
Precinct 3A	Mary Pilcher, Warden	Jane Linscott, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk Robert MacInnis, Clerk

TOWN OF TEWKSBURY
ANNUAL TOWN ELECTION
April 14, 2012

PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Total Votes Cast	507	665	454	498	566	635	504	612	4,441

BOARD OF SELECTMEN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	179	172	140	131	199	197	138	177	1,333
David H. Gay	291	402	267	284	321	375	304	360	2,604
Scott D. Wilson	278	329	198	253	304	290	260	285	2,197
Robert T. Marcin	117	187	110	126	127	180	136	173	1,156
Kenneth A. Miano	147	235	193	202	176	226	168	225	1,572
Write-ins	2	5	0	0	5	2	2	4	20
TOTAL	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

BOARD OF HEALTH

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	292	307	235	231	320	319	249	304	2,257
Mary Ellen Fernald	221	292	176	223	269	309	233	270	1,993
Edward J. Sheehan, Jr.	249	396	202	212	276	322	261	327	2,245
Kathleen M. Brothers	249	333	295	328	263	316	265	321	2,370
Write-ins	3	2	0	2	4	4	0	2	17
TOTAL	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

PLANNING BOARD

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	62	60	36	44	58	55	51	60	426
Nancy L. Reed	278	387	256	288	337	379	291	333	2,549
Edward P. Sullivan	166	217	162	165	169	201	162	217	1,459
Write-ins	1	1	0	1	2	0	0	2	7
TOTAL	507	665	454	498	566	635	504	612	4,441

SCHOOL COMMITTEE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	367	444	351	351	400	463	367	416	3,159
Dennis G. Francis	309	451	275	314	362	384	326	414	2,835
James A. Cutelis	335	429	280	325	362	413	308	390	2,842
Write-ins	3	6	2	6	8	10	7	4	46
TOTAL	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

LIBRARY TRUSTEE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	385	498	365	369	441	494	362	429	3,343
Patricia A. Pino	319	446	299	324	369	410	344	413	2,924
Paige Ferry Impink	307	383	243	297	317	365	301	377	2,590
Write-ins	3	3	1	6	5	1	1	5	25
TOTAL	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

REGIONAL TECH SCHOOL COMMITTEE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	75	75	52	51	68	74	66	81	542
John Peter Downing	173	222	161	194	177	225	169	217	1,538
Michael P. Kelley	257	364	241	251	318	336	268	312	2,347
Write-ins	2	4	0	2	3	0	1	2	14
TOTAL	507	665	454	498	566	635	504	612	4,441

QUESTION (ATHLETIC COMPLEX)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	7	6	5	9	6	7	7	10	57
Yes	170	210	140	159	228	216	160	185	1,468
No	330	449	309	330	332	412	337	417	2,916
TOTAL	507	665	454	498	566	635	504	612	4,441

Total Registered Voters	20,709
Total Votes	4,441
Percent	21.4%

Annual Town Meeting

May 7 & 9, 2012

Tewksbury Memorial High School
320 Pleasant Street
2012 Annual Town Meeting
May 7 & 9, 2012

Moderator Keith Rauseo opened the 2012 Annual Town Meeting at 8:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

To offer the invocation, the Moderator welcomed Tewksbury Selectman Douglas Sears, pastor of Unity Boston Church in Brookline to the podium.

Moderator Rauseo called for a Moment of Silence for residents who gave years of service to our community that have passed away in the past year and who are listed on page 4 of the Annual Town Report, and also in honor of our servicemen and women who continue to put themselves on the line for our freedom.

Veteran's Agent Jim Williams led the assembly in The Pledge of Allegiance.

To honor our nation and our flag, Laura Patriarca of the TMHS Class of 2012, sang our National Anthem.

The Moderator designated the visitors section and reminded the visitors to display their red ribbons and the voters to display their purple voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. Moderator Rauseo explained general Town Meeting guidelines and procedures including the process necessary for a voter to make an amendment on an article.

David Gay, Chairman of the Board of Selectmen announced that a Styrofoam Collection will be held on Saturday, May 12th from 9:00 AM to 1:00 PM in the Tewksbury Public Library parking lot. This event is being sponsored by the Recycling Committee.

On Monday May 7, 2012, there were 142 voters and 17 visitors in attendance.

Finance Committee Chairman, Thomas Cooke motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 8:10 PM 5/7/12

Town Manager, Richard Montuori, gave an overview of the Town's budget.

Moderator Rauseo announced that he will step aside for discussion on Article 2, because he would be offering an Amendment to Article 2. Town Clerk, Denise Graffeo presided over Article 2 pursuant to MGL Chapter 39, Sec. 14.

The Finance Committee Chairman, Thomas Cooke motioned to Table Articles 7 & 8 until 8:00 PM on Wednesday, May 9, 2012 due to Collective Bargaining, and this motion was Adopted Unanimous (2/3 required) 10:19 PM 5/7/12

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the Monday session of the 2012 Annual Town Meeting to Wednesday May 9, 2012 and this motion was Adopted. 11:00 PM 5/7/12

Moderator Rauseo re-opened the 2012 Annual Town Meeting on Wednesday, May 9, 2012 at 8:00 PM and recessed until the completion of the May 9, 2012 Special Town Meeting.

Moderator Rauseo re-opened the recessed 2012 Annual Town Meeting on Wednesday, May 9, 2012 at 9:05 PM.

On Wednesday, May 9, 2012 there were 207 voters and 19 visitors in attendance.

Finance Committee, Chairman, Thomas Cooke motioned to take Article 7 off the Table, and this motion was Adopted. 9:06 PM 5/9/12

Finance Committee, Chairman, Thomas Cooke motioned to take Article 8 off the Table, and this motion was Adopted. 9:07 PM 5/9/12

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the 2012 Annual Town Meeting Sine Die, and this motion was Adopted. 10:20 PM 5/9/12

SECTION 1

ARTICLE 1

To choose all necessary Town Officers, by ballot,

To choose all necessary Town Officers, by ballot, Two (2) members of the Board of Selectmen for three (3) years; Two (2) members of the Board of Health for three (3) years; One (1) member of the Planning Board for five (5) years; Two (2) members of the School Committee for three (3) years; Two (2) Library Trustees for three (3) years; and One (1) position on the Regional Tech School Committee three (3) years.

Accomplished at the April 14, 2012 Annual Town Election

SECTION 2

Article 2	Elected Officials Salaries	
Article 3	Consent Calendar	
Article 4	Budget	
Article 5	Budget Related	Police Patrolman's Associations Collective Bargaining Agreement
Article 6	Budget Related	Police Department Superior Officers Collective Bargaining Agreement
Article 7	Budget Related	Firefighters Collective Bargaining Agreement
Article 8	Budget Related	AFSCME Collective Bargaining Agreement
Article 9	Budget Related	Sewer Enterprise Fund for FY13
Article 10	Budget Related	Water Enterprise Fund for FY13
Article 11	Budget Related	Free Cash Transfer for Town One-time Expenditures
Article 12	Budget Related	Free Cash Transfer for School One-time Expenditures
Article 13	Budget Related	Water Enterprise Fund Transfer to pay off Existing Leases
Article 14	Budget Related	Water Treatment Plant Vehicle and New Fire Hydrants
Article 15	Budget Related	Sewer Enterprise Fund Transfer to pay off Existing Leases
Article 16	Budget Related	Sewer Pump Station Upgrades and Inflow/Infiltration
Article 17	Budget Related	Install and Replace Water Lines
Article 18	Budget Related	Fund Revaluation of the Town's Residential and Commercial Properties
Article 19	Budget Related	Senior Tax Relief Work Program
Article 20	Budget Related	Community Preservation Funds Expenses for FY13
Article 21	Budget Related	Affordable Housing Trust Fund Allocation Plan
Article 22	Personnel By-Laws	Amend Personnel By-Law: Wage Scale
Article 23	Personnel By-Laws	Amend Personnel By-Law: Personal Days
Article 24	Personnel By-Laws	Amend Personnel By-Law: Vacations
Article 25	Personnel By-Laws	Amend Personnel By-Law: Sick Leave Incentive Program
Article 26	Personnel By-Laws	Amend Personnel By-Law: Funeral Leave
Article 27	Personnel By-Laws	Amend Personnel By-Law: Sick Bank
Article 28	Personnel By-Laws	Amend Personnel By-Law: Wage Deferral

ARTICLE 2

To see if the Town will vote to fix the salaries of several elected officials for the fiscal year 2013.

	<u>FY12</u> <u>Present</u>	<u>FY13</u> <u>Requested</u>	<u>FY13</u> <u>Requested</u> <u>As</u> <u>Amended</u>
<u>BOARD OF HEALTH</u>			
Chairman	405	405	405
Members (4)	315	315	315
<u>MODERATOR</u>			
	450	450	0
<u>PLANNING BOARD</u>			
Chairman	1080	1080	1080
Members (4)	765	765	765
<u>SCHOOL COMMITTEE</u>			
Chairman	2700	2700	2700
Members (4)	2250	2250	2250
<u>SELECTMEN</u>			
Chairman	5400	5400	5400
Members (4)	4500	4500	4500

Motion: The Finance Committee motioned to Adopt Article 2
Moderator, Keith Rauseo deferred to Town Clerk, Denise Graffeo to moderate Article 2
Keith Rauseo motioned to Amend Article 2

Vote: Amendment was Adopted 8:14 PM 5/7/12
Article 2 was Adopted as Amended 8:16 PM 5/7/12

AMENDMENT: Change the “FY 13 Requested” stipend amount for the Moderator from \$450 to \$0

Executive Summary: The purpose of the article is to fix the salaries of certain elected Town officials.

ARTICLE 3

Consent Calendar

The Moderator will call out the number of the Articles, one by one. If a voter objects to any particular Article being included in the Consent Calendar, he/she should say the word “HOLD” when the number is called. The Article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner. After calling of the individual items in the Consent Calendar, the Moderator shall ask that the voters pass all the remaining items as a unit.

Article 3-29 Accept the Annual Report

Article 3-30 Lease/Purchase Agreement

Article 3-31 Authorize Chapter 90 Funds

Article 3-32 Re-Authorize Revolving Funds

Motion: The Finance Committee motioned for Adoption of Consent Calendar Articles 3-29, 3-30, 3-31, and 3-22

Vote: Consent Calendar Articles 3-29, 3-30, 3-31, and 3-22 were Adopted 8:17 PM 5/7/12

ARTICLE 3-29

To hear and act upon reports of the various Town Officers; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-29

Voted: Article 3-29 was Adopted

8:17 PM

5/7/12

Executive Summary: The purpose of the article is to accept the report of various Town officers; which are in the 2011 Town Report located on the Town's Website.

ARTICLE 3-30

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-30

Voted: Article 3-30 was Adopted

8:17 PM

5/7/12

Executive Summary: This article is acted on annually and allows the Town Manager to lease/purchase equipment for various Town departments subject to an annual appropriation.

ARTICLE 3-31

To see if the Town will vote: (1) to appropriate a sum of money to survey, design and undertake repairs to roads and bridges under the provisions of Chapter 90 of the Massachusetts General Laws, and to obtain any material and/or services incidental thereto; (2) to authorize the Board of Selectmen to acquire easements in conjunction therewith by the purchase, gift, lease, eminent domain, or otherwise; (3) in furtherance of the project(s) to authorize the Board of Selectmen to apply for, accept and expend any federal, state and/or private grants without further appropriation thereof; and (4) to determine whether said appropriation shall be raised by transfer from available funds or by borrowing; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-31

Voted: Article 3-31 was Adopted

8:17 PM

5/7/12

Executive Summary: Each year the state indicates the amount it will allot to cities and towns for roadwork under Chapter 90. This article authorizes the Town to spend these funds.

ARTICLE 3-32

To see if the Town will vote to re-authorize under the provisions of Chapter 44 Section 53E1/2 of the Massachusetts General Laws, the following self-sufficient revolving funds as noted below. The funds shall be credited will all amounts received relating to the activities listed below. Expenditures of the funds shall be authorized by the person(s) noted below or their designee. The total amount which may be expended from the funds in any given fiscal year shall be limited to the individual amounts listed below; or take any action relative thereto.

**TOWN OF TEWKSBURY
REVOLVING FUNDS**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PURPOSE</u>	<u>AUTHORIZATION</u>	<u>EXPENDITURE</u>
Council on Aging	Council on Aging	Trips and Activities	Town Manager	\$50,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Emergency 72 Hour Go Kits	Board of Health	Purchase and Sell "Emergency 72 Hour Go Kits" to Tewksbury Residents	Health Director and Town Manager	\$10,000
Traffic Signage	Dept. of Public Works	Purchase, Manufacture and Installation of Street and Traffic Signage, including Pavement Markings	Town Manager	\$10,000
GIS	Community Development	Operate a Geographical Information System	Town Manager	\$25,000
Stormwater	Dept. of Public Works	Maintain Stormwater	Town Manager	\$50,000
Records Preservation	Town Clerk	Preservation and Safe Keeping of Historic Records	Town Clerk	\$20,000

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-32

Voted: Article 3-31 was Adopted

8:17

5/7/12

Executive Summary: This article reauthorizes the Town to continue self-sufficient revolving fund accounts for the items listed above in the Town of Tewksbury. This article is always in the Annual Town Meeting as separate articles and was combined for simplicity.

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41,

Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant, on May 7, 2012.

APPROPRIATION CERTIFICATE – ANNUAL TOWN MEETING – MAY 7 & 9, 2012

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA APPROP	CPA RESERVE	ENTERPRISE FUNDS	WATER ENTER RETAINED	SEWER ENTER RETAINED	BORROW	TRANSFER FROM ARTICLE 1 HEALTH INSURANCE	
4	GENERAL FUND BUDGET	86,000,544.	302,000.							-187,020.	
5	POLICE PATROLMAN'S ASSOC									81,016.	
6	POLICE SUPERIOR OFFICERS									40,321.	
9	SEWER ENT. FUND					6,056,560.					
10	WATER ENT. FUND					5,587,737.					
11	TOWN ONE TIME ITEMS	604,224.									
12	SCHOOL ONE TIME ITEMS	656,835.									
13	WATER ENT. EXISTING LEASES						125,265.				
14	WATER VEHICLE & NEW HYDRANTS					275,000.					
15	SEWER ENT EXISTING LEASES							111,931.			
16	PUMP STATION UPGRADES & INFLOW & INFILTRATION							125,000.			
17	INSTALL/REPLACE WATER LINES								1,000,000		
18	REVALUATION		100,000.								
19	SENIOR TAX RELIEF WORK PROGRAM		25,000.								
20	CPA FY 13			34,987.	659,925.						
22	AMEND PERSONNEL BYLAW WAGE SCALE									65,683.	
TOTALS		86,000,544.	1,563,059.	125,000.	34,987.	659,925.	11,919,297.	125,265.	236,931.	1,000,000	0.

Raise & Appropriate	\$86,000,544.00
Transfer From Free Cash	\$1,563,059.00
Transfers	\$125,000.00
CPA Appropriation	\$34,987.00
CPA Reserve	\$659,925.00
Enterprise Funds	\$11,919,297.00
Total Water Enterprise Retained	\$125,265.00
Total Sewer Enterprise Retained	\$236,931.00
Total Borrow	\$1,000,000.00

ATTEST:

DENISE GRAFFEO
TOWN CLERK

ARTICLE 4

BUDGET

To see what sums the Town will raise and appropriate, transfer or otherwise provide, for its necessary and expedient purposes as designated hereafter, and to direct that these funds be expended only for such purposes under the direction of the respective boards, committees and officers for the fiscal year which begins July 1, 2012; or take any action relative thereto.

**TOWN OF TEWKSBURY
FY13 GENERAL FUND BUDGET**

General Fund Budget Classification	FY2011 EXPENDED	FY2012 BUDGETED	FY2013 DEPT REQ	FY2013 TM REC	FY2013 AS AMENDED
General Government					
Moderator					
<i>Salaries</i>	338	450	450	450	450
<i>Operating</i>	-	-	75	75	75
<i>Capital Outlay</i>	-	-	-	-	-
Total Moderator Budget	338	450	525	525	525
Selectmen					
<i>Salaries</i>	27,129	26,384	26,384	26,384	26,384
Water Enterprise Fund Allocation	(396)	-	-	-	-
Sewer Enterprise Fund Allocation	(396)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	26,337	26,384	26,384	26,384	26,384
<i>Operating</i>	177,394	102,605	112,413	112,413	112,413
Water Enterprise Fund Allocation	(1,726)	-	-	-	-
Sewer Enterprise Fund Allocation	(1,726)	-	-	-	-
<i>Total Operating Net of Allocations</i>	173,942	102,605	112,413	112,413	112,413
<i>Capital Outlay</i>	-	-	-	-	-
Total Selectmen Budget	204,523	128,989	138,797	138,797	138,797
Total Selectmen Budget Net Allocations	200,279	128,989	138,797	138,797	138,797
Town Manager					
<i>Salaries</i>	352,526	259,629	274,175	274,175	274,175
Water Enterprise Fund Allocation	(16,183)	(7,950)	(7,400)	(7,400)	(7,400)
Sewer Enterprise Fund Allocation	(16,183)	(7,950)	(7,400)	(7,400)	(7,400)
<i>Total Salaries Net of Allocations</i>	320,160	243,729	259,375	259,375	259,375
<i>Operating</i>	3,606	4,498	4,498	4,498	4,498
Water Enterprise Fund Allocation	(291)	-	-	-	-
Sewer Enterprise Fund Allocation	(291)	-	-	-	-
<i>Total Operating Net of Allocations</i>	3,024	4,498	4,498	4,498	4,498
<i>Capital Outlay</i>	-	-	-	-	-
Total Town Manager Budget	356,132	264,127	278,673	278,673	278,673
Total Town Manager Budget Net Allocations	323,184	248,227	263,873	263,873	263,873
Finance Committee					
<i>Salaries</i>	2,503	2,515	2,515	2,515	2,515
<i>Operating</i>	787	679	679	679	679
<i>Capital Outlay</i>	-	-	-	-	-
Total Finance Committee Budget	3,291	3,194	3,194	3,194	3,194
Town Counsel					
<i>Operating</i>	142,607	150,000	150,000	150,000	150,000
Water Enterprise Fund Allocation	(9,188)	-	-	-	-
Sewer Enterprise Fund Allocation	(4,823)	-	-	-	-
Total Operating Net of Allocations	128,596	150,000	150,000	150,000	150,000

General Fund Budget Classification	FY2011 EXPENDED	FY2012 BUDGETED	FY2013 DEPT REQ	FY2013 TM REC	FY2013 AS AMENDED
Administrative Services					
<i>Salaries</i>	68,232	32,238	44,926	44,926	44,926
Water Enterprise Fund Allocation	(1,341)	(484)	(674)	(674)	(674)
Sewer Enterprise Fund Allocation	(1,341)	(484)	(674)	(674)	(674)
Health Insurance Trust	-	-	-	-	-
<i>Total Salaries Net of Allocations</i>	65,550	31,270	43,578	43,578	43,578
<i>Operating</i>	14,947	12,000	12,950	12,950	12,950
Water Enterprise Fund Allocation	(203)	(180)	(194)	(194)	(194)
Sewer Enterprise Fund Allocation	(203)	(180)	(194)	(194)	(194)
<i>Total Operating Net of Allocations</i>	14,541	11,640	12,562	12,562	12,562
<i>Capital Outlay</i>	-	-	-	-	-
Total Administrative Services Budget	83,178	44,238	57,876	57,876	57,876
Total Administrative Services Budget Net Allocations	80,090	42,910	56,140	56,140	56,140
Town Clerk					
<i>Salaries</i>	169,430	184,939	173,242	173,242	173,242
Water Enterprise Fund Allocation	(2,358)	-	-	-	-
Sewer Enterprise Fund Allocation	(2,358)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	164,714	184,939	173,242	173,242	173,242
<i>Operating</i>	15,975	12,165	12,165	12,165	12,165
Water Enterprise Fund Allocation	(213)	-	-	-	-
Sewer Enterprise Fund Allocation	(213)	-	-	-	-
<i>Total Operating Net of Allocations</i>	15,549	12,165	12,165	12,165	12,165
<i>Capital Outlay</i>	-	-	-	-	-
Total Town Clerk Budget	185,405	197,104	185,407	185,407	185,407
Total Town Clerk Budget Net Allocations	180,263	197,104	185,407	185,407	185,407
Election					
<i>Salaries</i>	28,803	21,500	37,600	37,600	37,600
<i>Operating</i>	8,533	8,050	10,750	10,750	10,750
<i>Capital Outlay</i>	-	-	-	-	-
Total Election Budget	37,336	29,550	48,350	48,350	48,350
Board of Registrars					
<i>Salaries</i>	2,850	2,850	2,850	2,850	2,850
<i>Operating</i>	1,349	700	700	700	700
<i>Capital Outlay</i>	-	-	-	-	-
Total Board of Registrars Budget	4,199	3,550	3,550	3,550	3,550
Total General Government	1,017,008	821,202	866,371	866,371	866,371
Total General Government Net Allocations	957,575	803,974	849,835	849,835	849,835
Finance Department					
Accounting					
<i>Salaries</i>	218,268	203,817	198,313	198,313	198,313
Water Enterprise Fund Allocation	(5,377)	(5,095)	(4,958)	(4,958)	(4,958)
Sewer Enterprise Fund Allocation	(5,377)	(5,095)	(4,958)	(4,958)	(4,958)
<i>Total Salaries Net of Allocations</i>	207,514	193,627	188,397	188,397	188,397
<i>Operating</i>	4,449	4,660	5,275	5,275	5,275
Water Enterprise Fund Allocation	(160)	(116)	(132)	(132)	(132)
Sewer Enterprise Fund Allocation	(160)	(116)	(132)	(132)	(132)

General Fund Budget Classification	FY2011 EXPENDED	FY2012 BUDGETED	FY2013 DEPT REQ	FY2013 TM REC	FY2013 AS AMENDED
<i>Total Operating Net of Allocations</i>	4,129	4,428	5,011	5,011	5,011
<i>Capital Outlay</i>	-	-	-	-	-
Total Accounting Budget	222,717	208,477	203,588	203,588	203,588
Total Accounting Budget	211,643	198,055	193,409	193,409	193,409
Computer Services					
<i>Salaries</i>	157,447	159,207	159,207	159,207	159,207
Water Enterprise Fund Allocation	(2,336)	(2,388)	(2,333)	(2,333)	(2,333)
Sewer Enterprise Fund Allocation	(2,336)	(2,388)	(2,333)	(2,333)	(2,333)
<i>Total Salaries Net of Allocations</i>	152,775	154,431	154,542	154,542	154,542
<i>Operating</i>	70,874	210,612	233,932	233,932	233,932
Water Enterprise Fund Allocation	(287)	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-	-
<i>Total Operating Net of Allocations</i>	70,587	210,612	233,932	233,932	233,932
<i>Capital Outlay</i>	168,475	8,000	8,000	8,000	8,000
Total Computer Services Budget	396,796	377,819	401,139	401,139	401,139
Total Computer Services Budget	391,837	373,043	396,474	396,474	396,474
Assessor					
<i>Salaries</i>	224,113	237,768	212,085	212,085	212,085
Water Enterprise Fund Allocation	(11,204)	-	-	-	-
Sewer Enterprise Fund Allocation	(11,204)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	201,705	237,768	212,085	212,085	212,085
<i>Operating</i>	26,545	21,165	21,165	21,165	21,165
Water Enterprise Fund Allocation	(425)	-	-	-	-
Sewer Enterprise Fund Allocation	(425)	-	-	-	-
<i>Total Operating Net of Allocations</i>	25,695	21,165	21,165	21,165	21,165
<i>Total Capital Outlay</i>	-	-	-	-	-
Total Assessor Budget	250,658	258,933	233,250	233,250	233,250
Total Assessor Budget Net Allocations	227,400	258,933	233,250	233,250	233,250
Treasurer/Collector					
<i>Salaries</i>	339,078	327,921	296,786	289,983	289,983
Water Enterprise Fund Allocation	(54,592)	(16,926)	(17,932)	(17,932)	(17,932)
Sewer Enterprise Fund Allocation	(39,593)	(16,926)	(17,932)	(17,932)	(17,932)
<i>Total Salaries Net of Allocations</i>	244,893	294,069	260,922	254,119	254,119
<i>Operating</i>	165,960	131,917	168,576	130,576	130,576
Water Enterprise Fund Allocation	(17,572)	(13,192)	(9,450)	(9,450)	(9,450)
Sewer Enterprise Fund Allocation	(17,572)	(13,192)	(9,450)	(9,450)	(9,450)
<i>Total Operating Net of Allocations</i>	130,816	105,533	149,676	111,676	111,676
<i>Capital Outlay</i>	-	-	-	-	-
Total Treasurer/Collector Budget	505,038	459,838	465,362	420,559	420,559
Total Treasurer/Collector Budget Net Allocations	375,709	399,602	410,598	365,795	365,795
Total Finance Department	1,375,210	1,305,067	1,303,339	1,258,536	1,258,536
Total Finance Department Net Allocations	1,206,590	1,229,633	1,233,730	1,188,928	1,188,928
Community Services					
Cable Television					
<i>Salaries</i>	2,794	2,160	2,160	2,160	2,160
<i>Operating</i>	1,386	969	969	969	969
<i>Capital Outlay</i>	-	-	-	-	-
Total Cable Television Budget	4,180	3,129	3,129	3,129	3,129

Veteran's Services

General Fund Budget Classification	FY2011 EXPENDED	FY2012 BUDGETED	FY2013 DEPT REQ	FY2013 TM REC	FY2013 AS AMENDED
<i>Salaries</i>	48,016	49,411	49,411	49,411	49,411
<i>Operating</i>	185,747	122,350	148,350	148,350	148,350
<i>Capital Outlay</i>	-	-	-	-	-
Total Veteran's Budget	233,763	171,761	197,761	197,761	197,761
Exceptional Children					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Exceptional Children Budget	-	-	-	-	-
Patriotic Committee					
<i>Operating</i>	1,299	-	3,100	3,100	3,100
<i>Capital Outlay</i>	-	-	-	-	-
Total Community Events Budget	1,299	-	3,100	3,100	3,100
Parks and Recreation					
<i>Salaries</i>	170,279	55,278	80,480	80,480	80,480
<i>Operating</i>	97,569	46,300	48,680	48,680	48,680
<i>Capital Outlay</i>	29,081	9,867	-	-	-
Total Parks and Recreation Budget	296,929	111,445	129,160	129,160	129,160
Total Community Services	536,171	286,335	333,150	333,150	333,150
Council on Aging					
<i>Salaries</i>	123,249	122,504	152,764	152,464	152,464
<i>Operating</i>	88,006	72,730	72,730	72,730	72,730
<i>Capital Outlay</i>	-	-	-	-	-
Total Council on Aging Budget	211,255	195,234	225,494	225,194	225,194
Facilities					
Town Hall					
<i>Salaries</i>	19,675	30,811	41,266	41,266	41,266
Water Enterprise Fund Allocation	(491)	-	-	-	-
Sewer Enterprise Fund Allocation	(491)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	18,693	30,811	41,266	41,266	41,266
<i>Operating</i>	53,250	33,870	33,870	33,870	33,870
Water Enterprise Fund Allocation	(1,517)	-	-	-	-
Sewer Enterprise Fund Allocation	(1,517)	-	-	-	-
<i>Total Operating Net of Allocations</i>	50,216	33,870	33,870	33,870	33,870
<i>Capital Outlay</i>	-	-	-	-	-
Total Town Hall Budget	72,925	64,681	75,136	75,136	75,136
Total Town Hall Budget Net Allocations	68,909	64,681	75,136	75,136	75,136
Auxiliary Buildings					
<i>Operating</i>	39,001	32,400	32,400	32,400	32,400
Water Enterprise Fund Allocation	(1,067)	-	-	-	-
Sewer Enterprise Fund Allocation	(1,067)	-	-	-	-
Total Operating Net of Allocations	36,867	32,400	32,400	32,400	32,400
Cemeteries					
<i>Operating</i>	3,000	3,000	3,000	3,000	3,000

General Fund Budget Classification	FY2011 EXPENDED	FY2012 BUDGETED	FY2013 DEPT REQ	FY2013 TM REC	FY2013 AS AMENDED
<i>Capital Outlay</i>	-	-	-	-	-
Total Cemeteries Budget	3,000	3,000	3,000	3,000	3,000
Total Facilities	114,926	100,081	110,536	110,536	110,536
Total Facilities Budget Net Allocations	108,776	100,081	110,536	110,536	110,536
Library					
<i>Salaries</i>	630,765	622,900	676,547	676,547	676,547
<i>Operating</i>	261,760	239,452	246,778	246,778	246,778
<i>Capital Outlay</i>	-	-	-	-	-
Total Library Budget	892,525	862,352	923,325	923,325	923,325
Planning and Development					
Water Enterprise Fund Allocation	(2,869)	-	-	-	-
Sewer Enterprise Fund Allocation	(3,113)	-	-	-	-
Wetlands Protection Allocation	(10,000)	(10,000)	-	-	-
Total Salaries Net of Allocations	217,765	211,604	226,163	226,163	226,163
<i>Operating</i>	15,159	19,465	20,785	20,785	20,785
Water Enterprise Fund Allocation	(244)	-	-	-	-
Sewer Enterprise Fund Allocation	(244)	-	-	-	-
Total Operating Net of Allocations	14,671	19,465	20,785	20,785	20,785
<i>Capital Outlay</i>	-	-	-	-	-
Total Community Development Budget	248,906	241,069	246,948	246,948	246,948
Total Community Development Budget Net Allocations	232,436	231,069	246,948	246,948	246,948
Building Department					
<i>Salaries</i>	215,451	213,402	231,460	231,460	231,460
Water Enterprise Fund Allocation	(29,150)	(2,025)	(1,525)	(1,525)	(1,525)
Sewer Enterprise Fund Allocation	(39,623)	(5,570)	(3,557)	(3,557)	(3,557)
Total Salaries Net of Allocations	146,678	205,807	226,378	226,378	226,378
<i>Operating</i>	5,157	4,350	5,010	5,010	5,010
Water Enterprise Fund Allocation	(82)	-	-	-	-
Sewer Enterprise Fund Allocation	(82)	-	-	-	-
Total Operating Net of Allocations	4,993	4,350	5,010	5,010	5,010
<i>Capital Outlay</i>	-	-	-	-	-
Total Building Department Budget	220,608	217,752	236,470	236,470	236,470
Total Building Department Budget Net Allocations	151,671	210,157	231,388	231,388	231,388
Board of Health					
<i>Salaries</i>	223,539	207,136	208,101	208,101	208,101
Water Enterprise Fund Allocation	(6,686)	-	-	-	-
Sewer Enterprise Fund Allocation	(6,686)	-	-	-	-
Total Salaries Net of Allocations	210,167	207,136	208,101	208,101	208,101
<i>Operating</i>	16,309	9,125	6,925	6,225	6,225
Water Enterprise Fund Allocation	(294)	-	-	-	-
Sewer Enterprise Fund Allocation	(294)	-	-	-	-
Total Operating Net of Allocations	15,721	9,125	6,925	6,225	6,225
<i>Capital Outlay</i>	-	-	-	-	-
Total Board of Health Budget	239,848	216,261	215,026	214,326	214,326
Total Board of Health Budget Net Allocations	225,888	216,261	215,026	214,326	214,326
Total Planning and Development	709,362	675,082	698,443	697,743	697,743
Total Planning and Development Net Allocations	609,995	657,487	693,361	692,661	692,661

Public Safety					
Police					
Salaries	4,744,036	4,903,723	5,011,047	5,011,047	5,011,047
Operating	554,683	491,490	481,490	481,490	481,490
Capital Outlay	80,907	96,900	151,063	114,117	114,117
Total Police Budget	5,379,627	5,492,113	5,643,599	5,606,653	5,606,653
Fire					
Salaries	3,890,896	3,837,271	3,923,313	3,889,012	4,191,012
Water Enterprise Fund Allocation	-	-	-	-	-
Total Salaries Net of Allocations	3,890,896	3,837,271	3,923,313	3,889,012	4,191,012
Operating	310,528	235,044	282,487	281,221	281,221
Capital Outlay	206,945	213,381	186,374	-	-
Total Fire Budget	4,408,368	4,285,697	4,392,175	4,170,233	4,472,233
Total Fire Budget Net Allocations	4,408,368	4,285,697	4,392,175	4,170,233	4,472,233
Emergency Management					
Salaries	4,772	4,837	4,837	4,837	4,837
Operating	25,881	24,885	29,435	26,435	26,435
Capital Outlay	41,317	13,750	8,100	-	-
Total Emergency Mgt. Budget	71,970	43,472	42,372	31,272	31,272
Parking Clerk					
Salaries	4,000	4,000	4,000	4,000	4,000
Operating	727	1,200	1,200	1,200	1,200
Capital Outlay	-	-	-	-	-
Total Parking Clerk Budget	4,727	5,200	5,200	5,200	5,200
Total Public Safety Budget	9,864,693	9,826,481	10,083,346	9,813,359	10,115,359
Total Public Safety Budget Net Allocations	9,864,693	9,826,481	10,083,346	9,813,359	10,115,359
School Departments					
Tewksbury					
Salaries	23,845,251	24,578,563	25,038,621	25,338,760	25,338,760
Operating	11,639,953	11,905,082	11,905,082	12,243,226	12,243,226
Capital Outlay	40,000	20,000	20,000	20,000	20,000
Total School Operating Budget	35,525,204	36,503,645	36,963,703	37,601,986	37,601,986
Offsets	(1,370,450)	(1,615,300)	(1,615,300)	(1,857,000)	(1,857,000)
Net School Operating Budget	34,154,754	34,888,345	35,348,403	35,744,986	35,744,986
Fixed Costs					
Health	7,198,873	7,552,860	7,740,957	7,740,957	7,740,957
Retirement	906,356	866,844	903,772	903,772	903,772
Medicare	300,709	345,000	365,000	365,000	365,000
Unemployment	40,000	57,000	40,000	40,000	40,000
Insurance	162,300	112,951	112,951	112,951	112,951
Principal	35,000	10,000	10,000	10,000	10,000
Long Term Interest	2,838	1,575	1,325	1,325	1,325
Short Term Interest	17,000	-	-	-	-
Total Fixed Costs	8,663,076	8,946,230	9,174,005	9,174,005	9,174,005
Town Tewksbury School Budget	42,817,830	43,834,575	44,522,408	44,918,991	44,918,991
Exempt School Debt Principal	502,000	2,101,000	1,975,000	1,975,000	1,975,000
Exempt School Exempt Interest	275,832	632,695	1,199,064	1,199,064	1,199,064
Regional Vocational School	5,077,953	5,470,783	5,625,001	5,625,001	5,625,001

Total School Departments	48,673,614	52,039,053	53,321,473	53,718,056	53,718,056
Department of Public Works					
DEW Administration					
<i>Salaries</i>	197,494	160,994	273,104	266,923	266,923
Water Enterprise Fund Allocation	(55,460)	(40,248)	(65,756)	(65,756)	(65,756)
Sewer Enterprise Fund Allocation	(55,460)	(40,248)	(65,756)	(65,756)	(65,756)
<i>Total Salaries Net of Allocations</i>	86,574	80,498	141,593	135,412	135,412
<i>Operating</i>	155,148	120,130	120,130	120,130	120,130
Water Enterprise Fund Allocation	(41,694)	(30,149)	(30,033)	(30,033)	(30,033)
Sewer Enterprise Fund Allocation	(41,694)	(30,149)	(30,033)	(30,033)	(30,033)
<i>Total Operating Net of Allocations</i>	71,760	59,832	60,065	60,065	60,065
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Administration Budget	352,642	281,124	393,234	387,053	387,053
Total DPW Administration Budget Net Allocations	158,334	140,330	201,658	195,477	195,477
DPW Engineering					
<i>Salaries</i>	183,908	180,232	186,201	186,201	186,201
Water Enterprise Fund Allocation	(70,494)	(74,798)	(77,315)	(77,315)	(77,315)
Sewer Enterprise Fund Allocation	(70,494)	(42,298)	(46,307)	(46,307)	(46,307)
<i>Total Salaries Net of Allocations</i>	42,920	63,136	62,579	62,579	62,579
<i>Operating</i>	11,430	7,145	7,145	7,145	7,145
Water Enterprise Fund Allocation	(3,099)	(2,500)	(3,001)	(3,001)	(3,001)
Sewer Enterprise Fund Allocation	(3,099)	(2,500)	(2,429)	(2,429)	(2,429)
<i>Total Operating Net of Allocations</i>	5,232	2,145	1,715	1,715	1,715
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Engineering Budget	195,339	187,377	193,346	193,346	193,346
Total DPW Engineering Budget Net Allocations	48,153	65,281	64,294	64,294	64,294
DPW Highway					
<i>Salaries</i>	424,640	531,541	498,684	498,684	498,684
<i>Operating</i>	162,764	106,300	167,340	167,340	167,340
<i>Capital Outlay</i>	82,159	79,419	-	-	-
Total DPW Highway Budget	669,563	717,260	666,024	666,024	666,024
DPW Forestry					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	49,433	42,450	61,450	61,450	61,450
<i>Capital Outlay</i>	27,701	27,306	-	-	-
Total DPW Forestry Budget	77,134	69,756	61,450	61,450	61,450
DPW Fleet Maintenance					
<i>Salaries</i>	186,223	189,041	176,099	176,099	176,099
Water Enterprise Fund Allocation	(31,809)	(31,570)	(29,409)	(29,409)	(29,409)
Sewer Enterprise Fund Allocation	(31,809)	(31,570)	(29,409)	(29,409)	(29,409)
<i>Total Salaries Net of Allocations</i>	122,605	125,901	117,282	117,282	117,282
<i>Operating</i>	188,360	175,000	175,000	175,000	175,000
Water Enterprise Fund Allocation	(37,600)	(35,000)	(35,000)	(35,000)	(35,000)
Sewer Enterprise Fund Allocation	(37,600)	(35,000)	(35,000)	(35,000)	(35,000)
<i>Total Operating Net of Allocations</i>	113,160	105,000	105,000	105,000	105,000
<i>Capital Outlay</i>	32,972	32,510	16,792	-	-
Water Enterprise Fund Allocation	(3,939)	(6,502)	(4,611)	-	-
Sewer Enterprise Fund Allocation	(3,939)	(6,502)	(4,611)	-	-
<i>Total Capital Outlay Net of Allocations</i>	25,094	19,506	7,571	-	-

Total DPW Fleet Maint, Budget	407,555	396,551	367,891	351,099	351,099
Total DPW Fleet Maint, Budget Net Allocations	260,859	250,407	229,853	222,282	222,282
DPW Electrician					
<i>Salaries</i>	-	-	-	-	-
Water Enterprise Fund Allocation	-	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-	-
Total Salaries Net of Allocations	-	-	-	-	-
<i>Operating</i>	15,998	5,000	5,000	5,000	5,000
Water Allocation	(1,125)	-	-	-	-
Sewer Allocation	(1,125)	-	-	-	-
Total Operating Net of Allocations	13,748	5,000	5,000	5,000	5,000
<i>Capital Outlay</i>	-	-	-	-	-
Water Enterprise Fund Allocation	-	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-	-
Total Capital Outlay Net of Allocations	-	-	-	-	-
Total DPW Electrician Budget	15,998	5,000	5,000	5,000	5,000
Total DPW Electrician Budget Net Allocations	13,748	5,000	5,000	5,000	5,000
DPW Snow and Ice					
<i>Salaries</i>	178,006	75,500	95,000	95,000	95,000
<i>Operating</i>	714,110	126,000	146,000	146,000	146,000
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Snow and Ice Budget	892,115	201,500	241,000	241,000	241,000
Street Lighting					
<i>Operating</i>	164,999	160,000	160,000	160,000	160,000
Total Street Lighting Budget	164,999	160,000	160,000	160,000	160,000
Solid Waste Disposal					
<i>Operating</i>	2,127,930	2,215,739	2,406,517	2,406,517	2,406,517
Total Solid Waste Budget	2,127,930	2,215,739	2,406,517	2,406,517	2,406,517
Total DPW Budget	4,903,275	4,234,307	4,494,463	4,471,490	4,471,490
Total DPW Budget Net Allocations	4,412,835	3,825,273	4,035,795	4,022,044	4,022,044
Unclassified					
Reserve Fund	-	73,444	70,344	70,344	70,344
Non-Exempt Principal Maturing Debt	176,080	122,330	114,330	114,330	114,330
Non Exempt Interest-Maturing Debt	34,254	26,888	24,028	24,028	24,028
Interest-Temporary Loans	1,265	1,000	1,000	1,000	1,000
Exempt Principal Maturing Debt	713,750	2,208,590	2,225,219	2,225,219	2,225,219
Exempt Interest-Maturing Debt	232,006	2,131,705	2,055,430	2,055,430	2,055,430
<i>Middlesex Retirement Assmt.</i>	4,817,619	4,487,591	4,664,837	4,664,837	4,664,837
Water Enterprise Fund Allocation	(501,299)	(258,523)	(275,770)	(275,770)	(275,770)
Sewer Enterprise Fund Allocation	(203,693)	(76,857)	(87,023)	(87,023)	(87,023)
Total Retirement	4,112,627	4,152,211	4,302,044	4,302,044	4,302,044
Unemployment Compensation	39,729	10,000	10,000	10,000	10,000
Group Insurance	4,209,535	4,501,141	4,742,069	4,742,069	4,742,069
Water Allocation	(311,444)	(206,378)	(227,067)	(227,067)	(227,067)
Sewer Allocation	(143,526)	(72,198)	(70,364)	(70,364)	(70,364)
Total Group Insurance	3,754,565	4,222,565	4,444,638	4,444,638	4,444,638
Medicare Tax	180,071	195,000	195,000	195,000	195,000
Water Enterprise Fund Allocation	(14,584)	(13,117)	(9,291)	(9,291)	(9,291)

Sewer Enterprise Fund Allocation	(6,621)	(2,457)	(3,465)	(3,465)	(3,465)
Total Medicare Tax	158,866	179,426	182,243	182,243	182,243
Fire and Liability Insurance	307,933	341,900	331,900	331,900	331,900
Total Unclassified Budget	10,793,037	14,180,383	14,514,952	14,514,952	14,514,952
Total Unclassified Budget Net Allocations	9,611,870	13,550,853	13,841,972	13,841,972	13,841,972
Total Budget Before Transfers	79,091,075	84,525,578	86,874,892	86,932,712	87,234,712
Total Budget Before Transfers Net Allocations	77,085,898	83,376,757	85,652,017	85,719,059	86,021,059
Transfers					
To the Sewer Enterprise Fund	299,976	296,089	296,089	281,485	281,485
To the Water Enterprise Fund		-	-	-	-
Special Revenue		-	-	-	-
Town Trust Funds	25,000				
Total Transfers	324,976	296,089	296,089	281,485	281,485
ATM General Fund Budget	77,410,874	83,672,846	85,948,106	86,000,544	86,302,544

The Moderator noted a Scrivener's error on page 12 of the Warrant. "Patriotic Committee" should be "Community Events", and there were no objections.

The Moderator informed the Assembly at the call of the Budget that he will call out the heading of each Budget Classification, and if any voter wishes to speak on any budget listed under the Budget Classification he/she should call out "Debate".

General Government, Public Safety, School Department, DPW, and Unclassified were marked for Debate.

Motion: The Finance Committee motioned to Adopt Article 4
Warren Carey motioned to Amend Article 4
Warren Carey motioned to Move the Question for Amendment

Vote: The motion to Move the Question on the Amendment was Adopted 9:01 PM 5/7/12
The Amendment was Defeated after a standing count 9:05 PM 5/7/12

Point of Order: Warren Carey rose to a Point of Order that a Defect had occurred during the vote on his Motion to Amend Article 4. He further explained that he was approached by an individual informing him that the Town Meeting Checkers who were in the cafeteria at the time wished to vote on the Amendment, and were not given the opportunity to do so.

Moderator, Keith Rauseo recessed for 2 minutes and reconvened at 9:32 PM to present his ruling.

Ruling: Moderator, Keith Rauseo ruled on Warren Carey's Point of Order that a Procedural Error had occurred and accepted the Motion to Reconsider.

Motion: Warren Carey motioned to Reconsider Article 4
Peter Miller seconded the Motion to Reconsider the Article
Joe Gill motioned to Move the Question to Reconsider Article 4
Warren Carey motioned to Move the Question to Amend Article 4

Vote: The Motion to Move the Question on the Motion to Reconsider the Amendment of Article 4 was Adopted after a standing count 9:47 PM 5/7/12
The motion to Move the Question to Amend Article 4 was Adopted 10:03 PM 5/7/12
The Amendment to Article 4 was Adopted after a standing count 10:07 PM 5/7/12
Article 4 was Adopted as Amended 10:11 PM 5/7/12

AMENDMENT: Increase the Fire Department Overtime Budget by \$302,000, and therefore the Salary Budget and Total Budget of the Fire Department by the same amount. To fund the additional amount, the \$302,000 to be transferred from Certified General Fund Free Cash.

Point of Information and a Point of Order:

Finance Committee Chairman, Thomas Cooke rose to a Point of Order on Wednesday evening, May 9, 2012 and addressed the Town Moderator and the Assembly:

Mr. Moderator, Where this evening's annual meeting is a continuation of our Annual Town Meeting from Monday evening May 7, 2012 and, it being a continuous event on procedure of conducting this Annual Town Meeting, I must rise with unanimous support of the Finance Committee and as an appointed official and raise the two points of order to you as Moderator of this Town Meeting.

First let me say, that I took an "Oath of Office" when appointed to the Finance Committee, as we all do when elected or appointed. Well, I must bring to your attention, what I feel is a grave flagrant error in the process by violating a By-Law of the Town and, being part of conducting a procedural error in this annual town meeting. The town meeting resident registered voters' and, you Mr. Moderator; we have violated a By-Law of the Town, with the raising and appropriating of funds for an annual budget starting on July 1, 2012. As a matter of interest to this Finance Committee, it is in our view; we have violated a very important By-Law of the Town, promulgated and amended in 2001. That By Law is under section 2.04.150 Article 1 TOWN MEETING Procedure for voting on appropriations and transfers greater than \$100,000.00 over a "Finance Committee Recommendation" posted and published prior to this Annual Town Meeting.

Mr. Moderator, I request you consider the By Law 2.04.110 for Reconsideration, as it was announced on Monday, May 7, 2012 as a "point of information" as it was raised in question by the gentleman's point of information and, subsequent motion relative to a motion to "reconsider" a budget category under Public Safety, Fire Department (Article 4, FY2013 Budget) and, subsequent motion made by the same gentleman to reconsider the stated budget category (Fire Department FY2013 budget). I feel, as I have taken and, sworn to an oath of Office, to uphold the by-laws of this town, we in this Annual Town Meeting have committed a violation of the By-Law in and for the appropriation of funds via the said transfer allowed into the category of the FY2013 appropriations Budget, greater than \$100,000.00 over the Finance Committee's published recommendation to the Town Meeting. I respectfully request that you rule, the amendment offered by the gentleman to the budget on Monday evening May 7, 2012 out of order, pursuant to the Town's By Law, Section 2.04.150, and the announced Moderator's call for a vote on Article 4, Budget Category under Public Safety, Fire Department as amended and, as it is over \$100,000.00 then was originally recommended by the Finance Committee and Town Manager.

Mr. Moderator therefore, the Finance Committee's motion is the following and, I respectfully submit my written remarks to the Town Clerk and the written motion, for the Record of this Annual Town Meeting, May 9, 2012 and, for subsequent certification of the proceedings of this evening's town meeting.

Motion: The Finance Committee motioned to rescind the town meeting action taken on Monday evening May 7, 2012 on the General Fund Budget, Article 4, Budget Category Public Safety, Fire Department, wherein, a written motion was made, received by Moderator and an action taken to call out a vote by a standing count resulting in adoption of the amendment, "to amend the Fire Dept. Budget Finance Committee's and Town Manager's recommendation in the published warrant, by adding \$302,000.00" and to have the Moderator rule that said amendment offered to the published Article and the actual affirmative vote counted and adoption declared by the Moderator, is not in compliance with the Town By Law 2.04.150 as the amendment to transfer \$302,000.00 to the category budget of Fire Department being over \$100,000.00 of the recommendation of the Finance Committee.

Ruling: Moderator, Keith Rauseo ruled on the Finance Committee's Point of Order that there was no Procedural Error. The Motion was ruled Out of Order

9:16 PM 5/9/12

See Appendix for Town Moderator's statement concerning his ruling on the motion to reconsider/rescind offered by Finance Committee Chairman Thomas Cooke on May 9, 2012, regarding an amendment to Article 4, 2012 Annual Town Meeting

ARTICLE 5

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 5
The Town Manager motioned to Amend Article 5
The Finance Committee motioned to Adopt Article 5 as Amended

Vote: The Amendment was Adopted 10:11 PM 5/7/12
Article 5 was Adopted as Amended 10:12 PM 5/7/12

AMENDMENT: Change "raise and appropriate or transfer from available funds the sum of money" to "transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$81,016 to Police Salaries"

ARTICLE 5 AS AMENDED: To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$81,016 to Police Salaries needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) beginning July 1, 2012; or take any other action relative thereto.

Executive Summary: The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

ARTICLE 6

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Police Department Superior Officers beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 6
The Town Manager motioned to Amend Article 6
The Finance Committee motioned to Adopt Article 6 as Amended

Vote: The Amendment was Adopted 10:13 PM 5/7/12
Article 6 was Adopted as Amended 10:17 PM 5/7/12

AMENDMENT: Change "raise and appropriate or transfer from available funds the sum of money" to "transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$40,321 to Police Salaries"

ARTICLE 6 AS AMENDED: To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$40,321 to Police Salaries needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Police Department Superior Officers beginning July 1, 2012; or take any other action relative thereto.

Executive Summary: The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Police Department Superior Officers and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

ARTICLE 7

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Table Article 7 until 8:00 PM on Wednesday, May 9th due to Collective Bargaining.

Finance Committee Chairman, Thomas Cooke Motioned to take Article 7 off the Table
Town Manager, Richard Montuori motioned to Withdraw Article 7

Vote: The motion to Table Article 7 until May 9, 2012 at 8:00 PM was Adopted/ Unanimous (2/3 required) 10:19 PM 5/7/12
The motion to take Article 7 off the Table was Adopted 9:06 PM 5/9/12

Executive Summary: The intent of this article is to appropriate funds for a new labor agreement with the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

ARTICLE 8

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Table Article 8 until 8:00 PM on Wednesday, May 9th due to Collective Bargaining

Finance Committee Chairman, Thomas Cooke Motioned to take Article 8 off the Table
Town Manager, Richard Montuori motioned to Withdraw Article 7

Vote: The motion to Table Article 8 until May 9, 2012 at 8:00 PM was Adopted/ Unanimous (2/3 required)

	10:19 PM	5/7/12
The motion to take Article 8 off the Table was Adopted	9:07 PM	5/9/12
Article 8 was Withdrawn	9:08 PM	5/9/12

Executive Summary: The intent of this article is to appropriate or transfer funds for a new labor agreement with Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

ARTICLE 9

To see if the Town will vote to raise and appropriate \$6,056,620 to operate the sewer enterprise fund; or take any other action relative thereto.

TOWN OF TEWKSBURY	
SEWER ENTERPRISE FUND	
FISCAL YEAR 2013 PROPOSED BUDGET	
<u>Direct Expenses</u>	
Salaries	\$257,812
Expenses	\$257,200
Capital Outlay	\$-
Lowell Sewer	\$1,380,000
Reserve Fund	\$60,000
Debt	<u>\$3,685,132</u>
Subtotal	\$5,640,144
<u>Indirect Expenses</u>	
Town Manager	\$7,400
Accounting	\$5,090
Computer Services	\$2,333
Treasurer/Collector	\$27,382
Administrative Services	\$868
Building Dept.	\$3,557
Dept. of Public Works	\$208,934
Group Insurance	\$70,364
Retirement	\$87,023
Medicare	<u>\$3,465</u>
Subtotal	\$416,416
Total	\$6,056,560
<u>Projected Sewer Revenue</u>	
User Fees	\$4,222,849
New Connections	\$18,015
Sewer Liens	\$150,000
Sewer Connection Liens	\$200,000
Connection Fees	\$1,288,554
Application Fees	\$15,000
Interest/Demands	\$10,000
Investment Income	\$30,000
Prior Year Surplus	\$ -
Transfer From General Fund	<u>\$281,485</u>
Total	\$6,215,902

Deficit/Surplus	\$159,342
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Town Manager

Moderator, Keith Rauseo noted the following four Scrivener's errors- Retirement should be \$87,023; Subtotal should be \$416,416;

Total should be \$6,056,560; at bottom, Deficit should be \$159,342. There were no objections.

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$6,056,560

Vote: Article 9 was Adopted

10:25 PM

5/7/12

Executive Summary: The purpose of this article is to fund the Sewer Enterprise Fund for FY13.

ARTICLE 10

To see if the Town will vote to raise and appropriate \$5,587,737 to operate the water enterprise fund; or take any action relative thereto.

TOWN OF TEWKSBURY	
WATER ENTERPRISE FUND	
FISCAL YEAR 2013 PROPOSED BUDGET	
<u>Direct Expenses</u>	
Salaries	\$1,295,650
Expenses	\$1,291,249
Capital Outlay	\$ -
Reserve Fund	\$25,000
Debt	<u>\$2,178,598</u>
Subtotal	\$ 4,790,497
<u>Indirect Expenses</u>	
Town Manager	\$7,400
Accounting	\$5,090
Computer Services	\$2,333
Treasurer/Collector	\$27,382
Administrative Services	\$868
Building Dept	\$1,525
Dept of Public Works	\$240,514
Group Insurance	\$227,067
Retirement	\$275,770
Medicare	<u>\$9,291</u>
Subtotal	\$797,240
Total	\$5,587,737
<u>Projected Water Revenue</u>	
User Fees	\$5,797,202
Water Liens	\$200,000
Connection Fees	\$15,000
Meter Replacement Fee	\$ -
Investment Income	\$20,000
Other Income	\$2,000
Prior Year Surplus	\$ -
Total	\$6,034,202
Deficit/Surplus	\$446,465

Town Manager

Moderator, Keith Rauseo noted a Scrivener's error; the total should be \$5,587,737

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$5,587,737

Vote: Article 10 was Adopted

10:28 PM

5/7/12

Executive Summary: The purpose of this article is to fund the Water Enterprise Fund for FY13.

ARTICLE 11

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$906,224 for the following for purposes; or take any action relative thereto.

Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility.	46,000
Facility Upgrades	65,000
DPW Elgin Sweeper	170,000
Purchase Police SUV for Police Department	38,661
Purchase New Fire Vehicle	28,290
Pay for Sick Leave Buy Backs	47,470
Pay-off outstanding Town Leases	510,803
Total	\$906,224

Town Manager

Moderator, Keith Rauseo called for a one minute recess at 10:29 PM. Town Meeting was back in session at 10:30 PM.

Motion: The Finance Committee motioned to Adopt Article 11; raise and appropriate \$906,224 from certified free cash.
The Town Manager motioned to Amend Article 11
Joe Gill motioned to Adopt Article 11 as Amended

Vote: The Amendment was Adopted 10:39 PM 5/7/12
Article 11 was Adopted as Amended 10:42 PM 5/7/12

AMENDMENT: Eliminate the line item for the DPW Elgin Sweeper, Change the line item “Pay-off Outstanding Town Leases” to “Pay Current Lease Payments” and the total of that line item to 378,803, therefore decreasing the Total transfer amount to \$604,224.

ARTICLE 11 AS AMENDED: To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$604,224 for the following for purposes; or take any action relative thereto.

Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility.	46,000
DPW Facility Upgrades	65,000
Purchase Police SUV for Police Department	38,661
Purchase New Fire Vehicle	28,290
Pay for Sick Leave Buy Backs	47,470
Pay Current Lease Payments	378,803
Total	\$604,224

Executive Summary: This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. A summary of each item is as follows: SWPPPs: This project is required under the up-coming storm-water NPDES permit to be issued by the EPA/DEP (2012). The Town must develop Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility. The funding requested would allow a consultant to develop a plan for each of the (7) facilities and the Town Hall complex. The facilities include: Police, Fire (North and South), the Town Hall Complex (Annex, Town Hall and Central Fire), DPW, Senior Center, Library and Water Treatment Plant. The cost per facility is \$5,000.00, with an incremental increase for the DPW and Town Hall Complex given the size of these two facilities. DPW Facility Upgrades: This project addresses building envelope concerns outlined in an annual inspection report conducted by the Town’s insurance provider (MIIA) for the Department of Public Works facility, located at 999 Whipple Road. Elgin Sweeper: Funds will replace the current 2001 Elgin Pelican Street Sweeper. This piece of equipment will be 12 years old before a replacement can be delivered. Police SUV: Funds will replace a 2004 Ford Explorer with 99,573 miles. The vehicle is unmarked/and used by the Deputy Chief. Fire Vehicle: Funds will be used to Replace Chief’s vehicle (Car 1). The Department would purchase an all-wheel drive Ford Taurus through the State or Plymouth County Cooperate or Metropolitan Area Planning Council bid process. Lease Pay-off: Funds will be used to pay existing town leases that have been paid from within various Departments Annual Operating Budgets. By using a portion of the funds to pay these leases off the Town will

save \$34,868 in interest costs. Sick Leave Buy-back: Funds will be used to pay for sick leave buy back as required in the Town's Collective Bargaining Agreements or Personnel By-Law.

ARTICLE 12

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$656,835 for the following purposes; or take any action relative thereto.

School Buildings and Maintenance	\$180,994
School Technology	\$221,880
School Instructional	\$253,961
Total	\$656,835

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$656,835 from certified free cash

Vote: Article 12 was Adopted 10:44 PM 5/7/12

Executive Summary: This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. These expenditures have been identified and prioritized by both School Administration and the School Committee and are needed in order to maintain School facilities/infrastructure while providing students with a quality educational experience.

ARTICLE 13

To see if the Town will vote to transfer from the certified Water Enterprise Fund Retained Earnings the sum of \$125,265 for the purpose of paying for existing leases; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$125,265 to pay existing leases

Vote: Article 13 was Adopted 10:45 PM 5/7/12

Executive Summary: This article allows the Town to utilize funds that were considered available as of July 1, 2011 in the Water Enterprise Fund. Retained Earnings were \$714,427 and by using a portion of the funds to pay these leases off, the Town will save \$6,472 in interest costs.

ARTICLE 14

To see if the Town will vote to raise and appropriate the sum of \$275,000 from the Water Enterprise fund to undertake the following:

New Vehicle for Water Treatment Plant:	\$25,000
Purchase and Installation of New Fire Hydrants:	\$100,000
Replace chain and drive in Sludge Collection System	\$150,000

Or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$275,000

Vote: Article 14 was Adopted 10:47 PM 5/7/12

Executive Summary: This article raises funds within the Water Enterprise Fund to be used to replace a 2001 Ford Taurus with a F150 pickup, for the continuation of an ongoing program of Hydrant Replacement at various locations based upon survey of the current inventory and will be used to replace chain and drive in Sludge collection system at the Water Treatment Plant.

ARTICLE 15

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum of \$111,931 for the purpose of paying for existing leases; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$111,931 to pay existing leases

Vote: Article 15 was Adopted 10:48 PM 5/7/12

Executive Summary: This article allows the Town to utilize funds that were considered available as of July 1, 2011 in the Sewer Enterprise Fund to pay off existing leases. Retained Earnings were \$867,435 and by using a portion of the funds to pay these leases off the Town will save \$6,472 in interest costs.

ARTICLE 16

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum of \$125,000 for the following purposes;

Sewer Pump Station Upgrades	\$75,000
Inflow and Infiltration	\$50,000

Or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$125,000 from certified sewer enterprise fund retained earnings

Vote: Article 16 was Adopted 10:51 PM 5/7/12

Executive Summary: This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. Funds will be used to purchase and install one (1) grinder pump for the Florence Ave Pump Station; to purchase Flush Valves at ten (10) various pump stations and to conduct camera investigations, manhole inspections and assessments of the sewer system to determine areas on inflow and infiltration and to make improvements at Burham Rd (SIC) and East St Sub-basins.

ARTICLE 17

To see if the Town will vote to appropriate the sum of \$1,000,000, for the cost of installing and replacing waterlines in the Town, and including the payment of all costs incidental and related thereto and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing, or take any other action relative thereto.

Motion: That the Town hereby appropriates the sum of \$1,000,000, for the cost of installing and replacing waterlines in the Town, and for the payment of all costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Town Manager

Motion: The Finance Committee motioned to Adopt, appropriate \$1,000,000

Vote: Article 17 was Adopted 56 Yes/ 1 No (2/3 required=38) 10:54 PM 5/7/12

Executive Summary: This article authorizes the Town to borrow funds for the cost to remove approximately 8,200 feet of 6-inch and 8-inch asbestos cement water main and replace with 12 inch ductile iron water main on East Street (from Maple Street to Andover Town line) and on Shawsheen Street (from East Street to approximately 400 feet on Shawsheen Street). The cost of this work is projected to be \$825,000; and Replace 2-inch mains and AC pipe at various locations based on the town's water model and the balance of funds from the East Street water main project. The upgrades will improve areas of trouble pipe and improve fire protection; work is projected to cost \$175,000.

ARTICLE 21

To see if the Town will vote to approve the FY 2013 Affordable Housing Trust Fund Allocation Plan as follows:

There were no expenditures out of the Affordable Housing Trust Fund for FY2012.

ALLOCATION PLAN	for FY 2013
Starting Balance:	\$2,245,784
Total Available Funds FY13	\$2,245,784
Expenses	
LHP Consulting Services	\$40,000
Audit of 3 Local Initiative Projects (\$7,500 per project)	\$22,500
Creation of New Units/ Buydown of existing units	<u>\$2,183,284</u>
Total Projected Expenses for FY13	\$2,245,784

Town Manager
Community Development Director

Motion: The Finance Committee motioned to Adopt Article 21

Vote: Article 21 was Adopted 10:57 PM 5/7/12

Executive Summary: According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation plan submitted to and approved at the Annual Town Meeting. The 2013 allocation plan meets the expenditure requirements of the Special Act.

ARTICLE 22

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to provide a two percent (2%) salary increase effective July 1, 2012 for all positions listed within Section III of the Town's Personnel By-Law and to provide up to a two percent (2%) for a salary increase effective July 1, 2013 for all positions listed within Section III of the Town's Personnel By-Law and to further provide an increase of up to two percent (2%) for a salary increase effective July 1, 2014 for all positions listed within Section III of the Town's Personnel By-Law; or take any other action relative thereto.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 22
The Town Manager motioned to Amend Article 22
The Finance Committee motioned to Adopt Article 22 as Amended

Vote: The Amendment was Adopted 10:59 PM 5/7/12
Article 22 was Adopted as Amended 10:59 PM 5/7/12

AMENDMENT: Change "raise and appropriate or transfer from available funds a sum of money" to "transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$65,683"

ARTICLE 22 AS AMENDED: To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$65,683 to provide a two percent (2%) salary increase effective July 1, 2012 for all positions listed within Section III of the Town's Personnel By-Law and to provide up to a two percent (2%) for a salary increase effective July 1, 2013 for all positions listed within Section III of the Town's Personnel By-Law and to further provide an increase of up to two percent (2%) for a salary increase effective July 1, 2014 for all positions listed within Section III of the Town's Personnel By-Law; or take any other action relative thereto.

Executive Summary: The intent of this article is to provide the non-union employees covered by the Personnel By-Law a salary increase for FY13 and additional increases in FY14 and FY15

ARTICLE 23

To see if the Town will vote to amend the Personnel By-Law, Section IV (d) by replacing the existing language:

Personal Days: Permanent employees are entitled to two (2) personal day's leave per year to be used upon approval by the Department Head. **Personal days shall not be awarded in the event of termination or retirement.** Personal days shall not be accumulated from year to year. (Rev. ATM 5/6/02)

With the following language:

Personal Days: Permanent employees will be awarded two- (2) personal day's leave per year on July 1st to be used upon approval by the Department Head. Personal days must be taken before June 30th of each year. New hires will receive two (2) personal days after the successful completion of the six month probation period and must be used by June 30th. Personal days shall not be awarded in the event of termination or retirement. Personal days shall not be accumulated from year to year.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 23

Vote: Article 23 was Adopted 9:18 PM 5/9/12

Executive Summary: This amendment adds treatment of new hires and gives a set standard for computing the accrual.

ARTICLE 24

To see if the Town will vote to amend the Personnel By-Law, Section IV (b) by replacing the existing language:

(b) **Vacations:**

All members of the Personnel By-Law shall be entitled to an annual vacation leave in accordance with and subject to the following provisions. A probationary employee shall be entitled to use five days vacation upon completing the probationary period. Vacation shall accrue upon completion of six months service but with effect upon the first day of service at .83 days per month

With the following language:

(b) **Vacations:**

All members of the Personnel By-Law shall be entitled to an annual vacation leave in accordance with and subject to the following provisions. A probationary employee shall accrue vacation time effective the first day of service at .83 days per month and shall be entitled to use five vacation days upon completing the probationary period. Employees may request to use vacation time earned within the probationary period, however all requests will need approval at both a supervisory and Town Manager level. Requests may not be granted if it puts a burden on the department.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 24

Vote: Article 24 was Adopted 9:22 PM 5/9/12

Executive Summary: This amendment adds flexibility of vacation time for newly hired employees.

ARTICLE 25

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

Sick Leave Incentive Program: Any employee hired after January 1, 1989 that reaches the 165 day maximum sick cap and uses four (4) days or less sick time between July 1st and June 30th of the preceding year, may convert the excess accumulated sick days over the 165-day sick cap as follows:

Sick Leave Used during fiscal year	Sick Leave to be converted to Vacation Time
0	up to 5 days
1	up to 4 days
2	up to 3 days
3	up to 2 days
4	up to 1 day

These converted sick days will reduce the available sick time. The converted vacation days will be treated as normal vacation time and must be used by June 30th of the following year or they will be lost. The employee must request in writing to the Department Head his/her intent to use excess sick days prior to the start of the next fiscal year (July 1). Rev. ATM 5/7/2007

With the following language:

Sick Leave Incentive Program: Any employee hired after January 1, 1989 that reaches the 165 day maximum sick cap and uses no more than four (4) days of sick time between July 1st and June 30th of the preceding year, may convert the excess accumulated sick days over 165 day sick cap to vacation days or pay at the following rates:

Sick Leave used during fiscal year	Sick Leave converted to Vacation or Pay
0 days	5 days
1 day	4 days
2 days	3 days
3 days	2 days
4 days	1 day

Converted days will reduce available sick time. Converted vacation days will be treated as normal vacation time and must be used by June 30th of the following year or they will be forfeited. Any employee wishing to take advantage of the Sick Leave Incentive Plan must state his or her intent to use excess sick days in writing to the Department Head prior to the start of the next fiscal year (September 1).

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 25

Vote: Article 25 was Adopted 9:24 PM 5/9/12

Executive Summary: This amendment allows for sick leave to be converted into pay so that it will be aligned with union contracts.

ARTICLE 26

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

Funeral Leave: All employees shall be granted, if desired, a maximum of (3) three workdays of leave, not to be deducted from sick leave or vacation time, to attend to the affairs of a deceased member of their immediate family. At the discretion of the Department Head (2) two additional days may be granted.

Immediate family shall be defined as: father, mother, spouse, son, daughter, sister, brother, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, and any other relative living in the employee's household

With the following language:

Funeral Leave: In the event of death for an immediate family member, all employees shall be granted a maximum of (5) five workdays of leave, not to be deducted from sick or vacation leave in order to attend to the affairs for the following immediate family members; parents, spouse, domestic partners, children and siblings. (This could include: step parents/children/siblings)

In the event of death for extended immediate family members, all employees shall be granted (3) three workdays to attend to the affairs of their grandparents, parents-in-laws, siblings-in-law, grandchildren, guardians, and any other relative residing in the household. At the Department Heads discretion an additional (2) two workdays may be granted.

Leave with pay for up to (1) one workday may be granted to attend the funeral of other close relatives with Department Head approval.

Personnel Relations Review Board

Executive Summary: This amendment gives the maximum amount of 5 days of bereavement at the department heads discretion and updates family members covered under this provision of the By-Law.

Motion: The Finance Committee motioned to Adopt Article 26
 The Town Manager motioned to Amend Article 26
 The Finance Committee motioned to Adopt Article 26 as Amended

Vote: The Amendment was Adopted 9:33 PM 5/9/12
 Article 26 was Adopted as Amended 9:33 PM 5/9/12

AMENDMENT: Amend Article 26 with the following new language provided as the underlined text and removing the lined out text from the article:

~~**Funeral Leave:** In the event of death for an immediate family member, all employees shall be granted a maximum of (5) five workdays of leave, not to be deducted from sick or vacation leave in order to attend to the affairs for the following immediate family members; parents, spouse, domestic partners, children and siblings. (This could include: step parents/children/siblings)~~

~~In the event of death for extended immediate family members, all employees shall be granted (3) three workdays to attend to the affairs of their grandparents, parents-in-laws, siblings-in-law, grandchildren, guardians, and any other relative residing in the household. At the Department Heads discretion an additional (2) two workdays may be granted.~~

~~Leave with pay for up to (1) one workday may be granted to attend the funeral of other close relatives with Department Head approval.~~

All employees shall be granted funeral leave, not to be deducted from sick leave, for the death of a member of the immediate family normally defined as follows: father, mother, spouse, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, and any other relatives living in the employee's household. Such absence will not normally exceed three (3) working days. At the discretion of the department head and the Town Manager, two (2) additional days may be granted for exceptional emergency in the immediate family (as defined above) or other compelling personal commitment. Additional leave will be given as follows: two (2) days of funeral leave shall be granted for the death of a significant other, an aunt, uncle, cousin, niece or nephew by birth or marriage.

Personnel Relations Review Board

ARTICLE 26 AS AMENDED:

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

Funeral Leave: All employees shall be granted funeral leave, not to be deducted from sick leave, for the death of a member of the immediate family normally defined as follows: father, mother, spouse, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, and any other relatives living in the employee's household. Such absence will not normally exceed three (3) working days. At the discretion of the department head and the Town Manager, two (2) additional days may be granted for exceptional emergency in the immediate family (as defined above) or other compelling personal commitment. Additional leave will be given as follows: two (2) days of funeral leave shall be granted for the death of a significant other, an aunt, uncle, cousin, niece or nephew by birth or marriage.

Executive Summary: This amendment uses the same language as the AFSCME union contract and adds the term domestic partner.

ARTICLE 27

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

Sick Bank: The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary by departments. Employees of a department may contribute sick time they have accrued to the sick bank in the amount as a specific number of hours. All hours donated shall be an hour for an hour and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The donated time shall be shown on a monthly form from the Department Head to the Personnel Board under the heading "Sick Bank" and any time being taken from the bank will be shown on the same form and reduced from the running total of donated hours available. The sick bank shall never allow the taking of time not available, i.e.: no minus (-) value shall exist. All participating employees shall sign a form for their Department Head when joining or leaving the sick bank. All participating employees shall sign a form when donating hours to the sick bank stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. (1995 ATM ART.25)

With the following language:

Sick Bank: The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary for all eligible PRRB members. Employees may contribute sick time they have accrued to the sick bank as a specific number of hours. All hours donated shall be an hour for an hour basis and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The sick bank shall never allow the taking of time not available, i.e.: no negative (-) value shall exist. All participating employees shall sign a form when joining or leaving the sick bank, stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of a member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. The Sick Bank shall be operated by the PRRB. The Board will make decisions on the use of Sick Bank time on a case by case basis, based on written request for withdrawal by a member.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 27
 The Town Manager motioned to Amend Article 27
 The Finance Committee motioned to Adopt Article 27 as Amended

Vote: The Amendment was Adopted

9:36 PM

5/9/12

AMENDMENT: Delete “The Sick Bank shall be operated by the PRRB” Delete “Board” as the subject of the last sentence of Article 27, and replace it with “Town Manager”

ARTICLE 27 AS AMENDED:

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

Sick Bank: The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary by departments. Employees of a department may contribute sick time they have accrued to the sick bank in the amount as a specific number of hours. All hours donated shall be an hour for an hour and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The donated time shall be shown on a monthly form from the Department Head to the Personnel Board under the heading “Sick Bank” and any time being taken from the bank will be shown on the same form and reduced from the running total of donated hours available. The sick bank shall never allow the taking of time not available, i.e.: no minus (-) value shall exist. All participating employees shall sign a form for their Department Head when joining or leaving the sick bank. All participating employees shall sign a form when donating hours to the sick bank stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. (1995 ATM ART.25)

With the following language:

Sick Bank: The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary for all eligible PRRB members. Employees may contribute sick time they have accrued to the sick bank as a specific number of hours. All hours donated shall be an hour for an hour basis and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The sick bank shall never allow the taking of time not available, i.e.: no negative (-) value shall exist. All participating employees shall sign a form when joining or leaving the sick bank, stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of a member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. The Town Manager will make decisions on the use of Sick Bank time on a case by case basis, based on written request for withdrawal by a member.

