

## CONSERVATION COMMISSION

Jeff Larence.....	2017
Karen Overfield .....	2017
James Stone.....	2017
Lori Stephenson .....	2018
Open Seat.....	2018
Brian Berube .....	2019
Liz Luc Clowes.....	2019

The Bolton Conservation Commission members are appointed by the Selectmen to protect natural resources, acquire important land and water areas, and manage these properties for conservation and passive recreation. Additionally, the Conservation Commission administers the Massachusetts Wetlands Protection Act and Bolton Wetlands Bylaw. The Commission works closely with local and regional boards and committees, and professional staff, to preserve Bolton's character, valuable habitats and open spaces.

Membership and Administration: The Conservation Commission consists of volunteer residents with 7 voting members. Residents can join as non-voting associate members to assist the Commission and gain experience before joining as voting members. The Commission typically meets the first and third Tuesday of the month in one of Bolton's public meeting spaces. All meetings are open to the public. During 2016, the Commission held 16 public meetings and reviewed new applications including: 14 Notices of Intent; and 3 Requests for Determination of Applicability. The Commission made site visits for each application and held numerous informational meetings with citizens, town boards, and developers. The Commission maintains a web page on the Town of Bolton website at [www.townofbolton.com](http://www.townofbolton.com) where agendas, minutes, links to trail maps, event postings, and the Open Space and Recreation Plan can be found.

Wetland Protection: In the administration of the State Wetlands and River Protection Acts and the Wetlands Bylaw, the Commission serves the town in a regulatory capacity as well as a conservation capacity. Under these laws, the Commission is charged with the review and control of activities in or near the town's fragile and valuable wetlands, water resources, wildlife habitat areas, and to prevent any adverse impact on those resources. Through a public review and decision-making process, the Commission regulates the work done in these areas to ensure the protection of public and private water supply, the protection of the groundwater supply, flood control, storm damage prevention, the prevention of pollution, and the protection of fisheries and wildlife habitat. The Wetlands Bylaw provides additional protection of wetlands for water quality and rare species habitat including rare plant species. The interests of the bylaw extend to agriculture, aquaculture, and recreation deemed important to the community. Additionally, the Commission is charged with the responsibility of confirming wetland delineations for all protected wetland resource areas. During 2016, the Commission spent a considerable amount of time monitoring the continued construction in the Century Mills Estates subdivision which included a large wetland crossing and wetland replication area, as well as other aspects of this project. A couple of projects commenced without authorization and the Commission is continuing to work with the individuals to bring their projects into compliance with the Wetlands Protection Act and Wetlands Bylaw. Review of all projects under Bolton's Wetlands Bylaw is critical to the long term protection of the resource areas. In addition, the Conservation Agent reviewed and commented on proposals brought to other boards and departments.

Open Space Preservation: The Commission continually works with the Bolton Conservation Trust (BCT). The Commission received inquiries from property owners interested in gifting their land to the Town for conservation purposes. The Commission is in the process of evaluating the condition of the parcels to make sure there are no encroachments or environmental concerns. The Commission began the review process of accepting a conservation restriction that will protect land from future development. An informal subcommittee has been formed to complete the Open Space and Recreation Plan for the Town of Bolton's 50<sup>th</sup> Anniversary of Open Space and Recreation Protection.

Land Management: The Commission continues to collaborate with the Bolton Conservation Trust and Bolton Trails Committee to help manage and maintain the town's conservation properties. Thank you to all the volunteers who help keep the trails clear and open space properties accessible. A new, self-organized trail committee was established in July 2014 and meets on a monthly basis from March to November. Members of the Committee include representatives of the Conservation Commission, the Bolton Conservation Trust and residents interested in maintaining existing trails and developing new trail connections. A large effort by Jeff Larence and the Committee was made to map all of the trails in the core Conservation Areas, and he reviews and updates the maps as necessary. The new 2017 Trail Guides are available at town hall for a small fee, and the digital maps at BoltonTrailsCommittee.org. The planning of various new property improvements is well underway. The numerous maintenance projects were identified during the process and several have been implemented. The Commission continues to work with the Bolton Trail Committee to help maintain trails and replace foot bridges in all Conservation Areas including Vaughn Hills, Bowers Springs, Powder House, Zink-Northwoods, Rattlesnake, Annie Moore, Danforth, Randall-Vinger, Gould-White, Welch Pond, and Fyfeshire. The Commission's management efforts consider not only human needs but the needs of wildlife and habitat. The Commission oversaw the lowering of the Fyfeshire Dam to bring it into compliance with the Office of Dam Safety standards. The contractor has completed the work and the dam is non-jurisdictional for maintenance and repair under the Massachusetts Wetland Protection Act.

**Financial Statement**  
**July 1, 2015 to June 30, 2016**

<b>Wages</b>		
Appropriated		\$50,841.00
Expended		<u>\$32,557.65</u>
Unexpended balance returned to General Fund		\$18,281.35
<b>Expenses</b>		
Appropriated		\$32,650.00
Expended		
	Land Maintenance	\$660.00
	Longevity	0.00
	Training	55.00
	Advertising	403.63
	Supplies	452.62
	Instate Travel	138.96
	Vernal Pool	0.00
	Dues & Membership	605.00
	Land Capital Improvement	1,948.87
	Conservation Trust	0.00
	Purchase of Service	0.00
	Equipment	585.82
		<u>\$ 4,849.84</u>
Unexpended balance returned to general fund		\$27,800.16

## PLANNING BOARD

Michael Gorr .....2017  
David Yesue, Chairman .....2018  
Erik Neyland .....2019  
Mark Sprague .....2020  
Daniel Spicer .....2021  
Associate Member -Peter Driscoll..2018

The Planning Board held multiple meetings during calendar year 2016. During these meetings, the Board accomplished the following tasks:

Nominated David Yesue as Chairman and Erik Neyland as Vice Chairman in spring 2016.

Appointed Michelle Tuck, Marshall McKee, David Pettit, Danielle Spicer, and Natalie Gabrielle as members of the Design Review Board.

Developed and supported an as-of-right commercial solar photovoltaic renewable energy installations overlay district for ATM 2016. This bylaw amendment allows for as-of-right siting for large-scale ground-mounted solar photovoltaic renewable energy installations in an overlay district identified on Bolton Assessor's Map 5.A, as Parcel 11, Bolton Assessor's Map 5.A, as Parcel 19 and Bolton Assessor's Map 4.C, as Parcel 38. All three properties are owned by the Town of Bolton. Parcel 5.A-11 is approximately 8 acres and was previously the Town's dump site on Forbush Mill Road. Parcel 5.A-19 is approximately 11 acres and is located adjacent to Parcel 5.A-11 on Forbush Mill Road. Parcel 4.C-38 is approximately 49 acres and is located off of Route 117 behind Bolton Office Park. This parcel extends to Route 495 adjacent to the existing cell tower and contains the Town's wastewater treatment facility. As-of-right siting allows for a ground-mounted solar project with a rated name plate capacity of 250 kW (DC) to be located within the overlay without having to apply for special permit through Planning Board. Site plan approval would still be required through the Board of Selectmen. The purpose of allowing for as-of-right siting for renewable energy generating facilities was to assist in meeting the criteria set forth by the Massachusetts Department of Energy Resources to apply for Green Community Designation and Grant Program.

Supported a bylaw amendment at ATM 2016 to modify the schedule of permitted uses for light manufacturing, research and development laboratories and bulk storage in the industrial zoning district from a "yes", meaning a permitted use, to a "SP", meaning a use allowed by special permit acted on by the Planning Board. Previously these uses required only site plan approval from the Board of Selectmen.

Supported a bylaw amendment to add 357 Main Street, Parcel 4.D-21, to the Mixed Use Village Overlay District. The owner of 357 Main Street sought to include residential use as part of the parcel's zoning. The property was previously zoned limited business where residential use was prohibited. The 15 acre premises has been vacant since 2008 and for sale since 2009. To encourage purchase and occupancy, the Planning Board, in working with the owner's realtor, agreed to support adding the parcel to the Mixed Use Village Overlay District to allow for a balanced combination of commercial and residential use. The property is offset from Main Street, relatively secluded and wooded, lending itself to residential use. The parcel was originally zoned residential, but amended to Limited Business in 2005.

