

# WALES

## ANNUAL REPORT

# 2013



# 250 YEARS



# **ANNUAL REPORT TOWN OF WALES**

## **FORWARD**

**The residents of Wales are encouraged to read, study, and question this Annual Report reflecting the activities, growth and progress of the town. They are invited to call upon the town officers and departments for any further information desired, or simply to comment on the reports. It is also suggested that this report be brought to the Annual Town Meeting.**

**Calendar Years Reports of Town Boards and Officers**

**And**

**Warrant for Annual Town Meeting**

**TOWN MEETING – MAY 15, 2013**

**TOWN ELECTIONS – JUNE 25, 2013**

# TOWN OF WALES BY-LAWS



**WALES, MASSACHUSETTS**  
**August 2012**

**TOWN OF WALES, MASSACHUSETTS**  
**BY-LAWS**  
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## **CHAPTER ONE**

### **1) GENERAL PROVISIONS**

- Sec. 1 The following provisions shall constitute the General By-Laws of the Town of Wales, which shall be in lieu of all by-laws heretofore in force.
- Sec. 2 The Selectmen shall cause these by-laws to be published every five (5) years as a part of the Annual Town Report, and additions or amendments thereto in the year in which they are adopted.
- Sec. 3 No Town Zoning by-law or portion thereof shall be adopted, amended, or repealed unless approved by at least a two-thirds (2/3) majority of the votes cast. (APPROVED 5/19/77)
- Sec. 4 The repeal of a by-law shall not revive any law not in force when the by-law was repealed.
- Sec. 5 Words and phrases specifying or naming any board, commission, committee or officer of the Town, shall be construed as including the lawful successor or the person or persons having the powers and performing the duties of such board, commission, committee, or officer of the Town.
- Sec. 6 Whenever publication of actions or by-laws is required by law or by-law is to be published in a town newspaper, it shall be sufficient when there is no such paper, that it be printed or published in a paper which has a general and substantial circulation therein.
- Sec. 7 When, in a by-law, anything is prohibited from being done without license or permission of a certain officer, board or committee, such officer, board or committee shall have the right to license or permit such thing to be done.
- Sec. 8 These by-laws shall take effect from and after their adoption by the Town, approval of the Attorney General and Publication as provided by law.
- Sec. 9 Whoever violates any of the provisions of these by-laws whereby any act or thing is enjoined or prohibited, shall, unless other provision is expressly made, forfeit and pay a fine not exceeding fifty dollars (\$50) for each offense. (APPROVED 8/22/73)
- Sec. 10 Upon the written complaint often (10) registered voters, it shall be the duty of the Selectmen to prosecute, and cause such neglect or violation of duty to be performed by persons appointed by them to fulfill such duties.

## **CHAPTER TWO**

### **1) TOWN MEETINGS**

- Sec. 1 The Annual Town Meeting shall be held the third (3rd) Wednesday in May each year, at which time all business of the Annual Town Meeting, except the election of officers and the determination of matters as are required by law to be elected or determined by ballot, shall be considered. (APPROVED 2/12/85)
- Sec. 2 All matters concerning and relating to the election of officers and the determination of matters as are required by law to be elected or determined by ballot shall be considered at an adjournment of said meeting to take place on the last Tuesday in May. (APPROVED 2/12/85)
- Sec. 3 The polls shall be opened at 12 o'clock noon and shall remain open until 7 o'clock in the evening, but in no case shall be kept open after 8 o'clock in the evening.
- Sec. 4 Annual Town Meetings and all other Town meetings, and meetings for elections under any of the provisions of the laws of the Commonwealth shall be warned by posting attested copies thereof in at least three (3) conspicuous public places in the Town. (APPROVED 2/12/85)
- Sec. 5 At least seven (7) days before the day fixed in the warrant for the Annual Town Meeting, the Selectmen shall cause to be mailed to each dwelling house in the Town, occupied by a registered voter, a copy of the warrant and a copy of the Annual Town Report. (APPROVED 3/10/71).
- Sec. 6 At least seven (7) days before the day fixed in the warrant for any Special Town Meeting, the Selectmen shall cause to be mailed to each dwelling house, occupied by a registered voter, a summary copy of the warrant for the warned meeting. (APPROVED 12/20/05)
- Sec. 7 The necessary quorum for any Town Meeting shall be four percent (4%) of the registered voters, a quorum for a Special Town Meeting shall be Thirty (30) registered voters provided, however, that a number less than a quorum may from time to time adjourn the same; at no time shall the quorum be less than the twenty-five (25) registered voters required for a caucus quorum. This section shall not apply to such parts of meetings as are devoted exclusively to the election of Town officers. (APPROVED 12/20/05)
- Sec. 8 Articles of the warrant shall be acted upon in the order in which they appear unless otherwise determined by vote of the meeting.
- Sec. 9 All motions having to do with the expenditure of money for special appropriations shall be presented in writing; other motions shall be in writing if so directed by the Moderator.

- Sec. 10 When a question is before the Meeting, the following namely: to adjourn, to lay on the table; for the previous questions; to postpone to a time certain; to commit; re-commit or refer; to amend; to postpone indefinitely; shall be received and shall have precedence in the foregoing order; and the first three (3) shall be decided without debate.
- Sec. 11 On proposed amendments involving sums of money or time, the larger or largest amount or the longer or longest time shall be put to the question first, an affirmative vote thereon shall be a negative vote for any smaller amount or time element.
- Sec. 12 Any person who is employed as an attorney by another individual in any matter under discussion at a Town Meeting shall disclose the fact of his employment before speaking thereon.
- Sec. 13 At any Special or Annual Town Meeting, if fifteen (15) voters present request a secret ballot on any question, said vote shall be taken accordingly. In addition, a ballot vote may be called for on any question by a majority of the voters present and voting. (APPROVED 7/15/75).

## **CHAPTER THREE**

### **1) TOWN OFFICER**

Sec. 1 The officers of the Town shall be elected at the Annual Town Meetings when the term of office of any incumbent expires, and except when other provision is made by law, shall be chosen by official ballot from its registered voters. (APPROVAL DATES)

- a. Their terms of office shall be: A Moderator for three years (5/21/2008), three (3) Selectmen (9/9/76) subject to the provisions of Chapter 41, Sec. 21 one (1) member shall be elected each year for a term of three (3) years; a Town Treasurer for three (3) years; a Collector of Taxes for three (3) years; a Town Clerk for three (3) years; three (3) Assessors for three (3) years each, one to be elected annually; five (5) members of the School Committee for three year terms, three (3) Constables for three (3) years, one to be elected annually; three (3) Library Trustees for three (3) years, one to be elected annually; three (3) members of the Cemetery Commission for three (3) years, one to be elected annually; a Road Commissioner (11/26/90) for three (3) years; three (3) members for three (3) years for the Board of Health (10/1/70) , one (1) to be elected annually; a five (5) member Planning Board (1/26/76) for three (3) year terms; and a five (5) member Council on Aging (1/26/76) to be appointed for one (1) year terms and a Tree Warden (6/30/78) to be appointed for a one (1) year term. (AG approval as of March 21, 2005)
- b. All other Town officials shall be appointed by the Selectmen unless other provision is made by law or by vote of the Town.
- c. In any case where three (3) or more members of a board are to be elected for terms of more than one (1) year, as nearly as one-third (1/3) as may be shall be elected annually.
- d. Vacancies shall be filled according to Chapter 41, Sec. 11.

### **2) POWERS AND DUTIES**

Sec. 1 The **Selectmen** shall have the general direction and management of the property and affairs of the Town in all matters not otherwise provided for by law, by-law or vote of the Town.

- a. They may from time to time make suitable rules and regulations concerning all departments of the Town under their jurisdiction.
- b. They shall have full authority as agents of the Town, acting upon the advice of the Town Counsel, to settle any claims or suits against the Town in which their judgment cannot be successfully defended, when the sum to be paid does not exceed five hundred

(\$500) dollars. Any settlement requiring a greater sum shall be authorized by the voters of the Town.

- c. All conveyances of land which may be hereafter authorized by vote of the Town, or otherwise, shall be signed by a majority of the Board of Selectmen, unless otherwise provided by the law or by the Town; and shall be sealed with the Town Seal.
- d. The Selectmen shall request an annual audit of the financial books and accounts of the Town by the State Division of Accounts.
- e. The Selectmen shall cause to be printed in the Annual Town Report the summary report as submitted to the Town by the Director of Accounts if available to them in time for inclusion in the report.

Sec. 2 The **Town Clerk** shall be subject to provision in General Laws, Chapter 41, Sec. 12 through Sec. 19F wherein they pertain to towns and are applicable.

- a. The Town Clerk shall keep and cause to be permanently bound, one or more files of Town Reports and all original documents of the Town pertaining to vital statistics.
- b. It shall be the duty of the Town Clerk immediately after every Town Meeting to notify, in writing, all members of committees who may be elected or appointed at such meeting, stating the business upon which they are to act and the names of the persons composing the committees;
- c. also to notify all officers, boards and committees of all votes passed at such meeting in any way affecting them.
- d. Each Town board or committee shall organize within ten (10) days; choose a chairman and a clerk from within their membership; names of the chairman and clerk shall be given, in writing, to the Town Clerk for record and file.
- e. No committee elected or appointed in the Town shall receive compensation for their services, except as voted by the Town.
- f. The Town Clerk shall suitably index all reports and records which come into his/her custody in a manner convenient for references and examination.
- g. The Town Clerk shall cause to be entered upon the regular record of the meeting such portions of the report of any board or committee presented to the Town and adopted, as may be necessary for the understanding of the action taken by the Town.



Sec. 3 The **Treasurer** shall annually make a report showing:

- a. A classified statement showing the items of town debt, date when each was contracted, its amount, rate of interest, date on which it will be due, and purpose for which borrowed.
- b. A statement of all money borrowed by the Town during the year and for what purposes; the amount of increase or decrease in the Town debt, and the object for which it was increased.
- c. The relation of the Town debt to the percent limit of indebtedness, if relevant data supplied to him by the Commonwealth is available to him in time for insertion in the report.

Sec. 4 The **Assessors** are subject to General Law, Chapter 41, Sec. 24 through Sec. 30A.

- a. They shall annually make a summary statement, to the Town, of their doings as Assessors.
- b. They shall have printed biannually their evaluation lists and cause them to be made available to the taxpayers at the Assessors' Office as soon as January after the assessment. (APPROVED 3/1/82)

Sec. 5 The **Town Accountant**, appointed by the Selectmen, shall perform the duties and possess the powers of a town auditor;

- a. shall keep a complete set of books wherein shall be entered the amount of each specific appropriation; the amount and purposes of expenditures; the receipts from each source of income and all other duties prescribed in Sec. 55, through Sec. 61 of the General Laws;
- b. shall send monthly statements to the Selectmen, each board, committee, head of department or officer having the disbursement of an appropriation, a statement of the amount of orders approved and warrants drawn on behalf of said board, department or officer during the preceding month, and a statement of the balance of such appropriation remaining subject to draft;
- c. shall make an annual report, to be published as a Town document, arranged in accordance with the classifications prescribed by the Director of Accounts, such report shall contain a statement of any change in the amount of the Town debt during the year and a list of indebtedness incurred and unpaid at the end of the financial year.
- d. a tabulated statement showing the objects of each appropriation for the year, the amount appropriated, the money expended, the balance unexpended and the balance on hand at the end of the preceding year.

- e. The amount received outside of the appropriation from transfer from another appropriation, or otherwise; and a separate statement of transfer from one appropriation to the other.
- f. A classified statement of all expenditures and receipts of the Town so as to give a fair and full exhibit of the objects and methods of all expenditures. (APPROVED 8/22/73).