Executive Summary: This amendment removes the sick bank from a department level and places it at a town-wide level for those employees covered by the Personnel By-Law.

ARTICLE 28

To see if the Town will vote to amend the Personnel By-Law, Section III (k) by adding a new sentence at the end of the Section that reads as follows:

If an employee does not separate from service after the thirty six month wage deferral is granted, his or her salary will be reduced by 3.5%.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 28
 Town Manager, Richard Montuori motioned to Amend Article 28
 The Finance Committee motioned to Adopt Article 28 as Amended

Vote:	The Amendment was Adopted	9:39 PM	5/9/12
	Article 28 was Adopted as Amended	9:39 PM	5/9/12

AMENDMENT: Add “Employees hired after July 1, 2012 will not be eligible for the benefits outlined in Personnel By-Law, Section III (k).”

ARTICLE 28 AS AMENDED:

To see if the Town will vote to amend the Personnel By-Law, Section III (k) by adding a new sentence at the end of the Section that reads as follows:

If an employee does not separate from service after the thirty six month wage deferral is granted, his or her salary will be reduced by 3.5%. Employees hired after July 1, 2012 will not be eligible for the benefits outlined in Personnel By-Law, Section III (k)

Executive Summary: This amendment clarifies how an employee’s salary will be treated upon expiration of the 36 months when the employee does not separate from employment.

SECTION 3

- Article 33 Amend Wetland By-Law: Abutters
- Article 34 Amend Wetland By-Law: Notice and hearings
- Article 35 Amend Wetland By-Law: Definition of structure
- Article 36 Amend Wetland By-Law: Stormwater
- Article 37 Amend Zoning By-Laws: Electronic Message Boards
- Article 38 Amend Town By-Laws – Finance Committee
- Article 39 Amend Town By-Laws – Town Clerk

ARTICLE 33

To see if the Town will vote to amend the Town Code known as the Tewksbury By-Laws, Chapter 18, Conservation Commission Wetlands Protection By-law by changing the definition of abutter from 300 feet to 100 feet in the following Sections:

- 18.04.020 Definitions- “Abutter” means the owner of any property any portion of which lies within ~~300~~ 100 feet radially from any lot line....
- 18.04.060 Notice and hearings- Any person filing an application for permit or a Request for Determination with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivery to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way and abutters to the abutters within ~~300~~ 100 feet....
- 18.04.060 Public Utilities (Easements). Permit applications for constructing or maintaining public utilities located within property easements shall provide written notification to property owners of the easement and all abutters within ~~300~~ 100 feet in all directions of the easement right-of-way for the extent of the easement that is located within the 100-foot buffer zone.

Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission
The Conservation Commission motioned to Adopt Article 33

Vote: Article 33 was Adopted 9:41 PM 5/9/12

Executive Summary: This amendment aligns the Wetlands Protection By-Law definition of abutter with the State Wetland Protection Act definition.

ARTICLE 34

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law by adding certificate of mailing to the requirement of notification to abutters as noted in the following Sections:

- 18.04.060 Notice and hearings** Any person filing an application for permit or a Request for Determination with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested), or hand delivery... Delete the 2nd sentence 4th Paragraph- “In the event that the hearing is postponed due to the request of the applicant or the Commission, the applicant shall renotify all of the abutters via certified mail, or hand delivery informing them of the new hearing date and time.”

Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission
The Conservation Commission motioned to Adopt Article 34

Vote: Article 34 was Adopted

9:41 PM 5/9/12

Executive Summary: This amendment aligns the Wetlands Protection By-Law abutter notice requirement with the State Wetland Protection Act notice requirement.

ARTICLE 35

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law Section 18.04.020 Definitions, by adding the following definition:
“Structure”- A combination of materials assembled at a fixed location to give support or shelter such as a building, house, barn, garage, or shed. The word “Structure” shall be construed, where the context requires, as though followed by the words “or part or parts thereof”. However, in reference to the No Build Zone, “Structure” shall not include fences, retaining walls, decks, patios, gazebos, lawn furniture, children’s toys such as sandboxes and swing-sets, rip-rapped areas, driveways, parking areas, sheds (not to exceed 120 square feet in floor area), or the like.

Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission
The Conservation Commission motioned to Adopt Article 35
Steve Deackoff motioned to Amend Article 35
Joe Gill motioned to Move the Question for Amendment

Vote: The motion to Move the Question for Amendment was Adopted 9:58 PM 5/9/12
The motion to Amend Article 35 was Defeated 10:01 PM 5/9/12
Article 35 was Adopted 10:02 PM 5/9/12

AMENDMENT: Add the following text to the end:

Notwithstanding the above, in reference to the No Build Zone, “Structure” shall be construed to be any combination of materials that require a building permit. However, in reference to the No Build Zone, “Structure” shall NOT include an uncovered deck or a swimming pool.

Doug Sears pointed out to the assembly that there was a Scrivener’s error in the Amendment to Article 35, submitted by Steve Deackoff . Mr. Sears stated that an “s” should be added on the end of the word “require”. The Moderator accepted the Scrivener’s error, and there were no objections.

Executive Summary: The 2009 revision of the Wetlands Protection By-Law makes a number of references to the term structure which was not defined in the By-Law. This article provides the definition of structure.

ARTICLE 36

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law by adding a new subparagraph to Section 18.04.30 Jurisdiction as follows:
(9) For stormwater management purposes, the Commission may allow encroachment into the no build zone.

Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission
The Conservation Commission motioned to Adopt Article 36

Vote: Article 36 was Adopted 10:02 PM 5/9/12

Executive Summary: This addition allows for stormwater management systems to encroach into the no build zone as these systems may need to be linked to resource areas.

ARTICLE 37

To see if the Town will vote to amend the Zoning By-Laws by adding the following to Section 5200, Signs, as paragraph 5232.d in Section 5232 Signs – Standards – Illumination.

d. Signs containing Electronic Message Boards, which means a digital sign which exhibits changing or moving illumination effects, or a sign with moving letters, symbols or changing messages which are displayed via light emitting diodes (LED), liquid crystal display (LCD), plasma, or similar display technologies, shall not be allowed except by Special Permit from the Planning Board based upon findings that:

1. The business(es) utilizing the electronic message board are located on a site of over 10 acres of land.
2. The buildings and public entrances to the businesses are located at least 125 feet from the street.

3. There will be no interference with traffic patterns, traffic lights or public safety.
4. The dimensions of the message board area shall not be over 41" H x 63" W.
5. Electronic message boards shall not be allowed in the Town Center Overlay District.
6. There shall be no scrolling, flashing or movement of messages or other displays.
7. The electronic message board letters will be amber color only, with a black background.
8. Any message must be displayed for a set period of time as determined by the Planning Board.
9. The Planning Board may set further conditions based upon circumstances of specific site conditions.
10. The Planning Board may waive items 1-7 above upon findings of special circumstances as determined solely by the Planning Board.

Planning Board

Motion: The Finance Committee defers to the Planning Board
The Planning Board motioned to Adopt Article 37

Vote: Article 37 was Adopted 60 Yes/ 14 No (2/3 required=49) 10:14 PM 5/9/12

Executive Summary: The adoption of this article will provide the Planning Board a standard for reviewing Special Permit applications for digital Electronic Message Boards.

ARTICLE 38

To see if the Town will vote to amend the Town General By-Law Chapter 2:20: Finance Committee, section 2:20.010: Composition, by:

Deleting the word "nine" in the first sentence and inserting the word "seven";

Deleting the second sentence:

"The terms of appointment will be staggered so that three (3) terms of service will expire at the end of fiscal year."

And replacing it with:

"The terms of appointment will be staggered so that three (3) terms of service will expire at the end of every third fiscal year beginning with fiscal year 2012 and two (2) terms of service will expire at the end of each of the two (2) subsequent fiscal years."

or to take any other related action.

Board of Selectmen
Finance Committee

Motion: The Finance Committee motioned to Adopt Article 38

Vote: Article 38 was Adopted 10:19 PM 5/9/12

Executive Summary: This article amends the Town General By-Laws to reduce the number of members on the Finance Committee from nine (9) to seven (7). It also changes the terms of appointment to reflect the new number of members.

ARTICLE 39

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 54 Section 16A, which provides that if the warden, clerk or inspector, or the deputy of any such officer, if any, is not present at the opening of the polls, the city or town clerk may appoint a person to fill such vacancy who shall be an enrolled voter of the same political party as the absent officer, if any competent person enrolled in such party is present and willing to serve, or take any action relative thereto.

Town Clerk

Motion: The Finance Committee motioned to Adopt Article 39

Vote: Article 39 was Adopted 10:19 PM 5/9/12

Executive Summary: Massachusetts General Laws, Chapter 54, Section 16A provides for the appointment of an election official by the city or town clerk in the event of an unexpected or sudden absence of an election official at the opening of the polls.

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the May 7, 2012 Annual Town Meeting Sine Die, and this motion was Adopted. 10:20 PM 5/9/12

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO
TOWN CLERK

APPENDIX

Submitted to the Town Clerk on May 11, 2012

Town Moderator's statement concerning his ruling on the motion to reconsider/rescind offered by Finance Committee Chairman Thomas Cooke on May 9, 2012, regarding an amendment to Article 4, 2012 Annual Town Meeting

The basis for Mr. Cooke's motion was his allegation that the Town Meeting had violated Town By-Law 2.04.150 with its acceptance of an amendment to the budget for an amount in excess of \$100,000 when the Finance Committee had recommended a lesser amount than the Department Head had submitted. In his motion, Mr. Cooke claimed that this alleged violation of the by-law constituted a procedural error, and as such constituted a valid reason to allow a motion to reconsider under Town By-Law 2.04.110.

The pertinent sections of Town By-Law Chapter 2.04, Town Meeting, are as follows:

2.04.110 Reconsideration.

No prior vote shall be reconsidered except to correct a procedural defect, scrivener's error or an oversight. Any voter may make the motion to reconsider a prior vote, to correct a procedural defect, scrivener's error or an oversight, which to prevail shall require a majority vote. (Art. 30, ATM 1998)

2.04.150 Procedure for voting on appropriations.

No appropriations or transfers of money in excess of one hundred thousand dollars (\$100,000.00) by the Town at an Annual or Special Town Meeting shall be valid, when the Finance Committee has recommended a lesser amount than the Department Head has submitted to said Committee, unless the vote for said appropriation or transfer be taken by secret ballot. "In no event shall a secret ballot be required for items under the budget article for a vote on the items." (Art. 21, STM 2001)

(Note: the quotation marks in the last sentence are part of the text of the by-law in the by-law book. It is likely that when this sentence was added to the by-law book, it was copied and pasted from another source, like an article from a Town Meeting warrant document, in which it had been enclosed in quotation marks to denote it as a change to the by-law. When copied and pasted, the software likely included the quotation marks in the copied text. The quotation marks have no effect on the by-law's provisions.)

Massachusetts General Law Chapter 39, Section 15, is also pertinent, in that it provides the Moderator with the authority to preside and regulate the proceedings and decide all questions of order during a Town Meeting. That necessarily includes the authority to make a determination as to whether or not a procedural error has occurred.

Town By-Law 2.04.150 defines the procedure for voting on certain types of appropriations; it does not put limits on the appropriations themselves. The by-law does not prohibit an appropriation or transfer in excess of \$100,000 if the Finance Committee has recommended a lesser amount than the Department Head has submitted, as Mr. Cooke claimed in his motion. The by-law simply states that such an appropriation or transfer will be valid only if the vote is taken by secret ballot. The by-law further states that a secret ballot shall not be required for items under the budget article. Mr. Cooke, in both his statement and his motion, ignored the by-law's secret ballot provision and the exemption of items under the budget article from that provision. If this by-law did apply to items under the budget article, Town Meeting would have to take a secret ballot vote on every departmental line item whose appropriation was over \$100,000 if the Finance Committee recommended a lesser amount than the Department Head had submitted. During the 2012 Annual Town Meeting, when considering the Fiscal Year 2013 proposed budget article, this would have required taking a secret ballot vote on nine different departmental line items that met those conditions. Those line items included:

- Treasurer/Collector
- Council on Aging
- Board of Health
- Police
- Fire
- School Department
- DPW Administration
- DPW Fleet Maintenance
- Sewer Enterprise Fund Transfer

Of course, Town Meeting did not take secret ballot votes on these items, and it has not done so when voting on similar items under past budget articles, because this by-law does not apply to the budget article. The amendment in question regarded the Fire Department Salaries line item under the budget article. Town By-Law 2.04.150 is not applicable to the vote on the amendment in question.

Mr. Cooke's motion was based on an incorrect and incomplete statement of the provisions of Town By-Law 2.04.150. This led him, in his motion, to incorrectly allege that a violation of Town By-Law 2.04.150 had occurred, and to incorrectly assert that this violation constituted a procedural error that would allow a motion to reconsider to be in order under

Town By-Law 2.04.110. Town By-Law 2.04.150 contains an explicit provision making it inapplicable to votes on items under the budget article. The Moderator, under MGL C.39 S.15, has the authority and responsibility to decide all questions of order and thus make a determination as to whether a procedural error has occurred. Given that the motion had no basis, I ruled that no procedural error had occurred and that Mr. Cooke's motion was not in order under Town By-Law 2.04.110.

I appreciate the opportunity to explain my ruling in detail. Given that I learned of Mr. Cooke's intent to offer this motion approximately five minutes before the start of the May 9, 2012 Special Town Meeting, I had no time to prepare a detailed explanation such as this to present to the voters at the immediately subsequent second session of the 2012 Annual Town Meeting. I could thus provide them only a brief synopsis of the reason for my decision. I am happy to expand upon that with this document, and I request that this document be added as an appendix to the official record of the 2012 Annual Town Meeting.

Respectfully submitted,

Keith E. Rauseo
Tewksbury Town Moderator

Special Town Meeting

May 8, 2012

Tewksbury Memorial High School
320 Pleasant Street
Special Town Meeting
May 8, 2012

Moderator Keith Rauseo opened the May 8, 2012 Special Town Meeting at 7:00 PM given that a quorum of voters is present and a properly served and returned warrant was in possession. The Moderator called for a 5 minute recess to allow those present at 7:00 PM to check-in as voters. Moderator Rauseo called the Special Town Meeting back to session at 7:05 PM.

Veterans Agent Jim Williams led the assembly in The Pledge of Allegiance.

The Moderator welcomed the state legislators who were in attendance; Senator Barry Finegold, and State Representatives Paul Adams and James Miceli.

The Moderator designated the visitors section and reminded the voters to display their peach voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. He explained general Town Meeting guidelines and procedures including the process necessary for a voter to make an amendment on the article.

On Tuesday, May 8, 2012 there were 632 voters and 22 visitors in attendance.

David Gay, Chairman of the Board of Selectmen, announced that a Styrofoam Collection will be held on Saturday, May 12th from 9:00 AM to 1:00 PM in the Tewksbury Public Library parking lot. This event is being sponsored by the Recycling Committee

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 7:15 PM 5/8/12

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the May 8, 2012 Special Town Meeting Sine Die, and this motion was Adopted. 7:58 PM 5/8/12

ARTICLE 1

To see if the Town will vote to authorize the Selectmen to petition the legislature to enact legislation to amend the present Special Act Charter with the below Special Act Charter, the legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition. Upon approval of the General Court and the Governor of the Commonwealth, the Special Act Charter shall then be submitted to the voters of the Town at the next election; and, if approved by a majority of the voters of the Town, the Special Act Charter shall become effective on the date fixed in the Charter.

TOWN OF TEWKSBURY

ARTICLE 1: INCORPORATION; SHORT TITLE; DEFINITIONS

SECTION 1-1: INCORPORATION

1-1.1 The inhabitants of the town of Tewksbury, within the territorial limits established by law, shall continue to be a municipal corporation, a body corporate and politic, under the name "Town of Tewksbury."

SECTION 1-2: SHORT TITLE

1-2.1 This instrument shall be known and may be cited as the Tewksbury Home Rule Charter.

SECTION 1-3: POWERS OF THE TOWN

1-3.1 Subject only to express limitations on the exercise of any power or function by a municipal government in the constitution or general laws of the commonwealth, it is the intention and the purpose of the voters of the town of Tewksbury through the adoption of this charter to secure for themselves and their government all of the powers it is possible to secure as fully and as completely as though each such power were specifically and individually enumerated herein. The ultimate power of the town resides with the voters through their ability to elect the town council.

SECTION 1-4: DIVISION OF POWERS

1-4.1 The town council shall have and shall exercise all legislative powers of the town. The executive branch, headed by the town manager who is appointed by the town council, shall administer all town fiscal, business and municipal affairs, except as provided in M.G.L. c. 41, section 45.

SECTION 1-5: CONSTRUCTION

1-5.1 The powers of the town of Tewksbury under this charter are to be construed liberally in favor of the town and the specific mention of any particular power is not intended to limit the general powers of the town as stated in Section 1-3.

SECTION 1-6: INTERGOVERNMENTAL RELATIONS

1-6.1 Subject only to express limitations in the constitution or general laws of the commonwealth, the town of Tewksbury may exercise any of its powers or perform any of its functions, and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the commonwealth or any agency or political subdivision thereof, or with the united states government or any agency thereof.

SECTION 1-7: TOWN SEAL

1-7.1 The town seal in existence at the time this charter is adopted, unless the town council shall adopt another, shall continue to be the town seal and shall be kept in the custody of the town clerk. Papers or documents issued from any office or board of the town may be attested by use of said seal.

ARTICLE 2: LEGISLATIVE BRANCH

SECTION 2-1: COMPOSITION, TERM OF OFFICE

2-1.1 Composition. There shall be a town council of 9 members, which shall exercise the legislative powers of the town. These 9 members are to be known as councilors.

2-1.2 Term of Office. The term of office for town council members shall be 3 years beginning on the 1st Tuesday of April following election and continuing until a successor is qualified and sworn into office. The terms shall be staggered in accordance with the transitional language in Article 10, Section 10-6.

2-1.3 Eligibility. Voters of the town of Tewksbury shall be eligible to hold the office of town council. Four councilors shall be nominated and elected from 4 districts to be composed of the existing adjacent precincts such that two precincts shall compose a district and five councilors shall be nominated and elected by and from the voters at large. A district councilor shall at the time of election be a voter of the district from which elected.

2-1.3.1 If any district councilors shall during the first 24 months of the term of office remove to another district in the town, the council shall declare the office vacant, and such office shall be filled for the balance of the term as provided in Section 2 – 12. If the district councilor removes to another district in the last 12 months of the term to which elected, the councilor shall continue to serve for the balance of the term for which he or she is elected. If the district councilor removes from the town in the last 12 months of the term to which elected, the council may elect a voter from such district to serve the balance of the term.

2-1.3.2 If any councilor at large removes from the town during the first 24 months of the term of office, such office shall be deemed vacant and the balance of the term shall be filled in the manner provided in Section 2-12. If a vacancy among the councilors at large occurs in the final 12 months of such councilor's term, the council shall at a regular or special meeting elect a registered voter of Tewksbury to serve for the balance of the said term.

SECTION 2-2: COUNCIL OFFICERS AND CLERK

2-2.1 Council Organization. The president shall preside at all meetings of the town council, and perform such other functions as may be assigned by the charter, by ordinance or by vote of the town council. The vice-president shall preside at meetings of the town council during the absence or disability of the president.

2-2.2 Election and Term. The council president and vice-president shall be elected by the council and shall each serve a 1 year term of office.

2-2.3 Town Council President. The town council president shall preside at all meetings of the town council, regulate its proceedings and shall decide all questions of order. The town council president shall appoint, with the approval of the town council, all members of all subcommittees of the town council, whether special or standing. The town council president shall have the same powers to vote upon all measures coming before the town council as any other member of the town council. The town council president shall perform such other duties consistent with the office as may be provided by charter, by ordinance, by the council's own rules, or by other vote of the town council.

2-2.4 Town Council Vice-President. The town council vice-president shall serve as acting president during the temporary absence or disability of the town council president. The powers of an acting town council president shall be limited to only those powers of the office indispensably essential to the performance of the duties of the office during the period of such temporary absence or disability and no others.

2-2.5 Clerk of the Town Council. A clerk of the town council, who is not a council member, shall be appointed by the council for an initial or successive term or terms each not to exceed 3 years. The clerk of the town council shall, with the consent of the town council, ensure the continuity of record keeping for the town council; give notice of its meetings to its members and to the public; keep the journal of town council proceedings; present the draft minutes to the town council at regularly scheduled meetings; and, perform such other duties as may be provided by ordinance, by the council's own rules, or by other vote of the town council.

SECTION 2-3: PROHIBITIONS

2-3.1 Holding Other Town Office or Position. No member of the town council shall hold any other non-elected compensated town office or town employment. No former member of the town council shall hold any compensated town office or town employment until 1 year following the date on which such former member's service on the town council has terminated. This provision shall not prevent a town officer or other town employee who has taken a leave of absence in order to serve as a member of the town council from returning to the same office or other position of town employment held at the time such leave of absence commenced; provided, however, no such person shall be eligible for any other town office until at least one year following the termination of service as a member of the town council.

2-3.2 Interference with Administration. Except for the purpose of inquiries and investigations pursuant to Section 2-8, the town council shall not infringe upon the town manager's authority and responsibilities by giving instructions, orders or directions directly to the officers and employees serving under the town manager.

SECTION 2-4: EXPENSES

2-4.1 Expenses. Subject to appropriation and to prior allocation and authorization, the town council members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

SECTION 2-5: GENERAL POWERS

2-5.1 Except as otherwise provided by general law or by this charter, all powers of the town shall be vested in the town council which shall provide for their exercise and for the performance of all duties and obligations imposed upon the town council by ordinance. The town may enter into contracts for the exercise of its corporate powers on such terms and conditions as are authorized by the town council by ordinance.

SECTION 2-6: EXERCISE OF POWERS; RULES

2-6.1 Exercise of Powers. Except as otherwise provided by general law or by this charter, the legislative powers of the town council may be exercised in a manner determined by the town council.

2-6.2 Rules of Procedure. The town council shall from time to time establish written rules regulating its procedures, which shall be in addition to the following:

2-6.2.1 Regular meetings of the town council shall be held at a time and place fixed by ordinance but which shall be not less frequent than once monthly.

2-6.3. Special Meetings. Special meetings may be held on the call of the president of the town council, town manager, or on the call of any 4 or more members, by written notice delivered at least 48 hours in advance of the time set and such notice shall further comply in all instances with the provisions of M.G.L. c. 30A, §18-25 (referred elsewhere herein as the "Open Meeting Law"). Except as otherwise authorized by the laws of the commonwealth all sessions of the town council shall be open to the public and press. All council votes on ordinances, appropriation orders, or loan authorizations shall be taken by roll call vote, and shall be duly recorded by the clerk of the council. A full, accurate, and up-to-date record of the proceedings of the town council shall be kept and shall be open to inspection by the public. Regular meetings of the town council shall provide for a period of public comment; provided however, the town council may regulate such period of public comment as deemed appropriate.

2-6.3.1 The town manager may at any time call a special meeting of the town council by causing a notice of such meeting to be delivered in hand or to the place of business or residence of each member of the town council. Such notice shall, except in an emergency as determined by the town manager, be delivered at least 48 hours in advance of the time set and shall specify the purpose or purposes of the special meeting. A copy of each such notice shall be posted by the town manager on the town bulletin board and on the town's official web site.

2-6.4 Town Council Meeting Protocol. All meetings of the town council shall include opportunity for public comment which may be presented orally or in writing.

2-6.4.1 For the conduct of business a quorum of the town council shall be a minimum of 5 members, provided that a lesser number may adjourn from time to time.

2-6.4.2 Except as otherwise provided by the charter or general law, the affirmative vote of a majority of the full council shall be required to adopt any ordinance or appropriation order.

2-6.4.3 The meetings of the town council and of every committee or subcommittee thereof shall be posted and the agenda made available in accordance with the applicable provisions of the Open Meeting Law.

2-6.4.4 The affirmative vote of 2/3 of the full town council shall be required to amend or adopt zoning ordinances.

SECTION 2-7: LICENSING AUTHORITY: DELEGATION OF POWERS

2-7.1 The town council shall be the licensing authority of the town and shall have all the power to issue licenses as otherwise authorized by law, to make all rules regarding issuance of such licenses and to attach conditions and restrictions on any license it may issue as it deems to be in the public interest and to enforce all laws relating thereto.

2-7.2 The town council may regulate the granting and issuing of licenses and permits and shall enforce all laws relating to any businesses for which a license has been issued.

SECTION 2-8: ACCESS TO INFORMATION

2-8.1 In General. The town council may make investigations into the affairs of the town and into the conduct and performance of any town agency and, for this purpose, may subpoena witnesses, administer oaths and require the production of evidence.

2-8.2 Town Officers, Members of Town Agencies, Employees. With notice to the town manager, the town council may require any town officer, member of a town agency or town employee to appear before it to give such information as the town council may require in relation to the municipal services, functions, powers, or duties which are within the scope of responsibility of such person and within the jurisdiction of the town council.

2-8.3 Town Manager. The town council may require the town manager to appear before it and to provide specific information to it on any matter within the jurisdiction of the town council.

2-8.4 Notice. The town council shall give a minimum notice of 10 days to any person requested to appear before it under the provisions of this section. The notice shall include specific issues on which the town council seeks information. Notice shall be by delivery in hand, or by registered or certified mail to the last known place of residence of any such person. The town manager will receive a copy of the notice sent to any officer, board, commission, or employee of the town in such instances.

SECTION 2-9: PERSONNEL APPOINTED BY TOWN COUNCIL

2-9.1 Except as otherwise provided by this charter, the town council shall appoint all boards, commissions and committees. The town council shall adopt procedures to allow for orderly appointment of multiple member bodies, including, but not limited to, the following: a board of assessors; a conservation commission; a zoning board of appeals; a council on aging; a government study committee; a trust fund commission; a historical commission; a finance committee; and, a board of registrars. The town council shall also appoint all multiple member policy advisory committees or commissions and shall appoint all ad hoc committees or commissions not specifically provided by ordinance, and all other multiple member bodies for whom no other method of appointment is provided.

2-9.1.1 Appointments made by the town council shall be for the same term of office, and the same number of members for each multiple member body set forth in Section 2-9.1 above as currently provided for, until other provisions are made in accordance with the charter.

2-9.1.2 The town council shall employ such staff and experts as are necessary to conduct the business of the town council. The town council shall set the form and levels of compensation of such staff.

2-9.2 Salaries/Compensation. Any person appointed by the town council shall receive such salaries or other compensation as may from time to time be provided for such office by ordinance; provided, however, that such salary or compensation shall have been adopted by an affirmative vote of 2/3 of the full town council.

2-9.3 Removal/Suspension. Any person appointed by the town council may be removed or suspended by the town council by the use of procedures contained in the personnel ordinance, as that ordinance may from time to time be amended, for the removal of town employees.

2-9.4 Review of Town Manager. The town council shall annually conduct a comprehensive performance review and evaluation of the town manager, the results of which shall be reviewed at a regular or special meeting of the town council in each calendar year. Failure to conduct the review shall not be used against the town council in any way.

2-9.4.1 The town council shall by majority vote establish guidelines for the annual performance review and evaluation of the town manager. The town council and the town manager shall jointly establish short-term and long-term goals for the town manager and the town manager's annual performance review shall include a measurement of the town manager's progress in achieving or performing against the goals as stated and agreed.

SECTION 2-10: ORDINANCES, TAX MEASURES, APPROPRIATION ORDERS AND LOAN AUTHORIZATIONS

2-10.1 Ordinances, tax measures, appropriation orders and loan authorizations shall be introduced in writing and shall be processed through the following stages: First Reading; Public Hearing; Second Reading. After the First Reading, the town council shall cause a synopsis of the proposed ordinance, tax measure, appropriation order or loan authorization in the form passed by the town council to be published in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, together with notice of the time and place when and where the public hearing will be held prior to the Second Reading for final passage, at least 7 days prior to the date of the public hearing. If the town council amends the ordinance, tax measure, appropriation order or loan authorization after the public hearing, then it shall cause a synopsis of the amended ordinance, tax measure, appropriation order or loan authorization to be published in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site in the amended form passed by the town council, together with notice of the time and place when and where the public hearing on this amendment shall be held at least 7 days prior to the date of the new public hearing.

2-10.2 Emergency Ordinances. No ordinance shall be passed finally on the date it is introduced, except in case of emergency involving the health or safety of the people or their property. No ordinance shall be regarded as an emergency ordinance unless the emergency is defined and declared in a preamble to such ordinance, separately voted upon and receiving the affirmative vote of 5 or more members of the town council. Emergency ordinances shall stand repealed on the 61st day following adoption, unless an earlier date is specified in the measure, or unless a 2nd emergency measure is passed extending it, or unless a measure has been passed extending it.

2-10.3 The town council shall cause a synopsis of every ordinance, tax measure, and appropriation order or loan authorization to be published in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site. The ordinance, tax measure, appropriation order or loan authorization shall be effective 20 days after the date of publication, except in case of emergency involving the health or safety of the people or their property when the provisions of the foregoing section 2-10.2 shall apply.

SECTION 2-11: COUNCIL REVIEW OF CERTAIN APPOINTMENTS

2-11.1 The town manager shall submit to the town council the name of each person the town manager desires to appoint to each of the following positions in the town, and all other town officials whose appointment or election is not specifically provided for herein, however titled: town clerk, town accountant; town treasurer; town tax collector; chief assessor; police chief; fire chief; superintendent of public works; director of personnel; director of community development; director of council on aging; conservation administrator; director of the public library; director of public health, and town attorney; but, not including any position for whom selection is provided by election under Article 4. The town council may require any person the town manager so refers to it to appear before a standing committee of the town council, or before the town council, to give such information relevant to such appointment as the committee, or the town council, requires. Appointments made by the town manager shall become effective on the 15th day following the date on which notice of the proposed appointment was filed with the clerk of the council, unless 5 members of the town council shall within the said 15 days vote to reject such appointment, or unless the town council has sooner voted to affirm the appointment. Rejection by the town council shall require a 2/3 vote of the full town council. The question on rejection of any appointment made by the town manager shall not be subject to the procedure of charter objection provided in Section 8-3 of this charter.

2-11.2 The person serving as elected town clerk at the time this charter is approved by the voters shall, notwithstanding any contrary provision of any special or general law, the charter, or any rule or regulation, complete the term to which elected. The appointment provisions of the charter pertaining to the town clerk shall become effective upon the completion of such term or if there is a sooner vacating of the office by the said person serving as town clerk at the time this charter is approved, whichever is earlier.

SECTION 2-12: FILLING OF VACANCIES

Filling of Vacancies by Town Council

2-12.1.1 Whenever a vacancy shall occur by death, resignation or otherwise during the first 24 months of the term of a councilor at large or a district councilor, the town council shall declare such seat vacant and call a special election in said district(s) or in the town, as necessary, to be held within 90 days of the determination of such vacancy. Such election may be postponed if the town's annual election is to be held within 120 days. The individual elected shall serve for the remainder of the term. Should a vacancy occur as described herein in the final 12 months of the term of a councilor the remaining members of the town council shall declare such seat vacant and elect by majority vote a town of Tewksbury voter to fill the vacancy until the next annual town election. The voter chosen to fill a vacancy in the seat of a councilor at large shall reside in the town of Tewksbury, and a voter chosen to fill a district councilor vacancy shall reside in the affected district. Individuals serving on the council as a result of appointment shall not be entitled to have the words "candidate for re-election" printed alongside their names on the election ballot.

2-12.1.2 If any councilor-elect shall fail after election to take the oath of office as a councilor for the town council, as required by general law, the council shall declare said office vacant and the balance of the unexpired term shall be filled in the manner provided in this Section 2 – 12.

2-12.1.3 In the event that no candidate for election shall have been elected by the voters as a councilor for the town council, the council shall declare such office vacant and the balance of the unexpired term shall be filled in the manner provided herein.

Filling of Vacancies in Other Elected Offices

2-12.2 When a vacancy exists in any elected town office or elected town board the vacancy shall be filled as required by G.L. c. 41, §11. The person so appointed shall serve to completion of the unexpired term, or until the next annual town election, whichever is earlier.

SECTION 2-13: FINANCE COMMITTEE

The town council shall establish a finance committee of not more than 9 members or fewer than 5 members. The initial appointment of a chairperson of the finance committee shall be made upon recommendation of the council president and school committee chairperson, meeting and acting jointly. Such appointment shall be made within 90 days of the council president's assumption of the office. Additional initial appointments shall be made on the recommendation of the council president, school committee chairperson, and chair of the finance committee, and shall be made within 90 days of the selection of the finance committee chairperson. Initial appointments shall be arranged such that as close to 1/3 of the membership as is possible shall be appointed for a 3 year term, 1/3 for a two year term, and 1/3 for a one year term.

Following such initial appointments, the council president, school committee chairperson and finance committee chairperson shall meet at the call of the council president each year to fill vacancies; further, the council president may also call a meeting to fill vacancies occurring during the course of the year. Terms of office shall be three years.

The finance committee shall elect a chairperson from among its membership each year.

The finance committee so established shall be in addition to any similar committee composed of council members.

No elected or appointed town officer or town employee shall serve on the finance committee. The committee will serve in an advisory capacity to the council on fiscal matters, and on such other matters as the council may request. The committee shall, at the council's request, examine all budget and appropriations proposals and make recommendations thereon to the council.

ARTICLE 3: EXECUTIVE BRANCH

SECTION 3-1: TOWN MANAGER: QUALIFICATIONS; COMPENSATION

3-1.1 Town Manager Qualifications. The town manager shall be the chief executive officer of the town and shall be appointed by the town council by an affirmative vote of 2/3 of the full town council. The town manager shall be a person of proven administrative ability, and specially qualified by education and training. At a minimum, the town manager shall possess a minimum of a bachelor's degree in public administration or a related field and 5 years of relevant public or private experience, or, in the alternative, a master's degree in public administration or in a related field and 3 years of relevant public or private experience in performing the duties that are comparable to those set forth in section 3-3 below. The town council may, from time to time, establish by ordinance such additional qualifications as it may deem necessary and appropriate.

3-1.2 The town manager shall not engage in any other business or occupation during his or her term except for part-time consultative or teaching duties, directly relating to the profession of municipal management and with the specific consent of the town council.

3-1.3 Compensation and Term. The town council shall determine the town manager's salary within the amount as provided by yearly annual appropriation. The initial term of appointment and any successor term of appointment of the town manager shall not exceed a term of 3 years.

3-1.4 Expenses. Subject to appropriation, the town manager shall be entitled to reimbursement of the actual and necessary expenses incurred in the performance of the duties of the office.

3-1.5 Prohibitions. The town manager shall hold no other town office or town employment for which a salary or other emolument is payable from the town treasury; provided, however, this restriction shall not apply in any event where the town manager is serving in another capacity in lieu of creating or maintaining a position for which funding may be required and an annual appropriation made; or, where the town manager is also serving in another position as part of an administrative plan to reorganize, consolidate, combine, or eliminate, in whole or in part, certain functions or tasks that may otherwise be performed, temporarily or permanently, by town manager.

SECTION 3-2: EXECUTIVE POWERS; ORGANIZATION

3-2.1 The executive powers of the town shall be vested solely in the town manager and may be exercised by the town manager either personally or through the several town agencies under the general supervision and control of the town manager.

SECTION 3-3: POWERS AND DUTIES OF THE TOWN MANAGER

3-3.1 The town manager shall be the chief executive officer of the town and shall be responsible to the town council for the operation of town affairs for which the town manager is given responsibility under this charter. The powers, duties, and responsibilities of the town manager shall include, but are not intended to be limited to, the following:

3-3.1.1 To supervise, direct, and be responsible for the efficient administration of all officers appointed by the town manager and their respective departments and of all functions for which the town manager is given responsibility, authority or control by this charter, by ordinance, or by vote of the town council.

3-3.1.2 To administer either directly or through a person or persons supervised by the town manager, in accordance with this charter, all provisions of general or special laws applicable to the town, all ordinances, and all regulations established by the town council.

3-3.1.3 To oversee and coordinate all activities of town departments or agencies.

- 3-3.1.4 To attend all regular and special meetings of the town council, unless excused, and be available to respond to matters under the general supervision of the town manager.
- 3-3.1.5 To keep the town council fully informed as to the state of the town, and to make recommendations on matters which may require its attention.
- 3-3.1.6 To maintain complete and accurate records of the financial activity of the town.
- 3-3.1.7 To approve the rental, use, maintenance, and repair of all town facilities, except, those buildings and grounds under the jurisdiction of the school committee or the conservation commission.
- 3-3.1.8 To authorize the purchase of all supplies, materials, and equipment, except books and other educational materials and supplies for the schools and books and other media for the public library.
- 3-3.1.9 To approve the award of all town contracts, except contracts for books, educational material and supplies for the schools and the public library as aforesaid.
- 3-3.1.10 To develop and maintain a full and complete inventory of all town owned real estate and personal property.
- 3-3.1.11 To implement and administer personnel policies, practices, or rules, compensation plans and related matters for town employees, except for school department employees, and to negotiate and administer collective bargaining agreements, and other employment contracts, except for school department agreements, entered into by the town.
- 3-3.1.12 To set the compensation levels of town employees and officers appointed by the town manager within the range established by appropriation and any applicable compensation plan.
- 3-3.1.13 To be responsible for the negotiation of collective bargaining agreements and other employment contracts with town employees on wages and other terms and conditions of employment, except employees of the school department. The town manager may employ special counsel to assist in the performance of these duties.
- 3-3.1.14 To prepare and submit an annual operating budget, capital improvement program, and a long-term financial forecast under Article 6 of the charter.
- 3-3.1.15 To keep the town council informed as to the financial condition of the town and to make recommendations to the town council as the town manager determines necessary or expedient.
- 3-3.1.16 To investigate or inquire into the affairs of any town agency under the authority of the town manager.
- 3-3.1.17 To delegate, authorize, or direct any subordinate or employee of the town to exercise any power, duty, or responsibility which the office of town manager is authorized to exercise, provided, that all acts that are performed under such delegation shall be considered to be the acts of the town manager.
- 3-3.1.18 To perform such other duties as necessary or as may be assigned by this charter, by ordinance, or by vote of the town council.

SECTION 3-4: EXECUTIVE POWERS; ENFORCEMENT OF ORDINANCES

3-4.1 The town manager shall cause the charter, the laws, the ordinances and other orders for the government of the town to be enforced, and shall cause a record of all official acts of the executive branch of the town government to be kept.

SECTION 3-5: APPOINTMENTS BY THE TOWN MANAGER

3-5.1 The town manager shall appoint all officers and officials of the town whose appointment or election is not specifically provided for herein. The town manager shall appoint, and may remove subject to the civil service laws where applicable, all department heads, all officers, and all subordinates and employees for whom no other method of appointment is provided in this act, including, but not limited to, representatives to regional entities of which the town is a member. Proposed appointments to offices and departments as referenced in Section 2-11 of this charter shall be brought to the council.

Except as is otherwise provided in Section 2-11, the town manager shall have authority to appoint, after consultation with the appropriate agency or department head, all assistants, subordinates, and employees of a town department, office, board or agency. All appointments shall be made on the basis of merit and fitness, past performance, or by other evidence of competence and suitability. Each person appointed shall be a person qualified by education, training, and previous work experience to perform the duties of the office or position.

All appointments made by the town manager shall be based on merit and fitness demonstrated by past performance or by other evidence of competence and suitability. Each person appointed shall be qualified by education, training, and prior work experience to perform the duties of the office or position.

3-5.2 The town manager shall have authority to appoint, with town council approval, a town clerk. This appointment shall be made on the basis of merit and fitness, past performance, or by other evidence of competence and suitability. The person initially and subsequently appointed to fill the position of town clerk shall be a person qualified by education, training, and previous work experience to perform the duties of the office. Appointment provisions for the clerk's position shall take effect upon completion of the term of the town clerk in office at the time of charter adoption or upon a sooner vacating of the office.

3-5.2.1 The town manager may remove, suspend, reprimand, or warn the town clerk only for just cause; provided, however, the town clerk shall be given written notice at least 14 days prior to the date of the taking of disciplinary action (removal, suspension reprimand, or warning) which shall specify the reasons for such disciplinary action. The town clerk shall thereafter upon written request be granted a public hearing held by the town council who shall, by a majority of the members present constituting a quorum, vote either to approve or not approve such disciplinary action taken by the town manager. In the event the disciplinary action taken by the town manager is not approved, the action taken against the town clerk shall be dismissed with prejudice and the individual shall be made whole and restored to the position, both economically and in terms of status he or she would have occupied had the disciplinary action not taken place. The decision of the town council shall be final and binding on the parties.

3-5.2.2 Said written request for a public hearing shall be made to the town council or through its office on or before the close of business on the 3rd day following the date of said written notice. Said vote of the town council shall occur no later than 7 days after the public hearing. If, after a written request for a public hearing, said hearing or said vote is not held as provided herein, the action taken against the town clerk shall be dismissed with prejudice.

3-5.2.3 The building commissioner shall be appointed by the town manager. Notwithstanding any provision in the charter to the contrary, the town manager may remove, suspend, reprimand, or warn the building commissioner only for just cause; provided, however, the building commissioner shall be given written notice at least 14 days prior to the date of the taking of disciplinary action (removal, suspension reprimand, warning) which shall specify the reasons for such disciplinary action. The building commissioner shall thereafter upon written request be granted a public hearing held by the town council who shall, by a majority of the members present constituting a quorum, vote either to approve or not approve such disciplinary action taken by the town manager. In the event the disciplinary action taken by the town manager is not approved, the action taken against the building commissioner shall be dismissed with prejudice and the individual shall be made whole and restored to the position, both economically and in terms of status he or she would have occupied had the disciplinary action not taken place. The decision of the town council shall be final and binding on the parties.

3-5.2.4 Said written request for a public hearing shall be made to the town council or through its office on or before the close of business on the 3rd day following the date of said written notice. Said vote of the town council shall occur no later than 7 days after the public hearing. If, after a written request for a public hearing, said hearing or said vote is not held as provided herein, the action taken against the building commissioner shall be dismissed with prejudice.

SECTION 3-6: REMOVAL OR SUSPENSION OF OFFICERS AND EMPLOYEES BY THE TOWN MANAGER

3-6.1 The town manager, after consultation with the appropriate agency or department head, as applicable, may remove, suspend or discipline any person appointed by the town manager. The decision of the town manager shall be final, it being the intention of this provision to vest all authority and to fix all responsibility for such suspension or removal solely in the town manager; provided, however, except as otherwise provided in Section 3-5.2.1 and Section 3-5.2.3, that any such removal, suspension or other disciplinary action shall be in accord with the applicable provisions of G.L. c. 31 concerning a position recognized by the town as being subject to the jurisdiction of the civil service law, so-called, or any collective bargaining agreement or other employment contract in force and effect to which an employee has rights as a bargaining unit member, or any personnel ordinance that is in force and effect and of application to such employee at the time of such disciplinary action is being taken.

SECTION 3-7: COMMUNICATIONS

3-7.1 Communications to the Town Council. The town manager shall submit to the town council and make available for public distribution the annual report as referenced in Section 9-8. The town manager shall, from time to time throughout the year, by written communication, report on and recommend to the town council for its consideration such measures as, in the judgment of the town manager, are in the best interest of the town. The town manager shall, from time to time throughout the year, by written communications, keep the town council informed of the financial condition of the town and shall regularly report to the town council concerning substantive fiscal, financial, or other issues of significant interest to the town.

SECTION 3-8: TEMPORARY ABSENCE OF THE TOWN MANAGER

3-8.1 Delegation of Authority by Town Manager. The town manager may authorize any subordinate officer or employee of the town to exercise any power or perform any function or any duty of the town manager that is assigned by this charter. The town manager may rescind or revoke any such authorizations previously made, provided, however, that all acts performed under any such delegation of authority during such period of authorization shall be and remain the acts of the town manager. Nothing in this section shall be construed to authorize a town manager to delegate the power of appointment.

3-8.2 Temporary Absence. During the temporary absence of the town manager for periods of 10 days or less, the town manager shall, by a letter filed with the town council and a copy filed with the town clerk, designate a qualified town officer or town employee to serve as acting town manager and to serve only when the needs of the town require and only to the extent necessary under the circumstances.

3-8.3 Acting Town Manager. Whenever, by resignation, removal from office or otherwise, the position of town manager is vacant, the town council shall appoint an acting town manager for a term not to exceed 4 months; provided, however, 2 renewals, each individually not to exceed a 4 month term extension, may be granted by majority vote of the town council. The powers of the acting manager shall be as provided in Article 3, section 3-8.4.

3-8.4 Powers of Acting Town Manager. The acting town manager shall have only those powers of the town manager as are essential to conduct the business of the town in an orderly and efficient manner and on which action may not be delayed. The acting town manager shall have no authority to make any permanent appointment or removal from town service unless the appointment of the acting town manager shall extend beyond 4 months.

SECTION 3-9: REMOVAL OF TOWN MANAGER

3-9.1 The town council, by an affirmative vote of 2/3 of the full council may terminate, remove or suspend the town manager from office in accordance with the following procedure:

3-9.1.1 Prior to removal or termination the town council shall adopt a preliminary resolution of removal by an affirmative vote of at least 2/3 of the full town council. The preliminary resolution may suspend the town manager for a period not to exceed 30 days. A copy of the resolution shall be delivered to the town manager forthwith. If so requested by the town manager, town council shall provide a written statement setting forth the reasons for the removal or termination.

3-9.1.2 Within 5 days after the receipt of the preliminary resolution, the town manager may request a public hearing by filing a written request for such hearing with the town council. If such a hearing is requested, the hearing shall be held at a meeting of the town council not later than 20 days from the date of request. At such hearing the town manager shall be entitled to address the town council and make comments related to the preliminary resolution. If the town manager does not request a public hearing, the town council may adopt a final resolution of removal, which may be effective immediately, by an affirmative vote of 2/3 of the full town council at any time after 10 days following the date of delivery of a copy of the preliminary resolution to the town manager. If the town manager requests a public hearing, the town council may, at the conclusion of the hearing or within 5 days of the conclusion of the hearing, adopt a final resolution of removal by an affirmative vote of 2/3 of the full town council.

3-9.1.3 The town council may suspend by an affirmative vote of 2/3 of the full town council, the removal of the town manager pending and during any public hearing requested by the town manager. The town manager shall continue to receive a salary until the final date of removal becomes effective unless provided otherwise. The action of the town council in terminating, removing or suspending the town manager shall be final.

3-10: TOWN MANAGER SEARCH COMMITTEE

3-10.1 The town council shall fill a vacancy in the office of town manager as soon as possible. Pending appointment of the town manager or the filling of any vacancy, the town council shall forthwith within 30 days of receipt of notice that a permanent vacancy in the office of town manager exists, appoint a screening committee of 7 members. Each member so appointed must be a resident of the town at the time of such appointment and continuously maintain such residency during the candidate recruitment and selection process. The town council shall determine the method and manner of the recruitment and selection process in accordance with customarily accepted executive employment search standards and principles. No member of the town council shall serve as a member of the search committee.

3-10.2 Not more than 14 days after the appointment of the search committee members, the town clerk shall call and convene a meeting of the search committee members who shall meet (1) to organize and to implement a search process in accordance with

guidelines and or directives provided by the town council; and, (2) to advertise the vacancy and solicit candidates for the office of town manager.

3-10.3 The screening committee shall review all applications that are timely received by it, screen all applications by reviewing and verifying work records, academic and professional credentials and such other relevant credentials as related to the requirements of section 3-1.1 of this charter.

3-10.4 Not more than 90 days after the date on which the committee meets to organize, the committee shall submit to the town council the names of not fewer than 3, but not more than 5 persons whom it believes to be the best qualified and suited in terms of training and experience to perform the duties of the town manager. The town council shall, within 30 days after the date of its receipt of the list of nominees, select a candidate from the said list to fill the position of town manager or reject the list of nominees in total and direct that the committee resume the search.

3-10.5 Upon appointment of a town manager the search committee established hereunder shall be deemed to have fulfilled its obligations under this charter and shall, thereafter, be immediately dissolved.

3-11: RESIDENCY OF TOWN MANAGER

3-11.1 The town manager need not be a resident of the town or of the commonwealth at the time of appointment but shall establish residence within a 30 mile radius of the town's boundaries within 6 months following appointment, unless the time to establish residency is extended by the town council acting in its discretion.

ARTICLE 4: ELECTED TOWN BOARDS AND OFFICERS

SECTION 4-1: GENERAL PROVISIONS

4-1.1 It is the intent of this charter that the boards elected by the voters or appointed under the charter, respectively establish and maintain cordial and effective working relationships with the town manager and town council to assure timely and responsive communication and cooperation in the administration and implementation of all town services and programs.

4-1.2 In addition to the town council, members and representatives of town boards to be elected by the voters of the town shall be 5 members of the school committee, 5 members of the planning board, 5 members of the board of health; 6 members of the board of trustees of the public library; 4 elected representatives of the housing authority as established by law and/or inter-municipal agreement; (which is not a town board but the town elects 4 representatives); and such representatives of the shawsheen technical regional district school committee as may be established by law or inter-municipal agreement, and such other regional authorities, districts, or committees as may be established by law or inter-municipal agreement. Voters shall elect the following town offices for the terms as provided herein: town council shall be 3 years; school committee shall be 3 years; planning board shall be 5 years; board of health shall be 3 years; board of trustees of the public library shall be 3 years; housing authority shall be as state law provides; and, the representatives of the shawsheen technical regional district school committee shall be as provided within the district agreement. All such terms shall begin on the first day following a candidate's election, along with being sworn in and shall continue until a successor is qualified. Each board's terms of office shall be staggered in accordance with the transition provisions in Article 10, Section 10-6.

4-1.3 The town council shall by ordinance, establish an annual salary and expense allowance for its members and any elected board or committee in town which receive stipends. No ordinance increasing such salary or expense allowance shall be effective, however, unless it shall have been adopted by a two-thirds vote of the full town council and ratified by the voters at an annual town election.

SECTION 4-2: SCHOOL COMMITTEE

4-2.1 Authority. The school committee shall have general charge and superintendence of the public schools of the town. The school committee shall have all powers and duties which are conferred on school committees by general laws and such additional powers and duties as may be provided by the charter, by law, or by ordinance not inconsistent with said general laws. In furtherance thereof, the school committee shall administer and manage the public schools of the town, appoint a superintendent of schools; control all school buildings and grounds under its jurisdiction; make reasonable rules for the management of the public schools of Tewksbury and adopt reasonable rules for the conducting of the business of the school committee.

4-2.2 Expenses. Subject to the school department appropriation, the members of the school committee shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

4-2.3 Prohibition. Unless such service may otherwise be authorized by law, no member of the school committee shall hold any other office or position under the jurisdiction of the school committee for which a salary or other emolument is payable from the town treasury.

4-2.3.1 No school committee member shall hold any town compensated non-elected office or employment until 1 year following the date on which his or her service as a member of the school committee has terminated, but this shall not prevent a town or school department officer or employee who has taken a leave of absence from such office or employment from resuming the same office or employment following service as a member of the school committee.

SECTION 4-3: PLANNING BOARD

4-3.1 Powers and Duties. The planning board shall have the responsibility to make studies of the resources and planning needs relating to the future growth and development of the town as authorized by general law. The board shall have the power to regulate the subdivision of land within the town by the adoption of rules governing such development.

4-3.2 In addition thereto, the planning board shall act as special permit granting authority pursuant to G.L. c. 40A and have all powers which are conferred on planning boards by general laws and such additional powers and duties as may be provided by the charter, or ordinance not inconsistent with said grant of powers conferred by said general laws.

SECTION 4-4: BOARD OF HEALTH

4-4.1 Powers and Duties. The board of health shall be responsible for the formulation and enforcement of rules concerning public health. The board shall have all the powers and duties given to boards of health by the general laws of the commonwealth, the charter, or ordinance not inconsistent with said grant of powers conferred by said general laws.

SECTION 4-5: SHAWSHEEN TECHNICAL REGIONAL DISTRICT SCHOOL COMMITTEE

4-5.1 Composition, Term of Office. The shawsheen technical regional district school committee is presently a 10 member regional school committee which serves the Towns of Bedford, Billerica, Burlington, Tewksbury and Wilmington with members elected from the Town of Tewksbury for a 3 year term.

SECTION 4-6: BOARD OF LIBRARY TRUSTEES

4-6.1 Composition Term of Office. The board of library trustees has 6 members, serving staggered terms such that 2 members shall be elected annually.

4-6.2 General Powers and Duties. The board of trustees of the public library shall have all powers that are conferred on library trustees by the general laws of the commonwealth and such additional powers and duties as may be provided by the charter or by ordinance not inconsistent with said grant of powers conferred by said general laws.

SECTION 4-7: HOUSING AUTHORITY

4-7.1 Composition, Term of Office. The housing authority presently is composed of 5 representatives serving terms of 5 years each, so arranged that the term of 1 representative expires each year. Four representatives are elected by the voters of the town and the 5th representative is appointed as provided by the general laws.

SECTION 4-8: MODIFICATION OF POWER AND DUTIES OF ELECTED BOARDS

4-8.1 The additional powers and duties of each elected board enumerated in this Article 4, as may be provided by the charter, or ordinance not inconsistent with said grant of powers conferred by said general laws, shall not be modified, deleted or otherwise changed, except by an affirmative vote of 2/3 of the full town council.

4-8.2 If the town council desires to convert any current elected board from elected to appointed status, both the town council and the towns voters at an annual town election must vote in the affirmative on such change.

ARTICLE 5: ORGANIZATION

SECTION 5-1 ADMINISTRATIVE ORGANIZATION

5-1.1 Organization of Town Agencies. The organization of the town into operating agencies for the provision of services and the administration of government may be accomplished through either of 2 methods provided in SECTION 5-1 & 5-2 OF THIS CHARTER.

5-1.2 Ordinance. Subject only to the express prohibitions in laws of the commonwealth or the provisions of this charter, the town council by at least a 2/3 affirmative vote of the full town council may by ordinance, reorganize, consolidate, create, merge, divide or abolish any town agency, in whole or in part, establish such new town agencies as it deems necessary or advisable, determine the manner of selection, the term of office and prescribe the functions of all such agencies as deemed necessary, and may for such purposes transfer the duties and powers, and so far as is consistent with the use for which the funds were intended, transfer the appropriation of one agency to another.

SECTION 5-2 EXECUTIVE REORGANIZATION

5-2.1 The town manager may, from time to time, prepare and submit to the town council for its consent plans for the organization or reorganization of town departments, boards, committees, commissions and offices for which the town manager is the appointing authority. The town manager shall consult with the appropriate independently elected board or committee prior to submitting any plans of organization or reorganization to the town council. Such plans may reorganize, create, consolidate or abolish committees, commissions, boards, offices, departments, and agencies under supervision of the town manager, in whole or in part, may establish new committees, commissions, boards, offices, departments, and agencies as deemed necessary, and may for such purposes transfer the duties and powers, and so far as is consistent with the use for which the funds were intended, transfer the appropriation of one agency to another.

5-2.1.1 The town council shall hold one or more public hearings on the plan giving notice by publication in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, which notice shall describe the scope of the plan and the time and place at which the public hearing will be held, not less than 7 or more than 14 days following said publication. An organization or reorganization plan shall become effective at the expiration of 60 days following the date the plan is submitted to the town council unless the town council, by an affirmative vote of 2/3 of the full town council, within such period vote to disapprove the plan. The town council shall vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

SECTION 5-3 REPETITIVE PROPOSALS

5-3.1 Whenever a reorganization proposal becomes effective, whether under the provisions of section 5-1 or 5-2, no proposal to again reorganize which encompasses substantially the same subject matter shall be acted upon within 18 months following the first reorganization, except on the petition of the town manager.

SECTION 5-4 PUBLICATION OF ADMINISTRATIVE CODE AND PERSONNEL ORDINANCE

5-4.1 For the convenience of the public, the administrative code and any amendments thereto shall be printed as an appendix to, but not an integral part, of the ordinances of the town of Tewksbury.

SECTION 5-5 PERSONNEL ADMINISTRATION

5-5.1 The town manager shall adopt rules establishing a personnel system. The personnel system shall make use of modern concepts of personnel management and may include, but not be limited to, the following elements: a method of administration; personnel policies specifying the rights, obligations and benefits of employees; a classification plan; a compensation plan; a method of recruiting and selecting employees based upon merit principles; a centralized record keeping system; a performance evaluation system; disciplinary procedures; affirmative action plan; employee handbook, and other elements that are determined necessary.

5-5.2 All town agencies and positions shall be subject to the rules adopted under this section excluding employees of the school department.

ARTICLE 6: FINANCE AND FISCAL PROCEDURES

SECTION 6-1: ANNUAL OPERATING BUDGET

6-1.1 The town manager shall establish policy and procedures for the preparation of the town's fiscal year operating budget. All agencies of the town shall follow the schedule and budget preparation procedures set by the town manager.

6-1.2 Annual Operating Budget Policy. The president of the town council shall call a meeting of the town council prior to the commencement of the budget process, but not later than November 30, to review the financial condition of the town,

revenue and expenditure forecasts, and other information relevant to the budget process. The president also shall invite the town manager, school committee, superintendent of schools and the finance committee to attend this meeting. Subsequent to this meeting, the town council shall meet with the town manager to set policy goals. Based on these goals, the town manager shall (1) annually develop budgetary goals to be employed in the construction of the proposed annual operating budget, and (2) develop with the superintendent of schools an annual policy agreement pertaining to the allocation of the projected revenue between the general government operations and the school department operations. Said agreement shall be subject to review and approval of the school committee and the town council.

6-1.3 Submission of Operating Budget. The town manager shall timely submit to the town council a proposed operating budget for all town agencies, which shall include the proposed school budget as adopted by the school committee, for the ensuing fiscal year with an accompanying budget narrative and supporting documents. The budget narrative submitted by the town manager shall categorize the budget in fiscal terms and in terms of work programs for all town agencies. It shall outline the proposed fiscal policies of the town for the ensuing fiscal year; describe important features of the proposed budget and indicate any major variations from the current budget, fiscal policies, expenditures and revenues together with the reasons for such changes, summarize the town's debt position, and include such other material as the town manager deems desirable or the town council may require.

6-1.3 Operating Budget Purpose. The operating budget shall annually serve the following essential purposes:

A policy document, identifying the town's challenges, programs, and financial goals and policies;

A financial plan, presenting the town's current financial condition, comparing all revenues and expenditures for the prior year, current year, and ensuing year, including the basis for economic assumptions and projecting the town's financial condition at the end of the budget period;

An operations guide, describing municipal services and operations, such as police and fire protection, education, maintenance of streets, parks, water and sewer systems and identifying measures of activity, effectiveness and efficiency for individual programs or departments; and

A public information document, communications device, articulating the town's challenges and priorities for the coming year and summarizing for taxpayers and other interested individuals and organizations how the town's programs, services, and finances will meet those challenges and accomplish those goals.

6-1.3.1 The proposed budget shall provide a complete fiscal plan of all town funds and activities and shall be in the form the town manager deems desirable.

6-1.3.2 The proposed budget as adopted by the school committee shall be submitted to the town manager at least 30 days prior to the submission of the proposed annual operating budget to the town council.

6-1.3.3 The town manager shall prepare and submit the annual operating budget to the town council. The town council shall have one or more public hearings on the proposed budget. Copies shall be made available for public review not less than 10 days prior to the public hearing.

6-1.4 Operating Budget Adoption. The town council shall adopt the operating budget, with or without amendments, within 60 days following the day the proposed operating budget is received by it, or such other period as may be provided by general law, but, not later than the close of the fiscal year. In amending the operating budget the town council may delete or decrease any programs or amounts, except expenditures required by law or for debt service. If the town council fails to take any action with respect to any item in the proposed operating budget within 60 days following the date of its receipt, or such other period as may be provided by general law, such amount shall, without any action by the town council, become a part of the appropriations for the ensuing fiscal year and shall be available for the purposes specified.

6-1.4.1 The town council may add budget items or increase funding for budget items as generally described in G.L. c. 44, §§ 32 and 33, for items not funded in the town manager's proposed budget; provided however the total budget does not increase the town manager's proposed budget in any fiscal year.

6-1.5 Supplementary Budgets and Appropriations. Whenever the town manager shall submit to the town council a request for an appropriation of any sum of money, whether as a supplement to the annual operating budget or for an item or items not included therein, the town council shall not act upon such request until it has (1) given notice by publication in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site of the request, and (2) held a public hearing concerning such request. The publication and the public hearing shall be in conformity with the provisions of section 6-1 concerning the proposed annual operating budget.

6-1.6 Long Term Financial Forecast. The town manager shall annually prepare a 5 year financial forecast of town revenue, expenditures and the general financial condition of the town. The forecast shall include, but not be limited to, an identification of factors which will have an impact on the financial condition of the town, and the town's revenue and expenditure trends;

potential sources of new or expanded revenues and any long or short term actions which may be taken that will enhance the financial condition of the town. The forecast shall be submitted to the town council and shall be available to the public for inspection.

SECTION 6-2: CAPITAL IMPROVEMENTS PLAN

6-2.1 Capital Improvement Plan. The town manager shall, in conjunction with the finance committee, or any other committee established for such purpose, if any, annually submit a capital improvement plan to the town council at least 90 days prior to the date for submission of the operating budget, unless some other schedule is provided by ordinance.

6-2.2 Contents. The capital improvement plan shall include: (1) a summary of its contents; (2) an itemization of all capital improvements, including those of the school department, proposed to be undertaken during the next 5 fiscal years with supporting data; (3) cost estimates, method of financing, and recommended time schedules; and, (4) the estimated annual cost of operating and maintaining the facilities included.

6-2.3 Public Hearing. The town council shall publish in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, in the town a summary of the capital improvement plan and a notice stating: (1) the times and places where copies of the capital improvement plan are available for inspection by the public; and, (2) the date, time and place not less than 14 days after such publication, when a public hearing on said plan will be held by the town council.

6-2.4 Approval of Capital Budget Items. The town manager shall prepare and submit a proposed capital expenditure budget for each fiscal year, either as a component of the annual budget, or as a separate document. The town council shall vote on the annual capital budget, as presented by the manager, provided, however, that each amendment must be voted separately and that any increase in the annual capital improvement budget as submitted must clearly identify the method of financing proposed to accomplish such increase.

SECTION 6-3: ANNUAL AUDIT

6-3.1 The town council shall provide for an annual audit of the books and accounts of the town to be made by a certified public accountant, or firm of accountants, who have no personal interest, direct or indirect, in fiscal affairs of the town government or any of its offices.

ARTICLE 7: ELECTIONS AND ELECTION-RELATED MATTERS

SECTION 7-1: TOWN ELECTIONS: GENERAL

7-1.1 The annual town election shall be held on the first Tuesday in April of each year between the hours of 7:00 a.m. to 8:00 p.m. at a place or places to be fixed by vote of the town council.

SECTION 7-2: NON-PARTISAN ELECTIONS

7-2.1 All elections for town offices shall be non-partisan and election ballots shall be printed without party affiliation, mark, emblem, or other designation.

SECTION 7-3: APPLICATION OF MASSACHUSETTS GENERAL LAW

7-3.1 Except as expressly provided in the charter, all town elections shall be governed by the general laws of the commonwealth.

SECTION 7-4: DISTRICTS

7-4.1 The territory of the town shall be divided into 4 districts, each to be composed of adjacent existing precincts so established as to consist of as nearly an equal number of inhabitants as it is possible to achieve based on compact and contiguous territory, bounded as far as possible by the center line of known streets or ways or by other well-defined limits. The town council shall from time to time, but at least once in each 10 years, review these districts to insure their uniformity in number of inhabitants.

ARTICLE 8: FREE PETITION; INITIATIVE; REFERENDUM; RECALL, OPEN MEETING

SECTION 8-1: CITIZEN INITIATIVE MEASURES

8-1.1 Commencement of Proceedings. Initiative procedures shall be started by the filing of an initiative petition with the town clerk. The petition shall be addressed to the town council or the school committee, shall contain a request for passage of a particular measure set forth in the petition and shall be signed by not less than 5% of the total number of voters.

8-1.1.1 Signatures to initiative petitions need not be all on one paper. All such papers pertaining to any one measure shall be fastened together and shall be filed in the office of the town clerk as one instrument, with the endorsement thereon of the names and addresses of the persons designated as filing the same. With each signature to the petition, shall be stated the place of residence of the signer, giving the street and number, if any.

8-1.1.2 Within 10 days of the filing of said petition the registrars of voters shall ascertain by what number of voters the petition is signed, and shall attach thereto their certificate showing the result of such examination.

8-1.1.3 The town clerk shall forthwith transmit the said certificate with the said petition to the town council or to the school committee, as appropriate, and at the same time shall send a copy of said certificate to the persons designated on the petition as filing the same.

8-1.1.4 When such certificate has been so transmitted, said petition shall be deemed to be valid unless written objections are made with regard to the signatures thereon by a voter within 48 hours after such certification by filing such objections with the town council or the school committee, as appropriate, and a copy thereof with the registrars of voters. Any such objection shall be determined forthwith by the board of registrars.

8-1.2 Referral to Town Attorney. If the town clerk determines that a sufficient number of signers are voters, the town clerk shall forthwith transmit a copy of the petition to the town attorney.

8-1.2.1 Within 15 days after receipt by the town attorney of the petition the town attorney shall advise the town clerk in writing whether the measure may be proposed by initiative procedures and whether it may lawfully be passed by the town council or the school committee. If the opinion of the town attorney is that the measure may not lawfully be passed, the town attorney shall state the reason or reasons therefore in said reply. The town clerk shall forthwith furnish a copy of the town attorney's opinion to the person designated on the petition as filing the same, and to the town council or school committee, as the case may be.

SECTION 8-2: INITIATIVE PETITION; REQUIREMENTS FOR PASSAGE AND SUBMISSION TO ELECTORATE

8-2.1 If any initiative petition is signed by voters equal in number to at least 5% of the total number of voters, and in the opinion of the town attorney, such measure applicable to the town council may lawfully be passed by the town council or such measure applicable to the school committee may lawfully be passed by the school committee, as the case may be. The town council or the school committee within 20 days after the date of the certificate of the registrars to that effect (1) may pass said measure without alteration, subject to the referendum vote provided by this charter; or, (2) the town council shall call a special election to be held on a date fixed by not less than 45 nor more than 65 days after the date of the certificate hereinbefore mentioned, and shall submit the proposed measure without alteration to a vote of the voters at that election; provided, that if any town election is otherwise to occur within 120 days after the date of said certificate, the town council may, at its discretion, omit the calling of a special election and submit the proposed measure to the voters at such election.

8-2.1.1 The ballots used when voting upon a proposed measure under this section shall state the nature of the measure in terms sufficient to show the substance thereof.

SECTION 8-3: CITIZEN REFERENDUM PROCEDURES; REFERENDUM PETITION; EFFECT ON FINAL PASSAGE

8-3.1 The petition described in this section shall be termed a referendum petition and section 8-1 shall apply to the procedure in respect thereto, except that the words "measure or part thereof protested against" shall for this purpose be understood to replace "measure" in said section whenever it may occur, and "referendum" shall be understood to replace the word "initiative" in said section.

8-3.2 If within 20 days after the final adoption of any measure a petition signed by not less than 150 voters, and addressed to the town council or to the school committee, as the case may be, protesting against such measure or any part thereof taking effect, is filed with the town clerk, the same shall thereupon and thereby be suspended from taking effect; and the town council or the school committee, as the case may be, shall immediately reconsider such measure or part thereof; and if such measure or part thereof is not entirely rescinded the town council shall submit the same, by the method herein provided, to a vote of the

voters either at the next regular town election, or at a special election which may, in its discretion, be called for the purpose and such measure or part thereof shall forthwith become void unless a majority of the voters voting on the same at such election vote in favor thereof.

SECTION 8-4: REQUIRED VOTER PARTICIPATION

8-4.1 For any measure to be effective under initiative procedure and for any measure to be declared void under any referendum procedure at least 15% of the voters shall vote at an election upon which an initiative or referendum question is submitted.

SECTION 8-5: MEASURES NOT SUBJECT TO INITIATIVE AND REFERENDUM

8-5.1 Measures which include the following subject matter shall not be subject to initiative and referendum procedures:

- (a) revenue loan orders;
- (b) appropriations for the payment of debt or debt service;
- (c) internal operational procedures of the town council and the school committee;
- (d) emergency measures;
- (e) the town budget as a whole or the school committee budget as a whole;
- (f) appropriation of funds to implement a collective bargaining agreement;
- (g) procedures relating to election, appointment, removal, discharge or any other personnel action;
- (h) proceedings providing for the submission or referral of a matter to the voters at an election;
- (i) memorial resolutions and other votes constituting ordinary, routine matters not suitable as the subject of a referendum petition; and
- (j) any refinancing of an existing loan authorization for the purpose of achieving a lower rate of interest and/or extending the term of repayment

SECTION 8-6: SUBMISSION OF PROPOSED MEASURE TO VOTERS

8-6.1 The town council may, of its own motion, and shall, upon request of the school committee if a measure originates with that committee and pertains to the affairs under its administration, submit to a vote of the voters for adoption or rejection at the annual or special town election any proposed measure, or a proposition for the repeal or amendment of any measure, in the same manner and with the same force and effect as are hereby provided for submission on petition.

Notwithstanding the provisions of 8-5.1 e the school committee may request, on or before April 15th in any fiscal year, that the school committee budget for the next following fiscal year be voted on at a town election prior to the commencement of the next fiscal year. At such election the voters shall choose either the salary and operating budget submitted by the town council or the alternative salary and operating budget presented by the school committee.

8-6.2 The town council may, of its own motion, submit to the voters at any regular town election non-binding ballot questions, propositions, or opinion polls.

SECTION 8-7: MEASURES WITH CONFLICTING PROVISIONS

8-7.1 If two or more proposed measures passed at the same election contain conflicting provisions, only the one receiving the greater number of affirmative votes shall take effect.

SECTION 8-8: FREE PETITION

8-8.1 Individual Petitions, Action Discretionary. The town council and the school committee shall receive all petitions which are addressed to them and signed by a voter and may, in their discretion, take such action with regard to such petitions as they deem necessary and appropriate.

8-8.2 Group Petitions; Action Required. The town council or the school committee, as the case may be, shall hold a public hearing and act by taking a vote on the merits of every petition which is addressed to it and which is signed by not less than 150 voters. The hearing shall be held by the town council or the school committee, or, in either case, by a committee or subcommittee thereof and the action by the town council or school committee shall be taken not later than 45 days after the petition is filed with the town clerk. Hearings on two or more petitions filed under this section may be held at the same time and place. The town clerk shall mail notice of the hearing to 10 petitioners whose names first appear on each petition at least 7 days before the hearing. Notice by publication in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, at least 7 days prior to all such hearings shall also be made, and shall be at public expense. No hearing shall be heard upon any one subject more than once in any given 12 month period.