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

Construction continues on Century Mill Estates, a subdivision located on Century Mill and Spectacle Hill Roads that will consist of 78 homes, three of which will be donated to the Bolton Affordable Housing Partnership Trust Fund. Of the 200 acre subdivision, approximately 100 acres will be preserved as open space. Construction is being conducted in several phases of the development as approved by the Planning Board to help facilitate the advancement of the project. The newest road to be constructed is Old Stone Circle where the majority of site development occurred in 2016. Stormwater pollution prevention practices are being implemented and carefully monitored by the Conservation Administrator and Town Planner on a regular basis. Certificates of Occupancy have been issued for 25 homes. Inspections are being conducted by the Board's consulting engineer as construction of the roads, utilities and drainage advances.

Construction continues on Houghton Farm, a 15 lot subdivision off of Sugar Road where 44 acres are preserved as open space and one of the lots will be donated towards the Bolton Affordable Housing Partnership Trust Fund through Inclusionary Housing. In 2016, the majority of site development occurred on a common driveway that provides access to four of the lots. Certificates of Occupancy have been issued for five homes. Inspections are being conducted by the Board's consulting engineer as construction of the road, driveways, utilities and drainage advances.

Construction commenced on the ground-mounted commercial solar photovoltaic renewable energy installation (Bolton 2 Solar Energy Facility) at 125 Still River Road consisting of approximately 10,800 solar panels with a rated capacity of up to 2.4 megawatts (MW AC). The project will provide adequate electricity to power approximately 500 home each year over its estimated 30 -35 year lifespan. The electricity that is generated will be distributed to the three phase circuit operated by National Grid along Still River Road. The site is located directly adjacent to the original 4.95 MW commercial solar photovoltaic renewable energy installation (Bolton 1 Solar Energy Facility) that is currently operating.

Construction commenced at 147 Long Hill Road for a common driveway providing access to five lots (one lot containing an existing dwelling). Certificate of Occupancies have been issued for three homes. Inspections are being conducted by the Board's consulting engineer as construction of the driveway, utilities and drainage advances.

The Planning Board granted a Special Permit pursuant to Section 250-23 of the Code of the Town of Bolton to Houde Realty Trust to establish restaurant, retail, office and/or other commercial uses at 470 Main Street in the Business Zoning District. The project will consist of demolishing the existing dwelling and constructing a 2,570 square foot commercial building with shared access from the existing driveway at Country Cupboard (476 Main Street).

The Planning Board approved ANR's for the following properties: Still River Road (identified on Assessor's Map 8.B as original Parcel 30), 96 Long Hill Road (identified on Assessor's Map 4.D as original Parcel 36), 369 Old Bay Road & Wilder Road (identified on Assessor's Map 5.B as original Parcels 1, 49 and 94), 48 Meadow Road (identified on Assessor's Map 4.E as original Parcels 9 and 24), and Century Mill Estates (identified on Assessor's Map 2.D as original Parcels 80 and 81).

The Planning Department, in coordination with Bolton Local and the Metropolitan Area Planning Council, submitted an application to the Massachusetts Department of Energy Resources for Green Community Designation. The application required the Town of Bolton to meet five criteria: establish as-of-right siting for renewable energy/alternative energy, establish expediting permitting for renewable energy/alternative energy use, develop an Energy Reduction Plan (ERP), adopt a Fuel Efficiency Vehicle Policy, and adopt the Stretch Energy Code. An energy use baseline inventory was developed for all municipal buildings (which includes the elementary school buildings), vehicles, and street and traffic lighting. The baseline was used to generate the ERP, a five-year plan designed to reduce this baseline by



20 percent by implementing projects identified in energy audits conducted in 2016. In November 2016, the Board of Selectmen adopted a Fuel Efficiency Vehicle Policy that requires all departments to purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Planning Department submitted an application for Community Compact with the Baker-Polito Administration. The Community Compact creates clear mutual standards, expectations, and accountability for both the state and local government. By entering into the Compact, the Town of Bolton selected three best practices for which the Administration will provide financial support. These best practices are as follows: implement the Complete Streets Program by becoming certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally-funded roads; implement Stormwater Management Measures so that land use regulations help promote infiltration, control flooding, and reduce pollution; undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities.

The Town of Bolton applied for an Efficiency & Regionalization Grant through Community Compact to obtain assistance from MAPC to develop a Complete Streets Policy and pilot program. Using MAPC's resources and expertise, Bolton will be well positioned to develop a Prioritization Plan which is the Tier 2 requirement for Complete Streets (training and the policy are Tier 1 requirements). The Town of Bolton applied for an Efficiency & Regionalization Grant through Community Compact for MAPC assistance to develop a storm water partnership with MAGIC communities; a regional approach to managing storm water.

The Town of Bolton anticipates seeking technical assistance (from MAPC or a qualified consultant) to develop an ADA Transition Plan. Bolton will apply for grant funding through Community Compact to develop this ADA Transition Plan.

The Planning Department continued to strive to be more efficient using the permit tracking software, GEO TMS, being used in many of the town departments. The Planning Department worked closely with other town departments to develop on-line mapping and GIS services now available for public access through the Town's website.

### **Financial Statement** **July 1, 2015 to June 30, 2016**

#### **Salary**

Appropriated	\$53,993.00
Expended	<u>\$44,056.96</u>
Unexpended balance returned to general fund	\$ 9,936.04

#### **Expenses**

Appropriated		\$ 3,740.00
Expended	Purchase of Services	\$ 973.52
	Advertising	752.00
	Supplies	13.91
	Instate Travel	307.85
	Due Memberships	255.00
	Meeting Expenses	345.00
		<u>\$ 2,647.28</u>
Unexpended balance returned to general fund		\$ 1,092.72

## HOUSING AUTHORITY

David Yesue.....	2017
Kevin O'Brien.....	2018
Open Seat .....	2019
Mark Duggan .....	2020
Eileen Griffin-Wright.....	State Appointee

The Housing Authority remains inactive except when asked by the Selectmen to consult on housing issues and will continue as such until there is an opportunity to provide housing to people earning less than 50% of the area median income.

## CAPITAL PLANNING COMMITTEE

Michael Gorr .....	2017
David Yesue .....	2017
Open Seat .....	2018
Colin Bradley .....	2019
Open Seat .....	2019

The Capital Planning Committee assists the Advisory Committee in doing a focused review of capital requests over \$25,000. The Committee meets with the requesting department heads to better understand the need for each capital request and how such requests fit into the upcoming fiscal years. The Committee then prioritizes all requests and makes recommendations to the Advisory Committee.

## AFFORDABLE HOUSING PARTNERSHIP TRUST FUND

Mark Duggan .....2017  
Kevin O'Brien.....2018  
Doug Storey .....2019  
And Board of Selectmen

Bolton established a Housing Trust Fund in 2006. The fund has six members, three of whom are the current members of the Board of Selectmen, and three others are members appointed by the Board of Selectmen. This board decides how and when to best use the resources in the Housing Trust Fund to pursue Affordable Housing opportunities in Bolton. In 2016 members of The Affordable Housing Trust met on an as-needed basis to consider affordable housing issues before the town.

We currently have \$146,471.62 in the trust fund (2/1/17), available for uses supporting our Affordable Housing goals. We also have 4 lots of land that will be donated to the town as part of the requirements of the Inclusionary Zoning Bylaw. One is from Houghton Farms and three are from Century Mills Estates. The developer has suggested that they may prefer to donate a fair market value to the Fund in lieu of the land. We are continuing to review this situation. Our Inclusionary bylaw may not allow a donation less than \$200k. The Planning Board is proposing a revision to that bylaw to tighten the process for these procedures.

Massachusetts's Department of Housing and Community Development (DHCD) SHI inventory (subsidized affordable housing inventory) lists Bolton with a total of 64 units. This number is the key factor in determining if a community has met the 10% SHI threshold for being exempt for Chapter 40B Comprehensive Permit developments. Bolton is well below the 10% of all housing units (at less than 4%) threshold so we are not exempt. Also Bolton does not currently have an approved Housing Production Plan. Our last housing plan was done in 2003 (5 year expiration).

We also looked at the issue of using the fund to provide assistance for maintenance and rehabilitation to owners of Affordable Units where other options have been exhausted. We agreed this option is in line with the mission of the Affordable Housing Trust.

