

# ANNUAL REPORT

2015



# ADA COORDINATOR

The *Architectural Barriers Act of 1968* (42 USC, 4151 et seq.) requires certain federally assisted buildings to be constructed so as to be accessible to physically handicapped persons and the *Americans With Disabilities Act of 1990* (42 USC, 12101 et seq.) prohibits discrimination against the disabled individuals in private and public employment, public accommodations, public transportation, government services and telecommunications.

The Town continues to strive to meet all federal and state requirements.

Respectfully submitted,  
Johanna Swain, ADA Coordinator

# ADVISORY COMMITTEE

The Advisory Committee is comprised of seven members and is responsible for making reports or recommendations to the Town on all municipal questions. The Committee is also responsible for submitting a budget at the annual town meeting. The process requires that the Committee meet at regular intervals throughout the year. During calendar year 2015, the Committee met 25 times.

This past year, Kevin Paquette stepped down and Pamela Griffing and Robert Blozie were appointed to fill two open seats. The Committee reorganized with Lori Loughlin as our chairperson. The Committee thanks Kevin Paquette for his service and efforts on behalf of the Town during his tenure.

Fiscal 2017 will be another challenging year. Members of the Advisory Committee have worked together with the Selectboard, our department heads, and representatives of the school in an effort to control and reduce spending wherever possible. Despite all efforts, the Town continues to outspend its ability to raise revenue. This is very troubling and has resulted in a continuing reduction in our Free Cash and Town Stabilization accounts.

We have attached a copy of the most recent *Management Letter for the Year Ending June 30, 2015*, compiled by Scanlon & Associates. It provides in greater detail the specifics of this downward trend in our reserves. Please take time to read the report paying particular attention to the table on page 2. A copy of the full audit can be found on the Town website, at the library or town hall.

Proposition 2-1/2 restricts the Town from raising its annual levy limit by more than 2.5 percent of the total full and fair cash value of all real and personal property in the community. The levy limit is the total amount of revenue the Town can raise through these taxes. This year the levy limit increase is projected to be approximately \$129,000. New growth, or taxes on new structures, additions, etc., is projected at \$40,000. This provides the Town with approximately \$170,000 in additional revenue to meet our expenses in FY17. Our projected FY17 budget requests exceed the Town's currently projected revenue increases. This continues to be a serious problem as we move forward!

The Town is required to meet certain fixed expenses annually. These include property and health insurance, retirement and Medicare assessments, employee contractual expenses, and facility overhead expenses, among others. This year the Selectboard approved a 2% cost of living increase for non-contractual employees, an amount we believe is fair and well deserved. These costs, along with increases related to normal inflation continue to impact the cost of town government. Our committee has made recommendations to the Selectboard toward reducing expenditures where possible, including those in the area of group health insurance and legal expenses, both of which continue to spiral upward.

The Town is also facing immediate and future capital expenditure needs in other areas. The Board of Health and Water Department are working cooperatively to extend the New Braintree Road water line due to problems with the closed landfill on Wigwam Road at a cost of approximately \$350,000. The Highway Department will soon need to replace its front-end loader, the workhorse of its fleet, at a cost exceeding \$200,000. Future needs include road maintenance and repair, maintaining the readiness of the police and fire department fleets, and the long needed construction of a public safety complex.

The regional school budget continues to increase as well. The School Committee recently voted to support a level services school budget with no cuts to existing programs. West Brookfield's share of the proposed FY17 school budget is \$3,569,778. The School Committee request represents an increase of \$122,256 over the FY16 state mandated minimum plus an additional \$309,711 above the FY17 mandated minimum. This represents an increase of almost \$432,000. If approved by the voters, the school budget will represent approximately 53% of the total municipal budget.

Some believe West Brookfield has a revenue-raising problem and not an expenditure problem. We believe there is room for improvement with both. Your support is necessary in addressing these issues.

With respect to our need for increased revenue, the Selectboard has sponsored a warrant article providing voters the opportunity to accept the implementation of a local meals tax. If approved, an additional .75% tax would be levied on meals served at our local restaurants. This tax would amount to an additional tax of seventy-five cents on a one-hundred-dollar purchase with the potential of raising upwards of \$40,000 additional local revenue on an annual basis.

After much painful discussion, the Selectboard proposed and is supporting a Proposition 2-1/2 override in the amount of \$400,000. This override will allow the Town to increase its levy limit. Passage of the override will permanently increase property taxes in the amount of \$116 per \$100,000 valuation and will give the Town the ability to maintain Town services at current levels and provide temporary stability to our financial wellbeing. *The Advisory Committee is deferring its recommendation on an override pending a further review and analysis of anticipated FY17 revenues and expenditures.*

Realizing the burden an override places on our seniors, the Selectboard is also sponsoring a warrant article authorizing the establishment of a *Senior Property Tax Work-Off Program*. Programs of this type allow senior citizens the opportunity to volunteer their time to the Town in exchange for a property tax credit.

The Town is at a crossroads and in sight of depleting its bank account. It is incumbent upon each and every one of us to educate ourselves on the needs and finances of town government and schools. Currently, the Town is able to maintain local government services at a level most are comfortable with. With the cost of local and school services continuing to rise at a rate exceeding our ability to raise revenues to support them, future cuts to local services are inevitable. We ask that you review this report and the attached management letter carefully, seek out additional information from Town officials as necessary, and exercise your right to vote at both the Town election and annual meeting.

The management of town government continues to become increasingly time consuming and complex. Over the past several years, we have grown increasingly concerned with the need for full time management. Some departments run independently with little or no oversight, contrary to the best interests of the Town and its finances. Access to town hall services is limited. Town government has grown to where our total annual budget is approaching seven million dollars. We believe there is considerable room for improvement in the delivery of services and budget oversight and strongly recommend the Town consider professional full time management. Accordingly, the Advisory Committee is sponsoring an article authorizing the Selectboard to establish a committee to explore a Town Manager position.

In closing, we thank the Selectboard for their cooperation and support throughout FY16. We also thank our residents for their support and encourage their ideas and suggestions as we work together to keep West Brookfield financially stable.

Respectfully submitted,

Lori Loughlin, Chairperson

Tom Long

Philip Landine

Pamela Griffing

Bradley Hibbard

Richard Gobi

Robert Blozie

**TOWN OF WEST BROOKFIELD, MASSACHUSETTS**

**Management Letter**

**Year Ended June 30, 2015**

		<u>Page</u>
TABLE OF	TOWN OF WEST BROOKFIELD, MASSACHUSETTS .....	2
	MANAGEMENT LETTER .....	3
INTRODUC	FOR THE YEAR ENDED JUNE 30, 2015	
CURRENT	<b>Matters</b>	
	1. F .....	4
	2. Chapter 90 Fund Balance .....	5
	3. Other Areas .....	5

**PRIOR YEAR COMMENTS AND RECOMMENDATIONS – Other Matters**

1. Cash and Investment Reconciliation .....	6
2. Tax Title Receivable .....	7
3. Tax Collector .....	8-9
4. Collector and Treasurer Surety Bonds .....	9
5. Establish Veteran Benefit Accounts Receivable .....	10
6. Departmental Receipts .....	10

To the Honorable Board of Selectmen  
Town of West Brookfield  
West Brookfield, Massachusetts

Dear Members of the Board:

In planning and performing our audit of the basic financial statements of the Town of West Brookfield as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of West Brookfield's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

However, during our audit, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. We have already discussed these comments and suggestions with Town personnel. We will be pleased to discuss them in further detail and to assist you in implementing the recommendations.

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

*Scanlon and Associates, LLC*

Scanlon & Associates, LLC  
South Deerfield, Massachusetts

November 10, 2015

**CURRENT YEAR COMMENTS AND RECOMMENDATIONS – Other Matters**

**1. Financial Condition**

Comment:

The Town has two primary reserves, free cash and stabilization funds, which it maintains. Reserves can be used to finance unforeseen needs, hold money for specific future purposes or in limited instances, utilized as a revenue source for the annual budget. We have noted during our current and prior audits that the Town has utilized free cash and stabilization as a revenue source to fund the operating budget. Furthermore, we have noted that free cash and stabilization reserves have been declining the past few years as outlined below:

	Balance June 30, 2012	Balance June 30, 2013	Balance June 30, 2014	Balance June 30, 2015	Change from FY 2012 to FY 2015
Free Cash	\$ 692,728	\$ 439,003	\$ 597,362	\$ 113,545	\$ (579,183)
Stabilization	\$ 1,341,910	\$ 1,108,712	\$ 967,771	\$ 891,463	\$ (450,447)
Fire Truck Stabilization	\$ 219,135	\$ 253,454	\$ 251,245	\$ 260,338	\$ 41,203
Water Stabilization	\$ 2,182,998	\$ 583,500	\$ 459,798	\$ 476,439	\$ (1,706,559)

Based on the above we caution the Town on the use of free cash and stabilization as a funding source for the Town's operating budget (re-occurring expenditures). We recommend the Town management review the above situation and develop a budget plan to reduce its reliance on the use of reserves to fund the operating budget.

We also noted that the Town in the last two fiscal years voted more free cash than the amount that was certified by the Department of Revenue, as outlined below:

Free Cash Certified - July 1, 2013	\$ 439,003	Free Cash Certified - July 1, 2013	\$ 597,362
Voted at STM 10-29-13	(254,560)	Voted at STM 11-12-14	(190,836)
Voted at ATM 5-13-14	<u>(407,060)</u>	Voted at ATM 6-02-15	<u>(582,362)</u>
Balance	<u>\$ (222,617)</u>	Balance	<u>\$ (175,836)</u>
	(a)		(b)

(a) - Amount was correct at STM 11-12-14

(b) - Free Cash 7-1-15 certification was reduced by DOR

The Town should implement procedures to accurately account for the free cash balance available to vote as a funding source. This will ensure that the Town does not utilize more free cash as an available fund than what was certified by the Department of Revenue.



## 2. Chapter 90 Account

### Comment:

During our audit we noted the Chapter 90 fund balance was not properly reconciled. In prior fiscal years the Town had a financial policy to appropriate chapter 90 funds as part of the Town's budget process. In fiscal year 2014 the Town changed their policy on appropriating chapter 90 funds and now account for the fund on a cash reimbursement basis, by which monies are expended and then submitted to the State for reimbursement. This change in policy would prompt a reconciliation of the fund balance to ensure there was a proper cutoff of receipts expenditures. We found during our audit that there was not an accurate reconciliation of the account. We recommend that a reconciliation of the chapter fund balance be done in fiscal year 2016 to determine the proper balance.

## 3. Other Areas

- Health Insurance withholding reconciliation.
- Future GASB's (OPEB, etc.).

## PRIOR YEAR COMMENTS AND RECOMMENDATIONS – Other Matters

### 1. Cash and Investment Reconciliation

#### Prior Year Comment:

The Treasurer's office and Accountant's office is responsible to complete timely reconciliations of activity and balances of the cash. We cannot emphasize enough the importance of the timely and accurate reconciliations of cash in order to have an effective system of internal controls.

Internal control procedures should be designed in a manner that ensures all activity is recorded in the cashbook prepared by the Treasurer as the transactions occur. At the same time as the activity is being posted to the cashbook a corresponding posting would be made to the general ledger maintained by the Accountant's office. The cashbook balance and the general ledger cash balance must match at all times. At the end of each month the Treasurer would complete a reconciliation between the cashbook and the individual bank statements. The Treasurer and Accountant would then reconcile the cashbook and the general ledger shortly thereafter.

In fiscal year 2014, February 2014, the Town had a change of personnel in the Treasurer's department. During our audit we noted the following regarding the Treasurer's reconciliation process subsequent to February 2014:

- Individual bank statement reconciliations were not properly documented at June 30, 2014 and for subsequent months in fiscal year 2015 up through the date of our fieldwork (January 2015). For instance, reconciling items such as outstanding checks for vendor and payroll were not documented and retained. During our fieldwork we did alternative testing to substantiate the amount used as outstanding checks for reconciling items at June 30, 2014.
- Subsequent to June 30, 2014, effective individual bank statements reconciliations were not performed to reconcile the bank statements to the Treasurer's cashbook.
- Subsequent to June 30, 2014 up through our fieldwork (January 2015) we could not locate or determine that the Treasurer's office and Accountant's office performed reconciliations for cash and investments.
- The Treasurer's office did not properly account and reconcile the Investments for June 30, 2014 and for subsequent months in fiscal year 2015 up through the date of our fieldwork (January 2015). The investments are not part of the Treasurer's cashbook as was with past practice. However, past practice utilized separate spreadsheets outside of the cashbook that accounted for and reconciled the investment amounts. We recommend that the Investments become part of the Treasurer's cashbook and monthly reconciliation be performed.

The absence of having timely and proper cash reconciliations significantly increases the risk that misstatement due to error or fraud may occur and not be detected, prohibits the safeguarding of assets and does not provide for accurate and timely financial reporting.

We cannot emphasize enough the importance of the timely reconciliation of cash in order to have an effective system of internal controls. We strongly recommend management closely monitor this situation to insure that cash is reconciled in a timely manner between the treasurer's records and the town accountant general ledger.

**Status – 2015 Audit:**

The Town hired an outside consultant to help the Treasurer reconcile cash and investments for June 30, 2015 and implement procedures to ensure future cash and investment reconciliations are properly performed. During our audit we noted that Treasurer's cash and investments were reconciled at June 30, 2015 and reconciling items documented. A cashbook was maintained for June 2015. As of June 30, 2015 there is an immaterial variance between the Treasurer's records and the Town Accountant's general ledger. We recommend that an adjustment be made to the Town Accountant's general ledger to eliminate the variance.

We recommend that Town's management monitor the cash and investment reconciliation process between the Treasurer and Town Accountant to ensure they are being performed.

**2. Tax Title Receivable**

**Prior Year Comment:**

During our audit we found that effective procedures were not in place to reconcile the Treasurer's tax title accounts receivable subsidiary records to the general ledger. Furthermore, we noted that the Treasurer's tax title detail subsidiary ledger that was provided to us during the audit did not agree to the amount that was on the schedule of outstanding receivables report submitted to the state for free cash certification. The difference was approximately \$19,000.

Effective internal controls require timely and proper reconciliation of the Treasurer's tax title accounts receivable subsidiary records to the general ledger. Failure to perform these tasks timely and properly increases the risk of misstatement due to error or fraud, prohibits the safeguarding of assets and does not provide for accurate and timely financial reporting.

We recommend that procedures be implemented to reconcile the Treasurer's tax title accounts receivable subsidiary records to the general ledger on a monthly basis. All variances should be investigated and resolved in a timely manner. To further strengthen this control the Town should document this process by having a sign off by the two department heads.

**Status – 2015 Audit:**

The Treasurer has implemented procedures to review and reconcile the tax title accounts. The variance remained the same at the end of fiscal year 2015. We recommend an adjustment be made to the general ledger to eliminate the variance.

### 3. Tax Collector

Prior Year Comments:

During our audit we noted the following with regard to the Tax Collector accounts receivable:

- During our audit we found that there is real estate, personal property and motor vehicle excise levies that go back a significant number of years. A summary below for older levies shows amounts as follows:

- Real Estate		
o Levy 2012 and Prior	\$	32,886
- Personal Property		
o Levy 2012 and Prior	\$	21,040
- Motor Vehicle Excise		
o Levy 2010 and Prior	\$	56,217

We recommend that the town research the older tax levies to determine if the accounts should be abated, refunded, taken in tax title or make an effort to collect them. Furthermore, the Town currently utilizes a Deputy Collector to collect unpaid motor vehicle excise taxes. We recommend that procedures be implemented and documented to reconcile the deputy collector outstanding amounts to the tax collector outstanding amounts on a periodic basis.

Status – 2015 Audit:

The Tax Collector has begun to review the older accounts receivable. We recommend the Tax Collector continue to research the older accounts receivable and make efforts to collect, take tax title or abate. Furthermore, reconciliation should be performed with the Deputy Collector.

- During our audit we noted that there was a significant amount of refunds owed to taxpayers for overpayment of taxes at June 30, 2014 as summarized below:

<u>Account Type</u>	<u>Amount to be Refunded June 30, 2014</u>
Real Estate 2014 to 2011	\$ 24,461
Personal Property 2014 to 2011	1,000
Motor Vehicle Excise 2014 to 2009	2,246

A review of subsequent refund transactions indicated that a majority of the refunds possible at June 30, 2014 still have not been processed as of the date of our fieldwork. The practice of not processing refunds owed to residents in a timely manner can have a financial impact on the Town. The Town should review this process and develop new procedures to insure refunds are processed in a timely manner.



**Status – 2015 Audit:**

The Tax Collector has begun to review the refunds owed to taxpayers and has processed a majority of the refunds for levy year 2014. However, at June 30, 2015 there are still refunds owed for the older levies (specifically 2013, 2008 and 2007). We recommend the Tax Collector continue to review and clean-up the refunds owed to taxpayers.

- During our audit we found two payments, (totaling \$1,197.63), that were received by the Tax Collector on October 22, 2014 and were posted to the taxpayer's account in the subsidiary ledger as being received May 1, 2014. If effective reconciliation procedures were being performed this should have been caught and corrected in a timely manner by Town personnel. We recommend that the Tax Collector improve her reconciliation procedures. Reconciliation procedures should include, but not limited to, a reconciliation of the taxpayers payments received to the amounts posted to the subsidiary ledger to the amounts deposited to the bank account. This process should be properly documented to show a proper audit trail.

**Status – 2015 Audit:**

The Tax Collector, Treasurer and Accountant have reviewed and made efforts to improve the reconciliation process. During our audit we noted there were minor variances and timing issues with the collector's receipts. We also noted that efforts were being made to reconcile and monitor the Tax Collector's receipts as evidenced by documentation. It was communicated to us by personnel there was some concern about timing of receipt. We recommend the Town personnel continue to improve on the reconciliation and timing of the Tax Collector's receipts.

#### **4. Collector and Treasurer Surety Bonds**

**Prior Year Comment:**

The Treasurer and Collector positions currently have surety bond amounts of \$90,000 and \$80,000, respectively. The current recommend bond amount, as outlined in the Massachusetts Collector and Treasurer's manual, applicable to the Treasurer and Collector for the Town of West Brookfield would be a \$120,000 each. We recommend that management review this situation to determine if the surety bond amount should be increased.

**Status – 2015 Audit:**

The Treasurer's bond was increase to the recommended amount of \$120,000. The Tax Collector's bond remained at \$80,000. We would recommend that the Tax Collector's bond amount be increased to \$120,000 at the next renewal period.

## 5. Establish Veteran Benefit Accounts Receivable

### Comment:

The Town has expenditures for veteran benefits. Under the veteran benefits program the Town is eligible for 75% reimbursement for eligible expenditures. The amount expended in fiscal year 2014 was approximately \$15,000, of which 75% (\$11,250) would be reimbursed to the Town. We found that the Town has no procedures to establish a receivable on the general ledger for the state reimbursements as monies are expended.

We recommend that the Town commit to the general ledger the eligible veteran benefits reimbursements. In this way a control will be in place to insure that veteran benefit reimbursements are being properly and timely submitted.

### Status – 2015 Audit:

The Town Accountant has established a veteran benefit accounts receivable.

## 6. Departmental Receipts

### Comment:

During our audit we reviewed certain departmental receipts into the treasury. We noted that departments are not indicating whether the receipts were cash or check. Because of the higher risk of currency (cash) transactions it is important that a trail exists from time of collection to bank deposit. Therefore the departmental turnover forms and departmental receipt documentation should indicate whether receipt is cash or check. We believe this additional procedure will improve the internal control over departmental receipts.

### Status – 2015 Audit:

The Town has taken our recommendation under advisement.

# AGRICULTURAL COMMITTEE

The Agricultural Commission reformed in 2015 and welcomed new members, along with a new Commissioner, Matthew Koziol. The Agricultural Commission successfully worked on a Farm to Table dinner with Salem Cross Inn, (Taste of West Brookfield) to promote the farm community within West Brookfield.

The Agricultural Commission hopes to continue to improve the awareness of farms and products available in West Brookfield.

Respectfully submitted,

Matthew Koziol	Chairman
Brad Quigley	Member
Timothy Morrell	Member
Steven Gould	Member
Gordon DeWolf	Member
Kevin Blain	Alternate Member
Wesley Slobody	Alternate Member
Marcel F. Gaumont	Alternate Member
Vacant	Alternate Member

# ANIMAL CONTROL OFFICER

The past year, we had less loose dog calls and only one unclaimed stray dog that went to Second Chance Animal Shelter to find his new forever home. People seem to be responsible for their dogs and are trying to keep them under their control. There are fewer cats that look like they may not have owners as well. Please do not feed cats that are not your own. They are opportunistic animals and will try to get their sustenance from as many sources as possible. If a cat is truly thin or sickly, then please call me. Otherwise, you may be luring someone else's kitty away. We get several calls about missing cats and it is rare that they are ever returned to their owners. On that note, it is always a risk letting

your feline out as there are not only well intentioned people feeding them, but also predators that may not have intentions that are even close to good.

I am happy to say that due to the responsibility level of the people in our little town, I have been able to keep the animal control down to a minimum.

Respectfully submitted,

Leah Shattuck, Animal Control Officer

## **ANIMAL INSPECTOR**

This year's numbers are in and once again, it was a pleasure to visit with the people who raise and care for these animals.

### **ANIMAL COUNT 2015**

Dairy Cows	31	Donkeys	2
Beef Cows	311	Turkeys	36
Goats	54	Waterfowl	30
Sheep	25	Rabbits	7
Horses	137	Swine	60
Chickens	277	Camelids	11

Respectfully submitted,

Leah Shattuck



# ANNUAL SALARY

Adams-White, Renee	\$12,647.74	DiMaio, Elisabeth	\$28,985.20
Allard, Eric	\$1,444.25	DiMaio, James	\$1,180.00
Allen, Sarah	\$35,541.00	Dodge, Darren	\$180.00 D
Alm, Wyatt J.	\$7,490.39	Dolan, Jane	\$1,680.15
Anderson, Ashley	\$961.52	Dorman, Kevin	\$2,799.96
Anderson, Beverly	\$1,325.57	Dorman, Melvin	\$1,000.00
Anderson, Scott	\$1,556.45	Drake, Janine	\$915.00
Arsenault, Marie	\$66,809.03	Ducharme, Jennifer	\$588.00
Ayers, Brian	\$20,142.48	Dunivan, Kevin	\$2,149.96
	\$1,324.80 D	Dupuis, Michael	\$7,882.67
Baldwin, Kylie	\$697.00	Dustin, Brian	\$1,884.37
Barrett, Teresa	\$32,246.77	Early, James	\$8,756.76
Bell, John	\$14,532.02		\$4,860.00 D
	\$12,059.44 D	Edwards, Clayton	\$3,139.56
Benson, Robert	\$12,365.68	Fontaine, Keith	\$4,387.58
Blodgett, Kenneth	\$36.00	Fox, Phillip	\$1,248.05
Bonnayer, Jeannine	\$70,553.29		
	\$7,731.24 D	Frew, Betty	\$19,597.62
Boos, James	\$40,531.10	Frew, Michael	\$6,319.35
Borlikoski, Charlotte	\$36.00	Frizzell Sr., John	\$840.00
Brown, Marissa	\$7,751.29	Goodman, Philip	\$8,818.22
Brown, Trevor	\$150.00	Goudreau, Margaret	\$1,703.52
Burns-Jackson, Mary	\$31,016.96	Grabosky, John	\$1,569.48
Caron, Richard	\$180.00 D	Haire, Carol	\$72.00
Cassavant, Beverly	\$36.00	Hartung, Kara	\$11,298.38
Cassavant, Duane	\$57,940.87		\$4,230.00 D
		Hastings, Nathan	\$720.00 D
Cassavant, Ryan	\$1,764.69	Hibbard, Ryan	\$500.00
Cassavant, Wesley	\$60,444.80	Higgins, Jane	\$400.00
Charbonneau, Cheryl	\$225.00	Higgins, Linda	\$278.46
Charron, Brian	\$5,499.29	Hilliker, Cody	\$650.44
Charron, Craig	\$68,418.35		
	\$9,202.50 D	Hopkins, Joseph	\$1,128.15
Churchey, David	\$4,842.70		
	\$1,890.00 D	Ingraham, Jane	\$327.60
Ciejka, Joseph	\$3,081.56	Judycki, Amanda	\$835.38
Convery, Karen	\$371.28	Judycki, Kally	\$8,757.84
Courtemanche, Elaine	\$2,773.68	Kemp, Karlee	\$262.50
Couture, John	\$1,107.11	Kemp, Tessa	\$1,768.75
Couture, Ursula	\$74.25	Kenniston, Beverly	\$4,035.96
Creamer, Madison	\$73.50	Kent Jr., Edward	\$321.89
Czub, Melinda	\$1,643.73	King, William R.	\$36.00
Daley, James	\$80,552.37	Kozik, Elizabeth	\$36.00
Davis, Jon	\$561.50		
Desantis, Christopher	\$180.00 D	Kuranda, Dariusz	\$6,530.22

LaCroix, Pauline	\$36.00		Plante, Madison	\$262.50
Landry, Joseph	\$4,228.64		Plante, Sydney	\$2,880.00
Laperle, Charles	\$71,889.56		Potvin, Robert	\$36.00
Lapine, Gary	\$3,600.00		Rex, Jonathan	\$277.37
LaRoche, Amy	\$2,400.00		Ritzer, Joshua	\$787.50
Lazarick III, Joseph	\$4,288.23		Roberts, Teri	\$29,202.36
	\$4,522.50	D		
Leger, Ashley	\$3,286.92		Robinson, Paul	\$6,317.59
LePage, Mary	\$38.22		Roy, Audrey	\$2,063.88
Letendre, Matthew	\$84,828.48		Rust, James	\$6,573.36
	\$10,170.00	D		
Leufstedt, Diane	\$36.00		Santos Jr., Daniel	\$5,411.89
Long, Christine	\$7,992.99		Sauve, Geraldine	\$5,290.91
Lucia, Christopher	\$833.85		Searah, Dana	\$1,826.00
Lupacchino, Patricia	\$1,119.03		Shattuck, Leah	\$4,962.38
Lupacchino, Paul	\$11,854.76		Simeone, Gary	\$9,227.09
Lyons, Sean	\$7,744.46		Smythe, Comfort	\$45.00
Manseau, Cory	\$480.33		Spencer, Melody	\$1,730.82
Marchessault, Ron	\$1,777.95		Spera, Robert	\$1,573.41
Marsh, Katelyn	\$10,821.42		Stanger Jr., David	\$6,253.76
				\$1,742.40
				D
McCall, Daniel	\$862.54		Stentiford, Caroline	\$36.00
McCarthy, Michael	\$27.25		Swain, Johanna	\$69,266.40
Melanson, Tammi	\$33,851.42		Takorian, Clay	\$4,464.90
Merriam, Jesse	\$2,377.96		Takorian, Holly	\$39,165.24
Nadon Sr., Barry	\$3,369.08		Taylor, Jeffrey	\$14,764.91
Nadon Jr., Barry	\$500.00		Thomasian, John	\$6,000.00
Norden, Cynthia	\$37,333.40		Thurber, Glenn	\$4,118.72
O'Donnell, Mark	\$60,040.94		Tivnan, John	\$1,000.00
O'Donnell Jr., C. Thomas	\$90,780.01		Tivnan, Madelyn	\$452.78
Onofre, Gerber	\$1,541.76		Tomasino, Susan	\$36.00
Paquette, Jason	\$840.00		Varnum, Alan	\$36.00
Paquette, Lester	\$385.00		Vayda, Diane	\$1,500.00
Peddle, Barry	\$1,080.00	D	Waterman, Gregg	\$43,274.65
Perrault, Kendall	\$360.00	D	Whitehouse, Louise	\$36.00
Pianka, Graegorz	\$360.00	D	Wrobel, Demitria	\$3,330.01
Pierce, David	\$4,489.30		Wrobel, Jean	\$25,099.28
	\$314.40	D		
Pilch, Stephen	\$24,984.24			
Pinkman, Richard	\$49.05			
			<b>TOTAL</b>	<b>\$1,627,029.02</b>

D = Police Detail

# BOARD OF ASSESSORS



Kevin Dorman

Beverly Kenniston

Michael Frew

Our town has 2,501 parcels:

- 1,382 Residential Improved Parcels
- 777 Vacant Parcels
- 97 Commercial/Industrial/Mixed Use Parcels
- 101 Chapter 61, 61A, 61B – Chapter Land Parcels
- 144 Personal Property

The value of all taxable property of Fiscal Year 2016 was \$342,385,853. The Fiscal Year tax rate is \$15.51 per thousand dollars of valuation. The tax rate is a formula that uses two basic figures, the total levy, which is the amount to be raised by taxation and the total value of the Town divided by 1,000.

$$R \text{ (Rate)} = L \text{ (Levy)} / V \text{ (Total value)}$$
$$R = (\$5,317,252) / \$342,385,853 / \$1,000 = \$15.51$$

The tax rate is \$15.51 per thousand dollars of value

The major variable in the equation is the tax levy, which is determined by the approved town budget. The higher the levy, the higher the taxes. It is Town spending, not the value, that determines what one will pay in taxes. The assessed values are a mechanism that allows the levy to be distributed fairly among all the taxpayers. The Town is required to appraise property within very strict guidelines by the Department of Revenue (DOR).

***PROPOSITION 2-1/2 – LEVY LIMIT EXPLAINED:***

‘Proposition 2-1/2’ refers to an initiative statute adopted by the voters of the Commonwealth in November 1980. Its purpose was to stabilize municipal property taxes. It limits the amount by which the taxing capacity of the Town is allowed to increase each year. The allowed growth is 2.5 percent of the prior year’s levy limit. This allowed increase in the limit for FY2016 is \$12,266 (which is 2.5% of the FY2015 levy limit, \$4,886,636).

Also, added to the levy limit computation is the levy increase attributable to “new growth.” This represents additions to the base of taxable property, typically as a result of new construction, renovations and minor additions, or change of use.

Permitting the levy to be adjusted by “new growth” recognizes the fact that development creates pressures on Town services over the long term. The new tax rate reflects \$152,709.00 in new growth.

The assessment date for each tax year is the previous January 1. The Town has accepted the provisions of Section 40 of chapter 653 of the Acts of 1989 regarding assessment date changes for new growth. This legislation allows communities to tax in the current fiscal year all new construction built between January 1 and June 30 of that year. The purpose of this local option legislation is to reduce the delay that can occur between construction and taxation.

Total growth of the levy limit is therefore attributable to two factors, allowed growth, which is fixed (2.5% per year), and new growth that is variable and subject to economic conditions.

***PROPERTY INSPECTIONS:***

The Assessors continue to work very closely with the Building Inspector, as the Town requires building permits on almost all improvements made to your property. These building permits aid in correctly valuing a property's worth. Upon notification by the Building Inspector of permits issued, the Assessors will visit the property to verify and photograph it. Prior to our inspection, the property owner will receive a questionnaire from our office. This will assure that our records are correct. We ask that anyone who receives one of these questionnaires take the time to complete it and return it to the Assessors. When these forms are not returned to our office, we cannot make the necessary changes to ensure that the information we have on file is accurate.

***ADDRESS CHANGES:***

The bulk of information used in the Assessors' Office is indexed by address. It is essential that you inform our office of any changes in your address as soon as the change occurs. It certainly will help us to serve you more efficiently and prevent the necessity of duplicate mailings at an added cost to the taxpayers.

***MOTOR VEHICLE EXCISE TAX BILLS:***

Many people come to our office with questions regarding their Motor Vehicle Excise Tax Bills. The Registry of Motor Vehicles sends computerized data to all towns and the bills are then printed and mailed from the Tax Collector's Office. The information you receive on your bill is based on data the Registry of Motor Vehicles has in their files for any calendar year beginning January 1. Please pay particular attention to the "**Garaging Location**" on your insurance form. If you have any changes in this location or in any other information, you must notify the Registry of Motor Vehicles so that your license, registration and Motor Vehicle Excise Tax Bills are correct. This also ensures that you receive a bill at your correct address.

In addition, if you have sold a motor vehicle during the year, you may apply for an abatement of your excise bill by completing an application and providing our office with proof of sale, as well as a copy of the Plate Return Receipt, or new registration if you transferred your license plates.

The Board of Assessors welcomes any comments or questions. We are proud to provide a very personalized service to you and enjoy the opportunity to meet with many of you throughout the year.

Respectfully submitted,  
 Beverly Kenniston, Chairperson  
 Kevin Dorman  
 Michael Frew  
 Elisabeth DiMaio, Administrative Assistant  
 Renee Adams-White, Assessor Assistant

## BOARD OF HEALTH

During the past year, the Board of Health has generated approximately \$14,955.00 through various required permit fees. The fees are as follows:

Septic Permit	\$250.00	Perc Test	\$175.00
Septic Installers	\$50.00	Septic Haulers	\$100.00
Trash Haulers	\$100.00	Retail Food	\$75.00
Food Service	\$100.00	Food Catering	\$75.00
Milk Store	\$25.00	Body Art	\$180.00
Tanning	\$25.00	Outdoor Boilers	\$75.00
1-Day Food Permit	\$25.00	Sports Camp	\$50.00
Farmer's Market (includes Asparagus Festival)			\$50.00

The Board has enacted a \$75.00/per hour charge for food inspections due to violations. The Board has enacted a \$75.00/per hour or inspection for extra Septic related inspections.

The Board of Health issued:

Perc Permits	19
Septic Permits	16
Food Permits	29
Milk Permits	9
Tanning Permit	1
Septic Installer Permits	17
Campground Permit	1
Mobile Home Park Permit	1
Motel Permit	1
Pool Permit	1
Septage Hauling Permits	4
Trash Hauling Permits	5
Farmer's Market/Seasonal Food Permits	9
Bathing Beach Permit	1
Outdoor Wood Boilers	0
One Day Food Permits	19
Body Art Permits	0
Sports Camp Permit	2

The West Brookfield Board of Health contracts its' medical services with Harrington Hospital.

The Town of West Brookfield has a low interest loan program for the repair of septic systems. Contact the Administrative Assistant for further information.

Last year, the Department of Environmental Protection was petitioned by the Board to lower the number of required monitoring tests at the Capped Wigwam Landfill and was granted a permit to do so. Unfortunately, there was a change in the Department of Environmental Protections allowable level of 1,4 Dioxane. Because of this change, we had elevated levels in one of our landfill test wells. We then tested private drinking water wells down gradient of the landfill. Two wells on New Braintree Road failed and the Board is supplying potable water. The Board, has acquired a \$175,000.00 loan to install town water to the affected residence.

**Hazardous Waste Day** is once a year in September at the North Brookfield Transfer Station. **Latex paint is not accepted. Dry the latex paint in the can with a mix and dispose of with the normal trash.**

**Sharps may be dropped off at the Board of Health for disposal during normal business hours, provided they are in the proper containers, which may be purchased at any pharmacy for a minimal amount.**

The Board continues to revise and prepare for all emergencies, if you wish to become a volunteer for the Board of Health, please contact us at the number below.

The Board of Health wishes to remind all residents that it meets on the **2<sup>nd</sup> and 4<sup>th</sup> WEDNESDAYS** of each month at **7:00 PM**, in the West Brookfield Town Hall, Room LL4. The public is invited to attend.

The Board of Health telephone number is 867-1421 Ext. 310.

Office hours are Monday 12:00 PM to 2:00 PM,  
Tuesday through Thursday from 9:00 AM – 11:00 AM and  
Wednesday evening from 6:00 PM – 8:00 PM.

Title V Agent: John Thomasian  
Health Agent: Lee Jarvis  
Administrative Assistant: Sarah J. Allen  
Clerk: Michael Frew

Respectfully submitted,

Melvin Dorman, Chairman  
Jason Paquette  
John Frizzell



# BOARD OF REGISTRARS

Information for the year ending December 31, 2015 is as follows:

<b>TOTAL POPULATION</b>	<b>3,157</b>
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## VOTER REGISTRATION

Conservative	1
American Independent	4
Democrat	552
Green Party USA	2
Green-Rainbow	3
Inter. 3 <sup>rd</sup> Party	1
Libertarian	5
United Independent Party	20
MA Independent Party	1
Republican	371
Socialist	1
Unenrolled	1522
Working Families	1
<b>VOTER TOTAL</b>	<b>2,484</b>

Respectfully submitted,  
Sarah J. Allen  
Jane Dolan  
Madelyn Tivnan  
Beverly Anderson

# BOARD OF SELECTMEN

As always, our Board placed priority on the effectiveness of financial management of the Town. This was accomplished while attempting to maintain or improve the standing portfolio of essential municipal services.

## COMMUNITY:

- ♦ The Board allowed Denis Childs request to hold a Parent-Teacher Classic 5K on June 13, 2015.
- ♦ The Board approved the following Special Use Permits:
  - Northern Bass Alliance for April 17, 2015
  - Last Cast Anglers for April 30, 2015
  - Rhode Island Bass Federation for June 5, 2015
  - Bass Seekers for June 25, 2015
  - Blackstone Valley Bass Anglers for June 26, 2015
  - Night Bass Leagues request for July 20, 2016
  - American Bass Anglers Div 36 for September 12, 2015
  - Worcester County Bassers for September 20, 2015
  - American Bass Anglers for September 26, 2015
  - Northern Bass Alliance for October 23, 2015
  - Wickaboag Sportsmen Club for January 24, 2016
- ♦ The Board approved hosting the Asparagus & Flower Heritage Festival on the Town Common on May 16, 2015
- ♦ The Board executed an Arbor Day Proclamation declaring April 24<sup>th</sup> as Arbor Day in West Brookfield. The Tree Warden invited the Board to participate in festivities at the WBES on May 1<sup>st</sup> at 10:00am.
- ♦ The Board announced that the proposed merger between Comcast and Charter had been abandoned.

- ♦ The Executive Secretary stated that Mr. David Cameron of 25 Pleasant Street had restored the two (2) benches located at the Cottage Street entrance of the Town Hall. She further stated that Mr. Cameron had performed the labor “pro-bono.” The Board thanked Mr. Cameron and agreed to send him a letter of appreciation.
- ♦ At the request of Rev. Patrick Ssekyole, the Board voted to approve his request to close Milk Street from noon to 3:30pm on Saturday, September 26<sup>th</sup> for the parish picnic.
- ♦ Chief O’Donnell announced that Trick or Treat will be held on Saturday, October 31<sup>st</sup> from 5:30pm to 7:00pm.
- ♦ Chief O’Donnell spoke about some of the impacts of closing C3 (Brookfield State Police Barracks) i.e., holding prisoners, loss of State Police patrol presence, mutual aid from State. Chief O’Donnell stated that he was disappointed with the lack of notice from State Officials. He further stated that according to State Rep. Berthiaume the condition of the building does not appear to pose such dire issues as the State Officials declared. The Board agreed to lobby Senator Gobi and State Rep. Berthiaume to keep C3 open.