SECTION 8-9: OPEN MEETING OF THE VOTERS

8-9.1 The town council may call meetings of the voters of the town. Upon the request in writing of not less than 150 voters setting forth the specific purposes thereof, the town council shall within 30 days call a meeting of the voters. Said form of petition requesting the meeting shall be issued by the town clerk. Within 10 days of filing, the town clerk shall certify that the petition contains the number of required signatures. The president of the town council or other designee of the town council shall preside and regulate the proceedings of such meetings. The president of the town council shall cause the attendance of town officials and employees necessary to respond to the issues and concerns raised by petitioners.

SECTION 8-10: LIMITS TO RE-ENACT OR ABOLISH

8-10.1 The town council shall not re-enact ordinances, orders, or resolutions rejected by voters at an election using the referendum process provided in this charter for a period of at least 2 years following such election. The town council shall not modify or abolish ordinances adopted by voters at elections where one or more initiatives have been adopted using the initiative process provided in this charter for a period of at least 2 years.

SECTION 8-11: RECALL ELECTIONS

Recall of Elected Office Holders

8-11.1 Application. Any person, who holds an elected office with more than 6 months remaining in the term of office, may be recalled from the office by the voters in the manner provided in this section.

8-11.1.1 Recall Affidavit Petitions for Officer Elected At large. One hundred and fifty or more voters may file with the town clerk an affidavit containing the name of the officer elected at large whose recall is sought and a statement of the grounds upon which the petition is based.

8-11.1.2 Recall Affidavit for Officer Elected by District. Fifty or more voters residing within the district may file with the town clerk an affidavit containing the name of the officer elected by district whose recall is sought and a statement of the grounds upon which the petition is based.

8-11.1.3 Recall Petition: If said affidavit is determined to be valid, the town clerk shall thereupon deliver to the 10 persons first named on such petitions, petition blank forms demanding such recall. The blank forms shall be addressed to the town council; they shall contain the names of the 10 persons to whom they are issued and the grounds for recall as stated in the affidavit; they shall demand the election of a successor to the office; they shall be dated and signed by the town clerk. The recall petitions shall be returned to the office of the town clerk within 20 days following the date they are issued, signed by at least 10% of the number of the voters at the time of the previous annual town election for at-large councilors. For district councilors the petition needs to be signed by at least 10% of the number of district voters at the time of the previous annual town election.

8-11.1.4 The town clerk shall, within 24 hours following such filing, submit the petitions to the board of registrars which shall within 5 days thereafter, certify thereon the number of signatures which are the names of voters.

8-11.2 Recall Elections. If the petitions shall be certified by the board of registrars to be sufficient, the town clerk shall forthwith submit the same with the town clerk's certificate to the town council. Upon its receipt of the certified petitions, the town council shall forthwith give notice, in writing, of said petition to the officer whose recall is sought. If said officer does not resign the office within 5 days following delivery of said notice, the town council shall order a special election to be held not less than 65 days nor more than 90 days after the date of the certification of the town clerk that the petition is sufficient. A recall election for a district officer shall be held only in the affected district. If a vacancy occurs in the office after a recall election has been ordered, the election shall nevertheless proceed under this section, but only the ballots for candidates need be counted.

8-11.2.1 Nomination of Candidates. The nomination of all candidates, the publication of the warrant for the recall election and the conduct of the recall election shall be in accordance with this charter and the general laws regulating elections.

8-11.2.2 Propositions on the Ballot. Ballots used at the recall election shall state the proposition in the order indicated:

"Shall [here insert the name and title of the elective officer whose recall is sought] be recalled?"

Yes___ No__

If a majority of the votes cast upon the question of recall is in the affirmative, such elected officer shall be recalled. No recall election shall be effective unless at least 15% of those entitled to vote shall have voted.

8-11.2.3 Adjacent to each proposition shall be a place to vote for either of said propositions. After the said proposition shall appear the word "candidates" and the names of candidates arranged as prescribed by law. If a majority of the votes cast on the

proposition is against the recall the votes for the candidates need not be counted. If a majority of the votes cast is in favor of the recall the votes for candidates shall be counted and the candidate receiving the highest number of votes shall be declared elected.

8-11.3 Officeholders. The incumbent shall continue to hold his or her office and to perform his or her duties until the recall election. If he or she is then not recalled he or she shall continue in his or her office for the remainder of his or her unexpired term, subject to recall under Section 8-11.4.

8-11.3.1 Any person, who holds an elected office with more than 6 months remaining in the term of office, who is recalled from the office by the voters in the manner provided in this section, shall not be eligible to be nominated as a candidate for election to the recalled office.

8-11.3.2 If the officer is recalled, he or she shall be deemed removed upon the certification of the election results. The candidate who receives the highest number of votes shall serve for the balance of the unexpired term.

8-11.4 Repeat of Recall Petition. No recall petition shall be filed against an officer within 6 months after taking office, or in the case of an officer subjected to a recall election and not recalled thereby, until at least 6 months after the election at which the recall was submitted to the voters.

ARTICLE 9: GENERAL PROVISIONS

SECTION 9-1: CHARTER CHANGES

9-1.1 This charter may be replaced, revised or amended in accordance with any procedure made available under the constitution of the commonwealth (Article LXXXIX), or by statutes enacted in accordance with the constitution of the commonwealth; provided that any replacement, rescission or amendment must be ratified by the voters at an annual town election or at such election as the council shall determine. In addition any change affecting the size, composition, or term of the town council, and other elected boards and committees, must also be ratified by the voters at an annual town election or at such election as the council shall determine.

SECTION 9-2: SEVERABILITY

9-2.1 The provisions of this charter are severable. If any provision of this charter is held invalid the other provisions shall not be affected thereby. If the application of this charter, or any of its provisions, to any person or circumstance is held invalid, the application of the charter and its provisions to other persons and circumstances shall not be affected thereby.

SECTION 9-3: RULES OF INTERPRETATION

9-3.1 The following rules shall apply when interpreting the charter:

9-3.1.1 Specific Provisions to Prevail. To the extent that any specific provision of the charter shall conflict with any provision expressed in general terms, the specific provision shall prevail.

9-3.1.2 Number and Gender. Words imparting the singular number may extend and be applied to several persons or things; words imparting the plural number may include the singular; words imparting the masculine gender shall include the feminine gender.

9-3.1.3 References to General Laws. All references to general laws or laws of the commonwealth contained in the charter refer to the general laws of the commonwealth of massachusetts and are intended to refer to and to include any amendments or revisions to such chapters or sections, or to the corresponding chapters and sections of any rearrangement, recodification, or revision of such statutes enacted or adopted subsequent to the adoption of this charter.

9-3.1.4 "Counting of Days" – If the number of days referenced is five or less, only business days shall be counted, not including Saturdays, Sundays, and holidays, and if more than 5 days, every day shall be counted.

SECTION 9-4: RULES

9-4.1 A copy of all rules adopted by any town agency shall be placed on file in the offices of the town manager and town clerk and shall be available for review by any person who requests such information at any reasonable time. No rule adopted by any town agency shall become effective until at least 5 days following the date it is so filed.

SECTION 9-5: PERIODIC REVIEW OF CHARTER AND ORDINANCES

9-5.1 Ordinances: Not later than the 1st day of July, at 5 year intervals, in each year ending in a 5 or in a 0, the town manager and town council shall provide for a review to be made of the ordinances of the town for the purpose of preparing a proposed revision or recodification of the same, without substantive change. Such review shall be made by a special committee to consist of 8 members appointed by the town council. The 7 persons appointed shall be voters of the town. The 8th person appointed shall be the town clerk, who shall serve ex-officio as an advisor and resource person to the special committee. The town clerk shall not have a vote. The special committee shall file its report with the clerk of the town council and the town clerk, not later than the 1st day of May in the year following the year in which the committee is appointed. The recommendations of the special committee shall appear on the town council agenda for action before the fifteenth day of June in said year and if not so scheduled by the clerk of the town council the matter shall come before the town council for action at its next meeting held following the said 15th day of June and no other business shall be in order until such report has been acted upon, by roll call vote. The review of town ordinances shall be under the supervision of the town attorney. A revision, recodification or republication of the ordinances shall be made at 5 year intervals. Copies of the revision, recodification, or republication shall be made available to the public at a cost not to exceed the actual cost of such reproduction. In each year between such reenactments, an annual supplement shall be published which shall contain all ordinances and amendments to ordinances adopted in the preceding year, and shall be filed with the clerk of the council and with the town clerk.

9-5.2 Charter: Not later than the 1st day of July, at 10 year intervals, in each year ending in a 9, the town manager and town council shall provide for a review to be made of the town charter. Such review shall be made by a special committee to consist of 8 members appointed by the town council. The 7 persons appointed shall be voters of the town. The 8th person appointed shall be the town clerk, who shall serve ex-officio as an advisor and resource person to the special committee. The town clerk shall not have a vote. The special committee shall file its report with the clerk of the council and the town clerk, not later than the 1st day of May in the year following the year in which the committee is appointed. The recommendations of the special committee shall appear on the town council agenda for action before the 15th day of June in said year and if not so scheduled by the clerk of the town council the matter shall come before the town council for action at its next meeting held following the said 15th day of June and no other business shall be in order until such report has been acted upon, by roll call vote.

SECTION 9-6: LIMITATION ON OFFICE HOLDING

9-6.1 No town employee shall simultaneously hold more than one full-time compensated position with the town. Any hours worked in any part-time town position shall not be the same or otherwise conflict with, the hours worked in a full-time town position.

SECTION 9-7: ENFORCEMENT OF CHARTER PROVISIONS

9-7.1 It shall be the duty of the town manager to see that the provisions of the charter are faithfully followed and that all town agencies and town employees, inclusive of the school department and school department employees, are in compliance. Whenever in the opinion of the town manager, any town agency or town employee is failing to follow any provision of the charter the town manager shall, in writing, cause notice to be given to such agency or employee directing compliance with the charter. If determined by the town council that the town manager has failed to follow the provisions of the charter it shall, by resolution, direct the attention of the town manager to those areas and demand compliance with said charter provisions. The procedures made available in G.L. c. 231A may be used to determine the rights, duties, status, or other legal relations arising under this charter, including any question of construction or validity which may be involved in such determination.

SECTION 9-8: ANNUAL REPORT OF THE TOWN

9-8.1 Notwithstanding any general law to the contrary, an annual report, which contains a general summary of the activities of all town agencies, shall be based on the town's fiscal year, and shall be published, in accordance with any ordinance governing same, not later than the 31st day of October next following the end of the fiscal year. The annual report shall contain reports by the town manager, the town council, the school committee and such other town agencies as may be required by ordinance to provide such reports. The annual report will be made available by the town manager by filing same at the town clerk's office, at the public library and shall be electronically posted on the official town web site.

SECTION 9-9: NOTICE OF VACANCIES

9-9.1 Whenever a vacancy occurs, or is about to occur, in any town office or town employment, except for positions covered by the civil service law or collective bargaining agreements, that the appointing authority intends to fill and for which there has been made an appropriation and allocations of funds for the filling of that position by the funding authority, the appointing authority shall immediately cause public notice of such vacancy, or impending vacancy, to be posted on the town bulletin board

and electronically on the official town's web site for a period of not less than 14 days. Any person who desires to be considered for appointment to said office or employment may file with the appointing authority a statement in clear and specific terms setting forth such person's qualifications for the position. No permanent appointment to fill a vacancy in an office or employment shall be effective until at least 14 days have elapsed following such posting, and until all persons who have filed statements in application have been considered.

ARTICLE 10: TRANSITIONAL PROVISIONS

SECTION 10-1: CONTINUATION OF EXISTING LAWS

10-1.1 All general laws, special laws, town by-laws, votes, rules of or pertaining to the town which are in force when the charter takes effect and which are not specifically or by implication repealed directly or indirectly by adoption of this charter, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.

SECTION 10-2: CONTINUATION OF GOVERNMENT

10-2.1 All functions, duties, and requirements of all town officers, boards, agencies, or commissions shall continue until successors to their respective positions are duly appointed or elected, or their duties have been transferred and assumed by another town agency in accordance with the provisions of the charter.

SECTION 10-3: CONTINUATION OF PERSONNEL

10-3.1 Any person holding a town office, or a position in the administrative service of the town, or any person holding full time employment under the town, shall retain such office or position or employment, and shall continue to perform the duties of such office, position or employment until provision shall have been made for the performance of those duties by another person or agency; provided, however, no person in the permanent full time service to the town shall forfeit his or her pay grade, or time in town service. All such persons shall be retained in a capacity as similar to the capacity in which they were serving at the time this charter is adopted as is practicable, except as may otherwise be provided in the charter.

SECTION 10-4: CONTINUATION OF OBLIGATION

10-4.1 All official bonds, obligations, contracts and other instruments entered into or executed by or to the town before the adoption of the charter; and all taxes, special assessments, fines, penalties, forfeitures incurred or imposed, due or owing to the town, shall be enforced and collected; and all writs, prosecutions, actions and causes of action, except as herein otherwise provided, shall continue without abatement and remain unaffected by the charter. No legal action done by or in favor of the town shall be rendered invalid by the adoption of the charter.

SECTION 10-5: TIME OF TAKING EFFECT

10-5.1 The charter shall take effect on January 1 of the year following the year in which it is adopted by the voters. Unless otherwise specified in the charter, all provisions are to be implemented within 90 days of the time of taking effect.

SECTION 10-6: TRANSITIONAL ELECTIONS;

10-6.1 All members of the board of selectmen in office at the time this charter takes effect shall remain in office until the initial meeting of the town council following the annual town election. At that time, the board of selectmen shall be abolished, and upon the initial meeting of the town council, no town meeting may be called or held unless in accordance with Article 8 section 8-9 of this charter. The town council shall immediately assume all duties and responsibilities of the town's legislative body. Following the election of the town council, the position of town moderator shall be abolished, and the term of the current moderator terminated.

10-6.2 Those members of the board of selectmen still in office at the time this charter takes effect shall continue to serve as councilors at large for the remainder of the term to which elected. Upon the taking of office of the entire town council following its initial election, the office of board of selectmen shall be abolished, and those members of the board of selectmen referenced herein will take the oath of office to serve as a town councilor at large for the remainder of the term to which they were originally elected.

10-6.3 On the 1st Tuesday in April in the year in which the charter takes effect, the annual town election shall be held and 6 members of the town council, 4 from districts and 2 at large, shall be elected as follows:

10-6.3.1 The 3 selectmen with 1 and 2 years remaining on their terms will take office as councilors at large. Those selectmen with 2 years remaining on their terms to which originally elected shall serve for 2 years, and the selectmen with 1 year remaining on the term to which originally elected shall serve for 1 year.

10-6.3.2 Two councilors at large shall be elected, for 3 year terms. The highest and next highest vote total among the candidates seeking election to the town council as at large candidates for a 3 year term shall be declared elected.

10-6.3.3 Four district councilors shall be elected to terms in said election in the following manner so as to establish staggered terms going forward:

10-6.3.3.1 The district 4 council candidate with the highest vote total shall be elected as the district 4 councilor and shall serve a 3-year term.

10-6.3.3.2 The district 2 council candidate with the highest vote total shall be elected as the district 2 councilor and shall serve a 2-year term.

10-6.3.3.3 The district council candidates from districts 1 and 3 with the highest vote total shall be elected as district 1 and district 3 councilors respectively and shall each serve a 1 year term.

10-6.4 In the 2nd year following the adoption of this charter: one councilor at large shall be elected and the district 1 and district 3 councilors shall each be elected to serve 3 year terms.

10-6.5 In the 3rd year following the adoption of this charter, 2 councilors at large and the district 2 councilor shall each be elected to serve 3 year terms.

10-6.6 Thereafter, all terms shall be for 3 years, in the following order:

Two councilors at large and the district 4 councilor
One councilor at large and the district 1 and 3 councilors
Two councilors at large and the district 2 councilor

10-6.7.1 As soon as possible following the election the town clerk shall call together persons elected to the town council for the purpose of taking their oaths of office, and to choose a president and vice president of the town council.

10-6.7.2 The town council shall adopt temporary rules as soon as is practicable, but not later than 45 days following the initial meeting of the town council.

10-6.7.3 Thereafter, the town council president shall as soon as practicable appoint a committee of the council to develop permanent rules governing the conduct of council meetings and business. Said committee shall propose such rules for review and adoption by a majority vote of the town council within 6 months of the council's initial meeting.

10-6.8 The school committee in office at the time of the election adopting this charter and establishing the town council shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the school committee shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the school committee in accordance with the terms of this charter.

10-6.8.1 On the first Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of school committee. At such election the 2 then expiring terms of the 5 member school committee shall be filled by election in the following manner:

10-6.8.1.1 The 2 school committee candidates receiving the 1st and 2nd highest number of votes will be elected to initial 3 year terms.

10-6.8.1.2 Thereafter the term of office for all subsequent elections for all members of the school committee shall be three 3 years thus allowing for staggered terms.

10-6.9 The planning board in office at the time of the election adopting this charter and establishing the town council shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the planning board shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the planning board in accordance with the terms of this charter.

10-6.9.1 On the 1st Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of planning board. At such election the 1 then expiring term of the 5 member planning board shall be filled by election in the following manner:

10-6.9.1.1 The 1 planning board candidate receiving the highest number of votes will be elected to an initial 5 year term;

10-6.9.1.2 Thereafter the term of office for all subsequent elections for all members of the planning board shall be 5 years thus allowing for staggered terms.

10-6.10 The board of health in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the board of health shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the board of health in accordance with the terms of this charter.

10-6.10.1 On the 1st Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of board of health. At such election the 2 then expiring terms of the 5 member board of health shall be filled by election in the following manner:

10-6.10.1.1 The 2 board of health candidates receiving the 1st and 2nd highest number of votes will be elected to 3 year terms;

10-6.10.1.2 Thereafter the term of office for all subsequent elections for all members of the board of health shall be 3 years thus allowing for staggered terms.

10-6.11 The board of library trustees in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the board of library trustees shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the board of library trustees in accordance with the terms of this charter.

10-6.11.1 On the 1st Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of board of library trustees. At such election the 2 then expiring terms of the 6 member board of library trustees shall be filled by election in the following manner:

10-6.11.1.1 The 2 board of library trustee candidates receiving the 1st and 2nd highest number of votes will be elected to 3 year terms;

10-6.11.1.2 Thereafter the term of office for all subsequent elections for all members of the board of library trustees shall be 3 years thus allowing for staggered terms.

10-6.12.1 The housing authority in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the housing authority shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the housing authority in accordance with the terms of this charter.

10-6.12.2 On the 1st Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of housing authority. At such election 1 seat on the housing authority shall be filled in the following manner:

10-6.12.2.1 The 1 housing authority candidate receiving the highest number of votes will be elected to a 5 year term;

10-6.12.2.2 Thereafter the term of office for all subsequent elections for all elected members of the housing authority shall be 5 years, thus allowing for staggered terms.

10-6.12.2.3 The term of the appointed housing authority member shall be as provided by the general laws of the commonwealth.

10-6.13 The shawsheen technical regional district school committee members in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the shawsheen technical regional district school committee shall immediately thereafter on said date of taking effect continue to serve the then remainder of the term of office as a member of the shawsheen technical regional district school committee.

10-6.13.1 On the 1st Tuesday in April in the year following the adoption of the charter by the voters, an election will be held for the office of shawsheen technical regional district school committee. At such election the then expiring term of that member of the 2 member shawsheen technical regional district school committee shall be filled by election in the following manner:

10-6.13.1.1 The shawsheen technical regional district school committee candidate receiving the highest number of votes will be elected to a 3 year term;

10-6.13.1.2 Thereafter the term of office for all subsequent elections for all members of the shawsheen technical regional district school committee shall be 3 years thus allowing for staggered terms.

ARTICLE 11: SPECIAL ACTS

SECTION 11-1 SPECIAL ACTS REPEALED: ACTION TAKEN THEREUNDER PRESERVED

11-1.1 The following special acts are repealed; provided, however, that nothing contained in the charter shall be construed to revoke, invalidate or otherwise alter acts done in compliance therewith or under the authority thereof: Chapter 275 of the Acts of 1986, establishing the town manager position and referencing certain elected offices in the town.

SECTION 11-2 SPECIAL ACTS SPECIFICALLY RETAINED

11-2.1 Special Acts Specifically Retained. The following special acts are hereby recognized, confirmed and retained: Chapter 229 of the Acts of 1995 relative to the trust fund commission; Chapter 145 of the Acts of 2003 relative to the expansion in the size of the board of health; Chapter 2 of the Acts of 1937 relative to an Act placing under civil service laws the office of chief of police of the town of Tewksbury.

SECTION 12: DEFINITIONS

SECTION 12-1 DEFINITIONS

12-1 Unless another meaning is clearly apparent from the manner in which the word or phrase is used, the following words and phrases as used in this charter shall have the following meanings:

12-1.1 Administrative Code — The term “administrative code” shall mean a written description of the administrative organization of town offices, departments and multiple member bodies. The administrative code shall state the mode of selection, term of office and general powers and duties of each town office department and multiple member body.

12-1.2 Agency – The words “agency” or “town agency” shall include any department, board, committee, commission, division, office, agency, or other like administrative entity of the Town.

12-1.3 Affirmative Vote of Full Town Council - The term “affirmative vote of the full town council” shall mean a majority (5 of 9) of Town Council members voting in favor.

12-1.4 Board – The word “board” shall mean board, committee, or commission.

12-1.5 Charter - The word “charter” shall mean this charter and any amendments to it made through any methods provided under Article LXXXIX of the Amendments to the constitution of the commonwealth.

12-1.6 Emergency - The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence or condition which necessitates immediate action or response.

12-1.7 Full Council, Full Multiple Member Body - The words "full Council" or "full multiple member body" shall mean the entire authorized complement of the Town Council, School Committee or other multiple member body notwithstanding any vacancy which might exist.

12-1.8 Initiative Measure - The words "initiative measure" shall mean a measure proposed by the voters through the initiative process provided under this Charter.

12-1.9 Local Newspaper - The words "local newspaper" shall mean a newspaper of general circulation within Tewksbury, with either a weekly or daily circulation.

12-1.10 Majority Vote - The words "majority vote" when used in connection with a meeting of a multiple member body shall mean a majority of those present and voting, unless another provision is made by ordinance, by law, or by its own rules.

12-1.11 Measure - The word "measure" shall mean any ordinance, order, resolution, or other vote or proceeding adopted, or which the Town Council or the School Committee might adopt.

12-1.12 Multiple Member Body - The words "multiple member body" shall mean any board, commission, committee, sub-committee or other body consisting of two or more persons whether elected, appointed or otherwise constituted, but not including the Town Council or the School Committee.

12-1.13 Operating Budget – The term “Operating Budget” shall mean a proposed plan developed annually for raising and spending money for specified programs, functions, activities or objectives during a fiscal year.

12-1.14 Organization or Reorganization Plan - The words "organization or reorganization plan" shall mean a plan submitted by the town manager to the town council which proposes a change in the organization of the structure of the town government, or to change the way in which a municipal service, or services are delivered.

12-1.15 Quorum - The word "quorum" shall mean a majority of all members of a multiple member body unless some other number is required by law or by ordinance.

12-1.16 Referendum Measure - The words "referendum measure" shall mean a measure adopted by the town council or the school committee that is challenged under the referendum procedures of this charter.

12-1.17 Town - The word "town" shall mean the town of Tewksbury.

12-1.18 Town Bulletin Boards - The words "town bulletin boards" shall mean the bulletin board in the town hall on which the town clerk posts official notices of meetings and upon which other official town notices are posted, and the bulletin boards at any other locations as may be designated town bulletin boards by the town council.

12-1.19 Town officer - The words "town officer" or “officer” when used without further qualification or description, shall mean a person having charge of an office or department of the town who in the exercise of the powers or duties of such position exercises some portion of the sovereign power of the town.

12-1.20 Voters - The word "voters" shall mean registered voters of the town of Tewksbury.

or take any action relative thereto.

Special Act Charter Committee

Motion: The Finance Committee recommended Indefinite Postponement
James Coakley motioned to Move the Question

Vote:	The motion to Move the Question was Adopted	5/8/12	7:45 PM
	Article 1 was Indefinitely Postponed after a standing count (Yes 51/No 561)	5/8/12	7:56 PM

Executive Summary: This Article changes the current Town Charter from a five (5) member elected Board of Selectmen, Town Manager and Open Town Meeting form of Government to a nine (9) member elected Town Council and Town Manager form of Government. Town Meeting would be eliminated and the elected nine (9) member Town Council would replace it as the Town’s Legislative body.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the May 8, 2012 Special Town Meeting, Sine Die, and this motion was Adopted

	5/8/12	7:58 PM
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RESPECTFULLY SUBMITTED,

DENISE GRAFFEO
TOWN CLERK

Special Town Meeting

May 9, 2012

Tewksbury Memorial High School
320 Pleasant Street
Special Town Meeting
May 9, 2012

Moderator Keith Rauseo opened the May 9, 2012 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

In recognition of his completion of an unprecedented four years of consecutive years of service as the Chairman of the Board of Selectmen, Moderator Rauseo asked Selectman Todd Johnson to lead us in the Pledge of Allegiance.

Moderator Rauseo welcomed State Representative Paul Adams.

The Moderator designated the visitors section and reminded the voters to display their voting ribbons (red ribbons with a blue stripe). Visitors are wearing red ribbons without a stripe, and they shall sit in the designated visitors section in the bleachers. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. Moderator Rauseo explained general Town Meeting guidelines and procedures including the process necessary for a voter to make an amendment on an article.

David Gay, Chairman of the Board of Selectmen, announced that a Styrofoam Collection will be held on Saturday, May 12th from 9:00 AM to 1:00 PM in the Tewksbury Public Library parking lot. This event is being sponsored by the Recycling Committee.

On Wednesday May 9, 2012, there were 179 voters and 19 visitors in attendance.

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 7:06 PM 5/9/12

Town Manager, Richard Montuori, made a short presentation before the debate on Articles 1 through 4.

Moderator Rauseo called a recess to the May 9, 2012 Special Town Meeting at 8:00 PM in order to re-open the May 7, 2012 Annual Town Meeting.

Moderator Rauseo re-opened the May 9, 2012 Special Town Meeting at 8:01 PM.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the May 9, 2012 Special Town Meeting Sine Die, and this motion was Adopted. 8:59PM 5/9/12

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee:

Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant, on May 9, 2012.

APPROPRIATION CERTIFICATE - SPECIAL TOWN MEETING – MAY 9, 2012

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA APPROP	ENTERPRISE FUNDS	WATER ENTER RETAINED	SEWER ENTER RETAINED	BORROW	MEMO	
1	FY12 BUDGET TRANSFER								134,000 (FROM UNCLASSIFIED FIRE & LIABILITY INSURANCE)	
2	WATER ENTERPRISE DEBT					117,100				
3	FY12 BUDGET	487,000								
4	HEALTH INSURANCE MITIGATION	113,000								
5	ELLA FLEMINGS			275,000						
TOTALS		0	600,000	0	275,000	0	117,100	0	0	134,000

Raise & Appropriate \$0.00
Transfer From Free Cash \$600,000.00
Transfers \$0.00
CPA Appropriation \$275,000.00
Enterprise Funds \$0.00
Total Water Enterprise Retained \$117,100.00
Total Sewer Enterprise Retained \$0.00
Total Borrow \$0.00

ATTEST:

DENISE GRAFFEO
TOWN CLERK

ARTICLE 1

To see if the Town will vote to transfer the following FY 12 sums of money or take any action related thereto:

FROM:	AMOUNT:
	Unclassified: Fire and Liability Insurance: \$134,000
TO:	
Selectmen: Temporary Part-Time:	6,200
Admin. Services Regular Salary:	9,312
Admin. Services Advertising Recruit:	865
Admin. Services Medical:	4,458
Town Hall Energy Utilities:	8,961
Auxiliary Buildings Energy Utilities:	2,000
Library Regular Salary:	1,500
Library Overtime:	2,500
Planning Computer Equipment:	822
Building Regular Salary:	3,260
Board of Health Temp Part-time:	4,622
Police Overtime:	20,000
Police Vehicle Repair Maintenance	5,000
Police Gas/Diesel	5,000
Fire Overtime:	30,000
Fire Gas/Diesel:	3,500
Computer Services Capital Outlay	14,000
Town Accountant Professional Services	12,000
Total	\$134,000
Town Manager	

The Moderator noted a Scrivener’s error on page 3 of the Warrant. The Summary of Article 1 should specify “FY 12”, and there were no objections.

Motion: The Finance Committee motioned to Adopt, transfer \$134,000 from Unclassified: Fire and Liability Insurance

Vote: Article 1 was Adopted 7:14 PM 5/9/12

Executive Summary: This article is a regular Special Town Meeting article where the Town transfers funds from accounts with a projected surplus to accounts with a projected deficit or to accounts to allow for the purchase of needed items or services.

ARTICLE 2

To see if the Town will vote to transfer from the certified Water Enterprise Fund Retained Earnings the sum of \$117,100 to Water Enterprise Fund Debt Service; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$117,100 from Water Enterprise Fund Retained Earnings

Vote: Article 2 was Adopted 7:16 PM 5/9/12

Executive Summary: This article allows the Town to utilize funds that were considered available as of June 30, 2011, for the payment of principal and interest cost for a long term borrowing that took place in November 2011.

ARTICLE 3

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$487,000 to the following Fiscal Year 2012 Budgets or take any action relative thereto.

Board of Selectmen	Legal Services	25,000
DPW	Snow and ice	93,000
Veterans	Veterans Aid	75,519
School Department	Unclassified Health Insurance	249,422

ARTICLE 6

To see if the Town will vote to amend its General By-Laws by adding the following to Title 5 Business Licenses and Regulations as authorized by M.G.L. c. 6, § 172B ½, Civil Fingerprinting Criminal History Check Authorization.

Chapter 5.09

CIVIL FINGERPRINTING CRIMINAL HISTORY CHECK AUTHORIZATION

Sections:

5.09.010 Purpose

5.09.020 Criminal History Check Authorization

5.09.030 Regulations

5.09.040 Use of Criminal Record by Licensing Authorities

5.09.050 Fees

5.09.060 Effective Date

5.09.010 Purpose

To enable the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for certain licenses and to adopt appropriate policies and procedures to effectuate the purposes of this By-Law.

5.09.020 Criminal History Check Authorization

A. The Police Department shall, as authorized by M.G.L. c. 6, § 172 B 1/2, conduct State and Federal Fingerprint Based Criminal History checks for individuals (“applicant”) applying for the following licenses:

- 1) Hawking and Peddling or other Door-to-Door Salespeople
- 2) Manager of Alcoholic Beverage License
- 3) Owner or Operator of Public Conveyance
- 4) Dealer of Second-hand Articles
- 5) Pawn Dealers
- 6) Hackney Drivers
- 7) Ice Cream Truck Vendors

B. At the time of fingerprinting, the Police Department shall notify the applicant fingerprinted that the fingerprints shall be used to check the applicant’s criminal history records.

C. Upon receipt of the fingerprints and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this By-Law to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services (DCJIS), and/or the Federal Bureau of Investigation (FBI), or the successors of such agencies, as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks of license applicants specified in the By-Law.

D. The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks consistent with this By-Law. The Town authorizes the Police Department to receive and utilize State Police, DCJIS, and FBI records in connection with such background checks, consistent with this By-Law. State and FBI criminal history shall not be disseminated to unauthorized persons or entities.

E. Upon receipt of a report from the Massachusetts State Police, the FBI or other appropriate criminal justice agency, an applicant may request and receive a copy of his or her criminal history record from the Police Department. Should the applicant seek to amend or correct his or her record, he or she must take appropriate action to correct said record, which action currently includes contacting the DCJIS for a state record or the FBI for records from other jurisdictions maintained in its file. An applicant who wishes to challenge the accuracy or completeness of the record shall be advised that the procedures to change, correct, or update the record are set forth in Title 28 CFR 16.34. The Police Department shall not utilize and/or transmit the results of the fingerprint-based criminal record background check to any licensing authority pursuant to this By-Law until it has complied with this paragraph.

F. The licensing authority shall not deny an applicant the license based on information in the record until the applicant has been afforded a reasonable period of time to correct or complete the information, or has declined to do so.

G. The Police Department shall communicate the results of fingerprint-based criminal record background checks to the appropriate Town licensing authority. The Police Department shall indicate whether the applicant has been convicted of, or is awaiting final adjudication for, a crime that bears upon his or her suitability for such license, or any felony or misdemeanor that involved force or threat of force, controlled substances or a sex-related offense.

5.09.030 Regulations

The Board of Selectmen, is authorized to promulgate regulations for the implementation of the By-Law, in consultation with the Chief of Police, Town Counsel and the Massachusetts Executive Office of Public Safety and Security (or its successor agency) to ensure that such regulations are consistent with the statute, the FBI’s requirements for access to the national database, and other applicable state laws.

5.09.040 Use of Criminal Record by Licensing Authorities

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

B. The Town licensing authority is authorized to deny any application, including renewals and transfers thereof, of any applicant who is determined unsuitable for the license, as determined by the licensing authority, due to information obtained pursuant to this By-Law.

5.09.050 Fees

The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be one hundred dollars (\$100).

5.09.060 Effective Date

This By-Law shall take effect on September 01, 2012, provided the requirements of M.G.L. c. 40, § 32, are satisfied.

Chief of Police

Motion: The Finance Committee deferred to the Police Chief

Motion: Police Chief, Tim Sheehan motioned to Adopt Article 6

Motion: Warren Carey motioned to Amend Article 6

Motion: Warren Carey motioned to Withdraw his Amendment of Article 6

Motion: Jennifer Nagle motioned to Move the Question

Amendment: On Page 5 of STM warrant, under “Sections:” Add 5.09.070 Exceptions. On Page 7 of the STM warrant Add 5.09.070 Exceptions: This Bylaw shall not apply to yard/garage sales conducted by Tewksbury citizens at their place of residence.

Moderator, Keith Rauseo took a 30 second recess to confer with Police Chief, Tim Sheehan and Town Counsel, Charles Zaroulis, and determined that Mr. Carey’s Amendment was not necessary.

The Moderator recessed for two minutes to give Chief Sheehan time to confer with other Dept. Heads, before responding to a question posed by a voter in regards to the Town’s current policy on CORI checks.

Vote: The Motion to Move the Question was Adopted 8:14 PM 5/9/12

Vote: Article 6 was Adopted 8:14 PM 5/9/12

Executive Summary: This article amends the Town’s General By-Law by adding Civil Fingerprinting Criminal History Check Authorization to the Title 5 Business Licenses and Regulations. The Police Department shall, as authorized by M.G.L. c. 6, § 172 B 1/2, conduct State and Federal fingerprint based criminal history checks for individuals (“applicant”) applying for the following licenses: Hawking and Peddling or other Door-to-Door Salespeople, Manager of Alcoholic Beverage License, Owner or Operator of Public Conveyance, Dealer of Second-hand Articles, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors.

ARTICLE 7

To see if the Town will vote to amend the General By-Laws by adopting the following By-Laws relative to dangerous or vicious Animals

Chapter 7
Town of Tewksbury, Massachusetts
By-Laws Relative to Dangerous or Vicious Animals

Sections:

- 7.04.005 Purpose**
- 7.04.010 Definitions**
- 7.04.020 Determination**
- 7.04.030 Exceptions**
- 7.04.040 Animal Control Officer's Duties with regard to Dangerous or Vicious Dogs**
- 7.04.050 Duties of owner or person responsible when a dog is determined to be Dangerous or Vicious**
- 7.04.060 Duties of Animal Control Officer with regard to potentially dangerous dogs**
- 7.04.070 Duties of owner or person responsible for potentially dangerous dogs**
- 7.04.080 Notice of dangerous or vicious dogs**
- 7.04.090 Notification of dangerous or vicious dogs**
- 7.04.100 Applicability to other dangerous or vicious dogs**
- 7.04.110 Outdoor Confinement**
- 7.04.120 Indoor Confinement**
- 7.04.130 Giving away, selling, and bartering**
- 7.04.140 Licensing Surcharge**
- 7.04.150 Impoundment**
- 7.04.160 Ordering dogs to be muzzled or restrained**
- 7.04.170 Destruction**
- 7.04.180 Dogs trained for fighting**
- 7.04.190 Attack or guard dogs**
- 7.04.200 Biting and attacking**
- 7.04.210 Penalties**
- 7.04.220 Enforcement Officer, citations, revocation of license**
- 7.04.230 Non-Criminal Disposition**
- 7.04.240 Severability**
- 7.04.250 Effective Date**

7.04.005 Purpose:

These By-Laws are intended to protect the rights and safety of the public and animals within the Town of Tewksbury ("the Town").

7.04.020 Definitions:

Animal Control Officer (ACO): the Animal Control Officer in "the Town."

At Large: On or off the premises of the owner, and not under the control of the owner or authorized escort either by leash, cord, chain or otherwise.

Dangerous or Vicious Animal: Any animal that may be at large and or with the same or similar dangerous or vicious propensities as a dangerous or vicious dog.

Dangerous Dog or Vicious Dog: Means:

Any dog that has bitten or attacked any person or has attempted to bite or attack any person. A dog shall be deemed to be attempting to attack, if it is restrained by a leash, fence, or other means, and it is clear from the dog's excited actions that only the presence of the leash, fence, or other means of restraint is preventing the dog from mauling an immediate attack; or Any dog with a known propensity, tendency, or disposition to attack, to cause injury to, or to otherwise threaten the safety of domestic animals; or any dog which attacks a human being or domestic animal on two (2) or more occasions without provocation and without justification; or

Any dog, whether leashed or not, which, in a vicious or terrorizing manner, approaches any person in an apparent attitude of attack upon the streets, sidewalks, or any public grounds, or places; or
Any dog owned primarily in part for the purpose of dog fighting or any trained for dog fighting.
Any dog owned on property known for drug trafficking or gang activity; or
Any dog which on two separate occasions within a twelve-month period has been observed unrestrained or uncontrolled off its owner's premises as documented by the records of the ACO or has been impounded by ACO for being unrestrained or uncontrolled off its owner's premises.

The determination that a dog is dangerous or vicious under this section shall be in the discretion of the ACO.

Dog Trained for Fighting: Any dog owned or kept, primarily or in part, for the purpose of dog fighting or any dog trained for dog fighting.

Hearing Officer: Duly appointed by the Town Manager; the Hearing Officer who shall act on his/her behalf of all matters pertaining to the enforcement of this By-Law and the settling of disputes between owner, the Town or its residents.

Licensing Authority: As provided by the Massachusetts General Laws (MGL) is the Town Clerk.

License Period: The license period shall be from January 1st of each year to December 31st of the same year.

Outdoor Confinement or Enclosed Area: A portion of the owner's property which is secured by fencing in such a manner that dog, once inside the area cannot exit of its own accord. The ACO, after an inspection of the area, will determine if the enclosed area is suitable or not.

Owner: Any person or persons, firm, association, partnership, or corporation owning, keeping, possessing, or harboring one or more dogs. An animal shall be deemed to be harbored if it is fed or sheltered for forty eight (48) hours.

Person: An individual, partnership, company or corporation.

Potentially Dangerous Dog:

Any dog that acts in a highly aggressive manner, when unprovoked, within a fenced yard or enclosure and or is running loose and appears to the ACO to be able to jump over or escape. Vocalization or barking, without more, shall not cause a dog to be deemed of a highly aggressive manner.

The determination that a dog is potentially dangerous under this section shall be in the discretion of the ACO or his/her designee, who shall notify the owner of any such determination.

Restraint: A dog shall be to be under "restraint" if it is on the premises of the owner accompanied by a person who shall have the dog under his or her control; or is in a suitably enclosed area; or if outside the premises of the owner, is accompanied by a person who shall have the dog under control by holding it firmly on a leash no greater than six (6) feet in length.

Untagged Dogs: An animal is considered to be untagged if a valid license tag and rabies tag is not attached to a collar which is kept on the dog.

7.04.020 Determination:

The determination that a dog is dangerous or vicious shall be at the discretion of the ACO.

7.04.030 Exceptions:

Exceptions that involve incidents where a dog may not, in the determination of ACO, be considered dangerous or vicious:

A person who, at the time the injury was sustained, was committing criminal trespass or other tort upon premises occupied by the owner of the dog, or tormenting, abusing or assaulting the dog, or was committing or attempting to commit a crime.

A domestic animal, which, at the time the injury was sustained, was tormenting, abusing or assaulting the dog.

A domestic animal while the dog was working as a hunter dog, herding dog, or predator control dog on the property of or under the control of its owner, and the injury was to a species or type of domestic animal appropriate to the work of the dog.

The dog was protecting or defending a person within the immediate vicinity of the dog from an attack or assault.

The actions of the dog under consideration occurred under duties as a military, correctional, or law enforcement dog.

In the discretion of ACO, the dog acted in reaction to pain or injury; or was protecting itself, its kennel or its offspring.

7.04.040 Animal Control Officer's duties with regard to dangerous or vicious dogs:

When a dog is determined to be dangerous or vicious by the ACO as provided in the definition of "dangerous or vicious dog", he/she shall order the owner to submit written verification to confirm any or all of the following:

Spay or neutering: If the animal is not already altered, the animal will be exempt from such an order if a veterinarian certifies in a written statement that the dog is unfit for alterations because of medical condition(s).

Microchip identification, the mode of which shall be designated by the ACO, if the dog is not already micro chipped.

Behavior training from an approved trainer, as determined and approved by the ACO. The costs of said training shall be borne by the owner.

Rabies vaccination as required by MGL c. 140 § 145B, if the dog is not up-to-date on its annual vaccinations, as certified by a licensed veterinarian.

That the owner be prohibited from bringing the dog to the Town dog park(s).

The owner of any dangerous or vicious dog, if said animal is found on property, not owned or controlled by its owner, or not restrained in a secure area as provided in Section 7.04.060 shall be subject to a fine of One Hundred (\$100) dollars for the first (1st) offense; Two Hundred (\$200) dollars for the second (2nd) offense; Three Hundred (\$300) dollars for any offenses thereafter. In addition, a mandatory hearing shall be held by the Hearing Officer, to determine whether said dog shall be forever banned with "the Town." Each day that the owner is not in compliance shall constitute a separate offense. Upon relocation of the dog, the owner thereof shall notify the ACO of the new location. Said ACO shall then forward all documentation maintained by the Town regarding the animal to his/her official counterpart at the new location.

Owner of dangerous or vicious dogs found within the Town and not properly registered shall be subject to a fine of fifty (\$50) dollars. Said animal shall be forever banned by the ACO from within the limits of the Town unless the owner, within ten (10) days of said finding, registers said dog.

Any order of the ACO may be enforced by the Chief of Police or his designee(s).

Any dog for which the ACO of the Town has a verified report of having attacked or bitten any person shall be determined to be considered a dangerous or vicious dog. A copy of any such report shall be forwarded to the Town Clerk for filing, and such dog shall not be re-registered in the Town unless the owner is in full compliance with this article and any other applicable laws or regulations.

Compliance with the requirements of this section shall not be a defense to an order of disposal of a vicious dog pursuant to MGL c. 140, § 157.

Judicial review of orders regarding dangerous or vicious dogs shall be in conformance with MGL c. 140, § 157.

Owner of all potentially dangerous or vicious dogs or dogs previously designated as potentially dangerous or vicious who relocate or move to the Town from another community shall notify the ACO of a description of such dog and said designation. Failure to so notify may result in a fine equal to the fine provided under Subsection C above.

Owner of all potentially dangerous or vicious dogs or dogs previously designated as potentially dangerous who relocate to or move from the Town to another community shall notify the ACO of the Town and the ACO of that community to which the owner are moving, or person having like duties, of a description of such dog and said designation.

7.04.050 Duties of owner when a dog is determined to be dangerous or vicious:

Outdoor confinement:

While on the owner's property, a dangerous or vicious dog must be securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent the entry of young children, and designed to prevent the animal from escaping. Such pen or structure must be at least ten (10) feet from the property line, must have a minimum dimension of five (5) feet by ten (10) feet, and must have secure sides and a secure top. If it has no bottom secured to the sides, the sides must be imbedded into the ground no less than two (2) feet. The enclosure must also provide protection from the elements for the dog. The ACO shall verify compliance with this section by an on-site inspection and, if necessary, shall require the owner to further secure the structure.

Invisible fencing is not considered an acceptable means of fencing for a dangerous or vicious animal(s); therefore prohibited.

The owner shall display signs on his/her premises facing out from all sides of the premises and on the dog pen warning that there is a dangerous or vicious dog on the property. These signs, which shall state "Beware of Dangerous or Vicious Dog", must be visible and capable of being read from a public highway or thoroughfare or within twenty (20) feet of its placement. The letters of this sign shall be a minimum of three (3) inches in height. In addition, the owner shall conspicuously display a sign with a symbol warning children who cannot read of the presence of a dangerous dog.

A dangerous or vicious dog may be off the owner's premises if it is muzzled and restrained by an approved lead not exceeding four (4) feet in length and is under the control of an adult, able-bodied person. The muzzle must be made in a manner that will not cause injury to the dog or interfere with its vision or cause injury to the dog or interfere with its vision or respiration, but must prevent it from biting any person or animal. The dog's collar must fit the dog properly to avoid the dog from slipping out of said collar. Collars shall be made of the appropriate materials that prevents the collar from breaking and restrains the dog from breaking loose from said collar.

Indoor confinement. No dangerous or vicious dog may be kept on a porch, patio, or in any part of a house or structure that would allow the dog to exit such building on its own volition. In addition, no such animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacles preventing the dog from exiting the structure.

Insurance. The owner of any dangerous or vicious dog shall maintain a policy of insurance in an amount not less than one hundred thousand (\$100,000) dollars per incident insuring such person against any claim, loss damage, or injury to human beings resulting from the acts of such dog. Such person shall produce evidence of the required insurance, which may include a rider or binder, to the ACO. This section shall not apply to dogs kept by law enforcement agencies.

An owner may transport a dangerous or vicious dog within the Town limits for medical or veterinary care, provided said animal is properly restrained by being both muzzled and leashed, with the lease not to exceed a length of four (4) feet.

7.04.060 Duties of Animal Control Officer with regard to potentially dangerous dogs:

When a dog is deemed to be potentially dangerous as defined in Section 7.04.040, the ACO may order the owner to submit written verification to confirm any or all of the following:

A dog may be spayed or neutered, if the dog is not already altered. The dog will be exempt from such an order if a veterinarian certifies in a written statement that the dog is unfit for alterations because of medical condition(s).

Microchip identification, if the dog is not already micro-chipped or other acceptable means of identification as approved by the ACO.

Behavior training from an approved trainer, as approved by the ACO. The costs of said training shall be borne by the owner.

Rabies vaccination as required by MGL c. 140, § 145B, if the dog is not up to date on its annual vaccinations, as certified by a licensed veterinarian.

The owner provides adequate security to the premises where the potentially dangerous dog is kept, as specifically described in writing to the owner by the ACO. Said owner must comply within thirty (30) days of receiving the description.

That the owner is prohibited from bringing the dog to the Town dog park(s).

After two (2) years of compliance with no later incidents, the dog may, at the discretion of the ACO, no longer be considered potentially dangerous.

7.04.070 Duties of owners of potentially dangerous dogs:

Persons responsible. No person under the age of eighteen (18) shall own, handle, control or be responsible for a potentially dangerous dog.

Signs. All owners of potentially dangerous dogs shall display in a prominent place on their premises a sign easily readable by the public, using the words "Beware of Dog". In addition, a similar sign is required to be posted on the kennel or pen of such dog.

7.04.080 Notice of potentially dangerous, dangerous, or vicious dog:

The ACO, upon a complaint in writing, may determine that a dog is a "potentially dangerous, or dangerous, or vicious dog" within the meaning of those sections and, as a result thereof, require compliance by the owner of such potentially dangerous, dangerous, or vicious dog with the provisions herein listed.

In the instance where the ACO shall determine that a dog is potentially dangerous, dangerous or vicious within the meaning of this by-law, he/she shall, within a period of forty (48) hours, serve a written notice to the Town Manager, the Chief of Police and Board of Health's Agent listing the name and address of the animal, including its owner, and providing the reasoning for the determination, consistent with the article.

7.04.090 Notification of dangerous or vicious dogs:

The ACO shall notify the owner of potentially dangerous, dangerous, or vicious dogs in writing that the dogs has/have been determined to be potentially dangerous, dangerous or vicious dogs.

The owner of the potentially dangerous, dangerous, or vicious dogs shall notify all direct abutters and owners of and directly opposite on any public or private street or way of any determination by certified mail return receipt to the ACO within seventy two (72) hours of ACO's determination of a dangerous or vicious dog(s).

7.04.100 Applicability to other dangerous or vicious animals:

A dangerous or vicious animal of any kind or species shall be subject to all of the provisions of this article in the same manner as a dangerous or vicious dog.

7.04.110 Outdoor Confinement:

No person shall own allow to be upon any premises occupied by him under his charge or control, any vicious dog; or any dog of a cross, dangerous or ferocious disposition, or a dog that may manifest a disposition to bite, without it being confined behind a fence and securely chained which will not allow the dog to come closer than six (6) feet to the fence, and not take such dog out of the secure enclosure unless the dog is securely muzzled and leashed on a leash no longer than four (4) feet in length. The dog must be under control of a responsible person eighteen (18) years of age or older. No such dogs are allowed on or within five hundred (500) feet of any town parks, town playgrounds or school grounds, whether at large or under restraint.

7.05.120 Indoor Confinement:

No vicious dog may be kept on a porch, patio, or in any part of a house or structure that would allow the dog to exit such building on its own violation. In addition, no such animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacles preventing the dog from exiting the structure.

7.04.130 Giving away, selling, and bartering:

Any dog deemed vicious by the ACO shall not be given away, sold, or bartered unless the new owner complies with this By-Law.

7.04.140 Licensing Surcharge:

The annual licensing fee for a dangerous or vicious dog shall include a one hundred (\$100) dollar surcharge in addition to the regular licensing fee. The surcharge required by this provision shall be enforced by the ACO.

7.04.150 Impoundment:

Any dog found running at large or in violation of this section shall be impounded by the ACO and cannot be claimed until provisions of this section are met.

The impoundment fee is borne by the owner whether or not such dog is claimed.

If such dog is not reclaimed within ten (10) days of such impoundment, the animal may be disposed of by adoption or euthanasia, dependent upon species and condition of animal impounded, which determination shall be made by the ACO.

7.04.160 Ordering dogs to be muzzled or restrained:

All the provisions of MGL c. 140, § 167 and 168 shall be incorporated into this article, except that any dog held under the provisions of MGL c. 140, § 167 may not be released until all the requirements of this article regarding licensing and the fee for care of the animal are complied with. All other provisions of MGL c. 140, § 167 and 168 shall be incorporated herein.

7.04.170 Destruction:

When, in the judgment of the ACO, a dog should be destroyed after being determined to be dangerous or vicious, MGL c. 140, § 157 shall be applicable.

7.04.180 Dogs trained for fighting:

Any dog found within the limits of "the Town," as determined by the ACO or any police officer, to be a dog trained for fighting, as that term is defined under Section 7.04.010, shall be impounded and destroyed by the ACO at the owner's expense. The ACO or any police officer may shoot any dog trained for fighting at any time if it is reasonably believed that said dog approaches the officer in a menacing fashion and/or the officer reasonably believes that the dog is about to attack. An owner of a dog trained for fighting shall be subject to a fine of two hundred (\$200) dollars.

7.04.190 Attack or guard dogs:

The term "attack or guard dog" as used herein shall mean a canine or dog which is trained, whether professionally or otherwise, to protect or guard persons or property and which may attack persons entering upon the property which the dog is protecting or guarding.

Permit and license required; contents; fee.

Any person who owns, rents, or uses attack or guard dogs on premises located within the Town shall obtain a permit for the premises the attack dogs are located from the Town Clerk.

A copy of the permit shall be forwarded to the ACO.

The permit shall contain the following information: the owner's or renter's name, address and phone number; the address of the premises at which the dog will be used for guarding purposes; and the name, address and phone number of a person who can handle and restrain the dog.

The permit shall contain a statement that the person to whom the permit is issued agrees by the acceptance of the permit to indemnify and hold harmless the Town for any liability for damage to person(s) or property caused by the attack or guard dog.

Miscellaneous.

The premises where an attack or guard dog is to be kept shall be posted on all four (4) sides with twelve-inch by twelve-inch signs located every fifteen (15) feet. Such signs shall contain the words "Warning: Attack Dog on Premises".

The ACO shall maintain a list of owners by license to facilitate notification should the dog be picked up off the premises.

The ACO shall supply the police and fire dispatchers with a list of locations and owners where such dogs are kept and the name, address, and phone number of a person who can handle and restrain the dog.

Whenever attack or guard dogs are off the posted premises, they shall be muzzled.

Liability. The Town assumes no liability for attack or guard dogs by the act of issuing a permit.

7.04.200 Biting and attacking:

Notice to owner. Any person, after receiving written notice that the dog owned by him/her has attacked and/or bitten, or caused injury or otherwise endangered the safety of, any person(s) or domestic animal(s) within the Town in such a manner as to be deemed a dangerous or vicious animal and a threat by the ACO or other enforcement authority, and after receiving one subsequent written notice of a repetition or continuance of such act or acts, shall not be permitted to keep such dog within "the Town's" limits. In each instance, such written notice(s) shall be reasonably definite and informative to the owner or person controlling the dog(s) as to person, time, place and manner of the incident or disturbance to have occurred.

7.04.210 Penalties:

After thirty (30) days of being notified that a dog is potentially dangerous, dangerous, or vicious, any owner found not in compliance with any of the provisions of this section, shall be subject to a fine of three hundred (\$300) dollars. Each day that the owner is not in compliance with any provision shall constitute a separate offense.

7.04.220 Enforcement Officer; citations; revocation of license:

"The Town's" ACO, any police officer, or the Town Manager's designees shall be enforcement officer of any violation of this By-Law.

Such enforcement officer shall, in addition to any pickup of the dog(s) pursuant to this By-Law, issue a citation to the owner of any dog violating the provisions.

This By-Law may be enforced by means of non-criminal disposition as allowed MGL c. 40 § 21D or by other means permitted by law.

Each day a violation occurs shall constitute a separate offense.

7.04.230 Non-Criminal Disposition:

Any person(s) violating or failing to comply with any provision of this By-Law, shall be warned in writing that said person(s) shall be subject to the appropriate enforcement action and/or to the non-criminal disposition process adopted the Town as follows:

1st offense – written warning

2nd offense - one hundred (\$100) dollar fine,

3rd offense – Two hundred (\$200) dollars fine, and

4th and subsequent offenses – three hundred (\$300) dollars fine and/or enforcement action.

The Town may revoke all licenses issued to animal owners against whom three (3) or more violations of this By-Law have been assessed in a twelve (12) month period. The animals of said owners shall be impounded and disposed of at the discretion of the ACO.

7.04.240 Severability:

If any paragraph, sentence, phrase or word of this By-Law shall be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of any other provision of this By-Law, which By-Law shall remain in full force and effect; and to this end the provisions of the By-Laws are declared severable.

Town Manager
Board of Health Director

Motion: The Finance Committee motioned to Defer to the Town Manager and Board of Health

Motion: The Town Manager motioned to Withdraw Article 7

Vote: Article 7 was Withdrawn

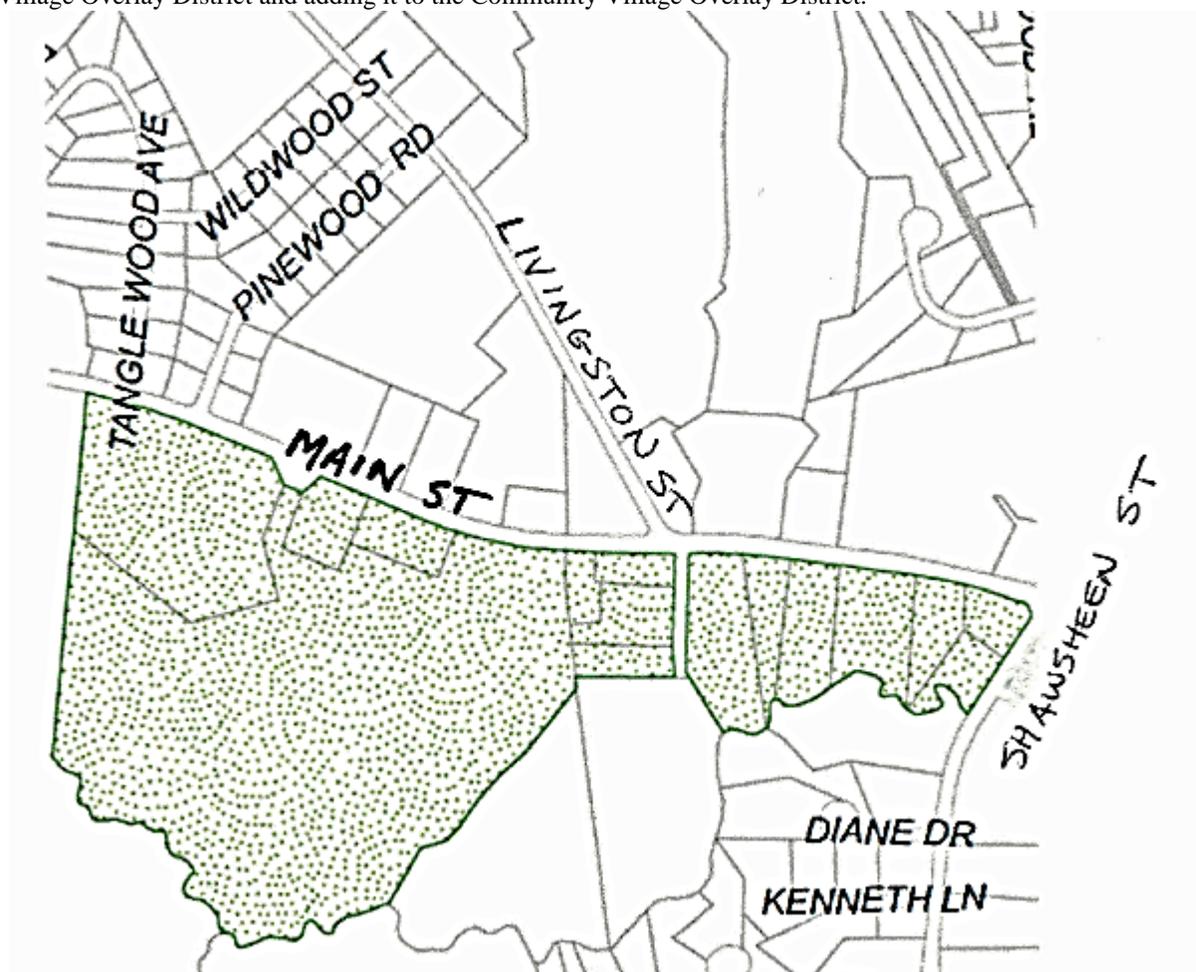
8:15 PM

5/9/12

Executive Summary: This By-Law is required is to ensure Tewksbury’s residents are safe from Dangerous and Vicious animals.

ARTICLE 8

To see if the Town will vote to amend the Town of Tewksbury Zoning Map by deleting the area described below from the South Village Overlay District and adding it to the Community Village Overlay District.



Tewksbury Planning Board

Motion: The Finance Committee motioned to Defer to the Planning Board

Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 8

Vote: Article 8 was Adopted 62 Yes/ 0 No (2/3 required=Unanimous) 8:16 PM 5/9/12

Executive Summary: This article will remove the described area bounded by Main Street and Shawsheen Street from the South Village Overlay District and add this area to the Community Village Overlay District.

ARTICLE 9

To see if the Town will amend the Tewksbury Zoning By-Law, Section 8680. Community Village Overlay District and amend Section 10000 Definitions as follows:

AMEND Section 8684. Use Regulations and Definitions:

Residential Uses:

DELETE: (as a component of a mixed use development)

ADD: d. **elderly** congregate living facility

ADD: Affordable Housing Requirement.

An application for a CVOD Special Permit as a Residential Use development shall require that 15 % of the dwelling units, be established as Affordable Housing Units (Section 7013.a.) in perpetuity.

Waivers for construction of said affordable units on site including Fee-in-lieu of units (Section 7014. b.) and construction of off-site units shall be at the discretion of the Planning Board.

Timing and schedule of construction of off-site affordable units shall be determined by the Planning Board. The requirements of Section 7010 that apply to on-site provision of affordable units, shall apply to provision of off-site affordable units. In

addition, the location of the off-site units to be provided shall be approved by the SPGA as an integral element of this Special Permit review and approval process.

Security deemed necessary to ensure completion for construction of off-site affordable units is to be determined and established as a condition by the Planning Board at the time of this Special Permit approval process.

AMEND Section 8690 as follows:

The parking requirement for any use in the CVOD shall be the same as in the underlying zoning classification, ADD except for Assisted Living Facilities and Elderly Congregate Living Facilities which shall provide parking in accordance with Section 7442.

ADD to Definitions, Section 10000

ELDERLY CONGREGATE LIVING FACILITY: An Elderly Congregate Living Facility for persons 55 and over, containing independent living quarters suitable for single or double person occupancy. Within an elderly congregate living facility, residents shall be provided limited assistance with daily living activities and personal care services such as laundry, housekeeping and transportation but not including personal hygiene, nursing or other medical services. The living quarters are not required to have a stove in the kitchen area, but shall include counter space, cabinets, sink, refrigerator, and an outlet and space for a microwave oven. An elderly congregate living facility shall have centralized kitchen and dining facilities. The centralized kitchen shall be fully functioning and staffed to provide to the occupants of the facility three prepared meals per day, seven days a week. The centralized kitchen and dining facilities shall be adequately sized to accommodate the number of occupants of the facility. Adequate shared complete kitchens must be accessible for personal use by the occupants of the facility. In addition to independent living quarters as defined above, such facility may also contain full dwelling units with kitchens for occupancy by elderly residents or by on-site personnel and management, and such dwelling units may be contained in attached or detached buildings.

Tewksbury Planning Board

Motion: The Finance Committee motioned to defer to the Planning Board

Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 9

Vote: Article 9 was Adopted 57 Yes/ 0 No (2/3 required-Unanimous) 8:22 PM 5/9/12

Executive Summary: This article expands the allowed uses in the Community Village Overlay District by allowing for elderly congregate living facilities. In addition, the article requires a multi-family development in this overlay district to provide 15% of the total units as affordable units

ARTICLE 10

To see if the Town will vote to amend the Town of Tewksbury Zoning Map by deleting the area described below from the Senior Village Overlay District and adding it to the Community Village Overlay District.



Tewksbury Planning Board

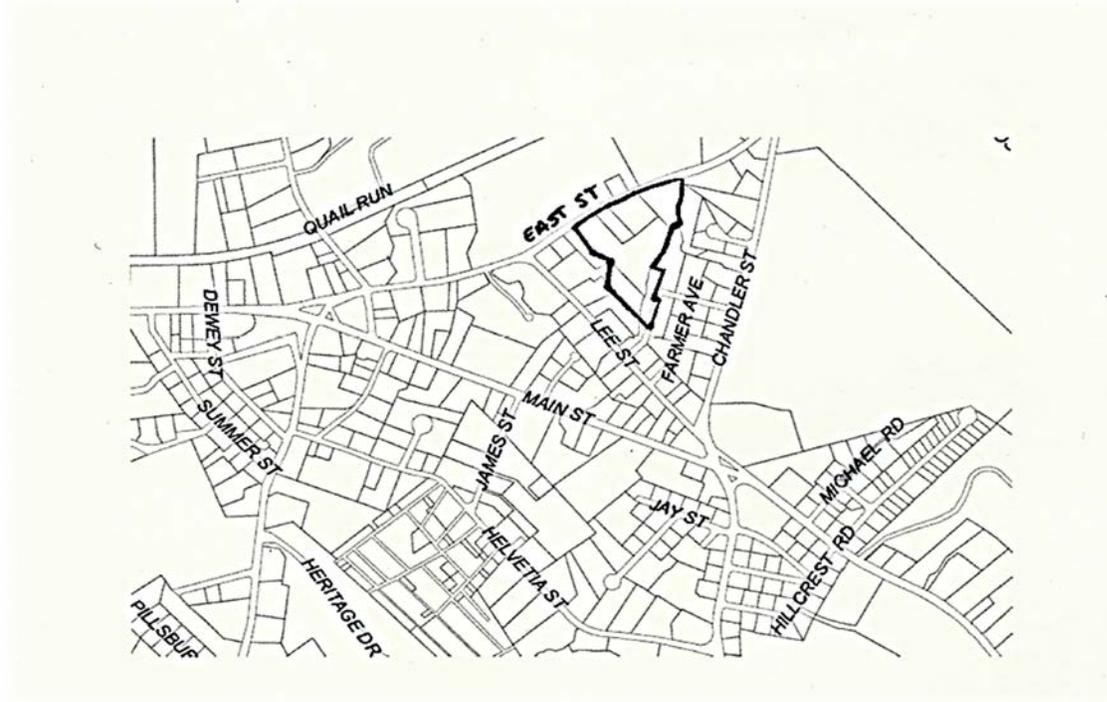
Motion: The Finance Committee motioned to defer to the Planning Board
Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 10

Vote: Article 10 was Adopted 56 Yes/ 0 No (2/3 required-Unanimous) 8:26 PM 5/9/12

Executive Summary: This article will remove the described area bounded by Andover Street and North Street from the Senior Village Overlay District and add this area to the Community Village Overlay District.

ARTICLE 11

To see if the Town will vote to amend the Town of Tewksbury Zoning Map by adding the area described on the Map below to the Community Village Overlay District.



Tewksbury Planning Board

- Motion: The Finance Committee motioned to defer to the Planning Board
- Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 11
- Motion: Phillip Zerofski motioned for Indefinite Postponement
- Motion: Rick O'Neill seconded the motion for Adoption
- Motion: Joseph Gill motioned to Move the Question

Vote:	The motion to Move the Question was Adopted	8:54 PM	5/9/12
Vote:	Article 11 was Indefinitely Postponed	8:57 PM	5/9/12

Executive Summary: This article will add the area described on the referenced map with general frontage on East Street and in close proximity to the Town Center Overlay District to the Community Village Overlay District.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the May 9, 2012 Special Town Meeting Sine Die, and this motion was Adopted.

10:20 PM	5/9/12
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RESPECTFULLY SUBMITTED:

DENISE GRAFFEO
TOWN CLERK

State Primary

September 6, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 2,132 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Kathleen M. Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Elda Sanborn, Clerk
Precinct 3	Judith Colman, Warden	David Barletta, Clerk
Precinct 3A	Mary Pilcher, Warden	Loretta Ryan, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

STATE PRIMARY September 6, 2012

PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Democrat	124	133	102	103	100	112	144	155	973
Republican	133	159	94	108	222	183	140	120	1159
Green Rainbow	0	0	0	0	0	0	0	0	0
TOTAL	257	292	196	211	322	295	284	275	2132

DEMOCRAT

SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Elizabeth A. Warren	94	91	80	75	77	93	97	112	719
Blanks	25	38	18	21	16	15	40	35	208
Write Ins	5	4	4	7	7	4	7	8	46
TOTAL	124	133	102	103	100	112	144	155	973

REPRESENTATIVE IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
John F. Tierney	94	91	75	85	75	84	113	120	737
Blanks	27	39	26	17	20	27	29	33	973
Write Ins	3	3	1	1	5	1	2	2	18
TOTAL	124	133	102	103	100	112	144	155	973

COUNCILLOR

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Donald Bumiller	18	22	17	13	16	21	29	18	154
Eileen R. Duff	46	40	35	48	37	40	52	65	363
David W. Eppley	24	17	11	16	20	22	7	17	134
George T. O'Brine	11	16	10	10	11	9	22	14	103
Blanks	24	38	29	16	16	20	34	40	217
Write Ins	1	0	0	0	0	0	0	1	2
TOTAL	124	133	102	103	100	112	144	155	973

SENATOR IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Barry R. Finegold	94	114	81	90	87	98	123	136	823
Blanks	27	19	20	12	11	12	21	19	141
Write Ins	3	0	1	1	2	2	0	0	9
TOTAL	124	133	102	103	100	112	144	155	973

REPRESENTATIVE IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
James R. Miceli	105	124	92	95			134	139	689
Blanks	16	8	7	7			9	16	63
Write Ins	3	1	3	1			1	0	9
TOTAL	124	133	102	103			144	155	761

REPRESENTATIVE IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Barbara L'Italien					81	95			176
Blanks					18	16			34
Write Ins					1	1			2
TOTAL					100	112			212

CLERK OF COURTS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Michael A. Sullivan	97	109	77	84	85	87	115	125	779
Blanks	25	24	25	18	14	25	28	30	189
Write Ins	2	0	0	1	1	0	1	0	5
TOTAL	124	133	102	103	100	112	144	155	973

REGISTER OF DEEDS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Richard P. Howe, Jr.	97	109	77	88	87	93	119	126	796
Blanks	24	24	25	14	13	19	25	29	173
Write Ins	3	0	0	1	0	0	0	0	4
TOTAL	124	133	102	103	100	112	144	155	973

SHERIFF

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Peter J. Koutoujian	98	107	76	86	86	91	116	121	781
Blanks	24	26	26	16	14	21	28	33	188
Write Ins	2	0	0	1	0	0	0	1	4
TOTAL	124	133	102	103	100	112	144	155	973

REPUBLICAN

SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Scott P. Brown	128	153	91	106	213	181	139	118	1129
Blanks	3	5	3	1	7	1	1	2	23
Write Ins	2	1	0	1	2	1	0	0	7
TOTAL	133	159	94	108	222	183	140	120	1159

REPRESENTATIVE IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Richard R. Tisei	115	135	83	92	194	161	125	98	1003
Blanks	17	24	11	16	27	21	15	22	153
Write Ins	1	0	0	0	1	1	0	0	3
TOTAL	133	159	94	108	222	183	140	120	1159

COUNCILLOR

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Maura L. P. Ciardiello	91	114	75	77	161	134	110	78	840
Blanks	40	45	19	31	60	49	29	42	315
Write Ins	2	0	0	0	1	0	1	0	4
TOTAL	133	159	94	108	222	183	140	120	1159

SENATOR IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Paul Adams	83	89	55	58	135	112	84	63	679
Alex J. Vispoli	39	61	33	39	78	62	47	45	404
Blanks	11	9	6	11	7	9	9	12	74
Write Ins	0	0	0	0	2	0	0	0	2
TOTAL	133	159	94	108	222	183	140	120	1159

REPRESENTATIVE IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Douglas W. Sears	99	119	77	91			118	83	587
Blanks	31	36	17	16			20	34	154
Write Ins	3	4	0	1			2	3	13
TOTAL	133	159	94	108			140	120	754

REPRESENTATIVE IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
James J. Lyons, Jr.					187	149			336
Blanks					34	33			67
Write Ins					1	1			2
TOTAL					222	183			405

CLERK OF COURTS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	116	144	74	91	191	156	111	107	990
Write Ins	17	15	20	17	31	27	29	13	169
TOTAL	133	159	94	108	222	183	140	120	1159

REGISTER OF DEEDS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	115	143	78	94	194	158	120	107	1009
Write Ins	18	16	16	14	28	25	20	13	150
TOTAL	133	159	94	108	222	183	140	120	1159

SHERIFF

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	116	144	76	93	195	159	122	107	1012
Write Ins	17	15	18	15	27	24	18	13	147
TOTAL	133	159	94	108	222	183	140	120	1159

GREEN-RAINBOW

SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

REPRESENTATIVE IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

COUNCILLOR

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

SENATOR IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

REPRESENTATIVE IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0			0	0	0
Write Ins	0	0	0	0			0	0	0
TOTAL	0	0	0	0			0	0	0

REPRESENTATIVE IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks					0	0			0
Write Ins					0	0			0
TOTAL					0	0			0

CLERK OF COURTS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

REGISTER OF DEEDS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

SHERIFF

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	1	0	0
Write Ins	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

# Eligible Voters	20,899
Total Votes Cast	2,132
Percent	10.2%

Special Town Meeting

October 2, 2012

Tewksbury Memorial High School
320 Pleasant Street
Special Town Meeting
October 2, 2012

Moderator Keith Rauseo opened the October 2, 2012 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

Moderator Rauseo welcomed the Assembly to our new Town Meeting home, the Dr. Christine L. McGrath Performing Arts Center at the beautiful new Tewksbury Memorial High School.