Bolton has been a part of a five town coalition that shares a Regional Housing Consultant to provide monitoring services, local support and consulting on housing issues. The Monitoring service maintains our listing on DHCD's SHI. They work directly with our Town Planner in these efforts. This contract is up for review in 2017. In 2016 this cost \$880. This coalition is reviewing proposals for a new agreement to be signed in June 2017. We have supported Bolton's involvement in this group in a clearly defined capacity.

## BOARD OF APPEALS

Brad Reed .....	2017
Kay Stoner .....	2018
Alexander Kischitz.....	2019
Jack Sargent .....	2020
Gerard Ahearn, Chairman.....	2021
Associate Member: Bryan Holmes .....	2017
Associate Member: Open Seat.....	2016

The Zoning Board of Appeals held multiple meetings during calendar year 2016. During these meetings, the Board accomplished the following tasks:

Nominated Gerard Ahearn as Chairman and Bradley Reed as Vice Chairman.

Granted a Variance pursuant to Section 250-13B of the Code of the Town of Bolton to Alan DiPeitro for a property located in Bolton's Residential Zoning District at 110 Teele Road and shown on Assessor's Map 3.E as Parcel 33. The Variance provide zoning relief from the 200 ft. frontage requirement.

Granted a Variance pursuant to Section 250-13B of the Code of the Town of Bolton to Jeffrey Powers for a property located in Bolton's Residential Zoning District at 3 East End Road and shown on Assessor's Map 5.E as Parcel 13. The Variance provide zoning relief from the 20 ft. front yard setback for a dwelling addition.

Granted a Variance pursuant to Section 250-13B of the Code of the Town of Bolton to John Scudiere for a property located in Bolton's Residential Zoning District at 176 Still River Road and shown on Assessor's Map 7.A as Parcel 8. The Variance provides zoning relief from the 50 ft. side yard setback for a ground-mounted solar system.

Construction commenced on Craftsman Village at Brigham Farm (previously named Bolton Manor) located at 32 Sugar Road in Bolton's Residential Zoning District. The 40B development consists of 30 units of which eight units will be affordable as defined by the Department of Housing and Community Development. The initial phase of the project includes the construction of six dwellings, road, utility, drainage, and landscaping. Inspections are being conducted by the Board's consulting engineer as construction advances. Certificate of Occupancies have been issued for one home.

The Zoning Board of Appeals reviewed the close out of Sunset Ridge, a 40B development constructed off of Wattaquaddock Hill Road. The development was deemed in substantial conformance with the project's Approved Site Plans and Comprehensive Permit. The final Cost Certification for the development will be submitted in 2017.

### Financial Statement July 1, 2015 to June 30, 2016

#### Expenses

Appropriated	\$200.00
Unexpended balance returned to general fund	\$200.00



**BUILDING INSPECTOR**  
Michael Sauvageau..... 2017

**ASSISTANT BUILDING INSPECTOR**  
David Drugge..... 2017

The number of building permits issued this past year increased relative to past years. The Building Department issued 322 permits. This included 49 permits for photovoltaic systems many of which were a result of the Solarize Bolton initiative.

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

At the Annual Town Meeting on May 2, 2016 by Article 29, the Town voted to adopt the Stretch Code to take effect on January 1, 2017. A “Stretch Code Community” designs buildings with 20% more energy efficiency than the current energy conservation code for residential and commercial construction. The building official will assist the public in meeting compliance with this new requirement.

We anticipate that a new building code will be adopted sometime this year and will be in full force and effect by beginning of next year.

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

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

The following permits were issued in 2016:

Additions.....14	Barns .....1	Cell Tower Antennas.....1
Decks.....14	Demolition .....3	Driveways.....28
Dwellings.....28	Garages .....4	Fences.....0
Foundations.....10	Insulation.....12	Remodeling.....28
Roofing.....39	Sheds .....7	Siding.....5
Signs.....10	Tents .....4	Solar Panels.....49
Swimming Pools.....6	Window Replacements ..19	Wood/Pellet Stoves.....21
Sheet Metal.....18	Fire Sprinkler.....1	

**Financial Statement**  
**July 1, 2015 to June 30, 2016**

<b>Wages</b>		
Appropriated		\$26,875.00
Expended	Department Head	\$25,452.13
	Assistant	246.37
		<u>\$25,698.50</u>
Unexpended balance returned to general fund		\$ 1,176.50
<b>Expenses</b>		
Appropriated		\$ 2,830.00
Expended	Vehicle Maintenance	\$2,080.00
	Supplies permits	343.67
		<u>\$ 2,423.67</u>
Unexpended balance returned to general fund		\$ 406.33

**PLUMBING AND GAS INSPECTOR**

Robert Janda.....2017

**ASSISTANT PLUMBING AND GAS INSPECTOR**

Jeremy Pierce.....2017

There were 88 plumbing permits and 104 gas permits issued in 2016.

**Financial Statement**  
**July 1, 2015 to June 30, 2016**

<b>Expenses</b>	
Appropriated	\$16,726.00
Expended	<u>\$16,726.00</u>

**WIRING INSPECTOR**

James Boodry.....2017

**ASSISTANT WIRING INSPECTOR**

Peter Casello.....2017

There were 232 electrical permits issued and approximately 382 inspections done in 2016. 46 of the permits issued were photovoltaic systems primarily for SolarFlair as a result of the success of the Solarize Bolton program.

In addition to scheduled inspections, the inspector responds to calls from residents seeking guidance and expertise pertaining to electrical projects. The inspector responded to 41 calls in 2016. Many of these calls were from solar electricians.

**Financial Statement**  
**July 1, 2015 to June 30, 2016**

<b>Expenses</b>	
Appropriated	\$19,390.00
Expended	<u>\$19,389.96</u>
Unexpended balance returned to the general fund	\$ .04

## PUBLIC LIBRARY

Pamela Czekanski .....2017  
Robert C. Zak, Jr., Chairman .....2018  
Tricia Neron .....2019

Staff: Kelly Collins (Director), Linda McGeehan, Cailin Chenelle,  
Tim Joyner, Susan Polansky, Karen Reed, Johanna Graber,  
Jean LaPlante, Caitlin Vasington, Jon Aube

*This Report is dedicated to the memory of  
John Rodenhiser (1939-2016),  
in appreciation of his support of the Library and expert  
contributions to the addition/renovation project.*

**Mission Statement:** The Bolton Public Library (BPL) serves the community as a center for self-education, culture, recreation, and information by assembling and administering, in organized collections, books and other materials. The Library supports the educational, civic, and cultural activities of groups and organizations in and around Bolton.

Our year was focused on beginning implementation of the service goals and objectives outlined in our Long Range Plan. Goal #1 was to establish and maintain a communications strategy to get the word out about all the items and programs the library has to offer. The first objective in support of this goal was to review the library website for content, appearance, and ease of use. In January, we launched a redesigned website. Staff member Tim Joyner interpreted suggestions made during the long range planning exercise, combined them with his own design expertise, and rolled out an attractive, user-friendly new site.

Also in support of our long-range plan, MakerDay programming continued. Topics as diverse as fused glass, ukulele lessons, paper airplanes, upcycled plastic fabric, gravestone rubbing, minecraft coding, and virtual reality attracted hundreds of people of all ages, working on projects alone and together.

2016 saw some personnel changes: Leigh Shanny decided not to run for another term on the Library Board of Trustees. Tricia Neron ran successfully for a spot on the Board. In November, Tim Joyner decided to pursue an opportunity at Trinity Church in Bolton, leaving the Technical Services position open. In December, shelver Jon Aube also resigned. At the end of the year, searches for replacements were under way.

Usage and service trends in FY16 include the following:

- The library was open 2,116 hours, including 468 hours after 5 p.m. and 184 hours on Saturdays.
- 42,049 individual visits to the library were logged.
- We served an average of 20 people during each open hour, and 815 people each week.
- 222 kids participated in the Summer Reading Program—a new record!
- We held 150 children's programs attended by 3,605 people, 48 teen programs attended by 364 people, and 129 adult programs attended by 1,122 people.
- The library offered 2,171 wireless internet sessions free of charge, as well as an average of 25 sessions per week (1300 per year) on the library's own PCs.
- 70% of Bolton residents have a library card.