**FINANCES:**

- ♦ The Fire Chief stated that the Fire Department had been awarded two (S.A.F.E.) grants - one for Students \$3,523 and one for Seniors \$2,495.
- ♦ Governor Baker wrote to inform the Board of the increase in Chapter 90 money for West Brookfield. The transportation aid increased from \$233,984 to \$350,975.
- ♦ The Board voted to support a Reserve Fund Transfer Request in the amount of \$2,903.60 to the Selectmen’s Expense to cover the costs of two (2) refurbished time clocks and wiring for the Town Hall & Fire Station.
- ♦ Barry Gillogly, Director of Local Access, answered questions relating to his increased hours of work weekly and his change in scope of duties. Barry explained how the PEG grant was disbursed. After some discussion, the Board voted to support

his new weekly stipend of \$257 per week, retroactive for one pay period.

- ♦ The BOH discussed borrowing to install a water line approximately 4,500 feet down New Braintree Road, due to realized well contamination to one facility. The BOH stated that 23 houses would be affected by the installation. They estimated the cost to tie in all of the houses at about \$68,000. There was discussion about installing taps and curb stops and allowing tie-ins to occur at a later time. The BOH stated that semi-annual testing is currently being accomplished in this area. Based on 2010 estimate numbers, each household would cost approximately \$14,000 for tie in parts. The Board briefly discussed betterments. The Board took the information under advisement.
- ♦ The State of MA provided the Town with \$35,098 in a Pot Hole allocation grant.
- ♦ The Board agreed to allow the Chair to execute a Request for Transfer from The Reserve Account in the amount of \$300 to cover a shortfall experienced for unforeseen dam repairs at the Lake Wickaboag Dam.
- ♦ Governor Baker sent a letter to state that the Police Department had been awarded an Edward J. Byrne Memorial Justice Assistance Grant in the amount of \$28,873.37.
- ♦ The Board received notification that the Town would receive \$233,794 in Chapter 90 monies for FY16.
- ♦ Barry and Diane agreed to execute a request for \$213 to be transferred into the Selectmen's Expense Account from the Reserve Account; to cover wiring for a data line for the highway time clock. Sarah abstained.
- ♦ The Board voted to hire Shepherd Engineering, Inc., low bidder, for the electrical, plumbing and gas connection design for the Town Hall and Fire Station generator. Total cost of \$11,000.
- ♦ The Board agreed to allow the Electrical Inspector to increase his fees, since adjustments had not been done since 1994.

- ♦ The Board of Assessors provided the Board with a letter of recommendation that they had sent to Fair Havens, Inc. relating to a proposed PILOT. The Assessors asked the Board to consider supporting the proposed PILOT. The Board agreed to send a letter of support to Fair Havens, Inc.
- ♦ The Board agreed to contact Vickers Consulting to see if they had enough time to write various grants for fire equipment, as outlined in an email from the Fire Chief. The Board agreed that if Vickers Consulting could write the grants, they would be willing to expend some money out of the Consultant/Grant Writer account.
- ♦ Fire Chief Lupacchino wrote the Board to state that he had enlisted the assistance of the North Brookfield Ladder truck to evaluate the current state of the Town Hall cupola; noting that a pillar had recently fallen off of the building. The Chief stated that everything remaining appears to be secure but that the Board should address light maintenance issues in the very near future.
- ♦ The Executive Secretary stated that all departments, with the exception of the Highway, were utilizing the same trash vendor; noting the Highway was involved in a contract and that the cost to breach the contract was not prudent based on the figures. It was suggested that the Highway wait until the renewal date to switch vendors. The Secretary stated that the adjustment will save the Town approximately \$3,384.36 yearly.
- ♦ The Water Commissioners wrote the BOS to inform them that the Commission voted to replace the water main on School Street in early Spring 2016. The Commission noted that they would be placing a funding article on the upcoming STM Warrant.
- ♦ After conversations with School Officials and Advisory Committee members, the Board began to discuss a possible override to meet FY17 financial needs.

### LEGAL:

- ♦ The Board executed a Non-Discrimination Assurance Contract with MassDOT.
- ♦ The Board voted to approve the free Health Insurance Enrollment audit through MIIA.
- ♦ The Board voted to allow the Chairman to apply for a Community Compact online for the three (3) following areas: Financial Management Best Practices, Housing and Economic Development Best Practices and Information Technology Best Practices.
- ♦ The Board voted to approve and execute a Net Metering Credits Contract between the Town and Seaboard Solar.
- ♦ The Board executed a Health Insurance Renewal and noted that they would meet with Jill Gallant Shaw, MIIA, between now and January 15<sup>th</sup> to discuss health insurance deadlines and processes.

### LIQUOR LICENSES:

- ♦ The Board voted to approve the liquor license transfer, as outlined on Form 43 for Main Street Liquors.
- ♦ The Board voted to approve a one (1) day liquor license for the Lions Club Harvest Festival scheduled for Saturday, September 26, 2015 from 10am to 5pm, with a rain date of September 27<sup>th</sup>.
- ♦ The Board voted to approve the following liquor licenses with the proviso that all state, federal and local conditions are met:

Cynthia A. Larson, Manager  
Ye Old Tavern, 7 East Main Street  
**License Number 136800001**

Nancy Salem  
Salem Cross Inn, 253 West Main Street  
**License Number 136800004**

Joan Leslie, Manager  
Adams-Coney-Frew American Legion Post #244,  
5 Ware Road Post Office Box 252  
License Number 136800005

Peter J. McKearney, Manager  
Country Corner Citgo, Inc., 118 West Main Street  
License Number 136800008

Richard Turnbull, Manager  
Colonial Heights Spirits, Inc., 139 West Main Street  
License Number 136800011

Steven Barrett  
Northeast Pizza, 208 West Main Street  
License Number 136800013

Harikrishna G. Patel  
dba main Street Liquors, 11 East Main Street  
License Number 136800014  
En-Fuh Wu, Manager  
China Wok Restaurant, 154A West Main Street  
License Number 136800017

Nabil Roufail, Manager  
George's Pizza, 4 East Main Street  
License Number 136800018

**STAFFING:**

- ♦ The AFSCME Council 93 wrote the Board to introduce Nadine Kennedy as their representative for collective bargaining unit of all full time and regular part time non-professional employees of the Town of West Brookfield, excluding the police, fire and all managerial, confidential, and casual employees.
- ♦ Mr. Taylor submitted an email stating the John Couture would be resigning at the end of the fiscal year, as he received a job opportunity in Boston.
- ♦ David Stanger resigned as a part time patrolman.

- ♦ The Board voted to appoint David J. Stanger, Jr. and John Bell as part time police officers. Casey Burlingame was appointed as Alternate Building Inspector. Keith Fontaine was appointed as Electrical Inspector. Katie Marsh was appointed as Library Director. James Early was appointed as a Full Time Officer, pending clearance of a physical and mental health evaluation. Sean Lyons as a full time Operator/Driver/Laborer for the Highway Department.
- ♦ The Board also accepted the following resignations:  
Stephen Pilch's resignation from the Highway Department  
Kevin Dunivan's resignation as Electrical Inspector  
Cynthia Norden's resignation as Director of the COA.
- ♦ Town Accountant Marie Arsenault retired on December 31, 2015 after 35 years of dedicated service. The Board voted to re-hire Marie Arsenault as Town Accountant after a two-week break in service, as required by Worcester County Retirement. Marie will work 18.5 hours per week for \$41,500 with no benefits.

**POLICY:**

- ♦ The Board noted that the membership of Local 83A NEPBA had reviewed and approved the proposed health insurance changes proposed by the Board. The Board noted that no design changes would take place at this time, due to lack of response from the other two Union units. The Board agreed to send a letter of appreciation to Local 83A.

Respectfully submitted,

Diane Vayda  
Sarah J. Allen  
John V. Tivnan



# BUILDING INSPECTOR

Single Family Dwellings	5
Sheds	6
Additions	8
Roofing	20
Garages	6
Windows/Siding	11
Renovations/Remodeling	12
Stoves: Pellet/Wood	15
Pools: In-ground/Above-ground	5
Signs	5
Decks	8
Demolition	2
Barns	2
Pavilion/Gazebo	0
Antenna/Cell Tower	1
ADA Ramp	1
Solar	30
Weatherization/Insulation	12
Sprinkler System	1
Sheet Metal	1
Total	151

Total Permit Income	\$25,733.00
Estimated Value on Permits	\$4,664,915.00

Respectfully submitted,

Jeff Taylor, Building Inspector

# BURIAL GROUND COMMISSION

The Board of Cemetery Commissioners consists of:  
Teri Roberts and Dave Swekla.

The Cemetery Commissioners have the oversight of three separate cemeteries: the Old Indian Cemetery on Cottage Street, the Methodist Cemetery on Lyons Road and the Pine Grove Cemetery on Church Street. The Cemetery Commissioners would like to express sincere thanks and appreciation to the West Brookfield highway Department for their diligent maintenance and upkeep of the town's cemeteries.

This was a busy year for the commission. Two clerks were hired and unfortunately have since parted. There were also a number of tree issues at two of the cemeteries that were addressed and will continue to be taken care of in the future. The Cemetery Rules and Regulations were also updated and are included with this report.

The Cemetery Commission extends sympathy to those of you who have experienced a loss of a loved one over the past year. We also wish to thank individuals who have taken special interest in providing care of the lots and surroundings.

We had twenty burials in Pine Grove during 2015:

## From West Brookfield

---

Robert R. Lavalley	G. David Wells
John Chobot, Jr.	Donna Ambach
Priscilla E. Parker	Evelyn P. Pratt
Theresa Rollend	Hazel Blake
Joan Canole	Patricia A. Colliss
Donald F. Bonneau	

Out of Town

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Jean Hall	Charlton, MA
Doris R. Lavalley	Bernardsville, NJ
Marion H. Lucius	Holden, MA
Janice Mincy	Ware, MA
Jacob Radisic	Orange, MA
David J. Sauvageau	Thousand Oaks, CA
Judy Swekla	Warren, MA
Antonia Morrison	Charlemont, MA
Wayne Burgess, Sr.	Worcester, MA

As a reminder, in respect for our deceased, dogs are not allowed at any time on cemetery grounds. Also, please report any vandalism or suspicious activity to the West Brookfield Police Department.

Respectfully submitted,

Teri Roberts  
Dave Swekla

**PINE GROVE CEMETERY RULES AND REGULATIONS**  
**REVISED JANUARY 2016**

- 1) **Hours:** The cemetery is open to the public from 8:00AM until Dusk.
- 2) **Grave Lots:**
  - a. Lots may be purchased by West Brookfield residents who currently reside in town for a minimum of 5-years or who previously resided in town for a minimum of 20 years. Lot deeds may not be transferred to individuals who do not meet the specified criteria cited above. Amendments to the above criteria are at the sole discretion of the Cemetery Commissioners.
  - b. Each individual lot is \$600.00 (subject to change at the discretion of the commissioners). This price includes perpetual care. Perpetual care payments provide for the mowing and trimming, by the cemetery, of the cemetery grounds. Maintenance and repair of markers and monuments is the responsibility of the lot owner.
  - c. No more than six (6) cremations (standard urn/vault) are allowed per single lot.
  - d. The planting of shrubs, bushes, or memorial trees is not allowed. If planted, they will be removed from the cemetery.
  - e. Only potted live flowers are allowed on lots. They must be placed against headstones to facilitate moving and routine cemetery maintenance. Flowers may only be planted directly next to the headstones. Any trinkets or other non-planted memorabilia must be placed on the headstone or headstone base. No such items are allowed on the flat headstones. The Cemetery Commission reserves the right to remove any item that becomes unsafe, unsightly (i.e.; wilted or out of season) or violates cemetery regulations.
  - f. All flowers, baskets, memorabilia, and trinkets must be removed prior to the spring and fall cleanups. These are scheduled for the second week in April and the second week in October. All items left on lots will be disposed of at those times.

### **3) Burials:**

- a. Opening for a full burial vault is \$550.
- b. Opening for a cremation is \$200.
- c. Cremation vault is \$60. (all prices subject to change at the discretion of the Cemetery Commissioners)
- d. Burial of caskets, vases, or urns shall be made only into a standard cement vault or liner used for such burials. To this end, only strong domed top vaults are allowed. No flat tops, sectional vault, or grave boxes are permitted. Massachusetts General Law requires cremations be placed in concrete vaults or urns that meet endurance standards. Wood or corrugated are not permitted.
- e. Burials will not take place on Saturdays, Sundays or during the Winter Season. In the event of an emergency, the individual case will be presented to the Commissioners for a decision. Winter storage vaults are free of charge should they be required.

### **4) Foundations:**

- a. The cost of foundations is \$50 per square foot with a \$75 minimum. (Fees are subject to change at the discretion of the Cemetery Commissioners). Fees are to be paid in advance.
- b. Foundations and installation of Veteran's markers are done free of charge.

### **5) Gravestones:**

- a. With the exception of cremations, only one (1) headstone per lot is allowed. The stone is not to exceed the size or height of any existing headstones in the area.
- b. All foot markers are to be flat except in a lot that already has a raised headstone.
- c. All stones (head and foot) in section 5 are to be flat.

# COMMON COMMITTEE

The West Brookfield Town Common continues to be a vital location for our community activities and leisure enjoyment. As with every year, the season began with the Annual Asparagus Festival in May, which saw its largest attendance to date and has grown to be one of our town's most popular events. The common also was the site of the Annual Congregational Church tag sale in June, which celebrated its 50<sup>th</sup> year. The Farmer's Market, held on the common weekly throughout the summer and fall months, continued to provide local residents with fresh local produce, baked goods, meats, and plants.

The West Brookfield Little League, with a generous donation from the Asparagus Festival Committee, has begun work on revitalizing the historic ball field. Their plans are to improve the design of the field so that all levels of ball are able to use it safely. T-ball and youth soccer games were played on the common throughout the spring, summer, and fall months. The Recreation Department began planning for the construction of an ice skating rink on the common for the public to use and enjoy.

Summer concerts at the Helen Schackley Bandstand once again drew large crowds. We would like to thank the Bandstand Music Committee for their efforts in providing outstanding musical entertainment for our community. The July 4<sup>th</sup> concert and bonfire, as always, is one of the common's most popular events. In October, the 4<sup>th</sup> Annual Harvest Festival sponsored by the West Brookfield Lion's Club entertained patrons with music, food, and drink. The year's events concluded with the White Christmas celebration. Attendees enjoyed horse drawn hayrides around the common, carolers strolling around town, and the tree lighting.

This was the second year of our Lawn Fertilization Program with Casella Organics. James Talvey, a West Brookfield resident and project manager with Casella, has been working with us in the revitalization of the common's landscape. Two trees behind the bandstand were determined to have health and safety issues by Tree Warden, Jim DiMaio and were removed.

We would like to thank the West Brookfield Lion's Club for their donation of two picnic tables. We would also like to thank Kevin Dorman, Melissa Kennan, and Brian Doe for their work in maintaining our beautiful fountain.

The Highway Department, under the direction of James Daley, continues to maintain the landscape of our beautiful common. Thank you to Jim and his crew!

It has been a pleasure to serve as members of the West Brookfield Common Committee.

Respectfully submitted,  
Robert J. Richard, Chairman  
Suzanne LePage, Secretary  
Rayne Petruzzi, Treasurer

## CONSERVATION COMMISSION

During the year, the Conservation Commission was involved with numerous permits, site visits, and meetings regarding the enforcement of the Massachusetts Wetland Protection Act. We held public hearings for one Notice of Intent and four Requests for Determination. We issued three Certificates of Compliance, and one one-year extension of an Order of Conditions.

Please visit our website at <http://wbrookfield.com>. All forms as well as instructions for completing them are located at this site and can be downloaded for your convenience. Minutes of our meetings can be viewed here.

The Conservation Commission wishes to remind all property owners that Massachusetts General Law states that *any work proposed within 100-feet of any wetland (intermittent streams, lakes, marshes, bogs, or seasonally wet areas) and 200-feet from any permanent stream requires a filing of a Request for Determination of Applicability.*

An Agricultural Preservation Restriction Program is also in place to assist and encourage the retention of the Commonwealth's best farmland. The program is a permanent solution for maintaining

an agricultural land base for local food production. Any interested landowners should contact the Commission for more information.

The Conservation Commission meets the **first Wednesday** of the month at **7:00pm** in the Lower Level Conservation Office in the Town Hall.

Respectfully submitted,  
Gordon DeWolf, Chairman  
Richard Provencher  
Brian Silva  
Lloyd Hubbard  
Christine M. Long  
Eric Tunley  
James Talvy

## COUNCIL ON AGING

The Senior Center remained active in 2015, with the doors opening more than 6,000 times through the year.

Participation in scheduled programs is as follows:

<u>Program Type</u>	<u>Number of Participants</u>
<b>Health and Wellness</b> <i>Blood Pressure-Podiatry, etc</i>	267
<b>Services</b> <i>SHINE –AARP Tax Preparation, etc</i>	358
<b>Exercise and Fitness</b> <i>Tai Chi – Walking Group, etc</i>	1,446
<b>Recreation</b> <i>Travel – Cards – Dinners, etc</i>	1,546
<b>Special Interest Groups</b> <i>Crafts – Genealogy, etc</i>	547
<b>Other Programs and Special Events</b>	719
<b>Tri-Valley Congregate Lunches</b>	1,540



The Medi-car Program volunteers provided transportation to and from 135 medical appointments for residents of West Brookfield and Brookfield in 2015. Thank you to our drivers for their valuable service.

We'd like to extend our heartfelt thanks to the former and current members of the Board of the Council on Aging for their dedication to the Senior Center.

Thank you, also, to the Friends of the Council who worked tirelessly to raise funds for the Senior Center, and to all those who donated their skills, time and effort to the Center.

We are grateful for the funding from the Irving England and Jane England Charitable Trust, North Brookfield Savings Bank and Country Savings Bank, and the funds granted to us by the West Brookfield Cultural Council.

We continued to provide outreach, information, referrals, and individual services to help seniors and their family members cope with problems related to aging.

Respectfully submitted,  
Beverly Cassavant, COA Chair  
Cynthia M. Norden, Senior Center Director

## **EARTH REMOVAL BOARD**

*“Earth Material Excavation Requiring a Permit”* – More than 500 cubic yards of soil excavated in any one year. Excavation incidental to the construction of buildings or other accessory uses and expansions may be exempt provided that the quantity of materials removed shall not exceed that displaced by the portion of the building or accessory use below grade and all required permits by the West Brookfield Bylaws and/or Zoning Bylaws have been issued. Other exceptions are excavation in the course of customary agricultural use of land for a farm, garden, or nursery; excavation material subject to a license issued under MGL Chapter 40, Subsection 21 (7), excavation in compliance with the specific requirements of an approved subdivision plan, and excavation in the normal use of a cemetery.

*“Earth Material”* includes soil, sand, gravel, stones, topsoil, peat, muck, loam, bedrock, or other earth materials from any land in town.

The Earth Removal Board continues to manage four (4) active permits relative to earth material excavation under Section XII, section 2 of the Town’s General Bylaws.

Respectfully submitted,

Jason Paquette, Chairman	Health
Bob Lipovsky	Planning
Diane Vayda	Selectmen
Gordon DeWolf	Conservation
Kevin Dorman	Zoning

## EMERGENCY MANAGEMENT

The Office of Emergency Management is responsible for assisting town agencies in both handling and preventing of disasters, whether natural or man-made. The office is responsible for the creation and updating annually of the Community Emergency Management Plan and insuring the town’s compliance with regulations adopted by both Massachusetts Emergency Management Agency and the Federal Emergency Management Agency.

We continue to work with the town of Warren on our local Community Emergency Response Team (CERT). CERT members are volunteers with varying backgrounds, but a common desire to help their communities. The CERT meets monthly at the high school and has been used at several events over the past year, such as White Christmas and the Quaboag Triathlon. CERT is funded through state grants, and members receive training on such subjects as traffic direction, First Aid/CPR, and shelter operations. Anyone interested in finding out more information or volunteering for the CERT should contact either the West Brookfield or Warren Police Departments, or either town’s Emergency Management Department.

Respectfully submitted,

C. Thomas O’Donnell, Jr., Director of Emergency Management

# FIRE DEPARTMENT

For the year 2015, the West Brookfield Fire Department responded to 135 emergency calls as follows:

- |  |   |
|--|---|
| 5 Structure Fires                                | 3 Pull Station Activations – no fire                          |
| 4 Electrical Fires                               | 4 Smoke Alarm Activation – nothing found                      |
| 13 Motor Vehicle Accidents                       | 2 Motor Vehicle Accidents – with entrapment                   |
| 2 Water Flow Alarms – improper maintenance       | 10 Motor Vehicle Accidents – with Hazmat                      |
| 1 Water Flow Alarm – faulty detection            | 1 Life Flight Landing Zone                                    |
| 2 Carbon Monoxide Alarms – with service required | 6 Chimney Fires   |
| 2 Carbon Monoxide Alarms – nothing found         | 2 Assist Emergency Medical                                    |
| 2 Public Assist                                  | 1 Brush Permits out of control                                |
| 5 Carbon Monoxide Alarms – out of date detectors | 7 Brush Fires   |
| 11 Illegal Burns                                 | 2 Unattended Brush Permits                                    |
| 3 Electric Pole/Transformer Fire – wire on trees | 2 Hazardous Waste discharges – other than from a car accident |
| 1 Smell of Gas – requiring mitigation            | 5 Cooking Fire  |
| 4 Smell of Gas- nothing found                    | 2 Smoke/Fire Investigation                                    |
| 4 Smoke Alarm Activation – faulty detector       | 7 Assisting other agencies                                    |
| 2 Appliance Malfunction                          | 10 Accidental Fire Alarm Activation                           |

- 2 Vehicle Fires
- 1 Technical Rescue
- 4 Smell of Smoke in the area
- 3 Structures compromised by snow

We provided Mutual Aid nine (9) times as follows:

- 1 Warren
- 1 Leicester
- 1 Sturbridge
- 2 North Brookfield
- 1 Webster

We received Aid eight (8) times in 2015 from neighboring communities for fire assistance.

- 2 Brookfield
- 2 Warren
- 2 Strick Team Activations
- 4 North Brookfield
- 1 Strick Team Drill



I start my report with respect by dedicating this report to a past Lieutenant of the Department that lost his battle to illness February 19, 2015. Lieutenant James R. Thurber, his dedication to the West Brookfield Fire Department stretched over 33 years. James also served the West Brookfield Rescue Squad Inc. during those years, 12 years as President. He set examples of community service for all to follow. Dedicated is a word that

we use to describe Jim. His unwavering dedication to those who knew and served with him was an inspiration as well as a true joy. Never a bad word, always cheerful and willing to help anyone. Jim, thanks for everything and please watch over and protect us.

In 2015, the Fire Department, through hard work, core leadership, and serving members maintained our fire personnel and

equipment at the ready for the lowest cost possible, training new and seasoned members, maintaining equipment to include our ever-aging fleet of trucks to the best of our ability and as funding allows.

### **ISO PPC**

We worked over the past three years in cooperation with the Water Department and the Insurance Services Office (ISO) to reduce the Public Protection Classification (PPC) for West Brookfield. I am proud to say at the time of this writing the Fire Department has been successful in this goal, as mentioned in my 2014 report. This is the first time in known history of the Department to reduce the PPC. To explain what the PPC is, “It’s a countrywide classification system used by the Insurance Services Office (ISO) to reflect a community’s local fire protection for property insurance rating purposes. The public fire protection of a city, town, or area is graded using ISO’s Fire Suppression Rating Schedule to develop the community’s classification.” We reduced this rating for our out-of-water district residents saving them money on their fire insurance premium rates. This is not a one-time savings, it is a reduction that remains in place as long as our fleet of equipment and personnel stays the same or continues to improve. It is a simple deduction, your insurance rates are based on our capabilities and the equipment we have in place to conduct fire suppression operations. Take one of those factors away and your insurance rates will escalate. I ask you to support this need when the time comes. We had doubters as to whether this could be done, but thanks to the hard work of the men and women of the Fire Department, this has been accomplished!

### **THE FLEET**



In the future, we will be needing to look at replacing Engine 2, our 1983 class-A pumper, and our 1977 Forestry Unit over the coming years. In 2010, we had assisted the Town in funding short falls by taking the replacement of Engine 2

off the Town Hall floor and refurbished it extending its service life. We said it would last for 7 – 8 years and that extension has come to an end. We have asked to have money set aside for these purchases each year, but other priorities continue to take its place in the town's budget. We inform the Town residents as you make the decisions. Engine 2 will have a replacement cost of near \$450,000 and will be near 35-years old when replacement will go from *needing* to be replaced to *having* to be replaced. Forestry 1 is 39-years old and was restored over 12-years ago, but this truck will need replacing soon as well. This truck cost approximately \$150,000. I wish to inform the residents that the National Standard and the Fire Industries good practices published by the National Fire Protection Agency (NFPA) recommends fire trucks to be replaced every 15-years. We know we can go much longer and we have. Given this, we are on the door step of having to look at this purchase. It takes one year to design and meet with vendors, and it takes one year to receive the truck from purchase. By 2019, no more than 2020, this truck will need to be replaced and be placed in service. The Fire Department continues to do everything we can to seek grants to assist in this need and continue to urge everyone in management of the town to support this effort. We will continue to do all we can, but the time will come when we will need your support.



### **EQUIPMENT CONDITIONS & EQUIPMENT WITH EXPIRATION DATES**

This has been an ongoing challenge and a battle we seem to be winning. We were successful in putting a yearly plan in place to spread out the cost in replacing all this much needed expiring equipment - Air cylinders, Bunker gear, etc. In doing so we are avoiding the need for large sums of money that would be needed to be allocated at Town Meeting, ultimately driving up tax rates. This has been avoided. I will need your (the residents) continued support, the support I thank you in advance for, to assist us in providing the necessary safety equipment and tools to the Firefighters, in order to

do the job. Each Firefighter deserves my due diligence in providing this much needed safety equipment and I know I can count on you to help continue to provide it.

We would like to extend our appreciation for the support you, the residents of West Brookfield, extend to our efforts and we will do all we can to continue to do our best to meet your expectations. We thank you for recognizing that if the Fire Department is asking you for assistance, a yes vote at a town meeting is needed, it is because we need your assistance so we can help you. Fire Insurance rates, as mentioned, are based off the capabilities of your Fire Department through our efforts in reducing fire threats within the community and what we do in anticipation and preparation for fire. We have taken many steps towards what we can do to reduce your Fire Insurance rates and bring you the best protection we can for the tax dollar given to us for our operation. Remember it is with man power, the equipment, prevention and maintenance programs such as yearly hose testing, pump testing, flow testing of the Air Pac's, ladder testing all from a third party that we can do this with. This is a yearly test and we need to keep it updated. We invite you to the station to view the work we have done to preserve your fleet of equipment and see for yourself the hard work Firefighters do in maintaining the equipment in ready condition. See the gear you provide for our protection or just come down so we can thank you directly.

#### MEMBERSHIP

In 2015 membership, our greatest asset had a reduction in staff. We had two Firefighters leave the area to pursue their careers, and others find it hard to dedicate the time necessary to be proficient at our job. We are recruiting and if you have a desire to serve your community, think about becoming a Firefighter. There is no job more rewarding. My respect goes out to those that have served and had left, for stepping forward to protect residents of our community, their dedication to serve, time and support given to myself and department officers. The department is truly appreciative. Thank you and good luck in your future endeavors.

## PROMOTION

2015, became a challenging year for leadership as well. We were faced with a need to promote a Lieutenant as the span of control within our department requires it and as well, we needed to replace our Training Lieutenant. All members qualified were encouraged to apply for the position. The candidates placed their interest in the position in writing and were to take part in an evaluation process that would bring them through a written exam, oral exam, and an oral interview in front of a panel of area Chiefs. We had two Firefighters come forward and the evaluation process began. Before the process concluded, one Firefighter dropped from consideration and the outcome of the process yielded a highly qualified individual. Firefighter Clayton Edwards was promoted to Lieutenant of Operations and is an experienced Firefighter. He has completed his Firefighter I/II training with Fire District 7 and Massachusetts Fire Academy Training Force and is eager to further his education as an Officer. Lt. Edwards has had specialized work experience working as a diver for a well known environmental company, and this has brought him to an active role with the area dive teams, and a diver for our Department. Lt. Edwards has experience with face-to-face relations with the public as he works full-time as a Code Enforcement Inspector for the State of Massachusetts. He has demonstrated a high level of leadership qualities. We welcome him to the rank of Lieutenant and look to him to fill an officer's role within our Department for many years to come. I thank him for his dedication and willingness to lead and protect the men and women of our department side-by-side with the other officers of our department.

## INSPECTION UNIT

In addition to Fire Suppression duties, the Department continues to conduct numerous Safety and Code Compliance Inspections under Fire Prevention Unit. We also issue permits under various State required programs. These required inspections and issuance of permits are performed primarily by Deputy Chief Benson, Lieutenant Charron, Firefighter Ashley Anderson, and myself. I thank them for their additional efforts given to our



department. They and the entire department are committed to prevention of fire.

Fire prevention can be an activity looked down upon by few, as a burden or inconvenience, to have to comply with, but is the one activity all firefighters' benchmark as the reason we do what we do. It is a platform we stand firmly on. It is said, "If a fire could have been prevented we are not doing all we can, but if we can prevent the fire or accidents from happening through prevention we can hold our head high as we have done our job and done it well."

The Department conducted three hundred and three (303) inspections consisting of the following:

**2015 Inspect the Installations or Removal of:**

- 13 - OIL BURNERS
- 8 - OIL TANK
- 12 - ABOVE GROUND PROPANE TANK
- 0 - UNDER GROUND PROPANE TANK
- 2 - DIESEL PORTABLE TANK INSPECTIONS
- 5 - TANK TUCK INSPECTIONS
- 9 - QUARTERLY REST & NURSING HOME INSPECTIONS
- 7 - FOOD VENDOR

**Other Inspections Performed**

- 63 - SMOKE AND CARBON MONOXIDE DETECTORS
- 12 - COMMERCIAL SPRINKLER SYSTEMS
- 6 - LIQUOR LICENSE BUILDING SAFETY
- 2 - STATE ELEVATOR SAFETY
- 4 - TOWN OWNED SPRINKLER SYSTEM

**Other Permits Issued for:**

- 1 - BON-FIRE
- 157 - BRUSH BURNING
- 2 - FLAMMABLE LIQUID

***Thank you,*** Deputy Chief Benson, Lieutenant Charron, and Firefighter Anderson for your dedication and commitment to the Safety and Code Compliance Unit of our Department. For more

permit requirements and changes to the Smoke Detector and Carbon Monoxide laws and regulations, please go to Town web page at [wbrookfield.com](http://wbrookfield.com) under the Fire Department of [www.mass.gov/dfs](http://www.mass.gov/dfs) and click on “Division of Fire Safety.” You will find the latest Fire Regulations and Code Requirements.

### **SAFETY MESSAGE**

This year, we are echoing our message again to homeowners and landlords for the need to replace your Smoke & Carbon Monoxide detectors. Many of these detectors have a seven (7) year life span, and have an internal timer programmed into the detector that will cause the detector to sound a reminder in the form of a beep that mimics a low battery, or in most cases cause homeowners to call for assistance thinking Carbon Monoxide is present.



*Please be aware of the alarm indication your individual detector gives as well as its age. The date of manufacture and its alarm beep sequence are printed, in most cases, on the back of the detector and should be reviewed. If found that the detector has been in service for over 7-years, the detector should be discarded and replaced.* By keeping these guidelines

in mind, it will reduce the amount of misunderstood alarms and the need for evaluation.

### **OPEN BURNING**

Our other permit process that most Firefighters take part in is the issuing of Brush Burning Permits. In 2015, 157 Burning Permits were issued, down 24 from 2014. We feel this decrease, once again, is from a short spring and major snowstorms, storms that brought back-to-back snowfall shortening the burning season. We continue to prepare for a catastrophic event as the debris in the woods continued to accumulate. Again, our priority for combating these major fire dangers will be by preventing fires from the beginning, preserving Firefighters lives, and protecting homes from progressive heavily fueled brush fires.

*Please* tend to your campfires, never turn you back on it, and never leave it alone.

*Please*, when extinguishing your recreational fires make sure it is completely out! We hope our low number of incidents is from our prevention programs and conscientious residents taking the necessary precautions when burning brush, and having that campfire with family and friends.

As a reminder, in 2010, the Department of Environmental Protection (DEP) took over the control of outdoor burning activities and dictates when we can or cannot burn brush during the brush-burning season. The ability to burn is governed by the daily air quality that disperses smoke to the atmosphere and fire conditions. You can check the air quality by logging into the DEP Air Quality Map at:

<http://public.dep.state.ma.us/MassAir/Pages/MapForecast.aspx?&ht=1&hi=108>

to confirm a good air quality day, or get there from our web page.

If it is not a good air quality day, burning will be suspended until the quality resumes to the proper level of “good.” Remember air quality affects those individuals with breathing difficulties. Be considerate of your neighbors and mindful that what you do has an effect on others.

The DEP delegates the responsibility to the Fire Chief, and/or his designee, to monitor and issue orders for extinguishment of any fire that causes a compromise to air quality for another person, including a cooking fire. I would like to ask everyone to continue to be considerate of your neighbor when lighting outdoor cooking or recreational campfires, also, in return, have consideration for those who enjoy this controlled campfire activity.

Understand that *if you are requested to extinguish* your fire, you are being requested to do so under these delegated orders from the DEP.

### **HAZARDOUS WASTE RESPONSES**

The Department also responds to hazardous waste releases. We responded to 12 calls in 2015 that included hazardous waste discharge from car accidents. This action is in coordination with our Hazardous Waste Division. Lieutenant Charron continues to fill this role as our Hazardous Waste Coordinator, he does a tremendous job

in coordinating action plans, our response to containment, cleanup – doing all we can to mitigate the impact to the environment. This comes with mountains of paperwork and correspondence with other State agencies. I thank Lieutenant Charron for his dedication to his ever-increasing responsibility, his attention to detail and willingness to be available at a moment's notice is much appreciated.

### **S.A.F.E. AND SENIOR S.A.F.E. GRANTS**

Another responsibility is Public Education in Fire Safety. The Fire Department again was fortunate to apply for and obtain, for the 19<sup>th</sup> year, the S.A.F.E. (Students Awareness of Fire Education) Grant (\$3,523.00). This program, coordinated within the school system, provides Fire and Life safety messages during the school year. Fire personnel visit the school starting in or around January and ending at the conclusion of the school year. We provide Fire Safety tips that we hope are brought home and shared with the entire family.

In addition to Fire Safety messages, this program teaches CPR (Cardio Pulmonary resuscitation) to the entire 5<sup>th</sup> Grade. CPR Instructors from the Fire Department, and supplies given free for the entire class from the West Brookfield Rescue Squad, and we thank them for this support. I thank Firefighter Dan McCall in his assistance with the SAFE class this year, especially during the CPR portion. CPR is a great addition to the safety of our community. Over fifty children have been trained and are able to perform CPR when a Cardiac Arrest emergency arises. Our hats are off to the 5<sup>th</sup> grade... Great Job! We would like to *thank* Principal Colleen Mucha for her cooperation and support to our Public Education efforts; and to the 5<sup>th</sup> Grade Teachers, Mr. Ryan Hibbard and Mrs. Karen Oliveira, for allowing us time in their classrooms and for the support they give in assisting with the teaching of our important safety messages.

Also in 2015, we received the Senior Safe Grant (\$2,495.00), again for the second year, allowing us to assist seniors in fire safety. We continue developing a program that will get Firefighters into senior's homes to assist with smoke and carbon monoxide detector maintenance and installation. We provide safety inspections and help evaluate and eliminate fire risk within their home. We also

visit seniors at the Senior Center and Housing to conduct fire safety seminars in these locations as well.

### TRAINING DIVISION

Training continues to become more demanding, with the introduction of new technologies, additional fire codes, regulations, and training new recruits. It continues to become a never-ending upgrade. Our Training is coordinated by the Operations Officers. I, again, thank them for these efforts in organizing monthly trainings and implementing the training.

Lieutenant Joe Landry, Lieutenant Brian Charron, and Lieutenant Edwards keep all Firefighters abreast of the latest techniques and hazards we will face. I thank those officers for their important work in assisting Deputy Chief Benson, Assistant Chief Santos, and myself with the operations of the Department.

### SPECIAL TRAINING NOTE

In 2015, the Department has seen many joys, but specifically, we have graduated one Firefighter from the District 7 Firefighting Training supported by the Massachusetts Fire Academy. Firefighter Ashley Anderson has graduated and successfully certified from this training consisting of over 300 hrs in basic Firefighter I/II. Ashley has advanced herself to levels few Firefighters in the Department's history have achieved, as she took the extra steps to become certified. Her drive is generational, as Ashley is the granddaughter of our late Deputy Chief William Anderson, the niece of our honorary Firefighter William Anderson Jr. and the daughter of our past Training Lt., and still current Firefighter Scott Anderson. Ashley had big shoes to fill and she has done more than fill them... she has outgrown them. Not only serving our department, she is attending college for her Fire Science Degree and is an intern at the State Fire Marshal's Office, working with the Fire Investigation Unit. We congratulate Ashley in all her successes and we wish her well in her future. We hope it is with our department, as many of these activities have taken her away to expand her knowledge. But we wish her to know West Brookfield Fire is your home, we support you and wish you the very best! **GREAT JOB**, be proud of your

accomplishments and I appreciate all your efforts in becoming the best in your trade, keep up the good work as we are proud of you.

### FIRE DISTRICT 7 ACTIVITIES

In 2015, we continued to support the Fire District 7 as we receive support from the other 24 towns involved within the District in return. We had response for Structural, Wild Land Fires, and prepared for the Tech Rescue Team in 2015. We took part in advanced training in Technical Rescue to prepare for statewide activations. I thank Firefighter Cody Hilliker and Lieutenant Charron for taking part in this preparation. Outstanding work!