Sec. 6 The **Road Commissioner** shall annually:

- a. make a detailed report of all money spent during the year, properly classified under the different divisions of work;
- b. make a detailed and specific report of how and where expended; how much paid each person employed by him; what price per hour and how much taken for him for his own services.

Sec. 7 The **Cemetery Commissioner** shall annually:

- a. make a detailed report of all money spent during the year, properly classified for each of the cemeteries;
- b. A detailed and specific report of how much expended in each of the cemeteries; how much was paid to each person employed by them; price per hour and how much was taken for their own services;
- c. how much received for sale of lots, perpetual care fluids for the lots, and all other receipts and expenditures.

Sec. 8 The **Board of Health** shall annually make a report showing:

- a. the number of complaints made to them
- b. nuisances noted and dispositions made
- c. unusual illnesses or epidemics
- d. detailed report of all receipts and expenditures of the board

Sec. 9 **Fire Chief and Forest Fire Warden** shall annually make a report containing:

- a. a statement of the property and apparatus in possession of the Town, its condition, number of calls, estimated property loss and general facts relating to the department.
- b. A detailed report of the receipts and expenditures for the department.

- c. The Forest Fire Report shall contain a statement of all receipts and expenses for this department for the year past; the location of the fires and estimated property loss and cause, if known.

Sec. 10 The ***Inspector of Slaughtering*** shall annually report:

- a. All money received and expended in this department.
- b. Number of inspections made and facts of general interest.

Sec. 11 The ***School Committee*** report shall contain:

- a. A report of the year's work in the schools with such recommendations and suggestions as they deem fitting;
- b. The school calendar for the year;
- c. The tabulation of membership, attendance and truancy for each school.
- d. A detailed statement of their expenditures and receipts during the year;
- e. A list of the teachers and their salaries.

Sec. 12 The ***Library Trustees*** shall make an annual report:

- a. A detailed statement of their receipts and expenditures from Town appropriations and Trust Fund interest, sale of books and magazines, fees from overdue books and all other sources;
- b. Number of books circulated;
- c. Number of new memberships;
- d. Scheduled hours for library and Bookmobile visits;
- e. Circulation by number of school reference books;
- f. Number of books lent to Wales Elementary School; (APPROVED 8/22/73).

Sec. 13 The ***Tree Warden*** shall make an annual report giving:

- a. a detailed and specific report of how many trees removed and location prior to removal;
- b. How much was paid to each person employed by him, price per hour and how much was taken for his own services;

- c. An accurate and detailed report of all other money received from any and all sources in pursuit of his duties as Tree Warden.

Sec. 14 Outstanding **Bills and Attendance**: All other Town offices, boards, commissions and committees shall make annual reports as required by the General Laws; each department head, board or committee authorized to expend money shall furnish the Town Accountant at the close of the financial year, a list of bills remaining unpaid, showing to whom and for what is due and their amounts. All appointed committees shall keep a record of attendance. The members of any appointed committee who fail to attend any three consecutive meetings called by the committee shall have his or her name reported to the Town Clerk by the remaining committee members of the committee. The Town Clerk shall notify the said member and the appointing authority that a vacancy exists by reason of absence. (APPROVED 7/15/75).

Sec. 15 A **Finance Committee** of five (5) members and two (2) alternates shall be appointed by the Board of Selectmen for three (3) year overlapping terms. Members shall serve without compensation and no member shall hold any other elected or appointed Town position during his term of office. In making appointments to the Committee, the Board of Selectmen shall take into consideration the demographic composition of the Town. The Finance Committee shall consider all articles in the warrant for all Town Meetings and referenda and shall report its recommendations in print before each meeting or vote. It shall hold a public meeting with respect to the warrant at least seven (7) days prior to Town Meetings. The Department heads, Executive Secretary, and Selectmen shall file a proposed budget for the ensuing fiscal year with a summary budget message and supporting documents. The summary budget message shall explain the budget both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the Town for the ensuing year and shall indicate any major changes from the current year in financial policies, expenditures, and revenues. The budget shall indicate proposed expenditures for both current operations and capital projects during the succeeding fiscal year, detailed by purpose, offices, departments, commissions and committees. The Board of Selectmen may rescind an appointment to the Committee if the appointee has failed to attend three (3) or more consecutive meetings and may fill any vacancy for the unexpired term. The Committee shall annually choose a Chairman, a Secretary, and other officers as necessary. (APPROVED 10/7/88)

Sec. 16 A **Counsel On Aging** consisting of five (5) members, who are residents of Wales, to be appointed for a term of one (1) year.

Sec. 17 Tax **Collector**: The Tax Collector shall retain all fees received for the preparation of Certificates of Municipal Liens for personal services and shall provide an accounting thereof on a monthly basis to the Town Accountant.

### 3) TOWN COUNSEL

Sec. 1 The Selectmen shall annually appoint some member of the Massachusetts Bar as Town Counsel. (APPROVED 1/26/76)

- a. The Town Counsel shall draft all legal instruments and do every professional act which may be required of him by vote of the Town or any board of Town Officers; also when required by said boards or any committees of the Town, he shall furnish a written opinion on any legal question that may be submitted to him; and he shall at all times furnish legal advice to an Officer of the Town who may require his opinion upon any subject concerning the office of such person.
- b. The Town Counsel shall have charge of all suits by the Town, shall prosecute and shall defend all actions brought by and against the Town or its Officers in their official capacity. He shall try and argue any and all cases in which the Town shall be a party, before any tribunal, or before any board of reference or commissioners.
- c. He shall receive for his services a salary and shall be subject at any time to removal by the Selectmen.

### 4) RECORDS, REPORTS AND DOCUMENTS

Sec. 1 Except as otherwise provided by law, the Selectmen shall have custody of bonds, deeds, contracts, insurance policies and other similar documents owned by the Town.

Sec. 2 All officers, boards, and committees of the Town shall cause records of the doings and their accounts to be kept in suitable books. Said books shall be kept in their respective places in the Town Office, unless otherwise provided by law, be open to public inspection under supervision of the officer, board, or committee having custody thereof. A copy of approved minutes of meetings of boards and committees shall be filed with the Town Clerk not later than one month after approval thereof. (Approved 10- 9-09)

Sec. 3 All officers, boards, standing committees and special committees of the Town having charge of the expenditures of Town money shall annually report thereon in writing, in such manner as to give the citizens a fair and full understanding of the objects and methods of such expenditures, and such recommendations as they deem proper. Such reports shall be submitted to the Selectmen for inclusion in the Annual Town Report on or before the fifteenth (15th) day of February of each year.

Sec. 4 The Selectmen shall cause to be printed the annual report which shall contain:

- a. A statement of their expenditures of appropriations in detail.
- b. A concise and clear account of their doings during the year.



Sec. 5 The annual reports of all Town officers and committees shall be issued in one (1) book and in addition to the department reports for the municipal year, the book shall contain:

- a. A complete list of the elected Town officers, with their salaries or compensations; the organization of the different boards, and the expiration of the term of office of each member.
- b. A complete list of the appointees for the year, with their salaries or compensation, including the school and police.
- c. A copy of the warrant for the Annual Town Meeting next to be held

## **CHAPTER FOUR**

### **1.) DOG RESTRICTIONS**

#### **Sec. 1 Declaration of Policy**

- a. Any dog, whether licensed or unlicensed, is hereby declared to constitute a public nuisance unless it –
  - i. is confined to the premises of its owner or of another person with the knowledge and consent of such person, or
  - ii. is attached to and restrained by a leash or other suitable device and is in the control of a person capable of restraining it so that it will not be a threat to public safety, or
  - iii. is engaged in hunting, or training therefore, and is supervised by a person competent to restrain it so that it will not be a threat to public safety and who has the legal right to engage in such activity at the location where it is being carried out.
- b. Any dog is hereby declared to be a public nuisance which habitually barks or howls in a manner disturbing to neighbors between the 11:00 PM and 7:00 AM.

#### **Sec. 2 Enforcement**

- a. Any failure of an owner or keeper of any dog to prevent such dog from becoming a public nuisance shall be a violation of this by-law. Each day such failure continues shall be a separate offense. As used herein a "keeper" shall be any person, corporation or society, other than the owner, harboring or possessing any dog.
- b. The Animal Control Officer is authorized to enforce this by-law by any or all of the following methods:
  - i. By filing a complaint in the District Court for any violation thereof against the owner or keeper of any dog found to be a nuisance.
  - ii. By noncriminal complaint against the owner or keeper of any such dog pursuant to the provisions of Chapter 40, Section 21D of the General Laws and by imposing a noncriminal assessment of TWENTY FIVE (\$25.00) DOLLARS for a first violation or FIFTY (\$50.00) DOLLARS for each subsequent violation within a twelve (12) month period. The Animal Control Officer shall have discretion to issue a warning in lieu of a criminal or noncriminal complaint to anyone found in violation of this By-law who has not been found in violation thereof during the preceding twelve (12) months.

- iii. By impounding any dog found to be a public nuisance.

### **Sec. 3 Procedure Following Impoundment**

- i. The Animal Control Officer shall promptly notify the owner or keeper of any impounded dog if his/her identity can be readily ascertained.
- ii. If the owner or keeper cannot be readily identified, the Animal Control Officer shall cause public notice to be posted at the Town Hall describing the impounded dog and stating that the dog will be disposed of in accordance with section 3iv hereof if not redeemed within ten (10) days.
- iii. The owner or keeper of any impounded dog may obtain its release by obtaining a license for any such dog not currently licensed and by reimbursing the Animal Control Officer at the rate of THIRTY (\$30.00) DOLLARS for the initial handling of the dog and EIGHTEEN (\$18.00) DOLLARS a day for each day or portion thereof the dog has been impounded. When the dog has been impounded at the Town pound, the daily fee shall be divided as follows: EIGHT DOLLARS (\$8.00) per day to the Town of Wales and TEN DOLLARS (\$10.00) per day to the Animal Control Officer. (APPROVED 8/23/11)
- iv. Any impounded dog which has not been redeemed within (10) days from the notification of the owner or keeper or of the posting of notice pursuant to section 3ii hereof shall be disposed of in accordance with the provisions of Section 151A, Chapter 140, of the General Laws, as amended.
- v. The Animal Control Officer shall forthwith pay over to the Town Treasurer all moneys received under the provisions of this by-law and shall file with the Town Accountant a monthly statement of all such moneys received during the preceding month. (APPROVED 8/26/94)

## **2.) LITTERING**

- a. Any person or persons found guilty of the unauthorized disposal of rubbish or any other unwanted matter upon a private or public way, beach, park or other municipal property owned or maintained by the Town may be punished by a fine not to exceed THREE HUNDRED (\$300.00) DOLLARS. This by-law shall not apply to the disposal of rubbish or unwanted matter in designated areas or containers provided for the disposal of such matter. (APPROVED 9/16/04)

## **3.) PUBLIC DRINKING**

- a. No person shall consume any alcoholic beverage, as defined by the General Laws, Chapter 138, Section I, in any public way, town park, town cemetery, public school

building or land, or any recreation area under public control, except during such time as a special license may be issued for such places. Any person violating this by-law shall be subject to a fine of not more than TWENTY-FIVE (\$25.00) DOLLARS and may be arrested without a warrant by a Police Officer. (Approved 6/20/1978)

#### **4.) DRIVEWAY PERMITS**

- a. No driveway or road shall be constructed in the Town of Wales that leads directly onto a Town way without first obtaining a permit from the Highway Superintendent. The Highway Superintendent shall require sufficient plans as he deems necessary to judge the impact of said driveway or road on the Town way entered, may set fees, and may set conditions on the construction of said road or driveway so as to preserve the Town way involved and promote traffic safety. (APPROVED 2/24/87)
- b. The inspector of buildings, before issuing a new Building Permit, shall first ascertain that the above driveway permit has been complied with.