The Library offers over 100,000 items, among them books, magazines, online language training, recorded books, music CDs, movies, e-books, downloadable audio and video files, databases, and museum passes. Network membership in C/WMARS gives residents with valid library cards access to all of Bolton's materials plus millions of other items network-wide. Delivery of interlibrary loan items (over items to and from Bolton alone) is funded by the Commonwealth. Our staff accepts deliveries and processes items five days a week in order to deliver them to our readers in a timely and efficient manner.

We continue to be grateful for our dedicated volunteers who support the Library by leading programs and providing services that enrich the community:

- Leigh Shanny, for her dedicated service to the library building planning committee and the Board of Trustees
- Roger Breeze for leading local history and genealogy groups
- Dan and Faith Senie for hosting open mike
- Shirley Sefton guiding the senior book group
- Boy Scout Troop 1 for making our grounds beautiful by spreading mulch every spring.
- All of the artists who shared their talent via gallery shows.
- Michael Czekanski, who designed and installed a shade garden to complete his service requirement for Eagle Scouts.

Warmest thanks goes to the Friends of the Library's board: Lisa Hopkins, Marcia Burnett, Paula Berg, Panny Gerken, and Shawna Croteau. The Friends of the Library support all of museum passes, Wowbrary (our weekly e-newsletter), movie license, Zinio e-magazine service, MakerDays, and other special events that benefit the entire community. The Friends' support this year was generous and significant, particularly in the area of programming. The library continues to get more than a little help from its Friends.

### **Financial Statement** **July 1, 2015 to June 30, 2016**

#### **Salary**

Appropriated	\$85,259.20
Expended	<u>\$85,259.20</u>
Unexpended balance returned to general fund	\$ 0.00

#### **Wages**

Appropriated	\$169,117.59
Expended	<u>\$151,822.00</u>
Unexpended balance returned to general fund	\$ 17,295.59

#### **Expenses**

Appropriated	\$135,045.00
Expended	<u>\$129,661.46</u>
Unexpended balance returned to general fund	\$ 5,383.84



## COUNCIL ON AGING

Shirley Sefton, Vice Chairman .....	2017
Barbara Brown .....	2017
Margaret Nangle, Secretary .....	2017
Emma Herbison .....	2017
Thomas Byron .....	2017
Panny Gerken, Chairman .....	2018
Flora Wilson.....	2018
Doris Ettinger,.....	2018
Carol O'Laughlin .....	2019
Sheila Chmielowski, Director	

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

The Bolton COA is committed to the continued growth and well-being of our senior citizens of Bolton. Our mission is to enhance the quality of life for seniors by providing multi-purpose community-based services and programs to enhance the educational, recreational, outreach and transportation needs of our seniors in a safe, friendly and comfortable environment. We attempt to strengthen and support the integration of older senior citizens into the life of our community. The COA's Office and Senior Center are located at the Bolton Country Manor senior housing facility, 600 Main Street. The Council on Aging office can be reached at (978) 779-3313 or [coa@townofbolton.com](mailto:coa@townofbolton.com). Senior Center hours are Tuesdays, Wednesdays and Thursdays from 9:00 a.m. to 2:00 p.m.

This has been a wonderful year for Bolton Seniors. With support of the Selectmen, Town Administrator, Town Secretary, Friends of the Bolton Seniors, townspeople, an active Council, and many volunteers, we have established a vital Senior Center. The Outreach Program is critical to enhance the quality of life and independence of the seniors in Bolton and in educating the community to the needs of its seniors. Outreach Coordinator Lisa D'Eon assesses the needs and interests of the senior community in Bolton. She follows through with ideas and referrals, and identifies needs that are not being met. She also serves those who are isolated or homebound. In addition to making home visits, Lisa is available to all on Tuesdays from 10 -2 at our center. She can be reached at 978-779-3314, or email at [outreach@townofbolton.com](mailto:outreach@townofbolton.com) for appointments, questions, assistance or just to say hello.

Well Adult Clinics are held at the senior center monthly on the third Thursday from 9:30 a.m. to 11:30 a.m. There is also a "Keep Well Elder Health Clinic" sponsored by the VNA Care Network held the fourth Thursday of the month from 12:00 p.m. to 2:00 p.m. Services offered include blood pressure checks, blood glucose testing, checking heart rate and lungs, and individualized attention rendered by a registered nurse.

Our Activities Coordinator, Erika Dow, resigned her position as of December due to scheduling conflicts. The Activities Coordinator coordinates trips and activities for our seniors, and offers interesting classes, trips, programs, and events. She will be missed. This program is going on its second year, and a replacement for Erika is presently being advertised. The program is funded by the COA's town budget.

The COA plans and provides for six to seven bus outings during the year. Bus transportation is subsidized through the COA budget. Interesting visits to educational or historical sites invariably include a stop at a restaurant for lunch and entertainment. A special thank you to Montachusett Regional Transit Authority (MART) for use of their 18 passenger van utilized for Massachusetts localized short trips. In addition to the larger van, a ten passenger MART van assigned to Bolton is also available for appointments on Monday through Friday from 9:00 a.m. to 4:00 p.m. for medical appointments, shopping, meals, etc. For reservations, call 978-779-3313 at least 24 hours in advance of the requested trip.

Many new programs and services have been offered to the seniors this year, one being "Reflexology and Nail Services". This program has been well received and is offered twice monthly at a minimal charge of \$10.00 for a half hour session. You have a choice of either a manicure, pedicure or reflexology of the hands or feet with a licensed reflexologist. This program is funded by the COA's town budget, and a State Grant. Also, "Relax with Reiki" is offered, a system of hands-on healing that allows seniors to feel relaxed, calm, and peaceful. Linda Crabtree, Reiki practitioner, focuses on the head and shoulders only. Sessions are held on the first Wednesday of every month. This is a free class.

A much anticipated and needed program continued this year with the help of Town of Bolton, COA, Bolton Lions Club, Rotary Club of Nashoba Valley and Friends of Bolton Seniors (FOBS). Its goal is to minimize the hardships of winter for those who may not have the ability or resources to remove snow themselves. The program includes the delivery of sand at the beginning of the winter season, pairing of volunteers with elderly or disabled residents to assist with snow removal, and clearing driveway entrances after street widening. To be matched with a Snow Angel and receive assistance, residents must have a physical disability or be age 60 or older. In addition residents must lack alternative snow removal resources and reside within Bolton.

Meals on Wheels provides nutritious meals to the frail, the homebound, and participating seniors throughout the year. Hot or frozen meals are Prepared on Tuesdays and Thursdays and delivered by volunteers with the help of Nashoba Regional School District. Volunteers from Soup Makers Anonymous make weekly soup deliveries to home-bound seniors.

The FOBS sponsors "Tuesday Connections" program/lunch, each third Tuesday of the month, with interesting programs followed by a delicious lunch served by the members of the Friends.

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

A new Bolton Fuel Assistance plan has been initiated this year. The Town of Bolton is assuming responsibility for the Fuel Assistance Plan that was previously operated by FOBS. The program is funded by volunteer contributions and is now overseen by the COA. Every effort will be made to provide approved applicants with 100 gallons of oil or other energy source during the heating season. All funds granted to applicants are paid directly to the energy source provider. For further information, please contact Lisa D'Eon, Council on Aging Outreach Coordinator, at 978-779-3314.

Once again, the council would like to thank the Lions Club, Bolton Police, Fire and Ambulance departments, Friends of the Bolton Seniors, and all those who volunteered their services and time to our seniors this year. The council is fortunate to be able to work with such a wonderful group of people dedicated to the same mission in serving the seniors in Bolton.

In an effort to save postage, the senior newsletter is no longer being mailed to our seniors unless specifically requested. There is a \$5.00 yearly fee charged if you would like to receive your newsletter by mail. Newsletters will be forwarded to email recipients at no charge. Copies of the newsletter can be picked up at the Town Hall, Bolton Orchards, and the Bolton Library.

The Council on Aging speaks not only for the current population of senior citizens, but also for generations of seniors to come, in the quest for the continued support and kindnesses that were extended to us throughout the year 2016.