The Moderator thanked the High School Building Committee for their commitment and hard work over the past several years and announced the members of the High School Building Committee:

Committee Chairman and School Committee member James Cutelis; Committee Vice-Chairman and Community Representative Richard Guida; Committee Clerk, Community Representative, and current High School Principal Brenda Theriault-Regan; School Committee member Dennis Francis; Finance Committee member Ronald Hall; Assistant Superintendent of Schools and former High School Principal Dr. Patricia Lally; Town Manager Richard Montuori; Superintendent of Schools Dr. John O'Connor; School Committee member Joseph Russell; School Business Manager Jeffrey Sands; Selectmen Representative and Planning Board member Vincent Spada; Selectman Anne Marie Stronach; and Committee Secretary Maria McLaughlin. The Moderator also recognized past members of the Building Committee: former Town Manager David Cressman; Selectman David Gay; former Superintendent of Schools Dr. Christine McGrath; and former School Business Manager John Quinn.

Moderator Rauseo invited the current members of the High School Building Committee to lead us in The Pledge of Allegiance.

Moderator Rauseo welcomed State Representative Paul Adams, State Representative James Miceli, and State Senator Barry Finegold, who were all in attendance.

The Moderator designated the visitors section and reminded the visitors to display their red ribbons and the voters to display their brown voting ribbons. He explained that if a visitor wishes to speak, a voter must make a motion to allow it and the voters must approve the motion. Moderator Rauseo pointed out the press table, and directed the members of the press to remain in this section while they are in the hall. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and explained the exit routes. He reminded those who have cell phones to turn them off or to put them on vibrate.

Moderator Rauseo explained the following Town Meeting guidelines and procedures:

“During the meeting, no one may stand in the entrances. Restrooms are located directly across the hallway outside the main entrances at the rear of the hall. Officials and article sponsors addressing the voters may use the podium on the stage and face the audience while speaking. Voters speaking on an issue may use the microphones in the aisles at the front of the seating area. Begin your remarks by stating your full name and street address, and please speak slowly and clearly. There is a five-minute limit on speaking for both officials and voters, and you must stop immediately when notified of reaching the time limit – you will receive a one minute warning. No one may speak twice on an article until all other voters who wish to speak have spoken. Address all of your comments and questions to or through the Moderator, not to officials or other voters. During debate on an article, if a voter submits an amendment for consideration, we will debate and act on the amendment immediately, then continue debate on the article, so only one amendment is pending at any time.

I have two notes on process. In previous meetings, I have allowed voters to engage in a dialogue with town officials during debate, especially when a voter had questions about an article. While reviewing this year's earlier meetings, I've realized this causes discussions to drag on and become too informal. Therefore, I will allow voters to ask up to two questions during their allotted speaking time. After the voter finishes speaking, I will ask the appropriate officials to answer any questions asked before recognizing the next speaker. The two-question limit allows town officials to prepare proper answers and prevents

confusion among other voters. If a voter has more questions, or wishes to ask a follow-up question, he or she can speak again after other voters have spoken.

I am also making a change to our voting procedure. Because the seats here have arms and are on an inclined floor, we will use a show of hands instead of a standing count when a count is required. I think this will be safer and more comfortable for the voters.”

David Gay, Chairman of the Board of Selectmen, announced that the Tewksbury School Committee and the Tewksbury Public Schools will host a silent and live auction at the Tewksbury Country Club on November 15, 2012 from 7:00 PM to 11:00 PM. All proceeds will be used to enhance wireless capabilities in all schools as well as to upgrade computers in the elementary schools. Event tickets are \$25.00 per person and will be available at the Community Services Office at 139 Pleasant Street. Auction items needed include any new collectible items, gift certificates, gift baskets, event tickets, vacation time shares or any other donations.

On Tuesday, October 12, 2012, there were 313 voters and 29 visitors in attendance.

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 7:12 PM 10/2/12

Town Manager, Richard Montuori, gave an overview of the Town’s current budget.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the October 2, 2012 Special Town Meeting Sine Die, and this motion was Adopted. 9:12 PM 10/2/12

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Special Town Meeting, convened by proper Warrant, on October 2, 2012.

APPROPRIATION CERTIFICATE –SPECIAL TOWN MEETING – OCTOBER 2, 2012

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA RESERVE	ENTERPRISE FUNDS	WATER ENTERPRISE RETAINED EARNINGS	
1	LABOR AGREEMENT (AFSCME)		74,697.00				From FY 13 Unclassified, Group Insurance
2	CAPITAL ITEMS	422,970.00					
3	HEALTH INSURANCE MITIGATION	14,000.00					
4	FY12 OUTSTANDING BILLS	3,942.18					
5	TOWN HALL ANNEX ROOF REPAIR	70,000.00					
6	EAST STREET WATERLINE					500,000.00	
7	WATER ENTERPRISE CAPITAL				92,409.00		
8	SEWER DEBT SERVICE				30,847.00		
9	SEWER PRIOR YEAR BILLS				102,575.97		
10	STABILIZATION FUND	275,292.00	2,517,534.00				
11	TENNIS COURTS TMHS			375,000.00			
12	ARTIFICIAL TURF FIELD	750,000.00					Subject to the Town's receipt of a PARC grant.
	TOTALS	1,025,292.00	3,028,466.18	74,697.00	375,000.00	225,831.97	500,000.00

Raise & Appropriate **\$1,025,292.00**
Transfer From Free Cash **\$3,028,466.18**
Transfers **\$74,697.00**
CPA Reserve **\$375,000.00**
Enterprise Funds **\$225,831.97**
Water Enterprise Retained Earnings **\$500,000.00**

ATTEST:

DENISE GRAFFEO
TOWN CLERK

ARTICLE 1

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee defers to the Board of Selectmen
The Board of Selectmen motioned to Amend Article 1

The Board of Selectmen motioned to Adopt Article 1 as Amended; transfer \$74,697 from FY13 Unclassified, Group Insurance

Vote: The motion to Amend Article 1 was Adopted 7:16 PM 10/2/12
Article 1 was Adopted as Amended 7:16 PM 10/2/12

AMENDMENT: To see if the Town will vote to ~~raise and appropriate or transfer from available funds the sum of money needed~~ **Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$74,697** to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

ARTICLE 1 AS AMENDED: To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$74,697 to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

Executive Summary: The intent of this article is to appropriate or transfer funds for a new labor agreement with Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME).

ARTICLE 2

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$422,970.00 for the following four purposes; or take any other action relative thereto.

DPW Elgin Sweeper	\$170,000
Pay-off outstanding Town Leases	\$132,970
School - 30 Smartboards	\$90,000
Total:	<u>\$422,970.00</u>

Town Manager

The Moderator noted a Scrivener’s error on page 3 of the Warrant, and there were no objections. The second occurrence of “for” should be “four”.

Motion: The Finance Committee motioned to Adopt; transfer \$422,970.00 from certified free cash

Vote: Article 2 was Adopted 7:16 PM 10/2/12

Executive Summary: This article allows the Town to utilize funds that were considered available as of July 1, 2012, for the above one-time expenditures. Elgin Sweeper: Funds will replace the current 2001 Elgin Pelican Street Sweeper which is currently not operational. This piece of equipment will be 12 1/2 years old before a replacement can be delivered. Lease Pay-off: Funds will be used to pay existing town leases that have been paid from within various Departments Annual Operating Budgets. By using a portion of the funds to pay these leases off the Town will save in interest costs. Smartboards and Monitors: Funds will be used to purchase for Elementary Schools used for Classroom Technology.

ARTICLE 3

To see if the Town will vote to transfer from the certified General Fund Free Cash \$14,000 to the Health Insurance Mitigation Fund; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$14,000.00 from certified free cash

Vote: Article 3 was Adopted 7:17 PM 10/2/12

Executive Summary: This article utilizes Free Cash certified as of July 1, 2012 to add funds to the Health Insurance Mitigation Fund in accordance with an agreement of the Public Employee Groups.

ARTICLE 4

To see if the Town will vote to transfer from the certified General Fund Free Cash \$3,942.18 to pay for the following outstanding bills from the previous fiscal year; or take any other action relative thereto.

To Account:	Outstanding Bill:	
FY2013 School Operating	Cascade Water	\$435.77
FY2013 School Operating	Aubuchon Hardware	\$550.17
FY2013 School Operating	Tewksbury Food Service	\$1825.24
FY2013 School Operating	Reliable Technology	\$1131.00
	TOTAL:	\$3,942.18

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$3,942.18 from certified free cash

Vote: Article 4 was Adopted - Unanimous (9/10 required) 7:19 PM 10/2/12

Executive Summary: According to Massachusetts General Laws bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid and allows a transfer from certified General Fund Free Cash to cover the amount.

ARTICLE 5

To see if the Town will vote to transfer from a previously appropriated Warrant Article, Article 9 of the Special Town Meeting October 5, 2004, the remaining balance of \$40,643, and further to transfer \$30,000 from certified General Fund Free Cash to fund a new roof at the Town Hall Annex and repair damage caused from the current roof; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee defers to the Board of Selectmen
The Board of Selectmen motioned to Amend Article 5

The Board of Selectmen motioned to Adopt Article 5 as Amended; transfer \$70,000 from certified free cash

Vote: The motion to Amend Article 5 was Adopted 7:25 PM 10/2/12
Article 5 was Adopted as Amended 7:29PM 10/2/12

AMENDMENT: To see if the Town will vote to transfer from a previously appropriated Warrant Article, Article 9 of the Special Town Meeting October 5, 2004, the remaining balance of \$40,643, and further to transfer \$30,000 \$70,000 from certified General Fund Free Cash to fund a new roof at the Town Hall Annex and repair damage caused from the current roof; or take any other action relative thereto.

ARTICLE 5 AS AMENDED: To see if the Town will vote to transfer \$70,000 from certified General Fund Free Cash to fund a new roof at the Town Hall Annex and repair damage caused from the current roof; or take any other action relative thereto.

Executive Summary: The town previously appropriated \$100,000 for the replacement of the Town Hall Annex Roof. After funding the design of the new roof, \$90,000 is remaining and the actual cost of the project is \$147,000 based upon bids received. \$40,643 is being transferred from a previously approved article to borrow funds. The original authorization was for \$90,000 to design, construct and equip a new wash bay and storage facility at the Recreation Department Garage and for new

~~Windows at the Town Hall Annex. There is a balance of \$40,643 remaining and the funds are no longer needed for their original purpose. Massachusetts General Laws Chapter 44, Section 20 allows for the transfer of previously unexpended proceeds of the loan for any purpose for which a loan may be authorized for an equal or longer period of time than that for which the original loan. The remaining Funds will be transferred from Certified General Fund Free Cash that is available as of July 1, 2012 and will be used to fund the new roof and address damage caused by the current roof not being repaired. The repair cost is in addition to the new roof cost of \$147,000.~~

ARTICLE 6

To see if the Town will vote to transfer from the certified Water Enterprise Fund Retained Earnings the sum of \$500,000 for the purpose of paying for cost of new waterline on East Street; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$500,000 from water enterprise fund retained earnings

Vote: Article 6 was Adopted 7:36 PM 10/2/12

Executive Summary: At Annual Town Meeting \$1,000,000 was authorized for new waterlines in Town. Of that amount \$825,000 was projected for the cost to remove approximately 8,200 feet of 6-inch and 8-inch asbestos cement water main and replace with 12 inch ductile iron water main on East Street (from Maple Street to Andover Town line) and on Shawsheen Street (from East Street to approximately 400 feet on Shawsheen Street). After receiving actual bids the cost of the project is \$1,295,000. This article provides funding to complete the work and provide contingency funds. Any remaining funding will be used to replace 2-inch mains and AC pipe at various locations based on the town's water model. The article allows the Town to utilize funds that were considered available as of July 1, 2012 in the Water Enterprise Fund. Water Retained Earnings as of July 1, 2012 are \$1,751,088.

ARTICLE 7

To see if the Town will vote to raise and appropriate the sum of \$92,409 from the Water Enterprise Fund to pay for the following; or take any other action relative thereto.

New Water Meters	\$15,000
Debt	\$77,409
Total:	<u>\$92,409</u>

Town Manager

The Moderator noted a Scrivener's error on page 5 of the Warrant, and there were no objections. The amount in the article is shown as \$92.409 – it should be \$92,409

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$92,409.00

Vote: Article 7 was Adopted 7:37 PM 10/2/12

Executive Summary: This article allows the Town raise and appropriate from water receipts the funds needed to purchase sixty (60) 5/8th meters for new homes and secondary meters. Funds will also be used to pay principal and interest costs for a long term borrowing.

ARTICLE 8

To see if the Town will vote to raise and appropriate the sum of \$30,847 from the Sewer Enterprise Fund for Sewer Enterprise Debt Service; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$30,847.00

Vote: Article 8 was Adopted 7:38 PM 10/2/12

Executive Summary: This article allows the Town to raise and appropriate from sewer receipts for the payment of principal and interest costs for a long term borrowing that took place in August 2012.

ARTICLE 9

To see if the Town will vote to raise and appropriate the sum of \$102,575.97 from the Sewer Enterprise Fund to pay outstanding bills of a previous fiscal year; or take any other action relative thereto.

From	To	
Sewer – Operating	City of Lowell	\$102,575.97

Total: \$102,575.97

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$102,575.97

Vote: Article 9 was Adopted -Unanimous (9/10 required) 7:39 PM 10/2/12

Executive Summary: According to Massachusetts General Laws bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid from Sewer Enterprise Fund to cover the amount owed to the City of Lowell for disposing and treating wastewater at their treatment plant.

ARTICLE 10

To see if the Town will vote to raise and appropriate \$275,292 and transfer that amount and \$2,557,534 from Free Cash, for a total of \$2,832,826 to the Town Stabilization Fund; or take any other action relative thereto.

Town Manager

Motion: Finance Committee Chair, Thomas Cooke motioned to Amend Article 10
The Board of Selectmen motioned to Adopt Article 10 as Amended

Vote: The motion to Amend Article 10 was Adopted 7:45 PM 10/2/12
Article 10 was Adopted as Amended - Unanimous (2/3 required) 7:48 PM 10/2/12

AMENDMENT: To see if the Town will vote to raise and appropriate \$275,292 and transfer that amount and ~~\$2,557,534~~ \$2,517,534 from Free Cash, for a total of ~~\$2,832,826~~ \$2,792,826 to the Town Stabilization Fund; or take any other action relative thereto.

ARTICLE 10 AS AMENDED: To see if the Town will vote to raise and appropriate \$275,292 and transfer that amount and \$2,517,534 from Free Cash, for a total of \$2,792,826 to the Town Stabilization Fund; or take any other action relative thereto.

Executive Summary: Since State Aid will be more than projected, there is a projected General Fund surplus and Free Cash has been certified. This Article seeks approval to be set aside in the Stabilization Fund and used the future emergencies or one time purchases. Certified Free Cash as of July 1, 2012 was \$3,628,447.

ARTICLE 11

To see if the Town of Tewksbury will vote to appropriate the sum of \$375,000 to create a new recreational use through construction of 5 new tennis courts and associated fence on the campus of Tewksbury Memorial High School, 320 Pleasant Street, including allowed costs incidental and related thereto; To fund such creation, \$375,000 shall be transferred from the Tewksbury Community Preservation Fund Budgeted Reserve.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee and the Tewksbury Town Manager; or take any other action relative thereto.

Community Preservation Committee

Motion: The Finance Committee recommended Adoption, deferred to the Community Preservation Committee
Motion: Community Preservation Committee Chairperson, Nancy Reed motioned for Adoption of Article 11
Motion: Rene Levesque motioned for Indefinite Postponement
Motion: Richard Cuoco motioned to Move the Question

Vote: The motion to Move the Question was Adopted 8:06 PM 10/2/12
Vote: Indefinite Postponement was Defeated 8:07 PM 10/2/12
Vote: Article 11 was Adopted 8:08 PM 10/2/12

Executive Summary: The Tewksbury Town Manager and the Friends of Tewksbury Tennis propose the use of CPA funds for construction of 5 new tennis courts on our High School campus. The use of CPA funds is allowed under Massachusetts General Laws Chapter 44B, Section 5.b.2 as creation of a new recreational use. This project will increase the number of public tennis courts in town from 3, located on Livingston Street, to a total of 8, with these 5 being at the High School. There is an expressed need for the additional community tennis courts for players of all ages and abilities. For comparison, surrounding towns have a range of 13 to 18 public courts. The 5 new courts will also benefit existing and expanding high school team matches and practices, as well as public tournaments. This proposal is endorsed by the Board of Selectmen and the School Committee.

ARTICLE 12

To see if the Town will vote to raise and appropriate or transfer the sum of \$750,000 to be expended by the Town Manager for the cost of constructing an all-purpose artificial turf field at the Tewksbury Memorial High School, including the payment of all costs incidental and related thereto, and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing pursuant to Massachusetts General Laws Chapter 44, Section 7(25), Section 8C of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes or by any combination of the foregoing, and further to authorize the Town Manager to seek reimbursement under the Massachusetts Division of Conservation Services PARC Grant Program and enter into all necessary agreements relating to the Grant Program and further provide that no such monies appropriated shall be expended unless the town receives a grant from the Commonwealth and further categorize the land as dedicated park land in accordance with Massachusetts General Laws Chapter 45, Section 14; or take any other action relative thereto.

Town Manager

The Moderator noted a Scrivener's error on page 7 of the Warrant, and there were no objections. DELETE "and Sec 12 (a)" whereas that section of Massachusetts General Laws has been repealed

Motion: The Finance Committee motioned to Adopt Article 12; raise and appropriate \$750,000.00
Warren Carey motioned to Amend Article 12
Carlos Amaral motioned to Amend Article 12

Chairman of the Board of Selectmen, David Gay motioned to allow Representative James Miceli to address the Assembly
Thomas M. Bradley motioned to Move the Question

Vote: Warren Carey's motion to Amend Article 12 was Defeated 8:24 PM 10/2/12
Carlos Amaral's motion to Amend Article 12 was Defeated 8:35 PM 10/2/12
The motion to allow Representative Miceli to address the Assembly was Accepted 8:35 PM 10/2/12
The motion to Move the Question was Adopted 8:46 PM 10/2/12
Article 12 was Adopted 204 Yes/ 36 No (2/3 required=160) 8:52 PM 10/2/12

WARREN CAREY'S PROPOSED AMENDMENT: In line 10 (ten) after the word Commonwealth, add "for \$300,000.00 or greater"

CARLOS AMARAL'S PROPOSED AMENDMENT: Delete "should be raised by taxation, by transfer from available funds, by borrowing pursuant to Massachusetts General Laws Chapter 44, Section 7(25), Section 8C of the Massachusetts General Laws" Replace with "should be raised by any form of private funds"

Executive Summary: This article authorizes the Town to apply for a Grant through Massachusetts Division of Conservation Services PARC Grant Program to fund the construction of an all-purpose artificial turf field, at the Tewksbury Memorial High School. Funds will not be expended unless the town receives the PARC Grant.

ARTICLE 13

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 59, Section 5K, to establish a property tax work off program for tax payers over 60 years old; or take any other action relative thereto.

Town Manager

The Moderator noted a Scrivener's error on page 7 of the Warrant, and there were no objections. In the Executive Summary, "statue" should be "statute"

Motion: The Finance Committee motioned to Adopt Article 13

Vote: Article 13 was Adopted 8:48 PM 10/2/12

Executive Summary: This article provides for the adoption of the relevant State Statute that governs the property tax work off program for tax payers over 60 years old. By adopting the State Statute it provides guidelines for the Assessors to follow, treating tax withholdings for volunteers and sets the maximum threshold for the hours worked and amount of money that may be abated. \$25,000 was appropriated for the program at the May 2012 Annual Town Meeting to eligible Senior Citizens of the Town to work for Town and School offices and receive a reduction in their property tax bill.

ARTICLE 14

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 59, Section 5N, to establish a property tax work off program for tax payers who are Veterans, and to further approve utilizing funds within Article 19 of the May 7, 2012 Annual Town Meeting; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 14

Vote: Article 14 was Adopted 8:55 PM 10/2/12

Executive Summary: This article provides for the adoption of the relevant State Statute that governs the property tax work-off program for tax payers who are Veterans. By adopting the State Statute it provides guidelines for the Assessors to follow, treating tax withholdings for volunteers and sets the maximum threshold for the hours worked and amount of money that may be abated. \$25,000 was appropriated for the property tax work-off program at the May 2012 Annual Town Meeting and those funds will be used to also fund eligible Veterans of the Town to work for Town and School offices and receive a reduction in their property tax bill.

ARTICLE 15

o see if the Town will vote to accept Michael Road as laid out by the Board of Selectmen on September 12, 2012, in accordance with the plan of land entitled: "Street Acceptance Plan, Michael Road, Tewksbury, MA (Middlesex County North Registry District)" dated August 24, 2012, prepared by Surveying and Mapping Consultants, 325 Wood Road, Suite 109, Braintree, MA 02184, a copy of which has been filed with the Office of the Town Clerk, including the taking and/or acceptance of any easements shown on said plan; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 15

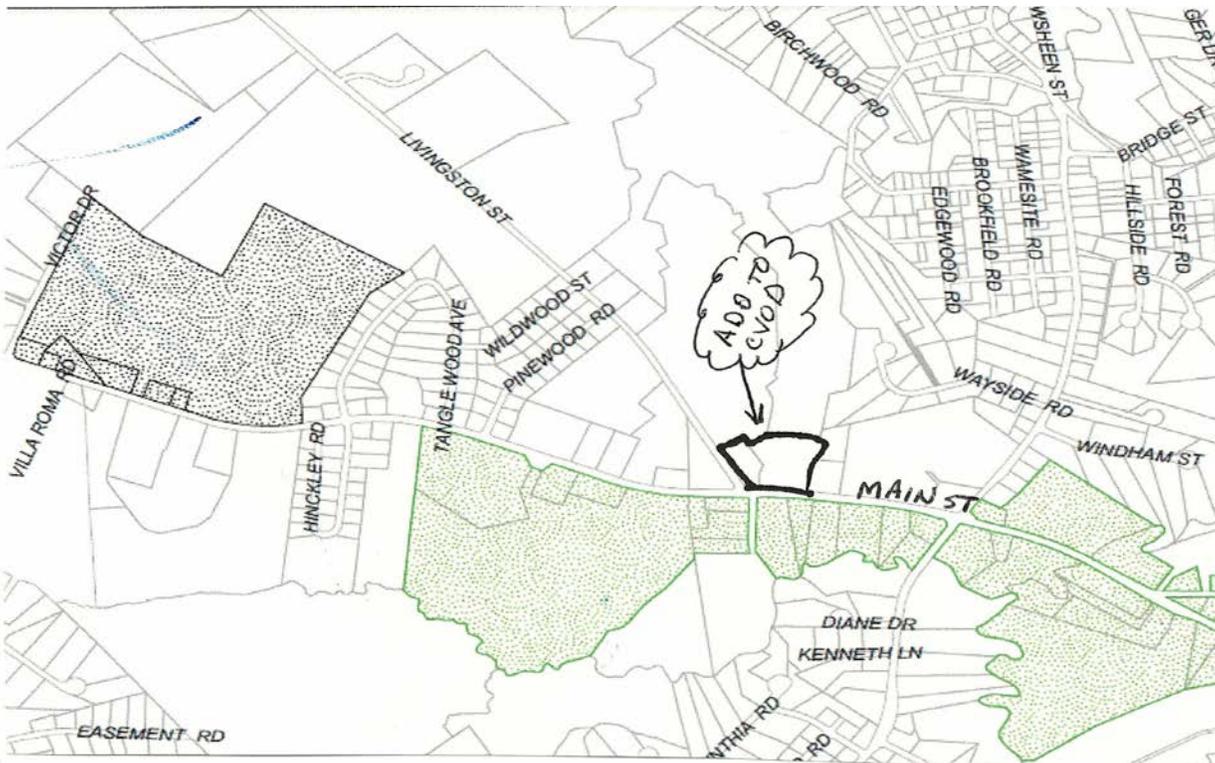
Vote: Article 15 was Adopted 8:56 PM 10/2/12

Executive Summary: The purpose of this article is to accept the new section of Michael Road as a public way (Town Street).

ARTICLE 16

To see if the Town will vote:

to amend the Town of Tewksbury Zoning Map by adding the area described on the Map below to the Community Village Overlay District; or take any other action relative thereto.



2) to amend the Tewksbury Zoning Bylaw by adding a new section 8684.3.n. to read as follows:
8684.3. n Transient overnight lodging in conjunction with and as an accessory use to function hall.

TEWKSBURY PLANNING BOARD

Patricia Meuse noted a Scrivener's error on Page 9 of the Warrant, and there were no objections. 8684 n. should be 8684.3.n

Motion: The Finance Committee deferred to the Planning Board
The Planning Board motioned to Adopt Article 16

Vote: Article 16 was Adopted – Unanimous (2/3 required) 9:01 PM 10/2/12

Executive Summary: This article will add the area described on the above referenced map to the Community Village Overlay District. The article also adds an additional accessory use for the Community Village Overlay District.

ARTICLE 17

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by taking the following actions; or take any other action relative thereto.

Section 2200- Delete 8200 Arts, Crafts, Antiques/ Cottage Industries Overlay District
Delete Section 8200 Arts, Crafts, Antiques/ Cottage Industries Overlay District

And amend the most recent Town of Tewksbury Zoning Map by deleting the Arts, Crafts, Antiques/ Cottage Industries Overlay District.

PLANNING BOARD

Motion: The Finance Committee deferred to the Planning Board
The Planning Board motioned to Adopt Article 17

Vote: Article 17 was Adopted – Unanimous (2/3 required) 9:02 PM 10/2/12

Executive Summary: This zoning overlay district is no longer necessary.

ARTICLE 18

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by adding the following underlined text to the existing language for Cluster Subdivision Special Permits; or take any other action relative thereto.

7340. Dimensional Requirements.

All Other Lot Coverage and Dimensional Requirements	As per the standards prescribed for that district as set forth herein; <u>unless otherwise waived by the Planning Board</u>
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PLANNING BOARD

Motion: The Finance Committee deferred to the Planning Board
The Planning Board motioned to Adopt Article 18
Patricia Meuse motioned for Indefinite Postponement

Vote: The motion for Indefinite Postponement was Defeated 9:05 PM 10/2/12
Article 18 was Adopted (99 Yes/37 No 2/3 required=90) 9:09 PM 10/2/12

Executive Summary: The purpose of cluster development is to encourage the preservation of open space for conservation and recreation uses; to promote the better utilization of land in harmony with its natural features and with the general intent of the Zoning By-Law through a greater flexibility in design; to allow for a more efficient provision of municipal services. This article will allow for the greater flexibility in design.

ARTICLE 19

To see if the Town will vote to amend the Town Code known as the Tewksbury By-Laws, Chapter 18. Conservation Commission Wetlands Protection By-Law by changing the definition.

18.04.020 Definitions

“No Build Zone” means that portion of the Buffer Zone up gradient of the No Disturb Zone and extending to a line ~~fifty feet (50’)~~ twenty (20’) from the edge of those Wetland Resources, contiguous or intermittent, with a defined dimension, subject to restriction, defined in this bylaw.

“No Disturb Zone” means that portion of the Buffer Zone which extends ~~twenty five feet (25’)~~ (10’) from the edge of those Wetland Resources, contiguous or intermittent, with a defined dimension, subject to restriction, defined in this bylaw.

18.04.30 Jurisdiction

(7) For the No Disturb Zone which extends ~~twenty five~~ ten feet (25’) (10’) from the edge of the Wetland Resources Area, the Commission shall require the applicant to maintain a minimum continuous ~~25 foot~~ 10 foot wide No Disturb Zone of undisturbed, natural vegetation between the proposed activity and the resource area(s). The Commission shall also require a ~~fifty foot (50’)~~ twenty foot (20’) No Build Zone from the edge of the Wetland Resource Area, whereby the applicant is required to maintain any proposed building (residential or commercial) or structure, as defined in the regulations implementing the bylaw, at least ~~50~~ 20 feet from the resource area(s). When partial encroachment into the No Build Zone setback is unavoidable, the applicant may mitigate this encroachment by increasing the size of the buffer strip area by an amount equal to or greater than the area of the encroachment, using the following guidelines:

The encroachment shall not exceed 10% of the total area of the No Build Zone setback for the lot; and
The encroachment shall not exceed 25% of the recommended width of the total setback from the resource area.

**Add: Image features associates with storm water management are exempt from the above buffer zones.
: commission may waive the setback entirely if there is a determination that the resource areas will not be impaired.**

18.04.45 Performance Standards

The following standards apply to the Buffer Zone of all the resource areas identified in this bylaw:

~~25~~ 10 Foot No-Disturb Zone: Except as otherwise provided in this bylaw, no activity is permitted within ~~25~~ 10 feet of the delineated edge of the above-mentioned wetland resource areas. Prohibited activities include, but are not limited to, grading, landscaping, vegetation clearing, cutting, filling excavating, road construction, and driveway construction. This standard has been adopted because the alteration of land immediately adjacent to a wetland is likely to result in the alteration of the wetland itself. Alterations typically result from extension of lawns, depositing/dumping of yard waste, over grading, siltation, deposition of construction debris, unregulated filling, and clearing of vegetation, all of which is prohibited.

18.04.40 Exceptions

Other than as stated below, those exceptions provided in the Wetlands Protection Act shall not apply under this Bylaw.

General Exceptions

c) The following are exempt minor activities as long as they are located in the No Build Zone. These activities are described in the State Wetland Regulations (310 Code of Massachusetts Regulations 10.00 Section 10.58(6)). The landowner can proceed with these tasks without prior review by the Conservation Commission.

vii) Conversion of lawns to decks, sheds, patios, and pools that accessory to single family homes, as long as:

House existed prior to May 1, 2002;

Activity located more than ~~25~~ 10 feet from the Wetland Resource Area or bordering vegetated wetland (whichever is farther, and

Sedimentation and erosion controls used during construction

Phil and Kristen Polimeno

Todd and Kristen Keane

Motion: Richard Cuoco, representing the Sponsors of Article 19, motioned to Withdraw

Vote: Article 19 was Withdrawn 9:11 PM 10/2/12

Executive Summary: This amendment provides the Conservation Commission with some flexibility on a case by case basis, for work being done in the local by-law buffer zones. The local by-law remains more restrictive than the State Wetlands Protection Act.

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the October 2, 2012 Special Town Meeting
Sine Die, and this motion was Adopted. 9:12 PM 10/2/12

RESPECTFULLY SUBMITTED,

DENISE GRAFFEO
TOWN CLERK

Presidential Election

November 6, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 16,259 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Kathleen M. Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Elda Sanborn, Clerk
Precinct 3	Judith Colman, Warden	David Barletta, Clerk
Precinct 3A	Mary Pilcher, Warden	Loretta Ryan, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

November 6, 2012

Precinct	1	1A	2	2A	3	3A	4	4A	Total
	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

ELECTORS OF PRESIDENT & VICE PRESIDENT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	5	8	3	10	3	4	10	11	54
Johnson and Gray	17	10	21	16	23	15	18	24	144
Obama and Biden	898	942	969	841	1,013	939	945	1,031	7,578
Romney and Ryan	999	1,121	964	915	1,223	1,142	1,030	966	8,360
Stein and Honkala	4	9	11	9	7	9	11	7	67
Write-Ins	2	4	7	11	8	6	6	12	56
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	10	15	8	10	7	10	12	14	86
Scott P. Brown	1,161	1,307	1,167	1,125	1,425	1,340	1,244	1,206	9,975
Elizabeth A. Warren	748	766	798	664	844	765	762	826	6,173
Write-Ins	6	6	2	3	1	0	2	5	25
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

REPRESENTATIVE IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	112	131	100	95	117	117	129	127	928
John F. Tierney	753	768	799	699	850	764	774	857	6,264
Richard R. Tisei	972	1,070	959	893	1,211	1,146	1,004	950	8,205
Daniel Fishman	84	121	113	106	91	87	108	112	822
Write-ins	4	4	4	9	8	1	5	5	40
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

COUNCILLOR

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	298	315	230	249	278	302	309	302	2,283
Maura L.P. Ciardiello	830	914	825	782	1,077	976	833	806	7,043
Eileen R. Duff	790	862	917	765	916	829	872	933	6,884
Write-ins	7	3	3	6	6	8	6	10	49
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

SENATOR IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	145	153	127	135	136	125	153	145	1,119
Barry R. Finegold	1,022	1,124	1,123	1,004	1,159	1,116	1,142	1,223	8,913
Paul Adams	754	814	723	658	977	874	721	679	6,200
Write-Ins	4	3	2	5	5	0	4	4	27
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

REPRESENTATIVE IN GENERAL COURT**Nineteenth Middlesex District**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	115	103	66	64			110	87	545
James R. Miceli	1,153	1,364	1,388	1,229			1,319	1,451	7,904
Douglas W. Sears	652	624	521	505			585	508	3,395
Write-Ins	5	3	0	4			6	5	23
Total	1,925	2,094	1,975	1,802			2,020	2,051	11,867

REPRESENTATIVE IN GENERAL COURT**Eighteenth Essex District**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks					164	162			326
James J. Lyon, Jr.					1,132	1,051			2,183
Barbara A. L'Italien					972	899			1,871
Write-Ins					9	3			12
Total					2,277	2,115			4,392

CLERK OF COURTS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	568	546	488	499	669	645	523	533	4,471
Michael A. Sullivan	1,337	1,528	1,467	1,274	1,581	1,445	1,471	1,491	11,594
Write-Ins	20	20	20	29	27	25	26	27	194
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

REGISTER OF DEEDS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	564	547	497	505	649	646	544	529	4,481
Richard P. Howe, Jr.	1,341	1,529	1,461	1,273	1,603	1,446	1,456	1,502	11,611
Write-Ins	20	18	17	24	25	23	20	20	167
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

SHERIFF

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	393	375	329	323	463	413	397	354	3,047
Peter J. Koutoujian	1,055	1,151	1,156	1,005	1,216	1,109	1,137	1,172	9,001
Ernesto M. Petrone	473	559	480	464	587	584	478	515	4,140
Write-Ins	4	9	10	10	11	9	8	10	71
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

QUESTION 1

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	183	189	204	169	217	158	246	236	1,602
Yes	1,485	1,649	1,520	1,418	1,776	1,675	1,539	1,579	12,641
No	257	256	251	215	284	282	235	236	2,016
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

QUESTION 2

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	97	70	54	73	102	73	56	45	570
Yes	856	867	908	809	1,024	906	836	849	7,055
No	972	1,157	1,013	920	1,151	1,136	1,128	1,157	8,634
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

QUESTION 3

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	98	70	46	81	107	79	59	52	592
Yes	1,040	1,102	1,174	1,029	1,270	1,139	1,117	1,145	9,016
No	787	922	755	692	900	897	844	854	6,651
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

# Eligible Voters	21,514
Total Votes Cast	16,259
Percent	75.6%

Administration

*Board of Selectmen
Administrative Services
Parking Clerk*

*Town Manager
Board of Registrars
Town Clerk
Department of Public Works*

*Town Counsel
Housing Authority
Veteran's Services*

Board of Selectmen

During 2012, the Board of Selectmen held regular meetings twice a month except for July and August when they met once a month. The Board addressed many issues such as the budget, recycling, notes and bonds, litigation, independent audit, collective bargaining issues. The Board met with the State Delegation, Representative James Miceli, Representative Paul Adams and Senator Barry Finegold. The Board also met with department heads, representatives from Nation Grid, Verizon and held hearings on liquor licenses, class auto licenses, street acceptance.

Board Members continue to serve on other sub-committees such as the High School Building Committee, Green Committee, Economic Development Committee, Community Preservation Committee and Local Housing Partnership to name a few. The Special Act Charter Committee completed their work and the committee was disbanded.

The Board of Selectmen wishes to extend appreciation to all department heads, support staff and town employees for their commitment to serve the residents. The Board would like to take this opportunity to thank the men and women who serve the town as members of numerous appointed and elected board and committees for their time and effort serving in these positions in town government.

For your convenience, the Selectmen's meeting and other town and committee meetings are televised on Channel 8 and 33.

BOARD OF SELECTMEN

David H. Gay, Chairman
Douglas W. Sears, Esq., Vice Chairman
Scott Wilson, Clerk
Anne Marie Stronach
Todd R. Johnson, Esq.

Town Manager

I respectfully submit my first annual report to the Town of Tewksbury as Town Manager.

This past year the Town made improvements in many areas as we faced the normal challenges to maintain services to residents.

Even with the slow growth in economy Town Finances showed some improvement. Standard and Poor's reviewed the Town's Bond Rating and maintained it at AA-. Decisions to pay-off leases, increasing the Stabilization Fund and Enterprise Fund Retained Earnings as well as eliminating the reliance on one-time revenues as part of the operating budget were major reasons for maintaining the rating. We will continue this disciplined approach as the budget is developed each year. With this approach we anticipate a Bond Rating increase in the future which not only allows the Town to borrow money at a lower interest rate, but gives the Financial Management Team an indication of how well our financial policies and procedures are doing.

The slightly improved finance's allowed departments to address some of their priorities, but we still have a long road ahead of us. During the past year the Council on Aging and Town Offices opened five days a week, needed staff was added to various departments, operating budgets were increased, vehicles and equipment were purchased, and capital improvements were funded.

Once again we were hoping to see the renovation of the Town Hall begin but we were not successful. Kang and Associates were hired as the new Architects for the project and began a new review of the programmatic space needs of the building. Hopefully in 2013 Town Hall offices can be relocated, design completed and renovations begin.

As the next year begins I look forward to addressing the issues central to the residents and businesses of the community. I will continue to hold neighborhood meetings, to listen to the Community's concerns, and finding ways to address them. Improving services to residents and businesses is always a top priority and we look for new and innovative approaches every day. Although there are many challenges ahead I am confident with the commitment of the public officials and employees of the Town that we will achieve our goals.

I would like to thank the Board of Selectmen for their continued support as we made positive strides and improvement this past year. I would like to extend my appreciation to all Department Heads and their staff for their hard work and dedication to the Community. They did an outstanding job providing excellent service to the residents of the Community. Even though there are still many unmet needs they accomplished a great deal over the past year.

Respectfully,
Richard A. Montuori
Town Manager

Town Counsel

TOWN COUNSEL REPORT CHARLES J. ZAROULIS, ATTORNEY AT LAW

In 2012, Charles J. Zaroulis, Town Counsel, represented the Town of Tewksbury in litigation before the Middlesex Superior Court, the Land Court, and Lowell District Court.

Town Counsel's litigation schedule included eleven (11) cases in Superior Court, four (4) cases in the Land Court, two (2) cases in the District Court, and one (1) case in the United States District Court.

The following significant cases, all of which were resolved in favor of the Town, are:

Town of Tewksbury v. John D. Sullivan, Complaint for Contempt; Dorothy J. Macaulay v. Board of Health; M. K. Realty Trust v. Planning Board; Mathews Main Street, LLC v. Zoning Board of Appeals; Robert DiStefano, Trustee v. Planning Board; and Town of Tewksbury Building Commissioner v. John Forster.

In addition to court hearings, Town Counsel appeared before various state agencies, prepared legal documents, contracts, deeds, leases, construction and contract specifications, easements, court pleadings, legal memoranda and opinions for various Departments, drafted bylaws and regulations, reviewed and drafted Town Meeting Articles, and made eminent domain land takings for utility improvements and street acceptances.

Town Counsel will continue his program of providing municipal law memoranda and training sessions, which address important and current issues of law and the interpretation of laws, for the various Boards, Committees, Commissions, and Departments.

Town Counsel thanks the Board of Selectmen, the Town Manager, the several Boards, Committees, Commissions, and Departments and their officers and employees for the excellent co-operation again provided to him during the past year.

Charles J. Zaroulis, Town Counsel

Administrative Services

OFFICE HOURS ARE MONDAY THROUGH THURSDAY 8:30AM – 4:30PM

Department Staff: Teresa Belanger, Administrative Services Assistant

The Administrative Services role concentrates on all aspects of Human Resources such as Employee Relations, Employee Benefits, Retiree Benefits, Occupational Injuries/Workers Compensation, Personnel Records, Recruiting, Family Medical Leave, Benefit Coordination, and Medical Cost Analysis.

Employee Services:

Maintains all employee records including medical and separate employee records.

Maintains central data base for all town and school employees.

Maintains tracking records for all town employees' vacation, sick and personal days.

Coordinates all recruiting efforts including but not limited to job postings, interviews, candidate selection, reference checks, CORI checks and pre-employment physicals.

Maintains and updates all Town employee Job Descriptions.

Completes orientations with all new hires for the Town, notifies retirement board and payroll, benefit enrollment as necessary.

Maintains all new employee records in the Munis Financial Program.

Track and maintain all new Medicare Part D computer program.

Maintain all retiree pension deductions and notify retirement boards of upcoming changes in deductions.

Maintains occupational health records, coordinates and performs utilization reviews as needed.

Maintains all family medical records.

Coordinates all Family Medical Leaves (FMLA) for Town employees including correspondence with employee and physicians, completion of paperwork and tracking time out of work.

Maintains all HIPPA records.

Coordinates all Medicare/Medex benefits with employees who reach the age of 65.

Maintains all records related to the Massachusetts Healthcare Reform Bill.

Coordinates COBRA benefits when necessary.

Maintain, track and process all direct benefit payments.

Processes all Unemployment Claims for Town and School.

Maintains all Civil Service Records.

Provides support to Personnel Relations Review Board (PRRB).

Coordinates MIIA Employee Assistance Program (EAP) Training

Maintains voluntary benefits with Aflac which include: Short Term Disability (STD), Life Insurance, Accident Benefits, Lump Sum Critical Illness Plan and Voluntary Indemnity plan for hospitalization.

New benefits introduced to the Town in 2012:

Coordinated all healthcare changes for the BCBS plan, including changing active employees enrolled in a PPO plan over to a grandfathered HMO plan, introducing the PPO and HMO Benchmark plans and notifying all Medex participants of the new contribution change to a 90/10 split as well as notifying the retirement boards of all cost changes which impacted every participant enrolled in the Town's insurance plan.

Introduced and implemented a voluntary Flexible Spending Account (FSA) for all Town and School employees.

Administered and tracked all aspects of the Senior Citizen Property Tax Work Off Program.

Respectfully,

Richard A. Montuori

Town Manager

Board of Registrars

Denise Graffeo, Town Clerk

Frank Teague, Chairman

Edward Creamer

Ruth Teague

One of the major duties of the Board of Registrars is to conduct all voter registration sessions. Registrars are responsible for the voter registration process, for maintaining voter registration records, and for submitting certain records to the Secretary of State. Prior to any election or town meeting, the Board of Registrars conducts a special voter registration session; the date and time are published in advance in the local newspapers and cable TV.

Voter registration in Tewksbury has never been easier than it is today. Residents may register to vote in person at the Town Clerk's Office, Town Hall, 1009 Main Street, Monday – Friday from 7:30 AM to 4:30 PM. Or, you may request a mail-in voter registration form by phoning the Town Clerk's Office at 978-640-4355. Downloadable Voter Registration applications are now available online at the [State Elections Division](#) website. Applications may be submitted in person or by mail. In addition, the state registries of motor vehicles, social service agencies and military recruitment offices provide voter registration services.

There are three (3) important lists the registrars are required to prepare: the annual street list, the annual card file of registered voters, and the registered voters list.

Certification of nomination papers, petitions, proposed town meeting articles, and applications for absentee voting are also the duty of the Registrars.

Information about absentee voting may be obtained by phoning the Town Clerk's Office at 640-4355 or on the Town Clerk page of the municipal website www.tewksbury.net. Applications for absentee ballots may be obtained from the Town Clerk or the Office of the Secretary of State. Downloadable Absentee Ballot applications are now available online at the [State Elections Division](#) website. Applications may be submitted in person or by mail.

RE-LOCATION OF PRECINCTS

Effective December 20, 2011 the Board of Selectmen voted to re-locate Precincts 3 and 3A to the Lowell Assembly of God at 995 Andover Street, and Precincts 2 and 2A to the Tewksbury Recreation Center at 286 Livingston Street.

Precinct	Enrollment	Location	Address
Precinct 1	2715	Senior Center	175 Chandler St.
Precinct 1A	2406	Senior Center	175 Chandler St.
Precinct 2	2366	Recreation Center	286 Livingston St.
Precinct 2A	2385	Recreation Center	286 Livingston St.
Precinct 3	3039	Lowell Assembly of God	995 Andover St.
Precinct 3A	2637	Lowell Assembly of God	995 Andover St.
Precinct 4	2236	Library	300 Chandler St.
Precinct 4A	2596	Library	300 Chandler St.

Precinct	Conservative Party	Democratic	Reform	Green Rainbow	Libertarian	American Independent	Republican	Interdependent 3rd Party	Unenrolled	Grand Total
1	1	761	1	2	13		357		1580	2715
1A		715		1	5	1	286	1	1397	2409
2		691	1		9		264	3	1398	2366
2A		676		3	9	2	276	1	1418	2385
3		850			10	3	437	2	1737	3039
3A		709		2	10	2	327	3	1584	2637
4		718		1	2		220		1295	2236
4A		852	1	1	5	1	224	1	1511	2596
Grand Totals	1	5972	3	10	63	9	2391	11	11920	20380

Housing Authority

This year the Tewksbury Housing Authority has added an additional 154 families to our wait list. Due to the limited number of family units, the Authority closed its family wait list on July 31, 2012 for all non-emergency applicants. There was one vacancy this year in our family housing units. Our vacancy turnovers in 2012 for our elderly/disabled housing units totaled 22. New applicants added to the elderly/handicapped wait list were 147.

Our Robert Flucker Heights Federal Development had a number of renovations completed this year. Parking, roadways and walks were paved, new railings, painting of balconies and existing railings and new energy saving windows installed. Our Carnation Drive Development had new boiler, new railings, new refrigerators and design work started for Community Hall Renovations.

Applications for our Elderly, Family and Section 8 programs can be obtained at our main office located in back of the Community Building of our Saunders Circle Elderly Housing Development. Applications may also be obtained on the Town's website under the Housing Authority link located in the Boards and Committees tab. The Authority's office hours are from 8:00 A.M. to 4:30 P.M. Monday through Thursday and from 8:00 A.M. to 12:00 Noon on Fridays.

Tewksbury's 202 Elderly Supportive Housing Development is progressing. The design phase is almost completed. It is expected that construction will start early spring 2013. There were Three (3) Monitoring Agreements signed for Affordable Housing Trust developments and one (1) resale of an affordable unit at Merrimac Meadows.

I wish to thank all the Authority's residents for their cooperation this year while renovations and improvements to our developments were being completed. I also wish to thank my fellow Commissioners and the staff for their continued efforts afforded to the Authority throughout the year.

Respectfully submitted by:
Louise A. Gearty
Chairwoman

Parking Clerk

A hearing on any parking violation may be obtained upon the written request of the registered owner of the vehicle, as stated on the parking violation notice.

Year 2012 Fines collected and deposited with the Town Treasurer - \$ 17,187.40

Parking Ban (Overnight-Inclement Weather)

Town By-Law 8.24.010

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street from 12:00 (Midnight) to 6:00 AM. This shall take effect on November First of each year and end on March Thirty-First. (A fine of \$25.00 will be imposed for a violation of this Section).

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street, day or night, when it is snowing or when icy conditions exist. (A fine of \$25.00 will be imposed for a violation of this Section).

Any vehicle, other than one acting in an emergency, parked, day or night, on any street in the Town, so as to interfere with the work of removing or plowing snow, removing ice, or sanding the street, may be removed or towed away, at the sole expense of the registered owner of said vehicle, under the authority and direction of the Superintendent of the Department of Public Works to a public garage or any convenient place. The Superintendent of the Department of Public Works shall within a reasonable time, notify the Chief of Police of the removal of any such vehicle and of the place to which it has been removed, and the Chief of Police shall give like notice to the registered owner of the vehicle.

Vehicles so towed away shall be stored in a safe place and restored to the registered owner thereof upon proper identification and full payment, to the Town or to the Keeper of the place of storage, for the expenses incurred in such removal and storage. Inquiries, about vehicles so towed away, shall be made at the Police Station. This allows easy and uninterrupted access for the fire, police, school buses, snowplows, sanders, and other emergency vehicles.

Effective January 2000 unauthorized parking in a designated handicap parking area will carry a violation fine of \$100.00 and parking in a fire lane will carry a violation fine of \$100.00.

Effective November 2006: Parking fines, Code # 1-12 increased to \$25.00 from \$10.00 and Code #13-19 increased to \$25.00 from \$15.00.

Parking tickets may now be paid on-line at www.kelleyryan.com

Respectfully submitted,
Denise Graffeo
Town Clerk - Parking Clerk

Town Clerk

Denise Graffeo, Town Clerk (Elected April 2011)
Christine Cicero, Michele Sullivan, Deborah Winter

The Town Clerk holds office hours Monday-Friday 7:30 A.M. to 4:30 P.M.

Mission Statement

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the Town and the State by providing efficient, innovative, and quality services in a fair and impartial manner to all.

TOWN STATISTICS

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Population	30,077	30,309	32,516
Dog Licenses	2,277	2,081	2,134
Sporting Licenses	---	202	238

FINANCIAL

	<u>1/1/12 – 12/31/12</u>	<u>1/1/11-12/31/11</u>	<u>1/1/10-12/31/10</u>
Misc. Fees to Town Treasurer	38,716.92	41,996.28	34,107.50
Dog Fees to Treasurer	41,828.00	37,255.00	37,250.00
Sporting Licenses to State	-----	4,596.30	5,619.65
Marijuana Fines	600.00	500.00	600.00
Records Preservation (Revolving)	10,375.00	11,545.00	9,185.00
Parking Fines to Treasurer	17,187.40	20,433.40	11,940.00
Passport Fees	-----	<u>1,225.00</u>	<u>5,175.00</u>
TOTAL	\$108,707.32	\$117,550.98	\$104,177.55

VITAL STATISTICS

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Birth	247	237	253	273	275	226
Marriage	95	96	94	113	130	123
Death	277	347	269	302	255	222

Chapter 45, Section 15 of the Massachusetts General Laws: The Town Clerk will furnish blanks for the return of Births to parents, householders, physicians and registered hospital medical officers applying therefore.

Veterans' Services

OFFICE HOURS ARE MONDAY THROUGH FRIDAY

7:30AM - 4:00PM

The Veterans' Services Department has again been active in helping the Town's Veterans. We have provided financial support to those Veterans needing assistance, including administrative support, interpreting and filling out the sometimes complex federal and state forms. In 2012, the Federal Government (VA) expanded veteran's benefits and medical services including; a wider range of prescription benefits. This greatly increased the number of Veterans applying for State and VA Hospital services.

I have represented the Town of Tewksbury at several functions including Memorial Day and Veterans' Day celebrations. On the state level, as a member of the MVSOA, I have worked hard to, get the Welcome Home Bill passed, expanded the definition of a Veteran and secured additional benefits for Veterans. As the Veterans' Service Officer, I attend monthly meetings of the American Legion, Disabled American Veterans and Veterans of Foreign Wars. This office has provided, to our Veterans, a book by the Secretary of the Commonwealth William F. Galvin, detailing Veterans' laws and benefits. The latest benefit is the bonus for the Afghanistan and Iraq War Veterans. All returning Town Veterans have been notified regarding this benefit and we have begun the process to attain this bonus for them.

The Department of Veterans Services continues to offer to the Veterans, dependents, or the widows, services in a wide range of categories; such as:

VA Pension & Compensation	Grave Markers
Hospitalization (in and out patient)	Social Security
Burial Allowance	Disability
Drug & Alcohol Treatment	Medicare Part D
Educational & Vocational Training	Retirement Matters
Copies of Discharges	Military Records

The Department of Veterans' Services does not stand alone in serving the Town's Veterans, but works with the other Veterans' and Fraternal Organizations within the Town. I would like to thank each organization and their members for all the time, effort and contributions they have given to the Town's Veterans. Special thanks should also go to the Town Manager, Board of Selectmen and other Town Departments for their help in making this a Town where the Veteran is well served.

I have worked with the Tewksbury Veterans' Council comprised of the American Legion, Disabled American Veterans, the Veterans of Foreign Wars as well as the Ladies Auxiliary on several occasions to ship "CARE Packages" overseas to our men and women serving our country.

Respectfully submitted,

James F. Williams
Director, Veterans' Services

Department of Public Works

The mission of the Tewksbury's Department of Public Works (DPW) is to support and enhance the quality of life for residents, businesses and visitors by providing services and solutions to maintain and upgrade the Town's infrastructure in the most efficient manner; to provide design, construction and maintenance solutions for roads, traffic and drainage systems, trees, sanitary sewers, water production and distribution in order to maximize benefits, convenience and safety to the public.

Administration

The Administrative Division of the DPW oversees the daily operations of the department and is responsible for all long range infrastructure planning. The administrative staff coordinate the department's daily activities, develop and manage the annual operating, capital improvement and capital equipment budgets for each division; prepare personnel and payroll records of the department's personnel, process vendor invoices for payment, works with the Community Development Department who issues curb-cut and utility road opening permits. This division also assists with the review of plans of proposed subdivisions to insure compliance with town by-laws, regulations and with DPW standards. Also, the Administration Division prepares specifications and bid documents for the procurement of goods and services, equipment and construction contracts for all of the divisions, assists with the hiring of new staff, assists with labor negotiations and manages labor agreement issues, develops, implements and enforces departmental policies, coordinates the administrative support for all divisions of the department and handles all public inquiries.

The Administrative Division of the DPW is comprised of the Superintendent of Public Works, Assistant Superintendent, (1) one full-time and (1) part-time Administrative Secretary. Assistance is also provided by clerical staff from the Community Development Department. DPW Administration staff continued their active role overseeing activities of the Park and Recreation staff, user groups and the maintenance of town facilities. Mowing responsibilities have been outsourced to private contractors for all recreation fields and town facilities, allowing a small force of in-house staff to address daily cleanup, the lining sports fields and addressing requests and repairs as needed.

The DPW Administration provided greater assistance to managers of town buildings this past year in an effort to establish a more inclusive maintenance strategy for all town operated facilities. In 2012, trade contracts were bid to establish a single vendor for each of the trades: Electric, Plumbing and Mechanical/HVAC. By doing so, accountability and quality of workmanship across departments and facilities, as well as, response to emergency situations were better managed. As a liaison to the various town facilities, the Assistant Superintendent provided guidance and coordinated labor in addressing concerns at the Library and Senior Center.

In 2009, a consolidation of the Engineering Division into the DPW organization was initiated to operate as one comprehensive organizational structure focusing on infrastructure, which brought a number of changes to the Department's administrative, planning and operations process. As of 2012, the success of the consolidation has resulted in greater project efficiencies and collaboration across DPW divisions and with other stakeholder departments, especially Community Development and their planning/permitting process. Also, the internal traffic safety group continues to assess improvements to traffic safety throughout town incorporating Engineering, Highway, Police, Fire and Administration staff.

Engineering

The Engineering Division is staffed by the Town Engineer and two engineering Project Managers. As a team, we provide analytical analyses and design, develop plans and specifications, estimates, management, coordination and construction support for the Department of Public Works (DPW). This includes design for roadway and utilities such as water, sewer, drainage and stormwater. The Engineering Division works closely with other Town boards and departments to assist with planning, conservation and traffic management review. Other services provided include inspections for driveway installations, water and sewer services, Geographic Information System (GIS) map updates, and technical support to Town Counsel for miscellaneous legalities.

The Division's accomplishments for year 2012 were as follows;

- Roadway reconstruction with upgrades to drainage on Michael Street, and Trull Road between Andover Street and River Road.
- In addition to the Town making improvements to Michael Street, it was accepted at Town Meeting as a public roadway.
- Signalization design for the intersection of East Street, Dascomb Road and Shawsheen Street is 75% complete. The designer for this intersection is TEC Engineering. The Massachusetts Department of Transportation (MassDOT) is planning construction for the signalized intersection in 2014.
- Approximately 9,319 residential, 542 commercial, and 51 municipal meters have been replaced to date by the Water Meter Change Out Program.
- The DPW continued the Inflow and Infiltration (I/I) Assessment and Removal Program for the wastewater collection system. These remediation efforts have been primarily targeted on older sections of the collection system. Some repairs have been made on sewer manhole structures with available funds. Approximately 113,760 gallons per day of unmetered water has been removed from the system. A capital improvement plan is being developed for further repair to be conducted over the next five years.
- Drafted Sewer Regulations have been updated since the last revision in 1984. These regulations have been posted for review and comment and will be adopted early in the upcoming year.
- Continuing to maintain the Drain Layer's list for the approved contractors to work on utilities throughout the Town.
- Progress has been made with the GIS for the Town with additional data of the Towns infrastructure. Additional information was added for private sewer lines and sections of drainage throughout Town.
- Assisting with administrative services for both catch basin repairs and cleaning projects as well as hydrant replacements within the DPW. A total of 14 catch basins were repaired, 1,482 catch basins were cleaned, and 52 hydrants were replaced this year.
- The East Street Water Main Replacement is nearly 70% complete. The project began at the Andover town line and will continue to Maple Road resulting in approximately 8,000 linear feet of 8-inch asbestos pipe replaced with new 12-inch ductile iron pipe. The contractor working on this project is J.J. Phelan and Sons. In addition to the water upgrades, the railroad crossing pad located on East Street next to Lumber Lane which was in need of replacement was completed. This will be the first of many improvements the Town is working on to improve the East Street transportation corridor.
- Drainage improvements and water main upgrades have been made on River Road, in the neighborhood of Merrimack Meadows towards Andover Street.
- The Whipple Road Bridge that had been closed since the March 2010 storm was repaired and opened to the public. This project was funded by MassDOT. Through a collaborative effort of the Towns of Tewksbury, Billerica and Wilmington, the project was successfully managed from design stage to close out.
- The Town was awarded a grant to assist with improving the water quality in Long Pond. The Engineering and Conservation Division have been working together to locate areas for rain gardens and vegetated swales that would remove impurities from the stormwater prior to entering the Long Pond watershed.
- The Engineering Division has been very involved with the planning and design for capping the land fill over by Sutton Brook off of South Street. The design is 95% complete and expected for construction during 2014.
- Coughlin Environmental Services, an engineering firm, is in the process of completing plans for roadway reconstruction on East Street based on requests and comments from the Engineering Division. This project will be completed in two phases. The goal is for the first phase of construction to begin in 2013 and the second stage of construction be completed in 2014.
- Assisting the Water and Sewer Division with upgrades to the Florence Avenue pump station. There will be a sewage grinder installed at this location during the winter/spring of 2013.
- Completed testing all "dry weather" testing of the stormwater outfalls throughout town.
- Conducted a traffic count study for the intersections of Old Boston Road and Archstone Avenue.

In addition, the Engineering Division had the assistance of two senior citizens to help scan water service cards that will be included into our GIS water layer. The Division was lucky enough to benefit from the two seniors that were working on the tax work-off program. It was a great success and we hope to have the same opportunity in the upcoming years. The Division was also able to have a summer intern to help test stormwater outfalls for water quality which is a requirement for every Town through the Environmental Protection Agency. All efforts and hard work was greatly appreciated.

There was a change in the engineering staff this year. Nina Nazarian departed the group in December to further advance her career. She was the Project Manager for the meter project and played an important role within the engineering group. The Division wishes her success in her future endeavors. In her position, the Town was fortunate to have Joseph Giuliano join the Engineering Division as the new Project Manager. Both his previous career experiences and education in pavement and transportation engineering are a nice complement to the Division. We are looking forward to his contributions to the team.

This was a positive year for the Engineering Division and we look forward to the new year's challenges. Please visit our web site at http://www.tewksbury-ma.gov/Pages/TewksburyMA_Engineering/index for updated information throughout the year.

Highway/Forestry

The Highway/Forestry division staff was consolidated into a single division in 2009. Their activities through 2012 included assisting the Engineering Division with roadway reclamation and paving projects; repairing local roads, backfilling of the roadside shoulders, repairing potholes, paving driveway aprons, and installing asphalt berm. Other related street maintenance activities included street sweeping; street and traffic sign installations, traffic pavement markings including school and pedestrian crosswalks, periodic jetting of drain lines and the cleaning of culverts and drainage ditches. The division also constructed storm water leaching basins to alleviate some street flooding in areas where no drainage system existed. When inclement and emergency-related weather events dictate, the division assumes more challenging duties. The 2012, Hurricane Sandy and the early season snowstorm (October 29th) tore through town causing trees and tree limbs to break and fall, resulting electric outages, downed wires and many safety concerns. Localized flooding challenged the limited number of crew members within the Highway/Forestry Division to address damages to both public and private property.

In addition, the skill and dedication of the DPW staff, while operating heavy duty trucks and other specialized equipment for long hours, are unique to the overall winter work operations. Pre-treating of roads with de-icing chemicals and plowing of streets, schools, sidewalks and municipal parking lots are completed to insure that all motorists and pedestrian traffic are safe and secure while commuting in and around the Town of Tewksbury. Lastly, over the past 3-4 years catch basin cleaning had been removed from the Division's budget and cleaning was conducted on a case-by-case basis. However, in 2012 funding was provided to clean over half the Catch Basins in town. Although Federal and State regulation mandate on-going repairs and maintenance for the drainage system, this work was helpful in maintaining the function of the system, identifying basins that need to be repaired and drains lines needing flushing. More attention needs to be focused in this area where there are more than (3,000) basins that exist in the drainage system.

Forestry related activities included the removal of hazardous tree conditions threatening public and private properties resulting in (96) trees removed by the town and (49) trees being removed by National Grid as part of National Grid's Hazard Tree Mitigation Program to assistance local towns. In addition, the cutting of (20) lane miles of roadside brush along the Town's right-of-ways helped to improve vehicular safety and sight-lines. The Division continued the removal of (76) stumps along town roadways through contractual arrangement, with the intent to continue reducing the number of existing stumps in 2013. Finally, the recycling of Christmas trees were added to the town compost operation.

Fleet Maintenance

The Fleet Maintenance Division, consisting of (3) staff members, is responsible for service, repairs and supplies to fuel and maintain (91) pieces of DPW/Utility equipment. DPW mechanics' maintain other department vehicles including (35) Police Division vehicles. Also various small engine equipment (lawn mowers, snow blowers, leaf blowers, generators etc.) are maintained by the Fleet Maintenance Division.

The division orders and maintains the Town's gas and diesel fuel depot including all records of usage for various town divisions; maintains the facility to comply with all aspects of Department of Environmental Protection (DEP) requirements (Stage 2).

A small inventory of parts and supplies are kept in stock. However most are purchased on an as needed basis reducing unnecessary expense, while reducing the requirement for excess storage space.

The division staff reviews Public Works equipment inventory annually and makes recommendations for replacement within the capital budget. In calendar year 2012 the DPW purchased (1) new piece of equipment utilized by the Water Treatment Plant, half-ton, 4-wheel drive pickup truck; and a sweeper used by the Highway Division. The Fleet Maintenance Division Supervisor is also responsible to maintain insurance and MassDOT records, file insurance claims and update carrier records on an annual basis.

Water Distribution/Sewer Collection

The Water and Sewer Division, with a staff of (9) full time employees comprising of (1) Water/Sewer Division Supervisor, (1) Crew Leader for water distribution, (1) Crew Leader for sewer collection, (1) Special Heavy Motor Equipment Operator and (4) Heavy Motor Equipment Operators. These employees are responsible for ensuring the integrity of the water distribution and sewer collection systems. The water distribution system includes over (170) miles of water mains, more than 10,000 water services, approximately 1,500 fire hydrants and thousands of water main valves throughout the piping network. This division is also responsible for maintaining the Town's sewer infrastructure consisting of more than 180 miles of gravity and forced (pressure) sewer mains. With the completion of the sewer construction project, November 2009, the Town currently has (46) active sewerage pumping stations throughout the Town directing sewerage to the Lowell Waste Water Treatment Plant.

The year 2012, once again was a very active year for our Water/Sewer Division employees who put in long hours with their normal work hours and overtime repairing water main breaks, water service leaks, sewer breaks, and sewer backups along with our normally assigned responsibilities. We are still in the process of trying to get caught up with our normal maintenance programs that were neglected while the Town wide sewer project was in full swing. Some of these duties consist of numerous water service repair calls, low pressure checks, dirty water calls, fire hydrant repairs, fire hydrant replacements, repairing and replacing water meters, hot topping streets after water service and water main breaks, checking, cleaning and maintaining our forty six (46) sewerage pumping stations on a daily basis, checking and at times flushing the sewer lines all over town, repairing sewer manholes, responding to and clearing sewerage backups due to grease and soap build-up, and numerous other jobs performed by the employees not mentioned above.

New Badger water meters and MTU units were still being installed throughout Town to all homes, commercial, and municipal buildings which started in 2008. These new water meters are able to send signals via airwaves to collectors and repeaters situated all around Town in various locations which will then transmit the data to Computer Services at the Town Hall Annex Building and then to the water billing office computer. The new water meter replacement project took approximately four (4) years to complete ending in 2012. So far 98% of the residential, 99% of the commercial and 100% of the municipal water meters have been installed. Staff also assisted the private meter installers with water service shutoffs if the meter valve did not shutoff properly.

The Town in 2009 started a secondary water meter program to allow residents to install a dedicated water meter for outside irrigation sprinkler lines only. This program has had more residential and commercial property owners take advantage of the secondary meters than anticipated and is an ongoing program.

In the fall of 2012, the Town and the engineering firm of Coughlin Environmental started a water main replacement project on East Street from Shawsheen Street to Maple Street upgrading an older 6" inch and 8" inch water main to a 12" inch ductile iron water main. This project should be completed in the spring /early summer of 2013. All residential and commercial water service lines will also be replaced to the property lines so there will be no older piping in the street once the project area is completed. This project will also bring significant fire protection to the East Street and Shawsheen Street intersection area when completed.

In October of 2012, the Town experienced a considerable power outage throughout town caused by the Hurricane Sandy. During this power outage, staff must alternate the hook up of emergency portable power generators to all the sewerage pump stations without power by attaching electrical cables to the control panels to supply power to these stations. Staff pump down the water in the station's wet-well to a safe level. Once all the pump stations affected are pumped down begin the routine over again until normal power is restored. Some employees didn't see their homes for 3 to 4 days during this storm.

In the fall of 2012, the Town replaced, through contract 50 outdated fire hydrants at various locations around the town. This ongoing annual project is slated to replace approximately 600 fire hydrants. Since 2010 the Town has replaced 150 fire hydrants to date with 450 more to be replaced in the coming years.

In the spring of 2013 the Town will be installing a sewerage grinder machine before the holding tank at the Florence Ave. pump station in South Tewksbury due the heavy and destructive flushing of foreign materials being flushed down toilets which include cloth wipes, dental floss, female hygiene products, rubber gloves clothing, plastics, etc. This is a huge ongoing problem being encountered at all of our 46 sewer pumping stations situated all over town. The only things that should be flushed down toilets are human waste and toilet paper.

The Water/Sewer Division also puts in long hours assisting the Highway/Tree Division with sanding, salting and snow removal during the winter months, flooding, downed trees and other projects requiring our assistance all year long.

Water Filtration

The Tewksbury Water Treatment Plant is a full conventional treatment facility, specifically designed to treat water from the Merrimack River. The plant is capable of treating up to seven (7) million gallons a day and the Town can store up to a total of seven (7) million gallons of water in three (3) storage tanks. In 2011, the Town of Tewksbury used 862.39 million gallons of water. This is an average of 2.36 million gallons per day with a peak usage of 4.483 million gallons (on 7/14/12) during the hot summer months.

Residential use of water was 537.4 million gallons (62%) which resulted in a Residential Gallons per Capita Day usage of: 49 gallons per person per day.

Industrial usage this year was 166.5 million gallons or about 19.3 %.

Municipal usage topped out at: 26.9 million gallons which includes 15.4 million gallons used for the annual flushing program to clean all the pipes in the water system.

The original facility was built in 1988 and went online June 5th. Our first daily production was 0.9 million gallons. Our facility now process over 3 million gallons a day during the same period of time or more than 300% increase. As the plant enters its 25th year of operation, the Town has completed a comprehensive Engineering Evaluation (performed by AECOM of Wakefield) in order to ascertain what parts of the facility are in need of replacement and/or upgrades; and to ensure our treatment process meets pending Environmental Protection Agency (EPA) regulation changes. In addition, due to incompatibility and violation of local regulations, the City of Lowell will no longer act as our back-up for our sludge drying facility. So we are now in the process of investigating methods to increase reliability of our sludge drying facility and increasing our sludge storage. Once again this will be handled by AECOM of Wakefield.

Under the category of normal “wear and tear” we continue to address equipment issues as they occur. In 2012 a new compact submersible mixer was added to the sludge storage tank. This device is a high flow mixer and performs the same duty as the original mixer while using 1/5 the electrical power and at half the cost. Other issues that were addressed concerned the use of re-activated carbon in our filter beds. Our first side by side trial indicated no difference in using the re-activated carbon vs. virgin activated carbon. Along with several other facilities on the Merrimack River also trying this material all have had good reports. In the process, the plant’s spent carbon is hauled back to an NSF certified facility and reactivated. It is stored in a specified location until we call for a replacement. Then our original carbon (now cleaned and re-activated) is returned for use again. This proven process, which has been in use for over ten years, will both save valuable resources and will save over \$40,000 per year in carbon replacement cost.

“Is my water tested?” is a commonly asked question. As a requirement of MaDEP our entire process is tested every four hours. The process is also monitored by 22 analytical online devices generating hundreds of thousands of numbers each year. A sophisticated computer network assists in the “number crunching” to generate monthly reports which are sent to MaDEP each month. In addition, samples for bacteria, phosphate and fluoride are processed by our State certified laboratory as part of our mandated quality control program. On a quarterly basis other types of analysis are performed to guarantee that the water users of Tewksbury are getting water that meets and exceeds EPA and MaDEP quality standards.

Thank You,

The employees of the Department of Public Works have done an exceptional job in serving this community considering the workload that is assigned to them, the need for their response during emergency conditions at all times of the day or night, all year long and the growing demand for service given the expanded infrastructure. It is through their tireless efforts and dedication that the mission of our organization can be achieved.

Community Activities

Library Trustees

*Council on Aging
Historical Commission*

Recycling Committee

Library Trustees



Board of Library Trustees, 2012
Joseph Frank, Chairperson
Robert Homeyer
Paige Impink

Patrick Joyce
Patricia Pino
Eugene Walsh

Mission and Vision of the Tewksbury Public Library:

The public library of Tewksbury seeks to provide the Town's residents with a wide variety of materials, resources and services. Our vision is to empower Tewksbury's residents by developing, promoting, and delivering lifelong learning opportunities and to culturally enrich the entire community. We endeavor to combine traditional roles of providing a quality book collection and customer service oriented atmosphere, with current technological advances in the retrieval of information.

In short, we want to help you transform your life! That's a tall order, but together we can achieve this goal.

Due to continued economic hardship, the library applied for its sixth consecutive waiver from the MA Board of Library Commissioners in October. With support of the town, the Library was able to hire a Circulation Supervisor in the summer of 2012 (for fiscal year 2013). While this is a new function in the Library, it did not add an additional staff member to the roster. The Circulation Supervisor allowed the Library to replace a position that had been vacant for a year. By using a slight increase in Town funding and some Library State Aid, the Library was able to spend 90% of what it should on books and subscriptions. We are still not able to buy the variety and amount of materials that the community needs, but this forward growth is appreciated. It is projected that 2013 will continue to be economically challenging to the Town and the Library. Library staff members, Trustees and Friends of the Library are committed to providing the best library service possible to Tewksbury residents.