#### **5.) DENIAL OF PERMITS & LICENSES: NON-PAYMENT OF TAXES**

- a. The Town of Wales hereby accepts the provisions of C.40. Section 57.
- b. The Town of Wales may deny any application for, or revoke or suspend a building permit, or any local license or permit including renewals and transfers issued by any board, officer, department for any person, corporation or business enterprise, who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of section twenty-one D or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.
- c. The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission, or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.
- d. The licensing authority may deny, revoke or suspend any license or permit including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter

which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector, provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purpose of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as the date of issuance of said certificate.

- e. Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failures to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder is given notice and a hearing as required by applicable provisions of law.
- f. The Board of Selectmen may waive such denial, suspension or revocation if it finds there is not direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in section one of chapter two hundred and sixty-eight A in the business or activity conducted in or on said property.
- g. This section shall not apply to the following licenses and permit: open burning; section thirteen of chapter forty-eight; bicycle permit; section eleven A of chapter eight-five; sales or articles for charitable purposes, section thirty-three of chapter one hundred and one; children work permits, section sixty-nine of chapter one hundred and forty-nine; clubs, associations dispensing food or beverage licenses, section twenty-one E of chapter one hundred and forty, dog licenses, section one hundred and thirty-seven of chapter one hundred forty, fishing, hunting, trapping license, section twelve of chapter one hundred and thirty-one; marriage licenses, section twenty-eight of chapter two hundred and seven and theatrical events, public exhibition permits, section one hundred and eighty-one of chapter one hundred and forty. (APPROVED 2/5/99)



## **6.) RECYCLING**

- a. Resident of every household shall separate waste material into the following Categories before depositing same for disposal:
  1. Glass and cans
  2. Paper
  3. Other waste

Any resident who fails to separate waste material for disposal at the disposal location shall not be accepted. Repeat violators shall suffer a fine of TEN (\$10.00) DOLLARS. (APPROVED 10/1/92)

## **7.) NOISE BY-LAW**

- a. Between the hours of 11 :OOPM and 10:OOAM, no loud music shall be played or amplified neither outside of nor from within a building so as to be audible outside from a distance of more than fifty (50) feet from the building.
- b. Each instance of the previously-described excessive noise shall be penalized as follows:
  - First instance: verbal warning by police
  - Second instance: written warning
  - Third instance and all subsequent instances:  
fined at ONE HUNDRED (\$100.00) DOLLARS each.
- c. This by-law is to be enforced by the Police Department. (APPROVED 9/23/88)

## **8.) NUMERATION SYSTEM**

- a. The Town voted to implement a numeration system for identifying every structure within the Town of Wales, said numeration system to be assigned by the Board of Assessors. Each number must be three (3) inches high, reflectorized, displayed and visible within twenty (20) feet from the street. (Pursuant to the procedures established in M.G.L. C.40, §21D, the penalty for each violation of this by-law shall be a fine of \$25.00. A violation shall be deemed to have occurred when after the Police or Fire Department has given a property owner a written warning giving the party one week in which to remedy the violation.) (APPROVED 10/1/92) (Implemented October 1, 1992)

## **9.) PARKING BAN**

- a. The Town voted to impose a winter parking ban on Town Roads and Private Ways. This ban would start at the beginning of snow storms and last twenty four (24) hours after the storm's end. No vehicles, boats, trailers, etc. would be allowed to park on any road in Town during this time. Public or otherwise.

## **10.) NO PARKING ORDINANCE**

The Town voted to have a "NO PARKING" ordinance on Union and Lake George Roads (both sides/both roads). (APPROVED 4/29/97)

## **11.) CAPITAL IMPROVEMENT PLANNING COMMITTEE**

Sec.1 The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Planning Committee, composed of one member of the Board of Selectmen, One member of the Finance Committee, one member of the Planning Board and the School Committee, and a member at large to be appointed by the Selectmen. The Town Accountant (or the Executive Secretary or other administrative officer) shall be an ex-officio Committee staff member without the right to vote. The Committee shall choose its own officers.

Sec.2 The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1) \*deleted 5/16/12; 2) have a useful life of at least five years and 3) \*cost over \$25,000.00. All officers, boards and committees, including the Selectmen and the School Committee, shall, by August 31<sup>st</sup> of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years or more. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the Committee shall first have submitted a report to the Board of Selectmen explaining the omission. \*Sec 1 & 3 amended 5/16/12

Sec.3 The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Board of Selectmen for its consideration and approval. The Board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the town.

Sec.4 Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the town through the appropriations of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

Sec.5 The Committee's report and the Selectmen's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk.

## **12.) SETTING OF FEES**

- a. Any municipal board or officer empowered to issue a license, permit, certificate, or to render a service or perform work for a person or class of persons, who is authorized to set fees pursuant to G.L.c.40, section 22F or

in the case of a board or officer appointed by an elected board, the elected board, shall submit such proposed fees to the Board of Selectmen for review and approval. Said fees shall become effective upon the approval of the Board of Selectmen.

- b. The Board of Selectmen may adopt regulations to implement this bylaw, including but not limited to: a process for review and approval of fees adopted pursuant to G.L.c.40, section 22F; criteria for determining the reasonableness of such fees; periodic review of all fees set by municipal officers and boards, including elected officers and boards; and the designation of a particular town employee to create and maintain a single document setting forth all municipal fees.

**13.) N/A**

**14.) FINANCIAL MANAGEMENT TEAM**

The Town voted to amend Chapter 4 of the town By-laws by inserting a new section (#14) providing for the appointment of a financial management team to include at least one selectman, finance committee member, executive secretary, accountant, tax collector, treasurer, an assessor and a representative from the school business of office, such team to meet at least quarterly or more frequently as issues require. (App. 8/24/10)

## **CHAPTER 5**

### **PERSONNEL BY-LAW**

#### **1.0 General Provisions**

##### **1.1 Scope and Authority**

Personnel policies contained in this manual apply to all full and part-time employees of the Town of Wales, excluding employees under the direction of the Union 61/Tantasqua Regional School System ("U61/TRSS" and Local 404). Policies involving financial benefits must be approved by Town Meeting before the policy is initially initiated or subsequently amended.

This Personnel Policy shall be administered by the Board of Selectmen who may establish procedures as necessary to fulfill this charge. The Board of Selectmen may from time to time make and issue interpretations and regulations and may make exceptions consistent with the provision of the Personnel Policy and necessary for its administration.

Each provision of this policy shall be construed as separate to the extent that if any part of it shall be held invalid for any reason, the remainder shall continue in full force and effect.

##### **1.2 Definitions**

Town - Town of Wales, Massachusetts.

Appointing Authority - The Board of Selectmen is the appointing authority for all Town positions unless statute requires otherwise.

**Benefits Eligibility – Regular employees are eligible for benefits according to terms of policies approved by the Board of Selectmen and/or by Town Meeting for those benefits by law.**

Continuous Employment – Employment uninterrupted except for required military service and for authorized vacation, sick leave and other approved leaves.

Employee – Persons hired to work for the Town, excluding Appointed Officials and employees under separate contract and/or employees under the direction of Union 61/Tantasqua Regional School System and Local 404. Employees shall be full-time, benefitted part-time, part-time, or temporary/seasonal. See "Work Status."

Elected Official – An elected person chosen for a position in a Town election or appointed to such a position to fill a vacancy.

Appointed Official – An appointed person chosen when an elected official leaves a position other than at the customary time of election. The replacement will be appointed in accordance with state statutes. The compensation for appointed officials, if any, shall be handled similarly to Elected Officials.

Town Appointee – The customary time for the Selectmen to appoint Town Appointees is July 1 of the fiscal year following the Annual Town Meeting. There may be turnover in positions of Town Appointees such as the Town Accountant, Police Chief and Fire Chief that require training by the incumbent. In such cases every effort will be made to appoint the replacement prior to the incumbent leaving in order to allow for training time. It is the responsibility for the Board of Selectmen to consider payment for training time as appropriate.

### ***Work Status Definitions***

**Full Time Employee** – An employee who regularly works 40 or more hours per week throughout the year. Unless otherwise provided, an employee in this category is entitled to all benefits as defined in this document.

**Benefitted Part-Time Employee** – An employee who regularly works at least 20 hours or more per week and up to 39 hours a week throughout the year. Unless otherwise provided, an employee in this capacity is entitled to all benefits on a pro-rated basis in relation to the regular number of hours worked in the appointed position and as defined in this document. Hours worked as an elected official may not be combined with hours worked in an appointed capacity in determining the employee's status. Hours to be determined and set by the Board of Selectmen.

**Part Time Employee**-An employee who works 19 hours or less shall not be eligible for any benefits up to and including insurance, sick time, holiday pay, or personal time as determined by the Board of Selectmen.

**Volunteer** – A person who performs services to the Town without promise, expectation, or receipt of compensation for the services rendered. A volunteer performing such services receives no compensation. A volunteer must also offer their services fairly and without coercion from the Town, and they must not otherwise be employed by the Town to perform the same services for which they propose to volunteer. A volunteer is exempt from the receipt of the Federal Minimum Wage. A volunteer shall not receive Town benefits.

**Exempt/Non-Exempt Employee** – Pursuant to the Fair Labor Standards Act (FLSA), 29 USC, Section 201-216 (as amended), employees holding certain positions are deemed to be exempt from the overtime requirements of the FLSA ("exempt employees"), while employees holding other types of positions are entitled to overtime under the FLSA. The determination of whether a particular position is exempt from the overtime requirements of the FLSA is often determined on a case-by-case basis, but the following general criteria apply.



Seasonal Employee – A position requiring the services of an incumbent on either a full-time or less than full-time basis, beginning no earlier than May 1 and ending no later than September 30 or beginning no earlier than November 1 and ending no later than April 1 in any twelve-month period. Seasonal employees are not entitled to benefits under the terms of this policy.

Temporary Employee – A person who is employed in a position for a specified period of time or for the duration of a temporary vacancy. A temporary employee is not entitled to benefits under the terms of this policy.

Immediate Family – The immediate family shall include the employee's spouse, child, parent, and siblings.

Extended Family – The extended family shall include the employee's brother-in-law, sister-in-law, grandfather, grandmother, grandchild, mother-in-law and father-in-law.

### **1.3 Amendments**

These policies can only be amended by a majority vote at Annual Town Meeting, unless otherwise required by state law or local bylaw.

### **2.0 Recruitment** no policy at this time

### **2.1 Posting and Advertising**

For all positions, the Town shall make every effort to attract and employ qualified persons. The Board of Selectmen and appropriate department heads shall be responsible for the recruitment and selection of personnel. The qualifications and compensation shall be in accordance with this policy.

The Board of Selectmen, upon the identification of a vacancy or on the authorization of a new position, shall prepare a job vacancy notice that includes the job title, major duties of the position, qualifications, salary, closing date for applications and any pertinent instructions to applicants. Advertising shall be adequate to ensure a sufficient number of qualified applicants. However, in all circumstances, the Board of Selectmen shall ensure that notices of vacant positions are posted at the Town Hall for at least two weeks prior to closing applications for the position.

For elected positions, the Board of Selectmen and the Board or Committee with the vacancy, shall make available a description of the major duties of the position, qualifications and the citation of any laws governing the duties and responsibilities of the elected position. Vacancies shall be filled in accordance with G.L. c. 41, sec. 11, when applicable.

The Board of Selectmen will periodically review and update job descriptions in order to accurately reflect the duties being performed by employees.