**Financial Statement**  
**July 1, 2015 to June 30, 2016**

**Salary and Wages (includes MART van drivers)**

Appropriated	\$52,437.00
Expended	<u>\$51,549.00</u>
Unexpended balance returned to general fund	\$ 888.00

**Expenses**

Appropriated		\$14,787.00
Expended	Purchase of Services	\$5,786.00
	Software Support	790.00
	Building Lease	2,272.00
	Cable DSL	887.00
	Supplies	2,029.00
	Gasoline (MART)	1,382.00
	Miscellaneous	1,470.00
		<u>\$14,616.00</u>
Unexpended balance returned to general fund		\$ 171.00

## **BOLTON ACCESS TELEVISION CORPORATION**

### **Kenneth Troup, President**

The year showed growing interest in Bolton to the government programming we cablecast and make available on two Internet platforms, thus making programs available on demand to everyone. We made some necessary equipment upgrades to stabilize our signal processing. We worked closely throughout the year with Sterling Lancaster Community Television (SLCT), StowTV, and the Nashoba School District.

**Public Programming:** Bolton Access TV continued our important community presence by recording local group meetings and events and making monthly use of our studio for information shows and interviews with local officials. An important recording we produced was the first-ever informational hearing conducted in Bolton by the state's Joint Committee on Public Health and its chairperson, our own representative Kate Hogan. The topic was Lyme Disease; the program was produced, aired, and distributed by Bolton Access TV.

We continued to work with local non-profit groups and town departments to increase community awareness of what they do. A highlight was assisting in the digitization of the first Bolton Town Book (1738) and preparing a video about it which was shown at the beginning of the May 2016 Annual Town Meeting. We helped the Bolton Girl Scout Troop earn their Communication Badges by assisting them in creating promotions in our studio for the Station; we run those on the bulletin board. One of our volunteers assembled a set of nationally-produced public service announcements (PSAs) about fire and emergency-related guidance for various times of the year (grilling in summer, fireplace safety in winter) for local airing and sponsored by the Bolton Fire Department. We also assisted the volunteer in producing a revolving set of bulletins seeking volunteers for the Bolton Fire Department. The Historical Society is working toward original programming highlighting their organization. We continue to broadcast church services.

We continue to receive a lot of ideas for other programs and field recording equipment and the studio to facilitate citizens and groups in doing original programming in the future. We are here to help and assist in getting more local programming on Channel 8.

**Education Programming:** Bolton Access TV continued to work closely with both Florence Sawyer School and Nashoba Regional High School, recording and broadcasting numerous high school concerts, airing a number of shows produced by Florence Sawyer TV (FSTV), and the high school graduation. For the third year in a row, we sold DVDs to graduates and their families with net proceeds intended for a future scholarship. We continued to work closely with Nashoba Regional HS to increase student interest and participation in video production, including hosting a field trip for the teachers and students involved in those classes. We also worked with the new administration with a goal toward completing some audio and video cabling in the high school auditorium.

**Government Programming:** Our cablecasters continue to broadcast all Selectmen, Advisory Committee, Planning Board, Conservation Commission, and Economic Development Committee meetings from our control room at the station in the Houghton Building. Virtually all are aired live when the meetings are in the Town Hall or the Lois Alex room in the Houghton Building. All are repeated on Channel 99, and continue to be available to residents via the video on demand service we provide, on both Town Hall Streams and YouTube, with links on our website. Bolton Access TV handles the production and distribution of school committee meetings, and assisted the district in helping train the cablecaster for the school district. We record Town Meetings for broadcast the day after the meeting. Tri-Town meetings are broadcast live when in Bolton; we distribute them to both Stow TV and SLCT and later air



Tri-Town meetings when provided to us from Lancaster or Stow. All of these government meetings are aired on Channel 99. We broadcast School Committee meetings live on Channel 8 with scheduled meeting repeats on Channel 99. Until the group finished its work, we also cablecast live the NRHS Space Needs Task Force meetings. We distribute the Nashoba-related programs via Google Drive to both StowTV and SLCT.

Administrative Update: Teresa Sauer continued her efforts in handling scheduling and day to day operations as Production Manager. She oversees the cablecasters, and trains volunteers in using equipment and in producing and editing local programs, helping turn their ideas into productions. She also continued working with Florence Sawyer School and local groups to identifying and organizing local programs of interest. For much of the last half of the year, Teresa worked alone in day-to-day operations, but as the year ended we hired two new part-time employees as Production Coordinators. Bob Johnson and Ed Sterling continue to provide invaluable technical help with the various audio, video, and computer systems within our station.

Cooperation with other stations: We continued to work closely with Sterling Lancaster Community Television, helping each other and sharing ideas, equipment, and facilities when appropriate. The Agreement of Cooperation we have with SLCT allows reciprocal membership between the two stations, with members being able to use equipment and facilities. Both we and SLCT hope this will mean less duplication of equipment and more efficient use of equipment and facilities. We also worked with Stow TV and its volunteers and staff, particularly on Nashoba-related programming, and we remain active participants with other stations through the Central Massachusetts Access regional group.

The table below shows Bolton Access TV program productions for 2016.

LIVE Recordings	2016 Total
Selectmen	24
Advisory	18
Planning Board	16
Conservation Commission	12
Economic Development	8
Tri-Town	2
Zoning Board of Appeals	3
Lyme Disease Forum	1
Other (Historical, Candidates Night, etc.)	5
NRHS Space Needs	4
School Committee	18
Total Live Recordings	108
FIELD Recordings	2016 Totals
Public Programming	22
Nashoba Concerts, Games, Graduation	10
Bolton Access TV Studio Recordings	1
Government Field Recordings (ATM, etc.)	7
Nashoba Superintendent Search, NRSC	2
Total FIELD Recordings	42
Grand Total Recordings	150

## CABLE ADVISORY COMMITTEE

Kenneth F. Troup.....2017  
Robert Johnson..... 2017  
Danielle Cochrane.....2017

The Cable Advisory Committee is charged with overseeing the town's contract for cable services with Comcast. The Committee acts as the town's principal point of contact with the Comcast government representative and assists Bolton residents with complaints and inquiries with Comcast. This includes providing information to eligible senior citizens about cable bill discounts that were negotiated as part of the contract renewal in 2013. Although the Committee cannot promise resolution, we are happy to provide assistance wherever appropriate. Feel free to email or telephone Ken Troup, whose contact information is available from the Town Hall staff.

## TREE WARDEN Mark E. Caisse

The Tree Warden works with National Grid, other utility companies and subcontractors to remove dead and diseased trees that endanger the traveling public and power lines. In addition, the department, in conjunction with the Historical Commission, is working to maintain the rural character of Bolton through the ongoing tree replacement program.

Brush cutting and road-side cleanup will continue with the help of the Department of Public Works. If residents have a tree issue they would like addressed, they should contact the Bolton Department of Public Works at 978-779-6402 or via e-mail at [dpw@townofbolton.com](mailto:dpw@townofbolton.com).

## Financial Statement July 1, 2015 to June 30, 2016

### 294 - Forestry

#### Salary

Appropriated	\$3,272.00
Expended	<u>\$3,240.00</u>
Unexpended balance returned to general fund	\$ 32.00

#### Wages

Appropriated	\$2,500.00
Unexpended balance returned to general fund	\$2,500.00

#### Expenses & Services

Appropriated		\$41,700.00
Encumbered		
Expended	Tree Trimming	\$5,220.00
	Other Expenses	4,712.00
		<u>\$41,700.00</u>
Unexpended balance returned to general fund		\$ 0.00

**DEPARTMENT OF PUBLIC WORKS**  
**Harold Brown, Director of Public Works**

The Department of Public Works responsibilities include:

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

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

The following specific work has been done by the department during 2016:

- Repaired several catch basins on various roads in town
- Cleaned several catch basins
- Installed new catch basin on Rocky Dundee Road
- Repaired distressed areas of Wattaquaddock Hill Road, Mechanic Street and Still River Road
- Crack sealed 14 miles of town roads to stop the infiltration of water and slow deterioration of roads
- Completed a total of 21,056 square yards of hot-in-place asphalt recycling on Golden Run Road, West Berlin Road and Ballville Road
- Completed an estimated 49,000 square yards of asphalt rubber surface treatment with aggregate cover on Golden Run Road, West Berlin Road and Ballville Road
- Swept town roads
- New boiler installed at the Emerson School
- Replaced, rewired and rebuilt a total of four (4) sewage treatment pumps at the Public Safety Building

Once again in 2016, the department used “hot-in-place asphalt recycling”. This is an innovative paving method that uses the existing pavement base and mixes it with additional material to create a new pavement surface.

2016 was a significantly milder winter compared to that of 2015. As always, the DPW worked diligently to maintain town roads in order to make them safe and passable.