### STATION SPATIAL NEEDS

I report this once again, and I cannot stress this enough, space continues to be a *huge need* and I wish you all to be aware of the conditions that exist in our station. Many safety concerns exist with many outdated conditions, i.e.; bays designed for trucks that carried



half the equipment and water as we do now, and were two-thirds the size. We provide 18” of space from the side of the truck and the nearest wall, 6” from the back of one truck and the front of the next, so we continue to look aggressively for the solution to this issue and have been put off for other funding considerations within the town but this is something we cannot avoid for

much longer. We are willing to work with all emergency services and place us under the same roof – ultimately reducing operation costs along with maintenance costs as well. Please help us resolve this need and provide the safety, facility, and resources we should be providing for the people that provide the safety and security you need, expect and deserve.

### STATION IMPROVEMENTS

We will be looking to replace the single pane-steel sash windows to help make the station more energy efficient. For many years this need does not come to your attention, as it does not see Town Meeting warrant, even though requested. I hope you read this report and know this and all the mentioned above needs are presented for consideration.

### IMPORTANT REQUEST

Another thanks, we would like to extend is, to those residents who live near a fire hydrant that shovel out their hydrant during the



harsh winter months keeping it available at a moment's notice. I would like to report all hydrants get the same consideration, but not all hydrants do get the attention they should by their residents. Some hydrants have snow deliberately put on them and that puzzles us every year. That is when it becomes a

true tragedy and an issue that will be enforced. We would like to ask, if you do have a hydrant within 1,000 feet of your home to make it a joint neighborhood effort to keep it clear. Lives and property have been lost because the hydrant was covered in snow and inaccessible. I ask you to take the lead, form an alliance, meet with your neighbor over a cup of coffee, catch up with your neighbor, and help each other by helping us and clear the snow from this vital piece of life-saving equipment. I would like to remind you, or maybe you were unaware that, you do get a reduction in the cost of your fire insurance for that hydrant. Please make the hydrant available for that time we may need it to help you. We only need 3-feet all the way around and a path to it from the street, but the more room the better. *Thank you!*



## HOUSE NUMBERING



I also will ask everyone to **PLEASE** check your house number. Is it up?  
Is it visible from the street?

**It is a Mass General Law 148 sec 59, and it is also a Town Bylaw.**

*This small item will assist us in getting emergency services to you quickly. Please consider Illumines Numbers for nighttime conditions. Countless minutes can tick by trying to find you without them displayed. PLEASE, FOR YOUR SAFETY!*

## RECRUITMENT

I would also like to say, if there are any men and women from our community who feel they possess the desire, dedication, commitment to serve, and are physically fit to perform Firefighting duties and are interested in joining our dedicated department – please contact us at (508) 867-1408. Leave a message and we will get back to you. You can also come to the station on any Monday night, we are there, and one of the fire Officers or Firefighters would gladly talk over this opportunity with you. We need you! We need your help.

The Fire Department is a department many times not thought about until needed. The men and women of the Department are the true reason everyone can rest at night knowing that, if the call arises and an emergency strikes, these individuals are on call and ready to respond. I take much pride in saying I lead one of the most dedicated groups of Firemen in the Fire Service. I *thank* the Firefighter for their service. I thank them for their dedication, commitment to serve, and willingness to risk the ultimate sacrifice for the safety of their neighbor, family, or friend! As the Fire Chief, I cannot ask for a better department full of dedicated individuals who make up the best Fire Department you could ask for. I will do all I can to represent West Brookfield to the best of my ability.

*A reminder to our community: the Fire Department is a CALL VOLUNTEER DEPARTMENT*  
*All of our duties are performed on this basis.*



## ACKNOWLEDGEMENTS

I would also like to acknowledge Deputy Chief Benson and Assistant Chief Dan Santos for their assistance in the operational duties and administration of the Department. Both Chiefs provide command presence on emergency scenes and maintains assurance that all Firefighters are ready for the call. They oversee and assure that all station equipment is maintained mission ready. I can count on both chiefs for any assistance needed to keep the Department ready for duty. Deputy Chief Benson and Assistant Chief Santos are my second set of eyes and ears that keep everyone going home after the call.

***THANK YOU!***

Your 2015 Fire Department members are as follows:



*Chief Paul Lupacchino  
Deputy Chief Robert Benson  
Assistant Chief Daniel Santos  
Lieutenant Joe Landry  
Lieutenant Brian Charron  
Firefighter/Lieutenant Clayton  
Edwards  
Firefighter Scott Anderson  
Firefighter Dana Searah  
Firefighter Jessie Merriam  
Firefighter Patricia Lupacchino*

*Firefighter Brian Dustin  
Firefighter Dan McCall (LOA)  
Firefighter Cody Hilliker  
Firefighter Ashley Anderson  
Recruit Firefighter Philip Fox  
Recruit Firefighter Wyatt Alm(R)  
  
Recruit Christopher Lucia  
Recruit Eric Allard  
Honorary Bagpiper Warren Tirrell*

I would like to thank Warren Tirrell, once again, our honorary bagpiper, who voluntarily provides his talent to our department. His gifted talents in providing the unforgettable sound of the pipes are cherished. He joins the members during services on the occasion when the department honors members and past honorary members upon their passing, and during other department functions. ***Thank you***, Warren, you are truly a good friend! I also would like to mention Rev. Lisa Durkee for her assistance in providing Chaplin Services. Rev. Lisa was in training under the Massachusetts Corp of Chaplains to become our first official Department Chaplin when she was call away from town. We thank her for all her efforts and willingness to serve in this capacity. We wish you luck in your future. Please come back and visit.

I would like to say ***thank you*** to all the departments that supply direct assistance when called upon, especially the Rescue Squad, Police Department, also the Highway and Water Departments, the Central Dispatch Center, and all other departments who assist us in getting our job done daily and during emergencies.

Most of all we thank our families, who put up with us bolting out the door and their willingness to be there upon our return, sharing us with the community, and supporting us in our calling. They truly know the sacrifice given for the service we provide, but they are the behind-the-scenes givers. When dinner is on the table, or the birthday candles lit, song singing it never fails a tone for a response comes in, and we leave, they are there upon our return to smile and ask if we are okay.

In closing, I would like to ***thank*** all the Town Departments for the support they have extended to the Fire Department. I would like to ***thank*** the community for their support, but most of all I would like to thank the Firefighters of the West Brookfield Fire Department, who stand behind me with unwavering support, dedication, and confidence in this most honorable position in the Fire Service as Chief. I will represent you, protect you, and lead you with honor. I ***thank you*** for the opportunity to serve you as your Chief. The Town of West Brookfield remains safe because of you!

Respectfully submitted,

Paul Lupacchino, Fire Chief

# GAS/PLUMBING INSPECTOR

The following is a compilation of Gas and Plumbing Inspections performed during 2015:

## GAS INSPECTIONS

GAS INSPECTIONS			
Boiler	7	Makeup Air Unit	1
Cook Stove	7	Pool Heater	1
Direct Vent Heater	1	Room/Space Heater	2
Dryer	2	Test	2
Fireplace	4	Unit Heater	5
Furnace	8	Unvented Room Heater	2
Generator	3	Water Heater	11
Grille	2	Gas Lines	5

## PLUMBING INSPECTIONS

PLUMBING INSPECTIONS			
Bathtub	9	Toilet	14
Cross Connect Device	2	Washing Machine Conn.	6
Dishwasher	8	Water Heater All Types	21
Kitchen Sink	8	Water Piping	8
Lavatory	17	Boiler	1
Shower Stall	3	Sill cock	1
Service/Mop Sink	1	Sewer Line	1

Respectfully submitted,

Joseph Ciejka, Gas & Plumbing Inspector

Edward Kent, Assistant Inspector

# HARBOR MASTER

Lake use in 2015 was less than the previous year. Each year the lake seems to have more pontoon boats, which do not disturb the bottom of the lake as much as powerboats. With less disturbance of the bottom, the lake stays cleaner along with yearly treatment. Draw down was also done in 2015. There was a late algae bloom due to lack of rain. All in all the summer went well.

Respectfully submitted,  
Joseph Borlikoski, Harbor Master

# HIGHWAY DEPARTMENT

The winter of 2015 had twenty-two (22) snow events. Many of them were major storms. Winter storm Juno dropped 30-inches from January 27<sup>th</sup> – January 30<sup>th</sup> alone. The Highway Department was in full swing, working 27 out of 28 days at one point dealing with plowing, sanding, and snow removal.

I want to thank all of the residents of West Brookfield for their cooperation in dealing with a very difficult winter season.

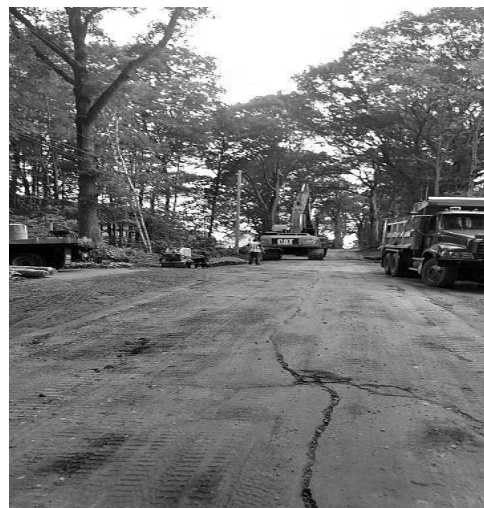
After the usual spring cleanup, the Highway Department started back on its Road Project List. On March 19, 2015, Governor Baker announced a Winter Recovery Assistance Program to help cities and towns make repairs to roadways that were damaged from the harsh winter. The types of eligible projects were limited and the deadline for completion was June 30, 2015. All projects had to get approved by MassDOT and procurement as well as prevailing wage laws must be followed. Many towns purchased pothole-patching equipment, but with the poor conditions of the roads in West Brookfield, we decided to pave a couple of downtown streets. West Brookfield's portion of the \$30 million dollar state program was \$35,098 and the following work was completed:

- Cross Street – shim level and overlay 1-1/2” (205 ton Type I Bituminous)
- Myrick/Keep Streets – shim level and overlay 1-1/2” (213 Type I Bituminous)
- Section of cottage Street by old Town Beach – removed old pavement, re-grade and pave (90 ton Type I Bituminous)
- Repair a section of Freight House Road (40 ton Type I Bituminous)

Phase III of the Ragged Hill Chapter 90 was completed in 2015 with the following work accomplished:

- Removal of 37 large hazardous trees and stumps
- Box widen remaining section of Ragged hill Road to the Tucker Road intersection
- Added 550-ft 12” diameter HDPE drain pipe and 3 drop inlets
- A full depth pavement and reclamation was done on the remaining section of road and compacted with calcium chloride to specification
- 910 ton dense grade binder at 2-12” was machine applied and compacted
- 2,300 ton of state top at 1-1/2” thickness was machine applied and compacted. Paving on Ragged Hill Road started at the intersection of Tucker Road and included an upper section of both Lyons and Kennedy roads
- All driveways and farm entrances were reconnected
- All road shoulders were backed up with gravel or stone

The total cost of this season’s construction project was \$281,228.96, which was funded through Chapter 90 and Supplemental Chapter 90 funded at the Town Meeting.





The Town of West Brookfield has many failing metal drainpipes and blocked manholes. Every year we either repair or replace the manholes with precast and replace metal pipe with HDPE.



The main focus for 2016 is to get the School Street Intersection Project underway. The project includes the realignment and reconfiguration of the Route 9, Route 67, and New Braintree Road intersections with School Street and Church Street along with the reconstruction and minor widening of School Street. The work will include new granite curbing, signage, pavement markings, drainage improvements, and sidewalks with pedestrian crossings and wheelchair ramps. The projects estimated construction cost is around \$2 million

dollars, which will be funded through 2016 Transportation Improvement Program for the Central Massachusetts Metropolitan Planning Organization.



Please review the Town of West Brookfield Roads Project List on the following pages. Please note it is also regularly updated on our website. The current funding of approximately \$234,000 per year does not even come close to what the town needs to get the roads up to par. Please contact state and local government officials and express your concerns.

I would like to express my gratitude to the residents of West Brookfield, the Board of Selectmen and all other Town Department employees for their continued support.

I would also like to thank both full and part time employees for their dependability and commitment during the past year.

Respectfully submitted,  
James Daley, Highway Superintendent

Highway Department Project List  
Road and Street Re-Construction Project List  
(Current chapter 90 State contribution \$234,000 per year)

<u>Road/Street</u>	<u>Estimated Cost</u>	<u>Comments</u>	<u>Completion Date</u>
1. School Street Intersection	\$2,500,00	Reconstruction on Rte 9/Rte 67 and Intersection at School Street	FY2016/17
2. 54 North Main St. to WBES, 1 New Briantree Rd. to 47 New Braintree Rd. and Sherman St.	\$200,000	Additional paving to be done during construction. Tip Project# 604739	FY2017/18
3. Bridge replacement- Wickaboag Valley Rd over Sucker Brook	\$2,798,450	Tip Project# 604468	FY2017/18
4. Lyon Rd - .75 miles Scenic Road	\$400,000	Extensive reconstruction, tree and ledge removal, box-widen, utility poles moved, additional drainage required reclamation and pave	FY2018/19
5. Ragged Hill Rd., Tucker Rd. to Wickaboag Valley	\$400,000	Replace existing drainage, add additional drainage, box-widen, reclaim and pave	FY2020/21
6. Snow Rd. - 1.3 miles	\$550,000	Replace existing drainage, add additional drainage, box-widen, reclaim and pave	FY2022/23
7. Cottage/Lake St. - .9 miles	\$1,000,000	Gas line replacement, drainage improvements, tree removal, tree planting, new sidewalks, curb in areas, reclaim and pave (Mass Works Grant)	TBD



8. West Main St./Rte 9 to Pierce Rd	\$12,500,00	Rte 9 between the Ware Town Line and Pierce Rd (2.1 miles) will be widened to provide appropriate bicycle accommodation and resurfaced. Drainage improvements are proposed to remove stormwater runoff and snowmelt from the highway. Guardrail will be replaced as required and new signage and pavement marking will be included	TBD
9. Kennedy Rd - 1.5 miles Scenic Rd	\$450,000	Extensive drainage problems, box-widen in places, reclaim and pave	FY2023
10. Ridge Rd - .40 miles	\$180,000	Extensive drainage problems, tree removal, reclaim and pave	FY2024
11. Pleasant/High St. - .25 miles	\$230,000	Tree removal, water pipe replacement, additional drainage required, curb and sidewalk replacement, reclaim and pave	FY2025
12. Madden Rd.	\$150,000	Drainage improvements, reclaim and pave	TBA
13. Shea Rd			
14. West St.			
15. Mechanic St.			
16. Wickaboag Valley Rd.			

# DROP-OFF CENTER PRICE LIST

Wigwam Road

Hours of operation:

Wednesday: 9:00am – 3:00pm

Saturday: 9:00am – 3:00pm

**\*\* Saturday's ONLY: December through March \*\***

TVs 27" and under	\$ 10.00	TVs over 27"	\$20.00
Radios	\$ 5.00	Stereos	\$ 5.00
VCRs	\$ 5.00		
Large Console TV's: <i>Priced accordingly by attendant</i>			
Microwaves	\$ 5.00	Refrigerators	\$20.00
Stoves	\$20.00	Dishwashers	\$15.00
Washers	\$20.00	Dryers	\$20.00
Water coolers	\$10.00	Air Conditioners	\$20.00
Computers	\$ 10.00	Monitors	\$ 10.00
Keyboards	\$ 5.00	Copiers	\$ 20.00
Printers	\$ 10.00		
Tires with rims	\$ 5.00	Used Motor Oil	Free
Tires – no rims	\$ 3.00	Scrap Metal	Free
Large Tires: <i>Priced accordingly</i>		Anti-Freeze	Free
Brush	<b>No larger than 3-inch diameter by 4-foot lengths</b>		Free
Leaves	<b>No bags, please</b>		Free
Grass Clippings			Free
Propane Tanks			\$ 5.00
Larger Tanks	<i>Priced accordingly by attendant</i>		

*Batteries must have caps attached.*

*Any motor must have fluids drained.*

THE DROP-OFF CENTER IS FOR **RESIDENTIAL USE ONLY**. RULES AND REGULATIONS **SUBJECT TO CHANGE** AS MARKET FLUCTUATES.

**\*No Contractors \* No Construction Materials \* No Trash**

**\* Any littering will be subject to a fine and/or Drop-Off privilege denied**

# HISTORICAL COMMISSION

The Historical Commission held meetings in the Commission Office, Room 201 in Town Hall.

This year updating the Commission website [www.westbrookfield.org](http://www.westbrookfield.org), with new information and photos continued.

Fannin-Lehner Associates continued Phase II of conservation of thirty gravestones in the Old Indian Cemetery. There are four Phases to this project involving conservation of 118 gravestones over a 4 - 5 year period.

The first draft of the “Lucy Stone Homesite” Historical Register nomination prepared by Amy Dugas was reviewed. The completed nomination was submitted to the Mass. Historical Commission at year’s end. The nomination approval is expected in 2016.

With the completion of the “Lucy Stone Homesite” nomination, the Commission reviewed the “Heritage Landscape” study and selected the Methodist Cemetery on Lyon Rd. for possible Historical Register nomination.

Other activities during the year included:

- ♦ Selected Patrick Custer as the recipient of the 2015 West Brookfield Historical Commission Scholarship.
- ♦ Participated in the *Asparagus and Flower Heritage Festival* in May.
- ♦ Auctioned the Historic District sign from the east end of the common.
- ♦ Continued work on “The Old Bay Path Indian Trail” with the goal of a trail guide in 2016.
- ♦ Supported the Tree Warden’s recommendation of removal of dead and dying ash trees at the Old Indian Cemetery.
- ♦ Selected a representative to the Open Space Committee.
- ♦ Provided a tour of historic sites for a settler family descendent.
- ♦ Participated in a “Bio Blitz” conducted by the East Quabbin Land Trust at the John Pynchon Mill site.
- ♦ Revised and reprinted three commission brochures.

The Commission thanks the J. Irving and Jane L. England Charitable Trust for the generous gift received once again. This enabled us to fund the projects described and motivates us to do more to recognize and preserve the history of our town. We also appreciate the support of the town.

The 2015 members and associate members are:

Ron Bullock	Ed Londergan
Craig Burgess	Anne-Marie Nolan
Dave Fitzgerald	Barbara Rossman
Louise Garwood	Richard Rossman

Respectfully submitted,  
Richard Rossman, Chairman

## HOUSING AUTHORITY

We hereby submit our annual report to you, the Honorable Board of Selectmen, and the people of the Town of West Brookfield.

The West Brookfield Housing Authority held eleven (11) regular meetings and one (1) special meeting during 2015. The West Brookfield Housing Authority meets on the **third Tuesday** of each month in the Community Building at Olde Village Place, 29 East Main Street. The meetings are held at 10:00 am and are open to the public. All meetings are posted with the Town Clerk. Our annual meeting is held in May.

All housing authorities have four (4) members elected by the voters of the town and one (1) member appointed by the Governor of Massachusetts. Our elected members are Beverly Anderson (Chairman), Ken Miller (Vice-Chairman), James Pierce (Treasurer), and our newest member, Roy Roberts. At the present time, our State Appointee seat is still vacant.

The West Brookfield Housing Authority has three (3) employees: Maintenance Manager, Keith Bordeau, Administrative Assistant, Laurie Sokol, and Executive Director Fiona Andrewes.

The Authority currently administers 36-one bedroom units under the State's Chapter 667 program, 6-three bedroom units and 4-two bedroom units under the State's Chapter 705 program. Also located on our site is a Ch. 689 program that is administered by the Bridge of Central Massachusetts. All of these programs are funded by the Department of Housing and Community Development and are operated under state guidelines. The West Brookfield Housing Authority processes applications for state-aided elderly housing from persons who are sixty years of age or older. As in the past, handicapped persons continue to be eligible for state-aided housing for the elderly regardless of age. The Authority also processes applications for state-aided family housing from persons who qualify. Preference is given to local residents and local veterans. This past year, we housed four (4) elderly tenants, one (1) transfer from upstairs to downstairs, and four (4) family tenants. Anyone who wishes to live at Olde Village Place should fill out an application, which can be obtained from the office. Tenant selection is made from our waiting list and all state guidelines are adhered to in the tenant selection process.

The Department of Housing and Community Development continues to support us with Capital Improvement funds. This past year, we managed to complete the installation of new boilers in every building at our 667 development. We also upgraded all the emergency lighting/strobe alarms in the hallways of our 667 development and at the Bridge. We also carried out a DDS project for the Bridge of Central Massachusetts, who rent a building from us. We converted one of their bedrooms into a completely accessible bedroom with French doors and a wheelchair ramp, which will improve greatly their evacuation time.

February 1, 2015 was the implementation date for our Non-Smoking Policy. This has been a good year and we have only had a couple of small problems with adherence. Our tenants are very happy with the change to their environment. Our number one goal is the safety and health of all who reside here and becoming a smoke-free development has helped most of our residents greatly.

We wish to continue to express our gratitude and appreciation to the West Brookfield Police, Fire, and Rescue Departments for their continued caring dedication to the safety and security of our residents.

Respectfully submitted,  
The West Brookfield Housing Authority  
Beverly Anderson      Ken Miller  
James Pierce          Roy Roberts

## **LAKE WICKABOAG PRESERVATION ASSOCIATION (LWPA)**

Ice melted very late this year, and with repairs to the dam delayed until the water dropped to a workable level, we postponed the closing of the dam until May 1<sup>st</sup>. The three marker buoys (one by the north end sandbar and two by the south end rock wall) were restored and remarked. In addition, solar lights were added to the top of each of these markers to aid in navigation at dusk or during the night. We also again placed a series of yellow buoys (upgraded with reflective tape) in the north cove to warn of the shallow water and to request slow or no wake travel. Anyone falling into that area could get stuck in the mud. Also, high-speed motors disturb the fine sediment that then migrates into the rest of the lake to give it the brown color. Of course, we would not prohibit fishermen from pursuing those great bass that reside in that area.

### **Weed and Algae Management**

With the merger of Lycott Environmental, Inc. and Aquatic Control Technologies, the West Brookfield Board of Health received only one response to the requests for proposals for the annual weed and algae management. We know the officers and staff of the merged companies, and the quote of \$14,700 was the same as last year.

We had unusually clear water in the early part of the 2015 season, and it continued until the middle of July. Our initial weed survey with Aquatic Control Technologies resulted in a spot weed treatment in mid-August. They were quite successful in reducing the variable milfoil in the north end of the pond, variable milfoil in the town beach pond, and the excessive growths of Chara at the Boat Club and at the end of Rodman Road. Chara is a good alga and is found in various parts of the lake, but it can be obnoxious if the concentration is excessive. Our post-season survey of weeds disclosed that most, if not all, of our nuisance weed species were either in advanced death stages or gone. We also treated for algae in August and that helped minimize the algae blooms we might have had before Labor Day. Spot treatments for lily pads were also conducted in late summer. In late September into early November, we had a serious algae bloom. As the colder weather descended and with a couple of wind and rainstorms, the ugly green color disappeared.



Funding for the weed and algae treatments has been provided by a line item in the annual West Brookfield Town Budget for the past fifteen years, and we thank the voters of West Brookfield for their continued support.

### **2015 LWPA Activities and Annual Meeting**

In addition to the lake monitoring, we hosted another successful lake clean up, continued upgrading of the LWPA informational website, published a spring and fall newsletter, sponsored the LWPA Annual Meeting, repaired and remarked lake navigational buoys and markers, and supported dam maintenance activities.

Once again, we were fortunate to have two WPI students working in our watershed. Miri Becker and Keven Gray will be studying the major sources of sediment pollution into Mill Brook. Their report will be useful for actions we can undertake to minimize the flow of sediment into the lake after we dredge the north cove. Jason Carmignami, an UMass graduate student, is studying Littoral

Zone Ecology in winter lake draw downs. He will be collecting data at the dam to measure the changing water level as a result of our drawdown.

We also agreed to support the East Quabbin Land Trust Letter of Inquiry to the MA Environmental Trust for a grant to advance water quality improvements and land protection within the Lake Wickaboag watershed. This \$20,000 two-year project would have included the distribution of educational material and the sponsoring of several workshops on these topics. Unfortunately, the EQLT Letter of Inquiry was not accepted. EQLT may submit a letter next year, and we will again support that submission.

At our annual meeting in August, over 80 friends and supporters of Lake Wickaboag learned about **Public Lands in the Wickaboag Watershed**. Cynthia Henshaw, Executive Secretary of the East Quabbin Land Trust discussed their holdings in the watershed and the criteria they use for evaluating new acquisitions. Andrew Vitz from the MA Division of Fisheries and Wildlife discussed eagles in the area and the properties under the control of his department.

### **North Cove Lake Dredging Project**

Representatives of the LWPA have been actively participating with the West Brookfield Board of Health and other interested town residents in a project to dredge part of the north end of the lake. Apex Companies LLC was hired as the project's consultants. Permits for the project have been prepared, and an initial submission was made to the MA Environmental Protection Agency (MEPA). To complete this filing and others, we need to select a site and develop a plan for depositing the dredge material. On August 20<sup>th</sup>, we met with MA Senator, Anne Gobi and MA Secretary of Energy and Environmental Affairs, Matthew Beaton. The meeting was organized to give the visitors a firsthand view of water quality improvement projects that had been completed. We also wanted to provide them with a review of the site and history of the \$5.0 million North Cove Dredging Proposal included in the MA Environmental Bond approved by the MA Legislature and signed by Governor Patrick in the fall of 2014.



The meeting went well with the Secretary and his assistant listening intently, taking many notes, and asking a lot of questions. We tried to impress the Secretary that in West Brookfield, we are a group that gets projects done with the support of the Selectmen, boards, and committees. In addition, we also have the support of the community with generous private funding of lake projects. The Secretary asked what he could do for the dredging project. We responded that we needed the \$5.0 million that was included in the Environmental Bill. The Secretary asked if the funding could be spread over several fiscal periods.

A second meeting with staff of the Secretary of Environmental Affairs was held in December, and we discussed the funding of the North Cove Lake Wickaboag Dredging project. The staff indicated that the state believes in the concept of “leveraging” state fund disbursed for such projects. “Leveraging” means the recipient provides some cash or in kind services to match the state funds. We suggested that “leveraging” also be considered from our point of view. In West Brookfield, we have expended over one million dollars in the last fifteen years to improve the water quality of our Great Pond. These projects have ranged from annual weed and algae management treatments to stormwater improvement projects. The funds were provided from local cash donations, town budgets and 319 Grants. The LWPA, working with the WB Board of Health and Apex, will develop a task and funding plan for release of the Environmental Bond Bill funds as well as highlighting the time and expenditures we have incurred in our management of Lake Wickaboag. We hope to complete this report and submit it to the Secretary in late March.

We have received a favorable soil sample analysis and disposal evaluation report on the use of property on Madden Road for the deposit of the sediments from the dredging project. Before we can accept this site, our lawyer advises us that we must offer a competitive “Request for Proposal” for any other disposal sites. This is required under Chapter 30B of the MA General Laws. We hope to complete this process by the middle of April.

## **Dam and Sluice Gate**

After the November 2014 opening of the town owned dam and sluice gate at the south end of the lake, Dave Healey, LWPA Executive Committee member, and Luke Wright, CEO Ware River Power Company, inspected the dam. As a result, repairs to the bottom of the dam and new flashboards were installed before the dam and sluice were closed May 1<sup>st</sup>. The project cost \$6,700 and was funded by the town from the Dam Maintenance Budget.



## **The Eagle Hill School Rowing Program**

In spring and fall of 2015, there was a new activity for Lake Wickaboag. The Eagle Hill School in Hardwick organized a rowing program for students, and the coaches determined that Lake Wickaboag would be ideal for their rowing activities. The program was reviewed and accepted by the West Brookfield Board of Selectmen. An outline of the program with guidelines for boat drivers, when approaching the shells, was distributed to lake residents in March of 2015. Two four-oared shells, an eight-oared shell, and a coaching launch could be seen on the lake from 4:00 pm to 6:00 pm weekdays beginning just after the ice has thawed in April until June 1<sup>st</sup> and then again from shortly after Labor Day until November 1<sup>st</sup>. These novice athletes were fun to watch as they progressed to the point where they could compete in several races with other high schools and prep schools.

## 2016 Activities

During 2016, we will continue our Lake Monitoring Program. We will conduct another lake clean up and will again include the Pynchon Land Purchase off of Wickaboag Valley Road in the list of sites to visit. In the future, we would like to extend the clean-up program to include the entire town and will be looking for volunteers for that effort.

LWPA remains committed to achieving the best water quality for Wickaboag. We thank all town officials and the town residents for your continued support. Look for us at the Asparagus Festival and the Flea Market on the Common where you can meet our officers and directors, and purchase our t-shirts, caps, pictures and sweatshirts.

Respectfully submitted,  
Albert F. Collings, President  
Judi Sweeney, Vice-President

# LIBRARY

2015 was a year of coming together at the Library. In the absence of a Library Director for the majority of the year, the Library's Staff, Trustees, Friends, and Volunteers all stepped up and took on extra responsibilities to ensure that the Library could continue to provide exceptional services to the community of West Brookfield. As a result, the Library offered 38 regular and one-time programs, which were attended by 3,041 people!

Mary, the Children's Librarian, once again provided a stellar lineup of programs throughout the year. Regularly offered programs included a Toddler Playgroup, Story Hour, Craft Club, American Girl Club, and a Lego Club, all of which continued to be well-attended by families looking to promote early literacy, increase small-motor coordination, encourage positive social interactions, and provide fun and entertainment for their children. Other programs that were offered to children in 2015 included a *Dream Jar* craft with Sangita

Desai and a *Make Your Own Cards* craft with Angela Carter, who helped children create beautiful handmade cards for family and friends.

Additionally, thanks to a Coordinated Family and Community Engagement Grant from the Collaborative for Educational Services, we were able to invite Renee Coro for regular monthly visits to the Library for her extremely popular “Tune in Together” program. This program proved to be so successful that the Friends of the Library generously agreed to provide additional funding that allowed Renee to increase her visits to twice per month.



*Rene Coro performing for an energetic audience*

On September 21, the Annual First Grade Field Trip took place. Thirty-six First Graders visited the Library, received their first Library cards, were given a tour of the Library and introduced to the Librarians, and enjoyed a story time with Mary in the Fireplace Room. Throughout the school year, Mary collaborated with School Librarian, Wendy O’Shea, at the West Brookfield Elementary School, sharing funding from donated materials, and visiting the school monthly for story time. The Library also participated in the WBES’s Community Reading Day in November.



*Mary reading to WBES's First Grade Class of 2015*

Summertime came, and brought with it the 2015 Collaborative Summer Library Program with the theme “Every Hero Has a Story.” Sixty-seven children registered for the Summer Library program and 377 attendees enjoyed regular programs throughout the summer such as:

- A “Musical Petting Zoo,” featuring the Springfield Symphony
- Hero Bead Crafts, with Mary
- A visit from the Zoo in Forest Park
- Hero Flags Craft, with Mary
- Lindsay and her Puppet Pals, presenting “Every Hero Has a Story!”
- Paint Pinwheels, with Mary
- The Boston Museum of Science presenting “Reptiles!”
- Hero Puzzle Craft, with Mary
- A visit from magician Debbie O’Carroll
- A musical performance from Steve Blunt



The Boston Museum of Sciences’ Reptile Program and Magician Debbie O’Carroll delights a participant.

Young adults also enjoyed several programs aimed at older Summer Library Program participants. Matt Gabriel from Animal World Experience visited the Library to teach a Basic Wilderness Survival Course. Sangita Desai taught Henna Painting, and two of our very own, Jessica Dwelly and Audrey Roy, presented a Tie-Dye craft program, and each participant came away with a self-made tie-dye t-shirt.



Four teens show off their Henna Paintings

Everyone at the Library would like to thank the following sponsors for helping to make the Summer Library Program possible:

- The Boston Bruins
- Country Bank for Savings
- Eastern States Exposition
- Friendly's
- The Friends of the Library
- Gremarco Industries
- Hannaford Bros. Co.
- The Hearst Foundation
- The Massachusetts Board of Library Commissioners
- The Massachusetts Library System
- North Brookfield Savings Bank
- Spencer Savings Bank
- Thomas Cahill, D.D.S.
- Webster First Federal Credit Union
- The West Brookfield Cultural Council
- Yankee Candle

A wide variety of Adult Programs was offered throughout the year. The Library's weekly Knitting Group was a consistent success, and Angela Carter visited the Library for Free Open Scrapbooking Night. After a brief hiatus, the Book Group resumed its monthly meetings. Jeff Goodhind and Jeff Lord presented "Swords through the Ages," which was very well attended by teens and adults. Local resident and regular Library patron David Harr offered a program on Antique German Beer Steins, and Rita Parisi, of Waterfall productions, gave a "spook-tacular" performance right in time for Halloween with "Gothic Ghost Tales by Candlelight." Music performances were also very popular this year. Local resident and patron Ben Bullock visited the Library three times in 2015, singing songs and telling the stories that inspired them. Jeff Snow performed "Celtic Songs & the Stories Behind Them," and pianist/composer Deborah Wyndham performed "The History of Ragtime."



*Ben Bullock performs for a captivated audience. David Harr shares his impressive collection of Antique German Beer Steins.*

Two December craft programs – Make Your Own Gingerbread House and Make Your Own Holiday Swag – from the Bemis Farms Nursery rounded out the year.

The Library also hosted three book signings. Susan Linnea Kallander visited the Library during the Friends Annual Book & Bake Sale to sign copies of her children's book, *Godfrey Finds a Home*.

Brenda Metterville and William Jankins visited the Library to sign copies of their book, *Images of America: West Brookfield* twice this year: once in July and again during White Christmas.

The Library is very lucky to house a grand space on its second floor. This space is useful for meetings, programs, and perhaps especially art exhibits, four of which were hosted by the Library this year:

- “Abstract Art,” by Shannon Killkelly McVeigh
- “Tapestries of Rivers & Fields,” by Dorothy Benedict
- “As Eye See It,” by Tracy Crane
- “New England “Scene” in Pastel, by Brian Alton Higgins



Mountain Laurel, by Brian Alton Higgins

At the end of her exhibit, artist Tracy Crane generously donated the piece “Pointillism Blue Heron” to the Library. Additionally, local photographer Beth Johnson-Lynch graciously donated a photograph of the Rice Memorial Fountain to the Library during White Christmas. The community of West Brookfield is blessed to be the home of so many talented authors, performers, and artists! The Staff of the Library consider it a privilege to be able to highlight the skills of its residents, and we look forward to many more book signings, performances, and art exhibits.





Pointillism Blue Heron, by Tracy Crane

In August, the Library acquired a Mega Chess Set. Patrons of all ages can come to the Library and play chess on a jumbo chessboard. Community member and regular patron Martha Ryan also donated several jigsaw puzzles to the Library so that patrons might spend a minute or an hour relaxing while contributing to the community puzzle. During the month of November, a beautiful Schoolhouse Quilt was on display in the Library. Designed and quilted by Barbara Boucher, this quilt was raffled off at White Christmas to a very lucky community member. Proceeds generated by raffle tickets benefited the West Brookfield Senior Center.

The Library also began a collaboration with the Quaboag Rehabilitation and Skilled Care Center. In late 2015, Donna Latour, the Activities Director at Quaboag, reached out to the Library and proposed starting a book group especially for residents at the Rehabilitation Center. Since then, Katie, the Director at the Library, has been visiting Quaboag to provide materials, flyers, and bookmarks, as well as to lead book discussions with members of the book group. One resident at Quaboag was elected President of the book group, and Katie has been working with her to teach her how to facilitate the book discussions. Now in its third month, the Harmony Book Group is slowly but surely growing in popularity.

In March of 2015, the Library received a grant from the West Brookfield Cultural Council in the amount of \$2,194. This went towards funding for the Summer Library Program, the “Basic

Wilderness Survival” course for teens, and Deborah Wyndham’s concert. The Library also received a donation in the amount of \$9,000 from the England Trust. Part of this donation will be used to improve the technology available for patrons to use at the Library. The rest will be saved for future improvements to the Library’s building and facilities. Everyone at the Library is extremely grateful for the continual generosity and support from the Cultural Council, without whom we could not offer the range and quality of programs that we do, and the England Trust, which helps us preserve the integrity of our historic building while safeguarding it for the future.

The West Brookfield Historical Commission endowed the Library with a copy of *A History of West Brookfield 1675 – 1990* by Jeffrey H. Fiske, and a White Christmas commemorative ornament of our very own Merriam-Gilbert Public Library, both of which are proudly on display behind the circulation desk.

The Friends of the Library is a group of volunteers who dedicate their time to organizing events and fundraisers, assisting with special events, and providing funding to help the Library pay for programming, plants and seasonal decorations, and special materials such as museum passes – to name just a few of the many things the Friends do for us! This year’s Annual Book & Bake Sale was an event to behold! In addition to the excellent book sale, the Friends also organized a Library T-shirt sale with an added surprise of a mock margarita. Additionally, Susan Linnea Kallander held the book signing of her children’s book *Godfrey Finds a Home* during the Book & Bake Sale. What is more, this year’s Annual White Christmas Raffle, also organized and sponsored by the Friends of the Library, somehow managed to be even more successful than last year! With more than 50 donated items raffled off; delicious hot apple cider, a beautiful cake, not to mention cookies, cream puffs, and more delicious goodies eaten; local photographer Beth Johnson-Lynch selling posters and calendars of her breathtaking photography of the sites and natural beauty in West Brookfield; a book signing by Brenda Metterville and Bill Jankins of *Images of America: West Brookfield*; and an exhibit of Brian Alton Higgins’s gorgeous artwork with, “*New England ‘Scene’ in Pastel*,” this year’s White Christmas was not one to miss! Fortunately, we were granted a day of beautiful weather for all to be outside and enjoy. The Friends of the Library

enjoys the excellent leadership of President Elizabeth Jay. She is joined by Treasurer LaVerne Cholewa, as well as Marie Andrea, Jennifer Bujnevicie, Monica Frew, Lisa Remiszewski, Elaine Spencer, and Pat Zazula. Other events sponsored by the Friends in 2015 included:

- Angela Carter: Make Your Own Handmade Cards
- Angela Carter: Free Open Scrapbooking Night
- Bemis Farms Nursery: Make Your Own Gingerbread House
- Bemis Farms Nursery: Make Your Own Holiday Swag
- Sangita Desai: Dream Jars

The Friends also helped the Library purchase the following museum passes:

- Eric Carle Museum of Picture Book Art Pass
- Magic Wings Butterfly Conservatory and Gardens Pass
- Roger Williams Park Zoo Pass

The Library Board of Trustees consists of six elected officials who have guardianship over the Merriam-Gilbert Public Library's building and collections. In collaboration with the Library Director, the Trustees help guide the direction of the Library and make decisions regarding Library policies, budgetary expenditures, building maintenance, and improvements to the Library's facilities, materials, and services. This year, the Board was led by Chairman Paul Spencer, and he was joined by Mary Magnante, Alexandra McNitt, Melanie Merrill (Secretary), Jeff Robbins, and Peter Scribner. Together with the Library Staff, the Board of Trustees would like to extend a heartfelt thanks to the Friends of the Library and to the rest of the Volunteers the Library enjoyed during 2015 for all of their hard work, dedication, and support: Alyssa Bettencourt, Jessica Dwelly, Jesse Elder, Linda Higgins, Jane Ingraham, and Mary LePage.