## **2.2 Equal Employment Opportunity/Affirmative Action**

It is the policy of the Town of Wales to promote a productive workplace and one which is professional and treats all employees with dignity and respect. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. Discrimination (including harassment), whether based upon race, color, gender, national origin, religious creed, ancestry, age, sexual orientation, disability, maternity leave, genetics (results of genetic testing), active military status, or another basis prohibited under state or federal anti-discrimination statutes, will not be tolerated.

As a result, unlawful discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by the Town. Further, any retaliation against an individual who has formally or informally complained about discrimination, or has cooperated with an investigation of a discrimination complaint, is prohibited. To achieve our goal of providing a workplace free from discrimination, the conduct that is described in this policy will not be tolerated, and we will implement the procedure described below to address any potential inappropriate conduct.

This policy applies to all employment practices and employment programs sponsored by the Town. This policy shall apply, but not be limited to, the areas of:

- Recruitment,
- Selection,
- Compensation and benefits,
- Professional development and training,
- Reasonable accommodation for disabilities or religious practices,
- Promotion,
- Transfer,
- Termination,
- Layoff, and
- Other terms and conditions of employment.

Because the Town takes allegations of unlawful discrimination and harassment seriously, we will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of discrimination and harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the legal definitions of discrimination or harassment.

### **3.0 Hiring**

### **3.2 Employment**

All individuals applying for employment or volunteering service in the Town shall complete an official employment application form and return the form to the Appointing Authority by the closing date for applications.

### **3.3 Offer of Employment**

All offers of employment shall be made by the appropriate appointing authority and shall be in writing. The salary or hourly wage, starting date and any appropriate information shall be included in the written letter. An applicant who accepts an appointment and fails to report to work on the starting date as set by the Board of Selectmen shall be deemed to have declined the appointment and the offer of employment may be withdrawn.

The Town Clerk or its designee shall inform new employees of their rights, responsibilities, duties and obligations. All benefits and options shall be explained to the employee and the employee shall be assisted with the completion of appropriate forms as may be required by the Town Treasurer. The employee shall be provided with a copy of the Personnel Policy and any applicable departmental rules, regulations, policies and procedures.

### **4.0 General Administration**

### **4.1 Elected and Appointed Officials**

Compensation payments to such elected and appointed officials shall commence at the next pay period after their term begins. The term ends June 30<sup>th</sup> and the new term begins July 1<sup>st</sup>. Monies to such officials shall be pro-rated for the month of swearing-in as appropriate and shall be calculated as a percentage of the number of days of entitlement divided by 30 days. A month's salary shall be the basis used times the percentage due. If training is necessary, the Selectmen may approve the payment for such overlapping periods of time as appropriate and determine where funds for such payment shall be taken (if needed) after consultation with the Finance Committee. Elected and Appointed officials are responsible for their payroll submissions to the Town Accountant and shall be paid bi-weekly with the exception of stipends.

### **4.2 Voluntary Termination of Service**

If an employee should resign his/her position with the Town of Wales, the employee should give as much advance notice as possible so that arrangements can be made for a replacement. Normally, a two week notice is sufficient except if the employee is in an exempt status in which case the employee should give at least one month notice. If an employee resigns, he/she will be paid for accrued but unused vacation time. An employee will not be paid for any unused accrued sick or personal leave.

## **5 Standards of Conduct**

### **5.1 General Conduct and Standards**

Town employees shall avoid any action that might create the impression of using public office for private gain, giving preferential treatment to any person or losing impartiality in conducting town business. Employees are expected to conduct themselves in a manner that in no way discredits the town, public officials or fellow employees. Employees must abide by federal, state and local laws and regulations including, but not limited to, Massachusetts General Laws Chapter 268A.

Failure to behave in a manner consistent with the standards of conduct and policies included herein may result in disciplinary action being initiated against the offending employee.

### **5.1 Disciplinary Policy**

All employees are responsible for observing all applicable laws, bylaws, regulations, and policies and procedures necessary for proper operation of town departments. Disciplinary action shall be the responsibility of Department Heads and the Board of Selectmen.

The following are intended to serve as guidelines only in the determination as to when disciplinary action is appropriate and what form it should take. The Town of Wales will determine in each individual case whether the circumstances warrant a more or less severe form of discipline than indicated in these general guidelines. In making the decision as to what form of disciplinary action to take, the Town of Wales will consider all relevant factors, including but not limited to, the circumstances of the particular infraction; the seriousness of the incident; the employee's overall employment record; and, the detriment to the Town, its employees, residents or visitors as a result of the infraction. This disciplinary policy does not constitute a contract or grant contractual rights to any employee. Causes for disciplinary action may include:

1. Incompetence or inefficiency in performing assigned duties;
2. Refusal to perform a reasonable amount of work or violation of any reasonable, lawful directions or orders made by a Department Head;
3. Habitual tardiness or absence from duty;
4. Abuse of sick leave or absence without leave;
5. Falsification of time sheets, reports or records;
6. Possession and/or use of illegal substances or alcohol while on duty;
7. Misuse or unauthorized use of town property;
8. Fraud or falsification of information;
9. Disclosure of confidential information;
10. Violation of safety rules, practices or policies;
11. Conviction of a felony;
12. Engaging in acts of harassment;
13. Failure to comply with Town policies;
14. Any situation or instance of seriousness that disciplinary action is warranted.

Disciplinary action may include an oral reprimand, written reprimand, suspension and/or discharge. Whenever possible, disciplinary action should be progressive in nature. However, should the nature of the offense(s) warrant such, discipline may start at any stage.

Oral Reprimand: A Department Head upon observing an action may issue an oral warning to the employee. The oral warning shall be presented with maximum regard to avoiding embarrassment to the employee and shall include a statement concerning the purpose of the warning. An oral reprimand shall be noted in the employee's personnel file.

Written Reprimand: If an oral warning fails to correct an action warranting disciplinary action, the Department Head shall issue a written warning. This shall include the reason(s) for the warning. A copy of the written warning signed by the Department Head and the employee will be placed in the employee's personnel file and carry a specified period in which the behavior shall be improved. The employee may include a written response to the reprimand in their file. A written reprimand may also be issued without an oral reprimand if the seriousness of the action warrants it.

Suspension: At the discretion of the Board of Selectmen, an employee may be suspended without pay for cause. Within 48 hours of the effective date of the suspension, the employee will be provided with a written notice stating the reason(s) for and the length of the suspension. Suspensions may be in lieu of oral or written reprimands and may be effective immediately.

Discharge: An employee may be discharged in the sole discretion of the Board of Selectmen. The Board of Selectmen shall provide the employee with a written notice that states the reason(s) for the discharge and the effective date of the discharge.

The provisions of this section do not apply to any appointed employee who is a party to a written contract with the Town of Wales wherein the terms of discipline and discharge are already covered by said contract, or, to other appointed employees whose positions are governed under Massachusetts General Laws and the terms of discipline and discharge are provided for under such statute; or, to employees under the direction of U61/TRSS and Local 404.

## **5.2 Sexual Harassment Policy**

### **5.2.1 Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is this:

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;

or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip
- regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

### **5.2.2 Complaints of Sexual Harassment**

If any of our employees believes that they have been subjected to sexual harassment, it is our policy to provide the employee with the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the Sexual Harassment Officer. You will find the name and contact information in your employee packet. If you prefer, you may file your complaint with the Chairman of the Board of Selectmen. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### **5.2.3 Sexual Harassment Investigation**

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where appropriate we will also impose disciplinary action.

Given the sensitive nature of complaints of discrimination and/or harassment, all parties and witnesses in a complaint, as well as Department Heads, supervisors, etc. who are aware of a complaint or investigation thereof, are strongly encouraged to maintain this information as confidential, so as not to negatively impact an investigation. All employees are reminded of the provisions of G.L. c. 268A, §23(c)(2), which prohibit a municipal employee or official from improperly disclosing information that is protected from disclosure under the public records law, and acquired by an employee or official in the course of official duties.

Section 23 also prohibits a municipal employee or official from using such information to further the employee's/officials personal interest. Violations of the prohibitions of Section 23 may lead to disciplinary action, up to and including termination.

### **5.2.4 Complaints Concerning Other Forms of Discrimination and/or Harassment**

Complaints alleging other forms of discrimination and/or harassment, other than sexual harassment, will be processed in accordance with Sections III and IV, above.

### **5.2.5 Disciplinary Action**

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such actions may include: counseling, informal or formal reprimands, written or verbal

warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment.

### **5.2.6 State and Federal Remedies**

In addition to the above, if you believe you have been subjected to unlawful discrimination and/or harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 300 days; MCAD – 300 days).

1. The United States Equal Employment Opportunity Commission:  
One Congress Street  
Tenth Floor  
Boston, MA 02114  
(617) 565-3200
2. The Massachusetts Commission Against Discrimination:

Boston office:	Springfield office:
One Ashburton Place, Room 601	424 Dwight Street, Room 220
Boston, MA 02108	Springfield, MA 01103
(617) 994-6000	(413) 739-2145

### **5.2.7 Reasonable Accommodation**

Qualified handicapped employees seeking reasonable accommodations may submit their request in writing to the Chairman of the Board of Selectmen. Thereafter, the Board and the employee shall engage in an interactive conversation with respect to the accommodation.

- 5.2.8** This policy shall be distributed annually to employees who shall signify their receipt of the policy in writing.

### **Conflict of Interest/Financial Disclosure**

The purpose of this policy is to ensure that Town employees comply with the requirements of Chapter 268A of the Massachusetts General Laws which govern conduct as a public official or public employee. It is the policy of the Town to require compliance with the provisions of this law, which includes but is not limited to actions as outlined below.

Town employees may not:



1. Ask for or accept anything (regardless of its value), if it is offered in exchange for your agreeing to perform or not perform an official act.

2. Ask for or accept anything worth \$50 or more from anyone with whom you have official dealings. Examples of regulated gifts include: sports tickets, costs of drinks and meals, travel expenses, conference fees, gifts of appreciation, entertainment expenses, free use of vacation homes and complimentary tickets to charitable events. If a prohibited gift is offered: you may refuse or return it; you may donate it to a non-profit organization provided you do not take the tax write-off; you may pay the giver the full value of the gift; or, in the case of certain types of gifts, it may be considered "a gift to your public employer," provided it remains in the office and does not ever go home with you. You may not accept honoraria for a speech that is in any way related to your official duties, unless you are a state legislator.

3. Hire, promote, supervise, or otherwise participate in the employment of your immediate family or your spouse's immediate family.

Note: Due to the small town status of Wales, it may be necessary for the Selectmen to determine it is necessary to be flexible with this particular rule. When in doubt, consult with the Board of Selectmen.

4. Take any type of official action which will affect the financial interests of your immediate family or your spouse's immediate family. For instance, you may not participate in licensing or inspection processes involving a family member's business.

5. Take any official action affecting your own financial interest, or the financial interest of a business partner, private employer, or any organization for which you serve as an officer, director or trustee. For instance, you may not take any official action regarding an 'after hours' employer, or its geographic competitors; you may not participate in licensing, inspection, zoning or other issues that affect a company you own, or its competitors; if you serve on the Board of a non-profit organization, you may not take any official action which would impact the organization or its competitors.

6. Have more than one job with the same municipality or county or more than one job with the state, unless you qualify for an exemption.

7. Have a financial interest in a contract with your public employer except under special circumstances. For instance, if you are a town employee, a company you own may not be a vendor to that town unless you meet specific criteria, the contract is awarded by a bid process, and you publicly disclose your financial interest.

8. Represent anyone but your public employer in any matter in which your public employer has an interest. For instance, you may not contact other government agencies on behalf of a company, an association, a friend, or even a charitable organization.

9. Ever disclose confidential information, data or material which you gained or learned as a public employee.

10. Take any action that could create an appearance of impropriety or could cause an impartial observer to believe your official actions are tainted with bias or favoritism, unless you make a proper, public disclosure including all relevant facts.