Library staff members continued to provide services that reflect the needs of our community with adult events and classes, including a town-wide reading initiative called Tewksbury Reads. Sponsored by the Library, The Friends of the Tewksbury Public Library and with a grant from the Massachusetts Board of Library Commissioners, this event encouraged everyone to read the same book and then come in community to discuss it and learn during the month of June, 2012. The book selected was about local boxing legend, Micky Ward, and was titled: *Irish Thunder: The Hard Life and Times of Micky Ward* by Bob Halloran. Children's services continue to grow. Our two classes for babies and toddlers were so crowded that we needed to split the meetings from 2 to 4 per week! There are a lot of parents and caregivers who realize the importance of language, story and song for their little ones.

Library staff members also ensured that our residents could use their mobile devices to use our web services by creating and launching a mobile application. Check the card catalog and reserve a book or a spot at a class all from your smart phone. We also increased the number of electronic books that residents can borrow for their e-readers. Online classes and an online resume writing service are only two of the new web offerings at the Tewksbury Public Library. Library Trustees and staff members are committed to continual improvement of the collections and services to residents because we know that the Library is an important place in Tewksbury to gather, find information and learn. Thank you for your support.

The Trustees thank the Friends of the Tewksbury Public Library for their funding support for the large variety of lectures, classes and performances that the Library is able to offer for the community. Without the fundraising efforts and generosity of the Friends, the frequency and scope of these events would not be possible. Please support these hard-working people who work tirelessly for us by becoming a member of the Friends or shopping at The Friendly Little Bookstore! The Library also relies on a wonderful group of teen and adult volunteers to shelve books, clean the library, and help during the summer reading programs. Without these dedicated volunteers, library service would be diminished and we would miss the energy and smiling faces these people bring to our Library every week!

The Trustees thank the library staff for their excellent service:

Director:	Diane Giarrusso	Clerical Assistants:	Jeannine Briley	Gail Holland
Executive Secretary:	Mary Toombs		Jennifer Burke	Helen Mooney
Librarians:	Noelle Boc, Children's		Jill Connolly	Joanne Toppin
	Robert Hayes, Technical Services	Maintenance:	Michael Deshler	
	Freyja Sanger, Reference			
Library Associate:	Rachel Steele, Circulation Supervisor			
Specialists:	Amy Martin, Children's			
	Joyce Salvato, Technology			

Library Hours for 2012:

Monday – Wednesday 10 a.m. to 8 p.m.
 Thursday – Friday 10 a.m. to 5 p.m.
 Saturday 9 a.m. to 5 p.m.
 Closed Saturdays in June, July and August.
 Closed Sundays

Important 2012 Statistics:	
Size of physical Collection: 96,306 items	Number of Items Borrowed: 238,269
Size of electronic book Collection: 3,888	Number of electronic books Borrowed: 4151
Classes/Events Offered: 427	Attendance at Classes/Events: 13,693
Number of Online Databases Purchased: 6	Staff Size in FTE's: 14.5

Value of Library Services:

Here's a new way to look at library activity, based on the return on the Town's investment to the Tewksbury Public Library. For every tax dollar allocated to the library in FY2012, residents received over \$5 in library service in return.

Calculate the Value of Services Used at Your Local Library with MLA's Online Spread Sheet			
Please input in the leftmost column the number of times you or your family have used the library services described below to learn how much it would have cost to purchase these services at estimated retail values.			
Input Your Quantity of Use	Library Services FY12 Tewksbury Public Library	Retail Value (average)	Value of Services
148534	Books Borrowed	\$14.50	\$2,153,743
4151	Ebooks	\$10.00	\$41,510
4682	Magazines Borrowed	\$5.00	\$23,410
4160	Newspapers browsed (minimum)	\$9.50	\$39,520
60604	DVDs Borrowed (e.g., Blockbuster)	\$4.00	\$242,416
18519	Audio Borrowed (books on CD & music CDs)	\$9.95	\$184,264
1779	Downloadable Audio	\$14.95	\$26,596
1916	Museum Passes Borrowed	\$30.00	\$57,480
52926	Interlibrary Loan (borrowed & loaned)	\$25.00	\$1,323,150
2072	Meeting Room Use per Hour	\$25.00	\$51,800
239	Auditorium Use per Hour	\$250.00	\$59,750
1586	Adult Programs Attended	\$15.00	\$23,790
11019	Children's Programs Attended	\$7.00	\$77,133
19708	Hours of Computer Use, e.g., Internet and MS Word	\$12.00	\$236,496
5120	Online Magazine or Newspaper	\$2.00	\$10,240
12748	Reference Questions Asked	\$7.00	\$89,236
	Total Value		\$4,640,534
	Total Municipal Appropriation in FY12		\$862,352
	Value of Library Service per dollar appropriated		\$ 5.38
Copyright Massachusetts Library Association (MLA) 2008			
Information acquired from FY12 Annual Report Information Survey provided to the MA Board of Library Commissioners and internal library records			

Respectfully Submitted,

Joseph Frank, Chairperson
 Diane Giarrusso, Library Director

Council On Aging

The Council on Aging (COA) mission is to enhance the lives of Tewksbury Senior Citizens by identifying their needs and developing programs, activities, community involvement and resources to provide them tools for an independent, productive and enriched quality of life.

In January of 2012 the Board of Health (BOH) was welcomed to the Senior Center upon the departments re-location and has become part of the Senior Center family. The BOH Department is located in the office suite and operates during the same hours.

In July of 2012 the Tewksbury Senior Center began a five day week re-opening again on Fridays. The hours were extended to that of 7:30 AM to 4:30 PM. In addition, the Center is open frequently on weekends and evenings for special programs and events.

During the year two additional exercise programs were added to the agenda making 18 classes total. In a recent study of our class enrollment we found that 142 people take advantage of these classes each week. The majority are women (87%) and the minority men (18%)...indicating that we need to concentrate on establishing more exercise programs for men. However, male participation has increased in such activities as: billiards (played all day each and every day), wood carving and the new Men's Group which meets every other Thursday morning and has between 18-22 men in attendance. The house band, the Silvertones, is basically comprised of males with 2-3 female musicians and vocalists. More men have also joined the Swinging Senior Chorus this year.

A Multiple Sclerosis Support Group was initiated at the Senior Center this past year. Participants meet on the 3rd Monday of the month from 10:00 AM to 12:00 Noon. We are also looking into the possibility of starting a Parkinson's Support Group. Elder Services held a 6 week "Powerful Tools Training for Caregivers" which was very well received. Another such series is planned for March of 2013. The Swinging Seniors provide 5-6 concerts to our elderly in local nursing homes and assisted living facilities each Spring and Winter. They also perform at the Town's Christmas Tree Lighting Ceremonies in December and have included a holiday concert at the Senior Center at the end of 2012.

The Senior Center is now the home of a TOPS (Take Off Pounds Sensibly) chapter which meets each week on Tuesday from 7:30 to 10:00 AM. In addition, a Diet Workshop group meets each Thursday from 9:00 to 10:00 AM. These groups are open to the public.

There are 2-3 dances held at the Center each month – one afternoon dance with a DJ, an evening dance with music provided by our house band the Silvertones and a third Friends dance featuring a variety of live bands during the year. Other entertainment at the Center during 2012 included: 3 Edwards Twins shows; a 3Tenors show; a Lobster Bake with entertainment by the "Uptown Girls"; the Tewksbury Library "Mickey Ward Day"; presentations by the Historical Society; the Police Departments "Night Out Against Crime"; the BOH Health Fair; an Art Show...to mention a few.

Two Girl Scout troops meet at the Center during the school year as does the Tewksbury Garden Club, the Piecemakers, the Red Hat Carnation Belles, the Golden Age Club, the MV Watershed Committee, the Town Manager's Project and Department Head Staff meetings and various Town committees. As most residents are aware, the Senior Center is a polling site during elections and an emergency shelter.

Through COA Formula Grant Funds the following projects were completed in 2012: replacement of the molded hardi board with vinyl siding; the expansion of the irrigation system to include the adjacent garden area; and, a hot top walkway around the garden. The DPW installed a hot top pathway to what is now called the "healing garden" and installed benches purchased by the Tewksbury Garden Club. The Garden Club also planted several shade trees this Fall and the Friends of the Elderly landscaped and trimmed the overgrown shrubs and added mulch and flowers to the area. The Friends of the Elderly also supported the maintenance of the flower beds, trees, swails and fertilization of the lawns.

Through the efforts of Town Manager, the COA increased its staff by adding a Senior Clerk Secretary. Town Manager also initiated the Tax Work Off program for Seniors. Through the efforts of one such worker we were able to purge many old files and re-organize some of our files. With the help of our new Secretary, we have had a smoother transition in providing help for Fuel Assistance and SNAP (food stamp) applicants; and, have seen an increase in those applying for said programs. The COA also provides tax return services through our AARP Tax Assistant Volunteers and medical insurance counseling through our Elder Services SHINE Counselor.

We continue to offer classes in creative arts with programs in painting, embroidery, wood carving, crafts, quilting and jewelry making. Recently an Italian Language class was added to the list. We have eleven such classes. Our elderly also keep their minds active with game days of Cribbage, Whist, Cootie, Mahjong and other board games as well as the ever popular Zingo. Two Cribbage Tournaments were held this past year as were Regional Senior Olympic Billiard Tournaments.

Our 100 plus volunteers continue to be the backbone of the Senior Center by raising funds for the Friends of the Elderly at yard sales, breakfast benefits, golf tournaments and public meals. They also supervise many activities, keep attendance, and volunteer in our two shops...the Snooti Patooti Gift Shop and the Upscale Consignment Shop. These two shops are Town shops with all proceeds deposited into the COA Revolving Account. Our COA Revolving Account, like the work of our elder volunteers, provides all funds (along with grant funds) for our instructors, programs, activities and maintenance/office supplies. Without these proceeds we would not be as successful as our department is in offering a productive and cordial environment to our elders and the general public.

The Tewksbury Senior Center through the efforts of many people is an oasis of activity and information for the community as a whole. It is shared and used by many residents and guests. It is a haven for those in need through referral, application assistance, Meals on Wheels and Congregate lunches, support groups and in keeping our elder's health and minds alert and active.

The Tewksbury Senior Center is an important and vital part of the community. It offers both a friendly atmosphere as well as a productive one. It's an oasis for those weary of heart, for those undergoing life crises, for those seeking to learn, for those who are lonely, for those who are full of energy and enterprise and for those who want to provide a bit of sunshine to others...those who make a difference.

We Tewksburyians, Town Employees and Officials can take pride in our accomplishment and in taking care of our "greatest generation"!

Respectfully submitted: Linda Ricardo-Brabant

Council on Aging 2012 Members

Chairman, Rose McKenna
Vice Chairman, Lorene Patch
Treasurer, Marie Durgan
Clerk, Joan Unger
Joanne Aldrich
Joel Deputat
Ellen (Peg) Keefe
Dvoralyne (Dee) Kerr
Warren Layne
Paul McNaught
Mark Wood

Alternate Member

Virginia Desmond

Staff

Linda Ricardo-Brabant, Director
Janice Conole, Sr. Clerk Secretary
Robert Noel, Bldg. Maintenance

Senior Center Hours

Monday through Friday
7:30 AM – 4:30 PM

Open on evenings and weekends for special events.

Tewksbury Council on Aging
175 Chandler Street
Tewksbury, MA 01876
E-Mail: lbrabant@tewksbury-ma.gov

Contact Information:

Tel: 978-640-4480
Office: 978-640-4482
Fax: 978-640-4483

Tewksbury Recycling Committee (TRC)

The Recycling Committee continues to Educate and inform the public of ways to Reduce, Reuse & Recycle here in Tewksbury. We have maintained a recycling percentage of approximately 18%, which is similar to the previous year. We applaud those that have increased their efforts to recycle in the Town.

Zero Waste Day 2012

This event was held on 9/22/12 at the Wynn Middle School. The public once again responded greatly to this opportunity to donate used but still valued items to various charities. **More than 20+ tons** of potential waste was diverted from our waste stream and put to good use as a result of this event. **Zero Waste Day 2013** will be held on Saturday, September 21st, 2013 at the Wynn Middle School from 9:00 AM to 1:00 PM and we encourage all to participate!

Scholarship Awards

Two \$ 750.00 scholarships were awarded to Jessica Kenney and Jordan LeBlanc as graduating seniors, in the name of the Tewksbury Recycling Committee and Republic Services. All Tewksbury seniors are eligible for our yearly scholarship, regardless of where they attend high school. Applications can be found in the High School Guidance Department and at: www.tewksbury.info. Deadline for applications is April 5, 2013

Recycling in Schools

The *Paper Retriever* continues to thrive in both our school system and the Town itself. All schools participate and generate modest income from this program.

In 2012 a total of **151 tons** of paper was collected in our town! The benefit to the Town is the reduction of tipping fees that would correspond to the tonnage collected in these bins (over \$ 10,00.00) Four additional containers were placed in 2013 and will increase the reduction of paper in our Waste Stream. We encourage all residents to drop off all newspapers, magazines, junk mail and any paper products for recycling at any of the schools in town.

Got Books Bins:

The four Got Books containers in Tewksbury continue to divert items from the Waste Stream and have collected 117,285 lbs., or **59 tons** of books. Once again, this is a way to recycle and reuse items while also reducing the tonnage/expense associated with the collected materials. (approx.. \$ 4,00.00)

Ryan School Green Team

The Green Team is a hands-on recycling program at the Ryan School. Team Leaders educate and involve the 5th and 6th graders in all levels of recycling. The TRC supports their endeavors in a variety of ways including paying for prizes for their environmental T-shirt contest.

Library Information Center/TRC Website/Media

The TRC website and information center continues to provide updated information and improved methods of dissemination of information. Our Committee has a Facebook page with which we update the followers with current information and Events.

Our thanks to TRC member Sean Czarniecki for keeping our website current.

Newspaper Articles and The Patch on-line news

The Committee periodically submits articles to local newspapers and on-line news sites to let the residents know what is going on concerning recycling and what is being done to promote it. We hope these articles have been informative.

Budgetary Allowances

The Committee purchased or supported:

Attendance at various workshops and seminars

Battery Recycling Program

Recycle tote bags to be used at various TRC events

Purchase of recycling stickers

Prizes for the Ryan Green Team T-shirt contest

Additional On-going Recycling in Town:

Rechargeable/Recyclable Batteries

Rechargeable batteries and button cell batteries can be dropped off at multiple locations throughout Tewksbury, including both town hall and the library. All other batteries can be discarded in trash. Batteries are turned in for recycling and thus kept out of the waste stream.

Aluminum Tab Collection

The TRC is collecting pull-tabs from aluminum cans. They can be turned in at the TRC station at the library. These items are then donated to the Shriners.

Festival of Trees

Once again the TRC participated in the Festival of Trees held at the Public Library. The tree was adorned with recycling messages and natural ornaments. Our thanks to TRC member Pam Meroski for finding the time to set-up, take-down and decorate our tree.

Current Projects under Construction:

- (1) Continual updating of both the TRC website and information center
- (2) Planning and involvement in Zero Waste Day 2013
- (3) Earth Day Event – April 2013

On behalf of the Recycling Committee, I would like to take this opportunity to thank the members of the Recycling Committee for their dedication and hard work and the Committee would like to thank the residents of Tewksbury who take the time to recycle and urge other residents to participate in this worthwhile program.

Loretta Ryan

Chairperson: Tewksbury Recycling Committee

Historical Commission

The Tewksbury Historical Commission is established by Massachusetts General Laws as accepted by Town Meeting. Its duties are directed toward the purpose of “preservation, protection, and development of the historical or archeological assets” of the town of Tewksbury, as well as safeguarding and promoting appreciation of Tewksbury’s heritage.

In October 2012, Atty. James J. Gaffney III, the long-time Chairman of the Commission, resigned his position. Atty. Gaffney has provided decades of service to Tewksbury, and his knowledge of the community, his wisdom and experience, and his leadership abilities were all of great value to the Commission and will be difficult to replace. The entire Commission wishes Atty. Gaffney all the best.

In 2012, the Commission fulfilled its responsibilities under the town’s Demolition Delay By-Law, reviewing 10 applications for demolition permits and imposing the 270-day demolition delay on one, the 1906 General Adelbert Ames Castle at the top of Catamount Road. General Ames was a Civil War and Spanish-American War general, a Medal of Honor recipient, Governor of and U.S. Senator from Mississippi during Reconstruction, and a successful businessman. He built the castle at the start of his retirement and lived there almost 30 years. Though the Commission imposed the demolition delay on the castle, financial and zoning circumstances and the building’s condition did not allow for an alternative that was acceptable to the building’s owner, and the castle was demolished in December 2012 after the expiration of the delay period. The experience with the castle illustrates the need for the town to take a more active role in the acquisition and preservation of historic properties when they become available and before renovation and upkeep becomes financially infeasible.

The Commission typically meets on the third Monday of alternate months in the Trustees Room of the Public Library. The Board of Selectmen is the appointing authority for the Commission, and of this writing there are two open positions. The Commission would welcome new members to fill these spots, so if you have interest in helping preserve Tewksbury historic heritage, please submit an application at the Selectmen’s office in Town Hall.

TEWKSBURY HISTORICAL SOCIETY SUPPLEMENT

The Commission coordinates activities with the Tewksbury Historical Society, a non-profit corporation which has grown to more than one hundred and twenty five members. The following supplement was submitted by the Society:

The Tewksbury Historical Society has regular membership meetings which are always open to members of the public. Regular exhibits are held throughout the year in the Local History Room of the Tewksbury Library to display Tewksbury history. The Tewksbury Historical Society is the official repository for Tewksbury artifacts and photographs in Tewksbury. The public may view these photographs of Tewksbury's past at the Local History Room every Tuesday from 3:30 to 5:30pm. We can help you solve history questions about Tewksbury history.

Visitors and members are encouraged to donate items of Tewksbury history for preservation. These will be used to exhibit Tewksbury history. The Society is a non-profit (501C3) organization. Donations made to the Society are tax deductible. You may reach us by mail at: Tewksbury Historical Society, P.O. Box 522, Tewksbury MA 01876 or by emailing us at tewksburyhistoricalsociety@msn.com. Our websites are www.tewksburyhistoricalsociety.org or www.tewksburyhistoricalsociety.com". Phone contacts are Sandra Mouser at 978 851 4966 or Dave Marcus at 978 388 7262. Society has scheduled a number of tours and events for the year which can be found on the website.

The Historical Commission would also appreciate information about preservation issues, including any historical or archeological asset which may be threatened or unknown to us. Contact information for Commission members is below.

Respectfully Submitted,

THE TEWKSBURY HISTORICAL COMMISSION

Keith Rauseo, Chairman krauseo@comcast.net (978) 851-7545	Warren Carey lizwarrencarey@gmail.com (978) 851-9165
William J. Wyatt, Vice-Chairman Wjwyatt01@comcast.net (978) 640-0658	Thomas Churchill t.churchill@comcast.net (978) 640-6927
Eileen McDonagh, Secretary (978) 851-6076	

Safety

Fire Department

2012 was a busy year for the Tewksbury Fire Department, responding to a total of 6,630 incidents. Building fires accounted for 14 of the 89 responses to fire. 2,873 calls for ambulance service were answered, 48 of which were for lift assists. An additional 67 lift assists were performed by engine company personnel. An aging population, increasing assisted living facilities, healthcare reform modifications, and nature of the economy will likely impact emergency medical services throughout the region for years to come.

The department consists of 50 sworn fire officers and firefighters and one civilian administrative secretary. Our newest firefighter, David Giasullo, completed an intensive twelve-week recruit training program at the Massachusetts Firefighting Academy on December 21, 2012. The average age and years of service with the Department is 44 and 17 respectively. Our fire officers have an average of 23 years of service with the Department. In Tewksbury, line personnel are assigned to an engine company, an ambulance, or serve as the officer in charge of one of the four working shifts. The Fire Chief, Deputy Chief, and one civilian secretary make up the administrative day shift. The Deputy Chief is the Fire Prevention Officer responsible for conducting commercial plan reviews and inspections and for addressing target hazard issues within the community. He also supports firefighter and community education efforts with regard to fire and life safety issues. Engine companies support fire prevention efforts by performing residential plan reviews, oil burner and smoke detector inspections, residential propane installation inspections, and quarterly daycare, hospital, and school inspections. The officer in charge, a captain also known as the shift commander, conducts mobile tank inspections and underground storage tank removal inspections. The captain is also responsible for monitoring all commercial fire alarm and sprinkler work permits being exercised on any given day.

The Town is broken down into three response districts with fire stations located in the Center, North, and South. Each station has one engine company with a lieutenant and two firefighters assigned. In addition to the engine company in the Center Station, two cross-trained firefighter/EMTs staff a primary BLS ambulance and a captain is assigned to oversee the on duty force. At the South Station, the two firefighters assigned to the engine company also staff a secondary BLS ambulance when the primary ambulance is already committed to a call. This leaves that engine company temporarily out of service if a second medical call comes in; however, the fire lieutenant left behind moves to an emergency response SUV should he be needed at another incident. An unmanned aerial ladder truck and a heavy rescue are housed at the Center Station along with a light brush truck. A normal response to a medical emergency would send the nearest engine company and the primary ambulance. A normal response to a house fire would send the two closest engine companies directly to the fire scene along with the shift commander and the primary ambulance, if available. The third engine would respond to the Center Station to staff the ladder truck and await response instructions from the shift commander. This model has proved operationally effective and cost efficient for the majority of the community's response needs. Mutual aid and off-duty members are called in when incidents exceed the on duty crew's capability. When funds are not available to provide full station staffing, an engine company is taken out of service on a shift by shift basis and the members are re-assigned to cover the remaining in-service apparatus.

An important function of any fire department is to prevent the occurrence of situations that produce injury, death, destruction of property, or negatively impact our environment. We try to accomplish this through public education and fire prevention programs. In 2012 the Department expended \$5,265 received from a State S.A.F.E. Grant for the education of school age children in the area of fire and life safety. The grant funds also provided for National Fire Prevention Week activities in October which included a Fire Station Open House and a presence at several safety fairs at local businesses. We are very fortunate to have a dedicated staff of firefighters and community volunteers that participate in these and other fire and life safety based programs.

The Tewksbury Fire Department continues to promote the purchase of hydrant markers for its Adopt-A-Hydrant Program. Keeping your neighborhood fire hydrant clear of snow in the winter time and free of brush and plantings in the warmer months help firefighters locate hydrants when they are needed most. Information can be obtained by visiting the Department's website at www.tewksbury.net/fire or by calling (978) 640-4410.

The Tewksbury Firefighters, Local 1647, continues to sponsor a File of Life Program. This program will provide Tewksbury residents who have a significant medical history the opportunity to compile this information in a readily accessible and standardized format. To participate in this program please call (978) 640-4410 and ask to receive the File of Life; its free to you or your family members and it works!

Incident Analysis	2012
Ambulance Calls	2,873
Responses to Fire	89
Rescue/Assist Ambulance	2,254
Hazardous Condition	104
Service Calls	555
Good Intent Calls	150
False Alarm	461
Other Type of Incident	11
Carbon Monoxide Incident	66
Lift Assist	67
Department Responses	6,630
Permits & Inspections	2,781
Department Responses	Total
1980	2,161
1990	3,160
2008	5,998
2009	6,115
2010	6,454
2011	6,701
2012	6,630

FIRE DEPARTMENT ROSTER – December 31, 2012

FIRE CHIEF:	Michael Hazel	Year of Hire 1988		Oscar Forero	1985
				James Fitzpatrick	2011
DEPUTY CHIEF:	Albert Vasas	1989		Joseph Fortunato	2001
				John Fowler	2004
CAPTAINS:	James Bruce	1995	Michael Giasullo	David Giasullo	2012
				2011	
	Michael Callahan	1989		Joseph Gillis	1997
	Michael Sitar, Jr.	1982		William Gosse	1998
	Jon Viscione	1985		Richard Hamm	1987
LIEUTENANTS:	William Brothers	1997		Timothy Holden	1994
	Robert Calistro	1998		David Karlberg	2001
	David Carney	1995		Joseph Kearns	1995
	James Giasullo	1988		Robert Keddie	2011
Jeffrey Giasullo	1995			David Levy, Jr.	1997
	Donald Greer	1986	Christina Merrill	Robert Little	1984
	Paul Guttadauro	1994		Brian Mackey	2009
	Brian Hurley	1989		2003	
	Scott Keddie	1987		Michael Merrill	2004
	Gary Kerr	1988		Thomas Murphy	2004
	Russell McGlaufflin	1989		Stephen Powers	1982
	Timothy Niven	1985		Alan Rosemond	1989
FIREFIGHTERS:	Scott Austin	2003		Kenneth Sandberg	2003
	Patrick Brothers	1995		Daniel Sawicki	2004
	Joseph Dogherty	1986		Daniel Sitar	1987
	Patrick Doherty	1997		Daniel Small	1988
	Todd Elliott	2006		Steven Spencer	2002
			SECRETARY:	Daniel Yost	2004
				Susan Burns	2002

Police Department

The Tewksbury Police Department provides for the safety and security of our Community through the judicious enforcement of the laws of the Commonwealth of Massachusetts, the Town by-laws, the Constitution of the United States of America, and through crime prevention education and Community programs. All personnel are truly dedicated to the Department's mission of providing these services with the highest degree of professionalism, honesty, integrity, and character. Every member of our Department is devoted to providing the highest quality of public service with respect, honor, fairness, pride, compassion, and courage.

The Department is comprised of seventy one (71) extremely motivated employees, including fifty five (57) sworn officers, nine (9) civilian dispatchers, and five (5) civilian administrative support personnel. The lion's share of the Department's resources is being expended on the prevention, response, and investigation of property crimes, traffic accidents and issues, drug and alcohol violations, and crimes of violence. Epidemic level drug dependency, alcohol abuse, employment shortages, and all of their residual problems associated with a failing economy are significantly impacting this Community and driving the need for police services off the charts.

The Department's calls-for-service volume has been increasing every year by an average of 3-5%. The total number of incidents logged in the Department's Computer Aided Dispatch Records Management System in 2012, which include calls-for service, motor vehicle stops, and all patrol initiated activities, is 62,512 up from 43,417 for the entirety of 2011. Arrests have been steadily increasing by roughly ten (10) percent a year since 2008 and have reached a record seven hundred eighty four (784) in 2012. In 2012, assaults are up over fifteen (15) percent, burglaries are down by over twenty (20) percent, thefts from a dwelling are down by over thirty (30) percent, thefts from a vehicle remain static, and shoplifting is down by over fifteen (15) percent. Drug activity, arrests, and offenses continue to steadily increase while liquor law violations and drunk driving arrests have increased by over thirty (30) percent from 2011 to 2012. Department personnel have responded to seven hundred ninety two (792) motor vehicle accidents (down from 898 in 2011) and have issued fifty five hundred twenty three (5523) traffic citations (up from 3,311 in 2011) in an effort to reduce traffic accidents, injuries, and fatalities and to improve the quality of life of the Town's residents. Officers have embraced a "doing more with less attitude" in this tough economic time and are responsible for a hundred (100) percent increase in proactive building and area checks and a thirty five (35) percent increase in motor vehicle stops. Officers have conducted more than thirty two thousand (32,000) of these proactive building and area checks and more than sixty seven hundred (6,700) motor vehicle stops in 2012, in an ongoing effort to reduce crime and the fear associated with it. I firmly believe the reductions in traffic accidents and property crimes are direct results of this hard work and dedication.

In addition to the daily proactive and reactive regiment being performed by the Dispatchers, Patrol Division, and Detectives in 2012, the Department has integrated increased levels of crime prevention education and Community programs into our crime reduction strategy (mission). The Department has targeted all Town populations with various programs that include: radKIDS (which is now incorporated into the School Department curriculum), Opiate Awareness Week, Citizen Police Academy, National Night Out Against Crime, D.E.A. Drug Take-back Initiative, Operation Yellow Blitz, Operation Graduation, Neighborhood Watch, Safe Halloween, Child Safety Seat Checkpoints, Click-It or Ticket, Drive Sober or Get Pulled Over, Bike Helmet Rewards Program, and the P.A.L. Program. The Department continues to work in collaboration with all Town Departments to bring these and other necessary programs and services to our residents and business owners as it is recognized that everyone's help is needed in order to produce acceptable results in this rugged economic climate where staffing levels and funding would not otherwise allow for them.

I would be remiss if I did not mention and memorialize how supportive the Town Manager, the Board of Selectmen, the Finance Committee, and the residents of this fine Community have been during my three year tenure as Chief of Police. The support has allowed us to improve our staffing budget to fifty six (56) sworn positions after years of static staff funding and reductions from the fifty nine (59) sworn officers, ten (10) civilian dispatchers, and seven (7) civilian administrative support personnel that existed in 2001. The Manager and Board of Selectmen have acknowledged the workload increase on my personnel and the outstanding production by these highly dedicated professionals I consider myself lucky to lead. The valiant effort of my personnel to provide for the safety and security of those we have been sworn to protect has never wavered during this overwhelming tough economic period and I am grateful for that and the support we have received from our Community. Our residents and local business owners have joined forces with us to keep the Community safe. The cooperative effort of all those mentioned has made a difference.

Respectfully,

Chief Timothy B. Sheehan
Tewksbury Police Department

Police Department Roster

Chief of Police:	Timothy Sheehan	1987	Patrol Officers:	Kevin Reese	1989
Deputy Chief of Police:	John Voto	1996		James Hollis	1995
Administrative Director:	Matthew Small	1997		Daniel Kerber	1995
Lieutenants:	James McKenna	1980		Markus McMahon	2001
	Robert Stephens	1996		Kimberly O'Keefe	2002
	Scott Gaynor	1996		Arthur Piccolo	2002
	James Williams	1996		Eric Hanley	2002
Detective Lieutenant:	Ryan Columbus	2000		Chris Scott	2002
Sergeants:	Robert Field	1996		Karen Capuano	2003
	Timothy Kelly	1995		John Casey	2003
	Brian Warren	1988		Robert Bjorkgren	2003
	Mark Perry	1988		Alysia Russo	2008
	Chris Coviello	1989		Paul Nicosia	2008
	Steven Torres	2000		James Ryser	2008
	Thomas Cooke	2002		David Miano	2010
	Joseph Kelley	2004		Michael Newcomb	2010
	Walter Jop III	2000		Christopher Lefebvre	2010
	Patrick Harrington	2003		Patrick Connor	2010
Court Prosecutor:	Brian Warren	1988		Edward Jackman	2011
K-9 Officer:	Albert Piccolo	1995	Dispatch Supervisor:	Paul Morris	2011
Detectives:	Michael Sheehan	1988		Andrew Richardson	2011
	Andre Gonzales	1995		Christopher Byrne	2011
	Jessica Mulvey	1996		David Duffy	2011
	Peter Regan	2003		Michael Holmes	2012
	Douglas Pratt	2004		James Griffin	2012
	Dennis Peterson Jr.	2004	Dispatchers:	Edward Sullivan	1994
	Brian Farnum	2004		Garin Worth	1997
	Brian O'Neill	2005		Karen Poisson	1997
	Michael Donovan	2008		Kimberly Griffin	2001
Evidence Officer:	Andre Gonzalez	1995		Jason McNamara	2008
Detective/Juvenile:	Michael Sheehan	1988		Matt Carapellucci	2008
School Resource Officer:	Kathryn McLeod	1996		Joseph Newton	2010
Safety Officer:	Jennie Welch	2003		Robert Joyce	2010
				Jason Gage	2012
			Reserve Dispatchers:	Lauren Mackey	2005
				TJ Cooper	2004
				William Tarpey	2010
				Colin Trelegan	2010
				Erica Vozzella	2010
			Executive Assistant:	Alice Kennedy	1996
			Secretaries:	Eileen Newton	1987
				Patricia Stotik	1995
			Facility Maintenance:	Jack Crowe	2006

Reserve Police Officers:

Matt Carapellucci
TJ Cooper
Joseph Delucia
Cindy Dicalogero
Pat Doherty
John Donoghue
Deb Evans
Jack Farrell
Joseph Fortunado
Bob Fowler
Phil Gath
George Hazel
Victor Hidish
Mark Hildebrand
Rick Hopkinson
Phil Hyde
John Jarek
Matthew Jarek
Steve Kandrotas
Scott Keddie
Alice Kennedy
Deborah Kenney
Dave Levy Sr.
Edward Martin
Brian McCarthy
Sharon McClafferty
Jason McNamara
Beverly Mosher
Joseph Newton
James O'Hare
Steve Pelrine
Karen Poisson
John Powers
Steve Powers
Paul Ringwood
William Schwalb
Daniel Sitar
Robert Westaway
Jack Whitehouse
Mark Wood

Crime Statistics 2012

Forcible Rape	20
Robbery	12
Assault Aggravated	89
Assault Simple	208
Assault Intimidation	79
Burglary/Breaking and Entering	116
Shoplifting	78
Theft from Building	83
Theft from Motor Vehicle	118
Theft of Motor Vehicle Parts	1
Thefts (all others)	282
Theft of Motor Vehicle	36
Counterfeiting/Forgery	47
False Pretense/Swindle/Confidence Game	87
Credit Card/Automatic Teller Fraud	31
Embezzlement	3
Destruction/Damage/Vandalism of Property	208
Drug/Narcotic Violations	124
Statutory Rape	2
Bad Checks	18
Disorderly Conduct	30
Driving Under the Influence	107
Drunkenness	124
Trespassing	14
Liquor Law Violations	27
All Other Offenses	468
Arrests	784
Citations	5523
Alarms	1072
Reports	2721
Building Checks	32857
Accidents	792
Call Volume	14868
Motor Vehicle Stops	6724

School Department

Superintendent of Schools

*Scholarship & Education Fund
Committees*

General Information

Enrollment by Schools

School Roster

*Shawsheen Valley Regional
Vocational / Technical School
District*

Superintendent of Schools

Introduction

The Tewksbury Public Schools serves students in grades preschool through grade 12. The district operates a preschool program, four elementary schools, an intermediate school, one middle school and a comprehensive high school. In addition to the regular educational program, Tewksbury offers a full range of co-curricular and extra-curricular, extended summer learning opportunities, an extended day program, a full-time kindergarten for a fee, and an adult educational program.

The cooperation between the town and the district has enabled the school to maintain curriculum and instruction services. Additionally, the infusion of one-time funds has led to the strengthening of our technology infrastructure, provided maintenance upgrades and enabled the district to pursue needed curricular and textbooks.

Personnel

The process of change continues in the Tewksbury Public Schools. Assistant Superintendent of Instruction and Curriculum Loreen Bradley retires after eighteen years of serving the Tewksbury Public Schools. Ms. Bradley served nine years as the Assistant Superintendent and also served as Principal of the Loella F. Dewing Elementary School, Tewksbury Memorial High School Assistant Principal and District Curricular Coordinator. During her tenure she was instrumental in upgrading technology in all of our schools and overseeing the implementation of new and revised curriculum across the educational spectrum. Ms. Bradley is looking forward to residing in her Sandwich home and frequenting the local golf course.

Faculty

The following faculty members retired at the conclusion of the 2011-2012 school year:

Loreen Bradley – Assistant Superintendent of Curriculum and Instruction after 18 years.

Nancy Farrey-Forsyth – Special Education Teacher at the John W. Wynn Middle School after 34 years.

Kathleen Ford – Kindergarten Teacher at the Heath Brook School after 18 years.

Roseanne Kolack – Special Education Teacher at the John W. Wynn Middle School after 30 years.

Joanna Krainski – Math Teacher at the John W. Wynn Middle School after 43 years.

Patricia Krol – Social Studies Teacher at the John W. Wynn Middle School after 35 years.

Linda Malone – Art Teacher at the Heath Brook and Louise Davy Trahan Schools after 27 years.

Patricia Mondello – World Language Teacher at Tewksbury Memorial High School after 6 years.

Denise Morandi – Elementary Teacher, Grade 3, at the North Street School after 20 years.

Susan Scofield – Physical Education Teacher at the John W. Wynn Middle School after 41 years.

Elaine Senechal – Science Teacher at Tewksbury Memorial High School after 8 years.

Ginamarie Talford – Humanities Teacher at Tewksbury Memorial High School after 17 years.

Judith Hopkins – School Nurse at the John W. Wynn Middle School after 25 years

Staff

Elaine Ciccolella – Classroom Instructional Aide at the Loella F. Dewing Elementary School after 12 years.

Eileen Mahoney – Secretary at the Loella F. Dewing Elementary School after 19 years.

William Catherwood – Custodian at the John W. Wynn Middle School after 16 years.

Charles Coughlin – Custodian at the John F. Ryan Elementary School after 15 years.

Henry Dewing – Custodian at the John W. Wynn Middle School after 17 years.

Richard Fallon – Custodian at the John W. Wynn Middle School after 13 years.

Donald Page – Custodian at the Heath Brook School after 33 years.

Joseph Rice – Custodian at the Louise Davy Trahan School after 14 years.

We offer our thanks and appreciation to all of our retirees. Their work has impacted countless children and has had a profound impact on the Tewksbury Public Schools. We wish them the best in their retirement.

Curriculum and Assessment

The district's curriculum serves as a guide and helps teachers to plan their day-to-day instruction. The curriculum provides a clear description of how each area of study is organized and how it connects with what is taught in other subject areas and classes. It also provides direction on what is most important for students to learn.

Each subject area is reviewed on a regular, rotating basis to help ensure the district's curriculum remains current and effective, and that the intended curriculum is the curriculum which is embedded in the classroom. The two phases of the process are known as Program Design and Implementation & Monitor and Adjust.

Program Design and Implementation – There are several steps to complete in this phase of the curriculum-review process.

An internal Subject Area Review Committee (SARC) collects and evaluates data to be used when the curriculum area enters the review process.

A curriculum committee (SARC) comprised of district teachers, administrators, and the assistant superintendent solicits input from staff and the public. The Committee gathers research material, analyzes the subject area, and develops recommendations. Residents are given an opportunity to comment on the newly proposed curriculum material adoption. Early in the process, the Tewksbury School Committee also has an opportunity to provide input.

The recommendations of the curriculum committee are presented to the superintendent.

The recommendations of the superintendent are sent to the School Committee for review and approval.

After Committee approval, curriculum guidelines are developed that identify the content and skills students should learn for each grade level.

Professional development opportunities are provided for teachers to be trained to effectively implement the new curriculum and resources in their classrooms.

This year, professional development sessions were also provided to train faculty for the implementation of the new Massachusetts Educator Evaluation System. SMART Goals, *Understanding by Design*, and Differentiated Instruction were included in these sessions.

Monitor and Adjust - As teachers use the curriculum in this next phase of the process, they collect data about student performance to make sure the curriculum guidelines are having a positive impact on student achievement. If not, the guidelines are reviewed and adjusted. This information forms the foundation for the internal review teams when the curriculum begins the next review cycle.

This ongoing process ensures the curriculum stays relevant and effective. This year, under the leadership of Dr. Patricia Lally, Assistant Superintendent for Curriculum and Instruction, the district has continued its adoption and implementation of a new elementary mathematics series, extending its use from grades K – 6. In addition, two mathematics series are currently being piloted at grades 7 and 8 for the adoption of one program in the 2013 – 2014 school year. At the high school level, Spanish and Social Studies pilots are being conducted for a Fall adoption.

Massachusetts Comprehensive Assessment System (MCAS)

This Spring, the Massachusetts Comprehensive Assessment System (MCAS) results revealed some encouraging data for our district; e.g., combined Advanced & Proficient aggregate scores increased in 14 of the 17 categories. However, student achievement data for our sub-group populations continues to lag behind in the tested content areas. In an effort to address these concerns, budgetary requests focused on the replacement of outdated textbooks, a review of the service delivery models presently being utilized to service our sub-group populations, the implementation and continuation of a variety of software test preparation programs, and the expansion to our district-wide Response to Intervention initiative at the middle and high school levels. Curriculum teams, at each grade level, are continuing the task of aligning our present curriculum with the newly adopted Common Core State Standards in English Language Arts and Mathematics. Consideration of the format of the upcoming new state testing system is included in the district curriculum efforts.

School Department Budget

The budget for the 2011- 2012 school year was \$43,834,575 or an increase of \$1,016,745 (2.4) as compared to the amount expended in the prior year. The composition of the budgeted increase for FY12 by major cost categories was as follows: Salary increased by 3.4%; Operating Costs increased by 0.3%; Capital Costs were flat; and Fixed Costs increased by 3.3%. Despite these ordinary increases to the budget, the school department was able to end the 2011 - 2012 year modestly favorable to budget while preserving staffing levels, maintaining school facilities, and continuing with services and programming at levels consistent with prior years. During the 2011 – 2012 year, the school department received Federal & State Grant funding totaling \$1,266,481.

The budget for the 2012 – 2013 year is \$44,918,995 or an increase of \$1,084,420 (2.5%) as compared to the prior year budget. The composition of the budgeted increase for FY13 by major cost categories is as follows: Salary increasing by 4.2%; Operating Costs decreasing by 1.4%; Capital Costs are flat; and Fixed Costs increasing by 2.5%. Federal & State Grant funding for the 2012 – 2013 year is \$1,173,846 representing a decrease of \$92,635 or 7.3% as compared to prior year. The School Committee as well as our School Administration is very confident that they can continue to maintain staffing levels and provide our students with a quality educational experience with this level of funding.

John and Abigail Adams Scholarship

The John and Abigail Adams Scholarship provides a tuition waiver for undergraduate education at the University of Massachusetts, the state colleges or community colleges. Students qualify for the scholarship when scoring in the Advanced category in either the Mathematics or the English Language Arts section of the grade 10 MCAS test: by scoring in the Proficient or Advanced category in the second subject (Math or English Language Arts); and have a combined MCAS score on their assessments that ranks in the top 25% in their school district. Congratulations to the Tewksbury Memorial High School award recipients:

James Aronson	Vincenzo Barinelli	Conner Benoit
Matthew Blaisdell	Christopher Blake	Adriana Brown
Samantha Campbell	Ashly Caredeo	Mackenzie Carr
Michael Casey	Jamal Choudhary	Nicholas Cocca
Melissa Cordwell	Christopher Dardonis	Rebecca Davies
Zachary DiRocco	Jeremy Dulong	Linda Ferreira
John Fiorello	Jessica Freitas	Rachel Gillis
Cortny Guttadauro	Ryan Hartnett	Eric Hunter
Jennifer Iannacci	Tess Irving	Devin Kelly
Cody Lafortune	Allyson Lewis	Bradley Marshall
Samantha McGouldrick	Nicole McKenna	Krista Mignon
Caitlin Morris	Sabrina O'Neil	Stephanie Paine
Kyle Pandolph	Sydney Paolella	Christopher Paquette
Sarah Parker	Anna Piccolo	Bradley Pontes
Alina Porzio	Tyler Puleo	Carolyn Raneri
Nicole Ricciardi	Nicaela Samson	Claire Scheipers
Arianna Smith	Matthew Smith	Jessica Sokel
Nicholas Souza	Cory Thomas	Molly Tibbetts
Michael Weitz		

School Committee Recognition

After three years of dedicated service to the Tewksbury Public Schools, Ms. Jayne Miller completed her term on the School Committee in April 2012. During her tenure, she worked closely with the Special Education community in Tewksbury Public Schools. Through the departure of one member the door opens for another. In April 2012, James (Jamey) Cutelis was elected to the School Committee and appointed to the position of Clerk. Mr. Cutelis and the veteran members of the School Committee are vested in Tewksbury Public Schools and will strive to make them the best they can be!

Student Services & Special Education

As the Town of Tewksbury decides next fiscal year's budget, our special education programs often becomes a focus of attention. The reason for this is that special education costs are one of the main drivers of the school budget, and these costs do rise each year. Part of these increased special education costs are a result of legal mandates, enrollment, and the degree of special needs in our schools.

State and federal laws mandate the town to provide special education services to its residents beginning at age three and until age twenty-two. Eligibility determination for special education services is monitored through a rigorous evaluation process. The process of evaluation, data collection, and eligibility is conducted by a team of professionals who are familiar with the child. Through careful review and criteria, only those students identified as having true disabilities and who will require direct services receive special education. In the past year, the ratio of students in Tewksbury who qualify for special education services has been between seventeen and eighteen percent. This marks a slight decrease from previous years. This decrease can be attributed to rigorous training efforts and focus on eligibility determination criteria. The actual number of special services students has remained the same, and we have had no increase in special education staffing. However, students' needs are changing.

The most notable change in recent years has been an increase in preschool population with significant special needs. This is true throughout Massachusetts and the nation. Children who benefited as infants from lifesaving medical interventions and advances in medicine are entering our schools with more severe health, physical and learning disabilities than predecessor generations. Another national phenomenon has been the dramatic incidence of children identified on the Autism Spectrum, is also impacting our preschool population. Children with these types of disabilities require more intensive services, not only at the preschool level, but as they continue through the elementary and upper grades.

The law mandates public schools that all children with special needs receive services that allow them to access, participate and progress in public education. The law also requires that if the public education setting is not sufficient then we must find a private school for them to learn. Whenever possible, Tewksbury has made a commitment to create programs in our own schools. This is both educationally sound and fiscally responsible. Whenever we have a group of students with similar need for whom we can develop a program, we do so. The number of children requiring placement outside of Tewksbury has remained constant. The majority of students, even those with significant needs, are being taught in specialized programs that we have created within the district.

Student Services & Special Education, cont.

Beyond budgetary reasons and legal mandates, there are ethical and educational reasons to support our efforts to educate our children in our own schools. Teachers who can accommodate students with significant special needs have developed instructional practices that effectively support the needs of all students. Instructional differentiation is required in classrooms. This practice is beneficial to the most talented and to the most disabled learners. A favorable ratio of students to teachers, a structure that ensures all students receive clear and consistent curriculum and instruction, and supplementary supports for disabled students are some of the attributes of a high performing learning environment. These attributes benefit all children. Additionally, all children in these classrooms develop a first-hand understanding of learning differences, a perspective that will continue to serve them well in their adult pursuits.

The rate of increase for special education costs will always be greater than the rate of increase for the rest of school programs. This reality is understandable. Although Tewksbury's percentage of students receiving special education services is stable, we have more students with more intense needs who require more programs and services at a greater per pupil cost. Our alternatives, however, are even more costly. Tewksbury is meeting its obligation by providing high quality, cost effective programs for students with special needs.

Tewksbury Memorial High School and Building Committee

The opening of the new Tewksbury Memorial High School in August 2012 proved to be the highlight of the year! Some 950 students were mesmerized as they entered the new facility. The Ribbon-Cutting Ceremony was held on September 27, 2012. Representatives of local, regional, and state government attended along with representatives of the Massachusetts School Building Authority (MSBA). The ceremony included the dedication of the Dr. Christine L. McGrath Performing Arts Center. A community-wide Open House was held on September 8, 2012. It is estimated between 3,500 and 4,000 individuals participated in this historic event.

Summary

I am honored and pleased to provide the citizens of Tewksbury an update on the progress of our public schools. This represents my third year as superintendent of the Tewksbury Public Schools. I have enjoyed preparing this report as there is a tremendous amount of good news to share. Dedicated teachers, caring support staff, skilled administrators, supportive parents, engaged

students, a wonderful community and a thoughtful School Committee comprised the Tewksbury Public Schools. The collective goal of this group is to ensure all our students receive a quality education.

I am looking forward to serving the community of Tewksbury for the next two years. It is an honor to work shoulder to shoulder with our teachers, students, parents, elected officials, municipal employees, and the School Committee who have routinely demonstrated to me they are committed to making a difference in our schools.

It is a privilege to work for a School Committee that demands of its employees and students excellence in the classroom, on the playing fields and in every venue which contributes to the growth and development of children.

I, along with Assistant Superintendent for Curriculum and Instruction, Dr. Patricia Lally, and Business Manager, Jeffrey Sands, look forward to the challenges that lay ahead of us.

Again, I am honored to be your Superintendent of Schools.

John E. O'Connor, Ed.D.
Superintendent of Schools

School Department General Information

Enrollment by Schools

2011-2012 School Roster

TEWKSBURY SCHOOL COMMITTEE

Kristen M. Polimeno 2013

Jayne W. Miller 2012

Dennis G. Francis 2012

Joseph E. Russell 2013

Brian H. Dick 2014

ADMINISTRATION

John E. O'Connor, Ed.D. - Superintendent of Schools

Loreen R. Bradley - Assistant Supt. Curriculum & Instruction

Jeffrey D. Sands - Business Manager

Richard Pelletier – Director of Student Services

David Libby –Director of Transportation, Facilities & Data Processing

Michele Rivera – Director of Human Resources

DebraLee Mugford – Food Services

John Lyons – Director of Extended & Community Education Services

<i>SCHOOL</i>	<i>PK</i>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>SP</i>		<i>TOTALS</i>
<i>NORTH ST</i>					170	171											361
<i>TRAHAN</i>					132	157											301
<i>DEWING</i>	109	155	164	170													507
<i>HEATH BROOK</i>		112	126	152	1												406
<i>RYAN</i>							340	352									705
<i>WYNN MIDDLE</i>									372	366							752
<i>MEMORIAL HIGH</i>	15										238	210	211	247	4		908
<i>TOTALS</i>	124	267	290	322	303	328	340	352	372	366	238	210	211	247	4		4049
	<i>PK</i>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>SP</i>		

Tewksbury Memorial High School

Dr. Patricia A. Lally, Principal

Jason Stamp, Assistant Principal

M. Eileen Taylor Osborne, Assistant Principal

DEPARTMENT HEAD, HUMANITIES – <i>Brian Aylward</i>	
<u>ENGLISH</u> Andrew Bellistri John Byrnes Bryan Desjardins Brian Gouthro Lynne Hardacre Christine Mulligan Cynthia Peloquin Catherine Stack Ginamarie Talford	<u>SOCIAL STUDIES</u> Brian Aylward Donna Boudreau-Hill Marc Demers Robert Doolan Sharon Milenavich (part-time) Peter Molloy Dustine Puma Thomas Ryan Nadine Sutliff
DEPT. HEAD, MATHEMATIC, COMPUTER PROGRAMMING, BUSINESS, & ART – <i>Shelli-An Ryan</i>	
<u>MATHEMATICS</u> Robert Brigida Thomas Carpenito Peter Fortunato Debra Glass Vikki Ireland Mary Jo Kelleher Marybeth McGinn Kevin Muise Anne Rand Janice Reich Shelli-An Ryan	<u>ART</u> Jennifer Arnold Nicole LaPierre David Moffat <u>BUSINESS</u> James Sullivan
DEPT. HEAD, SCIENCE, TECHNOLOGY, FAMILY & CONSUMER SCIENCE, AND MUSIC – <i>Susan Barnett</i>	
<u>SCIENCE</u> Susan Barnett also Internship Coordinator Tammy Bush Edward Cremins Eamon Edgerton Janet Gordon James Pringle Nicole Saad Elaine Senechal Marie White	<u>PC TECHNOLOGY</u> Frances DeLucia Sandra Bettencourt Susan Sullivan <u>FAMILY & CONSUMER SCIENCE</u> Nicole Smallidge <u>MUSIC</u> Andrew Walsh
LEAD TEACHER, FOREIGN LANGUAGE	
<u>FOREIGN LANGUAGES</u> Paul Early Kim Herrera Maria de Graca Lealdini-Dudley Joanne Meziane Patricia Mondello Florence Souza	
DEPARTMENT HEAD GUIDANCE – <i>KAREN BAKER O'BRIEN</i>	
<u>GUIDANCE</u> Brian Hickey Cecily Ann Markham Karen Baker O'Brien Kristina Sheahan	

ATHLETIC DIRECTOR AND FRESHMAN TRANSITION ADVISOR: <i>BRIAN HICKEY</i>	
<u>PHYSICAL EDUCATION</u> Brandon Foye Patricia Ryser	<u>HEALTH</u> Karen Ferreira Denise Saindon
<u>LIBRARIAN</u> Mary Eldringhoff <u>SECURITY MONITOR</u> Leo DiRocco	<u>MEDIA SPECIALIST</u> Joseph Dermody

John W. Wynn Middle School

John Weir, Principal
Gerri Cummings, Assistant Principal

<p><u>TEAM 7A</u> – Joanna Krainski, T.L. <u>ENGLISH</u> Sara Cowan <u>SOCIAL STUDIES</u> Roger Maxfield <u>MATH</u> Joanna Krainski <u>SCIENCE</u> Cindy Abate-Upson</p>	<p><u>TEAM 7B</u> - Cathleen Bilodeau, T.L. <u>ENGLISH</u> Jaclyn Murphy <u>SOCIAL STUDIES</u> Dorothy Graaskamp <u>MATH</u> Cathleen Bilodeau <u>SCIENCE</u> Kathleen Connell</p>
<p><u>TEAM 7C</u> – Roseanne Kolack, T.L. <u>ENGLISH</u> Kimberly Johnston <u>SOCIAL STUDIES</u> Roseann Kolack <u>MATH</u> David Bernstein <u>SCIENCE</u> Francesca Rouff</p>	
<p><u>TEAM 8A</u> –Carol Navetta, T.L. <u>ENGLISH</u> Kate Nicholson <u>SOCIAL STUDIES</u> Patricia Krol <u>MATH</u> Joanne Hession <u>SCIENCE</u> Carol Navetta</p>	<p><u>TEAM 8B</u> –Kristina Rogers, T.L. <u>ENGLISH</u> Keith Williams <u>SOCIAL STUDIES</u> Christopher Gagnon <u>MATH</u> Dannie Shao <u>SCIENCE</u> Kristina Rogers</p>
<p><u>TEAM 8C</u> – Nancy Farrey-Forsyth, T.L. <u>ENGLISH</u> Elaine Speros <u>SOCIAL STUDIES</u> Cheryl Witham <u>MATH</u> Greta Miller <u>SCIENCE</u> Katherine Deveau</p>	<p><u>TEAM 8D</u> – Erin Caron, T.L. <u>ENGLISH/SOCIAL STUDIES</u> Erin Caron <u>MATH/ SCIENCE</u> Michael Gillespie</p>
<p><u>ART</u> Gail Hamilton <u>MUSIC</u> Catherine Himmel INSTRUMENTAL MUSIC Timothy Olevsky (Shared with Ryan School) <u>HEALTH</u> Maura Dearing Ashley Sheehan <u>WORLD LANGUAGES</u> <i>FRENCH</i> Susan Gagnon <u>SPED</u> Elaine Cheng Sinclair, T.L. <u>LIRARY RESEARCH</u> Kellyn Welch</p>	<p><u>INDUSTRIAL TECHNOLOGY</u> Joseph Frank <u>EXPLORATORY</u> <i>Team Leader</i> – Susan Scofield <u>COMPUTERS</u> Lisa Bailey Bonita Hansberry <u>PHYSICAL EDUCATION</u> Thomas Morrill Susan Scofield <u>GUIDANCE</u> Kennan Daniel Jaime Noberini</p>

John F. Ryan Elementary School

Kevin McIntyre, Principal
Brenda Theriault Regan, Assistant Principal

<p><u>TEAM 6A</u> – Jennifer Mrozowski, T.L. <u>ENGLISH</u> Nick Amato <u>SOCIAL STUDIES</u> Kathryn Baker <u>MATH</u> Kim Hynes <u>SCIENCE</u> Jennifer Mrozowski <u>SPED</u> June Fagan</p>	<p><u>TEAM 6B</u> – Kathleen Anderson, T.L. <u>ENGLISH</u> Judi McInnes <u>SOCIAL STUDIES</u> Kathleen Anderson <u>MATH</u> Charlaine Melly <u>SCIENCE</u> Robin Reading <u>SPED</u> Martha Glynn</p>
<p><u>TEAM 6C</u> – Barbara Gillette Manna <u>ENGLISH</u> Janet Davis <u>SOCIAL STUDIES</u> Marjorie Chan <u>MATH</u> Barbara Gillette Manna <u>SCIENCE</u> Brittany Gorham <u>SPED</u> Susan Laitinen</p>	<p><u>TEAM 6D</u> – Susan E. Hogan <u>MATH/SCIENCE</u> Susan Hogan <u>ENGLISH/SOCIAL STUDIES</u> Andrée Johnson <u>SPED</u> Bree Jacobson</p>
<p><u>TEAM 5A</u> <u>ENGLISH/SOCIAL STUDIES</u> Nicole Zwirek <u>MATH/SCIENCE</u> Gretchen Martel <u>SPED</u> Kathleen Maloney</p>	<p><u>TEAM 5B</u> <u>ENGLISH/SOCIAL STUDIES</u> Jayne Farnham <u>MATH/ SCIENCE</u> Pamela Shirkoff <u>SPED</u> Kevin Gibson</p>
<p><u>TEAM 5C</u> <u>ENGLISH/SOCIAL STUDIES</u> Joanne O’Brien <u>MATH/ SCIENCE</u> Christine Cremin</p>	<p><u>TEAM 5D</u> <u>ENGLISH/SOCIAL STUDIES</u> Kim Bruff <u>MATH/SCIENCE</u> Robert Shirkoff</p>
<p><u>TEAM 5E</u> <u>ENGLISH/SOCIAL STUDIES</u> Kristin Romano <u>MATH/ SCIENCE</u> Robert Rogers <u>SPED</u> Beryl Puddester-McKenna</p>	<p><u>TEAM 5F</u> <u>ENGLISH/SOCIAL STUDIES</u> Kim Hillson <u>MATH/SCIENCE</u> Eileen Lindsey <u>SPED</u> Jennifer Gillespie</p>

<u>ART</u> Diane Slezak <u>MUSIC</u> Marguerite Weidknecht <u>INSTRUMENTAL MUSIC</u> Timothy Olevsky <u>HEALTH</u> Kristi Sarcione <u>COMPUTERS</u> Barbara Jagla Susan Spollen <u>CASE MANAGER</u> Cheryl Porcaro <u>LEARNING CENTER</u> Alissa Smith-Dockham Julie Serino	<u>PHYSICAL EDUCATION</u> Ronald Drouin James Manley <u>LITERATURE</u> Rose Curley Andrea MacMullin <u>READING</u> Kimberly Stone Lisa Zullo <u>LIBRARY/MEDIA SPECIALIST</u> <u>BCBA</u> Candace Tharrett <u>ACADEMIC COACH</u> Charity Legvold
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Heath Brook School

Rosamond Dorrance, Principal
Carole Gallo, Head Teacher

<u>KINDERGARTEN</u> Brandi DeCarolis Kathleen Ford Patricia Keddie <u>GRADE 1</u> Teresa Enos Helen Matysczak Joanne Morrissey Julie Taggart Kathy Ventura Ann Whynot	<u>GRADE 2</u> Karen Bancroft - SPED Donna Bowden Debbie Brewin Diane Davos Brenda McWilliams Sheri Mulloy Jennifer Price Ashley Pink (Life Skills) Carole Gallo - SPED
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Loella F. Dewing School

Paul G. Galello, Principal
Jan Fuller, Assistant Principal

<u>PREK-2 PDD</u> Patricia Martel Sarah Tsakalakos Kindergarten Heather Bradley Allison Cameron Sarah Gillotte Kim Lafland – SPED Jennifer Marcella Barbara Vieira – ½ time 1 yr only	<u>GRADE 1</u> Kathy Carleton Lisa Cournoyer Maryellen Hirtle Mary Lazzara Kristi Rodgers Kelly Scialdone Lisa Tramonte	<u>GRADE 2</u> Christa Covino Shelley DeGrechie Kathleen MacLeod Kathy McDermott - Inclusion Judy Middleton Shannon Miranda Sarah Yore
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Louise Davy Trahan School

Donna Mooney, Principal
Shannon Demos, Head Teacher

<p><u>GRADE 3</u> Mary Beth Aiello – Inclusion Sandra Frost Lori Hyland Jaime Lane Susan Mulno Sheila Sadler <u>GRADES 3 & 4 LIFE SKILLS</u> Janet Reyes <u>GRADES 4 INCLUSION</u> Jennifer Kelly</p>	<p><u>GRADE 4</u> Jennifer Cote Shannon Demos Catherine Gagne Marcia Kalarites Mary Loosen Susan Moorer <u>MODERATE SPECIAL NEEDS</u> Michele Hughes</p>
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North Street School

Angela D. Kimble Principal
Heidi Meharg, Head Teacher

<p><u>GRADE 3</u> Mary Lou Adams Judy Allard Nancy Boyle Loren Carlino Lisa Desrochers Theresa Follett Michelle McGrath Denise Morandi Nicoletta DeVincentis – Inclusion</p>	<p><u>GRADE 4</u> Lisa Chasan Karen Cintolo Kathleen Conrad Kim Gagnon Elizabeth Krzesinski Kimberly Rezendes – PDD Grades 3 & 4 Lynn Marsh Heidi Reinhart Kimberly Russo Jeanne Selissen</p>
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<p>ELEMENTARY SPECIALISTS</p>	
<p><u>READING SPECIALISTS</u> Chloe Callahan – Heath Brook Gloria Graves – Trahan School Nancy Kalajian – North Street School Elizabeth Robinson – Dewing School <u>ELEMENTARY ART</u> Kristen Kosiba – Dewing/North Street Schools Linda Malone – Heath Brook/Trahan Schools <u>ELEMENTARY MUSIC</u> Gayle Bridgford – Dewing/North Street Schools Steve Nahlik - Trahan/Heath Brook School</p>	<p><u>ELEMENTARY PHYSICAL EDUCATION</u> Jodi Higgins - Dewing/North Street School Daniel Merry - Heath Brook/Trahan Schools <u>WRITING TEACHER</u> Debbie Buehler <u>K-4 TECHNOLOGY CURRICULUM SPECIALIST</u> Mary Petrie</p>

Special Education Department

SCHOOL ADJUSTMENT COUNSELORS

AND SCHOOL PSYCHOLOGISTS

Susan Clark – Trahan School
 Alexandra Comer Meeker– Ryan School
 Melissa Gilgun – Middle School
 Catherine Pfeifer – High School
 Elizabeth Muscolino– Dewing School also Case Manager
 Mariellen Nastasi – Heath Brook School
 Karen Ruccio - North Street/Dewing Schools
 Speech Therapists
 Courtney Campbell – Dewing School
 Brenda Meuse – Heath Brook
 Carolyn Dooley – Dewing School
 Tiffany Emerson – North Street/Middle Schools
 Amy Matson – Dewing School
 Katherine Thew – Trahan School
 Tiffany Trant – Ryan/High Schools
 Early Childhood Specialist
 Julie Browne – Dewing Preschool
 Donna Greene – Dewing Preschool
 Tara Coakley – Dewing School P.D.D.
 Patricia Martel – Dewing School
 Sarah Tsakalakos – Dewing School

PHYSICAL THERAPIST

Jennifer Merrill – Systemwide

OCCUPATIONAL THERAPIST

Gail Bliss – Systemwide
 Barbara Joyce - Systemwide

ENGLISH LANGUAGE LEARNER

Karen Hodgson – System wide

BEHAVIOR SPECIALIST

Kristen Podolsky – Dewing School
 Candace Tharrett – Ryan School

MODERATE SPECIAL NEEDS SPECIALISTS

Mary Beth Aiello - Trahan School
 Karen Bancroft – Heath Brook School
 Marco Basiliere – High School
 Alexis Bosworth – Dewing/North – Case Manager

MODERATE SPECIAL NEEDS SPECIALISTS

Richard Camire, Middle School
 Lisa Chasan – North Street School
 Rosemary Coughlan, Case Manager Elementary
 Nicoletta DeVincentis – North Street School
 Michelle Dick – High School
 June Fagan – Ryan School
 Anne McGregor Fay – High School
 Nancy Farrey-Forsyth – Middle School
 Sandra Ferrara – Ryan School
 William Fuller – High School
 Patrick Galligan - High School
 Carole Ann Gallo – Heath Brook School
 Kevin Gibson – Ryan School
 Jennifer Gillespie – Ryan School
 Martha Glynn – Ryan School
 Donna Graham – Middle School
 Robyn Hakala – Dewing School
 Michele Hughes – Trahan School
 Bree Jacobson – Ryan School
 Jennifer Kelly – Trahan School
 Kimberly LaFland – SPED K Dewing
 Susan Laitinen – Ryan School
 Renee Langlais – Heath Brook School
 Joan Lynch– North Street School
 Kathleen A. Maloney – Ryan School
 Patrick McAndrews – High School
 Kathy McDermott – Dewing School
 Joel McKenna – High School
 Kara Murray – Middle School
 James Otis – Middle School
 Shaina Mroz – Middle School
 Ashley Pink – Heath Brook School
 Cheryl Porcaro – Ryan – Case Manager
 Beryl Puddester-McKenna – Ryan School
 Cindy Ramaska – Middle School
 Kimberly Rezendes – North Street School
 Janet Reyes – Trahan School
 Meghan Robinson – Dewing School
 Julie Serino – SPED Teacher, Ryan School
 Elaine Cheng Sinclair – Middle School – Case Manager
 Alyssa Smith-Dockham – Ryan School
 Joshua Takis – Middle School
 Charles Zucco – High School – Case Manager

<p><u>CERTIFIED AIDES</u> Mary Abbott – Heath Brook School Jonathan DiPrima - Wynn Laurie Angelo – Middle School Johnna Mangan – Heath Brook Kristine Benning – Ryan School Anne Brennan – Trahan School Elaine Ciccolella - Dewing School Christine Cote – Middle School Paula Curtin – North Street School Francis Cusick– VHS Site Coordinator High School Maryann Deshler – SPED – Middle School Lisa Donahue – Dewing School Joanne Elwell – SPED – Trahan School Christina Chadzynski– SPED, High School Kimberly Doherty – High School Mary Kapust – Dewing School Jeffrey Keefe – Middle School Charity Legvold – Trahan Pamela Lussier – Dewing School Erica Matranga – Middle School William Meuse – High School Lois Murphy – SPED – H.B. Inclusion Karen Nordstrom – Academic Coach (North Street) Teresa Oberg—North Street Jaryd Palmer – Ryan School Stacey Paradis – Heath brook Elena Pineau – High School Ellen Dale Robichaud – Ryan School Michael Rocco – High School MaryAnn Romanski – Ryan School Cheryl Silva – Dewing/Trahan Schools Kathy Starling – North Street School MaryBeth Tierney – Dewing School Melanie Tirabassi – Learning Center - H. S. Denise Trevor – Heath Brook/No. Street Schools Kim Viens – Ryan School</p>	<p><u>CERTIFIED AIDES CONT.</u> James Walker – High School Dennis Winn – High School Erik Taber – Middle School Non-Certified Aides Karen Agostinelli – Ryan School Linda Alukonis – Kind. Dewing School Debbie Bennett – SPED - Ryan School Joanne Cohan – Dewing (1 yr part-time) Donna DePierro – Life Skills – Trahan School Laurie Doherty – Kind. Dewing School Gale Durkin - A.V. Aide – High/Middle Schools Patricia Gale – Kind. – Heath Brook School Sally Gariepy – PDD Aide - Dewing School Karen Gillotte – Kind. Heath Brook School Beth McDermott – Kind. Dewing School Kathleen Penney – Kind. Heath Brook Mark Ronan – SPED – Ryan School Ann Mary Theisen – PPD Trahan School Rebecca Walsh – SPED – Middle School Eileen Weiss – Kind. Dewing School <u>DATA PROCESSING, TRANSPORTATION & FACILITIES</u> David Libby – Center School <u>HUMAN RESOURCES ADMINISTRATOR</u> Michele Rivera – Center School <u>NETWORK MANAGER</u> Keith Young – Center School <u>PAYROLL & AP ADMINISTRATOR</u> Lisa Marget – Center School <u>STUDENT DATA & GRANTS ADMINISTRATOR</u> Sarah Robson – Data Processing – Center School <u>TECHNOLOGY SERVICE TECHNICIAN</u> Kevin Carey – Center School <u>TITLE I ACADEMIC COACH</u> Charity Legvold – Trahan School Karen Nordstrom – North Street School</p>
<p><u>SCHOOL NURSES</u> Judith Hopkins – Middle School Linda House – High School Debra Kraytenberg – Trahan School Monica McBrine – North Street School Sandra Miller – Assoc. Nurse – Systemwide Carol Moriarty – Dewing School Marcia Osterman – Ryan School Elaine Walsh – Heath Brook School <u>MEDICAL AIDE</u> Jennifer Higgins, LPN – High School Athletic Trainer James Walker <u>LIBRARY AIDES</u> Ann Donnelly – Heath Brook/No. Street School Deborah Arey – Ryan School Patricia Fothergill – Dewing School/North Street Evelyn McCabe – Trahan School/Dewing Schools <u>SCHOOL SECRETARIES</u> Kathleen Casey – High School Maria Doherty – Trahan School</p>	<p><u>SCHOOL SECRETARIES CONT.</u> June Fowler – Ryan School Michelle Jennings – Heath Brook/Dewing Schools Gail Johnson – Superintendent’s Office Joanne Kearns – Middle School Patricia Kearns – Business Office Louise Kelley – Heath Brook School Janice LaRocque – Superintendent’s Office Annmarie McCormick – High School Maria McLaughlin – Ryan School Kelly Mercier – Community Service Patricia Meuse – Business Office Susan Meuse – Business Office Patricia Napoli – Middle School Nancy O’Hare – High School Nancy Torname – Special Education – Center School Joy Wallace – Dewing School Patricia Welch – Special Education – Center School Patricia Whitehouse – High School Guidance Sharon Zaremba – North Street School</p>

FOOD SERVICE WORKERS

Deb Mugford, Director
Robin Adams – North Street School/Center
Maureen Bedard – Middle School
Lisa Belevequa – Dewing School
Elaine Bennett – High School
Darlene Burke – High School
Eileen Callanan – High School
Linda Carter - Heath Brook School
Maureen Contaloni – Ryan School
Carolyn Covell – High School
Barbara Curtin – Middle School
Allison DiFelice – Heath Brook School
Tammy Duggan – Ryan School
Robin Foran – High School
Anna Gaudette – Dewing School
Jane Grant – Ryan School
Joanne Gustin – Trahan School
Joyce Kling – Middle School
Carol Lennon – High School
Christine Lopolito – Ryan School
Denise Miano – North Street School
Marie Murphy – High School
Diane Nickerson – Middle School
Kimberly Sheehan – Dewing School
Kathy Sholl – Ryan School
Charlene Sullivan – High School
Laura Sullivan – Ryan School
Roberta Waldrip – Trahan School
Janice Woodman – Middle School

MAINTENANCE AND CUSTODIAL WORKERS

Jon Marchand – Maintenance Foreman – Systemwide
Joseph Burke – Heath Brook School
Michael Carey - Heath Brook School
Dan Carter – Maintenance – Systemwide
William Catherwood – Middle School
Charles Coughlin – Ryan School
Travis Dobbin – High School
Lynne Dykeman – High School
Conor Flanagan – Ryan School
Thomas Gilbride – Maintenance – Systemwide
David Harrington – High School
Bruce MacDonald – High School
Daniel Martin – Maintenance – Systemwide
Joseph McCann – North Street School
Robert McCarthy – Dewing School
Terrance Neal – Middle School
Roy Osterberg – Middle School
Donald Page – Heath Brook School
Ronald Page – North Street School
Roland Patterson – High School
Sandra Ryan – Dewing School
James Shimkus – High School
Richard Stronach – Dewing School
Barry Sullivan – Ryan School
Peter Thuillier – Trahan School
William Wareham – Ryan School

Community Scholarship Awards

We are pleased to acknowledge the businesses, the individuals, the community organizations, the school organizations, and the sports organizations, who participated in Tewksbury's 2012 Community Scholarship Program. The commitment of the donors listed below to the students of the Tewksbury Public Schools contributes to the attainment of the personal and educational goals of the scholarship recipients. The generosity of the donors provides an investment in the future of Tewksbury. Thank you to each of the scholarship award donors and congratulations to the scholarship recipients.