The Library Staff saw many changes in 2015, some happy, and some sad. On March 29, 2015, the community of West Brookfield said goodbye to resident John Grabosky, who passed away peacefully

in his home after a brave battle with cancer. John was the Library's "Head Custodian" from 2011 – 2015. In addition to his regular duties, John also contributed his skills as a master cabinet-maker, building many shelves and bookcases on which the Adult and Children's Collections now reside. John has been greatly missed by all who knew him.

Just as there is balance in all things, the Library also enjoyed the addition of several new Staff members. Audrey Roy joined the team of Pages in January of 2015, and Jane Ingraham and Linda Higgins accepted positions in October. In April of 2015, Clay Takorian joined the Library Staff as the new Custodian, a position that he had held in the past. In September, a long search finally came to an end when Katie Marsh joined the team as the new Library Director and Teen Services Librarian. And in November, Mary LePage joined the Staff as a Substitute Page.

These new Staff members have enjoyed the guidance and expertise of full-time Library Staff members Holly Takorian, our Adult Services Librarian, who selflessly doubled as Interim Library Director during the search process; and Mary Beth Burns-Jackson, our incomparable Children's Services Librarian. The Library's stellar team of part-time Pages – Karen Convery, Elaine Courtemanche, Amanda Judycki, Kally Judycki, Ashley Leger, and Melody Spencer – as well as our fearless snow-removal assistant, Cory Manseau, rounds out the Library Staff of 2015. Together, our team tirelessly endeavors to bring the very best services, materials, resources, programs, artists, performers, educators, and artisans to the community of West Brookfield.

We would like to thank the businesses, organizations, individuals, and all benefactors who have supported us by helping us bring education, entertainment, culture, and enlightenment to our patrons. We consider it an honor to serve our community, and would like to thank each and every patron of our Library for their support, enthusiasm, and for choosing us as their Home Library.

Respectfully submitted,  
Katie Marsh, Library Director

# LIST OF APPOINTED OFFICIALS

\* Indicates Chairperson. ( ) Indicates Term of Office

## ADVISORY BOARD (7 MEMBERS – 3 YR TERMS)

Richard Gobi	(2016)	
Tom Long	(2016)	
Kevin Paquette	(2016)	Resigned 8/10/15
Pam Griffin	(2016)	
Lori L. Loughlin	(2017)	
Phil Landine	(2017)	
Bob Blozie	(2018)	
Brad Hibbard	(2018)	

## AGRICULTURAL COMMISSION

Brad Quigley	(2016)	Resigned 1/11/16
Vacancy	(2016)	
Tim Morrell	(2016)	
Steven Gould	(2016)	
Gordon DeWolf	(2016)	
Matthew Koziol	(2016)	*
Marcel F. Gaumont	(2016)	Alternate
Vacant	(2016)	Alternate
Kevin Blaine	(2016)	Alternate
Melinda Czub		Secretary

## AMERICANS WITH DISABILITIES ACT COORDINATOR

Johanna Swain	(2016)
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## ANIMAL CONTROL OFFICER/DOG OFFICER

Leah Shattuck	(2016)	
Sydney Plante	(2016)	Assistant

**ANIMAL INSPECTOR**

Leah Shattuck (04/30/15)

**ASPARAGUS & FLOWER HERITAGE FESTIVAL**

George Hibbard (2016)

Melinda Czub (2016)

Amy Dugas (2016)

Elaine Hibbard (2016)

Jennifer Bujnevicie (2016)

**ASSISTANT ASSESSOR**

Renee Adams-White (2016)

**ASSISTANT TOWN CLERKS**

Tammi Melanson (2016)

Geraldine Sauve (2016)

Teresa Barrett (2016)

Christine Long (2016)

Robert Spera (2016)

Mike Frew (2016)

**ASSISTANT TOWN TREASURER**

Vacancy (2015)

**BOARD OF REGISTRARS**

Madelyn Tivnan (2016)

Jane R. Dolan (2017)

Beverly J. Anderson (2018)

**BUILDING INSPECTOR**

Jeff Taylor (2016)

Casey Burlingame (2016) Alternate

**BURIAL GROUND COMMISSIONERS**

Dave Swekla (2016)  
Teri A. Roberts (2017)  
Tony Piazzo (2018) Resigned 1/26/16  
Vacancy (2018)

**CABLE TELEVISION COMMITTEE, LOCAL ACCESS**

Barry Gillogly (2016) Director

**CENTRAL MASS. REGIONAL PLANNING COMMISSION**

Tim Morrell (2016)  
Wesley Slobody (2016) Alternate

**CMRPC REGIONAL PLANNING TASK FORCE**

C. Thomas O'Donnell (2016)

**CHIEF PROCUREMENT OFFICER**

Johanna Swain (2016)

**COMMUNITY EMERGENCY RESPONSE COORDINATOR**

Paul Lupacchino (2015)

**COMPUTER TECHNOLOGY ADVISORY COMMITTEE**

Lyn Tivnan (2016)  
Mandy Morrison (2016) Resigned 1/19/16  
Teresa Barrett (2016)

**CONSERVATION COMMISSION (3 YR TERMS – CHP 40, SEC 8C)**

Christine M. Long (2016)  
Eric Tunley (2016)  
Brian Silva (2017)  
Richard Provencher (2017)  
Lloyd Hubbard (2017)  
Gordon DeWolf (2018)  
James Talvy (2018)

**(COA) WB SENIOR CENTER DIRECTOR**

Cynthia Norden	(2016)	Director, Resigned 12/31/15
Linda MacCoy	(2016)	Director
Betty Frew	(2016)	Assistant Director

**COUNCIL ON AGING**

Gloria Hanks	(2016)	Resigned 1/5/16
Vacancy	(2016)	
Elizabeth Bliss	(2016)	
Irene White	(2016)	
Eric Tunley	(2016)	
Beverly Cassavant	(2017)	Resigned 1/5/16
Marion Boos	(2017)	
Catherine Buzzell	(2017)	Resigned 10/2015
Barbara J. Smith	(2017)	
Judie Cargill	(2018)	
Carolyn Boucher	(2018)	

**COUNCIL ON AGING SMC ELDER BUS BOARD**

Cynthia M. Norden	(2016)
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**CUSTODIAN OF PROPERTY**

Teri A. Roberts	(2016)
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**CULTURAL GRANTS COUNCIL**

Joan Veinot	(2016)
Fern Maskell	(2016)
Kate Kane	(2016)
Richard Ullman	(2016)
Barry Gillogly	(2016)
Paula Slade	(2016)
Cynthia Laub	(2016)



**EARTH REMOVAL BOARD**

Bob Lipovsky	(2016)	Planning
Jason Paquette	(2016)	Health
Diane Vayda	(2016)	Selectmen
Gordon DeWolf	(2016)	Conservation
Kevin Dorman	(2016)	Zoning

**E-911 COORDINATOR**

Paul Lupacchino	(2015)
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**ELECTRICAL INSPECTOR**

Keith Fontaine	(2016)	
Scot Mansfield	(2016)	Alternate

**EMERGENCY MANAGEMENT**

C. Thomas O'Donnell	(2016)
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**ETHICS COMMISSION LIAISON**

Sarah Allen	(2016)
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**EXECUTIVE SECRETARY**

Johanna Swain	(2016)
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**FIRE CHIEF**

Paul Lupacchino
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**FOREST FIRE WARDEN**

Paul Lupacchino	(2015)
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**GAS PIPING & GAS APPLIANCES/PLUMBING INSPECTOR**

Joseph Ciejka	(2016)	
Edward Kent	(2016)	Alternate

**HARBORMASTER**

Joseph Borlikoski	(2016)
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**HAZARDOUS WASTE COORDINATOR**

Brian Charron (2016)  
Vacant (2016) Alternate

**HIGHWAY CLERK**

Tammi Melanson (2016)

**HIGHWAY SUPERINTENDENT**

James P. Daley (2016)

**HISTORICAL COMMISSION (7 MEMBER BOARD)**

Barbara Rossman (2016)  
David Fitzgerald (2016)  
Anne Marie Nolan (2016)  
Louise Garwood (2017)  
Ed Londergan (2017)  
Richard Rossman (2018) Rotating 3-yr term  
Craig Burgess (2018)

**INSECT & PEST CONTROL INSPECTOR**

James DiMaio (2016)

**LAKE WICKABOAG DREDGING ADMINISTRATORS**

Melvin Dorman (2016)  
John Frizzell (2016)  
Jason Paquette (2016)

**LIBRARY DIRECTOR**

Katie Marsh (2016)  
Holly Takorian Interim Director

**MASTER PLAN COMMITTEE**

Timothy Morrell (2016)  
Gordon DeWolf (2016)  
Sonia Burke (2016)

**MUSIC COMMITTEE**

Tracy Ashworth (2016)  
Eric Von Bleicken (2016)  
Lisa Durkee (2016)  
Jaclyn Von Bleicken (2016)  
Adam Conn (2016)

**OPEN SPACE IMPLEMENTATION COMMITTEE**

Timothy Morrell (2016) Planning  
Richard Rossman (2016) Historical  
Mary Beth Czaja (2016) LWPA (Ex-Officio)  
Vacant (2016) LWPA  
Gordon DeWolf (2016) Conservation  
Jeremiah Czub (2016) Recreation (Ex-Officio)

**PARKING CLERK**

Teresa Barrett (2016)

**POLICE DEPARTMENT**

*CHIEF OF POLICE*

C. Thomas O'Donnell

*SERGEANT*

Charles LaPerle (2016) Lifetime\* 3 yr rollover – 13, 16

*FULL TIME POLICE OFFICERS*

Matt Letendre (2016) Lifetime\* 3 yr rollover [13, 16]  
Jeanine Bonnayer (2017) [13, 14,15,17]  
Craig Charron (2016) [15,16]  
James Early (2016) [16,17]

*PART TIME POLICE OFFICERS*

David Pierce	(2018)	Lifetime* 3 yr rollover [03,06,09,12,15,18]
Marissa Brown	(2018)	Lifetime* 3 yr rollover [06,09,12,15,18]
Brian Ayers	(2018)	Lifetime* 3 yr rollover [06,09,12,15,18]
Kara Hartung	(2016)	Lifetime* 3 yr rollover [13,16]
Joseph F. Lazarick	(2017)	[14,15,17]
David J. Churchey	(2017)	[14,15,17]
David J. Stanger, Jr.	(2016)	Resigned 11/9/15
John Bell	(2016)	

*CONSTABLES*

C. Thomas O'Donnell	(2016)
Arthur Tatro	(2016)
John Healy	(2016)
Alan Jesky	(2016)
Matt Letendre	(2016)
Jeanine Bonnayer	(2016)
Craig Charron	(2016)
David Pierce	(2016)
Marissa Brown	(2016)
Brian Ayers	(2016)
Kara Hartung	(2016)
Joseph F. Lazarick	(2016)
David J. Churchey	(2016)
David J. Stanger, Jr.	(2016)
John Bell	(2016)

**POLICE DEPARTMENT CLERK**

Tammi Melanson	(2016)
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**POLL WORKERS**

Louise Whitehouse	(2016)
Eleanore Paquette	(2016)
Nancy Seeton	(2016)
Michael Frew	(2016)
John Tivnan	(2016)
William King	(2016)
Betty Frew	(2016)
Carol Haire	(2016)
Pauline LaCroix	(2016)
Charlotte Borlikoski	(2016)
Johanna Swain	(2016)
Mary Garin	(2016)
Patricia Bacon	(2016)
Susan Tomasino	(2016)
Christine Long	(2016)
Caroline Stentiford	(2016)
Beverly Cassavant	(2016)
Teresa Barrett	(2016)
Robert Spera	(2016)
Geraldine Sauve	(2016)
Kathleen Landry	(2016)

**QUABOAG VALLEY BUSINESS ASST. CORP REP.**

Alexandra McNitt	(2016)
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**RECREATION COMMITTEE**

Jeremiah Czub	(2016)
Ryan Laroche	(2016)
Lori Piazzo	(2016)
Kristen Sloan	(2016)
Kevin Sloan	(2016)

**REPRESENTATIVE TO CENTRAL DISPATCH**

C. Thomas O'Donnell (2016)

**REPRESENTATIVE TO THE ROCK HOUSE**

John Tivnan (2016)

**REGIONAL HIGHWAY EQUIPMENT COOPERATIVE (RHE COOP)**

Diane Vayda (2016) Board of Directors Rep.

**REGIONALIZATION TASK FORCE**

C. Thomas O'Donnell (2016)

John Frizzell (2016)

Dan McCall (2016)

William Mansfield (2016)

Diane Vayda (2016)

Mike Frew (2016)

William Buttitta (2016)

**RIGHT TO KNOW MUNICIPAL COORDINATOR**

Brian Charron (2016)

**ROAD PROJECTS ADVISORY COMMITTEE**

Diane Vayda (2016)

James Daley (2016)

Jeff Robbins (2016)

Bill King (2016)

Keith Arsenault (2016)

**SEXUAL HARASSMENT OFFICER**

Teri Ann Roberts (2016)

**STORMWATER MANAGEMENT COMMITTEE**

James Daley	(2016)	Highway
Suzanne LePage	(2016)	Member at Large
John Frizzell	(2016)	Health
Johanna Swain	(2016)	Selectmen
Gordon DeWolf	(2016)	Conservation
Robert Benson	(2016)	Water
Timothy Morrell	(2016)	Planning

**TOWN ACCOUNTANT**

Marie Arsenault	(2016)
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**TOWN COUNSEL**

Petrini & Associates	(2015)
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**TREE WARDEN**

James DiMaio	(2016)
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**TRIATHLON COMMITTEE**

Rachel Wilson	(2016)
Billie Moberg	(2016)
Amanda Ostrout	(2016)
Felix Kurilov	(2016)
James Wilson	(2016)

**VETERAN'S AGENT**

Gary W. Lapine	(2016)	9/16/14
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**WAR MEMORIAL COMMITTEE**

Anna May Zabek	(2016)
Michael H. Frew	(2016)
Gary Lapine	(2016)
David Tebo	(2016)
Nancy Seeton	(2016)

**WHITE CHRISTMAS COMMITTEE**

Richard Rossman (2016)  
Charlotte Boos (2016)  
Barbara Rossman (2016)  
Michelle Niemiec (2016)

**ZONING BOARD OF APPEALS**

(APPOINTMENTS TO BE MADE PRIOR TO MARCH 1<sup>ST</sup>)

Douglas Aspinall (2017) Associate Member(\*1AM is Chairs choice)  
Bob Levite (2015) Associate Member (\*AM's - rotating 2 yr term)  
Richard Ullman (2016)  
Kevin Dorman (2017) \*  
George Hibbard (2018)

**ZONING OFFICER**

Gary Simeone (2016)

**LIST OF ELECTED OFFICIALS**

\* Indicates Chairperson ( ) Indicates Term of Office

**MODERATOR**

Trevor Brown (2018)

**TOWN CLERK**

Sarah J. Allen (2016)

**BOARD OF SELECTMEN**

Diane S. Vayda (2016) \*  
Sarah J. Allen (2017)  
John V. Tivnan (2018)



**TOWN TREASURER**

Teri Roberts (2016)

**TAX COLLECTOR**

Teresa M. Barrett (2016)

**BOARD OF ASSESSORS**

Michael H. Frew (2016)

Beverly P, Kenniston (2017)

Kevin G. Dorman (2018)

**BOARD OF HEALTH**

John E. Frizzell, Sr. (2016)

Jason Paquette (2017)

Melvin F. Dorman (2018)

**BOARD OF LIBRARY TRUSTEES**

Melanie Merrill (2016)

Jeffrey R. Robbins (2016)

Mary Magnante (2017)

Paul D. Spencer (2017)

Peter Scribner (2018)

Alexandra McNitt (2018)

**BOARD OF WATER COMMISSIONERS**

Robert E. Benson (2016)

Barry J. Nadon, Sr. (2017)

Lester Paquette, Sr. (2018)

**COMMON COMMITTEE**

Robert Joseph Richard (2016) \*

Suzanne Lepage (2017)

Rayne Petruzzi (2018)

**HOUSING AUTHORITY (5 YEAR TERMS)**

Kenneth B. Miller (2016)  
Beverly Anderson (2017)  
Vacancy (12/12/15)  
Roy Roberts (2019)  
James F. Peirce (2020)

State Appt 5yr term

**PLANNING BOARD**

Wesley Slobody (2016)  
Robert Lipovsky (2017)  
Timothy S. Morrell (2018)  
Robert J. Brodak (2019)  
Keith Arsenault (2020)

**QUABOAG REGIONAL SCHOOL COMMITTEE**

Heather Bish (2016)  
Craig Burgess (2016)  
Paula Messier (2016)  
Robert Souza (2016)  
Clifford G. Fountain (2017)  
Andrew Schwenker (2017)  
Tracy L. Waz (2017)  
James C. Wilson III (2017)  
Darlene Manzarro (2018)  
Leane M. Pierce (2018)  
Jason G. Morgan (2018)  
Amy Skowrya (2018)

# PARKING CLERK

During 2015, sixteen (16) parking violations were noted. One hundred twenty dollars (\$120.00), was collected and turned over to the Treasurer.

Most violations were attributed to the Winter Parking Ban and Beach parking violations. Please obtain a beach sticker from the Police Department.

Please be advised that from November 1<sup>st</sup> through April 1<sup>st</sup> there is a parking ban in effect during the hours of 1:00am to 6:00am.

Respectfully submitted,  
Teresa Barrett, Parking Clerk

## PEG ACCESS TELEVISION

WBTV Channels 191, 192 & 194

WBTV Education Channel is complete, albeit there have been several technical faults with the new video server at the time of this report. Likely, the motherboard is defective and the unit has been replaced.

In addition, the internet protocol remote video program to link the Education Channel and QRHS and Warren Elementary is complete. Once the video server is back up and running, Channel 192 will continue live broadcasts of School Board Meetings, sporting events and auditorium performances.

### EQUIPMENT –

#### *Public Access:*

1. All equipment is running well and all broadcast units have had their warranties extended another year.
2. A portable, lightweight lighting kit has been added for producing field documentaries. The first of which aired in November – *Interview With an Artist*.

*Education Access:*

1. General broadcast equipment from Public Access was transferred and installed in Data Room at the WB Elementary School.
2. A new digital video server has also been installed.
3. The transferred bulletin board system proved unreliable and was replaced with a new unit.

*Government Access:*

1. No new equipment was added this past year. However, modification to miking the Selectmen and broadening the video view of attendees were completed.

**PROGRAMMING –**

1. Public Access maintained its multi-age oriented programming to 11 to 14 different programs per day repeated on two-week cycles.
2. Education Access is airing programs from the video club, live School Committee Meetings, sports, school events, and available shared programming relevant to the children and their parents in the community.
3. Again, the Government Access encourages any committee that uses the Meeting Room to allow their meetings to be broadcast to the community.

**BULLETIN BOARD –**

The Bulletin Board continues to service the community and local non-profits.

**ADDITIONAL NOTES FOR 2015 –**

*Volunteers:*

We are fortunate to have a knowledgeable volunteer, Bob Datz, to not only assist in operating Education Access, but he also has been making time to assist in programming on Public Access. His separate arrangement with the Elementary School for the Video Club dovetailed nicely with being involved with

Education Access operations. Though his time is limited, it is appreciated.

#### **GOALS FOR 2016 –**

Once remaining technical issues are resolved, WBTV will endeavor to launch its own website with the ability for the community to view select past programs on demand or watch scheduled broadcasts live over the internet.

In addition, the station will more aggressively search for committed volunteers to assist.

#### **PROJECTED ANNUAL PEG/CHARTER GRANT BUDGET FOR 2016 –**

Director stipend - \$13,364

Additional camerawork vendor - \$1,600

Broadcast Equipment and Software maintenance - \$3,200

Reserve cash - \$3,496

Respectfully submitted,  
Barry Gillogly, Director

## **PLANNING BOARD**

The Planning Board approved on lot subdivision application in 2015. The Planning Board held a public hearing to assist with the School Street redevelopment plan. It also fulfilled its obligations to MASS DEP to amend our zoning bylaws at the Special Town Meeting, recognizing the Zone II Wellfields.

The Board is currently meeting on the **second Monday** of the month and on an “as needed basis” for the convenience of those who require Planning Board approval of your projects.

Respectfully submitted,  
The West Brookfield Planning Board

Timothy Morrell, Chairman

Robert Lipovsky

Robert Brodak

Keith Arsenault

Wesley Slobody

# POLICE DEPARTMENT

The year 2015 the Department saw a 7% increase in calls for service, responding to 4,109 calls. While major crimes were down, calls for service (such as medical) increased.

In response to the growing heroin epidemic, a little over a year ago, the department made the decision to train and equip our officers with the drug Narcan. This medication is used to reverse the effects of an opioid overdose.

Fortunately, we have not yet had to use it to date, but are prepared should the worst happen.

2015, again, found the Department invested in community projects. Ptl. Marissa Brown coordinates many of our special projects. In addition to things like Senior Bingo, she spearheaded a very successful drive to obtain school supplies for a family in need, and the second annual Spooktacular. She also spearheaded the Department's involvement with "Stand for Alyssa-Jade." Alyssa is a 9-year old, who had received a blue Worcester County Sheriff's t-shirt for volunteering at a community event. Due to the level of violence against police officers, she was afraid to wear it. In a show of support, many people wore blue on September 28<sup>th</sup>, and she was given a police escort to school that day. The Ware, State Police, West Brookfield Police, and Warren Police participated.



Ptl. David Pierce and his wife, Leane, again coordinated our annual holiday dinner. Thanks to the hard work of department members and community volunteers, this is always a success.



This year, Ptl. Jeannine Bonnayer, Ptl. Craig Charron, Ptl. James Early, and I took part in Community Reading Day at the Elementary School.

During the past year, we continued our close working relationships with other state and local Police Departments, as well as our local agencies: the Highway Department, Fire, Rescue, the Warren/West Brookfield CERT, and the Quaboag Regional School System. We look forward to continuing these partnerships, and developing new ones in the year to come.

Respectfully submitted,  
Chief C. Thomas O'Donnell, Jr.

The following are examples of calls for service handled by the Department in 2015:

911-Hang up	24	Alarms	125
Animal calls	116	Assist citizen	190
Assault	3	Assist other agencies	135
Burglary	13	Building check	204
Complaints/general	89	Disturbance	50
Disabled vehicle	82	Domestic disturbance	15
Assist Fire Dept	71	Fraud	16
Gunshots	13	Harassment	4
Hazardous incident	6	Harassment Prevent Order	3
Identity theft	1	Larceny	12
Lockout	56	Medical Assist	498
Missing person	8	Motor Vehicle accident	107
Complaint – MV operations	72	Investigations – MV	134
Stops – MV	934	Officer initiated activity	229
Property damage/Vandalism	18	Lost/Found property	10
Psychiatric emergency	25	Serve restraining order	5
Sex offenses	2	Safety hazard	111
Stolen vehicle	1	Serve summons	42
Suspicious activity	91	Threat	7
Trespass	7	Traffic control	238
Serve warrant	49	Welfare check	62
Unattended death	1		

The 934 motor vehicle stops conducted by the Department, in 2015, had the following results:

Citations	146	Arrests	16
Criminal complaints	18	Written warnings	317
Municipal citations	4	Verbal warnings	433



In 2015, the Department processed the following License to Carry and Firearms Identification Card applications:

LTC 66 | FID 6

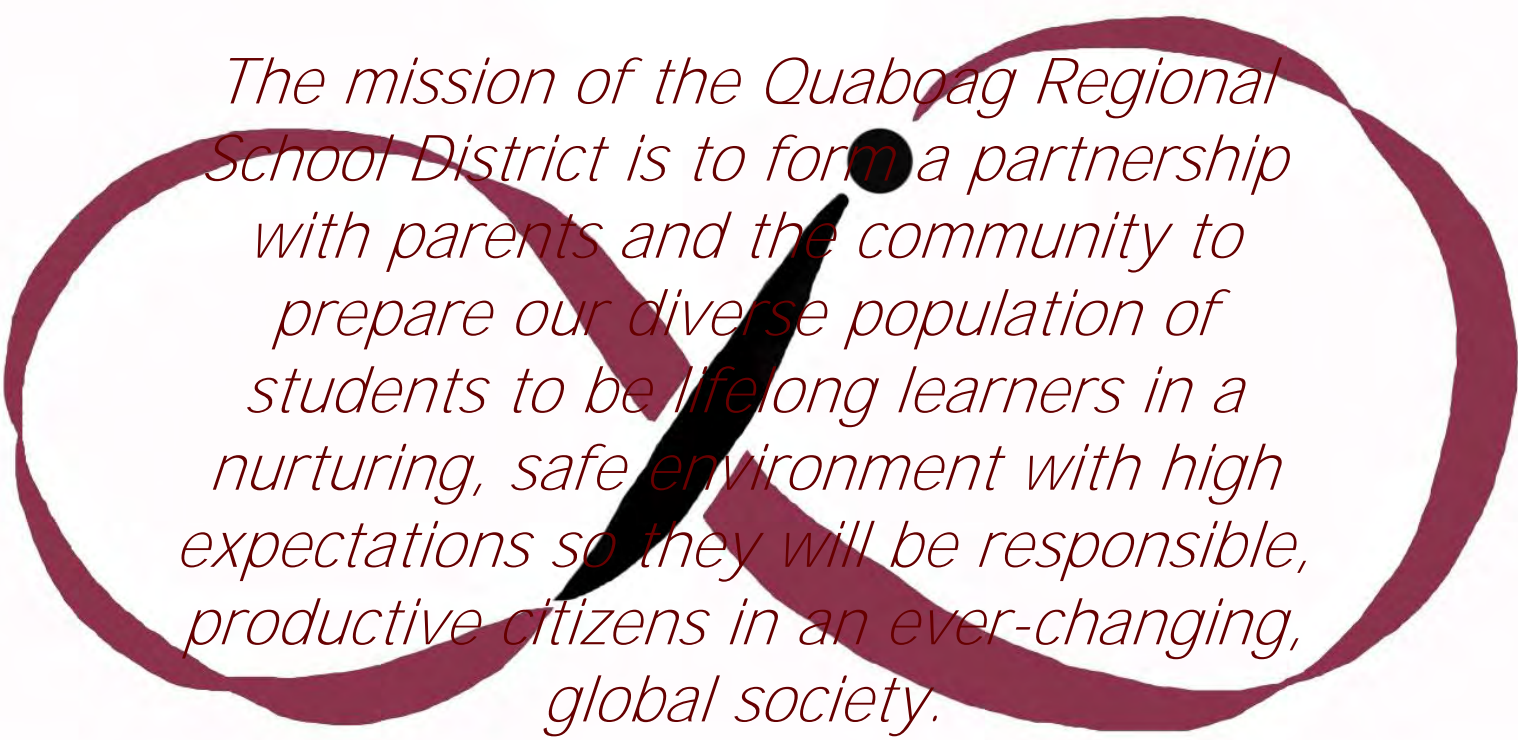
During 2015, criminal charges were filed against eighty-six (86) persons and one (1) was taken into protective custody. What follows is a breakdown of the charges filed:

Larceny	4	Negligent operation – MV	2
Warrant arrests	16	Assault/Battery	6
Trespass	1	Threat to commit crime	2
Unlicensed operation of MV	3	Disturbing the peace	12
Reckless operation of MV	3	Narcotics violations	5
Operating under influence	8	Disorderly conduct	2
Suspended license	15	Witness intimidation	4
Obstruction of justice	2	Harassment	2
Stalking	1	Uninsured MV	1
Suspended registration	1	Malicious destruction - property	6
Conspiracy	2	Possession of fireworks	4
Open/Gross/Wanton Lewdness	2	Indecent A/B person under 14	1
Illegal dumping	1	Failure to stop for police	1
Failure to register – sex offender	1	Resisting arrest	2
Breaking/Entering	1	Motorist failing to report – injury/death of dog/cat	1
Distributing images of child – nude	1	Distributing obscene matter	1

Respectfully submitted,  
Chief C. Thomas O'Donnell, Jr.

# QUABOAG REGIONAL SCHOOL DISTRICT

## ***Annual Report 2015*** ***Quaboag Regional School District***



*The mission of the Quaboag Regional School District is to form a partnership with parents and the community to prepare our diverse population of students to be lifelong learners in a nurturing, safe environment with high expectations so they will be responsible, productive citizens in an ever-changing, global society.*

***Decisions are made in the best interests of our students.***

The Quaboag Regional School District ensures equal employment and educational opportunities for its employees and students. All programs, services, courses of study and activities are made available without regard to race, color, creed, national origin, sex, sexual orientation, or disability, in compliance with federal and state law.

**Annual Report of the Quaboag Regional School District School Committee**

**QUABOAG REGIONAL DISTRICT SCHOOL COMMITTEE**

Regular meetings of the School Committee are scheduled on the third Monday of the calendar month and, as necessary, on the first Monday of the calendar month, in the Library at the Quaboag Regional Middle/High School, 284 Old West Brookfield Road in Warren at 6:30 P.M. \*

Heather K. Bish West Brookfield	Term expires 2016
Craig R. Burgess West Brookfield	Term expires 2016
Clifford G. Fountain Warren	Term expires 2017
Paula J. Messier Warren	Term expires 2016
Jason G. Morgan Warren	Term expires 2018
Leane M. Pierce West Brookfield	Term expires 2018
Andrew D. Schwenker Warren	Term expires 2017
Amy Skowya West Brookfield	Term expires 2018
Robert Souza, Jr. Warren	Term expires 2016
Tracy L. Waz West Brookfield	Term expires 2017
James C. Wilson III West Brookfield	Term expires 2017
Matthew Lavallee (Non-voting student representative.	Term expires 2016)

<b>Superintendent of Schools and Regional School District Secretary</b>	Dr. Brett M. Kustigian Charlton
<b>Director of Student Support Services</b>	Dr. Deirdre Osypuk West Springfield
<b>Director of Finance &amp; Operations</b>	Catherine Lamica Wilbraham
<b>Administrative Analyst in the Superintendent's Office</b>	Madeline Smola Warren
<b>Regional School District Treasurer</b>	Theresa Olejarz Hampden
<b>Administrative Assistant in the Special Education Office</b>	Renee M. Dalve-Contacos Warren
<b>Special Legal Counsel</b>	Attorney Fernand Dupere Southampton
<b>Administrative Assistant Accounting &amp; Grants</b>	Susan Como Warren
<b>Administrative Assistant Personnel &amp; Payroll</b>	Sheri Sumpter W. Brookfield
<b>Principal Quaboag Regional Middle/High School</b>	Mary LaFreniere Gardner
<b>Assistant Principal Quaboag Regional Middle/High School</b>	Joseph Salvatore New Braintree
<b>Principal Warren Community Elementary School</b>	Stephen Duff Warren
<b>Principal West Brookfield Elementary School</b>	Colleen Mucha West Brookfield
<b>School Physician</b>	Dr. James Wilson West Brookfield
Office of the Superintendent of Schools P.O. Box 1538, 284 Old West Brookfield Road Warren, MA 01083	(413) 436-9256 FAX (413) 436-9738
Quaboag Regional Middle/High School P.O. Box 909, 284 Old West Brookfield Road, Warren, MA 01083	(413) 436-5991 FAX (413) 436-9636
Warren Community Elementary School P.O. Box 446, 51 Schoolhouse Drive, West Warren, MA 01092	(413) 436-5983 FAX (413) 436-9743
West Brookfield Elementary School P.O. Box 386, 89 North Main Street, West Brookfield, MA 01585	(508) 867-4655 FAX (508) 867-9208

[www.quaboagrsd.org](http://www.quaboagrsd.org)

\*location may be subject to change

**TEACHERS AND ADMINISTRATORS**

**Newcomers:**

Jerilynne Berneche Warren Community Elementary School	Paraprofessional	Title I
Kristyn Mangini Warren Community Elementary School	Paraprofessional	Title I
John F. O'Neill III West Brookfield Elementary School	Paraprofessional	Technology
Meghan Schlosstein Warren Community Elementary School	Teacher	5 <sup>th</sup> Grade
Emily Sausville Warren Community Elementary School	Paraprofessional	Title I
Dawn Swistak Warren Community Elementary School	Paraprofessional	Title I
Emily Wildgrube Warren Community Elementary School	Paraprofessional	Title I

**Retirement:**

Josephine Deschamps Warren Community Elementary School	9 years of service
Jane Gately Quaboag Regional Middle/High School	17 years of service
Christine Kiraly-Thomas Quaboag Regional Middle/High School	18 years of service
Adrienne Lalashius Warren Community Elementary School	29 years of service
Nancy Zabka Quaboag Regional Middle High School	12 years of service

## SCHOOL COUNCILS MEMBERSHIP 2014-2015

### WARREN COMMUNITY ELEMENTARY SCHOOL (7 Members)

Stephen Duff	Principal	
Michelle Corder	Parent	Term expires 2018
James Gagner	Parent	Term expires 2016
Brian Guimond	Teacher	Term expires 2017
Julie Jaskowski	Teacher	Term expires 2017
Kristi Kenyon	Teacher	Term expires 2017
Nancy Schwenker	Parent	Term expires 2017

### WEST BROOKFIELD ELEMENTARY SCHOOL (6 Members)

Colleen Mucha	Principal	
Christine Beer	Teacher	Term Expires 2018
Jodie Gerulaitis	Community	Term expires 2017
Mary Anne Matys-Rohde	Teacher	Term expires 2018
Stacy Proscio	Teacher	Term expires 2018
Elizabeth Stevens	Parent	Term expires 2017

### QUABOAG REGIONAL MIDDLE/HIGH SCHOOL (7 Members)

Mary LaFreniere	Principal	
Abigail Birch	Parent	Term expires 2015
Pam Clark	Parent	Term expires 2017
Mary Beth Czaja	Parent	Term expires 2018
Pam Fitzgerald	Parent	Term expires 2018
Regina Morgan	Parent	Term expires 2016
Eric Urban	Community	Term expires 2016

**Graduates 2015**

Nataly Alicea	Elizabeth Fedirko	Joshua Ritzer
Destiny Alvarado	Aaron Fournier	Savannah Rolfe
Bailey Allison	David Frazier	Audrey Roy
Taylor Beamenderfer	Dustin Geer	Nathan Rucki
Garrett Bell-Paolucci	Monica Greenlaw	William Russin
Heath Blackwell	Raphael Gundersen	Cody Senical
Abigail Blair	Kayla Hatch	Jasmynn Seremeth
Matthew Bonneau	Brittany Herring	Alanna Servant
Lauren Bostock	Angel HoganCamp	Kyle Sledziewski
Jacob Bruso	Cody Ivers	Terrance Smith
Matthew Bys	Adrianna Jackson	Angela Sousa
Nicholas Callinan	Eric Klein	Christian Spencer
Kimberlee Cardin	Matthew Koslowski	Travis Stewart
Hailey Casavant	Kathleen Lafortune	Destyni Tatro
Meghan Cassavant	Joel Lagrant	Madison Thompson
Makenzie Chisholm	Jacob Lariviere	Jessie Tkatz
Megan Choquette	Kacie LaValley	Benjamin Webber
Olivia Corfey	Nathan Lowell	BreAnna Willis
Abigail Cote	Connor McCaffrey	Megan Wilmot
Christopher Curry	Patrick McCaffrey	Payton Wooldridge
Patrick Custer	Erik McCormick	Demitria Wrobel
Kendall Desautels	Madison Messier	
Tori Dickson	Travis Nichols	
Nicholas Dion	Nicole Pappas	
Christopher Drane	Travis Prouty	
Jennifer Ducharme	Nicholas Ramsdell	
Rachel Duclos	Renee Raya	
Shawn Dunn Jr.	Natalie Ring	



## **Report from the Superintendent of Schools**

**2015-2016**



I am pleased to provide the citizens of Warren and West Brookfield the **fiftieth** Annual Report of the Quaboag Regional School District (QRSD). The state of our schools is strong and Quaboag has a reputation as an innovative leader in preK-12 public education. There are too many initiatives and accomplishments to list every single one in a brief publication. Therefore, this annual report is meant to provide a brief snapshot of the Quaboag Regional School District. If you would like more information about any aspect of the QRSD, please contact me at [bkustigian@quaboagrsd.org](mailto:bkustigian@quaboagrsd.org) or 413-436-9256 extension 1003.

### **Retired Faculty and Staff Appreciation**

It is so important to recognize those individuals who have dedicated their lives to education.

- Adrienne Lalashius, paraprofessional at Warren Community Elementary School
- Christine Kirally-Thomas, teacher at Quaboag Regional Middle/High School
- Jane Gately, teacher at Quaboag Regional Middle/High School
- Josephine Deschamps, paraprofessional at Warren Community Elementary School
- Nancy Zabka, teacher at Quaboag Regional Middle/High School

The aforementioned teachers collectively represent over 96 years in education. This experience is irreplaceable and these educators may never know how profoundly they have touched the lives of future generations. I have enjoyed working with them and I want to wish all of them well as they begin a new chapter in their lives. On behalf of a grateful school community, I wish our retirees good health and happiness in the years ahead. Thank you for all that you have done for our students.

### **School Committee Appreciation**

These 12 individuals volunteer countless hours to ensure that Quaboag students have the resources and the tools necessary to provide a world-class education. The Quaboag school community is fortunate to have such a dedicated group of hardworking individuals serving on the School Committee.