11. Use your official position to obtain unwarranted privileges, or any type of special treatment, for yourself or anyone else. For instance, you may not approach your subordinates, vendors, whose contracts you oversee, or people who are subject to your official authority to propose private business dealings.

12. Use public resources for political or private use. Examples of “public resources” include: office computers, phones, fax machines, postage machines, copiers, official cars, staff time, sick time, uniforms, and official seals.

13. After leaving public service, take a job involving public contractors or any other particular matter in which you participated as a public employee.

All employees are required regardless of status to complete training in regards to Massachusetts General Law 268A. Further all employees are required to complete an online test at [www.mass.gov](http://www.mass.gov) (search engine ethics commission). Employees are also required to provide a copy of the test results and acknowledgement of receipt of Ethics laws to the Town Clerk. New employees are required to complete the test thirty days (30) from date of hire. And after initial testing all employees are required to complete the test every 2 years.

## **5.9 Workplace Violence/Possession of Weapons**

The Town maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the Town. It is the intent of the Town and this department/division to provide a workplace that is free from intimidation, threats, or violent acts.

Weapons are prohibited from the workplace, with the exception of weapons assigned to Police Officers or other authorized licensed personnel.

Workplace violence includes, but is not limited to harassment, threats, physical attack, or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is intentional hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the Town, employees, or others.

The Town subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear or reprisal.

Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported to the department head. The Department Head will assess and investigate the incident and determine the appropriate action to be taken. Department Head will inform the Board of Selectmen of all reported incidents of workplace violence and will inform the employee of his/her right to have the Police Department notified.

In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance personnel must be promptly notified. As necessitated by the seriousness of the incident, The Board of Selectmen may assemble a Response Team that consists of staff from the affected Department, Board of Selectmen, Town Counsel and may include the Employee Assistance Program, Emergency Response, Police Department and other as deemed necessary.

The Response Team is responsible for establishing the protocol in the event of a threat or violent incident that may include but is not limited to:

- evaluating the potential violence problems,
- assessing an employee's fitness for duty (through mental health professionals),
- establishing a plan for the protection of co-workers and other potential targets,
- coordinating with affected parties such as victims, families, employees, media, or law enforcement personnel,
- referring victims to appropriate assistance and community service programs,
- assuring that immediate (within 24 hours) and on-going counseling is available to traumatized individual.

Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment, any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.

It is a violation of this policy to engage in any act of workplace violence. Any employee who has been determined by the Department Board/Committee, Department Head, or Police to be in violation will be subject to disciplinary action up to and including termination and, depending upon the violent act, may be subject to criminal sanctions.

Should an employee become the victim of an incident of workplace violence, the Department Head may offer additional referral services to assist in coping with any effects of the incident. Should an employee commit an act of violence and it is determined in the investigation that the employee did in fact, commit the violent act, s/he may be referred to the EAP by the Department Head. In these cases, failure by the employee to keep an initial appointment with the EAP may result in disciplinary action

## **Leave Policies**

### **6.1 Civic Duty Leave**

A full-time or part-time benefitted employee whose service as a juror makes it impossible or impractical to work the hours necessary to earn his or her normal week's pay may make application to the department head for the difference between jury duty pay and the employee's normal weekly earnings. The Town agrees to pay this difference upon presentation of proof of the amount of jury pay received by the employee.

### **6.2 Military Leave**

Full time or part-time benefitted employees who are called for temporary military duty shall receive the difference between their military pay (excluding travel allowance) and their regular pay for up to seventeen days of such duty annually upon receipt of a copy of the employee's military orders and a written request for such pay differential. The employee's vacation allowance shall not be affected by such duty.

### **6.3 Unpaid Leave of Absence**

While maintaining awareness of the operational needs of the Town, the Town acknowledges there may be occasions when an employee is unable to work for a period of time. The Board of Selectmen may grant leave of absence to full time and part-time benefitted employees for medical or personal reasons. Requests for such leave shall be presented to the Board of Selectmen in writing stating the reason(s) for requesting leave and the time period of such leave. Selectmen may grant up to three months of leave which may be renewed for up to another three months provided the employee requests such extension at least ten days in advance of the expiration of the leave. A second renewal of up to three (3) months may be granted. The maximum leave of absence shall not exceed nine (9) months.

Leave(s) of absence shall be granted without pay. Should the employee be enrolled in the health and life insurance plans, the employee must pay 100% of the premiums in order to maintain coverage. No accumulation of sick or vacation leave shall occur during the leave of absence.

### **6.4 Maternity Leave**

The Town will provide maternity leave in accord with the provisions of M.G.L. c. 149, s105D. As written, the proposed policy is not in accordance with Massachusetts law.

### **6.5 Small Necessities Leave**

In accordance with G.L. c.149, §52D, an employee who is eligible to receive leave under the FMLA is also entitled to a total of 24 hours of leave during a twelve (12) month period, in addition to other leave under this section, to participate in school activities directly related to the education advancement of the employee's child; to accompany the employee's child to routine medical or dental appointments, and to accompany an elderly relative as defined in section 52D to routine medical or dental appointments or other professional services related to the elder's care. Leave under this provision is in addition to the twelve (12) week leave provision and may be taken on an intermittent or reduced leave schedule.

## **6.6 Family and Medical Leave**

Employees who have completed at least twelve (12) months of employment with the Town and who have worked at least 1,250 hours during the proceeding twelve (12) months are eligible for Family and Medical Leave.

Eligible employees will be granted a leave for up to twelve (12) weeks during any 12-month period for:

1. family leave due to the birth, adoption or placement of a child (foster care),
2. medical leave due to an employee's serious health condition,
3. medical leave due to an employee's care of a spouse, child or parent who has a serious health condition

At least thirty (30) days in advance, the employee shall submit to the Appointing Authority a written notice of his or her intent to take family or medical leave and the dates and expected duration of the leave. If thirty (30) days notice is not possible, the employee shall give notice as soon as practical. The requesting employee shall submit with the request, proof of birth, illness, etc. such as a note from a Health Care Provider.

Employees may request medical leave on an intermittent leave, or reduced work, schedule if medically necessary or if necessary to provide care for a family member. When such leave is requested, every effort shall be made to meet the employee's needs without unduly disrupting the Town's operations.

Leave under this section shall be unpaid unless an employee applies other paid leave benefits that may be available, such as vacation leave or sick leave.

Employees who are on family or medical leave shall not be eligible for any holiday pay or other compensation for any holidays which occur during the leave.

During the time an employee is on unpaid family or medical leave, the employee shall be entitled to group health insurance coverage on the same terms and conditions in effect at the time the leave began, provided the employee pays 100% premium while on leave.

At the expiration of family and medical leave, the employee will be returned to the same or equivalent position with the same status, pay and length of service as of the start of the leave. If, during the period of the leave, employees in an equivalent position have been laid off through no fault of their own, the employee will be extended the same rights or benefits, if any, extended to employees of equal length of service in the equivalent position in the department.

#### **6.7 Holidays and Holiday Pay**

Full time and part-time benefitted employees scheduled to work on a continuing basis for 20 or more hours per week are eligible for holiday pay. The following are paid holidays:

New Year's Day	Martin Luther King, Jr. Birthday
President's Day	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veterans Day	Thanksgiving
Christmas Day	

#### **6.8 Bereavement Leave**

Any full time or part-time benefitted employee shall be entitled to bereavement leave, without loss of pay and without having any part of sick leave benefits charged against their accumulated sick time, of up to five (5) working days, for the purpose of arranging for and attending the funeral of a member of the employee's immediate family, and up to three (3) working days shall be granted by the employee's Supervisor for the purpose of arranging for and attending the funeral of a member of the employee's extended family, as defined above.

#### **6.9 Vacation Leave**

- 6.9.1 Vacation days are to be used in the year awarded, July 1 – June 30. In the rare event that an employee cannot use vacation days in the year awarded, up to five (5) days may be carried over into the next fiscal year and must be used prior to September 1 of the current calendar year. Any other unused vacation time is forfeited. The Town will not pay an employee in lieu of vacation time.
- 6.9.2 Employees are eligible for vacation based upon completed service as of June 30<sup>th</sup> each year. Vacation is credited to the employee as of July 1. Vacation days may be taken after 3 months of employment.
- 6.9.3 Employees should request the use of vacation days by contacting their immediate supervisor. Requests will be reviewed based upon staffing requirements and other factors.
- 6.9.4 Full Time + Part-Time Benefitted Employees Vacation Schedule:

<u>Completed Service as of June 30:</u>	<u>Vacation:</u>
Less than 5 years	2 weeks
6 years but less than 10 years	3 weeks
11 years but less than 20 years	4 weeks
20 years or more	5 weeks

6.9.5 Employees hired during the year will receive vacation as follows:

<u>If Hired In:</u>	<u>Vacation:</u>
July or August	8 days
September or October	6 days
November or December	4 days
January to March	2 days
April to June	0 days

6.9.6 Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special other form(s) of compensation.

#### **6.10 Personal Leave**

6.10.1 Regular full time and part-time benefitted employees shall be granted up to four (4) days leave with pay in each fiscal year for conducting personal business. Employees must contact their immediate supervisor to request use of personal time in advance of the required date of personal leave. .

#### **6.11 Sick Leave**

6.11.1 Sick leave is established for the purpose of sustaining income when an employee is ill. Employees shall be granted (5) sick days per Fiscal Year. Full and Part-Time Benefitted employees who work more than 20 hours on a continuous basis are eligible for this benefit. For the protection of the Town, the supervisor may require documentation of illness if an illness requires more than four (4) sick days in succession. Sick time cannot be accrued or carried over.

6.11.2 Sick leave compensation shall be at the employee's rate of pay in effect at the time the leave is used. Sick leave may be used in hourly increments.

#### **6.12 Professional Development**

If an employee is required by his/her Department Head to attend scheduled workshops or conferences due to work related duties specified in the employee's job description, employees will receive their hourly rate of pay while in attendance. Travel to and from workshops or conferences will count towards the hourly pay. Out-of-town overnight arrangements must be

submitted and approved by the department head and forwarded to the Board of Selectmen for approval. Arrangements can only be made upon approval of both the Department Head and the Board of Selectmen. Once approvals are made and arrangements are made the expenditure will be submitted for reimbursement.

### **6.13 Mileage Policy and Reimbursement**

Any full time employee may request mileage reimbursement when the employee is using their personal vehicle for town business outside of their normal work duties. The mileage reimbursement rate will be at the current rate as approved by the Board of Selectmen. Incidental mileage accrual is not a matter for reimbursement. All mileage reimbursements must be pre-approved by the Board of Selectmen.

#### **What is needed to substantiate the mileage reimbursement request:**

The employee must document: the date of travel; the beginning mileage; the beginning location; the ending mileage; the ending location; and the purpose of the trip. Travel from home to work and from work to home, even if the employee is called to come to work on a non-scheduled work day, is not eligible for mileage reimbursement. The Board of Selectmen must confirm that the trip was for town business by initialing and coding the reimbursement request.

#### **When may a reimbursement request be reviewed:**

Reimbursement requests may be reviewed by the Accountant prior to issuance of check, during internal audit, and/or by the town auditors for compliance with this policy. Reimbursement request may be reviewed by IRS auditors for compliance with IRS regulations. These reviews may involve review of documentation, and review of trip miles for reasonableness, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

#### **How this policy relates to an individual department policy:**

This policy constitutes the maximum amount any employee will receive as reimbursement for mileage. Individual departments may institute departmental policies that are more restrictive, but individual department policies cannot be less restrictive.

#### **Attachment A: Acknowledgement of Receipt of Personnel Policies**

The undersigned hereby acknowledges that he/she has reviewed and read the Personnel Policies and Procedures of the Town of Wales, and agrees to abide by all policies and procedures contained herein.