The Transfer Station and Recycling Center had a very successful 2016. The DPW received a Mattress Recycling Incentive Grant from MASS DEP. This grant allows residents to recycle mattresses that are in acceptable condition for a fee of \$5.00 instead of the regular fee of \$25.00. Go to [www.townofbolton.com](http://www.townofbolton.com) for more information and details about this recycling incentive. The facility continues to serve all residents and businesses of Bolton. Trash stickers are available for sale at the Transfer Station as well as the Town Hall. Please remember that the Transfer Station has permanent collections for books, electronics, and furniture recycling in addition to the traditional recycled items. Along with the community group "Bolton Local", the DPW plans on hosting a variety of recycling events in the future.

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

The residents of the Town of Bolton should be very proud of their recycling efforts as you helped to achieve an outstanding recycling rate averaging less than 1000 lbs/year of trash per household! The state average is over 2000 lbs/year. The Town of Bolton urges all residents to utilize the Recycling Center and to purchase products that contain recycled content. Please refer to our website for up-to-date information on accepted items and fees.

### **Financial Statement** **July 1, 2015 to June 30, 2016**

#### **190 – Buildings - Expenses & Services**

Appropriated			\$128,841.00
Advisory Transfer			\$ 1,556.37
Expended	Heating	\$ 2,591.26	
	Maintenance	85,610.37	
	Repairs	19,972.44	
	Grounds Maintenance	16,916.79	
	Trash Hauling	468.00	
	Propane	477.07	
	Other Charges	5,050.84	
			<u>\$131,085.77</u>
Unexpended balance returned to general fund			(\$688.40)

#### **293 – Traffic Lights - Expenses & Services**

Appropriated			\$2,700.00
Advisory Transfer			\$ 577.81
Expended	Electric	\$1,491.57	
	Repairs	\$1,786.30	
			<u>\$3,277.87</u>
Unexpended balance returned to general fund			(\$.06)

#### **421 – Highways - Salary**

Appropriated			\$107,474.74
Expended			<u>\$107,465.80</u>
Unexpended balance returned to general fund			\$ 8.94



**Wages & Overtime**

Appropriated			\$528,817.00
Expended	Wages	\$501,384.36	
	Overtime	15,983.13	
	Longevity	3,300.00	<u>\$520,667.49</u>
Unexpended balance returned to general fund			\$ 8,149.51

**Expenses & Services**

Appropriated			\$144,616.00
Expended	Purchase of Service	\$4,112.48	
	Heating	4,490.66	
	Electric	7,653.77	
	Repairs	29,887.25	
	Telephone	6,276.26	
	Supplies	10,898.13	
	Gasoline	19,184.18	
	Stickers	120.00	
	Tires	1,439.98	
	Diesel	3,414.77	
	Parts / Supplies	17,756.14	
	Clothing Allowance	7,000.00	
	Training	0.00	
	Oil/Lube	2,670.97	
	Equipment	504.00	<u>\$115,408.59</u>
Unexpended balance returned to general fund			\$ 29,207.41

**422 – Highway Improvement****Wages**

Appropriated		\$8,000.00
Expended		<u>\$8,000.00</u>
Unexpended balance returned to general fund		\$ 0.00

**Expenses & Services**

Appropriated			\$202,100.00
Expended	Public Ways Safety	\$8,085.81	
	Miscellaneous	0.00	
	Local Improvement	178,603.34	<u>\$186,689.15</u>
Unexpended balance returned to general fund			\$ 15,410.85

**423 – Snow & Ice****Wages & Overtime**

Appropriated			\$38,000.00
Expended	Wages	\$ 6,036.51	
	Overtime	27,393.78	<u>\$33,430.29</u>
			\$ 4,569.71

**Expenses & Services**

Appropriated			\$180,000.00
Expended	Repairs	\$42,666.84	
	Snow Removal	77,110.53	
	Supplies	11,705.10	
	Gasoline	3,071.29	
	Diesel	6,880.07	
	Equipment	0.00	
	Road Salt	45,284.00	
	Sand	39,251.52	<u>\$225,969.35</u>
Permission to overspend			\$ 80,000.00

**424 – Street Lights****Expenses & Services**

Appropriated			\$6,750.00
Expended	Electric	\$6,676.15	
	Repairs	0.00	<u>\$6,676.15</u>
Unexpended balance returned to general fund			\$ 73.85

**433 – Transfer Station****Wages & Overtime**

Appropriated			\$62,825.00
Expended	Wages	\$37,762.31	
	Overtime	6,442.70	<u>\$44,205.01</u>
Unexpended balance returned to general fund			\$ 4,792.70

**Expenses & Services**

Appropriated			\$109,000.00
Expended	Electric Service	\$ 2,128.71	
	Trash Disposal	53,482.37	
	Trash Hauling	10,625.00	
	Recycling Hauling	29,549.33	
	Trash Container	1,700.00	
	Recycle Container	1,650.00	
	Maintenance	8,539.54	
	Equipment	5,600.00	<u>\$109,765.61</u>
Unexpended balance returned to general fund			(\$765.61)

**450 – Well Monitoring - Expenses & Services**

Appropriated			\$5,000.00
Expended	Water	\$3,867.07	<u>\$3,867.07</u>
Unexpended balance returned to general fund			\$1,132.93

**692 – Memorial Celebration****Expenses & Services**

Appropriated			\$1,300.00
Expended	Supplies	\$1,227.10	<u>\$1,227.10</u>
Unexpended balance returned to general fund			\$ 72.90

## CEMETERY COMMITTEE

David Jaaskela .....2017  
Brenda Baum .....2018  
Harold Brown .....2019

The Cemetery Committee works with the Department of Public Works to continue the maintenance and landscaping of all cemeteries in Town and assisting with burials.

If residents wish to reserve a cemetery plot, or would like to have a printed certificate for their records, they should contact the Town of Bolton Department of Public Works at 978 779-6402 or [dpw@townofbolton.com](mailto:dpw@townofbolton.com).

### Financial Statement July 1, 2015 to June 30, 2016

#### 491 - Cemetery

##### Expenses & Services

Appropriated		\$8,000.00
Encumbered		4,864.40
Expended	Purchase of Service	\$2,424.23
	Grounds Maintenance	135.60
		<u>\$2,559.83</u>
Unexpended balance returned to general fund		\$ 575.77

## HISTORICAL COMMISSION

Martha Remington, Chairman .....	2017
William Nickles .....	2017
Alice Coggeshall .....	2018
Jeannemarie Padovano .....	2019
Robert Busch .....	2019

The Bolton Historical Commission was established in 1992 by Article 14 on the Annual Town Meeting warrant. The Commission is charged by the Town of Bolton and the Massachusetts Historical Commission to identify, evaluate, document, and where possible, protect and preserve the historical, cultural and architectural resources of the town.

### **Demolition Permit Applications**

642 Great Road (Main St.) – Gen. Stephen Gardner carriage Shed (ca.1830)

434 South Bolton Road – altered craftsman cottage ca.1945

96 Long Hill Road – 2-story addition wing incorporating early-20<sup>th</sup> century ell

**Pan NRHD:** Final revisions and additions to the application for the town's second national register district were submitted to Massachusetts Historical Commission in the fall. After approval by the State Review Board the application will be forwarded to the Department of the Interior for federal acceptance and inclusion in the National Register of Historic Places.

### **Historic Cemeteries**

Old South Burying Ground – In October, monument conservation work was completed on five mid-18<sup>th</sup> century headstones.

Pan Burying Ground – The restoration of two fractured headstones is in progress and will be resumed in the spring of 2017. All of the roadside bollards were refinished in late summer. In the winter of 2014-2015 two bollards fell victim to separate hit and run accidents. A third bollard was mangled by another hit and run event in December.

**Tree Replacement Program:** There were five new plantings in the early summer, four at Pond Park and one at the Houghton Building. Regrettably, the program – which ran for a decade – has been discontinued due to budget constraints. The Commission wishes to thank Tree Warden Mark Caisse, DPW and the citizens in town who saw merit in this program over that decade.

### **Bolton Center NRHD**

Since 2004, three roadside signs have marked the boundaries of our first National Register Historic District formed in 1997. Hit and run accidents have felled the east boundary sign, and bent the pole of the west boundary sign. The Commission is working on getting these markers repaired as efficiently and economically as possible.