- Leane M. Pierce, Chair of the School Committee
- Andrew D. Schwenker, School Committee Vice Chair, Building Subcommittee Chair, Payroll, Personnel and Building Subcommittee
- Robert Souza Jr., Personnel & Payroll Subcommittees Chair, Budget and Building Subcommittee
- Craig R. Burgess, Building Committee Chair & Budget Subcommittee
- Clifford G. Fountain, Sick Leave Bank Chair, MA Assoc. Reg. Schools Board of Directors
- Paula J. Messier, Policy Subcommittee Chair (FY 15) & Budget Subcommittee (FY 15)
- Heather K. Bish, Policy Subcommittee Chair (FY 16) and Payroll Subcommittee
- Tracy L. Waz, Personnel Subcommittee
- Dr. James C. Wilson III, Budget Subcommittee (FY 15), Policy (FY 16)
- Jason G. Morgan, Policy, Budget and Building Subcommittees
- Amy Skowrya, Budget Subcommittee & Personnel Subcommittee
- Darlene Manzano, Personnel Subcommittee (FY 15)

### **Distinguished Faculty and Staff**

The QRSD faculty and staff truly care about all students. They are devoted to providing a top-notch education, and I would be remiss if I did not acknowledge all of their hard work. In writing this annual report and reflecting on the teaching staff, the support faculty, the administrative team, and all staff members of the QRSD, I am convinced that there is something special about Quaboag. In fact, our school community embodies the traits and characteristics of a close-knit family. As our reputation and achievements continue to grow, so does the sense of “cougar pride” amongst our entire school community.

Quaboag is unique because it is truly a student-centered district that focuses on academic achievement and developing a sense of responsibility in our students. Our small size (fewer than 1,500 total students) allows us the opportunity to personalize education for every student. Our teachers, staff and faculty know every student and we have created an atmosphere where students not only develop a passion for learning, but they excel.

### **Exceptional Students**

Our student body is the heart and soul of the Quaboag Regional School District. QRSD students are intelligent, well-mannered, polite members of the community who strive to give back to others. Our students excel in the classroom, on the athletic field, in music and choral competitions, on the drama stage and in countless other venues. It would be impossible to mention all of our students’ achievements in one annual report, but the following pages highlight Quaboag’s most important resource- our students. Every year I am more and more impressed with our students.

### **Mission**

The QRSD mission statement signifies the purpose of education and the fundamental reason why we exist. Our mission statement reflects the purpose of schooling and it serves as the cornerstone for every aspect of decision-making. Our mission statement is the guiding light of the QRSD and it remains unchanged:

*The mission of the Quaboag Regional School District is to form a partnership with parents and the community to prepare our diverse population of students to become lifelong learners in a nurturing, safe environment with high expectations so they will become responsible, productive citizens in an ever-changing global society. **Decisions are made in the best interest of our students.***

Quaboag has a mission driven school culture and our mission statement is clearly displayed across all schools. More importantly, our mission is widely understood and practiced.

### **Vision**

Mission and vision are clearly different. Mission has come to represent the present state of an organization's purpose, the here and now or why the organization presently exists, while vision signifies the future of where an organization is going. Our vision continues:

*Our vision is to provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth.*

## District Improvement Plan

The QRSD District Improvement Plan is meant to serve as an overall guide to drive the top priorities of the QRSD for the 2015-2016 school year. This plan provides a foundation for all staff members to develop S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, and Time-bound) goals. However, this plan is not meant to encompass every goal or initiative undertaken by the QRSD. As a school district where all schools have innovation status, Quaboag prides itself on being small and on having the ability to shift priorities quickly.

For the past several years (2012-current), the QRSD has partnered with Future Management Systems to assist in the creation of the annual District Improvement Plan. Mr. Lyle Kirtman (Future Management Systems, CEO) has served as the main point of contact and primary consultant for the QRSD. This partnership has been fully funded by the Massachusetts Department of Elementary and Secondary Education through the innovation schools initiative. However, the amount of time allotted for the QRSD to receive Mr. Kirtman's services has greatly diminished over time. Last year, the QRSD was only allotted 2 hours of Mr. Kirtman's time. This year (FY 2016), the MA DESE did not fund the partnership. However, the QRSD did contract with Future Management Systems to review the plan and other aspects of administrative leadership on July 14, 2015.

The QRSD administrative team began the process of planning for the future by reviewing previous district improvement plans. As the QRSD administrative team reviewed the 2014-2015 District Improvement Plan (DIP), on June 24, 2015, it was collectively decided that the 2014-2015 DIP worked well as a basis for drafting school improvement plans and S.M.A.R.T. goals. The QRSD continues to get strong results and we feel we have a strong district improvement planning process.

On June 24, 2015, the QRSD administrative team reviewed the previous priorities of the QRSD DIP's. We agreed that raising student achievement, improving school safety, increasing the use of technology, and innovation must remain district wide priorities. We eliminated communication and evaluation from being singled out as priorities. However, the team will incorporate communication and evaluation benchmarks into other categories such as raising student achievement, innovation and collaboration.

Recognizing the fact that state funding has been woefully inadequate, we added efficient and effective financial management as a major area of focus. While we always strive to be efficient and effective in managing our finances, highlighting it as a focus area in the district improvement plan will help the QRSD communicate to the school community the need to proactively manage precious resources.

Collaboration and communication is the last major area of focus. Several staff and Superintendent Kustigian attended a joint labor/management workshop in July 2015. We recognize that improving student learning requires strong collaboration amongst all stakeholders, especially the School Committee, Quaboag Education Association (QEA) and the district administration. As such, communication and collaboration is a targeted area of focus in the District Improvement Plan.

The 6 major areas of focus in the 2015-2016 District Improvement Plan are:

- **Raise Student Achievement**
- **Improve School Safety**
- **Increase the use of Technology**
- **Efficient and Effective Financial Management**
- **Innovation**
- **Collaboration and Communication**

Once the 6 areas of focus were decided, the team created benchmarks for each category. The 2015-2016 District Improvement Plan builds upon the previous goals and priorities of previous plans including a major emphasis on raising student achievement, improving school safety, increasing the use of technology, enhancing communication, improving evaluation and innovating. The District Improvement Plan also serves as a basis for all schools to create 2015-2016 school improvement plans.

The District Improvement Plan was formally voted on and unanimously accepted by the QRSD administrative team on August 11, 2015 and it was initially presented to the School Committee on August 17, 2015. The School Committee unanimously approved the plan on September 21, 2015. Superintendent Kustigian provides periodic updates about the plan during school committee meetings. Superintendent Kustigian's goals and the superintendent's evaluation process align with the District Improvement Plan.

#### Student Achievement



**QRMHS was recognized as one of the top 50 high schools in Massachusetts for the first time ever!** QRMHS also earned a silver medal from U.S. News and World Report 2015. QRMHS also received a silver medal from U.S. News and World Report in 2013.

## **MCAS & Accountability Status**

All Massachusetts schools and school districts with sufficient data are classified into one of five accountability and assistance levels (1-5), with the highest performing in Level 1 and lowest performing in Level 5. In general, a district is classified into the level of its lowest performing school, unless the district was independently classified into Level 4 or 5 as a result of action by the Board of Elementary and Secondary Education. The QRSD is classified as a Level 2 district signifying that we are in the top 50% of school districts in the Commonwealth. It is amazing to think that in the past six years, the district has moved from Level 3 to Level 2. QRMHS & WBES are both Level 1 (top 30% in the state), while WCES maintains a solid Level 2 status.

Our MCAS scores have steadily increased. The QRSD administrative team presented a complete analysis of QRSD MCAS scores over the past 10 years on October 21, 2015. There are too many charts and graphs to include in this report, please contact Superintendent Kustigian if you would like more information. The Massachusetts Department of Elementary and Secondary Education also publishes MCAS results on their website: <http://www.doe.mass.edu/mcas/>.

## **MCAS / PARCC- Massachusetts Evolving Tests**

The statewide assessment system for schools in Massachusetts is in a state of flux. While MCAS remains the standard for high school students to receive their competency determination for graduation, the 2014-2015 school year provided schools with another option- PARCC (Partnership for Assessment of Readiness for College and Careers). Schools across the Commonwealth were given the opportunity to choose their assessment method for the first time ever. Some districts chose MCAS, others chose to pilot the new PARCC, and some districts delivered both. All districts administered the 10<sup>th</sup> grade MCAS as the competency determination for high school graduation.

In 2014-15, the Quaboag Regional School District participated in both MCAS and PARCC. On June 16, 2014, the QRSD School Committee voted 10 (yes), 1 (no), 1 (abstention) to pilot the PARCC in grades 3-8. Further, the School Committee voted 9 (yes), 2 (no), 1 (abstention) to not pilot the PARCC in grades 9-11. Therefore, grades 3-8 took a combination of the PARCC pilot test and the MCAS, while grades 9 and above only participated in MCAS.

The 2015-16 school year saw another change in testing. The Massachusetts Department of Elementary and Secondary Education voted on November 17, 2015 to adopt a new version of MCAS called MCAS 2.0. According to the MA DESE, MCAS 2.0 is going to be a combination of MCAS and PARCC, but it provides Massachusetts the autonomy to create the next generation of MCAS.

The School Committee was, once again, given the task of choosing between MCAS and PARCC for the 2015-16 school year. The committee also had the option of choosing the method in which the exam was administered: paper and pencil or computer based. On December 21, 2015, the QRSD School Committee voted unanimously to participate in the computer based PARCC for grades 3-8 in the spring of 2016. Students in grades 9 and above will continue to take the MCAS.

As the state assessment system continues to evolve, the QRSD will continue to monitor all changes carefully and decisions will be made publically in "the best interests of our students."

## **Learning Walkthrough**

Once again, the learning walkthrough protocol continues to be implemented at all of our schools. Staff continues to receive training and professional development from Bruce MacDonald of the Massachusetts Department of Education and BSRI (Bay State Reading Institute). The administrative team has also trained staff in the learning walk protocol. While each school has been participating in building based learning walkthroughs for several years, we have expanded our program across the district. For the first time ever, our staff participated in district-wide learning walks. In other words, staff members from each of our buildings have participated in learning walks outside of their assigned building. The teamwork and collaboration amongst all staff is the foundation of the program as we continue to refine the learning walk initiative to constantly improve.

The learning walkthrough is a collaborative effort between the administration, teachers, and all staff. Learning walkthroughs promote an atmosphere of academic achievement, teamwork, and serve as another way to improve our professional learning community.

### **Advanced Placement at QRMHS**

The Quaboag Regional High School has entered into its sixth year with Mass Insight Education. Our partnership has allowed QRMHS to purchase materials for advanced placement classes at half of our cost and we continue to receive outstanding professional development for our teachers. Moreover, our students are eligible for regional Saturday study sessions and other support.

The QRSD is committed to providing as many advanced placement classes as possible. In fact, Quaboag offers the second most AP classes in the Southern Worcester County League. This is an incredible accomplishment and a tribute to our highly qualified teachers.

### **Bay State Reading Initiative**

Warren Community Elementary and West Brookfield Elementary continued to implement the Bay State Reading Initiative (BSRI). BSRI is a research-based curriculum in reading at the elementary level. However, BSRI has recently expanded to include math curriculum. In particular, our elementary schools have been working with BSRI math consultant Naseem Jaffer. Naseem is helping us to align our math curriculum preK-grade six. Thanks to our partnership with the Bay State Reading Institute, we have successfully completed our tenth year of implementation. As a result, our student achievement is steadily increasing and MCAS scores have improved. Both elementary schools continue with the math and reading coach model allowing us to focus on standardized test areas.

### **School Safety**

#### **A.L.I.C.E. Training**

There is nothing more important than providing a safe and secure learning environment. I would like to thank the Warren Chief of Police, Mr. Bruce Spiewakowski, and the West Brookfield Chief of Police, Mr. Tom O'Donnell, for training all staff and students (Grades 7-12) in A.L.I.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate). Below is a description of ALICE:

- |                  |  |
|------------------|--|
| <b>A</b> lert    | Get the word out! "There is an armed intruder in the building by the gymnasium", instead of just "Lockdown". Use clear, concise language to convey the type and location of the event. |
| <b>L</b> ockdown | The QRSD continues to implement the lockdown procedure as a good starting point. QRSD has practiced lockdowns for five years.  |

<b>I</b> nform	Communication keeps intruders off balance and allows for good decision-making.
<b>C</b> ounter	Apply skills to distract, confuse, and gain control.
<b>E</b> vacuate	As a last resort, statistics prove that evacuating may be the best option.

This training emphasizes survival techniques that can be used in schools, as well as other settings. There is no substitute for being mentally prepared and having been empowered with the authority and ability to act and save others.

This is the second year that all students have been trained in the ALICE protocol and the third year that all staff has been trained. The ALICE training is age appropriate for students, while all staff learns similar techniques. Feedback from staff and students has been overwhelmingly positive.

**Practicing Emergency Situations**

The QRSD has a phenomenal relationship with all public safety officials! Our safety officers are always there when we need them, and I cannot thank them enough!

The Warren Police Department, the Warren Fire Department, the West Brookfield Police Department and the West Brookfield Fire Department are all to be commended. Our district safety team, coordinated by QRMHS Assistant Principal Joe Salvadore, continually meets, plans drills, re-evaluates our plans, and fine tunes our safety procedures to ensure the safest school environment possible. I would like to, once again, thank our chiefs of police and fire: Chief Spiewakowski, Chief O'Donnell, Chief Lavoie, and Chief Lupacchino.

In addition to thanking the chiefs, I would also like to thank the countless police officers and firefighters who participated in our drills. Your partnership and dedication are sincerely appreciated. There is nothing more important than keeping our schools safe.

**K-9 Searches**

As part of our commitment to providing the safest learning environment possible, the QRSD School Committee unanimously approved a Memo of Understanding (MOU) with the Warren and the West Brookfield Police Departments. This MOU is another example of the QRSD working with town officials to create a safe and drug-free school environment. We conduct periodic K-9 searches throughout the year.

**Positive Behavior Intervention and Supports (PBIS)**

WCES and WBES have expanded the PBIS program as we enter into the second year of operation. The “cub buck” system is a huge hit with our youngest students and we have received a tremendous amount of positive feedback about the PBIS program. Our elementary schools are always looking for rewards to fill our school stores, so please contact our principals if you have anything you would like to donate.

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is not a packaged curriculum, scripted intervention, or manualized strategy. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based

practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

## **Enhance Communication**

### **Office Hours & Coffee Hours**

Schools cannot be effective without constant communication to the school community. At Quaboag, we do everything possible to get timely information to all stakeholders. All administrators, once again, posted office hours throughout the school year. Quaboag's administration is always available to meet with members of our community.

In addition to office hours, the principals and I sponsored coffee meetings with members of the school community. This is another way of attempting to reach all stakeholders to enhance communication.

### **Facebook, Twitter, Memos & Newsletter**

The QRSD has well established Facebook and Twitter accounts. All current events can now be followed on social media. A special thank you to Mr. John O'Neill, QRMHS Special Education Teacher, for helping to coordinate the Facebook page this past year. Mr. O'Neill has been instrumental in getting our Facebook page to nearly 1,000 likes.

Additionally, the principals publish weekly memos incorporating research-based practices, scholarly articles, current events and important dates. The district-wide newsletter, containing information from all of our schools, is published monthly and archived on our website.

### **Super K's Column**

New this year, I have been writing a weekly editorial for the local newspaper (Quaboag Current) during the budget season. My goals in writing this column are to keep our local communities informed about Quaboag, provide transparency in all aspects of school finance and to proactively seek input from the community as we move forward.

The school budget is always an area of concern in the community. Quaboag is committed to getting accurate and timely information to the school community. If anyone has any questions about budgeting, or any questions in general, please contact me.

## **Evaluation**

### **Superintendent Evaluation**

The QRSD continues to implement the new MA DESE's standards for superintendent evaluation. This was the third year of implementation. The evaluation process contains five steps (1- self assessment, 2- goal setting, 3- implementation, 4- mid cycle review, 5- summative). This five-step process is similar for all educators under the new standards set forth by the MA DESE.

Superintendent Kustigian presented a self-assessment, SMART goals, and the District Improvement Plan at the 9/15/14 School Committee Meeting. The District Improvement Plan was unanimously accepted by the School Committee on 9/15/14 and the plan was implemented throughout the year. A mid-cycle review was presented to the committee in January (1/12/15) and Superintendent Kustigian's summative



evaluation was presented on April 13, 2015. The results of the evaluation were presented on May 18, 2015. The results are public record and on file in the QRSD district office.

### **Teacher Evaluation**

The 2014-2015 school year was the third year of implementation for the new standards as proposed by the MA DESE. The new teacher evaluation process aligns with the new superintendent evaluation process and also contains the same five-step process (1- self assessment, 2- goal setting, 3- implementation, 4- mid cycle review, 5- summative). While the Superintendent's Evaluation is public record, teacher evaluations remain confidential. However, aggregate teacher evaluation results are reported to the MA DESE and the aggregate data is public information.

### **Joint Labor/Management Evaluation Team "On the Same Page"**

Positive Labor/Management relations are a priority in the Quaboag Regional School District. The district has participated in several Labor Management workshops over the past several years including:

- 2011 National Labor/Management Conference
- 2012 National Labor/Management Conference (Quaboag presented)
- 2015 Northeast TURN (Teacher Union Reform Network) National Conference
- 2015 Northeast TURN (Teacher Union Reform Network) Regional Conference

The conferences listed about have been sponsored and paid for by outside organizations. Quaboag is committed to forming strong partnerships and making decisions in the best interest of our students.

As a result of participating in regional and national conferences, Quaboag has been fortunate to receive guidance from Kathie Skinner who facilitates monthly labor/management team meetings. Kathie is a retired career educator who also worked for the Massachusetts Teacher Association.

Thank you to the members of the District Wide shared leadership team:

Amy Bacon	Steve Duff	Melissa Fijal	Jessica Harder
Kristi Kenyon	Brett Kustigian	Mary LaFreniere	Caitlyn McGibbon
Colleen Mucha	Deirdre Osypuk	Christopher Reilly	Joe Salvatore
Carol Santos	Madeline Smola	Elizabeth Stevens	Charlene Vallee

A special thank you to the coordinators of our building based shared leadership teams:

- Charlene Vallee- Quaboag Regional Middle/High School
- Elizabeth Stevens- Warren Community Elementary School
- Melissa Fijal- West Brookfield Elementary School

Thank you for volunteering your time to improve our labor/management relations.

### **Innovation**

Once again, the Quaboag Regional School District is the only district in the Commonwealth to have innovation status for all schools thus earning the term innovation zone. All four of our schools have earned autonomy and flexibility from the MA DESE in curriculum and instruction. Both Warren

Community and West Elementary are designated STEAM (science, technology, engineering, arts, and math) innovation schools, while Quaboag Middle and Quaboag High School are designated STEM (science, technology, engineering, and math) innovation schools.

Innovation is the norm at the Quaboag Regional School District and we are dedicated to providing our students with a world-class education. We are focused on building creativity, fostering curiosity, and infusing technology across all grade levels.

## High Profile Pictures



**Lieutenant Governor  
Tim Murray  
& Representative  
Anne Gobi  
10/20/11**



**Massachusetts  
Secretary of Education  
Dr. Paul Reville  
10/6/11**



**Massachusetts  
K-12 Commissioner  
Dr. Mitchell Chester  
& Senator Brewer  
11/30/12**



**Massachusetts  
Secretary of Education  
Dr. Matt Malone  
5/6/13**



**Massachusetts Governor  
Deval Patrick &  
Quinsigamond C.C. President  
Dr. Gail Carberry  
3/5/14**



**Massachusetts  
Secretary of Education  
Dr. Matt Malone  
12/22/14**

**State Representatives  
Todd Smola  
and  
Donald Berthiaume Jr.  
2/23/15**



### **Thank You to Our Partners**

Nothing happens in education without the support of our parents, guardians, families, state officials and local officials. As our mission states, we value our relationship with all members of our school community and we are committed to forming a strong partnership. In particular, I would like to thank all of the high profile visitors listed above. We are proud of our accomplishments and we look forward to a continued path of success.

### **MASC All State Award**

A special note of congratulations to Lori Loughlin who was awarded the All State Award from the Massachusetts Association of School Committees. Mrs. Loughlin served on the QRSD School Committee for 16 years and was recognized by MASC this past year. Congratulations and thank you for your years of dedicated service.

Respectfully Submitted,  
*Dr. Brett Kustigian*  
Superintendent of Schools

### **Report from the Director of Finance and Operations**

As we have done in previous years, the Superintendent of Schools and the Assistant Superintendent for Business met with the School Committee, parents, students, senior citizens, teachers, local government officials, and other community stakeholders to discuss the budget process and solicit feedback and input. We greatly appreciate the input that we received during these discussions. As part of the budget process, we had discussions with our local state representatives about the challenges our two towns and our school district face trying to provide services to our students and residents with the limited resources available. We met and worked with town officials to balance the towns' needs and resources as well as maintain a strong educational system. The budget was approved at the May town meeting for the Town of Warren and in June for the Town of West Brookfield and resulted in a level service budget.

We recognize the support that the Towns of Warren and West Brookfield have given to the school budgets over the years. The local minimum contributions are based on each town's "ability to pay" as determined by the state department of education. The "ability to pay" factor includes both property value which the towns have the ability to tax as well as an income factor of its residents. Together, both towns were asked to provide an additional \$532,476 over the previous fiscal year from their local revenues to support the schools while at the same time, the State provided an additional \$32,550 in Chapter 70 state

aid to our school district. Despite those increases the district is continually challenged to keep pace with the increasing costs of contractual obligations, health care costs, special education costs, and transportation costs. We are fortunate to have the energy costs decrease for this current year. In addition, our employees agreed to a reduction in their health insurance plan design which provided some budget savings. The District continues to search for cost saving measures to offset the increase in costs.

The Quaboag Regional School Committee adopted an amended FY 2016 budget of \$17,234,562 with operational expenses of \$16,874,219 and capital debt expenses of \$360,343, and to fund a portion of the proposed budget by transferring an amount of \$50,000 from excess & deficiency (E&D). An assessment to the Town of Warren was \$3,556,548 for operational expenses and \$208,173 for debt expenses for a total assessment of \$3,764,721. The assessment to the Town of West Brookfield was \$3,337,045 for operational expenses, and \$152,170 for debt expenses for a total assessment of \$3,489,215.

During FY2015 we experienced extremely cold and snowy January and February months. Due to the anticipated increase in energy costs caused by the extreme cold as well as the increase in snow removal costs, the school district placed a budget freeze in place so only certain expenditures were approved to insure our financial stability. We also filed for FEMA assistance for the unexpected severe winter storm expenses. Although that process and paperwork takes some time, we do anticipate receiving partial reimbursement for the district's expenses during FY2016.

#### **West Brookfield Elementary School**

The school experienced a heating unit freeze-up in its computer lab during our January, 2015 snowstorm. The unit was repaired; however, there was significant water damage to the room. The district's property and casualty insurance policy provided funds to replace the ceiling, flooring and repaint the room. There was minor equipment damage which was covered by the insurance as well. January and February, 2015 proved to be very difficult on both the snow and energy fuel budgets. In consultation with West Brookfield's Building Inspector, we identified areas of concern and had snow removed from the flat roof areas of the school in order to alleviate any possibility of roof collapse due to the accumulation of the snow load. West Brookfield Elementary School also experienced significant ice damming.

#### **Quaboag Regional Middle/High School**

We installed new grant-funded signage for the start of school to improve the flow of traffic, especially during school drop off and pick up times in order to provide better safety for our students and pedestrians. During one of the winter storms, one of our parking lot poles was damaged by the plow truck and was replaced shortly thereafter at no cost to the school district. The High School building also experienced tremendous snow loads from the January and February snowstorms. In order to alleviate any potential risk of roof collapse, snow was removed from only the flat roof sections of the building after consultation with the Warren Building Inspector for both the Middle High School and Warren Elementary School.

#### **Warren Community Elementary School**

The WCES has a water tank within the school's boiler room which provides adequate water pressure throughout the building's heating system as needed. This holding tank provides pressure to the pumps which in turn provides the heating system components, including the newer boilers, throughout the school with the proper amount of pressure needed for water flow. This tank has been experiencing low pressure issues recently and after a number of repair attempts, the problems could still not be resolved resulting in the necessary replacement of the the tank. Warren Community Elementary School also experienced a significant amount of snow accumulation as well as ice damming during the January/February, 2015 snowstorms. Snow was removed from parts of the roof in order to alleviate the ice damming.

## **Heating Oil**

As local homeowners are well aware, the cost of heating fuel is a concerning variable that can have a significant adverse impact on an energy budget. The district purchases heating fuel through a cooperative bid purchase utilizing the French River Educational Collaborative (FREC) in Oxford MA. This organization pools the needs of a number of local school districts and municipalities to get the best possible price to purchase over 2 million gallons of fuel. As a result of this effort, the district locked in pricing in December, 2014 for the upcoming fiscal year to purchase approximately 80,000 gallons of heating fuel from Petroleum Traders of Fort Wayne, IN at a cost of \$3.09/gl for the 2014-2015 season and in December, 2015 opened bids for the 2015-2016 season at \$2.27/gallon.

## **Electricity**

The district purchases commodity electricity through a 3rd-party supplier which is distributed to the schools through the National Grid (NGrid) electrical grid. During our most recent bidding period, the market was experiencing a very unstable time due to anticipated natural gas supply which drives electricity prices. The lowest bid received at that time was \$.11005/kwh for an 18 month contract which is .03 cent/kwh higher than our previous contract. Our district utilizes approximately 1.8 million kwh/annually. The spike in electricity prices from \$.0641 in January, 2014 to \$.0799 from January, 2013 to November, 2014 and then to \$.11005 in December, 2014 is an increase in our electricity costs of approximately \$54,000 annually. We are currently locked in at \$.11005 rate until May, 2016 at which time we will go out to bid seeking better market conditions and lower rates.

## **Electricity Credits**

Over the past few years the district initiated new initiatives that have helped lower electricity usage and costs. In 2010 the district installed solar panels on all schools and has been receiving energy credits on our monthly electricity bills; on average we are credited \$.04/Kwh hour per month district-wide. In its third year, the solar project continues to save hard dollars every month and has proven to be a wise investment. The net savings after paying the cost of the panels was \$29,406 during FY15.

Camie Lamica, CPA  
Assistant Superintendent for Business

### **Report from the Quaboag Regional Middle High School Innovation Principal**

Quaboag Regional Middle-High School had a very positive and productive 2015. Together with the families of Warren and West Brookfield, our faculty, guidance department, and administrative personnel, we are united in our mission to provide our students with a safe, supportive learning environment in which they may achieve academic success and personal growth. Most importantly, we continually strive to make decisions in the best interests of our students. We are mission-driven, student-centered, and always seeking to improve.

Preparing our students to achieve success in a very competitive college and career environment is central to our mission. We are pleased to report that we have continued to expand students' access to and choices of honors, Advanced Placement, engineering, electives, and robotics opportunities as part of our Program of Studies. Thanks in part to our relationship with the Massachusetts Math and Science Initiative and our continuing adoption of a STEM-focused curriculum, (science, technology, engineering, and mathematics), our students continue to choose from an increasingly rigorous course of study, including biotechnology, electrical engineering, and thirteen Advanced Placement courses. Student enrollment in Advanced Placement courses continues to provide them the challenge they need in order to be prepared for the rigors of college study. Quaboag has been competitive, if not outpacing, the state and nation in total number of exams that Quaboag students take and in which they achieve a qualifying score. We look forward to the ongoing strengthening our students' course of study through the continuation of pre-AP training for our faculty and a focus on pre-AP rigor for our younger students over the next year.

Last year we were fortunate to expand our relationship with Mass Insight Education, who worked with our middle school teachers toward the goals of curriculum alignment, benchmark assessment development, and data-driven instruction; a partnership that continues this year as well. This planning and these assessments will better inform planning of instruction and increase rigor at all levels.

Our students definitely take advantage of these opportunities: our 2015 AP test results continue to keep pace with not only the national and state average, as evidenced by our FOURTEEN 2015 Advanced Placement Scholars! The AP Scholar Award, given by the College Board's Advanced Placement Program, recognizes high school students who have demonstrated exemplary achievement by receiving scores of three or higher on three or more AP Exams. Great job current seniors Lauren Banfield, Kailyn Fellmeth, Angela Meunier, Tyler Pierce, and Tyler Wade as well as 2015 graduates Heath Blackwell, Matthew Bys, and Audrey Roy! Students earning an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams are awarded the status of AP Scholar with Honors. Special congratulations to 2015 AP Scholars and 2015 graduates Taylor Beamenderfer, Patrick Custer, Elizabeth Fedirko, and Benjamin Webber! Students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams are awarded the status of AP Scholar with Distinction, so very special congrats go out to 2015 AP Scholars with Distinction and 2015 graduates Tori Dickson and Monica Greenlaw!

In addition, Quaboag Regional Middle-High School is continuing to phase in the very rigorous MassCore sequence of study, which, in addition to our current graduation requirements, now includes four years of high school mathematics, three years of a lab science, and at least one year of the arts (visual art, music, and theater arts). The last requirement to be fulfilled is the World Language component, of which each student will need to successfully pass two years of the same language. This requirement is currently on hold and will be implemented when additional faculty can be obtained.

Congratulations to Tyler Wade (Class of 2016), this year's recipient of the Superintendent's Scholar Award! Tyler, an AP Scholar, was honored for this prestigious award at the Superintendent's Scholars' luncheon at the Worcester Polytechnic Institute in January.

We are committed to strengthening our students' sense of patriotism, pride in our communities, and civic responsibility. In addition to the social studies courses that all students take, including civics and United States history, we are honored to celebrate our nation's great history and honor those who have paid a high price for the freedom we enjoy. From our annual "Freedom Run" to remember those who died on September 11th to our Flag Day ceremony and voter registration drives, students are given many opportunities to become active citizens and demonstrate their appreciation. To showcase the many veterans of military service who are alumni of QRMHS, the "Veteran's Wall" kicked off in 2015, displaying a photo plaque and short biography of each veteran submitted. Mr. Joe Salvadore, former Social Studies teacher and current Assistant Principal, is leading this special and valuable initiative.

We are pleased to announce, following our decennial accreditation visit by the New England Association of Schools and Colleges (NEASC) in Spring of 2014, that we have moved onto the phase of the process that requires a two-year report to be prepared for Fall 2016. A special progress report addressing highlighted recommendations was submitted and accepted in October 2015. As part of the accreditation process, our entire school community underwent an intensive review of our core values and beliefs about student learning throughout 2010-2011 as part of the self-study phase of the ten-year cycle. As a result of this process, which included input from students, faculty members, parents, and community members, we adopted a set of core values ("COUGARS") that represent our most important priorities as a school. They include **Community**: collaborating to reach common goals, **Opportunity**: preparing for future success, **Uniqueness**: embracing diversity, **Global awareness**: developing 21st century learners; **Academic excellence**: supporting all students in meeting high expectations, **Responsibility**: acting with honesty to self and others, and **Support**: ensuring an intellectually, physically, and emotionally safe environment.

In addition, our entire school community also articulated a statements of beliefs about student learning. This statement, which has taken the form of eleven expectations for student learning, not only helps define our essential learning goals, but also creates an opportunity to provide students and their parents with feedback about academic, civic, and social proficiency. Each expectation is measured with its own school-wide analytic rubric.

Quaboag Regional Middle-High School Expectations for Student Learning



#### Academic Expectations:

LE.1: The Quaboag Regional Middle-High School student writes effectively.

LE.2: The QRMHS student reads critically and with comprehension.

LE.3: The QRMHS student listens actively.

LE.4: The QRMHS student speaks effectively.

LE.5: The QRMHS student conducts research using a variety of media.

LE.6: The QRMHS student thinks critically and creatively to solve problems, both as a self-directed learner and in collaboration with others.

LE.7: The QRMHS student uses technology effectively.

LE.8: The QRMHS student understands the importance of physical wellness and emotional well-being.

LE.9: The QRMHS student collaborates effectively to achieve common goals.

#### Civic Expectation

LE.10: The QRMHS student demonstrates responsible citizenship and service to the school and to his or her community.

#### Social Expectation

LE.11: The QRMHS student demonstrates social responsibility and respect for themselves and for others.

Continuation of the NEASC accreditation process includes ongoing documentation of recommendations made in the decennial report submitted in Fall 2015. This ten-year cycle promotes consistent reflection and improvement of our practices as we work toward our relentless goal of increasing student achievement. Our faculty and staff members are committed to not merely meeting the expectations of the NEASC accreditation evaluation standards, but to exceeding them.

One of our top priorities at Quaboag Regional Middle-High School continues to be to strengthen relationships between the school and the towns of Warren and West Brookfield. We are committed to clear, regular communication with parents and community members through monthly School Council meetings; school notices and announcements, which are posted on our website; occasional One Call Now system telephone messages; information in the district's monthly newsletter, which is distributed to the entire school community; and a weekly newsletter (The Friday Memo), which is emailed to all QRMHS parents and posted to the QRSD webpage. Parents are notified by automated telephone messages whenever their student is absent. We also work very closely with the police departments and fire departments of both Warren and West Brookfield to ensure that our students are safe and secure while in school. Each year, drills in fire evacuation, lock-down, and stay-in-place are conducted and ongoing support from the local law enforcement and fire personnel has been outstanding.

As part of our continuing commitment to provide a safe and supportive learning environment, we look forward to again hosting a system-wide "Step-Up" day to allow 6th grade students to meet

7th grade teachers, observe classes, take a tour of the school, and see how the middle/high school operates through the course of a school day. An orientation for incoming 7th grade parents will again be held in late summer to provide families with the opportunity to meet the administrators and teachers, to familiarize themselves with the 7th grade curriculum and course expectations, and take a tour of the school.

Quaboag Regional Middle-High School's 2015 Commencement Ceremony was the culmination of a fantastic year! Some colleges at which our students have been accepted include Northeastern University, Nichols College, College of the Holy Cross, George Washington University, Boston University, WPI, Anna Maria College, Stonehill College, Bryant College, and University of Massachusetts-Amherst. Thirty-two current seniors who scored in the "advanced" category in at least one 10th grade MCAS test and whose overall MCAS scores rank in the top 25% of their class qualified for the John & Abigail Adams Scholarship, which entitles them to waivers at public state colleges and universities in Massachusetts. This year's recipients are Lauren Banfield, Jamie Bergmann, Brent Bohm, Holly Boyle, Jordan Bryant, Justin Bryant, Hunter Bulak, Hannay Cayea, Noah Croft, Edwin DeLeon, Nichole Dimo, Elizabeth Fedirko (Class of '15), Kailyn Fellmeth, Claire Gagner, Jacqueline Gancorz, Austin George, Kalie Harding, Matt Lavallee, Daniel Losert, Devon Maloney, Conor McCarthy, Brannon McMullen, Stephen Mellen, Angela Meunier, Aaron Morgan, Kristopher Mundell, Alexis Nason, Brandon Nichols-Hogan, Curtis Nye, Megan Stella, Tyler Wade, Jamie Ward. Congratulations to all of these students for working to fulfill the core values of Academic Excellence and Opportunity!

As we conclude the year at Quaboag Regional Middle-High School, we reflect on our many accomplishments with pride, and look forward to the coming year as we continually strive for excellence. Our goal remains the same: to provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth. It is an honor and a privilege to work closely and cooperatively with parents and community members as we seek to help all of our students achieve their highest potential.

Respectfully Submitted,

Mary LaFreniere, Principal  
Assistant Principal

Joseph Salvadore,

#### **Report from the Warren Community Innovation Elementary School Principal**

It is with a great deal of pleasure that I report that Warren Community Elementary School is making significant progress academically and socially to meet the needs of all of our students. This school year, WCES has seen an increase in enrollment due to the number of families moving into our community. It is my belief that this is a direct reflection of our school system and the incredible work that all of our stakeholders put in to make WCES a great choice for student success.

Academically, WCES is in the second year of the implementation of GO Math. GO Math is aligned to the Common Core and with it has brought challenges for both our teachers and students. We have met these challenges head on and our students are now reaping the benefits of this program and will continue to do so for the next five years. GO Math and the Common Core is rich in vocabulary that is much different than past math series. Students are learning the vocabulary beginning in Kindergarten, which

has had a direct, positive increase in our benchmark assessments. Teachers are now familiar with the series and are utilizing all components including online lessons and assessments. We look forward to the continued trend in scores and are confident that our students will strive on statewide assessments in the future.

Partnerships with the community continue to be at an all-time high. It is on a regular basis that our Police and Fire Departments visit our school. This has had a great impact on students. Chief Lavoie and the Warren Fire Department meet at least once a month with our students to discuss important topics such as fire safety, ice safety and water safety. Chief Lavoie introduces our students to fire and safety equipment that can look intimidating for our younger students. Our students review fire exit plans for their homes, school, and all other areas they may encounter. Chief Spiewakowski and the Warren Police Department conduct walk-throughs on a regular basis. Our students practice simulated lock down drills and all staff have participated in the ALICE Training. In addition, Officer Laflower is a regular visitor in our 21<sup>st</sup> Century afterschool program. Officer Laflower participates in afterschool activities with all students. This allows our students to build positive and healthy relationships with the Police Department. Additionally, WCES has been participating in the Town of Warren Senior Rebate Program. This program is designed to encourage senior volunteers from the community to assist in many capacities within our school. In return, seniors receive a tax rebate at the end of the year. This program has proven to be a valuable resource to our staff and students.

Thanks to an increase in the Title One Grant, Title One services at WCES continue to be a significant resource for our students. Our Title One Coordinator, Ms. Marcelina Brown, has done a tremendous job managing services and Title I Staff. In addition, Ms. Brown has provided critical data to teachers and specialists. This has allowed Warren Community Elementary to provide prescriptive interventions to help all students in need. These interventions are designed to meet students' needs regarding phonemic awareness, phonics, fluency, comprehension and vocabulary as well as math. It is quite regular to see students at WCES working with Title I staff in small groups to help guide and build confidence as our students progress through grade level curriculum. In addition to Title One services, our Sixth Grade Leadership Students work with younger students on a daily basis to support them in both English Language Arts and Math. We are truly an all hands on deck school!