#### **Attachment B: Acknowledgement of Receipt of Sexual Harassment Policy**

The undersigned hereby acknowledges that he/she has reviewed and read the Personnel Policies and Procedures of the Town of Wales in regards to the Sexual Harassment Policy, and agrees to abide by all policies and procedures contained herein.

#### **Attachment C: Acknowledgement of Receipt of Ethics Training Requirement**

The undersigned hereby acknowledges that he/she has received and reviewed the Open Meeting Law and Ethics Training Requirements and agrees to complete the training as required by law.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Title of Witness

Cc: Personnel File

***TOWN OF WALES, MASSACHUSETTS  
BY-LAWS  
(AS OF APRIL 4, 2005)***

## **TOWN OF WALES ACCEPTANCE OF PROVISIONS:**

The Town of Wales voted on August 20, 1962 to accept the following provisions of the Massachusetts Boating Laws, which were approved by the Commonwealth of Massachusetts, Division of Motorboats. WATER SKIING: 1. Any power-propelled craft used for the purpose of water skiing shall be occupied by at least two persons, one of whom shall be the operator and one, the observer. 2. The maximum length for a ski rope shall not be in excess of 75 feet. 3. Water skiing shall be prohibited during the period one-half hour after sunset until one-half hour before sunrise. SAFETY RESTRICTIONS: 1. All boats, whether propelled by power or not, operating one-half hour after sunset until one-half hour before sunrise shall carry a bright white light in the stern visible around the horizon and a combined lantern in the fore part of the vessel and lower than the white light aft, showing green to starboard and red to port, so fixed as to throw the light from right ahead two points abaft of the beam on their respective sides. 2. Anyone operating power propelled craft under the influence of liquor shall be subject to a fine in accordance with Section 14 (G) or Acts and Resolves of 1960, Chapter 275.

The Town of Wales voted on November 1, 1983 at a Special Town Meeting to accept the provisions of Section 12B of Chapter 138 of the General Laws of Massachusetts prohibiting nude entertainment on premises licensed to serve alcohol.

The Town of Wales voted on May 15, 1991 at an Annual Town Meeting to accept the provisions of Chapter 291 of the Acts of 1990, thereby allowing the Town to receive enhanced 911 service as defined in said Act.

The Town of Wales voted on October 22, 1991 at a Special Town Meeting to accept the Massachusetts General Law, Chapter 59, Section 57C, regarding the Quarterly Tax Payment System.

The Town of Wales voted on Nov13, 2010 at a Special Town Meeting to accept the provisions of MGL Ch60 Sec 15, to charge a fee of \$15.00 for each written demand, to be added to and collected as part of the tax.

The Town of Wales voted on Nov13, 2010 at a Special Town Meeting to accept the provisions of MGL Ch41 Sec 19P & 108K and MGL Ch 59 Sec 21A which provides additional compensation for a certified Massachusetts Municipal Clerk, Treasurer, Tax Collector or Assessor.

The Town of Wales voted on May 18, 2011 at the Annual Town Meeting, to accept the provisions of MGL 200A Sec 9A as amended by Sec 65 of Chap. 188 of the Acts of 2010 which simplifies the process of managing abandoned funds.

The Town of Wales voted on May 16, 2012 at the Annual Town Meeting to accept various provisions of MGL Ch59 Sec 5 as petitioned by the Board of Assessors in Articles 12, 13, 14, 15, & 16. See the meeting minutes for details of the provisions.

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**Report of the Town Accountant  
For the Period Ending June 30, 2012**

All reports have been submitted and accepted by the Department of Revenue. There were no illegal appropriation deficits after year-end transfers under the Municipal Relief Act. However, cleanup of debris from the October 2011 snowstorm was very costly. The town was allowed to deficit spend for this emergency, and \$289,812.45 was borrowed in anticipation of FEMA reimbursement.

Cash was reconciled with the Treasurer, receivables were reconciled with the Collector, and all school accounts were reconciled to the school records with no variance.

Free Cash of \$133,077 was certified by the DOR on October 26, 2012..

Actual local receipts for FY 2012 were \$348,071.41. They were estimated at \$246,046.00. Revenue from the state came in at \$2,474 more than estimated. State charges were \$71,532 higher than estimated. Even so, the town remained in a sound financial position to begin FY 2013.

I am again thankful to Valerie Bernier for her willingness to answer my questions as new issues arise for me as your Town Accountant.



Susan S. Hilker  
Town Accountant

Town of Wales  
Combined Balance Sheet  
FY 2012

**Unaudited**

	General Fund	Special Revenue	Capital Projects	L.T. Debt	Trust/Agency	Total All Funds
<b>Assets</b>						
Petty Cash	115.00					115.00
Cash	721,612.63	289,300.29	2.00		333,561.84	1,344,476.76
Due From State/Agency		541.67				541.67
RE & PP Taxes	194,122.14					194,122.14
Tax Lien Rec.	34,302.66					34,302.66
Tax Possessions	19,479.90					19,479.90
MV Tax Rec.	38,412.22					38,412.22
Due From Empl.	8,842.70					8,842.70
Amt T/B Provided 10/11 Storm Note		289,812.45				289,812.45
Amt. T/B Prov. For Pmt.				94,000.00		94,000.00
<b>Total Assets</b>	<b>1,016,887.25</b>	<b>579,654.41</b>	<b>2.00</b>	<b>94,000.00</b>	<b>333,561.84</b>	<b>2,024,105.50</b>
<b>Liabilities</b>						
Warrants Payable	236,184.14					236,184.14
Payroll Liabilities	1,676.42					1,676.42
RE/PP Overlay	84,251.49					84,251.49
Due to Registry	190.88					190.88
Deferred Revenue	210,908.13					210,908.13
STRAP Grant Due to State	189,733.17					189,733.17
Def. Rev. STRAP Grant	(189,733.17)					(189,733.17)
October 2011 GAN Payable		289,812.45				289,812.45
Notes Payable Hwy Truck				14,000.00		14,000.00
Serial Notes Payable Fire Truck (excl.)				80,000.00		80,000.00
Agency					28,207.01	28,207.01
<b>Total Liabilities</b>	<b>533,211.06</b>	<b>289,812.45</b>		<b>94,000.00</b>	<b>28,207.01</b>	<b>945,230.52</b>
<b>Equity</b>						
F/B Res. For Enc.	160,242.52	493.18				160,735.70
F/B Res. For Exp.	105,774.50					105,774.50
F/B Snow and Ice Deficit						-
F/B Res. For Offset Receipt Deficit						-
Undesignated F/B	217,659.17	289,348.78	2.00		305,354.83	812,364.78
<b>Total Equity</b>	<b>483,676.19</b>	<b>289,841.96</b>	<b>2.00</b>	<b>-</b>	<b>305,354.83</b>	<b>1,078,874.98</b>
<b>Total Liab &amp; Equity</b>	<b>1,016,887.25</b>	<b>579,654.41</b>	<b>2.00</b>	<b>94,000.00</b>	<b>333,561.84</b>	<b>2,024,105.50</b>

**Town of Wales FY 2012  
Special Revenue Balance**

<b>School Accounts</b>			<b>Revolving Funds</b>	
	EOY	Accrual	Balance	
After School Enrichment	950.00		950.00	Conserv. Wetlands
Jobs Grant	36.54		36.54	Conserv. Town
Yellow School Bus Grant	-		-	Planning Board
SPED Grant	9,371.15		9,371.15	Zoning Board of Appeals
Union 61 Revolving	3,306.08		3,306.08	Cable Advisory Revolving
Pre-K Revolving	25,683.86		25,683.86	Pistol Permit
Drug Free Grant	1,270.00		1,270.00	Building Inspector
Cafeteria Revolving	2,415.75		2,415.75	Fire Inspector
Title I	2,094.11		2,094.11	Plumb/Heat/Gas
School Choice	94,351.11		94,351.11	Electrical Inspector
<b>Total School</b>	<b>139,478.60</b>	<b>-</b>	<b>139,478.60</b>	Animal Control
				Open/Close Graves
				Driveway Revolving
				BOH Inspector
				COA Programs
				Library
				Recreation
				<b>Total Revolving</b>
				<b>26,116.68</b>
<b>GAN</b>			<b>Gift Funds</b>	
Amounts to be provided-GAN	289,812.45		289,812.45	J Harris Gift
GAN Payable	(289,812.45)		(289,812.45)	Fountain Gift
				Korean/Viet Mem
				Lake George Weed
				Citizenship Gift
				Police Firearms Gift
				Police Law Enforcement
				COA Gift
				Sr. Ctr. Maintenance
				Cable Gift
				Library Gift
				Library Bldg Gift Fund
				Norcross Gift
				250th Anniversary Gift
				Historical Gift
				<b>Total Gift</b>
				<b>97,449.73</b>
				<b>Total Special Revenue</b>
				<b>289,348.78</b>
<b>Reserved for Insurance</b>			<b>Capital Projects</b>	
Ins. Claim Town Hall	1,754.09		1,754.09	New Fire Truck
Ins. Claim FD Equipment	1,707.19		1,707.19	Sr. Center ADA Compliance
Ins. Town Truck	745.29		745.29	
<b>Total Res. For Ins.</b>	<b>4,206.57</b>	<b>-</b>	<b>4,206.57</b>	<b>Total Capital Projects</b>
				<b>2.00</b>
<b>Total accruals</b>			<b>541.67</b>	<b>2.00</b>

# Town of Wales FY 2012

Trust Funds		Agency Funds	
Stabilization	99,288.37	Tax Collector Fees	1,620.00
Capital Improv. Stabilization	39,525.24	Tax Coll. Deputy Charges	227.00
Wales Town Fund Expend.	6,484.47	Town Clerk Fish/Wildlife	146.90
Conservation Fund Expend.	6,966.18	Town Clerk Fees	52.10
Lt. N.M. Lenti Mem Trust Exp.	1,741.45	Police Road Details	5,179.00
McFarland Fund Expend.	21,200.31	Police Pistol Permits	7,937.50
Mc Farland Principal	3,000.00	Student Activity	13,044.51
Perpetual Care Principal	28,988.77	<b>Total Agency Liab.</b>	<b>28,207.01</b>
James A Johnson Principal	1,525.56		
Wales Parker Principal	1,525.56		
Dornoe Parker Principal	1,525.56		
Mc Farland Cemetery Lot Pr.	1,525.56		
R. Royce Trust Principal	3,196.90		
G. Needham H. Flint Princ.	43,166.31		
Perpetual Care Expend.	1,656.33		
James A Johnson Expend	876.18		
Wales Parker Expend.	1,811.18		
Dornoe Parker Expend.	432.72		
McFarland Cem. Lot Expend.	1,811.18		
R. Royce Trust Expend.	1,062.16		
G. Needham H. Flint Expend.	18,081.56		
Wright Lib. Principal	100.00		
Brewer Lib . Principal	500.00		
Asa Fisk Lib. Principal	1,000.00		
Parker Lib. Principal	801.08		
Mary Lillie Lib. Principal	1,240.00		
Nancy Randall Lib. Princ.	550.00		
Wright Public Lib. Exend.	513.49		
Lib. T. Brewer Trust Expend.	80.63		
Lib. Asa Fisk Trust Expend.	4,908.09		
Library Parker Trust Expend	1,099.06		
Mary A Lillie Mem. Expend.	846.17		
F & L Nierdzinski Mem Exp.	2,619.92		
Nancy Randall Trust Exp.	95.81		
Nierdzinski Lib. Principal	5,000.00		
Rehabilitation Fund Exp.	609.03		
<b>Total Trust Fund Bal.</b>	<b>305,354.83</b>		