<u>SCHOLARSHIP NAME</u>	<u>AWARD WINNERS</u>	<u>TOTAL AWARDED</u>
JUNIOR AWARDS:		
Harvard Prize Book Award:	James Aronson	
Rensselaer Medalist:	Tyler Puleo (\$15,000 yearly if the student is accepted and attends Rensselaer)	
Wellesley Book Award:	Rebecca Davies	
SENIOR AWARDS:		
Anthony J. Romano Tech Education:	Kevin Bustin	
Art:	Caitlin Dunn	
Business Technology:	Dominique Law	
Science:	Laura Patriarca	
Wellness:	Andrew Chabak	
English:	Nora Chann	
Computer Technology:	Connor Morris	
Foreign Language:		
Latin:	Hannah Kuegler	
French:	Monika Hyberts	
Spanish:	Matilda Matovu	
Marketing:	Sarah Hogan	
Mathematics:	Keon Horahan	
Music:	Shannon Mackey	
Social Studies:	Mark Daley	
Family & Consumer Science:	Lindsey McQuesten	
Valedictorian:	Keon Horahan, Charles Sutherland	
Class Marshal:	Laura Patriarca	
Massachusetts Secondary School Administrators:	Charles Sutherland	
Merrimack Valley Superintendents Awards:	Keon Horahan Charles Sutherland	
BUSINESS DONORS:		
Holt & Bugbee Foundation Scholarship Awards:	Emily Fugate	\$2,500
	David Hecht	\$2,500
	Matilda Matovu	\$2,500
	Chris Ricciardi	\$2,500
Lowell Five Cent Savings Bank Scholarship Award:	Keon Horahan	\$1,000
Schlott Tire Academic Scholarship Award:	Laura Patriarca	\$500
Stoneham Savings Bank Scholarship Award:	Charles Sutherland	\$800
COMMUNITY DONORS:		
Tewksbury/Wilmington Lodge of Elks #2070 Scholarship Awards:	Maddalena Lovejoy	\$500
	Nicholas Santosuosso	\$500
Massachusetts Elks Most Valuable Student Award:	Mark Daley	\$800
	Shannon Mackey	\$800
Tewksbury Community of Artists Scholarship Awards:	Amy D'Entremont	\$200
	Nicole Dunlevy	\$50
	Caitlin Dunn	\$200
Tewksbury Golden Age Club Scholarship Awards:	Frank McLaughlin	\$500
	Alyssa Mulno	\$500
	Denali Murphy	\$500
Tewksbury Lions Club Scholarship Awards:	Daniel Altavesta	\$1,000
	Lyndsey Dunlevy	\$1,000
	Nicole Dunlevy	\$1,000

	Jordan LeBlanc	\$1,000
	Lyndsey McQuesten	\$1,000
Tewksbury Recycling Committee Scholarship Award:	Jordyn LeBlanc	\$750
Tewksbury Rotary Club Scholarship Awards:	Mark Daley	\$1,500
	Courtney Downing	\$1,500
	Lindsey Dunlevy	\$1,500
	Margaret Middleton	\$1,500
Lawrence L. Day Memorial Scholarship:	Monika Hyberts	\$500
PERSONAL DONORS:		
Aldred: The Derek Aldred Memorial Scholarship Award:	Adam DeGregorio	\$1,000
	George Kuegler	\$1,000
Byers: Willie Byers Memorial Scholarship Awards:	Marie Bonugli	\$1,000
	Ryan Eatherton	\$1,000
	Alyssa Guida	\$1,000
Susan L. King Scholarship Award:	Amy D'Entremont	\$3,000
Anthony Corsino Sr. Memorial Scholarship (Total \$1,000):	Michael Davidian	
	Ryan Eatherton	
	Sarah Hogan	
Kay Curran Scholarship:	Allison Luppi	\$1,000
Stephen J. Dame II Scholarship:	Courtney Downing	\$1,000
	Brendan Blair	\$1,000
Excellence in Achievement Scholarship Award:	Maddalena Lovejoy	\$500
Friends of Special Ed Kidz: (FOSEK):	Charles Sutherland	\$250
	Sarah Hogan	\$250
	Maddalena Lovejoy	\$250
Gillette: The Daniel S. Gillette, Jr. Memorial Scholarship Awards:	Sarah Hogan	\$1,000
	Charles Sutherland	\$1,000
The Honorable James Miceli Scholarship Awards:	Nicholas Santosuosso	\$300
Hood Good Sport Award:	Ryan Eatherton	\$5,000
Robert V. Horgan Memorial Scholarship:	Christina Dick	\$1,000
Joan Brothers Memorial Scholarship:	Lauren Teixeira	\$500
Massachusetts AFL-CIO:	Nicolas Santosuosso	\$4,000
Jonathan Wolf Memorial Scholarship:	Caitlin Dunn	\$500
M. "Petch" MacMaster Women in Banking Memorial Scholarship:	Hayley Malone	\$1,500
McCarthy Road Race:	Sarah Hogan	\$250
	Alex Bouthot	\$250
Murphy: The Jerry Murphy Memorial Scholarship Awards:	Courtney Spinelli	\$1,000
	Ryan Eatherton	\$1,000
O'Brien: The Kevin J. O'Brien Memorial Scholarship Awards:	Jessica Bridle	\$1,000
	Lauren Texeira	\$1,000
Olson: The Ronald C. Olson, Jr. TMHS Baseball Scholarship Award:		
	Brad Gahagan	\$500
Peters: The Linda Peters Memorial Scholarship Award:	Lindsey Dunlevy	\$1,200
	Courtney Spinelli	\$1,200
	Nicole Dunlevy	\$1,200
	Lauren Donovan	\$1,200
	Chris London	\$1,200
	Amy D'Entremont	\$1,200
Scott: The David W. Scott Memorial Scholarship Awards:	Christina Dick	\$1,000
	George Kuegler	\$1,000
Stacy Stott Scholarship:	Courtney Spinelli	\$2,000
Tewksbury Dracut Suburban Cup Scholarship:	Rachel VonKahle	\$200
Tino: The Kevin Joseph Tino Memorial Scholarship Awards:	Tim Conklin	\$500
	Brendan Blair	\$500
Zawacki: The Joshua Zawacki Memorial Scholarship Awards:	Ryan Eatherton	\$1,500
	Kaylie Cronin	\$1,500
SCHOOL ORGANIZATIONS DONORS:		
Dewing: The Loella F. Dewing School P.A.C. Scholarship Awards:	Michael Doucette	\$250
Heath Brook: The Heath Brook School P.A.C. Scholarship Award:	Michael Christie	\$500
Heath Brook: PAC Scholarship Award in Memory of Angela Munro:	Keon Horahan	\$500
John W. Wynn Middle School P.A.C. Scholarship Award:	Matt Kapust	\$500
North Street: The North Street School P.A.C. Scholarship Awards:	Laura Patriarca	\$250
	Caitlin Dunn	\$250

Ryan School: The John F. Ryan PAC Scholarship Awards:	Nicole Dunlevy	\$500
	Sean Bender	\$500
Trahan School: The Louise Davy Trahan PAC – George Paul Scholarship Award:	Amy DeFrancesco	\$500
	Sean Foley	\$500
Tewksbury Music Association:	Kevin Buston	\$500
	Shannon Mackey	\$500
	Caitlin Dunn	\$500
TMHS: TMHS P.A.C. Scholarship Awards:	Sean Foley	\$500
	Courtney Downing	\$500
	Hannah Kuegler	\$500
	Matthew Rauseo	\$500
	Courtney Spinelli	\$500
	Nicole Dunlevy	\$500
	Lilly Burgoyne	\$500
TMHS: Meghan McCarthy P.A.C. Scholarship Award:	Sarah Hogan	\$500
TMHS: The TMHS National Honor Society Scholarship Awards:	Kyri Barilone	\$280
	Sarah Hogan	\$280
	Nora Chan	\$280
	Shannon Mackey	\$280
	Mark Daley	\$280
	April McDermott	\$280
	Alyssa Guida	\$280
The Tewksbury Teachers Association Scholarship Awards:	Jessica Arsenault	\$500
	Christina Dick	\$500
SPORTS ORGANIZATIONS DONORS:		
Dennis McGadden Boys Track and Cross Country Scholarship Awards:	George Kuegler	\$100
	Ryan Mahan	\$200
	Brendan Blair	\$175
	Tim Conklin	\$250
	Matthew Rauseo	\$ 50
	Charlie Marquis	\$175
	Daniel MacNeil	\$200
	Sean Foley	\$100
	Keon Horahan	\$300
	Charles Sutherland	\$200
	Chris Boyages	\$250
Dennis McGadden Girls Track and Cross Country Scholarship Awards:	Jessica Arsenault	\$ 50
	Amy DeFrancesco	\$175
	Jessica Bridle	\$200
	Marissa Smith	\$200
	Sarah Hogan	\$150
	Hannah Kuegler	\$200
	Christina Dick	\$275
	Christine Marshall	\$100
	Amanda Cossar	\$100
	Courtney Spinelli	\$100
	Rebecca Clark	\$100
TMHS Boosters Basketball Cheerleading Scholarship Awards:	Courtney Spinelli	\$500
	Amanda Bowen-Romano	\$500
	Melissa Granoff	\$500
TMHS Boosters Football Cheerleading Scholarship Awards:	Courtney Spinelli	\$300
	Jaclyn Giasullo	\$300
	Shauna Larry	\$300
	Amanda Bowen-Romano	\$300
TMHS Field Hockey Boosters Scholarship Awards:	Sarah Hogan	\$300
	Zuleyma Velez	\$75
	Sherri Liggiero	\$300
Tewksbury Redmen Baseball Boosters Scholarship Awards:	Frank McLaughlin	\$300
	Brad Gahagan	\$300
	Mark Daley	\$300

	Jon Chotkowski	\$300
	Allyn Hood	\$300
Tewksbury Redmen Boys Basketball Booster Club Scholarship Awards:	Bobby Lumbard	\$200
	Sean Foley	\$200
	Michael Doucette	\$200
	Anthony Chicarelli	\$200
	Matthew Rauseo	\$200
	Chris Fandel	\$200
	Jaylin Sparks	\$200
The Coach Bob Aylward Redmen Football Scholarship Award:	Derek Tarpey	\$2,000
The James E. Brooks Memorial Redmen Football Scholarship Awards:	Chris London	\$1,000
	Brad Gahagan	\$1,000
Redmen Football Club Benefactors Scholarship Award:	Frank McLaughlin	\$1,000
Redmen Football Club Ed Dick Scholarship Award:	Chris Bettano	\$2,000
Redmen Football Club Memorial Scholarship:	Dan Altavesta	\$1,000
Redmen Football Clinic Scholar – Football Player Scholarship:	Ryan Eatherton	\$1,000
Redmen Football Club Phillip French Scholarship Award:	Kevin Saunders	\$2,000
Redmen Hockey Booster Club Scholarship Awards:	Matthew Brady	\$250
	Dan Ladderbush	\$250
	Christopher Connors	\$250
	Nick Maglio	\$250
	Adam DeGregorio	\$250
	PJ Mugford	\$250
	George Kuegler	\$250
	Andrew Surette	\$250
Redmen Wrestling Club Scholarship Awards:	Chris London	\$1,000
	Michael Davidian	\$500
	Derek Tarpey	\$500
	Dan Altavesta	\$500
	Brandon McCarthy	\$500
	David Allen	\$500
	Matt Greenwood	\$500
TMHS Redmen Girls Basketball Booster Club Scholarship Awards:	Amanda Cossar	\$300
	Katie Doherty	\$300
	Sherri Liggiero	\$300
TMHS Redmen Soccer Booster Deb Billings Memorial Scholarships:	Nicole McGolgan	\$200
	Marissa Smith	\$200
	Denali Murphy	\$200
	Fotios Kafkas	\$150
	Jordyn LeBlanc	\$200
	Derek Sabbag	\$100
	Maria Correa	\$200
	Connor Morris	\$200
	April McDermott	\$200
	Daniel MacNeil	\$200
	Megan Bouthot	\$200
	Andrew Chabak	\$200
	Alexander Bouthot	\$200
Tewksbury Redmen Hockey Club:		
George "Timmy" Ernest Memorial Scholarship Awards:	Matthew Brady	\$500
	Dan Ladderbush	\$500
	Nick Maglio	\$500
	Christopher Connors	\$500
	Adam DeGregorio	\$500
	PJ Mugford	\$500
	George Kuegler	\$500
	Andrew Surette	\$500
TMHS Redmen Softball Boosters Club Scholarship Awards:	Sherri Liggiero	\$300
	Lauren Teixeira	\$300
	Katie Doherty	\$300
Tewksbury Boy's Youth Basketball Scholarship Awards:	Ryan Eatherton	\$750
	Matthew Rauseo	\$500
	Christopher Boyages	\$500
	Sean Foley	\$500

Tewksbury Youth Girls Basketball League Scholarship Awards:	Hayley Malone	\$600
	Amy DeFrancesco	\$600
	Grace Carew	\$600
	Nicole Dunlevy	\$300
	Courtney Spinelli	\$600
	Christina Dick	\$300
Tewksbury Girls Softball League Scholarship Awards:	Nicole Dunlevy	\$500
	Danielle Spezzaferro	\$300
	Christina Dick	\$500
	Lauren Teixeira	\$200
	Allison Luppi	\$500
	Julia Arey	\$200
Tewksbury Youth Baseball Scholarship Awards:	Mark Daley	\$500
	Jared Doherty	\$500
Tewksbury Youth Football Merit Awards:	Lauren Teixeira	\$500
	Danielle Spezzaferro	\$500
	Christopher London	\$500
Tewksbury Youth Football Memorial Scholarship Award:	Sean Foley	\$1,000
	Courtney Spinelli	\$1,000
Tewksbury Youth Football Billy Bird Memorial Scholarship Award:	Ryan Eatherton	\$750
Tewksbury Youth Lacrosse Scholarship Awards:	Zachary Lamoureux	\$500
	Sean Foley	\$250
	Jamie Flynn	\$250
Tewksbury Youth Skating Association Scholarship Awards:	Jared Doherty	\$750
Tewksbury Youth Soccer League Meghan McCarthy Memorial Scholarship:	Meghan Bouthot	\$500
	Alex Bouthot	\$500

Tewksbury Youth Soccer League James Miceli Honorary Scholarship:	Jamie Makooi	\$300
TMHS Redmen Boosters Volleyball Scholarships:	Jessica Bridle	\$200
	Grace Carew	\$200
	Courtney Downing	\$200
	Allison Luppi	\$200
	Lindsey McQuesten	\$200
	Elizabeth McVey	\$200
	Alina Rosmarinofski	\$200
	Shannon Shikles	\$200

TOTAL OF THE CLASS OF 2012 COMMUNITY SCHOLARSHIP AWARDS: \$142,360

Scholarship & Education Fund Committees

Scholarship and Education Fund Committees

Keith Rauseo, Chairman
Sandra Brinquinho
Thomas Churchill
William Deignan
Dr. John O'Connor

The Tewksbury Scholarship and Education Funds came into being when the October 2003 Special Town Meeting voted to accept Mass. General Law Chapter 60, Section 3C. In early 2004, the Selectmen created the Scholarship and Education Fund Committees, which determine the criteria and distribution of awards from the funds. School Superintendent Dr. John O'Connor is a member of the Committees per state law, and the Selectmen have appointed the other members.

In May 2012, donation forms were included in property owners' tax bills. At the end of 2012, the balances in the funds were:

Scholarship Fund:	\$ 531.33
Education Fund:	\$ 3,009.76

Thank you to all the donors who have contributed to these funds even in this difficult economy. The Committee will continue to investigate other fundraising opportunities beyond the forms included with property tax bills.

Because of a lack of adequate funds, the fund committees did not make awards in 2012. The committees decided it was best to allow funds to build in the hope that adequate funds will be available for awards in 2013. Should that occur, the Committee will make scholarship applications available on-line and at various locations throughout town. Any resident attending an accredited institution beyond the high school level is eligible to apply.

The Committee members would like to acknowledge and extend their gratitude to the town's financial staff for assistance during the year.

Finally, the Committee members are hopeful that our residents and business owners will continue to donate to the funds so we will be able to help our students with scholarships and help our educational system with program grants. Look for those donation forms in the May 2013 tax bills!

Respectfully submitted,
Keith Rauseo, Chairman

Shawsheen Valley Regional Vocational / Technical School District

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2012 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 42nd anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Donald Drouin, Secretary, and Glenn McIntyre from Bedford; Kenneth L. Buffum, Vice Chairman, and Paula McShane Lambert, Treasurer, from Billerica; Paul V. Gedick and Robert Gallagher from Burlington; Patricia W. Meuse and Michael Kelley from Tewksbury; and James M. Gillis and Robert G. Peterson, Chairman from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred sixty (1,360) high-school students were enrolled in SVTHS's day school programs in October of 2012, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2012, SVTHS graduated 318 seniors. Over 66% of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-one percent of the students intended to continue working in their trade with another 9% working in another field after graduation. In addition, 4% entered the armed forces.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs 138 full-time teachers as well as 18 paraprofessionals. Of those full-time teachers, twelve are department chairs, and 15 are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

ACADEMIC PROGRAMS

MCAS Composite Performance Index (CPI) Scores: In the Spring of 2012, the 347 sophomores comprising SVTHS' Class of 2014 distinguished themselves among all other vocational-technical high-school students, among all sophomores within the five-town district and, most impressively, among all sophomores throughout the Commonwealth.

SVTHS sophomores outperformed all other vocational-technical sophomores in English Language Arts and ranked among the top five vocational schools in Mathematics and Science. Within the district, Shawsheen again outperformed all schools in English Language Arts, ranked fourth in Mathematics, and second in Science.

MCAS GROWTH SCORES. Although noteworthy, both the vocational-technical and District analyses pale statistically to SVTHS' pre-eminent Median Student Growth Percentiles (MSGP) scores—arguably the most important single score in the MCAS analysis. The MSGP is a statistical measure of student growth between grades eight and ten. In English Language Arts, SVTHS ranked eighth among the 348 school for whom the DESE reported tenth-grade MCAS scores in the Spring of 2012. This extraordinary achievement—along with SVTHS' pre-eminent ratings for each of the other core indicators of scholastic performance—earned SVTHS a special commendation from the DESE for a third, consecutive year.

CURRICULUM REVISION: In response to the curriculum change promulgated by the Massachusetts Core Curriculum, the design and sequence of course offerings at SVTHS is changing to support earlier access to College-Preparatory (CP) mathematics courses. The ongoing revision resulted in the introduction of CP Algebra I, Level 2 and CP Algebra I, Level 3—courses designed cooperatively by a team of regular- and special-education faculty. SVTHS offered the former course for the first time in the Fall of 2011; the later course will be offered in the Fall of 2013. In addition, CP Geometry, Level 2 is scheduled for implementation in the Fall of 2013.

NEW STAFF: In the Fall of 2012, Jenn Elwell, Catherine Peterson, and Patrick Reed joined SVTHS' English Department. Both Ms. Elwell and Ms. Peterson had previously served as instructional aides in the department. Mr. Reed, a Bedford native, previously taught in Washington DC. Kristin Lamarre, a recent graduate of Plymouth State University, joined the Science Department to teach Biology and Chemistry. Jeffrey McGrath, a Bedford resident and recent UMass Lowell graduate, was hired as a Mathematics teacher in January to fill a vacancy that resulted from the mid-year retirement of Mr. Andrew Clark. Finally, Peter Udstuen—who formerly taught in Methuen and Nashua—and Ronald Fusco, Jr.—a recent Springfield College graduate—joined the Social Studies Department.

SUMMER SCHOOL: In the summer of 2012, the SVTHS Summer Program enrolled 125 students from ten surrounding school systems in 22 courses offered to students in grades 7-10. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary and predictable for students attempting (a) to recover credit for courses that they previously failed, or (b) to earn College-Preparatory credit by upgrading courses in which they were enrolled during the regular school year. Individuals seeking summer-school information should contact Mr. Kevin Bloom, Summer Coordinator, at 978-671-3631.

INFRASTRUCTURE RENOVATIONS: The completion of SVTHS' state-of-the-art Life-Science Wing and the migration of the Health program to that new facility made available to academic programs three rooms previously occupied by the Health Shop in the school's mall area. Extensive summer renovations to those rooms converted a small Health lab to a larger academic science lab. A second area was converted to a science classroom, and a third area became a Social Studies classroom. In addition to these changes, installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

CLUBS AND ORGANIZATIONS

CLASSES: Culminating a yearlong series of successful social events and thoughtfully devised fundraisers—which included initiatives to raise supplies for American soldiers in war zones—each of the four classes held memorable formal and semi-formal events. Under the direction of their advisor, Stacy LaBella, the senior class planned and enjoyed an elegant senior prom at the Woburn Hilton. Junior-class advisor, Marygrace Ferrari, and her junior class officers planned and held a gala prom at the Crestview in Woburn. The sophomore class, advised by Jay Tildsley and Greg Bendel, and the freshman class, advised by Angela Caira and Celeste Joudrey, collaborated on the annual Spring Fling semiformal, which was held at the school.

The Thirteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for the Billerica Food Pantry.

LITERARY MAGAZINE: For the fifth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication, the National Council of Teachers of English, and the Columbia University Scholastic Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication under the supervision of Ms. Kristin Sciacca of the English Department and Mr. Doug Michaud of the Technical Illustration/Commercial Art shop.

SCHOOL NEWSPAPER: In a model school-wide collaborative effort, Ms. Christy McKee of the English Department, Mr. Doug Michaud of the Technical Illustration shop, and Messrs. Tim Broadrick and Tom Struthers of the Graphics Art shop produced six editions of the *Rampage* that presented the school year's major events in artistic design and thoughtful narrative.

NATIONAL HONOR SOCIETY: Under the advisorship of Mrs. Gail Poulten of the English Department, the SVTHS chapter of the National Honor Society inducted 34 eleventh and twelfth graders in March of 2012. Middlesex County Sheriff Peter Koutoujian was the guest speaker at the induction ceremony. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service, and they travelled to Newport, R.I., Salem, MA, and the Museum of Science to visit cultural and historic sites.

STUDENT COUNCIL: The Student Council continued its energetic paper-recycling program throughout the year under the direction of faculty advisor Ms. Ellen Mountain. In 2012, Ms. Mountain continued the Council's recently-expanded efforts to recycle plastic, toner cartridges, cell phones, and sneakers. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, and other noteworthy causes.

THE TRAVELING RAMS: During April vacation, Ms. Sciacca and her enthusiastic globe trotters traveled to Italy, emerging themselves in the urban culture of Rome and Sorrento. Interested world travelers or their parents should contact Ms. Sciacca at 978-667-2111x577 or ksciacca@shawsheen.tec.ma.us.

ORATORY CLUB: Coached by faculty advisor Kristin Sciacca of the English Department, club members participated in three local contests—the Voice of Democracy Speech Contest sponsored by Veterans of Foreign Wars, the annual Lions Club Competition, and the SkillsUSA state competition at which junior Katelyn Gordon captured a third-place medal.

ROBOTICS CLUB: The ten member team competed in two FTC robotics competitions, showing a just miss in the Arlington competition and a solid showing at Bridgewater. The Robotics Club also competed in trebuchet competitions placing third in New England at the annual Technology Festival Trebuchet competition while capturing a first place for the “most innovative design using modern technology”. The team received their first place medal at the Higgins Museum trebuchet competition where they were the only high school competing against colleges and various other organizations. The Club also attended a national competition at the Verizon Arena in Manchester, NH.

MATHEMATICS CLUB AND SCIENCE CLUB: The Mathematics Club, advised by Mrs. Debra Dew of the Mathematics Department, and the Science Club, advised by Mrs. Angel Hardy of the Science Department, continued to engage participants in co-curricular activities complementing their advanced study of those disciplines. The Mathematics Club practiced for and participated in not only a series of competitions hosted by district schools but also a special invitational competition sponsored and hosted by Worcester Polytechnic Institute. The Science Club participated in after-school activities that broadened participants' understanding of scientific theory and applications. Mathematics enthusiasts should contact Ms. Dew at ddew@shawsheen.tec.ma.us. Science enthusiasts should contact ahardy@shawshenn.tec.ma.us.

OUTDOOR CLUB AND SKI CLUB: Introduced in 2010 to SVTHS to fill the conspicuous void in recreational, extra-curricular options, the Outdoor Club and the Ski Club enjoyed immediate and broad popularity. Throughout three New England seasons, the Outdoor Club,

advised by Jessica Cook of the Social Studies Department, planned six overnight climbs of Mount Washington in New Hampshire. The Ski Club, co-advised by Kelly McFadden of the Guidance Department and Doug Michaud of the Technical Illustration Shop, planned a series of after-school ski trips to the Nashoba Valley Ski Area in Westford, MA. Interested mountain climbers should contact Ms. Cook at jcook@shawsheen.tec.ma.us, and interested skiers or boarders of any experience level should contact Mr. Gerry Perriello, the club's new advisor, at gperriello@shawsheen.tec.ma.us or his co-advisor, Mr. Matthew Day, at mday@shawsheen.tec.ma.us.

PARENT ADVISORY COUNCIL: Once again, graduation day culminated in a well-attended all-night party sponsored and organized by the SVTHS Parent Advisory Council under the direction of its faculty advisor, Mr. Ronald Fusco, and its chair, Mrs. Denise Illsley. Parents interested in joining this most worthwhile parents' group should contact co-chairs Linda Tedford (lindatedford@verizon.net) or JoAnn Brace (jbrace@shawsheen.tec.ma.us).

Alumni Association: Under the direction of its Planning Committee and faculty advisor, Mrs. Gail Poulten, the Alumni Association vetted nominations, selected honorees, and hosted an Alumni Hall-of-Fame induction at the Tewksbury Country Club. Any SVTHS alumni interested in planning future events with Mrs. Poulten should contact her at gpoulten@shawsheen.tec.ma.us or 978-667-2111x584.

SUPPORT SERVICES

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 344 students and comprising about 25.6% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 97.8% of seniors graduating in June, 2011, among the highest of any high school in Massachusetts. This compares to a state average of 65.6% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2012 MCAS examinations. These results have occurred as a result of a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high on each of the three examinations: English Language Arts (94%), Mathematics (62%), and Biology (61%). These percentages are approximately triple the rate of statewide special education averages.

The Support Services Department is now led by Dr. Frank D. Scott who assumed the Director position in July, 2011. Dr. Scott has provided training to keep staff informed of the most current requirements and best practices as a result of revisions to federal and state legislation and regulations. Updates continue also with the *eSped* software which Shawsheen has adopted to write Individualized Educational Plans (IEPs) and supporting documentation. In addition, the Support Services Department continues to implement various forms of technology that allow for equal access to the curriculum for all learners. A professional development initiative occurred in March, 2012, to familiarize all of Shawsheen's staff members with meeting student needs by incorporating the principles of Universal Design for Learning (UDL). An in-service workshop was presented by Dr. Todd Rose through the Center for Applied Special Technologies (CAST), a recognized leader in the field of UDL.

ATHLETICS

The three seasons comprising year 2012 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning ten league championships and five state vocational titles.

The overall winning percentage of the varsity teams ranked among the highest in school history. Fourteen teams, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*. Wrestler Devonn Pratt won the Division One State Championship in the 138 pound weight class. Two members of the record-breaking Football Team received All Scholastic honors. Paul DePlacido was named Boston Globe All Scholastic and Devonn Pratt was named Herald All Scholastic.

For an unprecedented ninth time in ten years, SVTHS earned the Markham Award from the *Boston Globe* in recognition of its status as the most outstanding vocational technical high school athletic program in Massachusetts. The award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

COMMUNITY SERVICES

ADULT EVENING SCHOOL: The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year. Interested residents should contact Mr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

SCHOOL OF PRACTICAL NURSING: The 2011-2012 year graduated 36 Practical Nurses (PN). Since its inception, a total of 599 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the state LPN exam is also included. Residents

interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

PROJECT EXPLORE: Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2012 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge. Busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Christina Palmer at 978-671-3612.

SWIM PROGRAM: SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2011-2012 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Ms. Jill Branley, Aquatic Director, at (978) 671-3699.

BILLERICA HOUSE OF CORRECTION: The Billerica House of Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through Workforce Development and Community Services Coordinator, Russ Eckel, with BHOC to expand its educational goals to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

MIDDLESEX COMMUNITY COLLEGE: SVTHS continued its partnership with the Hospitality Management Department of Middlesex Community College to deliver four courses at Shawsheen Tech as part of the requirements for its Culinary Arts Certificate or Associates in Science Degree option. Student enrollment was strong in 2012 and the program received exemplary student evaluations. Discussions to expand technical course offerings are currently being explored by the MCC Hospitality Dean and SVTHS Workforce Development and Community Services Coordinator, Mr. Russ Eckel.

COMPUTER SERVICES

During the 2012 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, SDDR (School Safety and Discipline Report) data, the Annual Technology Report data, and the VTCTS (Vocational Technical Competency Tracking System) data. In addition to these required state reports, Shawsheen submitted the results of a district Technology Readiness Survey mandated by PARCC. The purpose of this report is to identify the status of school districts participating in online assessment in 2014.

In the fall, Computer Services added the current ninth-grade population (class of 2016) to the Parent Access Manager System, bringing parent participation to approximately 81 percent. The Parent Access Manager allows parents to view up-to-date information on their children in the areas of attendance, grades, Rankbook, schedules and discipline information. Parents can also view the teacher's iPass Rankbook which includes more detail on the students' progress.

As part of Computer Services four-year Computer Replacement Plan, computer labs for Design & Visual Communications, Machine Shop, Room 511B, Room 109, Business Tech Lab 296, and the Library received upgrades with the latest computer models during 2012.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure. Computer Services decided to upgrade many of Shawsheen's computers to Microsoft's Windows 7 Operating System. This upgrade was to utilize energy saving features within the Operating System and due to Microsoft's decision to no longer support our previous Windows XP Operating System. This advancement was further supported by an energy consultant's recommendations in moving Shawsheen to a more energy efficiency environment. Over 700 computers were upgraded with the Operating System. All computers capable of the upgrade also had Office 2010 and Adobe Creative Suite 5.5 installed.

Wireless network infrastructure has been implemented within the building to expand our existing coverage. 100 access points were installed in classrooms, offices, and labs. This was connected to the existing 16 access point infrastructure in the Life Science wing to provide complete wireless coverage of Shawsheen's building.

GUIDANCE

ADMISSIONS: Applications once again exceeded 600 for 350 seats in the class of 2016. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford and Burlington middle schools. Students, parents and community members were invited to events on site including the Community Open House in November and the 8th Grade Career Night in January.

9TH GRADE ORIENTATION: The Class of 2016 participated in SVTHS 9th grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the superintendent and school committee, attendance has continued to improve and withdrawals have decreased substantially. A mentoring program to help with transition was implemented using the same student leaders who helped deliver the orientation day.

COLLEGE AND CAREER PLANNING: Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over 75% of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. The college fair this year included over 70 colleges and universities and a special workshop was offered to students with special education needs to understand their options for post-secondary learning. Over 500 students and parents participated in this largest-to-date event.

SCHOLARSHIPS AND AWARDS: Despite the tough economy, SVTHS students were awarded over \$107,000 in scholarship funds. A graduate was also the recipient of the Massachusetts Vocational Association scholarship award.

COOPERATIVE EDUCATION PROGRAM: Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office has currently secured cooperative-education positions for more than 145 students out.

Student Health: SVTHS complied with the state mandate to conduct BMI testing on all 10th graders.

SCHOOL COUNCIL

An important agency of school governance, the 2012-2013 SVTHS School Council, is made up of parents— Susan Berry, Dawn Pfaff and Gayle Razzaboni from Billerica; community members—Bob Lazott of Billerica, Jean Perry of Burlington and Cosmo Ciccarriello of Burlington; two SVTHS students – Jennie Galante and John Robinson; faculty members—Robert Roach and Jason Tildsley; and co-chair Dr. Robert Cunningham, Assistant Superintendent-Director/Principal.

The three primary functions of the school council are to meet with the Superintendent-Director when he presents the school budget, make additions and revisions to the SVTHS Student Handbook, and develop the annual School Improvement Plan.

TECHNICAL PROGRAMS

SKILLS USA: Skills USA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned sixty-two medals at the 2012 district competition and eighteen medals at the state competition, including eight gold medals. Nine Shawsheen students went on to the National competition in Kansas City, MO with all of the students placing no lower than seventh place. Medical Assisting earned a second Gold Medal, while Career Pathways (Graphic Arts) finished fourth and Entrepreneurship (Business Technology) finished a strong seventh.

NATIONAL ACCREDITATION: SVTHS has twenty vocational programs, eight of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Auto Collision; Machine Technology; Metal Fabrication; Culinary Arts; Graphic Communication; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

TRANSPORTATION CLUSTER

AUTO COLLISION: The Auto Collision program maintains its high standards and quality of outstanding work with a plethora of automobiles in need of body work for clients throughout the District. The shop was redesigned to accommodate the installation of two new prep stations in compliance with the new clean air regulations. The upper classmen participated in National Automotive Technicians Education Foundation (NATEF) Automotive Service Excellence (ASE) testing for the first time and did an outstanding job. Students fared well in the SkillsUSA regional competition, winning a Silver Medal in Refinishing and finishing first, second and third in the Collision competition. Through the capital budget process, the program will acquire a new frame machine.

AUTOMOTIVE TECHNOLOGY: The Automotive program continues to do an outstanding job repairing vehicles from within the District. Automotive Technology students competed in the Ford AAA Auto Skills competition and participated in Automotive Service Excellence (ASE) Student Certification and ASE Refrigerant Recovery programs. The Automotive program participated in several post-secondary career days and industry field trips, exposing students to career opportunities and technologies in the field. These field experiences included trips to Massachusetts Bay Community College, Universal Technical Institute, New England Institute of Technology, and Benjamin Franklin Institute of Technology. Through the capital budget process the program acquired a new Hunter four-post alignment lift.

SERVICE CLUSTER

HEALTH ASSISTING, DENTAL ASSISTING AND MEDICAL ASSISTING moved into their new home in the Life Science Wing in September 2012. Dental Assisting accepted its first class of 15 students in April and added a second full time instructor. Dental Assisting has acquired state-of-the-art equipment including a functioning computer-generated digital radiology lab. Medical Lab Assisting has expanded its curriculum to include clinical medical assisting, administrative medical assisting and the necessary laboratory skills to function in a Biotechnology Assistant role. The junior curriculum now includes a course in Pharmacology. The addition of a third Medical Assistant instructor with laboratory skills has strengthened this area of study. These programs look forward to graduating their first class in 2013 and are actively pursuing co-operative placements for their students. All twenty six Health Assisting students passed the Massachusetts Department of Public Health state certified Nurse Assistant test and are currently employed as seniors in many assisted-living and long-term care facilities. The addition of the Sim Man has enriched simulation in the laboratory experience. Many students furthering their education in the dental, laboratory or nursing fields will benefit from the use of simulation while in a high school setting, increasing their critical thinking skills. Partnerships with several community agencies including Tewksbury Hospital, Lahey Clinic, Sunny Acres Nursing and Rehabilitation Center and Woodbriar have positively impacted our student's growth.

CULINARY ARTS: An articulation agreement with Johnson and Wales University has provided opportunities for senior Culinary Arts students to attend classes full-time through their FAST (Freshman Advanced Study Track) option. This is the third consecutive year in which SVTHS has placed a senior in the FAST program. SVTHS also renewed its Articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College, and Cambridge Culinary Institute. The Culinary-Arts department visited Lincoln Institute in Hartford, Connecticut and has planned another trip in April to the prestigious Culinary Institute of America in Hyde Park, New York. Through the capital budget process and at the recommendation of its craft advisory board, the Culinary Arts program purchased a new 18-bay salad bar unit to accommodate the serving of nutritious lunch options, two new double-door reach in coolers for the kitchen, and one of the double-door reach in cooler for the bakery. Both purchases added to another successful year of providing meals and bakery goods to the public.

COSMETOLOGY: The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide the training requisite for student success in the trade. In addition to serving the local community, the students provided community service to local senior centers and assisted-living communities. Catherine Hinds Institute of Esthetics welcomed SVTHS students back this year for tours of their facility and a complimentary service in order to broaden the student interest in pursuing licenses in related fields. Elizabeth Grady, another skin-care institute, offered complimentary services to junior and senior students. One-hundred percent of SVTHS Cosmetology students participated in SkillsUSA. A sophomore student competed at the district level, capturing a bronze medal in the nail category. All 19 senior Cosmetology students graduated with a Massachusetts Class 1 Cosmetology license and 12 were successfully placed on co-op within the school year.

CONSTRUCTION CLUSTER

CARPENTRY; PLUMBING; ELECTRICAL; HEATING, VENTILATION, AIR-CONDITIONING & REFRIGERATION AND MASONRY. Construction projects within the community continue to be a large part of SVTHS' project-based curriculum. All five construction programs work collaboratively with the district's five towns. This year's projects notably included the final phase of the Marion Tavern Farmhouse project in Burlington and the Tewksbury Council on Aging Kiln and Pottery Building. The Construction Cluster, which also contributes to the daily projects within and around the school, is currently supporting the construction of a multi-tier retaining wall and a field house on the softball and soccer fields. Other notable projects include construction of a 10'x12' shed for the school's sand and salt, construction of work stations in the Masonry and Carpentry programs, construction of a classroom/computer lab in the Machine Shop, and repairs in the Cosmetology and Electronics Shops.

ARTS AND COMMUNICATION SERVICES CLUSTER

BUSINESS TECHNOLOGY: The Business Technology program acquired a Microsoft Testing Lab. SVTHS students now have an opportunity throughout the school year to certify in various Microsoft applications that are industry-based, enhancing their employability skills. With the addition of this lab, seventeen seniors were certified in Microsoft Word, Excel or PowerPoint. Additionally, twenty-three juniors obtained their certifications in these same areas. Going forward, the program's testing lab will allow students to certify in Quickbooks and Dreamweaver as well. The Business Technology program continues to evolve and thrive, staying current with industry changes.

INFORMATIONAL SUPPORT SERVICES & NETWORKING: Sixty percent of SVTHS seniors were placed in Co-op positions, which was one of the school's best placement years. It was the first year that both Cisco and Test Out curriculum were implemented for our sophomores, which proved to be very successful. One ISSN senior, Jessica Kenny, was the class of 2012 valedictorian and was also accepted to MIT. These accomplishments were primarily due to her attitude and dedication to her goals. A second Internet connection was added to the shop that was dedicated to our Computer Management Services program where customer equipment is repaired by the seniors. We also implemented VMware in all grades that teaches students about computer virtualization and is one of the fastest growing technologies in corporate environments today. A number of ISSN seniors obtained college credits at the schools of their choice as a result of their completing the Cisco curriculum.

DESIGN & VISUAL COMMUNICATIONS: The Design & Visual Communications program had a very strong and busy year. Students participated in many community projects for schools, town governments and non-profit organizations. Students within the program played a key role in developing a corporate identity program for a nonprofit organization called the Middlesex 3 Coalition. All students participated in the brand development for this organization serving the towns of Billerica, Bedford, Burlington, Chelmsford and Lowell. The culmination of their efforts produced the logo design and brochure for this organization. This newly formed Middlesex 3 coalition shares a common goal of fostering economic development, job growth, and diversification of the tax base. The relationship the Design & Visual Communications Department has built with key members of this organization will help to play a critical role in fostering co-op opportunities for many of the students from Shawsheen. The program was also equipped with new MAC computers to enhance the industry-simulated learning environment.

GRAPHIC COMMUNICATIONS: The Graphics program enjoyed a year of great success in the pressroom and in its community partnerships. Graphics produced a record number of live jobs for schools, town governments, and nonprofit organizations. Through these endeavors, students had an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. The program received a national literary-magazine award for their publication of Ramblings. The program also acquired and implemented into its curriculum new silk-screening equipment, which has opened new avenues for student cooperative education placements.

ELECTRO/MECHANICAL CLUSTER

COMPUTER AIDED DESIGN & DRAFTING: The Drafting shop has been busy this year in supporting the construction cluster on a variety of projects. These major projects included drawing support for the Soccer Field House and various offsite construction drawings. In addition, the Drafting program has completed drawings for the Maintenance Department, including a roof top units map, cafeteria/gym table and chair layouts, sprinkler head map, and numerous other drawing requests. The Program also completed a control station layout for the Tewksbury Water Treatment Plant. Through the capital budget process, the Drafting Program was able to purchase new related room tables and paint the shop's work stations. Two students received silver medals—one for Architectural Drafting and the other for Technical Drafting—at the SkillsUSA State Competition. The 2011-2012 school year ended with 13 out of 20 students working at cooperative education jobs. All graduating seniors entered either a 2- or 4-year college. More than half of the seniors from the Class of 2013 are currently employed in cooperative education jobs.

ELECTRONICS: The Electronics program will move forward in training and certifying students to the J-STD-001E IPC Standard. One hundred percent of the seniors successfully passed the Application Specialist course and received an official certificate from IPC. A number of students participated in SkillsUSA competition with Shawsheen Electronics taking second place at the regional competition. The Electronics students finished third at the annual Trebuchet competition at Windham High School. The department took the first step in introducing Quality Control Management, Flowcharting and Software Programming, and a seven-step design process used by industrial engineers.

Machine Technology: The Machine Technology program continues to implement positive changes to a growing program. The initiatives of the program's newest instructor, Mr. Lawrence Retelle, have enhanced the freshman exploratory program, increasing the number of freshmen opting for Machine Technology as a first choice to a point exceeding the shop's capacity. There are now eighteen high-energy sophomores that will soon be the next generation of machinists. Due to this growth, the decision was made to build a classroom/computer lab in the shop. Construction began over the summer. Twenty wireless laptops were purchased, with the addition of Mastercam X6 as well as a smart board. A partnership with Massachusetts Manufacturing Extension Partnership (MassMEP) is in process, which would provide specialized training for adults working with local employers after the regular school day. Two new 2 Axis Prototrak CNC controls have been installed on Bridgeport milling machines. Students had success again at the SkillsUSA district level. Co-op numbers continue to be strong. The Advisory Board has shown a marked increase with new advisors looking for student hires.

METAL FABRICATION AND WELDING: Metal Fabrication has worked on numerous welding and sheet metal projects that supported multiple school clusters and the community at large. This work included duct work for new related room, a library drop-box project, new Autobody ramps, a stool repair for M.C.I. Billerica, and the go-cart project. For the second consecutive year, SVTHS hosted the annual open house for the Boston Chapter of the American Welding Society (AWS). Two new swing-arm ventilation hoods were approved through the capital budget process. Mitre Corporation donated various pieces of equipment to our program, including a four foot hydraulic press brake, large capacity box and pan brake, and a vertical band saw.

CONCLUSION AND ACKNOWLEDGEMENT

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth. The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2012. Those retirees are: Andrew Botticelli, Computer Aided Design & Drafting; Andrew Clark, Mathematics; Patricia Hebert, Social Studies; and William Jackson, Electronics.

Community Development Department

*Community Development
Building*

*Zoning Board of Appeals
Conservation Commission
Community Preservation
Committee*

*Board of Health
Planning Board*

Community Development

The Town of Tewksbury's Department of Community Development strives to manage and promote the highest quality of development by coordinating all land use matters in one department; providing information and creative recommendations based on sound planning practices; promoting and assisting sensible economic development; ensuring public health and safety by administering and enforcing applicable statutes, codes, bylaws and regulations; protecting the environment through conservation and wetland protection measures; and supporting other Departments in enhancing the community's quality of life.

The Department of Community Development consists of the following divisions; the Building Department, Board of Health Office, and the Planning and Conservation Office. Staff support is provided to four statutory boards: the Planning Board, Conservation Commission, Zoning Board of Appeals and the Community Preservation Committee. Administrative support is also provided to the Planning Board's Zoning Bylaw Subcommittee, the Local Housing Partnership, the Economic Development Committee, and the Green Committee.

Full time staff within Community Development include: Linda DiPrimio, Executive Secretary and Steve Sadwick, Director. In May of 2012, Kyle Boyd was hired as Planner/ Conservation Agent. Dawn Cathcart continued to provide Recording Secretarial duties for the Planning Board, the Board of Health, and the Zoning Bylaw Subcommittee. Melissa Johnson serves as Recording Secretary for the Conservation Commission, Local Housing Partnership, Community Preservation Committee, Economic Development Committee, Green Committee and the Zoning Board of Appeals.

Master Plan

The Town of Tewksbury's Master Plan was adopted by the Planning Board on September 15, 2003 and endorsed by the 2004 Annual Town Meeting. The Master Plan serves as the Town policy guidance document for future land use decisions.

In 2012, the Planning Board and Community Development Department started the update process with the Northern Middlesex Council of Governments (NMCOG). NMCOG serves as the Town's regional planning agency and has started worked on a number of technical updates to the master plan.

The following implementation items from the Master Plan were addressed:

Local Housing Partnership

The Town's current MGL Chapter 40B affordable housing inventory is at 9.55%. Until the Town achieves 10% it will be susceptible to Comprehensive Permits that override local regulations including zoning.

The Partnership currently includes Steve Deackoff, Greg Peters, Jay Axson, Raymond White, Laura Kaplan and Ron Roy and advisory members Nancy Reed and Scott Wilson.

The Housing Partnership established a subcommittee to continue to pursue HUD 202 funds for senior housing at land owned by the Tewksbury Housing Authority. This project is proceeding with the funding it has received. It is anticipated that the project will begin in Spring of 2013.

The Partnership continues to investigate how to provide affordable housing utilizing tools provided by the State and local resources such as the Affordable Housing Trust Fund and Community Preservation Funds.

Economic Development Committee

The Economic Development Committee consists of the following members; David Plunkett - Chairman, David Gay – Vice Chair, Richard Montuori and Steven Sadwick.

The Tewksbury Economic Development Committee’s mission is to promote Tewksbury’s identity in the Merrimack Valley and Greater Boston area. With access to two Interstate Highways, I-93 and I-495, and its infrastructure capacities, Tewksbury is a desirable and convenient location for new and existing businesses. We acknowledge the contribution of the business community to our town and region’s overall economic sustainability.

In 2012, the Committee met on 4 occasions to discuss marketing and outreach activities of the committee. The Committee met with a number of potential businesses that were looking to relocate and open in Tewksbury as was on hand for the opening of Thermal Fisher’s facility in the Ames Pond corporate area.

Green Committee

The Tewksbury Green Committee finally received designation for the Town of Tewksbury as a Green Community when the Town Meeting approved the Stretch Energy Code in the Spring of 2011. The Green Community Grant was put out to bid in 2012 and approximately \$207,725 worth of energy conservation measures have been carried out at the Dewing School, the Police Station and the Wynn and Ryan Schools.

The Tewksbury Green Committee consists of Anne-Marie Stronach, Robert Fowler, Brian Dick, Tom Cooke, James Duffy, Marc Ginsburg and Joseph Cary.

Other Initiatives

The Department continues to work with the Planning Board’s Zoning Bylaw Subcommittee in reviewing the Zoning Bylaw. Members of the Planning Board’s Zoning Bylaw Subcommittee include Vincent Spada, Nancy Reed, and David Plunkett.

The Director of Community Development continues to serve on the Zoning Reform Working Group which is working to update the State statutes in both zoning and subdivision control. The Director also serves on the Regional Comprehensive Economic Development Strategies Committee.

The Department of Community Development had a successful year and looks forward to working cooperatively with the various boards, committees, commissions, departments and citizens in 2013, enhancing the quality of life in the Town of Tewksbury.

Respectfully submitted:

Steven J. Sadwick, AICP
Director of Community Development

Zoning Board of Appeals

The following is a breakdown of the activity on which the Tewksbury Board of Appeals acted during the year 2012:

4	Variances	3	Approved	1	Withdrawn
1	Amend Existing Variance	1	Approved		
3	Special Permits	3	Approved		
4	Combination Variance/Special Permit	4	Approved		

I would like to thank the public for their interest in the Board's activity. I also wish to thank my fellow Board members and the Community Development Department for their time and efforts on behalf of the Board.

Respectfully submitted,
Robert Dugan, Chairman
Zoning Board of Appeals

Board of Health

The Board of Health (Board) is pleased to submit the 2012 annual report. The Board is comprised of the following five (5) elected officials: Philip French, Chairman; Charles Roux, Vice Chairman; Kathleen Brothers, Clerk; Edward Sheehan and Christine Kinnon, members.

The 2012 elections brought a new Board of Health member; Kathleen Brothers, who replaced Mary Ellen Fernald. On Behalf of the Board, Health Department, and myself, I would like to acknowledge and thank Ms. Fernald for her years of service to the Board of Health and the community.

The Board of Health is charged with the protection of the public health. It is the Board's responsibility to develop, implement, and ensure the enforcement of health regulations and policies.

The Board of Health's Mission is "To protect the public and environmental health through health promotion initiatives, advising residents and businesses in compliance matters, and through fair and appropriate enforcement of local, state, and federal public health rules, regulations, bylaws and laws."

The Health Department's team members are dedicated to the community, knowledgeable of public health and the department's procedures. It is truly an honor to be the team leader of such a professional team; I look forward to working closely with each member. I am very confident that this team will continue to protect and grow with the community. Thank you.

Team Members: Lou-Ann C. Clement, C.H.O.

Director of Public Health

Dean Trearchis

Virginia Desmond, PNA

Diane Joy

Pamela Gorrasi

Dawn Cathcart

Sanitarian

Public Health Nurse

Senior Clerk Secretary

Animal Inspector

Recording Secretary

In January there were major changes for the Health Department; the office relocated to the Senior Center, at 175 Chandler Street and Diane Joy joined our team as the office's Senior Clerk Secretary. Then, in December, Diane Joy's hours were increased to a full time (37.5 hours) position. On behalf of the Board and the Health Department, I would like to say thank you.

On behalf of the Board and myself; we would like to take a moment to thank the Department of Public Works for relocating the office, to all the volunteers at the Senior Center and Linda Brabant, Director of the Senior Center for the warm welcome the Health Department has received at the Senior Center.
Once again, thank you.

The Health Department continues to be actively working with the surrounding communities of Billerica, Chelmsford, Dracut, Lowell, Tyngsboro, and Westford in a regional coalition (Upper Merrimack Valley Public Health Coalition (UMVPHC)) for response to public health threats within the area. The coalition meets regularly preparing for a regional public health emergency response. Regional emergency responses are completed and we are actively testing them. This year, with help of the Police Department, Security Plans for the town's Emergency Dispensing Sites were developed and implemented.

In 2011, the Lowell Health Department obtained a grant that supplied kiosks for "Unwanted Medicines" to the surrounding communities and with the help of Safety Officer Jennie Welch the kiosk is stationed in the Police Department's lobby. This kiosk is open to the general public and continuously provides opportunity for the residents to remove unwanted medicines and opioids from their home and out of our waste stream.

To complement the UMVPHC, we are a member of the Upper Merrimack Valley Medical Reserve Corps (MRC) which provides staffing support during clinics, emergencies, and other public events. At the end of 2012 they received a grant to help pet owners prepare for and keep their pets safe during emergencies. Seminars will be held the first part of 2013.

Ms. Clement and Ms. Desmond were invited to watch and evaluate a drill in one of our Assisted Living facilities. This drill was a fire within the facilities' kitchen, it was well organized and thought out. The drill brought various internal departments and external partners together. We look forward to participating in more drills.

The "Fifth Annual Health Fair" occurred with approximately 50 various health exhibitors including nutrition and exercise planners, massage therapists, pharmacies, funeral directors and much more. The general public enjoyed the event and we look forward to continuing this educational event next year.

As of a member of "Healthy Communities Tobacco Awareness Coalition" Director Ron Beauregard has performed individual educational trainings to our tobacco licensed establishments with regards to regulations and new tobacco products. This program started to perform compliance checks to ensure that our tobacco establishments are complying with the existing regulations regarding the sale of tobacco products to minors. Along with performing compliance checks he prepared and presented amendments to the Board's Tobacco regulations which were adopted by the Board.

Ms. Clement and Ms. Desmond also participated with the first annual Drug Awareness week sponsored by the Police Department. This year's event had something for all ages. There were various discussions and presentations that started in the younger grades with a poster contest to the high school with Chris Herron a former NBA player speaking how he lost his career to drug addiction. There was an evening event for parents with lots of resources present to answer questions and presentations to the seniors regarding household medicines. With the help of the Tewksbury Board of Health staff; Tewksbury Cares (A Board of Health Initiative) applied for and received a grant from Walmart Foundation for the "Improbable Players" to speak within the Tewksbury's School District during Drug Awareness week. We look forward to next year's events.

Ms. Clement and Ms. Desmond joined the Greater Lowell Health Alliance sub-committee called MassCall2 Working Group. This group is comprised of various communities' organizations within the Greater Lowell area. It is geared towards the education and prevention of Opioids and more.

In September, at the request of the Town Manager, this office started to work with the Attorney General's (AG) office under their "Abandoned Housing Initiative." This initiative was developed to provide communities with a tool to rid viable neighborhoods of blighted properties. We function as a partnership to turn these properties around. The AG office assists us with developing records, investigatory services, and possible court actions.

On behalf of the Board, I would like to congratulate Tewksbury's Water Treatment Plant. For the second year in a row, they have received the Centers for Disease Control and Prevention (CDC) "Water Fluoridation Quality Award." CDC commends communities' water systems for their consistent and professional adjustment of water fluoride content to obtain the optimum level of oral health. Our water system is a method to prevent tooth decay and improve oral health to all of our residents.

PUBLIC HEALTH NURSING SERVICES

Virginia (Ginny) Desmond, Public Health Nurse, continues to educate the public. She works closely with other departments and team members; such as the Sanitarian and School District with the investigations of communicable diseases, food borne illnesses and immunizations. She and the Director attend and participate in Upper Merrimack Valley Public Health Coalition (UMVPHC) with emergency preparedness. The public health nurse also provides limited care and referral services to the public.

She offers various clinics such as Flu, Pneumonia, Blood Sugars, and Blood Pressure Clinics. She works closely with individuals regarding the general public’s private medical topics. She pays close attention to up and coming public health topics by attending necessary informational meetings, seminars and trainings.

Along with Ms. Desmond’s normal responsibilities as the town’s Public Health Nurse, she was a preceptor to a nursing student from Massachusetts College of Pharmacy and Health Sciences.

Ms. Desmond received the Civic Excellence Award from the Greater Lowell Health Alliance. This award is presented to members of the community who exemplifies the ideals of community service and volunteerism.

ENVIRONMENTAL ACTIVITIES

Dean Trearchis, Sanitarian and Lou-Ann Clement, Director attended miscellaneous seminars regarding emergency preparedness and response, understanding hurricanes, bed bugs, water response, food sanitation, housing, nuisance animals, Title V, Storm Water, Allergy Awareness, Munis and access, Multi Hazard Mitigation, People with Disabilities, Managing Emotions, etc. Ms. Clement and Mr. Trearchis are active members in Massachusetts Health Officers Association (MHOA).

Beyond the activities of investigating complaints, inspecting various businesses and establishments; the Environmental section performs investigation and follow up of animal bites and continuously monitor numerous beaver dams throughout the Town. Monitoring is performed on a regular basis to observe beaver activity.

ANIMAL INSPECTOR ACTIVITIES

The Animal Inspectors are responsible for inspecting all livestock and the facilities, complete the state required barn book, and investigate animal bites and quarantine animals as necessary.

**TEWKSBURY BOARD OF HEALTH
2012 ACTIVITY REPORT**

\$29, 811.12 REVENUES RECIEVED

INSPECTIONS CONDUCTED

Complaints Investigated	454	Ice Rink	001
Construction Site Visits	025	Livestock	006
Court Appearances	027	Miscellaneous	016
Dumpster	040	Offal/septic/medical truck	002
Environmental	001	Recreational Camps	005
Farm Site Visits	001	Septic System	003
Food	174	Septic System Abandonment	011
Grease Tanks	005	Swimming Pool	003
Group Homes	004	Tanning Booth	003
Hotel	007	Title V waiver Inspection	001

PERMITS ISSUED

Animal Permits	013	Mobile Food Permits	002
Body Art Establishment	001	Offal/Solid/Medical Waste Hauler	037
Dumpster Permits	053	Piggery	002
Food Service Permits	149	Pools	007
Frozen Desserts	008	Recreational Summer Camps	003
Funeral Directors	003	Retail Tobacco Sales	022
Hotels/Motels	003	Septic Abandonment	036
Ice Rinks	001	Tanning Booths	001
Installer License	012	Trailer Parks	001

NURSING ACTIVITIES

Ambulances	002	Home Visits	252
Blood Pressure	530	Off Site Visits	004
Blood Sugars	150	Nursing Student(s) Preceptor	001
Consultations	040	Seasonal Flu Clinics	006
First Aide	019	Trainings	007
Individual Health Education	549	Vaccinations	075
Hepatitis B Vaccine Clinic	002		

COMMUNICABLE DISEASES INVESTIGATIONS

Campylobacter	008	Influenza	001
Cryptosporidiosis	003	Latent TB	004
Giardia	006	Lyme	067
Group B Strep	006	Pertussis	006
Hepatitis A	001	Salmonella	006
Hepatitis B	001	Strep Pneumonia	008
Hepatitis C	036		

ANIMAL INSPECTOR ACTIVITIES

Cattle Inspections	007	Quarantines	53
Farm Inspections	029		

I would like to take this opportunity and thank the Board of Health members Philip French, Edward Sheehan, Christine Kinnon, Charles Roux, and Kathleen Brothers, the Health Department team members, Sanitarian Dean Trearchis, Public Health Nurse Virginia Desmond, Animal Inspector Pamela Gorrasi, Recording Secretary Dawn Cathcart and our newest member Diane Joy, Senior Clerk Secretary for their dedication and service to the community.

Respectfully submitted:
Lou-Ann C. Clement, C.H.O.
Director of Public Health

Building Department

Edward P. Johnson is the Building Commissioner. He has held that position since June 2009 and prior to his appointment, Edward had been Assistant Building Commissioner for 13 years. He is responsible for all permits, inspections and zoning investigations. Dawn Cathcart and Nancy O’Keefe are both Nationally Certified Permit Technicians who track all these permits, provide staff support and have both demonstrated the expertise in maintaining an excellent office environment and quality customer service. In November, Robert Armstrong was hired to be a part-time local inspector to help with the work load. In addition, Harold Sullivan is the part-time electrical inspector and Paul Wild is the part-time plumbing inspector.

Nancy and Dawn handle all DPW permits including trench, street opening and driveway permits. For 2012, the following DPW permits were issued:

Type of Permits	# of Permits	Fees Collected
Trench Permits	266	\$8,520
Street Opening Permits	123	\$12,310
Physical Alterations (Driveway) Permits	91	\$9,870

In 2012, there were 866 building permits issued with a value of work of \$88,144,532. This generated \$419,823 in building permit fees. The number of associated permits (i.e., electrical, plumbing, gas) remained consistent with previous years.

Present activity includes these major housing subdivisions:

	Aprils Way	Wells Drive	Andover Estates	Catamount Road Ext
Total # of units:	14	11	20	21
Permitted to date:	14	8	20	17
Occupied to date:	12	2	17	17

Commercial projects included:

- Various Tenant Fit-ups for Restaurants, Office and retail space.
- 21,055 SF Addition to Wal-Mart
- Thermo-Fisher – Renovation of Entire Building – 2 Radcliff Road
- 225,000 SF New Tewksbury Memorial High School
- 4,120 SF Addition and Renovation of MVP – Laser Tag and Mini Golf – 2087 Main St
- 50,588 SF Tenant Fitup for Corning Glass – 836 North Street
- 17,606 SF Tenant Fitup for WWTS – 836 North Street
- Tenant Fitup for Cambridge Isotope Labs – 60 Highwood Drive

Additionally, the department issued 700 wiring permits, 872 plumbing/gas permits, 157 sewer entry permits, 20 sewer connection permits, and 77 water permits. Certificates of Inspection were issued to 85 establishments such as restaurants, function rooms, churches and schools or any place of assembly. The Inspectors for the Building Department performed over 2500 inspections.

ON THE HORIZON: (proposed projects to start during 2013)

- Andover Rd. – Robertson Estates – 26 Single Family Homes. Roadway constructed
- Bella Woods (East Street) – 117 Multi-Family Development
- Carter Commons – 80 Multi-Family Dwelling Units
- Town Hall Renovation
- Hawthorne Retirement Group – 124 Unit Congregate Care Facility
- Meadow View Retirement Facility – 33 Living Units
- 10,000 SF Day Care Facility (Main Street)

Following is a breakdown of permits issued during 2012.

Respectfully submitted,

Edward P. Johnson
Building Commissioner

BUILDING PERMITS by CATEGORY TOTALS

Permits Issued:	1/1/12	thru	12/31/12
	NUMBER of PERMITS	VALUE	FEES
Com ADDITION	4	\$1,147,000	\$12,070
Com CERT of INSP	83	\$0	\$8,129
Com DEMO	2	\$2,000	\$245
Com MISC	17	\$656,625	\$7,640
Com RENOVATION	25	\$751,723	\$8,785
Com ROOF	1	\$253,750	\$2,615
Com TEN FIT-UP	42	\$14,936,145	\$175,993
Mun DEMO	1	\$0	\$0
Mun MISC	1	\$147,800	\$0
Mun NEW	1	\$52,600,000	\$0
Mun RENOVATION	2	\$14,000	\$0
Res ADDITION	32	\$2,270,382	\$24,155
Res CHIM/FP	2	\$5,450	\$150
Res DECK	83	\$848,076	\$11,095
Res DEMO	24	\$596,801	\$3,763
Res FAMILY SUITE	7	\$545,250	\$6,265
Res FOUNDATION	30	\$0	\$750
Res MFD	9	\$1,105,000	\$11,505
Res MISC	14	\$259,244	\$3,170
Res NEW SFD	33	\$7,271,376	\$74,524
Res POOL	36	\$635,524	\$7,445
Res RECORDING	6	\$0	\$3,000
Res REINSPECTION	4	\$0	\$250
Res RENOVATION	206	\$2,431,360	\$31,037
Res ROOFING	93	\$735,530	\$10,385
Res SHED	17	\$84,919	\$1,090
Res SIDING	42	\$713,907	\$8,550
Res WOOD STOVE	13	\$6,400	\$650
SIGNS	33	\$107,270	\$6,412
TEMP TRAILER	3	\$19,000	\$150
TOTALS:	866	\$88,144,532	\$419,823

Plumbing	472		\$25,135
Gas Permits	400		\$13,265
P&G Reinspections	1		\$25
Electrical Permits	700		\$57,469
SEWER & Water			
Sewer App	157		\$7,760
Sewer Plumbing	106		\$4,240
Sewer Connections	20		\$51,000
Water Permits	77		\$48,825.76

Conservation Commission

The Conservation Commission consists of five members, all of whom are appointed by the Board of Selectmen. The Conservation Commission members are Chairman Stanley Folta, Jr., Vice Chairman Anthony Ippolito, Dennis Sheehan, Stephen Deackoff and Sean Czarniecki.

The Conservation Commission is responsible for administering the Tewksbury Wetland Protection Bylaw and the Massachusetts Wetland Protection Act, 310 CMR 10.00 (M.G.L. Chapter 131, Section 40). The Commission's goal is to protect wetland resource areas, buffer zones, vernal pools, riverfront areas, related water resources areas, water quality as well as Open Space in the Town of Tewksbury.

All applications submitted to the Conservation Commission for projects require a public hearing to be held. When all the information for an application is submitted, the Conservation Commission votes to either approve or deny the permit. If approved by the Commission, an Order of Conditions is issued which will provide the mitigation to protect the impact on wetland resource areas as well as related water resource areas. If a permit is denied, the applicant can appeal the decision to the Massachusetts Department of Environmental Protection and the Massachusetts Superior Court.

In 2012, the Conservation Commission Administrator performed many site visits. The Commission issued fifteen (15) Order of Conditions, nineteen (19) Certificates of Compliances for completion of projects, six (6) Request for Determinations, two (2) Abbreviated Notice of Resource Area Delineation requests and two (2) Extensions of Order of Conditions. All projects located within 100 feet of wetlands and 200 feet of a river and 100 feet from an intermittent stream require a Notice of Intent for proposed work. When an Order of Conditions is then issued, and the project is complete, a Certificate of Compliance is issued. Some projects include single family dwellings, additions, in-ground pools, large multiple housing units, commercial buildings, the sewer improvement work and the drainage and maintenance program by the Tewksbury DPW.

The Conservation Commission has worked diligently in 2012 to protect the natural resources in Tewksbury as many parcels of land are under the management of the Conservation Commission for use as Open Space. All proponents of certain activities within 100 feet of a wetland resource area and within 200 feet of perennial streams and within 100 of intermittent streams are advised that permits from the Conservation Commission are required to comply with local and state regulations as well as federal regulations. The Tewksbury Wetland Protection Bylaw stipulates a 25 foot no disturb zone and a 50 foot no build zone adjacent to the wetland resource area as well as regulated activity within 200 feet of a vernal pool, 200 feet of a Perennial stream or river and within 100 feet of all intermittent streams. Additionally, the Tewksbury Conservation Commission acquired the property located at 2000 Whipple Road. Its close proximity to the Shawsheen River currently serves as a riparian buffer and has additional potential value for recreational and conservation.

The Conservation Commission meets on the first and third Wednesday of each month. All Conservation Commission meetings are open to the public and held in the Town Hall Auditorium beginning at 7:00 P.M. and are televised on the local cable channel.

The Conservation Office which is part of the Department of Community Development is located in the DPW Building located at 999 Whipple Road and is open to the public from 7:30 A.M. to 4:30 P.M. Monday through Thursday. Fridays are not open to the public.

Respectfully submitted,
Kyle Boyd
Conservation Administrator

Planning Board

The Tewksbury Planning Board consists of five-elected town residents. The Planning Board Officers are Robert Fowler, Chair, Vincent Spada, Vice Chair, and Nancy Reed, Clerk. Other members of the Board include Stephen Johnson and David Plunkett.

The Planning Board reviews all new commercial projects and residential subdivisions proposed for construction in Town. The Planning Board, working with the Building Commissioner and the Community Development Director, is responsible for ensuring that new developments comply with land use regulations. The Planning Board strives to strike a balance between a landowner's right to develop and the interests of neighbors and the Town as a whole.

The Planning Board issued eighteen special permits for various projects. Significant projects that were approved by the Planning Board included the construction of a 128-suite Elderly Congregate Care Facility at Main Street/Victor Drive; remodel existing and construct addition to house indoor and outdoor recreation facility at 2087 Main Street (Merrimack Valley Pavilion); construction of a new 10,000 square foot day care facility on Main Street; expand existing retail center with drive up window at 1768 Main Street and the construction of a new 117 multi-family housing development on East Street (Bella Woods).

The Planning Board endorsed six plans that were found not to require subdivision approval. The Planning Board also approved twelve non-substantial determinations, three extensions of special permits, three small subdivisions and recommended one street for public layout.

In addition to fulfilling its statutory duties as a special permit grant authority and subdivision control authority, the Planning Board continued to support additional initiatives. Members of the Planning Board's Zoning Bylaw Subcommittee include David Plunkett, Nancy Reed and Vincent Spada. The Subcommittee proposed eight articles for Town Meeting action.

Board members are very active serving as representatives to the Northern Middlesex Council of Governments-David Plunkett, Local Housing Partnership-Nancy Reed, Community Preservation Committee-Nancy Reed, Economic Development Committee-David Plunkett, Tewksbury Green Committee- Robert Fowler and Vincent Spada is serving on the High School Building Committee.

The Planning Board is committed to a long term effort to implement the Master Plan's vision, goals and recommendations to enhance future growth and land use and improve the quality of life for Tewksbury residents. In 2012 the Planning Board will begin an update of the 2003 Master Plan.

Respectfully submitted,

Robert Fowler, Chair
Planning Board

Community Preservation Committee

The Community Preservation Committee (“CPC”) includes representatives from town boards and committees and one at large citizen member. In 2012, the CPC members were, Nancy Reed, Donna Pelczar, David Gay, Doug Sears, Tom Churchill, Corinne Delaney, Drew Vernalia, Steve Deackoff and Richard Montuori.

The Community Preservation Act (“CPA”, MGL Chapter 44B) is statewide enabling legislation allowing cities and towns in the Commonwealth of Massachusetts to adopt a property tax surcharge with revenues from this surcharge (plus state matching funds) to be used for open space preservation, creation of community housing, preservation of historic buildings and landscapes, and creation of recreation opportunities.

The CPC requires that all proposed projects be eligible for CPA funding according to the requirements described in the legislation. At least 10% of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation and community housing). The remaining 70% of each year’s funds can be spent or reserved in any of the four areas. In addition, up to 5% of the annual Community Preservation revenues can be spent on administrative and operating expenses of the CPC.

All CPA funding requests require the recommendation of the project by the CPC to Town Meeting, and a majority vote of Town Meeting.

The CPC is currently overseeing or saw completion of the following projects in 2012 that were awarded by previous Annual Town Meetings (ATM) and Special Town of Meetings (STM):

Historic Survey – Awarded STM, May 9, 2007, Article 3 - \$28,000 The complete listing of all properties on the survey can be found on the Community Preservation Committee’s Town website page.

Livingston Parks/Recreation, Drainage – Awarded STM, May 9, 2007 - \$150,000. Recreation sought funds to keep the park’s land areas from further harm by providing proper drainage to the Recreation areas that are threatened due to improper drainage. Costs also include Survey and Engineering. This project is currently pending land transfer from the State of Massachusetts. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.

Town Hall Rehabilitation Project – Awarded STM Oct. 5, 2010. The Town of Tewksbury sought funds to rehabilitate our historic Town Hall. CPA funds were approved at town meeting totaling \$6,103,303. This project honors the historic architectural significance of the structure and its surroundings, while serving future residents in a manner consistent with its original intended use. In 2011 a Project Management firm was selected, in 2012 an Architect was chosen. Continued design will proceed and construction is anticipated to begin in 2013.

Long Pond Remedial Action Section 319 Grant Application Matching Funds – Awarded STM October 2009, \$120,000 from the Community Preservation Fund’s Open Space Reserve Account to be expended subject to a successful Clean Water Act, Section 319 Grant Award of up to \$225,000 for implementation of approximately 25 of the 164 restorative and protective action locations (BMPs) as described in the 2008 Long Pond Study. The Grant requires a 40% match and the set aside of these CPA funds will allow the Town to apply for the Grant. State approval of the grant award has been received as well as final approval from the EPA in 2011. The project is underway, including neighborhood outreach and High School student participation in the field and in class.

Livingston Street State Cemetery Preservation, Clean-up and Fence - Awarded STM October 2009, \$15,000 to clean-up and fence-off an existing State Hospital Cemetery which is on a portion of the land to be transferred to the Town, subject to the Tewksbury State Hospital and State Division of Asset Management transfer of land known as the Saunders Recreational Facility to the Town of Tewksbury. May Town Meeting 2010 approved an additional \$27,000 for additional funding for the fence, which is proposed to be a wrought iron style rather than the previously approved funding for a chain link style fence. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.

Town Hall Records Preservation - Awarded STM October 2009, \$50,000 from the Community Preservation Fund’s Historic Preservation Reserve Account to be expended by the Town Clerk to recover, preserve and protect Town records and archives. Part of this project is to fund recovery of 225.5 cubic feet of damaged documents due to water damage and high humidity in the Town Hall. This effort will be coordinated with the renovation and preservation of the Town Hall. Also awarded are \$375,000 CPA funds at May Town Meeting 2010 to complete this project.

In 2011, the Town Clerk began the comprehensive project to digitize all of the 80,000+ vital records at the Town Hall, to be completed in early 2012. In addition to the preservation of the records, this digitalization will increase efficiency at the Town Clerk's office by enabling staff to retrieve records directly from their desktop computers.

In May 2011 an application was submitted and subsequently in November 2011, the U.S. Department of Housing and Urban Development announced its 5.3 million dollar grant award for the HUD Section 202 Senior Housing in Tewksbury. In May 2008, Town Meeting approved Tewksbury Community Preservation Funds of \$150,000 which were attached in support of the grant application for construction of 32 Affordable Senior Supportive Services Housing units off Livingston Street, near Saunders Circle. Construction could begin late Spring 2013.