As our student population has increased, the needs of our school and community have increased as well. To help offset some of the needs, WCES has partnered with Angels Inc., an organization that provides food over the weekend to families in need. To accomplish this, WCES works with the Journey Program at Quaboag to ensure that any family in need is serviced. The Journey Program packs bags throughout the week, takes inventory on items and in conjunction with our senior volunteers, delivers the bags to WCES on Friday Mornings. The bags are then sent home with students on Friday and returned to school on Monday. This program is of great assistance to our families and students. In addition to Angels Inc., Quaboag Regional School District Food Director, Dario Nardi, secured a grant to offer all students at WCES universal free breakfast and lunch. This means that all students that attend our school are eligible to receive two healthy meals a day at no cost to their families. With this program in place, our daily lunch and breakfast participation has increased by 38% and WCES was recognized by the Department of Elementary and Secondary Education for this great accomplishment.

The 21<sup>st</sup> Century Afterschool Program was implemented last school year by a Department of Elementary and Secondary Education grant secured by the Quaboag Regional School District. This particular grant allows WCES to offer afterschool programming for approximately 150 students on a daily basis. While there are many facets to the program, the focus has been on Early Literacy. Students in the Early Literacy sessions have seen significant gains on assessments compared to progress made in prior years without this program. The 21<sup>st</sup> Century program also consists of other activities including Robotics, Drama, Hometown Heroes, K-2 Full Steam Ahead (Engineering), Clever Creations and other activities designed

to promote 21<sup>st</sup> Century Skills. Ms. McGibbon, 4<sup>th</sup> Grade Teacher at WCES, has taken on the role as Coordinator and has developed a program that now has a waiting list for students to enter. WCES will also offer this program during the summer.

We would like to thank all members of the community for your continued support and look forward to continuing our partnership in the education of our children.

*Steve Duff*, WCES Principal

### **Report from the West Brookfield Elementary Innovation School Principal**

West Brookfield Elementary Innovation School has a focus on student achievement. We are proud to be designated a **Level 1 School** as outlined by the MA Department of Elementary and Secondary Education. This designation comes from a lot of hard work on behalf of our teachers, staff, and students. Thank you for all that you do!

West Brookfield Elementary Innovation School continues to concentrate on STEAM (Science, Technology, Engineering, Arts, and Math). This past summer several WBES teachers were trained in integrating arts and literacy through the NEAL (New England Arts & Literacy) federal grant. Teachers have been working with all students in grades 4-6 to increase literacy skills such as comprehension and vocabulary by integrating arts into the curriculum. Each grade level has had visiting artists come share their knowledge and expertise with them. They have also visited a variety of museums to make connections and build their understanding. In their classrooms, they have engaged in many interesting activities such as: creating paintings based on character's feelings, designing and engineering instruments, interpreting story elements through movement such as dance. The results have been amazing! Students are able to comprehend challenging texts at a deeper level.

Our students are also working with technology each and every day. All students grades K-6 participate in a weekly robotics lesson. Students program robots to complete different activities such as movement commands, use of sensors to stop, or challenges like picking up objects. Students have also been participating in weekly typing lessons to strengthen their word processing skills during technology class. Coding and programming are part of our curriculum and many students enjoy these programs so much that they continue to practice at home. These skills are building student's proficiency with a variety of modes of technology. Several students participate in our DESE ASOST grant funded, after school Media Club where they learn not only how to capture events on video but how to portray stories and feelings through video. Editing and programming skills are also taught. Students frequently have their work running on the local Cable Access Channel 191 or 192 in West Brookfield.

Our professional development time has been spent with small groups of teachers working on professional development plans that are designed for their own needs and the needs of their students. The teachers used student data and self-assessment to identify areas for growth. Some topics of the professional development teams are: use of learning targets in ELA, math constructed response, creation of rubrics for writing, etc. All staff have also been trained in the use of the MA Model Curriculum Units and they are implementing them this year in classrooms. These units have been aligned to the MA frameworks and are designed by teachers. The units are rigorous and include a performance assessment for students. Teachers have found that the units are of very high interest to the children and they have been amazed by the level of learning for the students. All staff also participated in the district wide ALICE training as part of our safety plan.

Our practice of learning walk-throughs has continued this year. The focus has been on creating safe, supportive learning environments where children are encouraged to take risks. We look specifically for

students to be engaged in higher-level discussion and discourse. Teachers use language that encourages students to not be afraid to fail. We listen to see if students carry that language over with one another and if they support each other in deepening their thinking. This year we have a co-teaching team working with our 4<sup>th</sup> grade students. In this co-taught classroom, students have both a regular education teacher and a special education teacher. The teachers share the role and responsibility equally. One benefit to this model is that students requiring specialized instruction are able to access that right within the classroom setting and yet they are also able to work with the grade level curriculum and expectations. Our data is showing that this model is helping to decrease the achievement gap between students with high needs and students without high needs.

We are in our second year of using the online grading and data system PowerSchool. Parents are able to access grades online for students in grades 3-6. This system continues at the middle/high school which makes for a nice transition for families. Families have found the system to be easy to use and quite helpful for staying informed of grades and assignments.

Our before and after school program has grown significantly this year, more students than ever are participating. This year our morning program includes our ASOST funded Math Olympiad team. Students from grades 4-6 work together two times a week on deepening their understanding of math, and focusing on strategies to solve challenging problems. Every six weeks, the students participate in a Math Meet. This year they have taken on Warren Community Elementary Math Olympiads and a math team from the Quabbin Regional District. The Math Olympiad coaches are Mrs. Oliveira and Mrs. Rohde. The students who participate have shown greater progress and growth in math than students who do not participate. Students also have the opportunity to learn an instrument and play a variety of music during a morning program with Mrs. Morin. Students are given lots of physical activity in the morning and afterschool sessions that includes plenty of time on our new playscape, group activities, and games. Our younger students enjoy time increasing their early reading skills by working with Lexia, an grant funded online learning program. There have also been new offerings such as the Science behind Cooking, Recycled Arts, Ecology, Drama, Creative Concoctions, Mad Science, and so much more! Families have been invited to attend STEAM Fairs and Parent Academies focused on increasing their knowledge of the programs that the students have been engaged in. We would not be able to run such a fantastic program without the receipt of a DESE ASOST grant.

WBES continues to have many other partnerships that provide outstanding opportunities for our students. The Ecotarium, Boston Museum of Science, UMASS, and Bay State Reading Institute continue to offer professional development, model lessons, and resources to our staff and students. The Museum of Science continuously offers new curriculum for our staff to pilot with students each year. All WBES students currently learn from the Engineering is Elementary curriculum and many of our after school and summer programs utilize their curriculums. Sixth Grade students enjoyed a week of hands on learning at Ferry Beach Ecology School in Saco, Maine. Special thanks to the J. Irving England Trust for financially assisting our students with this valuable trip.

WBES welcomes a few new staff members this year. Mrs. Martha Girouard has joined us as a shared elementary team chairperson. Mrs. Rider and Ms. Ramsdell join us as paraprofessionals and Ms. Yao joins us as a shared Board Certified Behavioral Analyst. Mrs. Audrey Snay has taken on a part time secretarial position as well. We welcome our new staff members and thank them for their hard work and commitment to our students.

This year, WBES has implemented Tier 1 and 2 of Positive Behavioral Interventions and Systems. Our students are rewarded with “cub bucks” for exhibiting safe, respectful, and responsible behavior in school. Students receive a cub buck for coming to school, wearing sneakers on gym day, completing homework, being a helpful friend, etc. At the end of each week, we open our Cub Store. At the store

students can trade their cub bucks for small tokens like bouncy balls or pencils. Students can also choose to save their bucks and trade for larger items such as Beanie Babies, iTunes cards, Lego sets, books, and much more. This year we added intervention groups that help students by explicitly teaching them what positive behavior looks like this is done through small social groups that include roleplaying. We continuously track our progress with the program and students are responding very well. Keep up the great work cubs!

We have also been very fortunate to have our back parking lot paved where the old playground used to be by Palmer Paving Corporation. Palmer Paving completed this work at a significantly reduced rate. Now, we have an overflow parking area that can be used during school-wide events such as, Open House, and Parent Teacher Conferences. We are extremely grateful to our playground committee for working hard on the build which resulting in a cost savings that helped pay for this parking area. We'd also like to express our thanks and gratitude to Palmer Paving for their generosity.

The WBES PTG has been very active this year fundraising and providing many different opportunities for our students. This year they ran a Fall Fundraising campaign and hosted many great events for our students and families including: Spooktacular, Charlie Brown Thanksgiving, Elves R Us, Snowball, etc. Students have been able to participate in Six Flags Read to Succeed as well as Kids Run the Nation. Our monthly Family Fun Nights continue to be a great opportunity for families to get together and enjoy camaraderie. We also held our first ever 5K event - The West Brookfield Classic. The event will be held again this June and we invite everyone to participate. It is a great community event. We truly appreciate the support of our families and community. Thank you!

West Brookfield Elementary Innovation School is focused on fostering strong relationships with families and community members. Together we will help our children succeed. If you would like to learn more about any aspect of the school, or if you would like to volunteer and become active in our school community, please contact the school at any time. Thank you for your continued support.

Yours in learning,  
*Colleen Mucha, Principal*

### **Report from the Technology Coordinator**

#### **Security Cameras**

At the beginning of the summer we installed 23 new security cameras throughout Quaboag Regional Middle High School with funds secured from the School Safety and Security Grant. The Trendnet cameras were very affordable and allow us to capture footage from a variety of locations. Recordings are housed up to 10 days on a network-attached media server device. Five new cameras were also brought down to West Brookfield Elementary to enhance their security posture. Warren Community Elementary received the five cameras that were previously housed at the high school.

#### **B.Y.O.D (Bring Your Own Device)**

The previous Mobile Device Management Software Program proved to be too complicated for both the students and the administrators who oversaw it. We decided not to continue with that program in favor of another user-friendly solution that resulted in a cost savings of over \$5000. This year, we are still allowing students to bring one device to attach to the wireless service. The existing wireless devices have a solution built into them that allows us to control access to the network and it works quite well. It's much easier for students to gain access and cost the district no additional funds to operate.

#### **New Equipment and Operating System Updates**

West Brookfield's firewall was replaced due to hardware failure. This prompted Quaboag Regional to renew all subscriptions for our firewalls to prevent future failure. With these subscriptions, we get free replacement on comparable devices and the ability to filter web traffic based on user policies. West Brookfield also needed its Cisco wireless controller firmware updated as it would not function as needed or allow newer devices to gain WI-FI access.

A portion of all servers in the district was upgraded to server 2012 from the previous Server 2008 installation. This change allows us to remain current with new technologies and provide greater flexibility in system administration. The high school purchased a new server to replace outdated servers and to act as a backup.

#### **Internet**

Warren Community Elementary and Quaboag Regional High School both had fiber optic internet installed over the summer. Instead of relying on an unreliable cable modem, we opted to get 50/50MB dedicated fiber line and service from Comcast. This means these schools have access to 50/50 symmetrical internet and do not share bandwidth with any other subscribers in the area. Comcast was the most affordable, beating all its competitor's quotes by at least 50%.

#### **PARCC Testing**

Entering our third year of PARCC testing, the district opted to continue online testing but decided not to test with Ipad's. The Ipad's proved to be too glitch prone to offer a good testing experience. A combination of poor app functionality and a host of intermittent issues with individual Ipad's caused unreliable PARCC testing. The district has chosen to test solely with desktop and laptop computers as they will provide the most reliable testing experience.

#### **Personnel**

The Technology Department had a high turnover rate over the past year. The technology specialist at Warren Community Elementary left in May and the position was filled in late June. The technology specialist position at Quaboag Regional Middle High School was filled in June but was vacated after six weeks. The position was filled again just as the school year began. The new technology personnel are valuable additions to the team.

*Peter Hadley,*  
Technology Coordinator



### Report from the Grant Writer

#### **School Safety and Equipment Grant – QRMHS \$11,000**

Signage, PA system, cones, two-way radios, classroom safety go-kits, security cameras.

#### **Fund Code 158 – Innovation School Enhancement Grant – WCES – \$28,775**

Go Math curriculum and supplies and Lego Robotics equipment.

#### **Fund Code 158 – Innovation School Enhancement Grant – Middle School - \$14,347**

Project Lead the Way Design and Modeling and Automation and Robotics supplies, Mass Insight Education.

#### **Fund Code 201 – Race to the Top – QRMHS \$26,614**

Mass Insight Education, Vertical Teams, curriculum alignment, WPI Project Lead the Way professional development, and 3D printing supplies.

#### **Fund Code 320 - MassGrad Promising Practices Implementation Grant – QRMHS \$20,000**

The purpose of this federally-funded competitive grant opportunity is to provide supplementary support to school districts with high concentrations of students at-risk for not graduating from high school.

#### **Fund Code 619 Collaborative Partnerships for Student Success– QRMHS \$1,705**

Middle School academic tutoring after school.

#### **Fund Code 632 – Academic Support Grants - \$5,000**

Middle school academic support tutors and transportation home for tutored students.

#### **Fund Code 647Ba1 – 21<sup>st</sup> Century Community Learning Center Grant – WCES \$114,080**

Planning and implementation of additional time for learning for students in grades K-6. Supported with federal funds, these opportunities will help to close proficiency gaps, increase student engagement, and support college and career readiness and success. 21<sup>st</sup> CCLC Afterschool Program.

#### **Fund Code 530 – Afterschool and Out-of-School Time (ASOST) – WBES \$19,400**

After school and family engagement coordinator, Project Read Written Expression, Lexia online reading program, Math Olympiads, science afterschool, curriculum and licenses, transportation for Math Olympiads. Afterschool program.

#### **Neal England Arts and Literacy - \$24,476**

A collaboration between QRSD, and Andover and Salem Public Schools, in partnership with the Peabody Essex Museum, Addison Gallery of American Art, and a team of arts education professionals to expand, document, evaluate, and disseminate the research-based Performance Cycle model. Professional development, teacher stipends, coordinators, teacher travel expenses.

#### **Fund Code 801 - QRMHS Mass Life Sciences Center - \$100,000**

The purpose of this grant is to support QRMHS as it implements the STEM Early College High School and innovative STEM curriculum that engages students in activities-, projects-, and problem-based learning, providing hands-on classroom experiences. QRMHS will use this grant to purchase math textbooks, science equipment and supplies including textbooks, lab tables, and microscopes.

*Madeline Smola, Grant Writer*



## District Enrollment - FY 2016 Budget As of October 1, 2015

### Elementary Grades

Grade	Warren Elementary School			West Brookfield Elementary			Total Enrollment	
	In District	Choice	Total	In District	Choice	Total	In District	Total
Pre-School	29	0	29	24	0	24	53	53
K	42	4	46	26	7	33	68	79
1	60	4	64	33	5	38	93	102
2	50	3	53	22	13	35	72	88
3	53	12	65	31	7	38	84	103
4	54	10	64	37	4	41	91	105
5	60	10	70	49	3	52	109	122
6	62	11	73	34	9	43	96	116
<b>TOTAL</b>	<b>410</b>	<b>54</b>	<b>464</b>	<b>256</b>	<b>48</b>	<b>304</b>	<b>656</b>	<b>768</b>
<i>Last Year</i>	438	46	484	261	41	302	699	777
<i>Diff</i>	-28	8	-20	-5	7	2	-33	-9
<i>Diff %</i>	-6.4%	17.4%	-4.1%	-1.9%	17.1%	0.7%	-4.7%	-1.2%

### Secondary Grades (Quaboag Regional Middle/High School)

Grade	Warren Residents	School Choice	W Brookfield Residents	Total Enrollment	
				In District	Total
7	77	12	47	124	136
8	46	14	35	81	95
9	68	9	39	107	116
10	49	9	32	81	90
11	45	18	31	76	94
12	43	21	23	66	87
<b>Total</b>	<b>328</b>	<b>83</b>	<b>207</b>	<b>535</b>	<b>618</b>
<i>Last Year</i>	319	101	198	517	618
<i>Diff</i>	9	-18	9	18	0
<i>Diff %</i>	2.8%	-17.8%	4.5%	3.5%	0.0%

ACTUAL ENROLLMENT	Town of Warren	Town of W Brookfield	Total District
Preschool	29	24	53
K-12 Students	709	439	1,148
= In-District Enrollment	<u>738</u>	<u>483</u>	<u>1,201</u>
+ School Choice	137	48	185
= Total Enrollment	<u>875</u>	<u>511</u>	<u>1,386</u>

FOUNDATION ENROLLMENT	Town of Warren	Town of W Brookfield	Total District
PK-12 Students	738.0	463.0	1,201
+ At other districts	53	38	91
= Total Enrollment	<u>791</u>	<u>501</u>	<u>1,292</u>

October 1, 2015 student enrollment counts used for assessment purposes

PK-12 Students	Warren	West Brookfield	Total
Foundation	791	501	1,292
	61.22%	38.78%	100.00%

QUABOAG REGIONAL SCHOOL DISTRICT

Revenues  
2014-2015

Assessments	Capital	Operational	Total
Warren	\$ 211,544	\$ 3,138,266	\$ 3,349,810
West Brookfield	\$ 157,539	\$ 3,026,640	\$ 3,184,179
<b>Total</b>	<b>\$ 369,083</b>	<b>\$ 6,164,906</b>	<b>\$ 6,533,989</b>
<b>State Payments</b>			
Chapter 70			\$ 8,512,186
Transportation			\$ 614,324
Medicaid			\$ 82,774
Charter School			\$ -
<b>Total Aid Payments</b>			<b>\$ 9,209,284</b>
<b>Local Receipts</b>			
Miscellaneous Receipts			\$ 1,490
Investment Income			\$ 2,422
<b>Total Local Receipts</b>			<b>\$ 3,912</b>
<b>Total Revenues</b>			<b>\$ 15,747,185</b>
<b>Other Financing Sources</b>			
Transfers from Excess & Deficiency			\$ 75,000
Transfers from School Choice			\$ 800,000
Transfers from Parking Fee Revolving			\$ 2,500
<b>Total Other Financing Sources</b>			<b>\$ 877,500</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>			<b>\$ 16,624,685</b>

Quaboag Regional School District

Expenditures  
2014-2015

1000	General Administration	\$	636,377
2000	Instructional Services	\$	8,937,122
3000	Other School Services	\$	407,871
3300	Pupil Transportation	\$	1,309,345
4000	Operation & Maintenance of Plant	\$	1,309,588
5000	Fixed Charges	\$	2,619,735
8000	Debt Retirement and Service	\$	369,082
9000	Tuition to Other Schools	\$	777,401
	<b>Total</b>	<b>\$</b>	<b><u>16,366,521</u></b>

Proposed Budget  
FY 2016

1000	General Administration	\$	636,350
2000	Instructional Services	\$	9,373,509
3000	Other School Services	\$	438,163
3300	Pupil Transportation	\$	1,394,112
4000	Operation & Maintenance of Plant	\$	1,300,363
5000	Fixed Charges	\$	2,898,660
7000	Equipment/Improvements	\$	37,355
8000	Debt Retirement and Service	\$	360,343
9000	Tuition to Other Schools	\$	795,707
	TOTAL BUDGET	\$	<u>17,234,562</u>

**QUABOAG REGIONAL SCHOOL DISTRICT**  
**NONMAJOR SPECIAL REVENUE FUNDS**  
**COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**FOR THE YEAR ENDED JUNE 30, 2015**

	Revenues (See page 6-6 for details)	Expenditures (See page 6-7 for details)	Financing Uses - Transfers Out	Net Changes In Fund Balances	Fund Balance	
					June 30, 2014	June 30, 2015
<b>Revolving funds:</b>						
Athletic .....	32,120	23,084	-	9,036	14,891	23,927
Before and after school - Warren .....	4,246	-	-	4,246	14,479	18,725
Before and after school twenty first .....	58,706	16,654	-	42,052	-	42,052
Before and after school WB .....	52,782	33,729	-	19,053	16,784	35,837
Circuit breaker .....	108,624	122,669	55,622	(69,667)	178,291	108,624
Driver's education .....	15,695	19,313	-	(3,618)	218	(3,400)
Education foundation .....	-	-	-	-	7,107	7,107
Facilities usage .....	1,786	1,536	-	250	174	424
Food service .....	589,134	561,809	-	27,325	(14,628)	12,697
Jump up and go .....	-	-	-	-	1,320	1,320
Leap - Warren .....	180	-	-	180	(5,980)	(5,810)
Leap - West Brookfield .....	180	-	-	180	5	185
Lost and damaged .....	5,567	3,880	-	1,707	73	1,780
On-behalf payments .....	1,474,065	1,474,065	-	-	-	-
Parking .....	3,010	240	2,500	270	310	580
School choice .....	1,028,784	112,836	800,000	115,948	127,288	243,236
Summer camp .....	-	2,649	-	(2,649)	6,965	4,316
Technology .....	-	683	-	(683)	683	-
<b>Federal / state / other grants:</b>						
Academic support fy15 .....	5,000	5,000	-	-	-	-
Academic support services fy14 .....	-	4,344	-	(4,344)	4,344	-
Academic support services fy15 .....	5,000	3,300	-	1,700	-	1,700
Academic support summer fy14 .....	19,593	19,593	-	-	-	-
After school program fy15 .....	17,360	13,747	-	3,613	-	3,613
ARRA race to the top fy14 .....	-	1,111	-	(1,111)	1,111	-
ARRA race to the top fy15 .....	26,614	15,018	-	11,596	-	11,596
ARRA stem early college fy14 .....	11,785	16,054	-	(4,269)	4,269	-
Arts for literacy fy15 .....	5,000	5,000	-	-	-	-
Bay state readers fy13 .....	617	1,540	-	(923)	(1,402)	(2,325)
Dairy and food council fy13 .....	-	310	-	(310)	2,071	1,761
Fresh fruits and vegetables fy15 .....	26,675	26,675	-	-	-	-
High school alternative ed fy15 .....	50	-	-	50	-	50
High school partnerships fy14 .....	-	1,189	-	(1,189)	1,189	-
High school partnerships fy15 .....	1,705	1,705	-	-	-	-
Inclusive preschool fy15 .....	41,848	41,848	-	-	-	-
Innovative schools fy14 .....	-	180	-	(180)	180	-
Mass life sciences fy15 .....	99,568	99,568	-	-	-	-
MPAKS advisory fy14 .....	-	-	-	-	250	250
Safe and support fy14 .....	-	2,830	-	(2,830)	2,830	-
Safety and security fy15 .....	11,000	8,846	-	2,154	-	2,154
School enhancement fy14 .....	-	13,200	-	(13,200)	13,200	-
School enhancement fy15 .....	43,122	10,947	-	32,175	-	32,175
School innovation fy14 .....	-	36,437	-	(36,437)	36,437	-
Sped 94-142 fy14 .....	29,231	36,549	-	(7,318)	7,318	-
Sped 94-142 fy15 .....	380,870	301,732	-	79,138	-	79,138
Sped early childhood fy15 .....	13,821	13,821	-	-	-	-
Sped ec program improvement fy15 .....	5,600	3,105	-	2,495	-	2,495
Sped program improvement fy14 .....	5,233	5,814	-	(581)	581	-
Sped program improvement fy15 .....	11,066	10,260	-	806	-	806
Title I fy14 .....	5,500	31,784	-	(26,284)	26,284	-
Title I fy15 .....	128,075	124,652	-	3,423	-	3,423
Title I supplemental fy14 .....	11,187	11,187	-	-	-	-
Title I supplemental fy15 .....	20,900	10,176	-	9,824	-	9,824
Title I supplemental support fy15 .....	3,470	-	-	3,470	-	3,470
Title II teacher quality fy14 .....	-	6,106	-	(6,106)	6,106	-
Title II teacher quality fy15 .....	45,024	45,024	-	-	-	-
Twenty first century fy15 .....	105,760	102,685	-	3,075	-	3,075
<b>Total .....</b>	<b>4,454,673</b>	<b>3,404,484</b>	<b>858,122</b>	<b>192,067</b>	<b>452,738</b>	<b>644,805</b>

See accompanying notes to the basic financial statements.

(Continued)

**QUABOAG REGIONAL SCHOOL DISTRICT**  
**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**  
**JUNE 30, 2015**

	General Fund	Other Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets:</b>			
Pooled cash .....	1,860,121	749,292	2,609,413
Accounts receivable .....	6,898	6,796	13,694
Due from other governments .....	61,647	64,306	125,953
Inventory .....	-	4,430	4,430
<b>Total assets .....</b>	<b>1,928,666</b>	<b>824,824</b>	<b>2,753,490</b>
<b>Liabilities and fund balances:</b>			
<b>Liabilities:</b>			
Accounts payable .....	7,238	3,974	11,212
Due to other governments .....	124,324	2,400	126,724
Accrued payroll .....	967,936	6,055	973,991
Payroll withholdings .....	37,202	-	37,202
Notes payable .....	-	53,000	53,000
Unearned revenue .....	-	7,382	7,382
<b>Total liabilities .....</b>	<b>1,136,700</b>	<b>72,811</b>	<b>1,209,511</b>
<b>Fund balances:</b>			
Nonspendable .....	-	4,430	4,430
<b>Spendable:</b>			
Restricted .....	-	804,451	804,451
Assigned .....	329,527	-	329,527
Unassigned - available for appropriation .....	462,439	(56,868)	405,571
<b>Total fund balances .....</b>	<b>791,966</b>	<b>752,013</b>	<b>1,543,979</b>
<b>Total liabilities and fund balances .....</b>	<b>1,928,666</b>	<b>824,824</b>	
<b>Reconciliation of fund balances to government-wide statement of net position:</b>			
Amounts reported for governmental activities in the statement of net position are different because:			
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds statement:			
Gross capital assets .....		43,863,737	
Less: accumulated depreciation .....		(19,367,917)	
Subtotal .....			24,495,820
Long-term liabilities, including compensated absences, are not due and payable in the current period and therefore are not reported in the governmental funds statement:			
Other post-employment benefit obligations (OPEB) .....		(5,431,560)	
Worcester county pension obligation .....		(3,908,691)	
Bonds payable .....		(1,780,000)	
Capital lease obligations .....		(26,989)	
Noncurrent compensated absences .....		(770,396)	
Subtotal .....			(11,917,636)
Accrued interest payable is not recognized as an expenditure and therefore is not reported in the governmental funds statements .....			(23,943)
Unamortized deferred outflow of resources related to pensions .....			2,351
<b>Net position .....</b>			<b>14,100,571</b>

See accompanying notes to the basic financial statements.

## Capital Debt Payments

### Warren Community Elementary

	Principal	Interest	
Warren Roof	\$50,000	\$15,525	\$65,525
Warren Facilities Improvement-Insulation	\$5,000	\$525	\$5,525
Warren Tech Upgrade	\$20,000	\$6,600	\$26,600
Warren Boiler Replacement	\$17,000	\$283	\$17,283
Warren Energy Lighting Project	\$9,747	\$0	\$9,747
	\$101,747	\$22,933	\$124,680
Net Capital Assessment			\$124,680

### West Brookfield Elementary School

WBES Facility	\$100,000	\$4,500	\$104,500
Net Capital Assessment			\$104,500

### Quaboag Regional Middle/High School

Town of West Brookfield Share			
QRMHS Technology Improvements	\$40,719	\$2,996	\$43,715
QRMHS Facilities Improvements	\$0	\$0	\$0
	\$40,719	\$2,996	\$43,715
Net Capital Assessment			\$43,715

### Town of Warren

QRMHS Technology Improvements	\$64,281	\$4,729	\$69,010
QRMHS Facilities Improvements	\$15,000	\$4,088	\$19,088
	\$79,281	\$8,817	\$88,098
Net Capital Assessment			\$88,098

Warren's Share			\$88,098
West Brookfield's Share			\$43,715

### Total Capital Assessments

	Warren Roof	\$65,525
	Warren Elementary School Facility	\$5,525
	Warren Elementary Technology	\$26,600
	Warren share of Quaboag Regional	\$88,098
	Warren Boiler Replacement	\$17,283
	Warren Energy Lighting	\$9,747
	Total Warren capital debt	\$212,778
	West Brookfield Elementary School	\$104,500
	West Brookfield share of Quaboag Regional	\$43,715
	Total West Brookfield capital debt	\$148,215
	<b>TOTAL CAPITAL ASSESSMENTS</b>	<b>\$360,993</b>

3/14/2018

**CENTRAL ADMINISTRATIVE SERVICES**

<u>NAME</u>	<u>DEGREE</u>	<u>EXPERIENCE</u>	<u>POSITION</u>	<u>SALARY</u>	
Kustigian, Brett	PhD	University of Massachusetts	7	Superintendent of Schools	152,169
Lamica, Camie	MA	Regis University	2.5	Asst. Supt. for Business	106,111
Osypuk, Delirdre	PhD	University of Connecticut	1	Director of Student Support	92,000
Olejarz, Theresa	M	Cambridge College	1	District Treasurer	7,500
Nardi, Dario		Agawam High School	1.5	Interim Director of Food Services	45.00/hr
Hadley, Peter	B	Park University	4	Technology Coordinator	73,542
Smola, Madeline	B	Harvard University	5	Grant Development	54,652

**NON-TEACHING**

<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Brothers, Christi-Jo	Admin. Asst. Superintendent	13	25.73/hr
Como, Susan	Admin. Asst. Accounting	0.75	20.02/hr
Gelinas-Sullivan, Kristen	Admin. Asst. Accounting	1 month	20.02/hr
Le, Honghoa	Admin. Asst. Accounting	7 yrs. 1 month	25.73/hr
Sumpter, Sheri	Admin. Asst. Payroll	5	21.87/hr
Daive-Contacos, Renee	Admin. Asst. Special Education*	14	23.20/hr

**DISTRICT STAFF**

<u>NAME</u>	<u>DEGREE</u>	<u>YRS EXP.</u>	<u>SUBJECT AREA</u>	<u>SALARY</u>	
Burgess, Jennifer	BS	Quinnipiac College	16	Occupational Therapist	38,582
Gareau, Kim	MA +15	University of Massachusetts	30	Speech Pathologist	58,668
Ramsey, Suzanne	MS	Springfield College	28	Physical Therapist	70,261
Taylor, Theresa	MS	Simmons College	1	Behavior Specialist*	60,679
Urbansky-Maloney, Tiffany	CAGS	University of Massachusetts	15	School Psychologist	59,416

**BUS CONTRACTORS**

<u>NAME</u>	<u>CONTRACT</u>
Lizak Bus Service, Inc.	\$1,117,622
Robert McCarthy & Son, Inc.	\$249,060
Van Pool Transportation	\$167,859

**QUABOAG REGIONAL MIDDLE/HIGH SCHOOL**

<u>NAME</u>	<u>DEGREE</u>	<u>YRS EXP.</u>	<u>SUBJECT AREA</u>	<u>SALARY</u>	
Adams, Colleen	MA+30	Westfield State University	24	Special Education	72,885
Alvarez, Janice	MS+30	University of Massachusetts	13	Science Dept. Head	89,725
Arpin, Christina	MS+45	Assumption College	22	School Adjustment Counselor	74,070
Babcock, Dana	M	Boston University	8	English	54,852
Bacon, Amy	BS+30	University of Massachusetts	23	Mathematics / Faculty Manager	75,569



Baffuto, Erin	M	Assumption College	1	Guidance Counselor	41,643
Bailey, Christopher	M	University of Boston	8	Language Arts / Social Studies	58,803
Bostock, Nicholas	M+15	University of Massachusetts	9	English	58,204
Bouchard, David	BS+15	Springfield College	19	Athletic Director	77,632
Button, Alton	BS+30	Anna Maria College	17	Special Education	65,431
Chaffee, Kimberly	M+30	Keene State College	16	Social Studies Dept. Head	76,980
Dalton, Emma	M+30	Simon Fraser University	2	Science	45,529
Donofrio, Michael	B+15	Worcester State University	5	Science	49,681
Ducomb, Roberta	M+30	University of Massachusetts	14	Special Education	72,185
Eddleston, Christina	M+15	Westfield State University	23	Reading	71,635
Fellmeth, Barbara	B	Worcester State University	4	Life Skills	44,577
Flannery, Sibilla	B	University of Massachusetts	2.3	Science	40,473
Fox, John	M+30	University of Vermont	19	Foreign Language Dept. Head	76,030
Gately, Jane	M	Nichols College	17	Business / IT Dept. Head	73,406
Griffin, Erica	MS	University of Colorado	9	Guidance Counselor	54,852
Hansen, Beth	M	Anna Maria College	13	Art Dept. Head	66,600
Harder, Karla	B+15	University of Massachusetts	3	Special Education*	43,555
Howard, Charles	B	Fitchburg State University	5	Industrial Technology	46,578
Jarvis, Kelsi	B	Westfield State University	1	English	37,762
Joinville, James	B+30	University of Maine	7	Music	50,902
Jolicoeur, Margaretellen	BS+15	Bridgewater State University	26	Special Education	67,595
Jordan-Gagner, Alison	M+15	Worcester State University	10	Health / Physical Education	60,180
Kinnas (Goldthwaite), Sara	M	Assumption College	4	Guidance Counselor / Dept. Head	50,796
Kiraly-Thomas, Christine	BS+30	Illinois University	18	Mathematics	69,561
LaFreniere, Mary	BS+15	Fitchburg State University	22	Principal	97,684
Lanier, Clifford	BS+30	Worcester State University	33	Mathematics Dept. Head	74,756
Lariviere, Jacqueline	BS+30	Fitchburg State University	18	Science	70,261
Ljungberg, Erik	M+15	Clark University	20	Social Studies	71,635
Ljungberg, Kristine	M+15	Southern CT State University	17	English Dept. Head	75,980
Lubin, Michael	M	Assumption College	1	English	42,433
Maynard, Rina	BS	Westfield State University	16	English	50,581
Moulden, Spencer	B+30	University of Nevada, Reno	2.5	Foreign Language	44,874
Murray, Cheryl	M+45	Westfield State University	34	Special Education	74,070
Myers, Gregory	MA	Assumption College	5	Principal (1 month)	9,971
O'Neill, John	M	Worcester State University	16	Alternative Education	54,852
Plante, Elizabeth	M+30	Worcester State University	6	Speech Pathologist	14,517

Predella (Austin), Christina	M	Worcester State University	4	Family Consumer Science	46,951
Relly, Christopher	BS+15	Westfield State University	31	Mathematics	67,795
Richards, Adam	B+15	Saint Anselm College	4	Science	47,672
Robbins, Jeffrey	B+30	Michigan State University	11	Social Studies	60,779
Salvadore, Joseph	MS+45	Worcester State University	19	Assistant Principal	75,766
Scanlan-Emigh, Anne	M	University of Massachusetts	3	Social Studies	52,777
Schur, Benjamin	B	Quinnipiac University	1	Social Studies	52,482
Shepherd, David	M	Worcester State University	19	Physical Education	69,561
Socha, Christine	MS+45	Westfield State University	18	English	74,070
Spock, Kimberly	B+30	Northwestern University	6	Gr 8 Phys Science	60,779
St. Denis, Norman	BA	University of Connecticut	17	Mathematics	64,237
Stalker, Jessica	B	Worcester State University	3	Mathematics	42,474
Sutherland, Jessica	B+30	Rhode Island School of Design	2	Art	42,899
Vallee, Charlene	M	Worcester State University	11	Alternative Education	56,828
Wahlstrom, Peter	BS	Fitchburg State University	33	Industrial Technology	66,337
Zabka, Nancy	MS+15	Lesley University	12	Business	70,935

**NON-TEACHING**

<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Long, Lisa	Secretary - Principal's Office	1.5	18.18/hr
Fairbrother, Lorna	Secretary - Guidance	4	20.46/hr
Zawalski, Joanne	B School Nurse	11	58,151

**PARAPROFESSIONALS**

<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Adley, Paula	Special Education*	9	14.73/hr
Boucher, Lisa	Special Education	7	15.77/hr
Cote, Aimee	Special Education*	4	11.98/hr
Delanski, Amanda	Special Education*	6	12.84/hr
Guief, Eric	Special Education	2.25	11.19/hr
Hall, Terry	Life Skills	5	15.24/hr
Johnson, Lisa	Life Skills*	7	13.28/hr
Lombardo, Natalie	Special Education*	0.5	10.81/hr
Marchand, Steve	School Technology Specialist	4	12.11/hr
Mellen, Catherine	Library Paraprofessional	7	13.75/hr
Nagle (Cote), Karen	Special Education	18	15.77/hr
O'Leary, Cynthia	Special Education	7	12.84/hr

<b>CUSTODIANS</b>			
<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Chenevert, Diane	Custodian	23	18.86/hr
Foley, Herbert	Head Custodian	7	18.86/hr
O'Coin, Robert	Custodian	3	13.93/hr
VanDeusen, Nathan	Custodian	1.2	13.28/hr

<b>CAFETERIA</b>			
<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Ciborowski, Shannyn	General Helper	1.2	10.94/hr
Davies, Kathlene	Head Cook	4.5	18.94/hr
Hipple, Kristin	General Helper	0.5	10.94/hr
James, Sonia	General Helper	8	14.78/hr
Mansfield, Melissa	General Helper/Admin. Asst.	12	17.42/hr
McManaman, Nina	General Helper	1.5	11.42/hr
Morin, Jennifer	General Helper	8	14.28/hr
Theodore, Donna	Head Cook	10	18.94/hr
Tkatz, Lynne	General Helper	8	14.28/hr

<b>WARREN COMMUNITY ELEMENTARY SCHOOL</b>					
<u>NAME</u>		<u>DEGREE</u>	<u>YRS EXP.</u>	<u>SUBJECT AREA</u>	<u>SALARY</u>
Beaudry, Linda	M+45	Westfield State University	13	Special Education/Instructional Coach	70,510
Bourgoyne-Cieslak, Tammy	MS+45	Westfield State University	17	Grade 3	74,070
Bys, Karen	BA+30	University of Connecticut	15	Kindergarten	69,561
Clingensmith, Rebecca	M	American International College	11	Pre-School Teacher*	60,779
Cooper, Cynthia	M+45	University of Massachusetts	24	Special Education	74,270
Cygan, Elaine	M+45	Rivier College	12	Grade 4	66,559
Duff, Stephen	M	Worcester State University	2	Principal	95,069
Gaudreau, Heather	MS+30	Anna Maria College	16	Kindergarten	69,330
Gay, Sarah	B+30	Anna Maria College	17	Grade 2	67,406
Gianfriddo, Heather	M+30	Anna Maria College	16	Art	72,885
Guimond, Brian	M+30	Westfield State University	16	Grade 5 / Head Teacher	74,215
Herrick, Gullia	M+15	Worcester State University	2	ESL Teacher	40,616
Howe, Daniel	MS+30	University of Massachusetts	18	Grade 6	72,885
Jaskowski, Julie	MS+15	University of New York-Potsdam	18	Grade 2	71,635
Kenyon, Kristina	M	Salve Regina University	9	Special Education	56,828
Koslowski, Cathy	M	University of Massachusetts	11	Speech & Language Pathologist	50,224
Kurr, Karen	MS+45	Worcester State University	19	Grade 6	74,270