### **Participation with other groups**

Board of Appeals - 3 East End Road - addition to the historic Nathan Brooks House

Selectmen - Wilder Road Culvert – repair project discussions and Approval for Friends of Persons Park to repair the stone chimney at the cottage at no expense to the town

Town Administrator – Town Hall Preservation Restriction update

DPW – Town Hall portico refurbishment project

Solarize Bolton Program – Letter of support from the Commission

## Membership

Two vacancies remain on the Historical Commission, which holds public meetings on the first and third Wednesdays of the month. The Commission invites interested residents to join the Commission and encourages all residents to take a look at the *Historical Properties Survey for the Town of Bolton*, a reference document maintained by the Commission which can be found at the Town Hall and in the Whitcomb Room at the Bolton Public Library.

## Financial Statement July 1, 2015 to June 30, 2016

### Expenses

Appropriated			\$6250.00
Expended	Purchase of Services	\$5380.00	
	Advertising	59.38	
	Dues & Memberships	300.00	
	Supplies	485.39	<u>\$6224.77</u>
Unexpended balance returned to general fund			\$ 25.23

## CULTURAL COUNCIL

Margot Brody .....2017  
Pat Bensetler .....2017  
Teresa Sauer, Chairman .....2019  
Nan Shnitzler .....2019  
Bharti Bhakta .....2019  
Julia Szcesuil .....2019  
Peter Kaufman .....2022  
Lisa Vickers .....2022  
Three Open Seats

The Bolton Cultural Council (BCC) is part of the Mass. Local Cultural Councils (LCC) program, a grassroots network of 329 LCCs that serve every city and town in the Commonwealth, supporting thousands of community-based projects in the arts, sciences and humanities every year. The state legislature provides an annual appropriation to the Massachusetts Cultural Council (MCC), a state agency, which then allocates funds to each local council.

The Town receives funds from the MCC and releases funds to grant recipients on a reimbursement basis upon satisfactory completion of their projects within the year. The Town Accountant manages and provides reporting for BCC financial accounts. Any residual funding from canceled projects or unclaimed grants is eligible for re-granting. Grant funds come solely from the state allocation; no Bolton taxpayer money is used.

Decisions about which activities to support are made at the community level by the Bolton Cultural Council, a board of municipal volunteers appointed by the Board of Selectmen. In 2016 we said farewell to Marie Fusaro and Alison Morgan and welcomed new members Peter Kaufman and Lisa Vickers. Open positions are still available. Email [boltonculturalcouncil@gmail.com](mailto:boltonculturalcouncil@gmail.com) if you are interested.



## **Bolton Cultural Council Funding Guidelines**

- Only online applications are accepted.
- Preference is given to Bolton-based nonprofit organizations and artists for projects that benefit the Bolton community.
- Preference is given to nonprofit organizations from towns nearby Bolton for projects that serve Bolton residents and/or in which Bolton residents participate.
- Preference is given to projects and activities that serve a broad demographic.
- Producers of new and original activities are encouraged to apply.

## **Awards Process**

In 2016, for the first time, the Mass. Cultural Council accepted applications online. These applications were compiled in a PDF “panel book” for each LCC. BCC members reviewed the applications, and then met on November 10, 2016, to determine grant awards for the 2017 calendar year in accordance with MCC guidelines and local priorities.

The BCC awarded 21 grants totaling \$5,100 for cultural programs in Bolton and the surrounding area:

\$550 to Bolton Conservation Trust for a Community Arts Festival  
\$500 to Bolton Historical Society to restore and digitize an 1831 map of the town  
\$200 to Friends of Bolton Seniors for the Senior Appreciation Month play  
\$100 to Friends of Bolton Seniors for cupcake decorating with the Cake Lady  
\$150 to Friends of Bolton Seniors for a musical lecture with audience participation  
\$300 to Richard Clark for the play “Love Letters” presented at the Senior Center  
\$250 to Denis Cormier for Hands on History at Florence Sawyer School  
\$400 to Florence Sawyer School Parent Advisory Council for Chris Van Dusen author visit  
\$250 to Jeff Larence for The Bolton Trails Guide  
\$500 to Nashoba Friends of Drama for the high school spring musical “Kiss Me Kate”  
\$300 to Nashoba Friends of Music for the Nashoba Symphonic Band concert series  
\$200 to Concord Band for summer concerts at Fruitlands  
\$300 to Worcester Chamber Music Society for the free ticket program  
\$100 to Sounds of Stow concert series  
\$100 to Harvard Pro Musica for Singing Together  
\$100 to Symphony Pro Musica concert series  
\$100 to New England Symphony Orchestra for Celtic Fantasy Concert  
\$200 to Indian Hill Music for the free Bach’s Lunch series  
\$200 to Virginia Thurston Healing Garden for expressive arts therapy  
\$200 to Polus Center for Social & Economic Development for the Polish Picnic  
\$100 to Fitchburg Art Museum’s 82<sup>nd</sup> Regional Exhibition of Art & Craft

## **Other Activities**

In addition to soliciting and awarding grants and reporting back to the MCC, in 2016 the Bolton Cultural Council held its first grantee reception on March 18 to celebrate the arts and culture in Bolton and beyond. State Representative Kate Hogan presented citations to the grantees. The BCC is also circulating a survey to hear opinions from residents about local and regional cultural offerings. Periodically soliciting community input is another LCC responsibility.

## PARKS & RECREATION COMMISSION

Stephen Schneider .....	2017
Linda Herbison .....	2017
Joyce Sidopoulos .....	2018
Karen Regan.....	2019
Open Seat .....	2019

### Overview

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

### Parks and Fields

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

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

### Holiday Celebrations, Events and Decorations

Holiday celebrations included the annual Easter Egg Hunt at Emerson School, which attracted ~300 people (~200 children) and the Halloween Parade, which attracted approximately ~600 people (~400 children). The Commission has partnered with a local events groups, Bolton Loco, when running these events.

In 2012, the Commission launched a Facebook page to help manage time-sensitive and weather dependent events such as the skating pond opening day and the ongoing maintenance of the skating surface during the winter season. As of the spring of 2013, the site had 35 followers. Today we have more than 330.

The Commission regularly decorates the tree in the center of Town for each holiday. For the eighth consecutive year, the graduating 9<sup>th</sup> graders decorated the tree.

### Financial Statement July 1, 2015 to June 30, 2016

#### Recreation - Wages

Appropriated	\$18,624.00
Expended	<u>\$15,477.30</u>
Unexpended balance returned to general fund	\$ 3,146.70

#### Expenses

Appropriated	\$7,790.00
Transfer	<u>6,285.00</u>
	\$14,075.00
Expended	
Purchase of Services	\$6,830.00
Equipment	280.32
Supplies	3,149.24
	<u>\$10,259.56</u>
Unexpended balance returned to general fund	\$ 3,815.44

## **Parks - Expenses**

Appropriated			\$4,040.00
Expended	Purchase of Service	\$3,210.00	
Unexpended balance returned to general fund			\$ 410.00

## **HUMAN SERVICES AND SAFETY COMMITTEE**

Pat Bensetler, Chairman .....2017  
Fred Edling .....2017  
MaryJo White .....2017  
Amanda Maron .....2017  
Open Seat .....2017

### **Mission Statement**

WHAT - The Human Services and Safety Committee brings information to the residents on health and safety.

HOW – The committee uses forums, printed documents, BATCO programming, social media, the committee’s website and the local news media to bring information to the residents.

WHY – Residents of Bolton don’t have access to health and safety information available from the state and federal governments, non-profit organizations, local experts, in order to improve their own health and safety.

### **Projects**

Opioid and Heroin Forum  
Alzheimer Programs  
Lyme disease in Bolton  
Fire Department Open House  
Kids Fair

## AGRICULTURAL COMMISSION

Teresa Sauer .....2019  
Open Seat .....2019  
Jan Johnson .....2018  
Gentry Ferrell .....2018  
Open Seat .....2017

The Agriculture Commission continued to address its mission to promote agriculture and its benefits to Bolton, to create awareness through education, encourage good will and understanding between farmers and non-farming residents, advise and respond to other town boards on agricultural issues, and promote local farms and agricultural in Town. In 2016 we,

Organized a presentation at the Bolton Public Library on the requirements for organic certification.