Town of Wales  
FY 2012 Appropriations

FY12 APPROPRIATIONS AND STATE CHARGES

Acct #	Department	Account	Prior Yr. Enc.	Appropriation	Expenditures	Transfers	Tr To/From Other Fund	Ending Balance	Encumbered	Unencumbered Ending Balance
100-114-5100	Moderator	Salary		111.10	-			111.10		\$ 111.10
100-122-5100		Board of Select		1,142.59	1,142.59			-		\$ -
100-122-5110	Selectmen	Secretary		28,654.08	28,654.08			-		\$ -
100-122-5130		Grant Writer		500.00				500.00		\$ 500.00
100-122-5400		Expenses		1,500.00	1,482.21			17.79		\$ 17.79
100-122-5500		Procurement Expense		14,000.00	13,384.83	36.93		652.10		\$ 652.10
100-122-5780		Encumbrance						-		\$ -
100-131-5400	Finance	Expenses		200.00	126.00			74.00		\$ 74.00
100-131-5780		Encumbrance						-		\$ -
100-132-5700	Reserve	Fund		32,000.00		(21,510.17)	(1,000.00)	9,489.83		\$ 9,489.83
100-135-5100	Accountant	Salary		17,316.83	17,316.83			-		\$ -
100-135-5110		Assistant		100.00				100.00		\$ 100.00
100-135-5200		Audit		2,500.00				2,500.00	2,500.00	\$ -
100-135-5400		Expenses		1,350.00	255.00	(36.93)		1,058.07	1,000.00	\$ 58.07
100-135-5500		Software		8,020.00	8,161.08	141.08		0.00		\$ 0.00
100-135-5700		Actuarial Study	2,000.00	1,000.00				3,000.00	3,000.00	\$ -
100-135-5780		Encumbrance	3,222.83					2,905.28	2,905.28	\$ -
100-141-5100	Assessors	Principal Assessor		7,534.08	317.55			-		\$ -
100-141-5110		Assessor's Clerk		7,534.08	7,534.08			-		\$ -
100-141-5120		Board Member Asses.		7,534.08	7,534.08			-		\$ -
100-141-5400		Expenses		4,905.00	2,506.05			2,398.95	145.58	\$ 2,253.37
100-141-5780		Assessor Encumbrance	552.56		552.56			-		\$ -
100-142-5200		Revaluation		500.00	500.00			-		\$ -
100-145-5100	Treasurer	Treasurer Salary		17,955.62	17,955.62			-		\$ -
100-145-5110		Assistant Treasurer		7,856.46	7,221.11			635.35		\$ 635.35
100-145-5190		Treas. Certification		1,000.00	1,000.00			-		\$ -
100-145-5210		Reg. Of Loans		700.00		(540.00)		160.00		\$ 160.00
100-145-5400		Expenses		6,615.00	6,713.42	98.42		(0.00)		\$ (0.00)
100-145-5780		Encumbrance						-		\$ -
100-146-5100	Tax Collector	Salary		15,152.23	15,152.23			-		\$ -
100-146-5110		Clerk		3,582.88	3,582.88			-		\$ -
100-146-5190		Collector Certification		1,000.00	1,000.00			-		\$ -
100-146-5400		Expenses		6,806.10	5,824.66			981.44	981.44	\$ -
100-146-5780		Encumbrance	865.74		865.74			-		\$ -
100-151-5200	Legal Advice	Expense		15,000.00	11,300.26			3,699.74	750.08	\$ 2,949.66
100-151-5780		Legal Encumbrance	1,417.56					1,417.56		\$ 1,417.56
100-158-5200	Tax Title	Expenses		8,000.00	11,289.68	3,791.58		501.90	284.60	\$ 217.30
100-161-5100	Town Clerk	Salary		16,129.62	16,129.62			-		\$ -
100-161-5110		Assistant		5,627.97	3,892.78			1,735.19		\$ 1,735.19
100-161-5400		Expenses		4,252.50	2,953.73			1,298.77	384.55	\$ 914.22
100-161-5780		T.C. Encumbrance	994.60		994.60			-		\$ -

Town of Wales  
FY 2012 Appropriations

100-162-5100	Elections/Regis	Expenses	8,000.00	5,133.79	231.75	3,097.96	1,537.05	\$	1,560.91
100-171-5100	Conservation	Member Salaries	500.00	200.00		400.00		\$	400.00
100-171-5200		Clerk Salary	2,665.90	2,665.90		-		\$	-
100-171-5400		Expenses	900.00	396.02		503.98		\$	503.98
100-175-5100	Planning Board	Salaries	1,500.00	1,500.00		-		\$	-
100-175-5300		Clerk	2,927.11	1,717.06		1,210.05	429.01	\$	781.04
100-175-5400		Expenses	150.00			150.00	150.00	\$	-
100-176-5500	Zoning B. A.	Salary	30.00	-		30.00		\$	30.00
100-146-5780		Encumbrance			14.70	-		\$	-
100-177-5200	Pioneer Valley	Assessment	261.00	275.70		0.00		\$	0.00
100-192-5110	Town	Custodian	987.91	797.79		190.12	37.99	\$	152.13
100-192-5200		Building/Prop. Maint.	50,000.00	47,656.26	(1,124.39)	1,219.35	1,219.35	\$	(0.00)
100-192-5400		Town Offices	14,243.45	14,873.53	1,500.00	869.92		\$	869.92
100-192-5780		Building Encumbrance		5,762.59		-		\$	-
100-192-5800		Office Equipment	3,000.00	2,762.71		237.29		\$	237.29
100-192-5825		ADA Compliance	1,000.00			2,000.00	2,000.00	\$	-
100-195-5200	Printing	Expenses	4,600.00	3,370.19		1,229.81		\$	1,229.81
100-195-5780		Encumbrance		281.05		-		\$	-
100-199-5400	Town Garage	Expenses	7,835.85	5,452.31	(2,383.54)	-		\$	-
100-199-5780		Encumbrance				-		\$	-
100-210-5100	Police	Salaries	34,225.82	28,598.24	(2,290.00)	3,337.58		\$	3,337.58
100-210-5110		Chief Salary	6,242.25	6,242.25		-		\$	-
100-210-5200		Office Expense	620.00	2,626.04	2,290.00	283.96	188.00	\$	95.96
100-210-5204		Technology	516.00	516.00		-		\$	-
100-210-5205		Vehicle Maintenance Parts	4,000.00	3,357.09		642.91		\$	642.91
100-210-5400		Expenses	4,480.00	3,880.66		599.34		\$	599.34
100-210-5700		Dues & Subscriptions	2,015.00	2,000.00		15.00		\$	15.00
100-210-5780		Encumbrance		199.83		112.00		\$	112.00
100-220-5100	Fire Department	Chief Salary	6,304.67	6,304.67		-		\$	-
100-220-5110		Member Salaries	4,728.51	4,728.51		-		\$	-
100-220-5120		1st Assist. Salary	2,101.56	2,101.56		-		\$	-
100-220-5130		2nd Assist. Salary	2,101.56	2,101.56		-		\$	-
100-220-5205		Vehicle Maintenance Parts	3,000.00	2,872.11		127.89		\$	127.89
100-220-5400		Expenses	3,500.00	3,454.04	10,623.50	10,669.46	10,623.50	\$	45.96
100-220-5800		New Equipment	19,000.00	18,986.56		13.44		\$	13.44
100-220-5810		Communication Equip.	1,500.00	1,500.00		-		\$	-
100-231-5200	Ambulance		47,393.69	47,392.80		0.89		\$	0.89
100-291-5100	Civil Defense	Salary	100.00	100.00		-		\$	-
100-291-5400		Expenses	1,500.00			1,500.00	805.00	\$	695.00
100-291-5780		Civil Defense Encumbrance		-		-		\$	-
100-292-5100	Animal Control	Officer	3,013.20	2,788.61		224.59		\$	224.59
100-292-5110		Inspector	300.00	-		300.00		\$	300.00
100-292-6205		Vehicle Maintenance Parts	800.00	317.79		482.21	482.21	\$	-
100-292-5400		Expense	400.00	340.19		59.81	59.81	\$	-

Town of Wales										Page
FY 2012 Appropriations										
	Trees	Tree work/pest	Tree Warden							
100-294-5100			Tree work and pest control	500.00	500.00				\$ -	
100-294-5400			Salaries	2,500.00	3,893.84			6.16	\$ 6.16	
100-300-5100			Expenses	1,122,224.00	961,144.44	(79,731.02)		81,348.54	\$ 81,348.54	
100-300-5700			School Exp Encumbrance	341,121.00	384,284.40	79,731.02		36,567.62	\$ 36,567.62	
100-300-5780					76,337.07			-	\$ -	
100-301-5500	Tant. Bond Fund			53,767.00	53,767.00			-	\$ -	
100-301-5700	Tant. Trans.			40,341.00	40,341.00			-	\$ -	
100-301-5710	Tant. Oper. Cost			653,248.00	653,248.00			-	\$ -	
100-315-5400	School Board		Expenses	300.00	270.00			30.00	\$ 30.00	
100-316-5400	TRSD Member		Expenses	100.00	90.00			10.00	\$ 10.00	
100-422-5100	Highway		Payroll	82,293.19	82,207.96			85.23	\$ 85.23	
100-422-5110			Commissioner Salary	53,816.16	53,816.16			-	\$ -	
100-422-5200			Gas & Oil	14,000.00	20,803.55	6,803.55		0.00	\$ 0.00	
100-422-5210			Hurricane Irene	-	31.27	31.27		-	\$ -	
100-422-5300			Machinery Rental	2,000.00	581.40	(1,418.60)		-	\$ -	
100-422-5400			General	12,500.00	15,006.79	4,216.21		1,709.42	\$ 1,709.42	
100-422-5410			Beaver Control	100.00	2,600.00	2,500.00		-	\$ -	
100-422-5700			Machinery Repair	12,000.00	11,516.34			483.66	\$ 483.66	
100-422-5780			Highway Encumbrance	45,000.00	45,000.00			1,182.90	\$ 1,182.90	
100-422-5900			Non-CDL Dump Truck	6,700.00	3,705.71	(700.00)		-	\$ -	
100-423-5100			Snow & Ice Wages	27,640.00	18,591.11	(9,048.89)		-	\$ -	
100-423-5400			Snow & Ice/Sand & Salt	1,500.00	8,300.00	3,300.00		-	\$ -	
100-429-5219			Dam Inspections	3,500.00				-	\$ -	
100-429-5780			Dam Insp. Encumbrance	1,000.00				-	\$ -	
100-490-5100	Cemetery		Caretaker	6,000.00	5,475.00			525.00	\$ 525.00	
100-490-5400			Expenses	2,220.00	1,900.00			320.00	\$ 320.00	
100-499-5300	Lake George Plant Management			3,000.00	2,350.00			650.00	\$ 650.00	
100-499-5300			Encumbrance					-	\$ -	
100-510-5100	Board of Health		Member Salaries	1,730.00	1,720.00			10.00	\$ 10.00	
100-510-5110			Clerk Salary	8,412.34	8,378.01			34.33	\$ 34.33	
100-510-5400			Expenses	6,525.00	6,300.12			224.88	\$ 224.88	
100-510-5780			Encumbrance	257.00	256.00			1.00	\$ 1.00	
100-541-5110	Council on Aging		Custodian	2,391.89	2,391.89			-	\$ -	
100-541-5120			Outreach Worker	10,009.13	10,009.13			-	\$ -	
100-541-5205			Vehicle Maintenance Parts	585.00	57.03			527.97	\$ 527.97	
100-541-5400	Veterans		Expenses	9,534.97	7,307.91			2,227.06	\$ 2,227.06	
100-543-5400			Assessment	5,655.06	5,753.95			0.00	\$ 0.00	
100-543-5710			Benefits	14,000.00	10,647.00	98.89		3,353.00	\$ 3,353.00	
100-610-5100	Library		Director Salary	16,388.74	16,388.74			-	\$ -	
100-610-5110			Custodian	1,575.99	1,399.32			176.67	\$ 176.67	
100-610-5120			Librarian Salary	11,233.44	10,482.67			750.77	\$ 750.77	
100-610-5400			Expenses	16,280.97	16,153.55			127.42	\$ 127.42	
100-610-5780			Encumbrance	327.75	265.63			62.12	\$ 62.12	
100-620-5400	Park Commission		Expenses	2,699.15	1,872.86			826.29	\$ 826.29	
								775.93	\$ 775.93	
								50.36	\$ 50.36	