In May 2012, the School Department was awarded \$275,000 in CPA funds to rehabilitate the historic Ella Flemmings School, 1503 Andover Street, including expenses as necessary for replacement of the boiler and exterior rehabilitation including roof, trim boards, doors, windows, siding, exterior paint and the like.

In October 2012, the Town voted to appropriate the sum of \$375,000 to create a new recreational use through construction of 5 new tennis courts and associated fence on the campus of Tewksbury Memorial High School, at the request of the Town Manager and the Friends of Tewksbury Tennis. Construction is expected to begin Summer 2013.

In 2012, the Tewksbury CPC continued to supported Senate Bill 90 legislation at the Statehouse. This bill would allow communities to combine a traditional 1% CPA property tax surcharge with up to 2% of other municipal revenue in order to fund their local Community Preservation account. Also, this bill would increase the allowable uses for CPA funds so that communities can rehabilitate existing outdoor parks and other recreational resources. This legislation was passed in July 2012. The CPC will study the implications of the new legislation for our town.

The Community Preservation Committee welcomes project proposals that may contribute to preservation in Tewksbury.

Respectfully submitted,

Nancy Reed, Chair

Finance Department

Accounting Reports

*Board of Assessors
Computer Services*

Treasurer's Cash

Auditors Report

General Fund Balance Sheet

GENERAL FUND BALANCE SHEET June 30, 2012			
<u>ASSETS</u>			
General Cash		9,681,173.64	
Collector	300.00		
Appeals	200.00		
Schools	50.00	550.00	
Uncollected Taxes:			
Personal Property:			
FY99	53.04		
FY00	54.32		
FY01	121.44		
FY02	169.52		
FY03	821.86		
FY04	1,921.14		
FY05	12,687.58		
FY06	5,379.53		
FY07	6,408.08		
FY08	6,100.28		
FY09	16,664.59		
FY10	13,423.23		
FY11	66,127.27		
FY12	51,555.29	181,487.17	
Real Estate:			
FY06	-		
FY07	-		
FY08	-		
FY09	(5.00)		
FY10	(1,628.53)		
FY11	6,237.18		
FY12	866,981.80	871,585.45	

Motor Vehicle Excise:			
FY06	15,340.44		
FY07	16,840.39		
FY08	19,301.12		
FY09	19,285.34		
FY10	20,980.21		
FY11	60,115.60		
FY12	191,327.57	343,190.67	
Boat Excise:			
FY05	169.00		
FY06	985.00		
FY07	1,316.00		
FY08	1,665.00		
FY09	1,766.00		
FY10	1,742.00		
FY11	2,159.78		
FY12	-	9,802.78	
Other Receivables:			
Tax Liens/Titles/Possessions	2,548,462.61		
Taxes in Litigation	-		
Deferred Taxes	177,136.24		
38D	-		
Ambulance Services	752,772.05		
Trash Carts	1,738.00		
Veterans Services	196,793.00		
Due From State	-		
Due From Employees	6,202.34	3,683,104.24	
TOTAL ASSETS		14,770,893.95	
	<u>LIABILITIES/RESERVES</u>		
Warrants Payable		0.00	
Accrued Payroll		0.00	
School Accrued Payroll		2,026,749.67	
Payroll Withholdings Payable:		66,872.50	
Allowance for Abatements:			
FY04	4,000.00		
FY05	-		
FY06	-		
FY07	50,742.87		
FY08	111,014.24		
FY09	428,028.98		
FY10	473,802.44		
FY11	495,069.80		
FY12	404,016.38		
		1,966,674.71	

ZBA Comprehensive		16,992	
SASO Deposits		25,585	
Park Fees		-	
Stormwater		1,710	
Street/Traffic Signs		758	
Insurance <20K Parks		-	
Community Preservation Fund		2,282,278	
Parks & Recreation		6,381	
Record Preservation		28,630	
COA Revolving		3,075	
BOH Emergency Kits Revolving		-	
GIS Revolving		42,393	
Town Clerk Revolving		-	
State Election/Primary		39,629	
Community Policing		-	
Drug Control		-	
Selective OT		(3,254)	
EOPS		-	
BT Response		-	
Local Preparedness Grant		-	
Ambulance Task Force		-	
COA Grant		-	
Library LSTA		4,308	
Library Aid State Grant		29,612	
DARE Grant		-	
SAFE Grant		3,352	
Wal-Mart Economic Development		-	
Municipal Recycling Incentive		1,368	
FEMA		(113,430)	
MHOA Grt		-	
Road Improvement/Neswc		-	
Bulletproof Vests		5,911	
Gates Foundation		-	
Fire Safety Equipment Grant		-	
Hazard Mitigation Grant		99,734	
Police Safety Equip		-	
BT Response		1,778	
Assistance to Firefighters Grant		3,702	
Library Public Funds Grant		-	
Fire CIRRRIP Grant		-	
SETB Training Grant		-	
FED Equitable Sharing		51,292	
WTP Hazard Mitigation Grant		-	
Priority Dev. Site Chap 43D		10,934	
911 PSAP/RECC Grant		-	
EMPG Grant		-	
State 911 Training Grant		(8,684)	
PHER Grant		-	
Clean Energy Grant		-	
Fluoridation Equipment Grant		-	
License Plate Reader Grant		-	
Long Pond BMP 319 Grant		(17,729)	
Green Community		103,863	

FY10 Assistance to Fire Fighters		(10,305)	
FY10 EMPG FD		(2,005)	
Child Passenger Safety		(750)	
Rte 133 Improvements		27,367	
Cable TV Gift		22,923	
DARE Gift		491	
Fire Gifts		2,354	
Thermal Camera Gift		351	
Dog Pound Gift		500	
Vicor Sewer		6,582	
Sidewalk Gift		-	
Patriotic Activities Gift		-	
Homecoming Gifts		2,060	
Library Gifts		3,077	
Hydrant Gift		691	
Recreation Gift		-	
Recycling Committee		3,161	
PAL School Custodians		-	
Shawsheen & East St Improvements		3,335	
Police Gifts		7,163	
DPW Gift		250	
Tax Assistance		7,599	
COA Gift		-	
Trull Family		-	
Town Manager Gifts		91	
Hanover		219,850	
Library Scholarship		24	
July 4th Gifts		-	
Camp Polelo Gifts		-	
Praxair/Library Gift		103	
Dog Gifts		83	
Tewksbury Economic Development		47	
Hanover PRV Installation		-	
Planning Brd Gifts		32,350	
East Street Water Service Gift		15,000	
Foster School Sale		-	
Weights/Measures Fines		1,252	
Recreation Insurance >20K		-	
Drug Forfeitures		20,126	
COA Stipends		1,170	
Conservation Engineering		2,540	
Wetlands Protection Fund		26,680	
Police Special Detail		(21,895)	
Fire Special Detail		7	
DPW Special Detail		-	
Water Connection Materials		-	
Community Dev Sewer Design		575	
Sewer Engineering Review		-	
School Gas Reimbursement		-	
St. Claire Sewer Escrow		40,200	
School Custodians		-	
Youth Football Phone		(259)	
Dog Fund		29,923	

Sporting Fees		591	
Fire Hazmat		1,865	
Recycling/Composting Bins		2,304	
ZBA Consulting		763	
Woburn Street Improvements		25,000	
Drainage Deposits		10,000	
Bond Revocation		10,000	
Disaster Relief		1,433	
Compensation Funds		3,181	
Oakdale Plaza		48,000	
Firesetters Intervention Program		563	
MAPC Fire Training		-	
MAPC Police Training		1,736	
PI Bd Affordable Housing		40,000	
Mitigation Escrow		-	
Code Enforcement		43	
Revaluation		<u>13,911</u>	
Total Town Revolving/Grant Accounts		<u>3,342,481</u>	
School Revolving/Grant Accounts			
School Lunch		303,109	
Athletics		71,187	
Textbooks		2,766	
Adult Education		33,758	
School Facilities Rental		4,508	
Extended Day		99,061	
Dewing Insurance <20K		6,880	
Heath Brook Insurance <20K		2,188	
High School Insurance <20K		(90)	
Ryan School Insurance <20K		2,541	
Trahan Insurance <20K		14	
School Administration Insurance <20K		-	
Heath Brook Rental		10,106	
Pre School		53,661	
Full Day Kindergarten		167,624	
Special Ed Circuit Breaker Reimb		961,133	
H S Parking Fees		-	
H S Clubs		56,312	
H S Athletic Fees		40,829	
Wynn Sch Athletics		13,506	
Wynn Sch Clubs		8,253	
Ryan Sch Clubs		2,850	
AIC HS Rental		-	
PSAT		4,022	
P.A.L. Custodians		312	
Recreation Custodians		(3,148)	
Community Ed-Rec		8,894	
Team Chair		(98,319)	
Literacy Project		-	
Academic Support		294	
Project Charlie		667	
Remedial Reading		(13,250)	
Early Childhood		(8,654)	

Math/Science		-	
Sped Improvement		(5,070)	
Enhanced Health		720	
Enhanced Education		20	
Improving Educator Quality		(13,257)	
Early Childhood Training		-	
Physical Fitness/Sports		-	
Summer Support 625B		-	
Big Yellow School Bus		200	
ARRA IDEA Allocation		-	
K12 Literacy Partnership		(10,552)	
Crisis Intervention		197	
High School Partnerships		403	
Early Childhood Special Education		-	
Title 1 School Support		-	
Tiered Instruction 257		5,000	
Educ Jobs		-	
Title 1 Carryover		515	
Music Drives Us		6,356	
HB Verizon Award		2,464	
Verizon FIOS Campaign		1,475	
High School Gift		747	
Digital Gift		2,287	
School Technology Gift		205	
Wal-Mart Gift		1,625	
DARE		442	
Trees		-	
School Gifts		8,496	
Scholarship Gifts		1,000	
Space Day		2,608	
Middle School Gifts		-	
Lan Gift		250	
Scholarship Fund		123	
Education Fund		2,712	
Tewksbury Rocks		293	
TMHS Band Gift		500	
Tewksbury Pride		-	
E-Rate		20,889	
Center School Rental		-	
Long Range School Space Planning		3,034	
NCS Pearson		-	
Total School Revolving/Grant Accounts		<u>1,764,695</u>	

Capital Projects			
Police Station		-	
Water Plant Expansion		8,000	
Water Contract #20		-	
School Improvements		-	
Merrimac River Trail		-	
South Street Water		-	
Wynn School Construction		-	
Town Hall Remodeling		-	
Astle Street Water Tank		-	
Sidewalks ATM 10/01		-	
Water Phase 6		-	
Michael St Improvements		-	
Wash Bay/Windows		40,643	
Center Fire Improv		10,000	
High School Feasibility		-	
River Road Improv STM 10/09		9,811	
DPW Building Improv ATM 5/09		-	
River Rd Water Imp ATM 5/0		146,079	
Town Hall CPA Restoration		1,470,868	
Annex Roof STM 10/29 Article		100,000	
Ella Fleming School CPA		275,000	
TMHS Construction STM 3/10		<u>8,644,123</u>	
Total Capital Projects		<u>10,704,524</u>	
Sewers			
Phase IV		-	
Fire Station/Trahan		=	
Total Sewers		=	

Mass Highway Grants			
Livingston/Wildwood		(20,607)	
Various Drainage Improv		-	
Design FEMA Grant		-	
Chapter 90 Trull Brk/Andover		(6,400)	
Chapter 90 Whipple Rd Bridge		(4,627)	
East/Livingston Tip #4981		-	
Chapter 90 East/Livingston Traffic Lights		(3,836)	
Chapter 90 Merrimac Drive		-	
Chapter 90 Dascomb/East Sign		-	
Chapter 90 East at Main-Lee			
Chapter 90 Summer Intern		-	
Chapter 90 Cobbett St		-	
Sidewalk Grant		-	
Chapter 90 East ST Engineering		-	
Chapter 90 Shawsheen St			
Chapter 90 Community Presentation		-	
Chapter 90 Roper Lane			
Chapter 90 River Rd Design		-	
Chapter 90 Leston St			
Chapter 90 Bridge St		-	
Chapter 90 Various St Repairs		-	
Chapter 90 (MA 38193)			
Chapter 90 (MA 38594)		-	
Chapter 90 235293		-	
Chapter 90 Utility 9420		-	
Chapter 90 Roadway & Drainage Improvement		-	
Chapter 90 Strongwater Brk		-	
Chapter 90 East St Roadway & Drainage Improvement		(14,278)	
Chapter 90 2011-12 Drainage Improvement		-	
Chapter 90 Boston Rd Design		-	
Total Mass Highway Grants		(49,747)	
Trusts			
Conservation		138,226	
Foster		25,267	
Pierce		1,668	
Cemetery		23,502	
Stabilization		1,338,629	
Fairgrieve		199,110	
Mahoney		1,544	
Friends of Library Endowment		27,225	
Affordable Housing		2,307,467	
Fire Equipment Stabilization		-	
Fire Gear Stabilization		11,176	
OPEB		-	
Health Insurance		4,347,384	
Occupational Injury		15,519	
Health Insurance Mitigation		<u>113,000</u>	
Total Trusts		<u>8,549,717</u>	

Bank Books/Bonds in Treasurer's Custody		
Planning Projects		-
Conservation Commission		-
Sewer Installers Bonds		=
Total Bank Books in Treasurer's Custody		=
Agency Funds		
Deputy Collector		(350)
Criminal History Board		-
Parks Security Deposit		1,300
Teen Center Snack Bar Deposit		288
Special Details		5,639
Real Estate Deposits		-
Student Activities		112,012
ZBA Deposits		67,604
Action Ambulance		0
Total Agency Funds		<u>186,493</u>
Debt Outstanding		
Library		795,000
Police Station		475,000
Fire Station		544,650
Roof Repairs		92,600
Ryan School		870,000
High School Track		-
School Tank/Asbestos		50,000
DPW Tank Removal		50,000
Town Hall Annex		105,000
Sewer Main St		-
Sewer Phase 4 Town		1,050,749
Sewer Phase 5 Town		147,850
Sewer Phase 4 Trust		614,750
Sewer Phase 5 Trust		772,725
MWPAT 1 10/04		-
MWPAT 2 10/04		5,662,634
Town Offices		53,760
Water Tower Repairs		-
Sewer Trahan/Fire Station		-
Center/Dewing Schools Improvements		-
South Street Water		-
Fire Station		-
Livingston Park		-
Town Hall Remodeling		-
Water Mains 5/91		-
WTP Sludge		30,200
Water Mains 5/96		160,000
WTP Expansion		1,128,566
Water Mains 10/98		90,000
Middle School		2,600,000
Greenmeadow Sewer		170,000
WTP Expansion 3		1,374,000
Water Anthony Rd		179,000

Seneca Road Sewer		229,000	
Rogers Street Water		140,000	
Water System 10/03		635,000	
Brentwood/Kendall Water		110,000	
Water System 5/03		140,000	
Sidewalks		60,000	
Improvement TMHS 5/06 #1		-	
Town Wide Sewer		85,923,150	
Sidewalks 5/06		-	
Water System PH8 10/04		510,000	
Water Meters 5/06 #11		160,000	
Fire Hydrants 5/06 #10		60,000	
Water Tank		224,000	
Water Shawsheen St 5/06 #9		30,000	
Wash Bay & Windows		20,000	
Water System Improv 5/06 #8		490,000	
Central Fire Station 10/05 #18		-	
Sutton Brook Rem 10/05 #2		50,000	
Senior Center Const		2,890,000	
Fire Hydrants 5/05 #12		60,000	
Water Sys Improv 5/05 #10		225,000	
Water Meters 5/05		276,000	
Water Interconnect 5/05 #3		35,000	
Repair Sewer Pumps 5/05 #15		1,650,000	
Water System Improv 5/07 #9		170,000	
Fire Hydrants 5/07 #10		75,000	
Water Meters 5/07 #11		500,000	
Water Storage Expan 5/08 #12		300,000	
Fire Hydrants 5/08 #11		20,000	
Water Meters 5/08 #12		540,000	
Water Meters 5/09 #10		630,000	
Fire Hydrants 5/09 #9		20,000	
Water Meters 5/10 #9		450,000	
Sewer Pumps 5/07 #15		380,000	
TMHS Study 5/08 #2		605,000	
DPW Building 5/09 #15		160,000	
Ames Hill Tank 5/09 #18		400,000	
Water River Rd 5/06 #16		465,000	
MRS Early Retirement 5/09 #17			
TMHS Construction 3/10 #1		29,450,000	
School New Elem 3/97 (Reti)		6,475	
Total Maturing Debt		<u>145,105,109</u>	
Loans Authorized/Unissued			
Sewer Pumps 5/05 #15		-	
TMHS Study 5/08 #2		-	
DPW Building 5/09 #15		100,000	
Water River Rd 5/09 #16		-	
MRS Early Retirement 5/09 #17		-	
Ames Hill Tank 5/18 #18		25,000	
Annex Roof 10/09 #7		100,000	

Water Mains ATM 5/96	10,000	4,691	
Water Mains STM 10/98	60,000	1,260	
WTP Sludge	35,000	5,081	
Water Ph 8	15,000	2,825	
South Street	-	-	
Tower/Booster	48,000	24,098	
Fire Hydrants #1	15,000	2,250	
Fire Hydrants #2	12,000	3,240	
Fire Hydrants #3	12,000	3,240	
Fire Hydrants #4	10,000	1,100	
Fire Hydrants #5	10,000	1,100	
Ames Hill Tank	50,000	13,750	
Water Interconnection	8,000	1,930	
MWPAT Water	320,492	116,458	
Shawsheen St Water Main	6,000	1,620	
Water Tank	29,000	10,511	
Water System Improv ATM 5/05	45,000	12,150	
Water System Improv ATM 5/07	10,000	6,250	
Water Meters #1	56,000	13,608	
Water Meters #2	110,000	19,800	
Water Meters #3	-	-	
Water Meters #4	80,000	18,950	
Water Meters #5	90,000	22,050	
Water Storage	25,000	11,031	
Water System Improvement	70,000	15,400	
Elementary School	925	414	
Tewksbury High School	1,550,000	393,765	
Tewksbury High School Dsgn	45,000	8,068	
Landfill	10,000	2,700	
	-	-	
Totals Paid	<u>8,019,265</u>	<u>5,160,346</u>	
Total of Principal and Interest			13,179,612

Revenue Report

Taxes/Interest/Penalties:		
Personal Property	4,031,174.92	
Real Estate	58,618,724.80	
Supplemental Taxes	50,733.82	
Deferred Taxes Redeemed	-	
Tax Liens Redeemed	737,556.57	
Foreclosure Vacated	-	
Tax Possession Sold	-	
Gain on Sale of Town Land	-	
Motor Vehicle Excise	3,819,981.56	
Boat Excise	5,925.42	
Penalties/Interest/Legal:		
Tax Titles	168,855.24	
Real/Pers/MVX	193,376.08	
Payments in Lieu of Taxes	23,582.32	
Assessor 38D	104.09	
Proforma Taxes	-	67,650,014.82
Charges/Fees:		
Ambulance Charges	830,305.36	
Municipal Lien Certificates	50,525.00	
Collector Demands	150,705.64	
RMV Releases	20,860.00	
Trailer Park Fees	22,176.00	
Constable Fees	290.00	
Sundry Rentals	-	
Tower Rentals	533,125.44	
Miscellaneous	126,167.80	
Premium on Bond Sales	24,152.00	1,758,307.24
From the Commonwealth:		
Abatements:		
Surviving Spouses/Veterans/Blind	180,656.00	
Schools:		
Chap. 70 Aid	12,317,499.00	
Transportation	-	
Charter Schools	208,012.00	
Police Incentive	-	
Veterans Benefits	140,668.00	
MEMA Reimbursement	28,257.77	
Lottery	2,183,935.00	
State Election Reimbursement	-	
State-Owned Land	144,597.00	
Medicaid Reimbursement	391,491.20	
Municipal Relief Act	170,215.00	15,765,330.97
Other Revenue Sources:		
Hotel Tax	734,151.21	
FEMA Federal Reimbursement	1,400.93	

Investment Earnings	46,909.19	
Meals Tax	252,800.43	
Medicare D Reimbursement	230,409.59	
DPW Damage Recovery	-	
Veterans Reimbursement	-	
Medicare Reimbursement	-	
NESWC Refunds	67,346.59	
Sale of Fixed Assets	-	
Misc Reimbursements	397.00	
Transfers from Special Funds	957,939.01	
Transfers from Trust Funds	853,094.48	
Transfers from Treasurer Revenue	60,005.28	3,204,453.71
Departmental Fees:		
Manager/Selectmen	217.39	
Cable Franchise	391,315.06	
Assessors	2,821.00	
Treasurer/Collector	15,704.03	
Clerk	39,500.38	
Conservation	-	
Planning	20,914.14	
Appeals	1,950.00	
Police	4,535.25	
Towing Fees	6,200.00	
Special Detail Adm.- Police	35,303.68	
Special Detail Adm - Fire	82.00	
Fire Inspections	7,378.00	
Building	44,798.00	
Wiring	53,359.50	
Plumbing	41,010.00	
Weights/Measures	10,317.50	
Trash Carts	37,621.50	
CRT Collections	-	
Hazardous Waste	-	
Health Miscellaneous	363.83	
Dog Fees	-	
		713,391.26
Licenses/Permits:		
Alcoholic Beverages	76,566.00	
Selectmen	9,705.00	
Police	8,612.50	
Fire	17,440.00	
Building	327,388.54	
Public Works	8,650.00	
Street & Sidewalk Openings	16,750.00	
Trench Safety	7,900.00	
Health	54,886.22	527,898.26

Fines:		
State/Local Courts	80,165.00	
False Alarms	2,000.00	
In Lieu of Fines	20,500.00	
Library	16,851.73	
Parking	19,116.00	
Marijuana	600.00	
Weights & Measures	-	
Zoning	-	139,232.73
Total General Fund Revenue		89,758,628.99

Appropriation Recap

	APPROPRIATED	EXPENDED	BALANCE	
MODERATOR				
Salary	562.50	562.50	0.00	
Operating	0.00	0.00	0.00	
SELECTMEN				
Salaries	28,781.50	28,489.64	291.86	
Operating	173,707.00	173,463.74	243.26	
MANAGER				
Salaries	252,714.00	252,685.90	28.10	
Operating	4,498.00	4,060.36	437.64	
FINANCE COMMITTEE				
Salaries	2,515.00	2,157.00	358.00	
Operating	679.00	326.00	353.00	
Reserve Fund	1,086.00	0.00	1,086.00	
ACCOUNTING				
Salaries	179,547.00	175,074.61	4,472.39	
Operating	35,508.00	35,123.09	384.91	
Outlay	0.00	0.00	0.00	
COMPUTER SERVICES				
Salaries	154,431.00	154,272.36	158.64	
Operating	207,612.00	206,664.90	947.10	
Outlay	33,694.42	33,172.71	521.71	
ASSESSORS				
Salaries	235,818.00	232,860.66	2,957.34	
Operating	21,849.00	17,292.54	4,556.46	
Outlay	1,500.00	1,500.00	0.00	
TREASURER/COLLECTOR				
Salaries	294,069.00	291,724.89	2,344.11	
Operating	143,283.00	137,922.59	5,360.41	

TOWN COUNSEL	145,574.54	145,574.54	0.00	
PERSONNEL REVIEW BOARD	0.00	0.00	0.00	
ADMIN. SERVICES				
Salaries	40,582.00	40,581.73	0.27	
Operating	18,004.00	17,997.17	6.83	
CLERK				
Salaries	175,954.00	163,340.41	12,613.59	
Operating	14,786.14	14,319.30	466.84	
Outlay	0.00	0.00	0.00	
ELECTIONS				
Salaries	22,047.94	21,885.70	162.24	
Operating	8,234.86	8,226.97	7.89	
REGISTRARS				
Salaries	2,850.00	2,850.00	0.00	
Operating	124.00	99.92	24.08	
PLANNING				
Salaries	210,071.00	198,164.03	11,906.97	
Operating	20,522.38	19,608.24	914.14	
Outlay	0.00	0.00	0.00	
CABLE TV				
Salaries	2,855.00	2,853.03	1.97	
Operating	464.00	463.11	0.89	
TOWN HALL				
Salaries	32,332.90	32,332.90	0.00	
Operating	46,851.30	45,296.32	1,554.98	
AUXILIARY BLDG. UTILITIES	37,642.95	35,986.39	1,656.56	
POLICE				
Salaries	4,884,078.97	4,883,429.99	648.98	
Operating	574,461.76	574,408.48	53.28	
Outlay	122,851.58	122,851.58	0.00	
FIRE				
Salaries	3,854,200.60	3,852,908.17	1,292.43	
Operating	251,822.29	250,982.92	839.37	
Outlay	373,464.39	373,464.39	0.00	
BUILDING				
Salaries	210,600.00	207,364.83	3,235.17	
Operating	5,526.19	5,362.80	163.39	
Outlay	0.00	0.00	0.00	

EMERGENCY MANAGEMENT				
	Salaries	4,837.00	4,827.00	10.00
	Operating	24,882.23	24,551.71	330.52
	Outlay	13,752.77	13,752.77	0.00
PARKING CLERK				
	Salaries	4,000.00	4,000.00	0.00
	Operating	1,200.00	362.05	837.95
SCHOOLS				
	Salaries	24,055,945.00	24,055,930.13	14.87
	Operating	23,084,158.55	23,111,144.54	(26,985.99) *
	Outlay	29,900.00	31,776.84	(1,876.84)
REGIONAL VOCATIONAL SCH.				
		5,470,783.00	5,470,782.96	0.04
DPW ADMINISTRATION				
	Salaries	147,926.15	139,863.39	8,062.76
	Operating	76,201.01	68,986.31	7,214.70
	Outlay	0.00	0.00	0.00
DPW ENGINEERING				
	Salaries	63,249.86	54,674.26	8,575.60
	Operating	6,645.00	6,455.05	189.95
DPW HIGHWAY				
	Salaries	447,498.99	414,687.27	32,811.72
	Operating	107,701.32	98,598.21	9,103.11
	Outlay	79,517.68	79,517.68	0.00
DPW FORESTRY				
	Operating	47,603.65	47,117.76	485.89
	Outlay	27,312.35	27,312.35	0.00
DPW FLEET				
	Salaries	124,901.00	123,869.32	1,031.68
	Operating	118,711.85	117,124.31	1,587.54
	Outlay	19,506.00	19,289.28	216.72
DPW ELECTRIC				
	Operating	6,000.00	6,000.00	0.00
	Outlay	0.00	0.00	0.00
SNOW / ICE				
	Salaries	75,500.00	48,350.77	27,149.23
	Operating	219,000.00	245,815.40	(26,815.40)
STREET LIGHTING				
		165,075.00	164,927.51	147.49

RUBBISH				
	Rubbish Collection	1,325,369.00	1,325,176.56	192.44
	Rubbish Disposal	704,400.00	704,400.00	0.00
	Condo Trash Collection	0.00	0.00	0.00
	Legal Services	6,614.50	2,856.00	3,758.50
	Sutton Brk Remediation	225,000.00	225,000.00	0.00
	Recycling Programs	1,900.00	1,648.50	251.50
	Rubbish Stabilization	0.00	0.00	0.00
HEALTH				
	Salaries	209,408.00	208,947.89	460.11
	Operating	11,475.00	10,161.60	1,313.40
ELDERLY				
	Salaries	125,826.37	125,724.33	102.04
	Operating	69,549.63	69,389.07	160.56
	Outlay	0.00	0.00	0.00
VETERANS SERVICES				
	Salaries	49,411.00	49,376.02	34.98
	Aid/Operating	219,262.84	219,222.20	40.64
EXCEPTIONAL CHILDREN				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
COMMUNITY EVENT				
		1,349.87	1,349.87	0.00
LIBRARY				
	Salaries	626,900.00	626,361.70	538.30
	Operating	239,452.00	228,118.62	11,333.38
RECREATION				
	Salaries	54,928.00	54,927.96	0.04
	Operating	66,894.63	66,508.49	386.14
	Outlay	9,870.37	9,870.37	0.00
DEBT/INTEREST				
	Principal	2,333,420.00	2,330,919.53	2,500.47
	Interest/Debt	2,156,335.00	2,151,874.85	4,460.15
	Interest/Temp. Loans	1,000.00	0.00	1,000.00
EMPLOYEE BENEFITS				
	Retirement	4,138,997.00	4,138,997.00	0.00
	Teachers E.R.I.	0.00	0.00	0.00
	Occup.Injury Reserve	80,795.00	80,795.00	0.00
	Unemployment Comp.	30,483.00	30,483.00	0.00
	Group Insurance	4,266,624.00	4,266,623.96	0.04
	Medicare	179,426.00	166,433.58	12,992.42
FIRE /LIABILITY INSURANCE				
		207,900.00	200,658.90	7,241.10
*Note: Over budget due to short term borrowing on the new high school. The deficit to be raised on the fiscal year 13 recap.				

Sewer Enterprise Fund Balance Sheet

<u>ASSETS</u>					
Cash					3,170,103.31
Sewer Connections					
	FY06		1,767.84		
	FY07		(606.30)		
	FY08		336,278.58		
	FY09		793,775.26		
	FY10		1,028,359.76		
	FY11		17,400.00		
	FY12		-		2,176,975.14
Sewer Rates					
	FY09		7.73		
	FY10		32.69		
	FY11		749.30		
	FY12		611,533.50		612,323.22
Sewer Liens					
	FY09		-		
	FY10		-		
	FY11		385.03		
	FY12		99,654.65		100,039.68
Sewer Connection Liens					
	FY09		-		
	FY10		644.99		
	FY11		1,382.19		
	FY12		33,548.57		35,575.75
TOTAL ASSETS					6,095,017.10
<u>LIABILITIES/RESERVES</u>					
Warrants Payable					
					-
Accrued Payroll					
					-
Bans Payable					
					-
Special Detail Payable					
					-
Deferred Revenues					
	Connection Liens		2,176,975.14		
	Rates		612,323.22		
	Liens		135,615.43		2,924,913.79
TOTAL LIABILITIES					2,924,913.79

FUND BALANCES:		
Encumbrance Reserve	277,669.76	
Reserved Expenditures	111,931.00	
Reserve for Future Debt	14,551.22	
Unreserved/Undesignated	2,765,951.33	
TOTAL FUND BALANCES		3,170,103.31
Total Liabilities/Fund Balances		6,095,017.10

Sewer Enterprise Fund Revenue Report

Sewer Enterprise Fund		
Bond Premiums	14,652.71	
Interest	50,044.54	
Demand Fees	15,597.62	
Connection Fees	1,946,111.90	
Sewer Rates	4,645,328.62	
Sewer Liens	1,204,902.70	
Drainlayer Renewal Fees	6,000.00	
Application Fee	8,695.00	
Miscellaneous Revenue	-	
State Aid	9,756.00	
Investment Earnings	21.15	
Transfer From G/F	296,089.00	
Total Sewer Enterprise Fund Revenue		8,197,199.24

Sewer Capital Recap

		EXPENDED	
	Road Resurfacing	104,272.96	
	Engineering Services	15,537.00	
	Legal Services	5,320.00	
	Paving Oversight	-	
	Bond Issue Cost	-	
	Easements	696.00	
	Easement Settlements	128,000.00	
	Transportation	-	
	Supervisor Details	-	
	Other Expenses	-	
	East St Water/Sewer	-	
	Special Detail	-	
	Construction	104,721.78	
	Generator	-	358,547.74
	Sewer Pumps		
	Overtime	7,112.79	
	Repairs and Maintenance	5,507.12	
	Engineering Services	346,528.55	
	Easements	1,970.16	
	Other Expenses	14,263.96	
	Construction	2,029,449.70	2,404,832.28
	Total Capital Expenditures		2,763,380.02

Sewer Operating Recap

		APPROPRIATED	EXPENDED	BALANCE
	SELECTMEN			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	MANAGER			
	Salaries	7,950.00	7,950.00	0.00
	Operating	0.00	0.00	0.00
	RESERVE FUND			
		50,000.00	0.00	50,000.00
	ACCOUNTING			
	Salaries	5,095.00	5,095.00	0.00
	Operating	116.00	116.00	0.00
	COMPUTER SERVICES			
	Salaries	2,388.00	2,388.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
	ASSESSORS			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	TREASURER/COLLECTOR			
	Salaries	16,926.00	16,926.00	0.00
	Operating	13,192.00	13,192.00	0.00
	TOWN COUNSEL	0.00	0.00	0.00
	ADMIN. SERVICES			
	Salaries	484.00	484.00	0.00
	Operating	180.00	180.00	0.00
	CLERK			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
	PLANNING			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
	TOWN HALL			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00

AUXILIARY BLDG. UTILITIES		0.00	0.00	0.00
BUILDING				
	Salaries	5,570.00	5,570.00	0.00
	Operating	0.00	0.00	0.00
DPW				
	Salaries	114,116.00	114,116.00	0.00
	Operating	69,649.00	69,449.00	200.00
	Outlay	6,502.00	6,502.00	0.00
DPW SEWER				
	Salaries	263,890.00	251,401.06	12,488.94
	Operating	1,715,617.29	1,674,174.58	41,442.71
	Outlay	68,970.00	68,790.61	179.39
HEALTH				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
DEBT/INTEREST				
	Principal	1,754,848.15	1,754,848.15	0.00
	Interest/Debt	1,958,400.67	1,955,021.63	3,379.04
	Interest/Temp. Loans	3,582.18	3,582.18	0.00
TRANSFER OUT			125,000.00	(125,000.00)
EMPLOYEE BENEFITS				
	Retirement	76,857.00	76,857.00	0.00
	Group Insurance	72,198.00	72,198.00	0.00
	Medicare	2,457.00	2,457.00	0.00
		6,208,988.29	6,226,298.21	(17,309.92)

Water Enterprise Fund Balance Sheet

		June 30, 2012	
		<u>ASSETS</u>	
Cash			1,985,672.61
Cross Connection			175.00
Refuse Access			-
Water Connections		-	-
Water Rates			
	FY07	-	
	FY08	-	
	FY09	176.90	
	FY10	823.53	
	FY11	1,249.46	
	FY12	1,034,930.53	1,037,180.42
Water Liens			
	FY07	-	
	FY08	-	
	FY09	-	
	FY10	507.65	
	FY11	1,060.25	
	FY12	122,195.81	123,763.71
Commercial Water Meters			3,675.80
TOTAL ASSETS			3,150,467.54
		<u>LIABILITIES/RESERVES</u>	
Warrants Payable			-
Accrued Payroll			2,106.97
Bans Payable			-
Due From State			-
Deferred Revenues			
	Connections	175.00	-
	Rates	1,037,180.42	
	Refuse Access	-	
	Liens	123,763.71	
	Meter Replacement	3,675.80	1,164,794.93
TOTAL LIABILITIES			1,166,901.90

FUND BALANCES:			
	Encumbrance Reserve	107,213.13	
	Reserved Expenditures	125,265.00	
	Unreserved/Undesignated	1,751,087.51	
TOTAL FUND BALANCES			1,983,565.64
Total Liabilities/Fund Balances			3,150,467.54

Water Enterprise Fund Revenue Report

		REVENUE	
Water Enterprise Fund			
	Bond Premiums	11,124.60	
	Interest	63,557.99	
	Demand Fees	15,918.63	
	Misc Water Service	910.00	
	Connection Fees	44,400.00	
	Water Rates	5,999,362.27	
	Water Liens	801,482.84	
	Application Fee	6,050.00	
	Water Meters	32,784.46	
	MTBE Settlement	0.00	
	Misc Revenue	1,310.22	
	Investment Earnings	394.42	
	Transfer From G/F	101,970.88	
Total Water Enterprise Fund Revenue			7,079,266.31

Water Operating Recap

		APPROPRIATED	EXPENDED	BALANCE
WATER ENTERPRISE				
	Transfer Out		175,000.00	(175,000.00)
SELECTMEN				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
MANAGER				
	Salaries	7,950.00	7,950.00	0.00
	Operating	0.00	0.00	0.00
RESERVE FUND				
		21,500.00	0.00	21,500.00
ACCOUNTING				
	Salaries	5,095.00	5,095.00	0.00
	Operating	116.00	116.00	0.00
COMPUTER SERVICES				
	Salaries	2,388.00	2,388.00	0.00
	Operating	0.00	0.00	0.00
	Outlay	0.00	0.00	0.00
ASSESSORS				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
TREASURER/COLLECTOR				
	Salaries	16,926.00	16,926.00	0.00
	Operating	13,192.00	13,192.00	0.00
TOWN COUNSEL				
		0.00	0.00	0.00
ADMIN. SERVICES				
	Salaries	484.00	484.00	0.00
	Operating	180.00	180.00	0.00
CLERK				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
PLANNING				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00

TOWN HALL				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
AUXILIARY BLDG. UTILITIES				
		0.00	0.00	0.00
FIRE				
	Salaries	0.00	0.00	0.00
BUILDING				
	Salaries	2,025.00	2,025.00	0.00
	Operating	0.00	0.00	0.00
DPW				
	Salaries	146,616.00	146,616.00	0.00
	Operating	67,649.00	67,649.00	0.00
	Outlay	6,502.00	6,502.00	0.00
WATER DISTRIBUTION				
	Salaries	520,721.94	520,719.91	2.03
	Operating	451,034.06	433,326.85	17,707.21
	Outlay	63,094.00	62,915.45	178.55
WATER TREATMENT				
	Salaries	729,642.00	710,779.53	18,862.47
	Operating	1,067,603.36	1,053,434.91	14,168.45
	Outlay	19,837.00	19,468.30	368.70
HEALTH				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
DEBT/INTEREST				
	Principal	1,753,137.00	1,753,137.00	0.00
	Interest/Debt	483,560.00	483,556.76	3.24
	Interest/Temp. Loans	0.00	0.00	0.00
EMPLOYEE BENEFITS				
	Retirement	258,523.00	258,523.00	0.00
	Group Insurance	206,378.00	206,378.00	0.00
	Medicare	13,117.00	13,117.00	0.00
		5,857,270.36	5,784,479.71	(102,209.35)

Water Capital Expenditures

		EXPENDED	
	Colonial Water Tank		
	Transfer Out	0.26	0.26
	Phase 8		
	Engineering Services	0.00	
	Easements	0.00	
	Hydrants	0.00	
	Other Expenses	0.00	
	Construction	0.00	0.00
	Phase 9		
	Road Resurfacing	0.00	
	Engineering Services	0.00	
	Easement Settlement	0.00	
	Hydrant Purchases	0.00	
	Construction	0.00	0.00
	Hydrant Replacement		
	Engineering Services	0.00	
	Hydrant Replacements	0.00	
	Hydrant Purchases	0.00	
	Other Expenses	2,134.20	
	Construction	0.00	2,134.20
	Water Meters		
	Overtime	27,624.45	
	Prof Services	59,743.57	
	Other Equipment	57,377.69	
	Other Expenses	2,970.48	
	Meters and Software	5,504.74	
	Microwave Network	0.00	
	Meter Purchases	0.00	
	Finished Water Line	0.00	153,220.93
	Phase 7		
	Road Resurfacing	0.00	
	Engineering Services	0.00	
	Hydrant Purchase	0.00	
	Other Expenses	0.00	
	Construction	0.00	0.00
	Phase 10		
	Engineering Services	0.00	
	Hydrants	0.00	
	Construction	0.00	0.00

Water Interconnect			
	Engineering Services		0.00
	Other Expenses		10,366.26
	Construction		0.00
			10,366.26
Phase 11			
	Engineering Services		0.00
	Other Expenses		0.00
	Construction		0.00
	Transfer Out		311.37
			311.37
Ames Hill Water Tank			
	Equipment & Maintenance		0.00
	Engineering Services		0.00
	Other Expenses		3,713.67
	WTP Instrument Upgrade		1,640.00
	CCTV Monitors		9,294.73
	Astle Tank Mixer		0.00
	Construction		0.00
			14,648.40
	Total Water Capital Expenditures		180,681.42

Board of Assessors

Christopher R Wilcock, MAA Chairman
Barbara A. Flanagan
Susan Moore, MAA

Phone: (978) 640-4330
Fax: (978) 851-4849

assessor@tewbury-ma.gov

	FY-2012	FY-2013
Total Taxable Value of Real Property	\$3,625,889,200	\$3,646,069,250
Total Taxable Value of Personal Property	\$163,638,340	\$157,198,370
Total Taxable Value of Real and Personal Property	\$3,789,527,540	\$3,803,267,620
Total Value of Exempt Property	\$204,499,100	\$229,720,200

Tax Rates per \$1,000			
	Residential/Open Space	\$14.93	\$15.44
	Commercial/Industrial/Personal	\$25.05	\$25.60
	Motor Vehicle	\$25.00	\$25.00

Total amount to be raised	\$101,340,016.40	\$109,147,737.79
Total estimated receipts and other revenue sources	\$37,634,380.16	\$42,913,342.18
Total real and personal tax levy	\$63,705,636.24	\$66,234,395.61
Overlay	\$629,408.64	\$809,814.27

The Assessors' Department operates under the authority of the Department of Revenue. It has a full time Chief Assessor, an office staff and a board that includes the chief assessor and two appointed members that serve on a part-time basis. The Board of Assessors is responsible for administering Massachusetts property tax laws equitably by estimating the fair market value of all real and personal property in Tewksbury. The office is responsible for adhering to strict certification requirements of the Department of Revenue. To meet these requirements, the assessors are obligated to revalue all properties yearly and, once every three years, undergo a state recertification audit.

Address: Town Hall Annex - 11 Town Hall Avenue - Tewksbury, MA 01876

Hours: Monday - Friday 7:30 a.m. to 4:30 p.m.

Cash and Securities in Custody of Town Treasurer as of June 2012

AFFORDABLE HOUSING	\$2,307,467.12
ARTS LOTTERY	\$6048.32
COMMUNITY PRESERVATION ACT	\$4,046,781.88
CEMETERY PERPETUAL CARE FUND	\$23,502.33
CONSERVATION FUND	\$138,226.37
EDUCATION FUND	\$2,713.86
FAIRGRIEVE FUND	\$199,110.06
FIRE PROTECTIVE GEAR FUND	\$11,176.27
FOSTER SCHOOL FUND	\$25,267.05
LIBRARY ENDOWMENT FUND	\$27,224.57
LIBRARY GIFT FUND	\$1,544.25
MAHONEY FUND	\$1,668.21
PEIRCE FUND	
PLANNING FUND	\$9,595.27
SCHOLARSHIP FUND	\$123.90
ST CLARE FUND	\$40,200.00
STABILIZATION FUND	\$1,338,628.58
TAXATION FUND	\$7,598.80
VICOR FUND	\$6,582.30
TOTAL TRUST FUNDS	\$8,195,836.30

Property Tax Levies and Collections

<u>FISCAL YEAR 2012</u>			
<u>REAL ESTATE</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>	<u>F/Y 2010</u>
Commitments	\$62,505,867.20	\$53,169.38	-
O/S 07/01/11	\$ 1,110,866.89	(\$20,087.22)	-
Collections	(\$60,032,104.46)	(\$875,086.30)	(\$36,913.83)
Abatements	(\$260,646.14)	(\$38,700.68)	(\$24,396.33)
Refunds	\$74,163.47	\$116,575.55	\$82,352.23
Added To Tax Title	(\$400,525.49)	(\$361,782.91)	(\$21,995.92)
Deferred Taxes	(\$189,212.72)	-	-
Tax Possession	(\$516,318.96)	-	-
Misc Adjustments	(\$50,891.96)	\$ 4,071.85	\$20,565.18
BALANCE 06/30/12	\$ 1,130,330.94	\$ 9,113.78	(\$ 475.89)
<u>WATER & SEWER SEWER CONN LIENS</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>	<u>F/Y 2010</u>
Commitments	\$11,812,913.56	\$2,060,130.19	-
O/S 07/01/11	\$ 23,502.43	-	\$ 1,502,651.78
Collections	(\$ 9,985,558.41)	(\$ 687,377.56)	(\$ 356,345.98)
Abatements	-	-	(\$ 5,179.48)
Refunds	\$ 25,302.04	\$ 3,901.46	\$ 1,808.63
Liened to Real Estate	-	(\$1,363,903.62)	(\$ 113,541.26)
Deferred	(\$ 2,268.90)	-	-
Misc Adjustments	(\$ 223,645.89)	\$ 6,648.29	(\$ 107.71)
BALANCE 06/30/12	\$ 1,650,244.83	\$ 19,398.76	\$1,029,285.98

<u>PERSONAL PROPERTY</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>	<u>F/Y 2010</u>
Commitments	\$ 4,099,654.82	-	-
O/S 07/01/11	-	\$106,019.26	(\$12,722.55)
Collections	(\$ 4,045,001.42)	(\$31,231.81)	\$18,718.85
Abatements	(\$3,793.25)	(\$10,706.31)	(\$9,924.14)
Refunds	\$772.17	\$2,032.64	\$17,351.07
Misc Adjustments	(\$77.03)	\$13.49	\$ -
BALANCE 06/30/12	\$ 51,555.29	\$66,127.27	\$ 13,423.23

MOTOR VEHICLE

<u>EXCISE</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>	<u>F/Y 2010</u>
Commitments	\$ 3,453,723.30	\$203,122.89	\$2,400.31
Add'l Commitments	-	\$163,530.40	-
O/S 07/01/11	-	\$326,817.05	\$47,256.10
Collections	(\$ 3,213,523.98)	(\$622,256.16)	(\$30,473.08)
Abatements	(\$63,014.39)	(\$47,069.05)	(\$3,971.57)
Refunds	\$14,115.03	\$ 35,971.54	\$5,703.57
Misc Adjustments	\$27.61	(\$1.07)	\$64.88
BALANCE 06/30/12	\$191,327.57	\$ 60,115.60	\$ 20,980.21

<u>BOAT EXCISE</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>	<u>F/Y 2010</u>
Commitments	-	\$5,018.00	\$5,570.00
Collections	-	(\$2,680.22)	(\$3,125.67)
Abatements	-	(\$178.00)	(\$725.50)
Refunds	-	-	\$25.00
Misc Adjustments	-	-	(\$1.83)
BALANCE 06/30/12	\$ 0.00	\$ 2,159.78	\$1,742.00

Employee Earnings

Town Employee Earnings

		BASE	OVERTIME	DETAIL	TOTAL
MODERATOR					
RAUSEO	KEITH	562.50			562.50
BOARD OF SELECTMEN					
GAY	DAVID	4,650.00			4,650.00
JOHNSON	TODD	5,250.00			5,250.00
SEARS	DOUGLAS	4,500.00			4,500.00
STRONACH	ANNE MARIE	4,500.00			4,500.00
WILSON	SCOTT	4,500.00			4,500.00
TOWN MANAGER					
CHAMBERS	HELEN	64,290.72			64,290.72
MARCHANT	ANNETTE	2,967.41			2,967.41
MONTUORI	RICHARD	158,433.00			158,433.00
TAMBOLI	JEANINE	44,575.69			44,575.69
TOWN ACCOUNTANT					
ALFANO	PAMELA	47,061.68			47,061.68
BREKALIS	KAREN	40,762.92			40,762.92
GILL	DONNA	3,195.51			3,195.51
KUCALA	KAREN	48,850.50			48,850.50
PERRY	RACHEAL	1,152.00			1,152.00
RAY	JAMIE	114.00			114.00
REZNIKOW	MICHAEL	72.00			72.00
WALSH	DONNA	42,857.78			42,857.78
COMPUTER SERVICES					
HANSON	LISA	53,968.53	186.66		54,155.19
HATTORI	STEPHEN	104,448.21			104,448.21
ASSESSORS					
FLANAGAN	BARBARA	1,200.00			1,200.00
FOLEY	JOANNE	34,342.29	76.00		34,418.29
KELLEY	JOHN	68,928.78			68,928.78
MOORE	SUSAN	1,200.00			1,200.00
ROBINSON	CHRISTINE	47,449.35			47,449.35
TRAUB	LINDA	55,496.64			55,496.64
WILCOCK	CHRISTOPHER	23,869.80			23,869.80
TREASURER/COLLECTOR					
BLAKENEY JR.	WILLIAM	65,010.41	1,250.21		66,260.62
EWING	LUCY	53,001.39	1,509.25		54,510.64
GATH	DEBRA	52,519.48			52,519.48
GILBERT	SUSAN	38,882.45	445.55		39,328.00
LANGLOIS	LORRAINE	38,944.73			38,944.73

METIVIER	JANICE	42,568.10		42,568.10
ODAMS	KELLY	59,620.77		59,620.77
SMITH	JANET	36,790.33		36,790.33
ADMINISTRATIVE SERVICES				
BELANGER	TERESA	38,397.59		38,397.59
RIVERA	MICHELE	2,918.95		2,918.95
TOWN CLERK				
CICERO	CHRISTINE	36,503.61	1,026.69	37,530.30
DOHERTY	JAMIE	20,558.38		20,558.38
GRAFFEO	DENISE	71,568.37		71,568.37
POWER	ELENA	3,662.81	46.23	3,709.04
SULLIVAN	MICHELE	52,319.39	1,254.74	53,574.13
WINTER	DEBORAH	9,619.49	41.13	9,660.62
ELECTIONS				
ANDERSON	CAROLYN	240.00		240.00
ARCAND	NOREEN	244.00		244.00
BARLETTA	DAVID	155.00		155.00
BEATTIE	ELEANOR	543.00		543.00
BEATTIE	MARY	176.00		176.00
BENNETT	ARATI	50.00		50.00
BRADLEY	RUTH	244.00		244.00
BRADY	JEAN	267.00		267.00
BROTHERS	KATHLEEN	384.00		384.00
BROTHERS	ARTHUR	128.00		128.00
BULLEN	SUSAN	228.00		228.00
CALLAHAN	ANNE	275.00		275.00
CANNISTRARO	SANDRA	144.00		144.00
CASAZZA	MARY	558.00		558.00
CASEY	ELINOR	240.00		240.00
CHANDLER	BARBARA	180.00		180.00
COLEMAN	JUDITH	537.00		537.00
COREY	ELEANOR	240.00		240.00
COVIELLO	ANNE	80.00		80.00
COVIELLO	JOHN	522.00		522.00
DIBELLA	MARY	240.00		240.00
DULOCK	MARIA	55.00		55.00
FIDLER	JOYCE	184.00		184.00
FRASER	EVELYN	128.00		128.00
FRONGILLO	KATHERINE	224.00		224.00
GEARTY	LOUISE	268.00		268.00
GOLEN	ALICE	252.00		252.00
GROOM	BARBARA	112.00		112.00
HAINES	DONNA	244.00		244.00
HANSFORD	JOAN	244.00		244.00
HANSON	SUSAN	68.00		68.00
HOOD	JUDITH	40.00		40.00

IPPOLITO	JEANNETTE	108.00	108.00
KEEFE	ELLEN	445.00	445.00
KOBELSKI	CAROL	232.00	232.00
LAFFEY	CHERYLE	335.00	335.00
LANE	MELISSA	60.00	60.00
LAROSA	PEARL	128.00	128.00
LINSCOTT	JANE	264.00	264.00
LYNCH	BERNICE	232.00	232.00
MAC INNIS	ROBERT	240.00	240.00
MAGRO	MARIE	188.00	188.00
MAHER	KATHERINE	464.00	464.00
MCGRATH	DOROTHY	370.00	370.00
MCKENNA	ROSE	240.00	240.00
MCNAMARA	PATRICIA	324.00	324.00
MCNAUGHT	PAUL	236.00	236.00
MCNAUGHT	RUBY	236.00	236.00
MEGENS	ANSJE	8.00	8.00
MORRISSEY	DENISE	116.00	116.00
MURPHY	JANET	172.00	172.00
NASTASI	MURIEL	40.00	40.00
NICKERSON	DIANE	100.00	100.00
NILES	MILRED	128.00	128.00
NONNI	PAUL	525.00	525.00
O'BRIEN DEE	RITA	440.00	440.00
PERROTA	TERESA	564.00	564.00
PILCHER	MARY	519.00	519.00
POLLARD	GAIL	390.00	390.00
POWER	DANIEL	112.00	112.00
QUAGLIA	P. JERRY	140.00	140.00
RAVAGNI	ADELE	298.00	298.00
ROBBIO	HELEN	84.00	84.00
ROBBIO	STEPHEN	152.00	152.00
RYAN	LORETTA	85.00	85.00
SANBORN	ELDA	306.00	306.00
SARTORI	ANITA	160.00	160.00
SHEEHAN	LINDA	48.00	48.00
SIANO	LAURIE	294.00	294.00
STANTON	HELEN	96.00	96.00
TEMPIA	JACQUELINE	211.00	211.00
YARBROUGH	JUDITH	392.00	392.00
REGISTRARS			
CREAMER	EDWARD	500.00	500.00
TEAGUE	FRANCES	500.00	500.00
TEAGUE	RUTH	500.00	500.00

CONSERVATION COMMISSION					
BOSSI	ADAM	155.83			155.83
GRENIER	MICHELE	26,594.60			26,594.60
COMMUNITY DEVELOPMENT					
BOSSI	ADAM	5,420.33			5,420.33
BOYD	KYLE	4,336.41			4,336.41
BREAKLIS	KRISTIN	336.00			336.00
DIPRIMIO	LINDA	55,486.60			55,486.60
FOWLER	ROBERT	843.75		9,103.30	9,947.05
JOHNSON	MELISSA	8,854.93			8,854.93
PLUNKETT	DAVID	765.00			765.00
REED	NANCY	1,001.25			1,001.25
SADWICK	STEVEN	102,941.25			102,941.25
SARGENT	CHARLOTTE	132.00			132.00
SHEEHAN	MEGHAN	1,440.00			1,440.00
SPADA	VINCENT	765.00			765.00
STEIN	MICHELE	63,770.37			63,770.37
CABLE T.V.					
AYLES	MARK	664.00			664.00
KERR	PAUL	941.92			941.92
MCCARTHY	BRIAN			480.00	480.00
TOWN HALL					
RAY	SANDRA	35,675.33	256.92		35,932.25
POLICE DEPARTMENT					
BJORKGRWN	ROBERT	67,726.82	11,692.14	21,437.89	100,856.85
BYRNE	CHRISTOPHER	25,564.48	275.87		25,840.35
CAMACHO	CLAUDIO	4,265.74		160.00	4,425.74
CAPUANO	KAREN	52,823.49	2,724.64	1,123.58	56,671.71
CARAPELLUCCI	MATTHEW	43,830.83	8,071.50	1,532.72	53,435.05
CASEY	THOMAS	75,173.48	9,950.73	11,408.00	96,532.21
CASEY	JOHN	54,833.55	12,302.66	15,126.52	82,262.73
CHANTHABOUN	SONIA			108.48	108.48
COLUMBUS	RYAN	92,297.28	8,742.08		101,039.36
CONNOR	PATRICK	51,109.76	7,008.40	20,658.32	78,776.48
COOKE	THOMAS	62,330.02	5,771.58	7,236.60	75,338.20
COOPER	THERESE	132.26			132.26
COTE	CHRISTOPHER	15,499.58	2,267.50	640.00	18,407.08
COVIELLO	CHRISTOPHER	89,723.79	13,441.14	16,493.20	119,658.13
CROWE	JOHN	48,776.59			48,776.59
DELUCIA JR	JOSEPH		75.06	5,660.00	5,735.06
DICALOGERO	CYNTHIA			4,400.00	4,400.00
DONOGHUE	JOHN			18,392.52	18,392.52
DONOVAN	ALFRED	2,793.38			2,793.38
DONOVAN	MICHAEL	66,613.62	8,019.88	5,565.20	80,198.70
DUFFY	DAVID	25,564.48	308.33		25,872.81
EVANS	DEBORA			5,440.00	5,440.00
FARNUM	BRIAN	65,516.20	17,255.23	9,603.36	92,374.79

FARRELL	JOHN			10,903.58	10,903.58
FIELD	ROBERT	79,205.72	10,712.41	19,001.14	108,919.27
FOWLER	JOHN	56,997.42	6,831.37		63,828.79
GAGE	JASON	2,881.66			2,881.66
GAYNOR	SCOTT	95,044.60	14,209.04	6,880.00	116,133.64
GONZALEZ	ANDRE	64,815.81	13,080.93		77,896.74
GRIFFIN	KIMBERLY	47,034.25	6,788.89		53,823.14
GRIFFIN	JAMES	2,251.71			2,251.71
HANLEY	ERIC	58,001.60	3,973.00	8,630.96	70,605.56
HARRINGTON	PATRICK	75,005.18	3,836.50	12,863.23	91,704.91
HAZEL	GEORGE			3,040.00	3,040.00
HIDISH	VICTOR			1,140.00	1,140.00
HILDEBRAND	MARK			2,240.00	2,240.00
HOLLIS	JAMES	68,839.07	16,949.11	12,974.24	98,762.42
HOLMES	MICHAEL	2,251.71			2,251.71
JACKMAN	EDWARD	43,265.06	3,381.09	4,549.42	51,195.57
JAREK	JOHN			11,361.04	11,361.04
JAREK	MATHEW			1,120.00	1,120.00
JOHNSON	STEPHEN	765.00			765.00
JOP III	WALTER	80,428.51	13,301.28	19,353.92	113,083.71
JOYCE	ROBERT	9,478.71	7,332.25		16,810.96
KANDROTAS	STEPHEN			5,565.04	5,565.04
KELLEY	JOSEPH	73,603.88	10,786.96	15,592.88	99,983.72
KELLY	TIMOTHY	78,850.41	7,102.71	16,758.50	102,711.62
KENNEDY	ALICE	55,783.59	576.77		56,360.36
KERBER	DANIEL	66,528.71	13,619.42	30,554.08	110,702.21
KIMBLE	KATHLEEN	1,981.14			1,981.14
LEFBVRE	CHRISTOPHER	50,955.33	8,310.31	18,687.12	77,952.76
LEVY	DAVID			2,572.52	2,572.52
LUMSDEN	RICHARD			2,340.00	2,340.00
MACKEY BEAULIEU	LAUREN	45,660.24	2,628.23		48,288.47
MANLEY	MARY	13,429.52			13,429.52
MARTIN	EDWARD			6,800.00	6,800.00
MCCLAFFERTY	SHARON			5,600.00	5,600.00
MCKENNA	JAMES	108,290.65	9,020.52	640.00	117,951.17
MCLAUGHLIN	MICHAEL	25,564.48	113.60		25,678.08
MCLEOD	KATHRYN	66,639.64			66,639.64
MCMAHON	MARKUS	63,480.91	9,102.53	21,044.08	93,627.52
MCNAMARA	JASON	44,990.29	9,527.84	360.00	54,878.13
MIANO	DAVID	57,403.68	6,714.82	5,322.56	69,441.06
MONTAS	ARIEL	39,347.06	5,268.33		44,615.39
MORRIS	PAUL	43,246.35	3,468.76	2,374.68	49,089.79
MOSHER	BEVERLY			13,276.00	13,276.00
MULVEY	JESSICA	67,338.01	2,094.32		69,432.33
NEWCOMB	MICHAEL	50,974.30	9,466.62	17,833.38	78,274.30
NEWTON	EILEEN	44,304.48	56.80		44,361.28

NEWTON	JOSEPH	38,577.90	5,627.98	160.00	44,365.88
NICOSIA	PAUL	51,784.85	8,083.90	11,541.92	71,410.67
O'HARE	JAMES			320.00	320.00
OKEEFE	KIMBERLY	58,769.91	1,496.94	320.00	60,586.85
O'NEILL	BRIAN	68,733.02	24,477.39	21,457.20	114,667.61
PELRINE	STEPHEN			14,288.52	14,288.52
PERRY	MARK	77,242.93	6,219.62	10,081.16	93,543.71
PETERSON JR	DENNIS	67,726.85	16,479.14	19,756.47	103,962.46
PICCOLO	ARTHUR	56,514.40	2,415.68	3,226.00	62,156.08
PICCOLO JR	ALBERT	60,088.36	12,583.09	9,928.16	82,599.61
POISSON	KAREN	47,221.23	14,669.78		61,891.01
POWERS	JOHN			19,395.16	19,395.16
PRATT JR	DOUGLAS	53,420.83	10,388.42	4,398.96	68,208.21
REESE	KEREN	71,568.19	195.24		71,763.43
REESE	KEVIN	72,102.58	9,632.10	12,120.64	93,855.32
REGAN	PETER	57,221.50	4,759.78		61,981.28
RICHARDSON	ANDREW	44,261.70	2,535.10	3,179.04	49,975.84
RINGWOOD	PAUL			2,100.00	2,100.00
RUSSO	ALYSIA	64,692.97	3,628.90	960.00	69,281.87
RYSER	JAMES	65,247.02	1,690.08	320.00	67,257.10
SCHWALB JR	WILLIAM			24,983.30	24,983.30
SCOTT	CHRISTOPHER	60,088.36	10,066.46	19,517.92	89,672.74
SHEEHAN	MICHAEL	58,596.44			58,596.44
SHEEHAN	TIMOTHY	139,665.75			139,665.75
SMALL	MATTHEW	53,612.27	2,203.59		55,815.86
STEPHENS	ROBERT	88,496.13	7,780.84	13,692.00	109,968.97
STOTIK	PATRICIA	51,438.90	6,030.97		57,469.87
SULLIVAN	EDWARD	57,338.13	2,079.20		59,417.33
TARPEY	WILLIAM	3,928.53	-		3,928.53
TORRES	STEVEN	81,356.15	6,644.92	5,145.60	93,146.67
TRELEGAN	COLIN	953.05			953.05
VOLIANITES	JAMIE	1,170.67			1,170.67
VOTO	JOHN	106,735.57		160.00	106,895.57
VOZZELLA	ERICA	780.45			780.45
WARREN	BRIAN	82,781.00	5,510.97	6,300.00	94,591.97
WELCH	JENNIE	65,769.56	3,153.63	640.00	69,563.19
WHITEHOUSE	JACK			4,220.00	4,220.00
WILKINSON JR	WILLIAM			1,660.00	1,660.00
WILLIAMS JR.	JAMES	94,517.99	10,725.75	3,736.00	108,979.74
WOOD	MARKUS			7,920.00	7,920.00
WORTH	GARIN	47,319.16	2,021.66		49,340.82
YOST	GEORGE	625.00			625.00
ZARBA	BRAD			680.00	680.00

FIRE DEPARTMENT

AUSTIN	SCOTT	61,652.88	11,487.44	240.00	73,380.32
BROTHERS	PATRICK	58,047.07	5,873.25		63,920.32
BROTHERS	WILLIAM	68,098.19	3,466.42		71,564.61
BRUCE	JAMES	75,205.41	11,472.59		86,678.00
CALISTRO	ROBERT	74,843.16	2,571.48	260.00	77,674.64
CALLAHAN	MICHAEL	80,531.05	11,249.33	704.00	92,484.38
CARNEY	DAVID	72,269.55	8,868.07		81,137.62
DOGHERTY	JOSEPH	65,239.51	6,141.95		71,381.46
DOHERTY	PATRICK	61,467.21	8,203.10	1,605.76	71,276.07
ELLIOTT	TODD	61,933.82	12,631.71	160.00	74,725.53
FITZPATRICK	JAMES	27,417.65	1,371.73		28,789.38
FORERO	OSCAR	64,113.82	9,438.60	160.00	73,712.42
FORTUNATO	JOSEPH	62,723.61	6,717.35	640.00	70,080.96
GIASULLO	MICHAEL	28,998.32	4,367.00		33,365.32
GIASULLO	JEFFREY	66,849.89	10,409.77	320.00	77,579.66
GIASULLO JR	JAMES	65,464.49	6,098.19		71,562.68
GILLIS	JOSEPH	56,498.74	100.00		56,598.74
GOOSE	WILLIAM	56,997.42	6,222.61	160.00	63,380.03
GREER JR	DONALD	75,734.64	18,725.34	1,909.02	96,369.00
GUTTADAURO	PAUL	70,950.51	7,032.69		77,983.20
HAMM	RICHARD	64,064.61	9,840.00		73,904.61
HAZEL	MICHAEL	127,584.13			127,584.13
HOLDEN	TIMOTHY	62,076.31	9,334.60		71,410.91
HURLEY	BRIAN	68,050.54	8,867.83		76,918.37
KARLBERG	DAVID	65,423.15	9,695.15		75,118.30
KEARNS	JOSEPH	64,455.57	11,243.99		75,699.56
KEDDIE	SCOTT	77,720.56	20,938.83	1,020.00	99,679.39
KEDDIE	ROBERT	26,814.07	2,493.07		29,307.14
KERR	GARY	76,146.40	12,129.54	320.00	88,595.94
LAWRIE	DALE	55,833.17	302.80		56,135.97
LEVY JR.	DAVID	56,687.68	8,115.47		64,803.15
LITTLE	ROBERT	61,746.58	8,280.29		70,026.87
MACKEY	RICHARD	20,038.83			20,038.83
MACKEY	BRIAN	55,395.40	3,356.39	340.00	59,091.79
MCGLAUFLIN	RUSSELL	71,340.77	10,496.67		81,837.44
MERRILL	MICHAEL	59,570.15	6,390.57		65,960.72
MERRILL MORGADO	CHRISTINA	56,473.53	10,950.16		67,423.69
MURPHY IV	THOMAS	57,505.01	8,940.97	160.00	66,605.98
NIVEN	TIMOTHY	76,587.59	12,649.48		89,237.07
PERRY	SUSAN	50,941.24			50,941.24
POWERS	STEPHEN	68,992.79	10,680.16	1,380.00	81,052.95
ROSEMOND	ALAN	63,113.45	5,702.31		68,815.76
RYAN	JAMES	28,237.41			28,237.41
SANDBERG	KENNETH	62,551.60	9,317.81	320.00	72,189.41
SAWICKI	DANIEL	56,473.54	7,816.42		64,289.96
SITAR	DANIEL	64,055.05	8,180.82	2,420.00	74,655.87

SITAR JR	MICHAEL	96,851.92	15,848.17		112,700.09
SMALL	DANIEL	62,349.58	4,574.55		66,924.13
SPENCER	STEVEN	58,002.17	7,212.02	320.00	65,534.19
VASAS	ALBERT	99,062.43	10,222.02		109,284.45
VISCIONE	JON	81,998.39	13,936.91		95,935.30
VONKAHLE	VANCE	42,180.83			42,180.83
YOST	DANIEL	56,473.53	6,013.33		62,486.86
BUILDING DEPARTMENT					
CATHCART	DAWN	54,867.57			54,867.57
JOHNSON	EDWARD	72,146.96			72,146.96
O'KEEFE	NANCY	51,160.98			51,160.98
RICCIARDI	CHRISTOPHER	1,268.00			1,268.00
SULLIVAN	HAROLD	19,701.76			19,701.76
WILD	PAUL	19,701.76			19,701.76
SCHOOL BUILDING COMMITTEE					
MCLAUGHLIN	MARIA	481.84			481.84
DEPARTMENT OF PUBLIC WORKS					
BAROZZI	PETER	21,019.55			21,019.55
BELIDA	ROBERT	70,580.11	17,457.54		88,037.65
BROTHERS	MICHAEL	61,734.12	2,070.12		63,804.24
CALLISON	PATRICK	18,726.64	2,382.32		21,108.96
CAREY	PATRICK	51,820.91	7,139.48		58,960.39
CHANDLER	KENNETH	58,017.70	12,738.25		70,755.95
CHANDLER JR	WILLIAM	75,490.00	8,812.21		84,302.21
CHENG	DEBBIE	5,040.00			5,040.00
CONLON	KEVIN	67,103.13	14,996.99		82,100.12
CRUZ	ROBERT	1,764.00			1,764.00
DEROCHE	GEORGE	76,723.55	22,511.94		99,235.49
DESHLER	TERESA	22,622.03	338.02		22,960.05
DONOVAN	MICHAEL	64,025.49	12,372.34		76,397.83
GATH	BRIAN	32,015.93	3,724.16		35,740.09
GIANNETTI	FRANK	65,010.40			65,010.40
GILBERT	LAWRENCE	65,009.96	250.00		65,259.96
GILBERT	BRIAN	102,142.11			102,142.11
HIRTLE	MATHEW	61,732.33	3,605.98		65,338.31
JAQUEZ	CARLOS	40,857.33	85.86		40,943.19
KEARNS	STEPHANIE	8,346.00			8,346.00
LADDERBUSH	MARLENE	64,511.75	6,583.03		71,094.78
LAYNE	KENNETH	59,558.13	3,415.65		62,973.78
MALONE	JASON	18,433.73	3,451.43	292.91	22,178.07
MARION	BERNARD	60,572.24	1,782.80		62,355.04
MARION II	LOUIS	57,519.69	4,480.42		62,000.11
MCCARTHY	WILLIAM	57,118.65	11,502.95		68,621.60
MINER JR	ROBERT	63,397.33	14,675.03		78,072.36
MUDARRIE	NICHOLAS	13,278.54	966.59		14,245.13
NAZARIAN	NINA	56,249.63			56,249.63

PATTERSON	SUSAN	50,807.15		50,807.15
PETERS	MICHAEL	65,522.52	11,302.43	76,824.95
PRATT	JOHN	61,186.71	15,417.28	76,603.99
SALERNO	JOHN	65,628.22	13,496.58	79,124.80
SPINALE	RICHARD	40,242.81		40,242.81
STODDARD	RICHARD	67,553.12	20,873.22	88,426.34
STRONACH	TIMOTHY	65,010.40	16,830.82	81,841.22
VIEWEG JR	EDWARD	68,132.83	10,817.00	78,949.83
WARD	JACK	65,160.40	30,557.68	95,718.08
WESTAWAY	RICHARD	72,697.99	5,982.28	78,680.27
ZEDIANA	LEWIS	90,503.41		90,503.41
BOARD OF HEALTH				
CLEMENT	LOU-ANN	83,218.16		83,218.16
DESMOND	VIRGINIA	27,462.02		27,462.02
FERNALD	BRIAN	8,484.56		8,484.56
FERNALD	MARY	315.00		315.00
FRENCH	PHILLIP	405.00		405.00
HAZEL	MARY-KATHRYN	360.00		360.00
JOY	DIANE	8,202.72		8,202.72
KINNON	CHRISTINE	315.00		315.00
ROUX	CHARLES	315.00		315.00
SHEEHAN	EDWARD	315.00		315.00
SHEEHAN	MEGHAN	360.00		360.00
THOMAS	PAMELA	3,687.00		3,687.00
TREARCHIS	DEAN	65,204.94		65,204.94
COUNCIL ON AGING				
BRABANT	LINDA	82,980.46		82,980.46
NOEL	ROBERT	39,166.91	1,326.93	40,493.84
VETERANS AGENT				
WILLIAMS	JAMES	49,186.84		49,186.84
LIBRARY				
BOC	NOELLE	55,266.27	532.58	55,798.85
BRILEY	JEANNINE	28,468.91	198.21	28,667.12
BURKE	JENNIFER	38,591.82	682.78	39,274.60
CONNOLLY	JILL	29,339.23	548.41	29,887.64
DESHLER JR	MICHAEL	47,653.39	2,324.70	49,978.09
GIARRUSSO	DIANE	67,542.33		67,542.33
HAYES	ROBERT	43,307.94	778.59	44,086.53
HOLLAND	GAIL	39,089.45	1,142.64	40,232.09
MARTIN	AMY	36,812.31	676.89	37,489.20
MOONEY	HELEN	38,591.80	222.65	38,814.45
SALVATO	JOYCE	44,521.87		44,521.87
SANGER	LISBET	50,112.16	466.12	50,578.28
TOOMBS	MARY	55,984.80		55,984.80
TOPPIN	JOANNE	40,886.49	487.69	41,374.18

RECREATION

COPPI	MATTHEW	40,770.30	4,380.30		45,150.60
NOLAN	ROBERT	331.66			331.66
SULLIVAN	TIMOTHY	29,055.37	114.87	247.50	29,417.74
		13,058,582.55	1,193,838.37	669,135.30	14,921,556.22