Lake, Ann Marie	M+45	Worcester State University	14	Grade 1	70,510
Lavelle, Lynn	MA+45	University of Massachusetts	33	Special Education	74,470
Marino, Laura	M+15	Lesley University	6	Grade 5	52,278
McGibbon, Caitlyn	M	St. Leo University	6	Grade 4	50,902
McKusick, Heather	M+30	Worcester State University	10	Grade 3	61,430
Meegan, Joanne	M	Keene State College	28	Music	70,861
Milligan, Theresa	M+15	Fitchburg State University	15	Grade 3	71,635
Morin, Kathleen	MS+15	Worcester State University	22	Grade 2	71,835
Peloquin, Mary	B+30	University of Vermont	16	Grade 1	69,561
Phaneuf, Kathryn	BS+15	Assumption College	20	Grade 6	67,395
Rainaud, Gena	MS+45	Westfield State University	11	Grade 4	70,510
Ryzewski, Debra	M+15	Lyndon State College	29	Physical Education	72,035
Schlosstein, Meaghan	M	Roger Williams University	1	Grade 5	41,643
Seligman, Barry	MS	Simmons College	28	Adjustment Counselor	70,461
Shuemaker, Ellen	MS+45	Westfield State University	20	Grade 6	74,270
Stevens, Elizabeth	M	Bay Path College	2	Special Education	42,899
Welsh, Kimberley	B+15	Anna Maria College	6	Kindergarten	47,672
Wheeler, Tracy	M+30	Framingham State University	4	Team Chairperson	72,185
Witaszek, Alice	M+45	Westfield State University	22	Special Education	73,370

### NON-TEACHING

<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Delanski, Kathleen	Secretary to the Principal	29	24.08/hr
Kuprycz, Kathy	Secretary	26	22.36/hr
McKeon, Cheryl	Crossing Guard	23	12.64/hr
Deschamps, Josephine	C.O.T.A.	9	26.94/hr
Finney, Melissa	School Nurse	1	38,448

### PARAPROFESSIONALS

<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Berneche, Jerilynne	Title I Paraprofessional*	0.2	10.81/hr
Chaffee, Rebecca	Special Education	5	12.84/hr
Cone, Claire	Special Education	20	15.77/hr
Dolan, Cynthia	Special Education	26	15.77/hr
Gerstel, Lisa	Library Aide / Special Education	25	15.77/hr
Giguere, Gail	Pre-School	9	14.73/hr
Grutti, Lynn	Special Education	2	11.19/hr
Higgins, Linda	Special Education	26	15.77/hr

Juszczyk, Joan	Special Education	20	15.77/hr
Lalashius, Adrienne	Special Education	29	15.77/hr
Laprade, Catherine	Speech and Language	7	19.39/hr
Mangini, Kristyn	Title I Paraprofessional*	0.2	10.81/hr
O'Keefe, Meaghan	Special Education	0.5	10.81/hr
Sausville, Emily	Title I Paraprofessional*	0.2	10.81/hr
Stanton, Melanie	Special Education	11	15.77/hr
Sullivan, Patricia	Technology Paraprofessional	28	15.77/hr
Swistak, Dawn	Title I Paraprofessional*	0.3	10.81/hr
Trombly, Barbara	Special Education	9	14.23/hr
Wildgrube, Emily	Special Education	0.2	10.81/hr

<b>CUSTODIANS</b>
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<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Jacques, Michael	Head Custodian	18	18.86/hr
Mundell, Kenneth	Custodian	18	18.86/hr
Reynolds, Michael	Custodian	27	18.86/hr

<b>CAFETERIA</b>
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<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Clemente, Janine	Head Cook	2	18.03/hr
McKeon, Cheryl	General Helper	23	15.53/hr
McKeon, Edward	General Helper	13.5	14.78/hr
Perron, Judith	General Helper	1.5	11.42/hr
Sullivan, Trudy	Assistant Cook	17	16.38/hr

<b>WEST BROOKFIELD ELEMENTARY SCHOOL</b>
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<u>NAME</u>	<u>DEGREE</u>	<u>YRS EXP.</u>	<u>SUBJECT AREA</u>	<u>SALARY</u>
Alexander, Barbara	BS+30 Bridgewater State College	37	Special Education	70,661
Beer, Christine	B+60 Worcester State University	29	Grade 1	73,285
Butler, Julie	M+30 Anna Maria College	8	Special Education	59,455
Fijal, Melissa	M+45 College of Our Lady of the Elms	5	Special Education	54,706
Guimond, Nicole	M American International College	15	Gr 4 (50%) / Reading Coach(50%)	70,261
Halasz, Kristen	M+15 Lesley University	10	Kindergarten	60,180
Harder, Jessica	M+45 University of Massachusetts	11	Grade 2	64,583
Hebert, Irene	BS+30 Worcester State University	22	Grade 3	70,461
Hibbard, Ryan	BS+15 Worcester State University	11	Grade 5	59,725
Knight, Judith	BS+60 Assumption College	26	Grade 1	73,085
Madden, Jillian	M Anna Maria College	1	Grade 6	41,843

Matys-Rohde, Mary Anne	MA+45	Worcester State University	27	Grade 4	74,470
Moberg, Billie	BS+15	Salem State College	9	Grade 6	56,828
Morin, Sarah	M	Berklee College of Music	11	Music / Art	60,779
Mucha, Colleen	M	Springfield College	13	Principal	92,110
Oliveira, Karen	M	Lesley University	5	Grade 5	50,902
Pietro, Jillian	M+15	Worcester State University	8	Pre-School Teacher	56,229
Proscio, Stacey	M	American International College	5	Grade 4 (50%) / Math Coach (50%) / Head Teacher	70,824
Provencher, Debra	MS+45	Cambridge College	10	Kindergarten	73,370
Riendeau, Jeannine	MA	Fitchburg State University	6	Adjustment Counselor	50,902
Robbins-Sweet, Jean	B+15	Salem State College	20	Physical Education	67,395
Rossi, Tannis	BS+30	Worcester State University	10	Grade 2	58,803
Shepardson, Sharon	BS+45	Worcester State University	37	Grade 3	72,035
Wetnicka, Nicole	MA+15	Worcester State University	16	Speech	71,635

**NON-TEACHING**

<u>NAME</u>		<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Howard, Cheryl	RN	School Nurse	2	36,152
Routhier, Angela		Secretary	11	22.36/hr
Leach, Kristine		Secretary	8	19.39/hr
Niemiec, Barbara		Crossing Guard	6	12.64/hr

**PARAPROFESSIONALS**

<u>NAME</u>		<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Abbe, Sharon		Special Education	5	12.40/hr
Cairns, Tammy		Special Education*	15	15.77/hr
Durand, Florence		Special Education	27	15.77/hr
Fountain, Lynn		Pre-School	10	14.73/hr
Haseltine, Susan		Special Education	2	11.19/hr
McCarthy, Kelly		Long-term Para Substitute	0.3	10.81/hr
O'Neill III, John		Technology Paraprofessional	1	10.81/hr
O'Shea, Wendy		Library Aide / Special Education	8	13.28/hr
Pagnoni, Carol		Special Education	5	12.40/hr
Santos, Carol		Special Education*	16	15.77/hr

**CUSTODIANS**

<u>NAME</u>		<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Hevy, Eric		Head Custodian	5	18.86/hr
King, Russell		Custodian	16	18.86/hr
Zawalski, Frank		Custodian	13	18.86/hr

**CAFETERIA**

<u>NAME</u>	<u>POSITION</u>	<u>YRS SERV.</u>	<u>SALARY</u>
Demetrius, April	Head Cook	11	18.94/hr
Tytula, Jessica	General Helper	1.0	10.94/hr

\*Employment through State or Federal Grant Funds or Pre-School Revolving Account

**QUABOAG REGIONAL SCHOOL DISTRICT**  
**Warren - West Brookfield**  
**2016-2017**  
**School Year Calendar**

AUGUST				
Mon.	Tues.	Wed.	Thurs.	Fri.
29NT	30FW	31PD		
SEPTEMBER (19)				
Mon.	Tues.	Wed.	Thurs.	Fri.
			IPD	Off
Holiday	6	7	8	9
12	13	14	15	16
19	20	21PD*	22	23
26	27	28	29	30
OCTOBER (19)				
Mon.	Tues.	Wed.	Thurs.	Fri.
3	4	5	6	7
Holiday	11	12	13	14
17PD	18	19	20	21
24	25	26	27	28
31				
NOVEMBER (19)				
Mon.	Tues.	Wed.	Thurs.	Fri.
	1	2	3	4
7	8	9	10	Holiday
14	15	16	17PC*	18
21	22	23*	Holiday	Holiday
28	29	30		
DECEMBER (17)				
Mon.	Tues.	Wed.	Thurs.	Fri.
			1	2
5	6	7	8PD*	9
12	13	14	15	16
19	20	21	22	23
Holiday	Holiday	Vacation	Holiday	Holiday

August 29..... New Teacher Orientation Day  
 August 30..... Faculty Workshop  
 August 31 & Sept 1..... Professional Development Days  
 September 6..... First Day of School (1-12) Kindergarten Orientation  
 September 7..... First Day of Kindergarten  
 September 7..... Pre-School Orientation  
 September 8..... First Day of Pre-School  
 Nov 17 & Mar 23..... Parent Conference Days (All Schools- ½ day)  
 June 3..... Graduation  
 June 16..... 180<sup>th</sup> Day  
 June 23..... 185<sup>th</sup> Day

JANUARY 2017 (20)				
Mon.	Tues.	Wed.	Thurs.	Fri.
Holiday	3	4	5	6
9	10	11	12	13
Holiday	17	18	19	20
23	24	25	26	27
30	31			
FEBRUARY (15)				
Mon.	Tues.	Wed.	Thurs.	Fri.
		1PD*	2	3
6	7	8	9	10
13	14	15	16	17
Holiday	Vacation	Vacation	Vacation	Vacation
27	28			
MARCH (23)				
Mon.	Tues.	Wed.	Thurs.	Fri.
		1	2	3
6	7	8	9	10
13	14	15PD*	16	17
20	22	22	23PC*	24
27	28	29	30	31
APRIL (14)				
Mon.	Tues.	Wed.	Thurs.	Fri.
3	4	5	6	7
10	11	12	13	Holiday
Holiday	Vacation	Vacation	Vacation	Vacation
24	25	26	27	28
MAY (22)				
Mon.	Tues.	Wed.	Thurs.	Fri.
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
Holiday	30	31		
JUNE (12)				
Mon.	Tues.	Wed.	Thurs.	Fri.
			1	2
5	6	7	8	9
12	13	14	15	16
(19)	(20)	(21)	(22)	(23)

Grades Close: 1) November 4th 2) January 20<sup>th</sup>  
 3) April 7th

Approved: 3/21/16



# STORMWATER AUTHORITY

Rainwater that runs over land in town picks up sediments and other contaminants along the way – affecting our streams, lakes, and drinking water supplies. A Stormwater Bylaw was approved at the Annual Town Meeting on May 9, 2006. Stormwater Regulations were approved at 12/06/2006 Stormwater Authority Public Hearing and amended at 2/6/2013 Public Hearing. The purpose of the Bylaw and the Regulations are to protect public health, safety, and welfare by establishing requirements and procedures to manage stormwater runoff and to prevent water pollution from new development and redevelopment. The Stormwater Authority is tasked with enforcement of the Bylaw and the Regulations. They also review on an ongoing basis to determine if updates are needed.

Projects reviewed by the Authority in 2015 included ongoing review of the solar facility construction on Rear Route 9/Gilbertville Road by Seaboard Solar, as well as a new solar array proposed behind Brookfield Wire along Route 9. The Authority also continues to monitor and inspect previously permitted projects.

Since Lake Wickaboag is the receiving water body for a major portion of the Town's stormwater runoff, the Authority is committed to activities that promote the water quality and health of the lake. As fund-raising for the Lake Wickaboag dredging project continued throughout the year under the leadership of the Lake Association, the Stormwater Authority heard regular updates and will continue to be involved as the Board of Health moves forward with design and permitting. In addition, the Authority began working with two students from Worcester Polytechnic Institute (WPI), who are investigating water quality of the inlet streams on the north end of Lake Wickaboag. They are civil engineering students, working to design a way to improve the incoming water quality as a means to help preserve the eventual dredging efforts.

Lastly, the Town began preparations for an application for EPA funds via a third 319 Grant from Mass DEP. It is hoped that this grant can improve upon the Two Ponds project finished in 2014 by replacing the existing culvert with an open-bottom alternative, as well as continue roadside stormwater improvements along the

eastern side of the lake. As with the prior 319 Grant, a public outreach, and education component will also be included.

The Authority consists of seven members, one member from each of the following Town Boards – Planning Board, Conservation Commission, Board of Health, Board of Selectmen, Water Department, Highway Department and a citizen-at-large. Our meetings are held the **first Wednesday** of the month at **9:00 AM** in the Town Hall Lower Level meeting room.

Respectfully submitted,

Gordon DeWolf, Chairman

Bob Benson

Jim Daley

John Frizzell

Suzanne LePage

Tim Morrell

Johanna Swain

Al Collings, Special Agent

## Tax Collector

Totals represent posting activity year to date January 1, 2015 through December 31, 2015

Fiscal Year	2016	2015	2014	2013	Prior Years	Totals
Real Estate Tax	\$2,299,633.06	\$2,547,627.98	\$61,827.79	\$4,989.63	\$7,129.33	\$4,921,207.79
Interest on Real Estate	\$1,319.51	\$11,502.03	\$10,807.18	\$3,831.21	\$3,592.81	\$31,052.74
Personal Property Tax	\$56,892.51	\$64,250.18	\$607.54	\$136.57	\$730.38	\$122,617.18
Interest on Personal Property	\$13.74	\$133.29	\$129.67	\$59.94	\$683.38	\$1,020.02
Motor Vehicle/Trailer Excise	\$0.00	\$392,676.37	\$18,937.17	\$18,596.82	\$2,095.53	\$432,305.89
Interest on MV/Trailer Excise	\$0.00	\$521.45	\$1,306.50	\$4,532.24	\$1,462.78	\$7,822.97
<b>Total Receipts</b>	<b>\$2,357,858.82</b>	<b>\$3,016,711.30</b>	<b>\$93,615.85</b>	<b>\$32,146.41</b>	<b>\$15,694.21</b>	<b>\$5,516,026.59</b>

Respectfully submitted,  
Teresa Barrett, Collector of Taxes

# TOWN CLERK

2015

Annual Town Meeting  
Warrant  
and the  
Advisory Committee  
Report

ELECTION - Tuesday, May 5<sup>th</sup> 8:00 a.m. to 8:00 p.m.  
West Brookfield Senior Center  
73 Central Street

ANNUAL TOWN MEETING - Tuesday, June 2<sup>nd</sup>, 7:00 p.m.

West Brookfield Elementary School  
89 North Main Street

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PLEASE BRING THIS REPORT TO THE ANNUAL  
TOWN MEETING FOR YOUR PERSONAL REFERENCE.

## **West Brookfield Advisory Committee**

The Advisory Committee is a seven-member board appointed by the Select Board for three-year overlapping terms. We are charged with the responsibility of advising the Select Board and the citizens of West Brookfield on all municipal matters, and review and make recommendations on all articles and budgets appearing on any town meeting warrant. During the calendar year of 2014, the Committee met thirty-three times. All meetings are posted and along with the minutes may also be found on the West Brookfield web page.

One member, Roger Slobody, resigned last year, and we thank him for his dedicated service. Lori Loughlin was appointed to fill the vacancy. In May, the committee reorganized with Richard Gobi as Chairman and Kevin Paquette as Vice Chairman.

This year the Committee took on many important and issues vital to the long range financial planning and stability of the Town. In December 2011 at the request of the Select Board, the Massachusetts Department of Revenue's Division of Local Services (DLS) completed a Financial Management Review for the Town. Based on the recommendations contained in the final report we along

with the Select Board are working toward the implementation of its recommendations.

The Committee recommended a change in the date of the annual town meeting from May to June in order to have a clearer picture of State reimbursements so that more accurate decisions on spending can be made. This change was subsequently adopted by our Select Board and this year's meeting will be held on Tuesday, June 2<sup>nd</sup> at 7:00pm.

In the past the Town has often spent a considerable amount of its newly certified free cash at the fall meeting to further fund department budgets and address new expenditure requests. In accordance with the Financial Review it is our recommendation that no free cash be expended in the fall special town meeting. Instead, the town would retain free cash and use it later to help fully fund departmental budgets when they are approved at the Annual Town Meeting in June, when meeting attendance is generally higher. Except for unforeseen issues, it is our recommendation that all budgets are fully funded at the June meeting and that special town meetings be used only for fund transfers and non-spending articles.

Another major impact on long-term costs is health insurance. We conducted a thorough review of eligibility and plans this year and have recommended changes that will result in substantial savings to both our employees and the Town. These recommendations bring our health benefits in line with surrounding towns.

In the past the Highway Department workers were the only hourly employees to use a time clock system. All other departments submitted their payroll in written form. In an attempt to standardize the system for payroll reporting we recommended the implementation of an electronic palm reader reporting system. Once fully operational this system will provide a uniform manner of recording payroll as well as vacation, personal and sick days. This information will be reviewed at the department level by department heads and submitted electronically to the Town Treasurer facilitating an increased level of accountability and accuracy.

At last year's town meeting we were reluctantly forced to recommend drastic cuts in the highway, police, fire, and library budgets, primarily due to a last minute larger than expected increase in the school contribution request. Their request was significantly above the state mandated minimum town contribution limit. In the following months as further funding figures were received, we were able to recommend the reinstatement of those cuts at a follow-up town meeting later in the year.

At last year's town meeting the Water Commissioners successfully modified their budget transferring water department employee health insurance costs to the municipal budget. The Advisory Committee is in opposition to this and unanimously recommends that the Water Department pay for its employee health insurance from revenues received through the sale of water to its customers. The town has received a legal opinion that employee health

insurance benefits are an operating expense of the department and, as such, should be paid for through the income of the water works. This is also an issue of fairness as over half of the town's residents are on private wells and do not directly benefit from the water system. It should be noted that the water department retains all of its revenue for its own use and that the town has no access to those funds for other municipal expenses.

During this past year it has become clearer to us that the town needs full time management. In some instances departments run independently with little or no oversight of expenditures and employees, contrary to the best interests of the Town and its finances. Our part time Town officials do an admirable job within the constraints of the existing structure, but we believe there is room for improvement, which would result in an enhanced delivery of services and budget oversight. While the Select Board form of government has served us well over the years, town government has grown to the point where it needs full time management. With a Town budget now exceeding 6 million dollars and growing we have recommended that the Select Board establish a committee to research the benefits of creating a town managers position.

The Advisory Committee would like to thank the Select Board for their support and entertaining many of our recommendations. We would also like to thank all who have provided feedback, information and assisted us in researching methods of improving town government.

It is our hope that the citizens of West Brookfield understand that our recommendations are forwarded after thoughtful consideration and are in the best interests of the Town as a whole.

Respectfully,  
Richard Gobi, Chairman  
Kevin Paquette, Vice Chairman  
Bradley Hibbard  
Philip Landine  
Tom Long  
Lori Loughlin

*Commonwealth of Massachusetts*  
Town of West Brookfield  
\*\*\*\*\*Annual Town Meeting\*\*\*\*\*

Worcester, SS.

To Either of the Constables of the Town of West Brookfield in the County of Worcester, Greetings.

In the NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at the WEST BROOKFIELD SENIOR CENTER on 73 Central Street in said WEST BROOKFIELD ON TUESDAY, the FIFTH day of MAY 2015 at 8:00 AM until 8:00 PM, then and there to elect by ballot the following Town Officers in article #1, and at the WEST BROOKFIELD ELEMENTARY SCHOOL on 89 North Main Street in said WEST BROOKFIELD on TUESDAY the SECOND day of JUNE 2015 at 7:00 PM, then and there to act on the following articles:

**Article 1**

To bring in their votes for one (1) Moderator for 3 years, one (1) Selectman for 3 years, one (1) Assessor for 3 years, one (1) Board of Health Member for 3 years, one (1) Water Commissioner for 3 years, two (2) Library Trustees for 3 years, one (1) Common Committee Member for 3 years, one (1) Common Committee Member for 2 years, one (1) Planning Board Member for 5 years, one (1) Planning Board Member for 1 year, one (1) Housing Authority Member for 5 years, one (1) Housing Authority Member for 4 years, four (4) Quaboag Regional School Committee Members for 3 years or take any other action relative thereto. (Sponsored by Town Clerk)

(\*COPY OF BALLOT ATTACHED)

**Article 2**

To hear and act upon the Annual Reports of the Town Officers and Committees, or take any other action relative thereto.

**Article 3**

To see if the Town will vote to determine the compensation to be paid to the following elected Town Officers:

	FY'15 Approved	FY'16 Recommended
Moderator	\$150.00	\$150.00
Selectmen, each member	\$1,500.00	\$1,500.00
Selectmen, Chairman	\$1,500.00	\$1,500.00
Town Treasurer	\$29,077.00	\$29,661.45
Tax Collector	\$31,097.92	\$31,097.92
Assessors, two members	\$2,800.00	\$2,800.00

Assessors, Clerk	\$4,000.00	\$4,000.00
Board of Health, two members	\$880.00	\$880.00
Board of Health, Chairman	\$1,100.00	\$1,100.00
Town Clerk	\$27,544.06	\$27,819.50
Water Commissioners	\$385.00 each	\$385.00 each

or take any other action relative thereto.  
(Sponsored by the Advisory Committee)

**Article 4**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury, such sums of money as listed in the Advisory Committee Fiscal Year 2016 Budget Request and as amended as may be necessary to defray the expenses of the Town for the Fiscal Year beginning July 1, 2015 and ending on June 30, 2016, and to vote that any State reimbursements which result in available funds to the Quaboag Regional School District, in excess of the approved budget, shall be used to reduce the Town's assessment, or take any other action relative thereto.

(Sponsored by the Advisory Committee)

**Article 5**

To see if the Town will vote to raise and appropriate the sum of **\$152,170.00** to pay West Brookfield's share of the principal and interest payments owed on bonds for the Quaboag Regional Middle/High School, or take any other action relative thereto.

(Sponsored by the Town Treasurer)

**Article 6**

To see if the Town will vote pursuant to General Laws Chapter 44 Section 53E ½ to authorize the use of a revolving fund to pay cemetery related expenses which fund shall be credited with receipts from various Burial Grounds Commission fees, such expenditures not to exceed \$16,000.00 in fiscal year 2016, or take any other action relative thereto.

(Sponsored by the Burial Grounds Commission)

**Article 7**

To see if the Town will vote pursuant to General Laws Chapter 44, Section 53E ½ to authorize the Stormwater Authority use of a revolving fund, which fund shall be credited with receipts from various Stormwater Authority fees, such expenditures not to exceed \$25,000.00 in fiscal year 2016, or take any other action relative thereto.

(Sponsored by the Stormwater Authority)



### **Article 8**

To see if the Town will vote pursuant to General Laws Chapter 44, Section 53E ½ to authorize the Tree Warden use of a revolving fund, which fund shall be credited with receipts from various Stewardship Programs, such expenditures not to exceed \$10,000.00 in fiscal year 2016, or take any other action relative thereto.

(Sponsored by the Tree Warden)

### **Article 9**

To see if the Town will vote to authorize the Water Commissioners to employ their Licensed Water Commissioners at Grade 1 Step 2 (**\$11.36** per hour) for standby duty and emergency work in the absence of the Superintendent in Fiscal Year 2016, or take any other action relative thereto.

(Sponsored by the Water Department)

### **Article 10**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury the sum of **\$20,000.00** to be placed into the Revaluation Account, or take any other action relative thereto.

(Sponsored by the Board of Assessors)

### **Article 11**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to be deposited into the “Reserve Fund” to provide for extraordinary or unforeseen expenditures under the provisions of Chapter 40, Section 6 of the General Laws known as the Reserve Fund, or take any other action relative thereto.

(Sponsored by the Advisory Committee)

### **Article 12**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to purchase police vehicles; or take any other action relative thereto.

(Sponsored by the Police Department)

### **Article 13**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to be used to supplement the Town’s Chapter 90 money, which is used for road construction/reconstruction and repair; or take any other action relative thereto.

(Sponsored by the Highway Department & Board of Selectmen)

**Article 14**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to be placed in the “Town Road Maintenance Account”; or take any other action relative thereto.  
(Sponsored by the Highway Department)

**Article 15**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to purchase three (3) ground speed controls for the highway trucks; or take any other action relative thereto.  
(Sponsored by the Highway Department)

**Article 16**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the Treasury **a sum of money** to pay to install a water line on New Braintree Road including all costs incidental thereto such as engineering and legal service costs; or take any other action relative thereto.  
(Sponsored by the Board of Health)

**Article 17**

To see if the Town will vote to accept all or a portion of School Street as a public way, and to alter the layout of East Main Street, as laid out by the Board of Selectmen and as shown on a plan on file in the office of the Town Clerk, and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest or easements in said streets and any associated drainage, utility or other easements for said streets, and to appropriate a sum of money for this purpose and any related expenses; and authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article; or to take any other action relative thereto.  
(Sponsored by the Highway Department)

**Article 18**

To see if the Town will vote to authorize the Board of Selectmen to negotiate Tax Agreements with solar facilities; or take any other action relative thereto.  
(Sponsored by the Selectmen)

**Article 19**

To see if the Town will vote to amend the zoning map entitled “Ground Water Protection District” to include the Zone II area for wells 3, 4 and 5 as shown on a map entitled Assessors Map 39 or take any other action relative thereto.’  
(Sponsored by the Planning Board)

**Article 20**

To see if the town will vote to raise and appropriate the sum of **\$300,000.00** for the purpose of funding the requested over minimum foundation portion of the operating budget of the regional school district, to supplement the monies appropriated under Article 4 of this town meeting, provided that this sum shall be contingent upon the approval by the voters of an override of Proposition 2 ½, so called, or take any other action relative thereto.

(Sponsored by the Board of Selectmen)

**Article 21**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury the sum of **\$12,430.00** to install a sidewalk on North Main Street to Wigwam Road, approximately 640 ft; or take any other action relative thereto.

(Sponsored by Jeremiah Czub)

**Article 22**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to purchase and install intake valves for Fire Engine One; or take any other action relative thereto.

(Sponsored by the Fire Department)

**Article 23**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to purchase and install a vehicle exhaust vent in the Fire Station; or take any other action relative thereto.

(Sponsored by the Fire Department)

AND you are directed to serve this Warrant by posting up attested copies at the BULLETIN BOARD located on the Cottage Street side of the exterior of the TOWN HALL, in said Town, FOURTEEN (14) days at least before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doing thereon, to the Town Clerk, the time and place of meetings, as aforesaid.

Given under our hands this 14<sup>th</sup> day of April in the year of our Lord two thousand fifteen.

\_\_\_\_\_ A TRUE COPY... ATTEST:

\_\_\_\_\_ Selectmen of West Brookfield

\_\_\_\_\_ Constable

Worcester, SS

April\_\_\_\_\_, 2015 AM PM

Pursuant to the within Warrant, I have notified and warned the inhabitants of the TOWN OF WEST BROOKFIELD by posting an attested copy of the same on the Bulletin Board in the front entrance of the WEST BROOKFIELD TOWN HALL fourteen (14) days at least before the time of holding said meeting.  
Constable of WEST BROOKFIELD

**ANNUAL TOWN ELECTION  
MAY5, 2015**

***SELECTMAN - 3 YEARS***

***VOTE FOR ONE***

KEVIN M. PAQUETTE	260
JOHN V. TIVNAN	434
WRITE IN	3
<u>BLANK</u>	<u>25</u>
TOTAL	722

***MODERATOR - 3 YEARS***

***VOTE FOR ONE***

<b><i>*TREVOR JAMES BROWN</i></b>	<b><i>567</i></b>
WRITE IN	3
<u>BLANK</u>	<u>152</u>
TOTAL	722

***BOARD OF ASSESSORS - 3 YEARS***

***VOTE FOR ONE***

<b><i>*KEVIN G. DORMAN</i></b>	<b><i>541</i></b>
WRITE IN	7
<u>BLANK</u>	<u>174</u>
TOTAL	722

***BOARD OF HEALTH - 3 YEARS***

***VOTE FOR ONE***

<b><i>*MELVIN F. DORMAN</i></b>	<b><i>554</i></b>
WRITE IN	3
<u>BLANK</u>	<u>165</u>
TOTAL	722

<b>WATER COMMISSIONER - 3 YEARS</b>		<b>VOTE FOR ONE</b>
<b>*LESTER PAQUETTE SR.</b>	<b>571</b>	
<b>WRITE IN</b>	<b>4</b>	
<b><u>BLANK</u></b>	<b><u>147</u></b>	
<b>TOTAL</b>	<b>722</b>	

<b>LIBRARY TRUSTEE - 3 YEARS</b>		<b>VOTE FOR TWO</b>
<b>*ALEXANDRA E. MCNITT</b>	<b>506</b>	
<b>*PETER M. SCRIBNER</b>	<b>441</b>	
<b>WRITE IN</b>	<b>2</b>	
<b><u>BLANK</u></b>	<b><u>475</u></b>	
<b>TOTAL</b>	<b>1,444</b>	

<b>COMMON COMMITTEE - 3 YEARS</b>		<b>VOTE FOR ONE</b>
<b>*RAYNE A. PETRUZZI</b>	<b>537</b>	
<b>WRITE IN</b>	<b>2</b>	
<b><u>BLANK</u></b>	<b><u>183</u></b>	
<b>TOTAL</b>	<b>722</b>	

<b>COMMON COMMITTEE - 2 YEAR</b>		<b>VOTE FOR ONE</b>
<b>SUZANNE LEPAGE</b>	<b>537</b>	
<b>WRITE IN</b>	<b>0</b>	
<b><u>BLANK</u></b>	<b><u>185</u></b>	
<b>TOTAL</b>	<b>722</b>	

<b>PLANNING BOARD - 5 YEARS</b>		<b>VOTE FOR ONE</b>
<b>*KEITH R. ARSENAULT</b>	<b>536</b>	
<b>WRITE IN</b>	<b>2</b>	
<b><u>BLANK</u></b>	<b><u>184</u></b>	
<b>TOTAL</b>	<b>722</b>	

<b>PLANNING BOARD - 1 YEAR</b>		<b>VOTE FOR ONE</b>
<b>WESLEY R. SLOBODY</b>	<b>504</b>	
<b>WRITE IN</b>	<b>2</b>	
<b><u>BLANK</u></b>	<b><u>216</u></b>	
<b>TOTAL</b>	<b>722</b>	

<b>HOUSING AUTHORITY - 5 YEARS</b>		<b>VOTE FOR ONE</b>
<b>*JAMES F. PIERCE</b>	<b>540</b>	
<b>WRITE IN</b>	<b>1</b>	
<b><u>BLANK</u></b>	<b><u>181</u></b>	
<b>TOTAL</b>	<b>722</b>	

<b>HOUSING AUTHORITY - 4 YEARS</b>	<b>VOTE FOR ONE</b>
<b>ROY L. ROBERTS</b>	<b>547</b>
<b>WRITE IN</b>	<b>1</b>
<b><u>BLANK</u></b>	<b><u>174</u></b>
<b>TOTAL</b>	<b>722</b>

**QUABOAG REGIONAL DISTRICT SCHOOL COMMITTEE  
SCHOOL COMMITTEE ELECTION IS AT LARGE**

**3 YEARS                    YOU MAY VOTE FOR ANY FOUR CANDIDATES**

The two candidates with the highest vote totals in each town will be elected

**MEMBERS FROM THE TOWN OF WARREN**

<b>*JASON G. MORGAN</b>	<b>325</b>
<b>AMY E. SKOWYRA</b>	<b>352</b>

**MEMBERS FROM THE TOWN OF WEST BROOKFIELD**

<b>*LEANE M. PIERCE</b>	<b>537</b>
-------------------------	------------

<b>WRITE IN</b>	<b>37</b>
<b><u>BLANK</u></b>	<b><u>1,637</u></b>
<b>TOTAL</b>	<b>2,888</b>

**QUESTION #1.**

SHALL THE TOWN VOTE TO HAVE ITS ELECTED TREASURER BECOME AN APPOINTED TREASURER OF THE TOWN?

YES - 320                    NO - 372                    BLANK - 30

**QUESTION #2.**

SHALL THE TOWN VOTE TO HAVE ITS ELECTED TAX COLLECTOR BECOME AN APPOINTED TAX COLLECTOR?

YES - 303                    NO - 384                    BLANK - 35

**QUESTION #3.**

SHALL THE TOWN OF WEST BROOKFIELD BE ALLOWED TO ASSESS AN ADDITIONAL \$300,000.00 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING THE REQUESTED OVER MINIMUM FOUNDATION OPERATING BUDGET OF THE REGIONAL SCHOOL DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2015?

YES - 244

NO - 461

BLANK - 17

**ANNUAL TOWN MEETING  
JUNE 2, 2015**

The Moderator postpones calling the meeting to order until 7:27 PM to allow all voters to check in.

Michael Frew asked if the Moderator had been informed that the meeting was being televised live. The Moderator said he had not, but he did not have a problem with that.

Voted majority to allow the following non-voters to sit with the Board of Selectmen:

Barbara Saint Andre  
Johanna Swain

Town Counsel  
Executive Secretary

And to allow the following non-voters to speak:

Barbara Saint Andre  
Johanna Swain  
Jim Daley  
Brett Kustigian  
Camie Lamica  
Melinda Czub  
John Morgan  
Roy Bishop  
Jeannine Bonnayer

Town Counsel  
Executive Secretary  
Highway Superintendent  
Superintendent of Schools  
Business Manager, Quaboag School District  
North Main Street  
CHA  
Police Officer

Coleen Mucha, 44 Kennedy Road made the following motion:  
I move the Town vote to allow the following non-residents to speak:  
Denise Childs  
Craig Carter  
The motion was second. The vote: Majority approval.

**Article 2**

Voted unanimously to receive the Annual Reports of the Town Officers and Committees.

**Article 3**

Voted unanimously to determine the compensation to be paid to the following elected Town Officers:

	FY15 Approved	FY16 Recommended
Moderator	\$150.00	\$150.00
Selectmen, one member	\$1,500.00	\$1,500.00
Selectmen, Chairman	\$1,500.00	\$1,500.00
Town Treasurer	\$29,367.77	\$29,367.77
Tax Collector	\$31,097.92	\$31,097.92
Assessors, two members	\$2,800.00	\$2,800.00
Assessors, Clerk	\$4,000.00	\$4,000.00
Board of Health, 2 members	\$880.00	\$880.00
Board of Health, Chairman	\$1,100.00	\$1,100.00
Town Clerk	\$27,544.06	\$27,544.06
Water Commissioners	\$385.00 each	\$385.00 each

**Article 4**

John Tivnan made the following motion:  
I move to Amend the Education Budget #32 as follows:

Foundation	\$2,713,227.00
Transportation	\$344,266.00
<u>Additional</u>	<u>\$200,000.00</u>
	\$3,257,493.00

With no changes to the Vocational Education numbers.  
The motion was second. The vote: Did not pass

*A 2/3 vote is required to pass Article 4. A motion was made and second to dispense with the required secret ballot. The vote: Did not pass.*

**Article 4**

Voted 2/3 majority to raise and appropriate the sum of **\$6,465,608.00** and transfer from Free Cash the sum of **\$303,362.00** and transfer from the Town's General Stabilization Account the sum of **\$214,191.21**, such sums of money as listed in the Advisory Committee Fiscal Year 2016 Budget Request and as amended as may be necessary to defray the expenses of the Town for the Fiscal Year beginning July 1, 2015 and ending on June 30, 2016, and to vote that any



State reimbursements which result in available funds to the Quaboag Regional School District, in excess of the approved budget, shall be used to reduce the Town's assessment.

*The secret ballot results:*

**Yes - 212**

**No - 64**

**Article 5**

Voted unanimously to raise and appropriate the sum of **\$152,170.00** to pay West Brookfield's share of the principal and interest payments owed on bonds for the Quaboag Regional Middle/High School.

**Article 6**

Voted unanimously pursuant to General Laws Chapter 44 Section 53E ½ to authorize the Burial Grounds Commission use of a revolving fund to pay cemetery related expenses; which fund shall be credited with receipts from various Burial Grounds Commission fees, such expenditures not to exceed \$16,000.00 in fiscal year 2016.

**Article 7**

Voted unanimously pursuant to General Laws Chapter 44, Section 53E ½ to authorize the Stormwater Authority use of a revolving fund to pay for Stormwater Authority related expenses; which fund shall be credited with receipts from various Stormwater Authority fees, such expenditures not to exceed \$25,000.00 in fiscal year 2016.

**Article 8**

Voted unanimously pursuant to General Laws Chapter 44, Section 53E ½ to authorize the Tree Warden use of a revolving fund to pay for Tree Warden related expenses; which fund shall be credited with receipts from various Stewardship Programs, such expenditures not to exceed \$10,000.00 in fiscal year 2016.

**Article 9**

Voted unanimously to authorize the Water Commissioners to employ their Licensed Water Commissioners at Grade 1 Step 2 (**\$11.36** per hour) for standby duty and emergency work in the absence of the Superintendent in Fiscal Year 2016.

**Article 10**

Voted unanimously to transfer from Free Cash the sum of **\$20,000.00** to be placed into the Revaluation Account.

**Article 11**

Voted unanimously to transfer from Free Cash the sum of **\$50,000.00** to be deposited into the “Reserve Fund” to provide for extraordinary or unforeseen expenditures under the provisions of Chapter 40, Section 6 of the General Laws known as the Reserve Fund.

**Article 12**

Voted majority to transfer from Free Cash the sum of **\$75,000.00** to purchase police vehicles.