Hosted a Farmer Social to provide farmers and the community interested in local farming to meet and share ideas.

Published a new brochure on fencing titled, "Fences Make Good Neighbors", to educate current and potential farmers in town on this vital part of animal husbandry in our community. Additionally, we reprinted the "Apples to Zinnias" brochure for inclusion in the town welcome packet to encourage new residents to support local farms.

Laid the groundwork to overhaul the Bolton Agricultural Commission's website.

For the first time, members attended Massachusetts Association of Agricultural Commissions state-wide meeting.

Continued to interact with other Boards and Committees on matters pertaining to agriculture in Bolton.

### **Financial Statement July 1, 2015 to June 30, 2016**

<b>Expenses</b>	
Appropriated	\$1,746.00
Expended	<u>\$1,640.00</u>
Unexpended balance returned to general fund	\$ 106.00

## DEPARTMENT OF VETERANS' SERVICES

James Cabral, Veteran's Agent .....2017

The Veteran Services office is located at 23 Linden Street, Berlin. Office hours are Monday through Thursday, and by appointment if needed. To arrange an appointment please call 978-838-2560. You may also e-mail me at [vetservices@townofbolton.com](mailto:vetservices@townofbolton.com) or at [veteranservices@townofberlin.com](mailto:veteranservices@townofberlin.com).

The purpose of the Veterans Services Department is to assist eligible veterans and their dependents in procuring financial assistance information along with benefits to which they may be entitled.

This year the Town of Bolton held its fourth Veterans Day Breakfast on November 11<sup>th</sup> for all Veterans. I would like to thank the many volunteers for their help.

This year the Veterans office and the Town of Bolton assisted local veterans and dependents with financial assistance. We are able to provide assistance through the Massachusetts Department of Veterans Affairs Chapter 115 program.

Sadly during the year the Town of Bolton lost Veterans.

Peter Rakaukas, Vietnam  
Robert Tobin, WW II  
Doris Dunning, WW II  
Pierino Bonazzoli, WW II  
Leo Melanson, WW II  
William Allen, Vietnam  
John Murphy, Navy Veteran

In closing I would like to thank the Board of Selectmen and all Town officials for their support.

### **Financial Statement July 1, 2015 to June 30, 2016**

#### **Expenses**

Appropriated	\$22,390.00
Expended	<u>\$18,872.47</u>
Unexpended balance returned to general fund	\$ 3,517.00



**POLICE DEPARTMENT**  
**Roster as of December 31, 2016**

***Chief***

Warren E. Nelson, Jr. 24 years of service

***Lieutenant***

Luke Hamburger, 11 years of service

***Sergeant***

Kimberly Barry, 20 years of service

***Detective***

Jason Puri, 12 years of service

***School Resource Officer***

Casey Hoole, 2.2 years of service

***Patrol Officers***

Jonathan Couture, 6.6 years of service

Daniel Keller, 10 years of service

William Warnken, 1.5 years of service

Jose Santiago, 10 months of service

Walter Nadeau, 5 months of service

Francis Baker, 1 month of service

***Reserve Officers***

Hank Staake, 18 years of service

Jacob Vicente, 10 years of service

Mary Ann Kinirey, 9 years of service

Paul Smith, 6.5 years of service

***Administrative Assistant***

Lorraine Kenney, 18 years of service



Bolton Police Officers at the February 27, 2016 Open House – Lt. Hamburger, Officer Keller, Officer Santiago, Officer Smith, Officer Staake, Officer Kinirey, Officer Hoole, Officer Warnken, Sgt. Barry, Det. Puri, SRO Koukos, Officer Couture, and Chief Nelson.

The volume of traffic and traffic enforcement continue to be the two top issues that the Town of Bolton faces every day. During fiscal year 2016 Officers made 1787 motor vehicle stops and issued 1427 citations. The department also responded to 184 motor vehicle accidents that were reportable to the Registry of Motor Vehicles. Please contact dispatch if you have a speeding or traffic issue you would like an officer to review. In the area of criminal activity, 47 individuals were arrested and 93 criminal summonses were requested over the course of the 2016 fiscal year.

On April 19, 2016 the Bolton Communication Center was officially transferred to Nashoba Valley Regional Dispatch District (NVRDD). This transition occurred two and a half months earlier than the original anticipated transition date to NVRDD of July 1, 2016. As a result of this change the Bolton dispatch center is no longer staffed 24 hours a day, 7 days a week. Any persons stopping in the station are now required to use an intercom system in the vestibule that connects them directly with a NVRDD dispatcher. It is estimated that the Bolton Police Station receives on an average 135 visitors per month.

The Bolton Dispatch employees who remained until the completion of this transition were Donna Hathaway, David Perry, Alex LeBlanc, Bryan Kiley, and Jaine Galeski. On behalf of every member of the department I would like to extend my sincere thanks. Their unwavering support and dedication was instrumental in the smooth and seamless transition to NVRDD.

Donna Hathaway, 30 years of service  
David Perry, 8 years of service  
Alex Leblanc, 2 years of service  
Jocelyn Shields, 8 months of service  
Bryan Kiley, 1 year of service  
Jaine Galeski, 11 years of service

During the year, Lieutenant Nelson was promoted to Chief, Sergeant Hamburger was promoted to Lieutenant, School Resource Officer (SRO) Eric Koukos left Bolton to take a full time SRO position in his hometown of Dracut, and Patrol Officer Hoole became the full time SRO at Nashoba Regional High School. We also hired three new full-time police officers, Jose Santiago, Walter Nadeau, and Francis Baker, to replace openings created by promotions, the SRO position going full-time, and backfilling a 2015 opening.



**August 22, 2016 Official Pinning Ceremony for Chief Warren E. Nelson, Jr. with wife Terry doing the pinning.**



**September 28, 2016 Official Pinning Ceremony for Lt. Luke Hamburger with son Ethan doing the pinning.**

In conclusion, I would like to express my heartfelt thanks to all the members of the Bolton Police Department for their exceptional professionalism and dedication as we push forward into 2017. Our phones will be answered 24 hours a day, 7 days a week, and 365 days a year. We look forward to providing the Town of Bolton with the highest quality of community policing services to continue to keep Bolton a safe place to live and raise a family. Remember, if you see something, say something. Our anonymous tip hot line is 978-779-7808.

**2016 Year-End Totals:**

Kidnapping / Abduction	1
Forcible Rape	1
Aggravated Assault	5
Simple Assault	13
Intimidation	7
Arson	2
Burglary / Breaking And Entering	17
Theft From Building	8
Theft From Motor Vehicle	2
All Other Larceny	31
Motor Vehicle Theft	1
Counterfeiting / Forgery	8
False Pretenses / Swindle / Co	1
Credit Card / Automatic Teller	9
Impersonation	19
Stolen Property Offenses	1
Destruction / Damage / Vandalism	30
Drug / Narcotic Violations	14
Statutory Rape	5
Pornography / Obscene Material	2
Weapon Law Violations	2
Bad Checks	2
Disorderly Conduct	6
Driving Under The Influence	12
Drunkenness	10
Liquor Law Violations	4
Trespass Of Real Property	12
All Other Offenses	46
Traffic, Town By-Law Offenses	222
<b>CHARGE TOTALS</b>	<b>493</b>
Incidents:	381
Arrests:	47
Accident Reports	184
Citations:	1152
Citation Violation Totals:	1427
Marijuana Citations:	15
OUI Alcohol & Drugs:	12
Warrants/Complaint App	93

Assist other PD:	139
Bldg Check:	1922
Burglar Alarm:	210
Community Policing Activity	412
Disabled MV	232
Domestic Disturbance:	21
General Disturbance	26
Leaving the Scene MVC	11
Local Ordinance/Bylaw violation	6 in 1 <sup>st</sup> 1/3 of 2016, no tracking of violation in NVRDD
Lost / Found Property	45
Missing Person	7
Motor Vehicle Crash	197
MVC with injury	76
MV Complaints	234
MV Stops	1787
Noise complaints	9 in first 1/3 of 2016, not tracked in NVRDD
Officer Wanted	136 + 145 assist citizen
Parking violation	18
Suspicious Activity	33 first 1/3 2016 + 241 remainder of 2016 NVRDD tracks this only
Suspicious MV	22 first 1/3 2016
Suspicious person	15 first 1/3 2016
	Suspicious activity total is 318