School Employee Earnings

Name	BASE	OTHER*	Total
ABATE-UPSON, CYNTHIA	\$71,871.96	\$0.00	\$71,871.96
ABBOTT, MARY	\$21,979.96	\$12,131.00	\$34,110.96
ABRAHAMSON, TAMIE M.	\$27.75	\$0.00	\$27.75
ACCONCIA, HALEY M.	\$672.00	\$0.00	\$672.00
ACHILLA, ANN M.	\$9,821.26	\$0.00	\$9,821.26
ADAMS, MARY LOUISE B.	\$62,183.54	\$76.08	\$62,259.62
ADAMS, ROBIN J.	\$16,743.59	\$13.18	\$16,756.77
ADELMAN, SHARON B.	\$2,586.91	\$0.00	\$2,586.91
AGOSTINELLI, KAREN	\$12,748.31	\$210.00	\$12,958.31
AIELLO, MARY BETH J.	\$60,539.22	\$0.00	\$60,539.22
ALESSANDRO, KELLIE M.	\$22,125.59	\$30.79	\$22,156.38
ALLARD, JUDITH M.	\$70,284.66	\$610.96	\$70,895.62
ALUKONIS, LINDA	\$16,036.14	\$990.61	\$17,026.75
AMATO, NICHOLAS C.	\$47,104.95	\$6,560.00	\$53,664.95
AMPE, SUSAN J.	\$16,600.23	\$273.15	\$16,873.38
ANDERSON, KATHLEEN	\$64,629.01	\$150.00	\$64,779.01
ANDERSON, KATHLEEN S.	\$120.00	\$0.00	\$120.00
ANDERSON, WAYNE R.	\$288.05	\$0.00	\$288.05
ANGELO, LAURIE	\$21,979.96	\$2,089.25	\$24,069.21
AREY, DEBORAH A.	\$4,900.50	\$0.00	\$4,900.50
ARNOLD, JENNIFER R.	\$69,886.70	\$1,242.00	\$71,128.70
ARSENAULT, KRISSY	\$1,825.81	\$0.00	\$1,825.81
AYLWARD, BRIAN	\$76,479.50	\$14,907.53	\$91,387.03
BAILEY, LISA J.	\$68,183.92	\$206.11	\$68,390.03
BAKER OBRIEN, KAREN M.	\$76,964.36	\$3,280.57	\$80,244.93
BAKER, KATHRYN M.	\$61,622.71	\$0.00	\$61,622.71
BALDWIN, ERIC D.	\$170.00	\$0.00	\$170.00
BANCROFT, KAREN J.	\$68,754.50	\$1,363.95	\$70,118.45
BARBATI, JENNIFER S.	\$15,960.12	\$30.79	\$15,990.91
BARNES, MARYANN M.	\$3,536.24	\$0.00	\$3,536.24
BARNETT, SUSAN K.	\$75,847.59	\$10,581.97	\$86,429.56
BARRY, PAULINE A.	\$670.00	\$0.00	\$670.00
BASILIERE, MARCO P.	\$67,387.22	\$299.28	\$67,686.50
BASTERI, CYNTHIA A.	\$27,038.94	\$0.00	\$27,038.94
BASTERI, LAWRENCE J.	\$10,215.39	\$0.00	\$10,215.39
BEDARD, MAUREEN	\$14,658.83	\$13.18	\$14,672.01
BELLISTRI, ANDREW F.	\$64,321.47	\$7,462.43	\$71,783.90
BENNETT, DEBORAH E.	\$16,308.45	\$2,427.54	\$18,735.99
BENNETT, ELAINE M.	\$19,151.42	\$4,233.49	\$23,384.91
BENNING, KRISTINE	\$20,436.81	\$4,609.08	\$25,045.89
BENVENUTO, KATHLEEN M.	\$11,032.21	\$0.00	\$11,032.21
BENVENUTO, KAYLA M.	\$264.80	\$0.00	\$264.80
BERGLUND, KAREN	\$2,462.84	\$0.00	\$2,462.84

BERNSTEIN, DAVID C.	\$50,038.96	\$2,050.77	\$52,089.73
BETTENCOURT, SANDRA C.	\$79,832.19	\$331.52	\$80,163.71
BEVILAQUA, LISA	\$6,109.18	\$10.77	\$6,119.95
BEY-ALLEN, GEORGIA L.	\$2,749.62	\$0.00	\$2,749.62
BILODEAU, CATHLEEN	\$77,719.94	\$1,286.68	\$79,006.62
BILODEAU, JOSHUA B.	\$5,043.18	\$0.00	\$5,043.18
BLACKWELL, SUZANNE M.	\$3,507.13	\$10.00	\$3,517.13
BLISS, GAIL	\$70,882.38	\$350.95	\$71,233.33
BONGIORNO, DANIELLE M.	\$180.00	\$0.00	\$180.00
BONGIORNO, LINDA A.	\$1,292.82	\$0.00	\$1,292.82
BONUGLI, NANCY E.	\$415.38	\$0.00	\$415.38
BOSWORTH, ALEXIS J.	\$65,600.87	\$4,892.34	\$70,493.21
BOUCHER, AMANDA L.	\$43,312.50	\$437.15	\$43,749.65
BOUDREAU, MARILYN C.	\$1,334.55	\$0.00	\$1,334.55
BOUDREAU, SARAH A.	\$45,837.24	\$3,521.22	\$49,358.46
BOUDREAU-HILL, DONNA M.	\$84,326.03	\$2,627.73	\$86,953.76
BOURGEOIS, MARIE R.	\$3,230.35	\$17,235.61	\$20,465.96
BOURNE, NICHOLAS J.	\$180.00	\$0.00	\$180.00
BOWDEN, DONNA M.	\$70,284.66	\$45.29	\$70,329.95
BOYLE, NANCY M.	\$62,172.49	\$11,042.24	\$73,214.73
BRACE, JOANN	\$6,794.80	\$2,495.42	\$9,290.22
BRADLEY, HEATHER L.	\$56,950.27	\$883.05	\$57,833.32
BRADLEY, LOREEN R.	\$76,541.57	\$500.00	\$77,041.57
BRADLEY, MARK A.	\$10,061.00	\$0.00	\$10,061.00
BRADLEY, SHANNON	\$929.12	\$0.00	\$929.12
BRADLEY, THOMAS M.	\$8,023.00	\$0.00	\$8,023.00
BREKALIS, KRISTIN L.	\$2,222.00	\$0.00	\$2,222.00
BRENNAN, ANNE R.	\$21,979.96	\$1,060.00	\$23,039.96
BREWIN, DEBORAH A.	\$69,449.04	\$91.18	\$69,540.22
BRIDGFORD, GAYLE A.	\$69,438.31	\$779.81	\$70,218.12
BRIGGS, ROBERT C.	\$3,346.00	\$0.00	\$3,346.00
BRIGIDA, ROBERT M.	\$61,529.72	\$2,093.58	\$63,623.30
BROWNE, JULIE A.	\$43,754.09	\$0.00	\$43,754.09
BRUCE, JAMES M.	\$12,694.16	\$0.00	\$12,694.16
BRUFF, KIMBERLY M.	\$53,931.58	\$0.00	\$53,931.58
BUCKLEY, LINDA J.	\$1,238.00	\$0.00	\$1,238.00
BUCKLEY, WILLIAM Q.	\$4,501.00	\$0.00	\$4,501.00
BUEHLER, DEBORAH J.	\$65,942.53	\$245.43	\$66,187.96
BURISHKIN, KELLY E.	\$23,013.42	\$291.26	\$23,304.68
BURKE, DARLENE	\$6,660.03	\$0.00	\$6,660.03
BURKE, JOANNE	\$281.96	\$0.00	\$281.96
BURKE, JOSEPH E.	\$39,085.96	\$1,133.76	\$40,219.72
BUSH, TAMMY A.	\$28,569.33	\$30.19	\$28,599.52
BYRNES, ANTOINETTE	\$2,160.00	\$0.00	\$2,160.00
BYRNES, JOHN	\$68,456.37	\$12,699.28	\$81,155.65
CAFARELLI, CHRISTINE M.	\$1,274.88	\$0.00	\$1,274.88
CALLAHAN, CHLOE A.	\$68,855.65	\$917.47	\$69,773.12

CALLANAN, EILEEN F.	\$14,349.51	\$12,213.18	\$26,562.69
CALLANAN, MICHAEL D.	\$32,130.25	\$360.90	\$32,491.15
CAMERON, ALLISON E.	\$65,942.53	\$224.01	\$66,166.54
CAMIRE, RICHARD	\$69,886.70	\$2,281.30	\$72,168.00
CAMPBELL, COURTNEY E.	\$57,330.79	\$660.00	\$57,990.79
CAPPIELLO, NANCY A.	\$3,040.20	\$0.00	\$3,040.20
CAREY, KEVIN R.	\$46,202.39	\$994.42	\$47,196.81
CAREY, MICHAEL P.	\$42,958.33	\$8,145.98	\$51,104.31
CARLETON, KATHRYN H.	\$66,437.27	\$437.66	\$66,874.93
CARLINO, LOREN M.	\$72,746.04	\$0.00	\$72,746.04
CARLINO, NICOLE M.	\$4,793.20	\$0.00	\$4,793.20
CARON, ERIN M.	\$65,972.10	\$2,275.72	\$68,247.82
CARPENITO, THOMAS A.	\$68,456.37	\$2,230.84	\$70,687.21
CARR, JEAN M.	\$1,560.00	\$0.00	\$1,560.00
CARRILLO, MARY J.	\$4,930.07	\$0.00	\$4,930.07
CARTER, DANIEL A.	\$45,244.98	\$7,630.84	\$52,875.82
CARTER, LINDA	\$15,016.64	\$121.18	\$15,137.82
CARVER, NORMAN R.	\$16,954.42	\$222.12	\$17,176.54
CARY, CAROL A.	\$557.73	\$0.00	\$557.73
CASEY, DEANNE E.	\$13,363.02	\$0.00	\$13,363.02
CASEY, KATHLEEN	\$31,449.58	\$3,143.30	\$34,592.88
CASPARIUS, BARBARA J.	\$57.81	\$0.00	\$57.81
CASTIGLIONE, MAUREEN	\$311.02	\$0.00	\$311.02
CATHERWOOD, WILLIAM	\$12,528.29	\$0.00	\$12,528.29
CERULLO, TERESA M.	\$2,949.68	\$0.00	\$2,949.68
CHADZYNSKI, CHRISTINA J.	\$16,112.69	\$0.00	\$16,112.69
CHAN, MARJORIE J.	\$71,662.54	\$0.00	\$71,662.54
CHASAN, LISA	\$71,920.66	\$4,941.69	\$76,862.35
CHASE-ANDERSON, MARY ELLEN	\$3,784.26	\$2,050.00	\$5,834.26
CICCOLELLA, ELAINE P.	\$13,912.04	\$0.00	\$13,912.04
CINTOLO, KAREN	\$72,795.02	\$128.31	\$72,923.33
CLARK, SUSAN M.	\$61,496.51	\$2,696.10	\$64,192.61
COAKLEY, TARA M.	\$43,672.16	\$129.62	\$43,801.78
COHAN, JOANNE	\$9,479.33	\$60.00	\$9,539.33
COLLINS, GEORGE P.	\$13,316.92	\$1,898.77	\$15,215.69
COMEIRO DAMRATH, NICOLE	\$730.00	\$0.00	\$730.00
CONKLIN, KATIE M.	\$1,180.00	\$0.00	\$1,180.00
CONNELL, KATHLEEN J.	\$78,692.58	\$0.00	\$78,692.58
CONNERS, PHILIP	\$5,334.00	\$0.00	\$5,334.00
CONNERTY, EDWARD T.	\$2,040.00	\$0.00	\$2,040.00
CONNORS, STACEY L.	\$665.04	\$0.00	\$665.04
CONRAD, KATHLEEN E.	\$53,931.58	\$0.00	\$53,931.58
CONSTANTINO, KELLY L.	\$3,970.48	\$0.00	\$3,970.48
CONTALONIS, MAUREEN	\$7,332.70	\$11.09	\$7,343.79
CONWAY, KARLA	\$500.00	\$0.00	\$500.00
COPPOLA, PAULA B.	\$82.11	\$0.00	\$82.11
CORBETT, ANTHONY G.	\$1,794.20	\$0.00	\$1,794.20

COTE, CHRISTINE	\$22,184.24	\$30.79	\$22,215.03
COTE, JENNIFER M.	\$69,886.70	\$345.29	\$70,231.99
COUGHLAN, ROSEMARY A.	\$67,999.90	\$3,820.90	\$71,820.80
COUGHLIN, CHARLES E.	\$15,915.99	\$8,589.54	\$24,505.53
COURNOYER, LISA T.	\$74,541.87	\$789.48	\$75,331.35
COVEL, CAROLYN A.	\$6,002.29	\$10.77	\$6,013.06
COVINO, CHRISTA M.	\$42,235.01	\$129.62	\$42,364.63
COWAN, SARA B.	\$51,896.82	\$1,692.37	\$53,589.19
CRAFT, LESLEY A.	\$10.90	\$0.00	\$10.90
CREEDON, DIANE	\$307.41	\$0.00	\$307.41
CREMIN, CHRISTINE M.	\$70,225.55	\$0.00	\$70,225.55
CREMINS, EDWARD D.	\$72,411.67	\$2,607.83	\$75,019.50
CULHANE, ALICE B.	\$749.00	\$0.00	\$749.00
CUMMINGS, GERALDINE M.	\$59,251.05	\$600.00	\$59,851.05
CUNNINGHAM-ALLARD, JENNIFER	\$1,860.00	\$0.00	\$1,860.00
CURLEY, ROSE	\$53,359.05	\$30.19	\$53,389.24
CURTIN, BARBARA A.	\$32,157.03	\$7,568.85	\$39,725.88
CURTIN, PAULA M.	\$22,769.72	\$25,109.25	\$47,878.97
CUSICK, FRANCIS	\$23,076.53	\$6,281.30	\$29,357.83
CUTELIS, JAMES A.	\$1,666.64	\$0.00	\$1,666.64
CUTRONEO, LISA	\$650.86	\$0.00	\$650.86
CYRUS, SHANNAN E.	\$2,297.40	\$0.00	\$2,297.40
DANIEL, KENNAN E.	\$56,992.67	\$0.00	\$56,992.67
DARRAH, CAITLIN	\$120.00	\$0.00	\$120.00
DARRIGO, LISA A.	\$7,006.09	\$0.00	\$7,006.09
DAVIS, JANET	\$61,961.56	\$30.79	\$61,992.35
DAVIS, KIMBERLY A.	\$1,080.00	\$0.00	\$1,080.00
DAVIS, NICOLE T.	\$3,378.13	\$118.75	\$3,496.88
DAVOS, DIANE	\$62,183.54	\$0.00	\$62,183.54
DAY, CHRISTINA M.	\$456.00	\$0.00	\$456.00
DEARING, MAURA A.	\$71,649.07	\$0.00	\$71,649.07
DECAROLIS, BRANDI M.	\$67,426.00	\$321.53	\$67,747.53
DECOSTE, ROBERT E.	\$1,974.00	\$0.00	\$1,974.00
DELUCIA, FRANCES	\$62,360.10	\$345.21	\$62,705.31
DELUCIA, HEATHER N.	\$1,184.00	\$0.00	\$1,184.00
DEMATTIA, DEBRA A.	\$1,823.77	\$0.00	\$1,823.77
DEMERS, MARC A.	\$65,942.53	\$8,805.87	\$74,748.40
DEMOS, SHANNON	\$64,237.10	\$7,511.45	\$71,748.55
DEPIERRO, DONNA M.	\$17,061.25	\$1,545.00	\$18,606.25
DEPIERRO, VINCENT J.	\$4,508.20	\$0.00	\$4,508.20
DERMODY, JOSEPH J.	\$58,077.11	\$419.35	\$58,496.46
DESHLER, MARYANN J.	\$22,576.60	\$265.73	\$22,842.33
DESJARDINS, BRYAN	\$67,430.43	\$7,299.08	\$74,729.51
DESROCHERS, LISA E.	\$70,879.34	\$0.00	\$70,879.34
DEVEAU, KATHERINE M.	\$52,391.98	\$0.00	\$52,391.98
DEVINCENTIS, NICOLETTA	\$68,456.37	\$533.10	\$68,989.47
DICK, BRIAN H.	\$2,499.96	\$0.00	\$2,499.96

DICK, MICHELLE M.	\$41,337.50	\$5,899.18	\$47,236.68
DIFELICE, ALLISON	\$14,127.57	\$73.18	\$14,200.75
DIORIO, ELYSE C.	\$1,080.00	\$0.00	\$1,080.00
DIPRIMA, JONATHAN P.	\$19,290.01	\$10,405.06	\$29,695.07
DIRK, MELISSA C.	\$11,580.35	\$0.00	\$11,580.35
DIROCCO, LEO	\$23,842.32	\$6,089.00	\$29,931.32
DOBBIN, TRAVIS M.	\$39,351.84	\$11,924.56	\$51,276.40
DOHERTY, DEREK	\$5,334.00	\$0.00	\$5,334.00
DOHERTY, KATELYN K.	\$656.00	\$0.00	\$656.00
DOHERTY, KEVIN M.	\$3,120.00	\$0.00	\$3,120.00
DOHERTY, KIMBERLY E.	\$19,954.23	\$5,289.00	\$25,243.23
DOHERTY, LAURIE A.	\$16,308.45	\$338.27	\$16,646.72
DOHERTY, MARIA M.	\$37,819.22	\$1,236.62	\$39,055.84
DOHERTY-FRONDUTO, CHRISTINE	\$241.50	\$0.00	\$241.50
DOMENICI, DEVON M.	\$11,444.01	\$0.00	\$11,444.01
DONAHUE, LISA M.	\$20,638.91	\$803.89	\$21,442.80
DONNELLY, ANN M.	\$7,831.90	\$0.00	\$7,831.90
DONOGHUE, DANIEL	\$3,230.00	\$0.00	\$3,230.00
DONOGHUE, JOHN	\$11,114.43	\$0.00	\$11,114.43
DOOLAN, ROBERT D.	\$68,795.22	\$0.00	\$68,795.22
DOOLEY, CAROLYN E.	\$68,456.37	\$0.00	\$68,456.37
DORRANCE, ROSAMOND J.	\$93,790.97	\$3,324.36	\$97,115.33
DOUCETTE, PATRICIA J.	\$120.00	\$0.00	\$120.00
DROUIN, RONALD	\$68,789.73	\$7,060.00	\$75,849.73
DUGGAN, TAMMY	\$5,108.57	\$10.77	\$5,119.34
DUNCAN, ANNE	\$1,243.75	\$0.00	\$1,243.75
DUNN, JEANNE M.	\$1,100.00	\$0.00	\$1,100.00
DYKEMAN, LYNNE	\$38,783.55	\$437.37	\$39,220.92
EARLY, PAUL D.	\$74,039.49	\$713.59	\$74,753.08
EDGERTON, EAMON M.	\$70,598.09	\$4,177.05	\$74,775.14
ELDRINGHOFF, MARY S.	\$80,237.47	\$1,205.08	\$81,442.55
ELWELL, JOANNE M.	\$22,703.03	\$7,450.00	\$30,153.03
EMERSON, TIFFANY J.	\$68,456.37	\$0.00	\$68,456.37
ENGELKEN, MELISSA A.	\$7,025.77	\$0.00	\$7,025.77
ENOS, TERESA A.	\$61,851.61	\$45.29	\$61,896.90
ESKENAS, BETH A.	\$2,473.86	\$0.00	\$2,473.86
EVANGELISTA, GERALDINE	\$1,783.74	\$0.00	\$1,783.74
EVANGELISTA, JOANNA N.	\$1,715.86	\$0.00	\$1,715.86
EWALD, GERALDINE	\$1,561.81	\$0.00	\$1,561.81
FABIANO, WILLIAM J.	\$17,860.97	\$0.00	\$17,860.97
FAGAN, JUNE E.	\$57,330.79	\$240.57	\$57,571.36
FARNHAM, JAYNE	\$80,521.04	\$150.00	\$80,671.04
FARREY FORSYTH, NANCY	\$58,570.98	\$6,419.44	\$64,990.42
FELIX, KATIA R.	\$60.00	\$0.00	\$60.00
FERRARA, SANDRA M.	\$68,456.37	\$277.11	\$68,733.48
FERREIRA, KAREN A.	\$71,964.44	\$515.64	\$72,480.08
FINOCCHIARO, JOSEPH	\$180.00	\$0.00	\$180.00

FITZGERALD, JUDITH I.	\$5,196.00	\$0.00	\$5,196.00
FLAMMIA, SUZANNE A.	\$1,733.24	\$0.00	\$1,733.24
FLANAGAN, CONOR O.	\$32,130.26	\$8,311.32	\$40,441.58
FLYNN, CHESTER H.	\$5,110.00	\$0.00	\$5,110.00
FLYNN, DARLENE	\$2,644.55	\$0.00	\$2,644.55
FOLEY, SEAN B.	\$1,120.00	\$0.00	\$1,120.00
FOLLETT, THERESA	\$69,886.70	\$45.29	\$69,931.99
FORAN, ROBIN M.	\$20,301.91	\$13.18	\$20,315.09
FORD, KATHLEEN	\$53,223.16	\$276.24	\$53,499.40
FORTUNATO, PETER F.	\$41,664.83	\$12,099.76	\$53,764.59
FOTHERGILL, PATRICIA M.	\$6,761.56	\$0.00	\$6,761.56
FOWLER, ANNE M.	\$10.56	\$0.00	\$10.56
FOWLER, JUNE	\$39,989.62	\$0.00	\$39,989.62
FOYE, BRANDON B.	\$62,131.75	\$874.47	\$63,006.22
FRANCIS, DENNIS G.	\$2,499.96	\$0.00	\$2,499.96
FRANCISCO-MARSH, LYNN M.	\$74,461.29	\$605.26	\$75,066.55
FRANK, JOSEPH C.	\$61,478.66	\$1,462.56	\$62,941.22
FRANQUIZ ORTIZ, RUTH E.	\$23,671.91	\$330.49	\$24,002.40
FRIEDMAN, CAROLE	\$2,082.50	\$0.00	\$2,082.50
FROIO, CHERYL	\$3,474.84	\$0.00	\$3,474.84
FROST, SANDRA J.	\$65,942.53	\$45.29	\$65,987.82
FULLER, JAN H.	\$102,912.94	\$800.04	\$103,712.98
FULLER, WILLIAM F.	\$57,330.79	\$548.54	\$57,879.33
FULLERTON, JUNE	\$690.02	\$0.00	\$690.02
GAGNE, CATHERINE M.	\$69,886.70	\$150.95	\$70,037.65
GAGNON, CHRISTOPHER J.	\$69,886.70	\$899.00	\$70,785.70
GAGNON, KIM M.	\$71,429.07	\$46.19	\$71,475.26
GAGNON, SUSAN	\$74,139.62	\$24.15	\$74,163.77
GALE, PATRICIA A.	\$16,308.45	\$24,807.39	\$41,115.84
GALELLO, PAUL G.	\$92,042.08	\$0.00	\$92,042.08
GALLIFORD, CAROL A.	\$1,607.14	\$0.00	\$1,607.14
GALLIGAN, PATRICK J.	\$68,456.37	\$299.70	\$68,756.07
GALLO, CAROLE A.	\$85,213.59	\$45.29	\$85,258.88
GANLEY, KYLE F.	\$4,450.50	\$0.00	\$4,450.50
GARIEPY, SALLY B.	\$16,308.45	\$405.63	\$16,714.08
GAUDETTE, ANNA P.	\$14,377.77	\$15,818.18	\$30,195.95
GENDRON, JAMIE D.	\$11,589.45	\$3,870.53	\$15,459.98
GEORGOPOULOS, SANDRA J.	\$1,571.89	\$0.00	\$1,571.89
GERENZ, CATHERINE M.	\$2,064.32	\$0.00	\$2,064.32
GERMAIN, HOLLY A.	\$21,159.77	\$61.58	\$21,221.35
GIBSON, KEVIN J.	\$68,456.37	\$0.00	\$68,456.37
GILBRIDE, THOMAS M.	\$49,303.95	\$4,127.43	\$53,431.38
GILGUN, MELISSA	\$74,178.08	\$0.00	\$74,178.08
GILLESPIE, JENNIFER L.	\$68,456.37	\$1,961.41	\$70,417.78
GILLESPIE, MICHAEL W.	\$61,190.86	\$218.88	\$61,409.74
GILLETTE MANNA, BARBARA J.	\$80,303.52	\$90.57	\$80,394.09
GILLOTTE, KAREN M.	\$16,173.79	\$19,368.00	\$35,541.79

GILLOTTE, SARAH	\$61,622.71	\$4,387.52	\$66,010.23
GINSBURG, JOSEPH M.	\$5,644.00	\$0.00	\$5,644.00
GLASS, DEBRA J.	\$63,542.19	\$2,816.89	\$66,359.08
GLIDDEN, BRIAN R.	\$13,316.92	\$166.62	\$13,483.54
GODFROY, CHRISINA M.	\$749.00	\$0.00	\$749.00
GOMES, MELISSA C.	\$215.16	\$0.00	\$215.16
GORDON, JANET P.	\$68,426.00	\$1,891.52	\$70,317.52
GORHAM, BRITTANY M.	\$44,844.37	\$317.59	\$45,161.96
GOSSE, WILLIAM R.	\$3,344.00	\$0.00	\$3,344.00
GOUTHRO, BRIAN M.	\$69,327.94	\$873.31	\$70,201.25
GRAASKAMP, DOROTHY A.	\$80,199.91	\$1,513.00	\$81,712.91
GRACE, KERRI L.	\$1,296.00	\$0.00	\$1,296.00
GRAFFEO, COURTNEY P.	\$600.00	\$0.00	\$600.00
GRAHAM, DONNA	\$83,923.89	\$5,687.75	\$89,611.64
GRANT, JANE	\$13,154.33	\$13.18	\$13,167.51
GRAVEL, JAMES S.	\$17,369.80	\$1,979.14	\$19,348.94
GRAVES, GLORIA J.	\$76,245.38	\$503.27	\$76,748.65
GREENE, TIMOTHY M.	\$1,699.36	\$0.00	\$1,699.36
GRIFFIN, JENNIFER L.	\$2,338.40	\$9.78	\$2,348.18
GUIDA, MARIE L.	\$15,644.69	\$0.00	\$15,644.69
GUSTIN, JOANNE M.	\$6,895.67	\$10.77	\$6,906.44
HAKALA, MORGAN I.	\$1,014.00	\$0.00	\$1,014.00
HAKALA, ROBYN D.	\$62,172.49	\$301.90	\$62,474.39
HALEY-MARTIN, MARIE E.	\$1,200.00	\$0.00	\$1,200.00
HAMILTON, GAIL M.	\$74,340.00	\$28,899.18	\$103,239.18
HAMLIN, MARK R.	\$24,614.09	\$6,612.15	\$31,226.24
HAMLYN, JOYCE G.	\$420.00	\$0.00	\$420.00
HAMM, MARIA C.	\$8,985.25	\$0.00	\$8,985.25
HANIFIN, ASHLEY E.	\$6,222.96	\$9,317.76	\$15,540.72
HANNA DURKIN, GALE F.	\$17,098.21	\$0.00	\$17,098.21
HANSBERRY, BONITA	\$82,167.44	\$3,241.52	\$85,408.96
HARDACRE, LYNNE	\$73,617.61	\$643.82	\$74,261.43
HARNE, DAVID R.	\$9,885.63	\$123.16	\$10,008.79
HARRINGTON, DAVID F.	\$40,585.24	\$5,608.01	\$46,193.25
HARTNETT, MARTHA	\$66,437.27	\$240.57	\$66,677.84
HENRY, KATHLEEN A.	\$9,240.65	\$0.00	\$9,240.65
HERRERA, KIM M.	\$68,456.37	\$567.39	\$69,023.76
HESSION, JOANNE B.	\$63,167.14	\$645.14	\$63,812.28
HICKEY, BRIAN J.	\$96,675.71	\$329.35	\$97,005.06
HIGGINS, JENNIFER	\$27,465.13	\$178.38	\$27,643.51
HIGGINS, JODI L.	\$68,789.73	\$286.81	\$69,076.54
HILLSON, KIMBERLY H.	\$68,715.65	\$150.00	\$68,865.65
HIMMEL, CATHERINE M.	\$69,886.70	\$1,530.19	\$71,416.89
HINES, MARIE E.	\$8,480.00	\$0.00	\$8,480.00
HIRTLE, MARYELLEN	\$61,378.16	\$30.19	\$61,408.35
HODGSON, KAREN M.	\$30,269.46	\$22.64	\$30,292.10
HOGAN, KAITLIN E.	\$3,337.50	\$0.00	\$3,337.50

HOGAN, SUSAN E.	\$71,459.38	\$30.79	\$71,490.17
HONDROS, ALEXANDROS C.	\$3,412.00	\$0.00	\$3,412.00
HOPKINS, JUDITH A.	\$42,958.07	\$2,565.29	\$45,523.36
HOUSE, LINDA	\$52,956.29	\$300.43	\$53,256.72
HUGHES, MICHELE A.	\$68,456.37	\$558.52	\$69,014.89
HURLEY, KAYLA M.	\$749.00	\$0.00	\$749.00
HYDE, SANDRA M.	\$1,535.00	\$0.00	\$1,535.00
HYLAND, LORI	\$72,795.02	\$527.12	\$73,322.14
HYNES, KIM	\$68,789.73	\$30,800.00	\$99,589.73
HYNES, NICOLE B.	\$9,974.97	\$21,192.25	\$31,167.22
HYNES, SCOTT A.	\$6,065.33	\$0.00	\$6,065.33
IANETTA, NICHOLAS R.	\$749.00	\$0.00	\$749.00
IANNACCI, JENNIFER L.	\$620.00	\$0.00	\$620.00
IANNACCI, LYNN	\$16,840.50	\$0.00	\$16,840.50
IMPINK, PAIGE F.	\$534.86	\$0.00	\$534.86
IRELAND, VIKKI M.	\$66,017.26	\$755.61	\$66,772.87
IRONS, FREDERICK E.	\$4,426.22	\$242.04	\$4,668.26
JACOBS, SHARON M.	\$938.58	\$0.00	\$938.58
JACOBSEN, BREE D.	\$44,449.67	\$779.19	\$45,228.86
JAGLA, BARBARA J.	\$68,789.73	\$137.06	\$68,926.79
JARDIN, AUGUST P.	\$10,629.88	\$0.00	\$10,629.88
JENNINGS, MICHELLE M.	\$26,779.95	\$19.11	\$26,799.06
JOHNSON, ANDREE T.	\$73,528.06	\$0.00	\$73,528.06
JOHNSON, DEANNA	\$3,211.13	\$9.78	\$3,220.91
JOHNSON, GAIL E.	\$49,555.61	\$6,590.02	\$56,145.63
JOHNSTON, KIMBERLY T.	\$75,550.28	\$6,066.68	\$81,616.96
JONES, WILLIAM R.	\$7,278.95	\$0.00	\$7,278.95
JOYCE, BARBARA C.	\$47,829.82	\$0.00	\$47,829.82
JOYCE, KELLY	\$1,146.00	\$0.00	\$1,146.00
KAKLEAS, KATHY A.	\$5,032.54	\$500.00	\$5,532.54
KALAJIAN, NANCY M.	\$78,963.44	\$467.95	\$79,431.39
KALARITES, MARCIA A.	\$76,220.48	\$180.79	\$76,401.27
KAPUST, MARY E.	\$21,979.96	\$380.72	\$22,360.68
KARLBERG, ROSEANN	\$1,261.24	\$0.00	\$1,261.24
KASPRZAK, STEVEN J.	\$3,362.00	\$0.00	\$3,362.00
KAWALSKI, PATRICIA	\$985.70	\$0.00	\$985.70
KEARNS, JOANNE	\$39,989.62	\$558.90	\$40,548.52
KEARNS, PATRICIA J.	\$20,226.71	\$281.55	\$20,508.26
KEDDIE, PATRICIA A.	\$71,384.72	\$352.32	\$71,737.04
KEEFE, JEFFREY P.	\$19,291.37	\$8,343.00	\$27,634.37
KEELEY, BONNIE	\$3,436.37	\$9.78	\$3,446.15
KELLEHER, MARY J.	\$72,120.21	\$4,111.25	\$76,231.46
KELLEHER, NANCY L.	\$6,180.46	\$10.77	\$6,191.23
KELLEY, LOUISE E.	\$31,605.36	\$1,694.99	\$33,300.35
KELLEY, SAMANTHA B.	\$420.00	\$0.00	\$420.00
KELLY, JENNIFER T.	\$69,892.84	\$0.00	\$69,892.84
KENNEDY, AMANDA M.	\$749.00	\$0.00	\$749.00

KENNEY, JOANNE	\$20.14	\$0.00	\$20.14
KIMBLE, ANGELA D.	\$90,260.30	\$286.81	\$90,547.11
KLING, JOYCE	\$7,762.45	\$285.77	\$8,048.22
KOLACK, ROSEANNE	\$51,148.68	\$3,000.00	\$54,148.68
KOSIBA, KRISTEN D.	\$72,338.66	\$603.80	\$72,942.46
KRAINSKI, JOANNA D.	\$69,829.87	\$4,820.78	\$74,650.65
KRAYTENBERG, DEBRA J.	\$49,778.45	\$0.00	\$49,778.45
KROL, PATRICIA A.	\$49,597.81	\$5,454.70	\$55,052.51
KRZESINSKI, ELIZABETH A.	\$68,789.73	\$83.03	\$68,872.76
KULESZA, DAVID J.	\$1,519.65	\$0.00	\$1,519.65
KUSHMEREK, NICHELLE M.	\$1,479.24	\$0.00	\$1,479.24
LACERDA, MINA N.	\$1,981.72	\$0.00	\$1,981.72
LACEY, LISA A.	\$2,018.04	\$0.00	\$2,018.04
LACROIX, KYLE A.	\$3,240.63	\$0.00	\$3,240.63
LAFLAND, KIMBERLY A.	\$69,438.31	\$0.00	\$69,438.31
LAITINEN, SUSAN J.	\$68,456.37	\$240.57	\$68,696.94
LALLY, PATRICIA A.	\$113,570.08	\$0.00	\$113,570.08
LANE, JAIME A.	\$73,079.40	\$0.00	\$73,079.40
LANGLAIS, RENEE M.	\$69,886.70	\$452.85	\$70,339.55
LANGONE, DEBRA	\$12,591.93	\$0.00	\$12,591.93
LANGUIRAND, ASHLEY M.	\$4,052.65	\$0.00	\$4,052.65
LAPIERRE, NICOLE G.	\$74,176.10	\$1,101.87	\$75,277.97
LAROCQUE, JANICE L.	\$50,443.60	\$198.70	\$50,642.30
LAZZARA, MARY E.	\$64,472.49	\$12,814.31	\$77,286.80
LE, BRENDEN	\$12,461.52	\$0.00	\$12,461.52
LEALDINI-DUDLEY, MARIA G.	\$68,456.37	\$225.22	\$68,681.59
LEARY, COLLEEN S.	\$41,926.00	\$0.00	\$41,926.00
LEEDBERG, ANN C.	\$21,246.27	\$123.16	\$21,369.43
LEGVOLD, CHARITY	\$30,122.37	\$1,787.10	\$31,909.47
LEMELIN, HELEN J.	\$3,805.44	\$0.00	\$3,805.44
LENNON, CAROL A.	\$17,481.10	\$5,823.18	\$23,304.28
LIBBY, DAVID A.	\$99,132.39	\$3,238.00	\$102,370.39
LINDSEY, EILEEN M.	\$69,886.70	\$153.95	\$70,040.65
LINSKEY, JOANNE L.	\$7,925.00	\$0.00	\$7,925.00
LINSKEY, MEGAN R.	\$13,978.25	\$0.00	\$13,978.25
LOMBARDI-TOSTO, SHERI	\$1,083.69	\$0.00	\$1,083.69
LONG, ANDREW J.	\$32,513.83	\$0.00	\$32,513.83
LOOSEN, MARY	\$69,886.70	\$83.02	\$69,969.72
LOPEZ, BASILIO	\$4,081.65	\$0.00	\$4,081.65
LOPOLITO, CHRISTINE	\$1,708.08	\$0.00	\$1,708.08
LUPPI, DIANE M.	\$5,054.66	\$11.33	\$5,065.99
LUPPI, MEGAN S.	\$295.13	\$0.00	\$295.13
LUSSIER, PAMELA	\$23,968.48	\$435.00	\$24,403.48
LYNCH, JOAN	\$78,783.08	\$1,222.71	\$80,005.79
LYONS, JOHN L.	\$96,241.99	\$0.00	\$96,241.99
MACDONALD, BRUCE A.	\$41,563.88	\$6,353.85	\$47,917.73
MACDONALD, KATHLEEN A.	\$420.00	\$0.00	\$420.00

MACDONALD, MARY R.	\$3,296.00	\$0.00	\$3,296.00
MACLEOD, KATHLEEN	\$61,190.86	\$0.00	\$61,190.86
MACMULLIN, ANDREA M.	\$57,917.59	\$452.85	\$58,370.44
MACNEIL, LAUREEN	\$1,804.77	\$9.78	\$1,814.55
MAHONEY, EILEEN	\$12,013.94	\$0.00	\$12,013.94
MAHONEY, EILEEN M.	\$3,370.11	\$0.00	\$3,370.11
MALONE, LINDA	\$47,417.52	\$3,303.80	\$50,721.32
MALONEY, KATHLEEN A.	\$68,456.37	\$18,692.25	\$87,148.62
MANCE, KIM M.	\$907.64	\$0.00	\$907.64
MANGAN, JOHNNA P.	\$22,572.75	\$195.00	\$22,767.75
MANLEY, JAMES	\$64,588.83	\$0.00	\$64,588.83
MARAZZI, MICHELE M.	\$7,844.99	\$1,438.13	\$9,283.12
MARCELLA, JENNIFER K.	\$68,456.37	\$166.05	\$68,622.42
MARCHAND, JON A.	\$66,798.11	\$20,419.59	\$87,217.70
MARCUS, DAVID	\$1,025.00	\$0.00	\$1,025.00
MARGET, LISA G.	\$50,766.18	\$1,246.26	\$52,012.44
MARKHAM, CECILY A.	\$71,315.71	\$513.90	\$71,829.61
MARROCCO, ELIZABETH A.	\$23,126.67	\$30.79	\$23,157.46
MARSH, MOLLY	\$1,368.00	\$0.00	\$1,368.00
MARSH, TIFFANIE E.	\$582.00	\$0.00	\$582.00
MARTEL, GRETCHEN A.	\$70,380.71	\$0.00	\$70,380.71
MARTEL, PATRICIA M.	\$62,867.02	\$10,957.00	\$73,824.02
MARTIN, DANIEL N.	\$48,855.37	\$24,189.12	\$73,044.49
MASTONE, ANDREW J.	\$1,688.00	\$0.00	\$1,688.00
MATRANGA, ERICA	\$10,077.41	\$6,577.30	\$16,654.71
MATSON, AMY	\$57,025.92	\$0.00	\$57,025.92
MATYSCZAK, HELEN	\$73,300.97	\$45.89	\$73,346.86
MAXFIELD, ROGER N.	\$51,164.58	\$749.00	\$51,913.58
MAZZAPICA, MARY M.	\$10,356.47	\$11.96	\$10,368.43
MCANDREWS, PATRICK F.	\$68,795.22	\$903.04	\$69,698.26
MCARDLE MILENAVICH, SHARON	\$6,806.88	\$0.00	\$6,806.88
MCARDLE, KEVIN P.	\$3,050.00	\$0.00	\$3,050.00
MCBRINE, MONICA	\$52,956.29	\$155.89	\$53,112.18
MCCABE, EVELYN D.	\$8,020.90	\$0.00	\$8,020.90
MCCABE, ROBERT F.	\$5,301.23	\$4,410.00	\$9,711.23
MCCANN, JOSEPH F.	\$43,694.35	\$21,780.61	\$65,474.96
MCCARTHY, ROBERT	\$40,284.31	\$919.98	\$41,204.29
MCCONNELL, BRENDA E.	\$288.00	\$0.00	\$288.00
MCCORMICK, ANNMARIE	\$45,898.53	\$975.63	\$46,874.16
MCCULLOCK, BRIAN R.	\$1,530.00	\$0.00	\$1,530.00
MCDERMOTT, BETH A.	\$16,308.45	\$729.35	\$17,037.80
MCDERMOTT, KATHY	\$69,886.70	\$0.00	\$69,886.70
MCGINN, MARYBETH	\$73,882.58	\$2,447.26	\$76,329.84
MCGRATH, MICHELLE L.	\$70,598.42	\$150.00	\$70,748.42
MCGREGOR FAY, ANNE B.	\$59,240.26	\$0.00	\$59,240.26
MCINNES, JUDI K.	\$81,248.75	\$150.00	\$81,398.75
MCINTYRE, KEVIN R.	\$97,186.31	\$1,204.61	\$98,390.92

MCKENNA, JOEL B.	\$53,359.05	\$9,097.43	\$62,456.48
MCLAUGHLIN, KAYLA M.	\$3,230.35	\$850.00	\$4,080.35
MCLAUGHLIN, MARIA L.	\$27,486.46	\$1,556.74	\$29,043.20
MCWILLIAMS, BRENDA	\$76,220.48	\$45.29	\$76,265.77
MEEKER, ALEXANDRA E.	\$73,473.82	\$30.19	\$73,504.01
MELLO, ANNA	\$27.75	\$0.00	\$27.75
MELLY, CHARLAINE L.	\$62,172.49	\$90.57	\$62,263.06
MEMMOLO, GAIL J.	\$2,737.06	\$0.00	\$2,737.06
MERCIER, CAREY E.	\$6,885.00	\$0.00	\$6,885.00
MERCIER, KELLY E.	\$38,909.84	\$519.09	\$39,428.93
MERRILL, JENNIFER A.	\$62,801.85	\$0.00	\$62,801.85
MERRY, DANIEL J.	\$60,225.77	\$0.00	\$60,225.77
MEUSE, BRENDA L.	\$64,219.61	\$229.95	\$64,449.56
MEUSE, LAURIE J.	\$60.00	\$0.00	\$60.00
MEUSE, PATRICIA M.	\$47,928.58	\$0.00	\$47,928.58
MEUSE, SUSAN A.	\$26,599.79	\$985.00	\$27,584.79
MEUSE, WILLIAM W.	\$20,640.78	\$15,545.00	\$36,185.78
MEZIANE, JOANNE L.	\$68,456.37	\$0.00	\$68,456.37
MIANO, DENISE	\$10,445.86	\$11.85	\$10,457.71
MIDDLETON, JUDITH A.	\$68,789.73	\$0.00	\$68,789.73
MILLER, GRETA L.	\$58,011.78	\$1,041.20	\$59,052.98
MILLER, JAYNE W.	\$833.32	\$0.00	\$833.32
MILLER, SANDRA H.	\$44,766.67	\$1,397.87	\$46,164.54
MILNE, KAREN M.	\$983.51	\$0.00	\$983.51
MIRANDA, SHANNON M.	\$69,564.32	\$0.00	\$69,564.32
MOFFAT, DAVID S.	\$63,204.00	\$786.14	\$63,990.14
MOLEA, TERESA C.	\$1,644.00	\$0.00	\$1,644.00
MOLLOY, PETER M.	\$67,426.00	\$15,750.00	\$83,176.00
MONDELLO, PATRICIA F.	\$51,778.99	\$0.00	\$51,778.99
MOONEY, DONNA B.	\$92,042.08	\$500.00	\$92,542.08
MOORE, VALERIE D.	\$1,768.50	\$0.00	\$1,768.50
MOORER, SUSAN M.	\$59,240.26	\$0.00	\$59,240.26
MORANDI, DENISE	\$46,329.24	\$0.00	\$46,329.24
MORIARTY, CAROL G.	\$50,378.53	\$376.16	\$50,754.69
MORRILL, BRIAN J.	\$3,200.00	\$0.00	\$3,200.00
MORRILL, THOMAS A.	\$70,773.42	\$18,200.00	\$88,973.42
MORRISSEY, ERIN N.	\$1,064.00	\$0.00	\$1,064.00
MORRISSEY, JOANNE M.	\$78,494.69	\$61.58	\$78,556.27
MORRISSEY, KEVIN M.	\$5,213.83	\$0.00	\$5,213.83
MROZ, SHAINA J.	\$48,769.40	\$262.25	\$49,031.65
MROZOWSKI, JENNIFER	\$77,604.24	\$0.00	\$77,604.24
MUGFORD, DEBRALEE	\$54,679.97	\$0.00	\$54,679.97
MUISE, KEVIN J.	\$67,426.00	\$8,299.70	\$75,725.70
MULLIGAN, CHRISTINE	\$57,330.79	\$398.19	\$57,728.98
MULLOY, SHERI F.	\$58,011.78	\$181.15	\$58,192.93
MULNO, SUSAN	\$65,942.53	\$414.17	\$66,356.70
MULVEY, HEATHER	\$94.87	\$0.00	\$94.87

MURPHY, EILEEN M.	\$3,296.00	\$0.00	\$3,296.00
MURPHY, JACLYN A.	\$56,643.82	\$0.00	\$56,643.82
MURPHY, LOIS E.	\$23,627.32	\$540.00	\$24,167.32
MURRAY, KARA M.	\$23,671.91	\$90.57	\$23,762.48
MURRAY, KEVIN C.	\$1,527.00	\$0.00	\$1,527.00
MUSCOLINO, ELIZABETH	\$49,025.62	\$3,196.34	\$52,221.96
NAHLIK, STEVEN G.	\$55,282.14	\$311.33	\$55,593.47
NAPOLI, PATRICIA A.	\$32,425.77	\$708.41	\$33,134.18
NASTASI, MARIELLEN A.	\$75,168.71	\$0.00	\$75,168.71
NAUGHTON, CATHY M.	\$230.16	\$0.00	\$230.16
NAVETTA, CAROL M.	\$77,667.82	\$4,045.00	\$81,712.82
NEAL, TERRANCE F.	\$42,810.88	\$1,638.04	\$44,448.92
NICHOLSON, KATHRYN M.	\$47,104.95	\$2,993.61	\$50,098.56
NICKERSON, DIANE	\$5,580.97	\$11.09	\$5,592.06
NILES, EMILY A.	\$5,815.98	\$2,248.25	\$8,064.23
NOBERINI, JAIME L.	\$57,337.15	\$0.00	\$57,337.15
NORDSTROM, KAREN M.	\$19,954.23	\$939.80	\$20,894.03
NORTON, PAUL E.	\$4,727.00	\$0.00	\$4,727.00
OBERG, SCOTT	\$845.00	\$0.00	\$845.00
OBERG, TERESA M.	\$21,979.96	\$435.00	\$22,414.96
OBRIEN, JOANNE	\$75,665.11	\$0.00	\$75,665.11
OBRIEN, LYNDA S.	\$1,251.90	\$0.00	\$1,251.90
OCONNOR, JOHN E.	\$169,796.38	\$0.00	\$169,796.38
O'DONNELL, LINDA J.	\$2,363.05	\$0.00	\$2,363.05
OHARE, NANCY J.	\$31,043.84	\$2,982.30	\$34,026.14
OHEARN, RICHELLE D.	\$2,050.00	\$0.00	\$2,050.00
OKEEFE, KRISTIN M.	\$630.00	\$0.00	\$630.00
OKEEFE, STEPHEN J.	\$3,296.00	\$0.00	\$3,296.00
OLEARY, SHANNON M.	\$288.00	\$0.00	\$288.00
OLEVSKY, TIMOTHY M.	\$55,460.42	\$1,059.49	\$56,519.91
ONG, DENNIS	\$932.00	\$0.00	\$932.00
OSBORNE, M EILEEN T.	\$96,444.14	\$8,622.70	\$105,066.84
OSTERBERG, ROY	\$40,775.09	\$150.00	\$40,925.09
OSTERMAN, MARCIA	\$55,861.36	\$332.00	\$56,193.36
OTIS, JAMES A.	\$50,654.53	\$1,027.03	\$51,681.56
PAGE, DONALD C.	\$44,234.25	\$0.00	\$44,234.25
PAGE, RONALD G.	\$39,316.80	\$10,682.29	\$49,999.09
PALANGE, ALISSA M.	\$5,815.98	\$345.00	\$6,160.98
PALLADINO, CHRISTINE J.	\$2,090.50	\$0.00	\$2,090.50
PALMER, JARYD	\$20,640.78	\$13,392.25	\$34,033.03
PALUMBO, PILAR	\$78.24	\$0.00	\$78.24
PAQUIN, PAMELA J.	\$2,463.15	\$0.00	\$2,463.15
PARADIS, STACEY A.	\$31,039.18	\$1,589.18	\$32,628.36
PATTERSON, ROLAND T.	\$42,516.52	\$33,584.43	\$76,100.95
PAUL, GEORGE S.	\$7,242.55	\$0.00	\$7,242.55
PAULA, EMILY C.	\$6,293.69	\$0.00	\$6,293.69
PAYNE, YVETTE	\$2,367.88	\$0.00	\$2,367.88

PELLETIER, RICHARD T.	\$97,763.51	\$0.00	\$97,763.51
PELOQUIN, CYNTHIA S.	\$58,813.75	\$1,045.48	\$59,859.23
PENNEY, KATHLEEN	\$18,461.49	\$4,115.63	\$22,577.12
PERKINS, MARGARET L.	\$14,929.47	\$30.79	\$14,960.26
PESANTES, FRANCESCA P.	\$1,274.00	\$0.00	\$1,274.00
PETHERBRIDGE, WILLIAM L.	\$1,132.00	\$0.00	\$1,132.00
PETILLI, SHIRLEY	\$336.00	\$0.00	\$336.00
PETRIE, MARY	\$44,575.18	\$1,056.40	\$45,631.58
PFEIFER, CATHERINE T.	\$61,511.36	\$300.28	\$61,811.64
PHANEUF, MARY J.	\$185.22	\$0.00	\$185.22
PICCOLO, ANNA N.	\$278.38	\$0.00	\$278.38
PINEAU, ELENA M.	\$21,979.96	\$345.31	\$22,325.27
PINK, ASHLEY A.	\$35,181.93	\$1,501.61	\$36,683.54
PIRES, JOSHUA M.	\$265.63	\$0.00	\$265.63
PODOLSKY, KRISTEN M.	\$72,746.04	\$130.00	\$72,876.04
POIRIER, GRACE N.	\$364.42	\$0.00	\$364.42
POLICELLI, ANN M.	\$2,134.15	\$0.00	\$2,134.15
POLIMENO, KRISTEN M.	\$3,000.00	\$0.00	\$3,000.00
POLIMENO, LESLIE A.	\$1,785.75	\$0.00	\$1,785.75
POND, KRISTEN A.	\$730.79	\$0.00	\$730.79
PORCARO, CHELSEE D.	\$2,014.00	\$0.00	\$2,014.00
PORCARO, CHERYL	\$77,230.76	\$15,827.37	\$93,058.13
POST, NICOLE A.	\$1,044.00	\$0.00	\$1,044.00
PRICE, JENNIFER G.	\$67,372.95	\$4,265.80	\$71,638.75
PRINDIVILLE, SAMANTHA C.	\$749.00	\$0.00	\$749.00
PRINGLE, JAMES R.	\$68,795.16	\$588.69	\$69,383.85
PUDDESTER-MCKENNA, BERYL	\$70,205.62	\$150.00	\$70,355.62
PUMA, DUSTINE R.	\$72,050.28	\$307.72	\$72,358.00
QUINN, JOHN F.	\$1,925.68	\$0.00	\$1,925.68
QUINN, TARA M.	\$19,282.35	\$30.79	\$19,313.14
QUINN, TIMOTHY M.	\$749.00	\$0.00	\$749.00
QUINTILIANI, JEANNE M.	\$2,550.51	\$0.00	\$2,550.51
RAMASKA, CINDY D.	\$72,287.26	\$288.00	\$72,575.26
RAND, ANNE L.	\$71,792.70	\$420.46	\$72,213.16
RAUSEO, JEFFERSON M.	\$4,092.50	\$0.00	\$4,092.50
RAUSEO, MATTHEW L.	\$1,940.38	\$0.00	\$1,940.38
RAUSEO, MAURA A.	\$29,349.70	\$2,403.91	\$31,753.61
RAY, JAMES L.	\$5,349.00	\$0.00	\$5,349.00
READING, ROBIN	\$70,225.49	\$0.00	\$70,225.49
REALE, PATRICIA A.	\$27.75	\$0.00	\$27.75
REBELO, CARLOS	\$13,361.70	\$0.00	\$13,361.70
REICH, JANICE E.	\$61,190.86	\$369.90	\$61,560.76
REINHART, HEIDI E.	\$65,258.91	\$90.57	\$65,349.48
REISSFELDER, LAURIE A.	\$180.00	\$0.00	\$180.00
REKKBIE, LINDA	\$7,489.53	\$0.00	\$7,489.53
REPPUCCI, DIANE E.	\$12,392.81	\$11.96	\$12,404.77
REYES, JANET E.	\$67,139.17	\$30.79	\$67,169.96

REZENDES, KIMBERLY A.	\$44,784.46	\$0.00	\$44,784.46
RICE, JOSEPH F.	\$17,311.74	\$42.34	\$17,354.08
RIVERA, MICHELE L.	\$44,833.60	\$0.00	\$44,833.60
ROBICHAUD, ELLEN-DALE	\$22,096.38	\$0.00	\$22,096.38
ROBINSON, ELIZABETH C.	\$83,223.99	\$1,184.66	\$84,408.65
ROBINSON, MEGAN R.	\$53,027.88	\$3,556.93	\$56,584.81
ROBSON, SARAH M.	\$50,552.65	\$0.00	\$50,552.65
ROCCO, MICHAEL A.	\$19,955.59	\$884.00	\$20,839.59
RODGERS, KRISTI	\$68,795.16	\$188.69	\$68,983.85
ROGERS, KRISTINA	\$75,010.39	\$2,262.00	\$77,272.39
ROGERS, ROBERT G.	\$70,561.82	\$61.58	\$70,623.40
ROMANO, KRISTIN C.	\$65,757.00	\$0.00	\$65,757.00
ROMANSKI, MARYANN	\$21,504.47	\$5,211.90	\$26,716.37
RONAN, MARK J.	\$14,922.93	\$1,870.00	\$16,792.93
ROONEY, CORINNE D.	\$13,736.26	\$805.10	\$14,541.36
ROUFF, FRANCESCA	\$81,399.22	\$54.34	\$81,453.56
ROY, CONNIE A.	\$1,553.58	\$0.00	\$1,553.58
RUCCIO, KAREN F.	\$34,748.27	\$301.90	\$35,050.17
RUSSELL, JORDAN T.	\$3,362.00	\$0.00	\$3,362.00
RUSSELL, JOSEPH	\$2,499.96	\$0.00	\$2,499.96
RUSSO, KIMBERLY A.	\$70,064.66	\$369.48	\$70,434.14
RYALS-REARDON, KAREN E.	\$2,088.00	\$0.00	\$2,088.00
RYAN, MACKENZIE	\$902.00	\$0.00	\$902.00
RYAN, SANDRA	\$39,023.04	\$1,804.05	\$40,827.09
RYAN, SHELLI-AN	\$77,663.11	\$4,829.14	\$82,492.25
RYAN, THOMAS F.	\$68,456.37	\$11,749.06	\$80,205.43
RYSER, PATRICIA A.	\$62,893.13	\$7,628.80	\$70,521.93
SAAD, NICOLE L.	\$60,002.19	\$271.71	\$60,273.90
SACCO, ALEXANDRIA J.	\$80.00	\$0.00	\$80.00
SACRAMONE-GREENE, DONNA M.	\$61,272.43	\$0.00	\$61,272.43
SADLER, SHEILA	\$68,855.65	\$0.00	\$68,855.65
SAINDON, DENISE M.	\$65,253.86	\$1,784.59	\$67,038.45
SANDS, JEFFREY D.	\$105,733.29	\$0.00	\$105,733.29
SARCIONE, KRISTI L.	\$69,886.70	\$9,801.95	\$79,688.65
SARSFIELD, DAN	\$4,450.50	\$0.00	\$4,450.50
SARTORI, ANITA	\$1,765.38	\$0.00	\$1,765.38
SCIALDONE, KELLY M.	\$67,426.00	\$0.00	\$67,426.00
SCOFIELD, SUSAN	\$52,318.28	\$3,900.00	\$56,218.28
SCOTT, SHAWN D.	\$3,344.00	\$0.00	\$3,344.00
SELISSEN, JEANNE K.	\$70,151.41	\$0.00	\$70,151.41
SENECHAL-BROWN, ELAINE M.	\$46,955.28	\$0.00	\$46,955.28
SERINO, JULIE L.	\$65,942.53	\$361.33	\$66,303.86
SHAO, DAN	\$58,288.59	\$605.60	\$58,894.19
SHARP, ELIZABETH K.	\$32,513.83	\$0.00	\$32,513.83
SHEAHAN, KRISTINA A.	\$60,208.34	\$291.46	\$60,499.80
SHEEHAN, ANN B.	\$7,492.25	\$0.00	\$7,492.25
SHEEHAN, ASHLEY M.	\$50,684.58	\$10,898.65	\$61,583.23

SHEEHAN, KIMBERLY A.	\$19,379.00	\$75.00	\$19,454.00
SHEPPARD, LORI	\$8,212.53	\$0.00	\$8,212.53
SHERMAN, THERESA M.	\$120.00	\$0.00	\$120.00
SHIMKUS, JAMES P.	\$39,351.85	\$7,615.76	\$46,967.61
SHIRKOFF, PAMELA A.	\$80,182.18	\$15,347.25	\$95,529.43
SHIRKOFF, ROBERT	\$70,718.84	\$0.00	\$70,718.84
SHIRKOFF, RYAN M.	\$240.00	\$0.00	\$240.00
SHOLL, KATHLEEN T.	\$15,989.72	\$13.18	\$16,002.90
SILVA, BARBARA J.	\$3,454.41	\$0.00	\$3,454.41
SILVA, CHERYL A.	\$21,979.96	\$167.68	\$22,147.64
SINCLAIR, ELAINE C.	\$77,805.96	\$91.77	\$77,897.73
SKAALAND, CARINA M.	\$2,850.52	\$0.00	\$2,850.52
SLEZAK, DIANE N.	\$77,696.36	\$1,352.80	\$79,049.16
SMALLIDGE, NICOLE	\$71,810.36	\$979.51	\$72,789.87
SMITH-DOCKHAM, ALISSA D.	\$68,456.37	\$3,211.96	\$71,668.33
SMOLINSKY, ANDREA J.	\$8,001.00	\$0.00	\$8,001.00
SOHIGIAN, STEVEN A.	\$828.00	\$0.00	\$828.00
SOKOL, SUSAN A.	\$852.00	\$0.00	\$852.00
SORDILLO, DENISE A.	\$2,867.21	\$0.00	\$2,867.21
SOUZA, FLORENCE F.	\$70,879.37	\$306.46	\$71,185.83
SPEROS, ELAINE F.	\$76,599.08	\$60.98	\$76,660.06
SPOLEN, SUSAN A.	\$68,456.37	\$0.00	\$68,456.37
STACK, CATHERINE F.	\$68,456.37	\$329.89	\$68,786.26
STAMP, JASON R.	\$89,583.52	\$7,531.13	\$97,114.65
STARLING, KATHLEEN A.	\$22,571.58	\$1,798.25	\$24,369.83
STASKYWICZ, KIMBERLY	\$520.00	\$0.00	\$520.00
STOCKI, PENNY L.	\$300.00	\$0.00	\$300.00
STONE, KIMBERLY M.	\$73,084.84	\$30.19	\$73,115.03
STRATIS, PATRICIA	\$3,218.61	\$60.38	\$3,278.99
STRICKLER, CHRISTINE	\$13,818.40	\$0.00	\$13,818.40
STRONACH, RICHARD J.	\$42,712.87	\$17,762.42	\$60,475.29
STUDLEY, KEVIN J.	\$1,460.00	\$0.00	\$1,460.00
SUGRUE, DANIEL P.	\$1,694.00	\$0.00	\$1,694.00
SUGRUE, KELLI A.	\$588.00	\$0.00	\$588.00
SULLIVAN, BARRY T.	\$38,861.13	\$150.00	\$39,011.13
SULLIVAN, CHARLENE A.	\$6,307.91	\$10.77	\$6,318.68
SULLIVAN, JAMES T.	\$71,792.70	\$4,732.67	\$76,525.37
SULLIVAN, LAURA L.	\$18,582.59	\$16.49	\$18,599.08
SULLIVAN, SUSAN M.	\$72,493.21	\$644.00	\$73,137.21
SULLIVAN, VICTORIA A.	\$190.00	\$0.00	\$190.00
SUTLIFF, NADINE B.	\$84,499.59	\$1,349.94	\$85,849.53
SWANSBURG, KEVIN J.	\$3,344.00	\$0.00	\$3,344.00
SYMONDS, ROBIN W.	\$3,320.89	\$0.00	\$3,320.89
TABER, ERIK C.	\$13,814.88	\$4,494.58	\$18,309.46
TAGGART, JULIA M.	\$48,289.72	\$345.39	\$48,635.11
TAKIS, JOSHUA H.	\$29,366.82	\$0.00	\$29,366.82
TALFORD, GINAMARIE	\$50,308.30	\$0.00	\$50,308.30

TELLIER, HOLLY	\$7,715.00	\$0.00	\$7,715.00
TETRAULT, LAURA P.	\$1,409.97	\$0.00	\$1,409.97
THARRETT, CANDACE M.	\$61,622.71	\$5,587.71	\$67,210.42
THEISEN, ANNE M.	\$16,569.39	\$2,981.57	\$19,550.96
THEISEN, JANELLE	\$792.00	\$0.00	\$792.00
THERIAULT-REGAN, BRENDA M.	\$96,427.63	\$0.00	\$96,427.63
THEW, KATHERINE A.	\$68,456.37	\$0.00	\$68,456.37
THIBAULT, MAUREEN G.	\$3,060.00	\$0.00	\$3,060.00
THUILLIER, PETER G.	\$43,203.74	\$11,355.41	\$54,559.15
TIERNEY, MARYBETH	\$21,979.96	\$890.00	\$22,869.96
TIRABASSI, MELANIE A.	\$22,184.24	\$7,451.75	\$29,635.99
TORNAME, NANCY	\$37,835.51	\$55.79	\$37,891.30
TOVEY, JEANNETTE E.	\$1,449.90	\$9.78	\$1,459.68
TRACHTENBERG, DEBORAH A.	\$60.00	\$0.00	\$60.00
TRAINOR, KELLY M.	\$804.00	\$0.00	\$804.00
TRAMONTE, LISA M.	\$60,225.77	\$402.84	\$60,628.61
TRANT, TIFFANY L.	\$71,315.71	\$0.00	\$71,315.71
TREVOR, DENISE A.	\$22,769.72	\$1,317.68	\$24,087.40
TSAKALAKOS, SARAH A.	\$67,426.00	\$76.08	\$67,502.08
TUCKER, ELAINE M.	\$2,841.50	\$0.00	\$2,841.50
TUCKER, LINDSAY M.	\$1,488.00	\$0.00	\$1,488.00
VALCOURT MAHER, MELISSA A.	\$176.04	\$0.00	\$176.04
VENTURA, CATHERINE F.	\$74,219.58	\$8,747.55	\$82,967.13
VERSACKAS, JOSEPH	\$2,776.00	\$0.00	\$2,776.00
VIBBER, STEPHANIE M.	\$1,605.00	\$0.00	\$1,605.00
VIEIRA, BARBARA	\$25,568.26	\$1,091.67	\$26,659.93
VIENS, KIM E.	\$11,910.02	\$4,108.92	\$16,018.94
VILLALPANDO, JONATHAN W.	\$3,186.72	\$0.00	\$3,186.72
VONKAHLE, HEIDI	\$3,296.00	\$0.00	\$3,296.00
WAITE, BRENDA	\$3,599.37	\$0.00	\$3,599.37
WALDRIP, ROBERTA	\$14,257.30	\$96.18	\$14,353.48
WALDRON, SUZANNE M.	\$14,015.35	\$0.00	\$14,015.35
WALKER, JAMES E.	\$45,703.16	\$0.00	\$45,703.16
WALKER, PAIGE W.	\$1,020.00	\$0.00	\$1,020.00
WALLACE, JOY C.	\$23,452.40	\$830.86	\$24,283.26
WALLACE, KATHRYN E.	\$2,591.95	\$0.00	\$2,591.95
WALSH, ANDREW J.	\$52,005.18	\$237.17	\$52,242.35
WALSH, ELAINE	\$52,956.29	\$4,800.19	\$57,756.48
WALSH, REBECCA J.	\$16,308.45	\$739.38	\$17,047.83
WAREHAM, WILLIAM A.	\$37,904.13	\$1,752.05	\$39,656.18
WAUGH, JEANNETTE E.	\$839.18	\$0.00	\$839.18
WEBB, AMANDA T.	\$14,929.47	\$832.61	\$15,762.08
WEIDKNECHT, MARGUERITE K.	\$74,294.73	\$1,498.00	\$75,792.73
WEIR, JOHN S.	\$99,547.37	\$954.61	\$100,501.98
WEISS, EILEEN F.	\$16,569.39	\$308.27	\$16,877.66
WEISSE, CURTIS	\$480.00	\$0.00	\$480.00
WELCH, CHRISTINE T.	\$22,631.28	\$92.37	\$22,723.65

WELCH, DANIELLE M.	\$13,035.00	\$0.00	\$13,035.00
WELCH, DARLENE H.	\$2,458.10	\$0.00	\$2,458.10
WELCH, KELLYN M.	\$41,812.13	\$1,002.55	\$42,814.68
WELCH, PATRICIA	\$38,606.77	\$64.24	\$38,671.01
WENZ, LAURANCE	\$2,996.00	\$0.00	\$2,996.00
WHITE, MARIE L.	\$68,456.37	\$329.89	\$68,786.26
WHITEHOUSE, ANNE C.	\$1,984.10	\$0.00	\$1,984.10
WHITEHOUSE, PATRICIA A.	\$26,071.32	\$3,487.52	\$29,558.84
WHOLLEY, SAMANTHA L.	\$6,614.92	\$75.98	\$6,690.90
WHYNOT, ANN M.	\$72,649.03	\$183.55	\$72,832.58
WILLEY, MICHAEL	\$10,790.36	\$0.00	\$10,790.36
WILLIAMS, CARRIE-ANN	\$3,013.36	\$9.78	\$3,023.14
WILLIAMS, JEANANN	\$12,677.68	\$105.67	\$12,783.35
WILLIAMS, KEITH G.	\$48,992.60	\$205.58	\$49,198.18
WILLIAMS, LAURA	\$17,363.94	\$61.58	\$17,425.52
WINN, DENNIS M.	\$21,979.96	\$0.00	\$21,979.96
WITHAM, CHERYL	\$63,421.12	\$0.00	\$63,421.12
WOODMAN, JANICE M.	\$17,544.40	\$16.49	\$17,560.89
WROBEL, SHELLEY A.	\$68,789.73	\$218.89	\$69,008.62
YORE, SARAH E.	\$68,855.65	\$921.11	\$69,776.76
YOUNG, KEITH E.	\$75,883.34	\$0.00	\$75,883.34
ZAREMBA, SHARON C.	\$31,043.84	\$1,219.47	\$32,263.31
ZERVAS, JONATHAN T.	\$728.00	\$0.00	\$728.00
ZIER, MARY ELLEN	\$9,371.00	\$0.00	\$9,371.00
ZIER, MATTHEW D.	\$4,119.38	\$0.00	\$4,119.38
ZUCCO, ERNEST	\$75,193.56	\$3,289.71	\$78,483.27
ZULLO, LISA M.	\$62,511.28	\$452.85	\$62,964.13
ZWIREK, NICOLE M.	\$69,886.70	\$0.00	\$69,886.70
	\$25,725,943.63	\$1,395,196.73	\$27,121,140.36

*OTHER may include Overtime, Coaching, Extended Day Program, Adult Education

At Your Service

(AREA CODE 978)

AMBULANCE.....	911
Admin. Services/Human Resources, Town Hall..	640-4488
Assessors, 11 Town Hall Ave.....	640-4330
Auditor, 11 Town Hall Ave.....	640-4320
Board of Registrars (Voter Information).....	640-4355
Building Commissioner (DPW Building).....	640-4430
Community Development (DPW Building)	640-4370
Computer Services, 11 Town Hall Ave.	640-4351
Conservation Commission (DPW Building).....	640-4370
FIRE DEPARTMENT (21 Town Hall Ave.)	
To Report a Fire.....	911
Other Fire Information.....	640-4410
Health Board	640-4470
Housing Authority (Saunders Circle).....	851-7392
Library (300 Chandler St.).....	640-4490
Parking Clerk, Town Hall.....	640-4356
Planning Board (DPW Building).....	640-4370
Plumbing/Electrical Inspector (DPW Building)	640-4435
POLICE DEPARTMENT, 918 Main Street	
EMERGENCY..... 911	
Administrative-Non Emergency.....	640-4381
Detectives.....	640-4380
Dog Officer.....	640-4395
Records.....	640-4385
PUBLIC WORKS (DPW Building, 999 Whipple Rd.)	
Superintendent/Administration Office.....	640-4440
Engineering Division.....	640-4440
Highway Division.....	640-4440
Sewer Division.....	640-4440
Snow & Ice Emergency.....	640-4443
Tree Division	640-4440
Water Division	
(Emergencies-Phone Police Dept.).....	640-4448
Water Treatment Plant.....	858-0345
Water Billing Division, 11 Town Hall Ave.....	640-4350
Road Runner Transportation.....	459-0152
Rubbish Disposal & Recycling.....	1-800-442-9006
White Goods, Furniture, Etc. Disposal...1-800-442-9006	
Northern Middlesex Registry of Deeds.....	978-458-8474
Sealer of Weights & Measurers.....	640-4430
Selectmen, Town Hall.....	640-4300
Senior Center, 175 Chandler St.....	640-4480
Cable TV: Channel 10.....	640-4300
Channel 22.....	640-7825
Town Clerk, Town Hall.....	640-4355
Town Manager, Town Hall.....	640-4300
Treasurer/Tax Collector, 11 Town Hall Ave....	640-4340
Veterans Agent, Town Hall.....	640-4485
Voter Information, Town Hall.....	640-4355

Town's Web Site.....www.tewksbury-ma.gov

(AREA CODE 978)

SCHOOL DEPARTMENT

Athletic Director.....	640-7834
Loella Dewing School, 1469 Andover St.....	640-7858
Heath Brook School, 165 Shawsheen St.....	640-7865
Memorial High School, 320 Pleasant St.....	640-7825
North Street School, 133 North St.....	640-7875
Louise Trahan School, 12 Salem Rd.....	640-7870
John Ryan Elem School, 135 Pleasant St.....	640-7880
John Wynn Middle School, 1 Griffin Way.....	640-7846
Shawsheen Tech. Region. H.S. (BillERICA).....	667-2111
Superintendent of Schools, 139 Pleasant St.....	640-7801
Business Admin. Office, 139 Pleasant St.....	640-7805

OTHER ORGANIZATIONS

Welfare Department.....	446-2400
Historical Society	978-863-9989
Web Site – www.tewksburyhistoricalsociety.org	
Tewksbury Cemetery, 172 East St.....	978-851-4165
Tewksbury Community Pantry.....	978-858-2273
Office of the Secretary of State.....	1-800-392-6090
Web Site – www.wheredoivotema.com	
Senator Scott Brown (Boston).....	1-617-565-3170
Senator John Kerry (Boston).....	1-617-565-8519
Congresswoman Niki Tsongas (Lowell).....	978-459-0101
State Senator Barry Finegold.....	1-617-722-1612
State Representative James Miceli.....	1-617-722-2460
State Representative Paul Adams.....	1-617-722-2014