**Article 13**

Voted unanimously to transfer from Free Cash the sum of **\$60,000.00** to be used to supplement the Town’s Chapter 90 money, which is used for road construction/reconstruction and repair.

**Article 14**

Voted unanimously to transfer from Free Cash the sum of **\$50,000.00** to be placed in the “Town Road Maintenance Account.”

**Article 15**

Voted unanimously to transfer from Free Cash the sum of **\$24,000.00** to purchase three (3) ground speed controls for the highway trucks.

*A 2/3 vote is required to pass Article 16. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

**Article 16**

Voted 2/3 majority to borrow the sum of **\$175,000.00** to pay to purchase and install a water line on New Braintree Road including all costs incidental thereto such as engineering and legal service costs.

*A 2/3 vote is required to pass Article 17. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

**Article 17**

Voted 2/3 majority to accept School Street as a public way, and to alter the layout of East Main Street, as laid out by the Board of Selectmen and as shown on a plan on file in the office of the Town Clerk, and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest or easements in said streets and any associated drainage, utility or other easements for said streets, and authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article.

### **Article 18**

Voted unanimously to authorize the Board of Assessors to negotiate tax agreements with solar facilities, pursuant to General Laws chapter 59 §38H(b) and General Laws chapter 164, §1 or any other enabling authority, and further to authorize and approve tax agreements pursuant to General Laws chapter 59 §38H(b) and General Laws chapter 164, §1 or any other enabling authority as negotiated by the Board of Assessors and on file with the Town Clerk, for both real property and/or personal property taxes, between the Town and Seaboard Solar Holdings, LLC, associated with a solar photovoltaic facility to be operated at property located at 50 Gilbertville Road, and between the Town and West Brookfield Solar LLC associated with a solar photovoltaic facility to be operated at property located at 185 East Main Street, each for a term of up to thirty years, and to authorize the Board of Selectmen to enter into such agreements as it deems in the best interests of the town, and to take all actions necessary to implement and administer such agreements.

*A 2/3 vote is required to pass Article 19. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

### **Article 19**

*With no Planning Board Report available a motion was made and second to Passover Article #19.*

Voted Majority to Passover Article #19.

### **Article 20**

Voted Majority to Passover Article #20.

### **Article 21**

Voted majority to transfer from Free Cash the sum of **\$15,000.00** to install a sidewalk on North Main Street to Wigwam Road, approximately 640 ft.

*A 2/3 vote is required to pass Article 22. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

### **Article 22**

Voted unanimously to transfer from the Fire Truck Stabilization Account the sum of **\$10,000.00** to purchase and install intake valves for Fire Engine One.

Mr. Jacobs made the following motion:

I move the words Fire Truck be deleted from Article #23.

The motion was second. The vote: Did not pass.

*A 2/3 vote is required to pass Article 23. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

**Article 23**

Voted 2/3 majority to transfer from the Fire Truck Stabilization Account the sum of **\$40,000.00** to purchase and install a vehicle exhaust vent in the Fire Station.

The meeting adjourned at 11:20 PM.

Commonwealth  
of  
Massachusetts  
Town of West Brookfield  
\*\*\*\*Special Town Meeting\*\*\*\*

Worcester, SS.

To Either of the Constables of the Town of West Brookfield in the County of Worcester, Greetings:

In the **NAME OF THE COMMONWEALTH OF MASSACHUSETTS**, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at the **WEST BROOKFIELD ELEMENTARY SCHOOL, 89 NORTH MAIN STREET** in said **WEST BROOKFIELD** on **TUESDAY** the **TWENTY SEVENTH** day of **OCTOBER 2015**, at **7:00PM** then and there to act on the following articles:

**Article 1**

To see if the Town will vote to allow the Town to spend \$23,326.34 received from Trident Insurance Services, LLC in accordance with MGL C44 s53 to be used to repair water damage done to the Town Hall; or take any other action relative thereto.

(Sponsored by the Board of Selectmen)

**Article 2**

To see if the Town will vote to amend the zoning map entitled "Ground Water Protection District" to include the Zone II area for wells 3, 4, and 5 as shown on the map titled "Zone II Amendment" created by Central Massachusetts Regional Planning Commission (CMRPC) dated 2015; or take any other action relative thereto.

(Sponsored by the Planning Board/Water Commissioners)

**Article 3**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury the sum of **\$250.00** to be placed into the "*Agricultural Commission Salary*" line item and the sum of **\$250.00** to be placed into the

*“Agricultural Commission Expense”* line item; or take any other action relative thereto.

(Sponsored by the Agricultural Commission)

#### **Article 4**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury the sum of **\$15,000.00** to install a sidewalk on North Main Street to Wigwam Road, approximately 640 ft; or take any other action relative thereto.

(Sponsored by Jeremiah Czub)

#### **Article 5**

To see if the Town will vote to transfer **a sum of money** from the Assistant Treasurer Salary Account to the Town Treasurer Expense Account; or take any other action relative thereto.

(Sponsored by the Town Treasurer)

#### **Article 6**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury **a sum of money** to be used for engineering services for Cottage and Lake Street contingent on the receipt of a MassWorks Grant; or take any other action relative thereto.

(Sponsored by the Highway Department)

#### **Article 7**

To see if the Town will vote to transfer from Water Surplus a **sum of money** to be placed into the “Water Department Maintenance & Expense Account” to be used purchase and install water pipes for School Street, or take any other action relative thereto.

(Sponsored by the Water Commissioners)

#### **Article 8**

To see if the Town will authorize the Board of Selectmen to acquire by gift, grant or eminent domain, such rights in those parcels of land identified below, or modifications of said parcels of land, or other required parcels of land in the Town of West Brookfield upon such terms and conditions as the Board of Selectmen shall determine to be appropriate for the purpose of obtaining a secure and public right of way for the construction and roadway safety improvements on Wickaboag Valley Road a/k/a Sucker Brook Road and the bridge over Sucker Brook - Project # 604468;

and further to authorize the Board of Selectmen to acquire such interests through all legal means or take any action relative thereto.

The parcels are as follows:

Supposed Owner(s)	Street Address	Assessors ID	Book and Page	Plan Reference
Barry J. Nadon and Shirley A. Nadon	165 Wickaboag Valley Road	<a href="#">323/020.0-0039-0000.0</a>	Book 7108, Page 313	Plan Book 515, Page 109
Town of West Brookfield	166 Wickaboag Valley Road	<a href="#">323/020.0-0001-0000.0</a>		
Joseph R. Zaleski and Karen J. Zaleski	151 Wickaboag Valley Road	<a href="#">323/021.0-0036-0000.0</a>	Book 20488, Page 382	Plan Book 550, Page 111
Jeffrey S. Leupold	152 Wickaboag Valley Road	<a href="#">323/016.0-0002-0000.0</a>	Book 28764, Page 251	Plan Book 550, Page 112

(Sponsored by the Highway Department and Board of Selectmen)

### Article 9

To see if the Town will authorize the Board of Selectmen to acquire by gift, grant or eminent domain, such rights in those parcels of land identified below, or modifications of said parcels of land, or other required parcels of land in the Town of West Brookfield upon such terms and conditions as the Board of Selectmen shall determine to be appropriate for the purpose of obtaining a secure and public right of way for the construction and roadway safety improvements on Route 9, Route 67 and the intersection at School Street # 604739;

and further to authorize the Board of Selectmen to acquire such interests through all legal means,

and further to see if the town will vote to raise and appropriate, or transfer from available funds **a sum of money** for the purpose and as set forth in the warrant, including payment for the costs of engineering, appraisal, personnel, maintenance, just compensation to property owners, and legal services associated therewith,

and further that the Board of Selectmen and town officers are authorized to take any and all related actions necessary or appropriate to carry out the purposes of this article.

The parcels are as follows:

Supposed Owner(s)	Street Address	Assessors ID	Book and Page
Jack W. Fisher and Paula Fisher	14 North Main Street	<a href="#">323/041.0-0050-0000.0</a>	Book 37373, Page 82
Ronald A. Bullock and Karen T. Bullock	18 North Main Street	<a href="#">323/041.0-0051-0000.0</a>	Book 26329, Page 44
John A. Schlosstein and M. Christine Schlosstein	22 North Main Street	323/041.0-0052-0000.0	Book 13364, Page 231

Monique Grayer	24 North Main Street	<a href="#">323/041.0-0053-0000.0</a>	Book 46690, Page 300
Kathleen M. Cahill	28 North Main Street	323/041.0-0054-0000.0	Book 16114, Page 50
First Congregational Church	36 North Main Street	<a href="#">323/041.0-0065-0000.0</a>	Book 166, Page 385
Russel J. and Sophie Fenner	32 North Main Street	<a href="#">323/041.0-0064-0000.0</a>	Book 3754, Page 488
First Congregational Church	48 East Main Street	323/041.0-0119-0000.0	Book 166, Page 385
Carol E. Tafel	10 Church Street	<a href="#">323/041.0-0066-0000.0</a>	Book 45654, Page 342
Robert G. Carbin	15 Church	<a href="#">323/041.0-0080-0000.0</a>	Book 45391 Page 263
Gwendolyn M. Broz and Jeffrey J. Jones	46 North Main Street	323/041.0-0092-0000.0	Book 23981, Page 353
Alan J. Rock and Pamela H. Rock	50 North Main Street	323/041.0-0093-0000.0	Book 19191, Page 147
Jeffrey A. Belanger	54 North Main Street	323/041.0-0094-0000.0	Book 27009, Page 166
Ralph J. and Charmaine Masterjohn	19 School Street	323/041.0-0118-0000.0	Book 7540, page 227
Gary E. Miller & Margaret Miller	15 School Street	323/041.0-0113-0000.0	Book 5267, Page 308 Book 17380, Page 308
Town of West Brookfield	9 School Street	323/041.0-0112-0000.0	
Barbara J. Rossman and Richard J. Rossman, Trustees of the Rossman Family Revocable Trust	78 East Main Street	323/041.0-0110-0000.0	Book 385, Page 42

**(Sponsored by the Highway Department and Board of Selectmen)**

**Article 10**

To see if the Town will vote to adjust the Recreation Commission Budget from \$3,885.00 to **\$6,385.00** in the Expense Line and from \$19,810.00 to **\$17,310.00** in the Salary Line; or take any other action relative thereto.

(Sponsored by the Recreation Commission)

**Article 11**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a **sum of money** to be placed into the Tree Warden Expense Account; or take any other action relative thereto.

(Sponsored by the Tree Warden)

### **Article 12**

To see if the Town will vote to amend the vote taken under Article 4 of the Annual Town Meeting so as to vote to raise and appropriate the sum of \$6,465,608.00, transfer from Free Cash the sum of \$127,526.49, transfer the sum of \$390,026.72 from General Stabilization for fiscal year 2016 to be placed into the Omnibus Budget Account, or take any other action relative thereto.  
(Sponsored by the Selectmen)

### **Article 13**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a **sum of money** to be placed into the “*Post Employment Benefits*” Account; or take any other action relative thereto.  
(Sponsored by the Board of Selectmen)

### **Article 14**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a **sum of money** to be used to address structure safety issues located at 5 Foster Hill Road; or take any other action relative thereto.  
(Sponsored by the Selectmen/Building Inspector)

### **Article 15**

To see if the Town will vote to adopt MGL Chapter 44 s 53F3/4 to establish in the Treasury a separate revenue account to be known as the PEG Access and Cable Related Fund; or take any other action relative thereto.  
(Sponsored by the Board of Selectmen/Local Access)

### **Article 16**

To see if the Town will vote to transfer from Water Surplus a **sum of money** to be placed into the “Water Department Maintenance & Expense Account” to be used to replace the oil furnace with a gas furnace at Plant #1, or take any other action relative thereto.  
(Sponsored by the Water Commissioners)

### **Article 17**

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a **sum of money** to be used towards the purchase and installation of a generator for the Fire Station and Town Hall; or take any other action relative thereto.  
(Sponsored by the Selectmen/Fire Department)

AND you are directed to serve this Warrant by posting up attested copies at the BULLETIN BOARD in the front entranceway of the TOWN HALL, in said Town, FOURTEEN (14) days at least before the time of holding said meeting.



HEREOF FAIL NOT, and make due return of this Warrant, with your doing thereon, to the Town Clerk, the time and place of meetings, as aforesaid.

Given under our hands this 13<sup>th</sup> day of October in the year of our Lord two thousand fifteen.

\_\_\_\_\_ A TRUE COPY. ATTEST:

\_\_\_\_\_  
Selectmen of West Brookfield

\_\_\_\_\_  
Constable

Worcester, SS

October 13, 2015 AM PM

Pursuant to the within Warrant, I have notified and warned the inhabitants of the TOWN OF WEST BROOKFIELD by posting an attested copy of the same on the Bulletin Board in the front entrance of the WEST BROOKFIELD TOWN HALL fourteen (14) days at least before the time of holding said meeting.  
Constable of WEST BROOKFIELD

**SPECIAL TOWN MEETING  
OCTOBER 27, 2015**

The meeting was called to order at 7:00 PM.

Diane Vayda, Selectman made the following motion:

I move the Town vote to allow the following non-voters to sit with the Board of Selectmen:

Barbara Saint Andre	Town Counsel
Johanna Swain	Executive Secretary

And to allow the following non-voters to speak:

Barbara Saint Andre	Town Counsel
Johanna Swain	Executive Secretary
Jim Daley	Highway Superintendent
C. Thomas O'Donnell	Police Chief
Melinda Czub	North Main Street
John Morgan	CHA
Chris McClure	McClure Engineering
John Shepherd	Shepherd Engineering

The motion was second. The vote: unanimous approval.

Richard Gobi, Advisory Board Chairman, gave a small report on the finances of the town.

**Article 1**

Voted unanimously to allow the Town to spend **\$23,326.34** received from Trident Insurance Services, LLC in accordance with MGL C44 s53 to be used to repair water damage done to the Town Hall.

*A 2/3 vote is required to pass Article 2. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval.*

Timothy Morrell, Planning Board Chairman, read the Planning Board Report required for Article 2.

**Article 2**

Voted 2/3 majority to amend the zoning map entitled "Ground Water Protection District" to include the Zone II area for wells 3, 4, and 5 as shown on the map titled "Zone II Amendment" created by Central Massachusetts Regional Planning Commission (CMRPC) dated 2015.

**Article 3**

A motion was made and second to Passover Article 3. Voted majority to Passover.

Article 4 required a standing vote: **Yes-29 No-28**

**Article 4**

Voted majority to transfer from FREE CASH the sum of **\$15,000.00** to install a sidewalk on North Main Street to Wigwam Road, approximately 640 feet.

**Article 5**

Voted unanimously to transfer the sum of **\$4,000.00** from the "Assistant Treasurer Salary Account" to the "Town Treasurer Expense Account."

*A 2/3 vote is required to pass Article 6. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

**Article 6**

Voted unanimously to transfer from available funds in the Town Stabilization Account the sum of **\$100,000.00** to be used for engineering services for Cottage and Lake Street contingent on the receipt of a MassWorks Grant.

### **Article 7**

Voted unanimously to transfer from Water Surplus the sum of **\$37,000.00** to be placed into the “*Water Department Maintenance & Expense Account*” to be used purchase and install water pipes for School Street.

### **Article 8**

Voted unanimously to authorize the Board of Selectmen to acquire by gift, grant or eminent domain, such rights in those parcels of land identified in the Special Town Meeting Warrant in Article 8, or modifications of said parcels of land, or other required parcels of land in the Town of West Brookfield upon such terms and conditions as the Board of Selectmen shall determine to be appropriate for the purpose of obtaining a secure and public right of way for the construction and roadway safety improvements on Wickaboag Valley Road a/k/a Sucker Brook Road and the bridge over Sucker Brook - Project # 604468; and further to authorize the Board of Selectmen to acquire such interests through all legal means.

### **Article 9**

Voted unanimously to see if the Town will authorize the Board of Selectmen to acquire by gift, grant or eminent domain, such rights in those parcels of land identified in the Special Town Meeting Warrant in Article 9, or modifications of said parcels of land, or other required parcels of land in the Town of West Brookfield upon such terms and conditions as the Board of Selectmen shall determine to be appropriate for the purpose of obtaining a secure and public right of way for the construction and roadway safety improvements on Route 9, Route 67 and the intersection at School Street # 604739; and further to authorize the Board of Selectmen to acquire such interests through all legal means.

### **Article 10**

Voted unanimously to adjust the Recreation Commission Budget as follows: increase the Expense Line from \$3,885.00 to **\$6,385.00** and decrease the Salary Line from \$19,810.00 to **\$17,310.00**.

*A 2/3 vote is required to pass Article 11. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

### **Article 11**

Voted 2/3 majority to transfer from the Town Stabilization Account the sum of **\$20,000.00** to be placed into the “*Tree Warden Expense Account*” for emergency purposes only.

*A 2/3 vote is required to pass Article 12. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

**Article 12**

Voted unanimously to amend the vote taken under Article 4 of the Annual Town Meeting so as to vote to raise and appropriate the sum of \$6,465,608.00, transfer from Free Cash the sum of \$127,526.49, transfer the sum of \$390,026.72 from General Stabilization for fiscal year 2016 to be placed into the Omnibus Budget Account.

*A 2/3 vote is required to pass Article 13. A motion was made and second to dispense with the required secret ballot. The vote: unanimous approval*

**Article 13**

Voted 2/3 majority to transfer from the Town Stabilization Account the sum of \$50,000.00 to be placed into the *“Post Employment Benefits”* Account.

**Article 14**

A motion was made and second to Passover Article 14. Voted majority to Passover.

**Article 15**

A motion was made and second to Passover Article 15. Voted unanimously to Passover.

**Article 16**

Voted unanimously to transfer from Water Surplus the sum of \$20,000.00 to be placed into the *“Water Department Maintenance & Expense Account”* to be used to replace the oil furnace with a gas furnace at Plant #1.

**Article 17**

A motion was made and second to Passover Article 17. Voted majority to Passover.

The meeting adjourned at 8:02 PM.

**Births – 28**

**Deaths – 117**

**Marriages - 6**

Respectfully submitted,  
Sarah J. Allen, Town Clerk

# TREASURER

## CALENDAR YEAR END BALANCE

Balances of Cash/Investments -December 31, 2015	\$	2,062,247.97
Receipts - January 1 to December 31	\$	7,726,035.17
Transfers from Trust Fund	\$	588,341.87
Payments per Warrants	\$	(7,778,213.18)
	\$	2,598,411.83

## CASH as of DECEMBER 31, 2015

Country Bank for Savings – General Fund	\$	479,144.19
Country Bank for Savings – Deputy Collect	\$	1,935.65
Country Bank for Savings – Tax Collect	\$	461.05
Country Bank for Savings – Water	\$	49,629.67
Country Bank for Savings – Septic Rehab	\$	36,017.12
Country Bank for Savings – CD Long	\$	660,468.03
Country Bank for Savings – CD Short	\$	44,949.85
Mass Municipal Depository Trust – General Fund	\$	386,034.66
Century Bank & Trust – Tax Collect Lock Box	\$	675,106.01
UniBank – Tax Collect	\$	183,191.07
UniBank – Town Clerk	\$	3,470.64
MS OPEB – Retirement Account	\$	50,000.00
Morgan Stanley – Cash	\$	88,487.64
	\$	2,658,895.58

## TAX TITLE

Tax Title Redemptions	\$	32,890.40
Interest	\$	5,637.48
Legal and Court Fees	\$	250.00

The following pages are the Trust Fund balances from our accounting software.

Respectfully submitted,  
Teri Roberts, Town Treasurer

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 12/31/2015

## Ledger History - Allocated Trial Balance - General Ledger

Account Number	Allocated	Debits	Credits	Ending
82-1050-0000	308,162.92	7,072.79	1,000.00	314,235.71
82-1721-0799	2,023.10	0.00	0.00	2,023.10
82-1721-0899	10,685.24	0.00	922.61	9,762.63
82-2871-0799	-12,708.34	922.61	0.00	-11,785.73
82-3570-0491	-159,446.94	0.00	6,100.00	-165,546.94
82-3571-0491	-1,937.77	0.00	0.00	-1,937.77
82-3571-0610	-5,304.96	0.00	0.00	-5,304.96
82-3572-0491	-13,506.39	0.00	0.00	-13,506.39
82-3572-0610	-1,051.83	0.00	0.00	-1,051.83
82-3573-0610	-1,000.42	0.00	0.00	-1,000.42
82-3574-0610	-928.36	0.00	0.00	-928.36
82-3574-0699	-48,405.25	0.00	0.00	-48,405.25
82-3575-0699	-10,891.84	0.00	0.00	-10,891.84
82-3576-0698	-12,494.74	0.00	0.00	-12,494.74
82-3577-0697	-980.58	0.00	0.00	-980.58
82-3580-0696	-29,132.41	0.00	0.00	-29,132.41
82-3582-0630	-23,081.43	1,000.00	972.79	-23,054.22
17 Account(s) totaling:				0.00
				8,995.40
				0.00

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 12/31/2015

## Ledger History - Allocated Trial Balance - General Ledger

Account Number	Allocated	Debits	Credits	Ending
84-1050-0000	626,637.28	43,153.83	15,335.38	654,455.73
84-2251-0422	-38,230.26	4,000.00	1,611.26	-35,841.52
84-2671-0799	-258,814.36	0.00	10,908.06	-269,722.42
84-3570-0192	-26,582.65	0.00	1,120.36	-27,703.01
84-3570-0491	-34,269.57	3,157.69	8,164.43	-39,276.31
84-3570-0630	-9,860.30	0.00	415.58	-10,275.88
84-3571-0491	-6,301.88	0.00	347.27	-6,649.15
84-3571-0610	-2,640.21	0.00	334.86	-2,375.07
84-3572-0491	-11,259.22	277.69	1,043.78	-12,025.31
84-3572-0610	-821.54	0.00	78.96	-900.50
84-3573-0491	-6,694.24	0.00	282.14	-6,976.38
84-3573-0610	-853.07	0.00	78.11	-931.18
84-3574-0491	-33,282.94	0.00	4,307.20	-37,590.14
84-3574-0610	-726.59	0.00	69.75	-796.34
84-3574-0699	-4,973.26	0.00	2,249.70	-7,222.96
84-3575-0610	-331.07	0.00	13.95	-345.02
84-3575-0699	-2,496.57	0.00	564.28	-3,060.85
84-3576-0610	-29,026.43	9,000.00	2,460.38	-22,486.81
84-3576-0698	-3,122.61	0.00	658.22	-3,780.83
84-3577-0610	-14,205.24	0.00	1,185.24	-15,390.48
84-3577-0697	-3,328.35	0.00	181.61	-3,509.96
84-3577-0699	-23,135.77	0.00	975.08	-24,110.85
84-3578-0610	-29,156.90	0.00	10,228.86	-39,385.76
84-3578-0699	-89.31	0.00	3.76	-93.07
84-3579-0171	-5,580.74	0.00	235.20	-5,815.94
84-3579-0691	-64,319.21	7,000.00	2,711.09	-60,030.30
84-3579-0699	-645.66	0.00	27.22	-672.88
84-3580-0691	-916.00	0.00	38.60	-954.60
84-3580-0696	-5,174.50	900.00	1,445.90	-5,720.40
84-3581-0630	-9,798.83	0.00	412.98	-10,211.81
30 Account(s) totaling:				0.00
				67,489.21
				67,489.21

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 12/31/2015

### Ledger History - Allocated Trial Balance - General Ledger

Account Number	Allocated	Debits	Credits	Ending
85-1050-0000	1,628,239.86	68,524.57	560,026.72	1,136,737.71
85-3570-0000	-881,463.18	560,026.72	37,491.02	-368,927.48
85-3571-0000	-260,337.83	50,000.00	10,953.41	-221,291.24
85-3572-0000	-476,438.85	0.00	20,080.14	-496,518.99
85-3573-0000	0.00	0.00	50,000.00	-50,000.00
5 Account(s) totaling:				0.00
				678,551.29
				678,551.29
				0.00



**Combined Balance Sheet**  
**June 30, 2015**

	General Fund (01)	Other Special Revenue (13 & 14)	Water Fund (28)	Water Capital Project (80)	Trust & Agency Funds (82-84-85-89)	Memorandum Only
<b>ASSETS:</b>						
Cash & Investments	\$1,674,129.87	\$251,916.36	\$242,249.50	\$265,086.05	\$2,593,801.46	\$5,027,183.24
<b>Receivable:</b>						
Real Estate Taxes	\$334,499.00					\$334,499.00
Personal Property Taxes	\$24,843.79					\$24,843.79
Less Allowance for Abatements & Exemptions	(\$398,941.52)					(\$398,941.52)
Motor Vehicle Excise	\$233,652.33					\$233,652.33
Tax Liens Receivable	\$199,028.31					\$199,028.31
Tax Possessions Receivable	\$108,158.45					\$108,158.45
Land of Low Value	\$11,217.62					\$11,217.62
Veterans Service Receivable	\$22,013.95					\$22,013.95
Water Rates Receivable			\$64,826.59			\$64,826.59
Special Revenue Receivable		\$699,499.45				\$699,499.45
Due from Commonwealth						\$0.00
Amounts Provided For						\$699,499.45
<b>TOTAL ASSETS</b>	<b>\$2,208,601.80</b>	<b>\$951,415.81</b>	<b>\$307,076.09</b>	<b>\$265,086.05</b>	<b>\$2,593,801.46</b>	<b>\$6,325,981.21</b>
<b>LIABILITIES:</b>						
Warrants Payable	\$106,732.85					\$106,732.85
Due to Agency Fund	\$0.00					\$0.00
Other Liabilities	(\$1,769.48)					(\$1,769.48)
Tailings	\$8,053.10					\$8,053.10
Note Payable	\$0.00					\$0.00
<b>Deferred Revenue:</b>						
Property Real & Personal	(\$39,598.73)					(\$39,598.73)
Motor Vehicle Excise	\$233,652.33					\$233,652.33
Tax Liens	\$199,028.31					\$199,028.31
Tax Possession & Land of Low Value	\$119,376.07					\$119,376.07
Veterans Services	\$22,013.95					\$22,013.95
Water Rates			\$64,826.59			\$64,826.59
Special Revenue		\$664,445.21				\$0.00
Commonwealth of Mass.						\$664,445.21
<b>Fund Balances:</b>						
Reserved for Encumb.	\$343,451.54	\$286,970.60				\$630,422.14
Reserved for Expend.	\$582,362.00		\$13,312.66	\$265,086.05	\$2,593,801.46	\$3,454,562.17
Snow & Ice Deficit	(\$70,603.28)					(\$70,603.28)
Undesignated	\$705,903.14	\$228,936.84				\$934,839.98
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,208,601.80</b>	<b>\$951,415.81</b>	<b>\$307,076.09</b>	<b>\$265,086.05</b>	<b>\$2,593,801.46</b>	<b>\$6,325,981.21</b>

Respectfully submitted,  
Marie Arsenault

# TREE WARDEN

The focus of the Town of West Brookfield's Shade Tree Program is to provide diverse native shade trees that are safe and ecosystem services such as: aesthetics, water quality, heating and cooling amelioration, and to a certain degree wildlife habitat.

In general, most of the town's shade trees continue to be in good health. There are a number of trees that are reaching maturity and old age, and are highly susceptible to insects, diseases, and severe weather. 2015 posed a very difficult year in regards to tree health, mortality, and weather conditions. A combination of trees that were planted and are not native to the area, old trees, prolonged drought conditions, and a few windy events resulted in a number of trees dying and causing damage to a boat, old trailer, a new car, temporary car storage shelter, and a septic leach field.

Reports were filed with the Cemetery Board, Historical Commission, Highway Department, and Selectmen reporting over \$80,000 of dead, dying, dead limbs, and trees pushing against the masonry stonewall in the cemeteries. It is recommended that the town protects adjacent property, public safety, and grave headstones and begin addressing this issue in FY2017. The public reported twenty (20) hazardous trees that posed risks to their property or safety. The town allocated an additional \$20,000 to address these new hazards and National Grid cooperated by removing an additional seventy (70) large dead and dying trees, of which seven (7) were reported by the public.

West Brookfield residents are becoming keenly aware of the towns hazardous trees and routinely report dead, dying, and dangerous trees and forest insects that are infesting trees and forests. Forest insects and diseases are adversely impacting sugar, red and Norway maple and white ash trees. In November, the state quarantined the entire state from moving white ash forest products due to the emerald ash borer, a highly destructive invasive species, which will eventually spread throughout Massachusetts and West Brookfield and cause severe, if not complete, mortality to our green, white, and black ash trees. We are faced with a real challenge to

keep up with the dying and hazardous trees, which seem to increase as we experience severe and extreme weather conditions.

This past year, the Town responded to the following Public Shade Tree Program needs:

- ♦ Fifteen (15) public shade trees were planted as part of the fourth Annual West Brookfield Arbor Day Tree Replacement Program. The West Brookfield's Elementary School and Town Highway Department participated by planting the shade trees. The West Brookfield Selectmen officially proclaimed and endorsed the Arbor Day Celebration. Jim Rust, Northern Tree Service, and Palmer Paving donated shade trees that were planted this year.
- ♦ The town removed approximately sixty-five (65) public shade trees that were deemed hazardous, dead, or dying.
- ♦ Twenty-five (25) stumps were ground, topsoil replaced, and grass planted as remedial efforts to improve aesthetics in the downtown section of West Brookfield.
- ♦ A number of public shade trees had dead, dying, or dangerous limbs pruned.
- ♦ The Town's Highway Department, with assistance from local tree service contractors and National Grid, responded to wind events that posed public safety problems.
- ♦ National Grid removed over seventy-eight (78) large trees and pruned the entire electrical system as part of their five-year program to clear the lines of trees and limbs that were interfering with the power transmission, and ultimately reduced the amount of damage to the utility lines that occurred from extreme weather.
- ♦ Eighty-three (83) hazardous public shade trees were identified for immediate removal because they were dead, dying or pose a public safety and personal property threat.
- ♦ Tree Risk Reports were filed regarding the towns two (2) cemeteries.
- ♦ Phase II Ragged Hill Road Reconstruction project removed approximately eighty (80) trees for hazards, risks, road widening, and drainage.

- ♦ The Tucker Road Town Forest Phase II of the thinning on the east and west sided of Tucker Road was completed.

There is a continued need to coordinate with West Brookfield's residents, conduct public shade tree inventory, remove hazardous trees, manage the town lands sustainably, and implement the Arbor Day Celebration and the Tree Replacement Programs.

Respectfully submitted,  
Jim DiMaio, Tree Warden

## VETERANS' SERVICE OFFICER

The Commonwealth of Massachusetts still remains in the top tier of states in the provision of programs and benefits for their veterans and veteran families, which assist in enriching their lives.

The Town of West Brookfield continues to provide successful veteran events such as their Memorial Day Parade, Flag Day Activities, the 9/11 and Memorial Brick Laying Ceremonies, and the Veterans Day Activities, which are sponsored and led by both, the American Legion Post 244 and the Senior Center personnel.

The applications for the National Honor Flight Program were sent out to the Town's surviving WWII veterans, with one veteran partaking of the event.

While my outreach efforts were successful in assisting a greater number of town veterans, a continued effort is needed.

My office hours are from **10:00AM until Noon** every **Wednesday** at the West Brookfield Senior Center. I can be reached at (508) 344-5592 to set up appointments for your convenience.

Respectfully submitted,  
Gary W. Lapine, Veterans' Service Officer

# WATER DEPARTMENT

The Water Department is pleased to submit the following Annual Report of the year 2015. The Water Commissioners are Robert E. Benson, Chairman; Lester Paquette, Barry Nadon, Sr., Superintendent Wesley Cassavant; James Boos, Operator; and Jean Wrobel, Administrative Assistant.

We may be reached by calling (508) 867-1421 Ext. 306 or the Filtration Plant at (508) 867-1412.

The Water Department would like to inform everyone that the cold winter of 2015 had us out thawing half a dozen frozen services, plus it seemed like we were cleaning snow almost every day. When the weather finally broke, we continued to update our system by installing six (6) new services. We had six (6) service leaks that also needed repairing.

The new meter project is still ongoing with about seventy-meters left to go. We also installed a new gas heating system in the Filtration Plant #1.

James Boos completed the first set of licenses needed to becoming a licensed operator, T1 and D1, and is now working on receiving the next set of licenses, T2 and D2, by taking the required courses needed to take these tests. He is a great asset to the Water Department and we are glad to have him on our team.

We would like to thank the Highway Department for their help during the year. In the spring of 2016, we have a few major projects we will be working on, like the School Street Project and New Braintree Road Project with the BOH.

Please call (508) 867-1412 with any questions you might have.

Respectfully submitted,  
The West Brookfield Water Department

*"In accordant with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race; color; national origin, sex, age or disability. (Not all prohibited basis apply to all programs.)"*

To file a complaint of discrimination, write-  
USDA, Director, Office of Civil Rights, 1400 Independence Avenue S.W.  
Washington, D.C. 20250-9410 Or Call (800) 795-3272 (voice) or (202) 795-6382 (TTD)

# WHITE CHRISTMAS IN WEST BROOKFIELD

On December 6, 2015, the 23<sup>rd</sup> annual White Christmas event was held. It was hard to believe that it truly was December, the balmy, sunny day brought out throngs of folk to enjoy what West Brookfield has to offer.

The streets were bustling with families and friends taking in the free entertainment from the puppet show, the strolling carolers from Holy Name Central Jr/Sr High School, Father Christmas, Frosty, two horse drawn wagons for leisurely rides around the common, the lighting of the tree with caroling, to the finale concert and the awarding of the Good Citizenship award to Dr. Thomas Cahill in the Great Hall. The many proprietors of the open houses were enthusiastic about the stream of visitors to their establishments. The kids decorated every last gingerbread cookie at the Senior Center and they even found time to find all of the hidden elves and collect their prize.

This year's event culminated with a magical surprise. The "elf" troop from Ye Olde Tavern set out luminaries all around the center of town. What a beautiful display!

On behalf of the committee, I wish to thank all of our sponsors and advertisers who year after year help to finance this great celebration. To all those who work in the background, thank you for volunteering your time, talent and enthusiasm. It takes many hands and a great deal of planning to see this event come to fruition. May this wonderful celebration continue to be a "bright light" for the town and its citizens!

Respectfully submitted,

Charlotte Boos, Committee Chairperson

# ZONING BOARD OF APPEALS

The Zoning Board of Appeals for 2015 granted four Special Permits.

The Board meets the second Tuesday of each month at 6:00pm in the Lower Level Conference Rooms.

The Board was represented as follows:

Chairman – George Hibbard

Members – Kevin Dorman and Dick Ullman

Alternate Member – Doug Aspinall

The Board advises any applicants to purchase a Zoning Bylaw Booklet before completing the application and submitting it to the ZBA. A letter from the Zoning Enforcement Officer stating that a Building Permit has been denied must be issued before an application can be accepted for a hearing. Applications can be obtained from the Town Clerk's Office. The application must be signed by the Tax Collector stating that all taxes are up to date, as well as other required documents and plans. Applications are reviewed by the Board at their monthly meeting prior to scheduling a public hearing. At this time, the Zoning Board has only one special permit under appeal.

Respectfully submitted,

George Hibbard, Chairman

Kevin Dorman, Member

Dick Ullman, Member

Doug Aspinall, Alternate

# ZONING ENFORCEMENT OFFICER

Regular office hours were maintained to assist the Building Inspector to expedite permit-required projects in assuring compliance to the Town of West Brookfield Zoning Bylaws. During the 2015 year, this office has taken and responded to 143 phone calls and 271 email requests.

Ten (10) projects were documented and referred to the Zoning Board of Appeals (ZBA) for special permit or variance.

This office sent out several letters/e-mails to property owners for either specific zoning infractions, inquiries or requesting that they comply with the Zoning Bylaws to avoid further action and possible fines or inquiry into complaint(s) this office received. In most cases, these infractions were corrected immediately, however, in some cases, further communication and follow up was needed and some required working with other boards. At the end of the year, there were no outstanding issues with property owners.

One project was fined \$150 for beginning work without a permit.

Cooperation and compliance with Zoning Bylaws, decisions of the Zoning Enforcement Officer, ZBA, Planning Board, and respect for neighbors is appreciated and helps to reduce the cost to the Town of West Brookfield when issues can be settled without the need for Town Counsel.

Copies of the Town of West Brookfield Zoning Bylaws are available from the Town Clerk or they may be viewed or printed from the town web site.

Respectfully submitted,

Gary M. Simeone, Zoning Enforcement Officer



## TABLE OF CONTENTS

ADA COORDINATOR .....	1
ADVISORY COMMITTEE .....	1
AGRICULTURAL COMMITTEE .....	14
ANIMAL CONTROL OFFICER .....	14
ANIMAL INSPECTOR.....	15
ANNUAL SALARY .....	16
BOARD OF ASSESSORS .....	18
BOARD OF HEALTH .....	21
BOARD OF REGISTRARS .....	24
BOARD OF SELECTMEN .....	25
BUILDING INSPECTOR .....	32
BURIAL GROUND COMMISSION.....	33
COMMON COMMITTEE.....	37
CONSERVATION COMMISSION .....	38
COUNCIL ON AGING .....	39
EARTH REMOVAL BOARD.....	40
EMERGENCY MANAGEMENT.....	41
FIRE DEPARTMENT.....	42
GAS/PLUMBING INSPECTOR .....	58
HARBOR MASTER .....	59
HIGHWAY DEPARTMENT .....	59
HIGHWAY PROJECT LIST .....	63
DROP-OFF CENTER PRICE LIST.....	65
HISTORICAL COMMISSION .....	66
HOUSING AUTHORITY .....	67
LAKE WICKABOAG PRESERVATION ASSOCIATION (LWPA) .....	69
LIBRARY .....	74
LIST OF APPOINTED OFFICIALS .....	84
LIST OF ELECTED OFFICIALS .....	95
PARKING CLERK.....	98
PEG ACCESS TELEVISION .....	98
PLANNING BOARD.....	100

POLICE DEPARTMENT .....	101
QUABOAG REGIONAL SCHOOL DISTRICT .....	105
STORMWATER AUTHORITY.....	152
TAX COLLECTOR .....	154
TOWN CLERK.....	155
TREASURER.....	180
TREE WARDEN .....	185
VETERANS' SERVICE OFFICER.....	187
WATER DEPARTMENT.....	188
WHITE CHRISTMAS IN WEST BROOKFIELD.....	189
ZONING.....	190