Town of Wales  
FY 2012 Appropriations

100-630-5400	Recreation	Expenses	3,800.00	3,120.00	680.00	\$	680.00
100-630-5780	Encumbrance		175.59	175.59	-	\$	-
100-691-5400	Historical Comm.		3,500.00	5,293.74	196.26	\$	196.26
100-692-5400	Mem. & Armistice		1,000.00	926.89	73.11	\$	73.11
100-710-5410	Long Term Debt	Fire Truck Principal	20,000.00	20,000.00	-	\$	-
100-710-5420		Fire Truck Interest	5,150.00	5,150.00	-	\$	-
100-710-5430		Highway Truck Principal	14,000.00	14,000.00	-	\$	-
100-710-5770		Highway Truck Interest	1,232.00	1,232.00	-	\$	-
100-759-5762	Treasurer	Interest on Loans	1,000.00		1,000.00	\$	1,000.00
100-911-5110	County Retir.	Assessment	96,369.00	96,369.00	-	\$	-
100-913-5100	Unemployment	Insurance	4,000.00	3,325.26	674.74	\$	674.74
100-914-5100	Chapter 32B	Insurances	365,000.00	350,177.00	14,823.00	\$	7,623.00
100-914-5780		Encumbrance			85.00	\$	85.00
100-916-5100	Medicare	Expense	37,474.00	22,102.41	15,371.59	\$	15,371.59
100-945-5700	Ins. & Bonds		52,000.00	54,836.39	770.00	\$	770.00
	<b>Total</b>		<b>\$ 103,944.07</b>	<b>\$ 3,686,940.73</b>	<b>\$ 3,560,163.89</b>	<b>\$ 0.00</b>	<b>\$ (768.25)</b>
					<b>\$ 229,952.66</b>	<b>\$ 160,242.52</b>	<b>\$ 69,710.14</b>
100-810-5620-00	Assessments	RMV	\$ 3,900.00	\$ 3,580.00	320.00	\$	320.00
100-810-5620-01		Air Pollution	\$ 469.00	\$ 469.00	-	\$	-
100-810-5620-02		RTA	\$ 2,332.00	\$ 2,332.00	-	\$	-
100-810-5620-03		School Choice	\$ 61,050.00	\$ 132,902.00	(71,852.00)	\$	(71,852.00)
100-810-5620-04		STRAP	\$ 13,543.00	\$ 13,543.00	-	\$	-
	<b>Total</b>		<b>\$ -</b>	<b>\$ 81,294.00</b>	<b>\$ 152,826.00</b>	<b>\$ -</b>	<b>\$ (71,532.00)</b>
					<b>\$ 158,420.66</b>	<b>\$</b>	<b>(1,821.86)</b>
	<b>Final Ending Balance</b>			<b>\$ 3,712,989.89</b>		<b>\$</b>	

6/30/12

		Recap Budget		Actual Receipts to Date	
		Detail	Totals	Detail	Totals
<b>TAX REVENUE</b>					
Real Estate	100-000-4120-xx		2,619,593.20	2,474,209.08	
Personal Property	100-000-4110-xx			122,739.75	
Tax Title	100-000-4173-00		-	28,613.98	
	<b>Total</b>		<b>2,619,593.20</b>		<b>2,625,562.81</b>
<b>STATE RECEIPTS</b>					
Ch 70	100-810-4320-00		725,004.00	725,004.00	
Unrestricted State Aid	100-810-4320-01		185,338.00	185,338.00	
Veteran's Benefits	100-810-4320-05		7,884.00	9,685.00	
Exemptions	100-810-4320-03		9,014.00	9,687.00	
State Owned Land (PILOT)	100-810-4320-02		26,059.00	26,059.00	
	<b>Total State Aid</b>		<b>953,299.00</b>		<b>955,773.00</b>
<b>LOCAL RECEIPTS</b>					
Description					
<b>Motor Vehicle Excise</b>	100-000-4150-xx		<b>159,000.00</b>	<b>168,074.69</b>	<b>168,074.69</b>
Other Excise					
Registry	100-000-4650-00	3,400.00		3,100.00	
Tax title interest	100-000-4173-00	5,000.00		4,197.31	
Collector Advertising Costs	100-000-4175-00			133.00	
Tax collector interest	100-000-4800-00	21,000.00		30,357.70	
Tax coll. Check fee	100-000-4190-00				
Tax title legal fees	100-145-4170-00	4,000.00		2,431.52	
<b>Penalties &amp; Interest</b>			<b>33,400.00</b>		<b>40,219.53</b>
In lieu of taxes (Brookside Village)	100-000-4180-00				
in lieu of taxes (foreclosure auction)	100-000-4180-01				
Charges for Services-water		8,100.00	8,100.00	9,252.00	9,911.88
Charges for Services-sewer				659.88	
Charges for Services-hospital					
Charges for Services-trash disp.					
Other charges for services					
Town Clerk	100-161-4290-00	125.00		79.00	
Court	100-000-4700-00	350.00			
MV reimbursement	100-000-4770-00	4,800.00		1,925.00	
<b>Fees</b>			<b>5,275.00</b>		<b>2,004.00</b>

Town of Wales  
FY12 Revenue Budget

Rentals			
Departmental Rev. - school			
Departmental Rev. - library			
Departmental Rev. - cemetery			
Departmental Rev. - Recreation			
Assessors	100-000-4450-00	35.00	147.25
Misc.	100-000-4290-01	75.00	831.69
Police Dept.	100-210-4700-00	140.00	
Police Road Detail	100-210-4290-00	1,000.00	1,583.65
<b>Other Dept. Revenue</b>		<b>1,250.00</b>	<b>2,562.59</b>
Dog licenses	100-161-4429-00	2,500.00	2,203.00
Planning Board Licenses	100-175-4420-00	250.00	312.50
B.O.H. permits/inspections	100-510-4420-01	2,900.00	4,265.00
Selectmen	100-122-4290-00	1,500.00	3,474.00
Plumb/Heat/Gas	100-243-4420-00	300.00	
Fire Inspector TS	100-220-4420-00	450.00	
Electrical	100-245-4420-00	250.00	
Driveway	100-422-4420-00	40.00	
<b>Licenses &amp; Permits</b>		<b>8,190.00</b>	<b>10,254.50</b>
Civil Fines	100-000-4840-00	150.00	350.00
Greasy Payback	100-000-4840-02	610.00	300.00
Parking tickets	100-161-4700-00	50.00	
<b>Fines &amp; Forfeits</b>		<b>810.00</b>	<b>650.00</b>
Investment Income	100-000-4800-01	2,000.00	1,844.59
bank/payroll adj	100-710-4840-00		38.73
Misc. Recurring			
Foreclosure auction			88,412.28
(less value adjustment)			(18,412.28)
Misc State revenue	100-000-4330-03		14,470.00
Medicaid Reimbursement	100-000-4290-02	15,000.00	12,348.66
Misc. Non-recurring	100-199-4840-00	8,021.00	10,692.24
Norcross	100-684-4151-00	5,000.00	5,000.00
<b>Miscellaneous Non-recurring</b>		<b>28,021.00</b>	<b>112,510.90</b>
<b>Total Local Receipts</b>		<b>246,046.00</b>	<b>348,071.41</b>
<b>Total Revenue Comparison</b>		<b>3,818,938.20</b>	<b>3,929,407.22</b>

City/Town/District of Wales  
Cash Reconciliation for June 30, 2012

Total Treasurer's Cash and Investments (6/30 quarterly report)	\$ <u>1,318,707</u>
Other trust funds not in custody of Treasurer	<u>                    </u>
Total Cash and Investments	<u><u>1,318,707</u></u>

Accountant's/Auditor's Cash and Investments (per balance sheet)

General Fund	\$ <u>721,613</u>
Special Revenue Funds	<u>289,300</u>
Capital Projects Funds	<u>2</u>
Enterprise Funds	<u>                    </u>
Trust and Agency Funds	<u>333,562</u>
Total per general ledger	\$ <u><u>1,344,477</u></u>

Reconciling Items (specify)

Warrants Payable	\$ <u>                    </u>
Petty Cash	<u>                    </u>
Funds in transit	<u>-25,770</u>
<u>                                    </u>	<u>                    </u>
<u>                                    </u>	<u>                    </u>
<u>                                    </u>	<u>                    </u>

Total Adjusted Accountant's/Auditor's Cash and Investments	\$ <u><u>1,318,707</u></u>
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Variance (explain)	\$ <u><u>0</u></u>
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Treasurer <u>Form signed on Gateway</u>	Date <u>                    </u>
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Accountant/ Auditor <u>Form Signed on Gateway</u>	Date <u>                    </u>
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City/Town of Wales  
**Schedule of Outstanding Receivables**  
**June 30, 2012**

	<b>Detail per Treasurer/ Collector</b>	<b>Balance per General Ledger</b>	<b>Variance</b>
<b>Real Estate Taxes</b>			
Levy of 2012	133,822	133,822	0
Levy of 2011	44,335	44,335	0
Levy of 2010	11,331	11,331	0
Levy of 2009	505	505	0
Prior Years	2,437	2,437	0
Total	192430	192430	0
<b>Personal Property Taxes</b>			
Levy of 2012	1,190	1,190	0
Levy of 2011	421	421	0
Levy of 2010	74	74	0
Levy of 2009	7	7	0
Prior Years			0
Totals	1692	1692	0
<b>Deferred Property Taxes</b>		-	0
<b>Taxes in Litigation</b>		-	0
<b>Motor Vehicle Excise</b>			
Levy of 2012	25,128	25,128	0
Levy of 2011	7,585	7,585	0
Levy of 2010	2,614	2,614	0
Levy of 2009	1,495	1,495	0
Prior Years	1,589	1,589	0
Total	38412	38412	0
<b>Tax Liens/Tax Title</b>	34,303	34,303	0
<b>Tax Foreclosures/Tax Possessions</b>	19,480	19,480	0

Please attach a brief description of the variances.



City/Town of Wales  
**Schedule of Outstanding Receivables**  
**June 30, 2012**

	Detail Per Department Head	Balance per General Ledger	Variance	* Initial of Department Head
<b>Other Excise Taxes</b>				
Boat Excise	-	-	0	
Farm animal excise	-	-	0	
Classified forest land	-	-	0	
Other: _____			0	
Other: _____			0	
<b>User Charges Receivable</b>				
Water			0	
Sewer			0	
Other: _____			0	
Other: _____			0	
Other: _____			0	
Other: _____			0	
<b>Utility Liens Added to Taxes</b>			0	
<b>Departmental and Other Receivables</b>				
Ambulance			0	
Other: _____			0	
Other: _____			0	
Other: _____			0	
Other: _____			0	
<b>Special Assessments Receivable</b>				
Unapportioned assessments			0	
Apportioned assessments added to taxes			0	
Committed interest added to taxes			0	
Apportioned assessments not yet due			0	
Suspended assessments			0	
Special assessments tax liens			0	

**Please attach a brief description of the variances.**

Accountant/Auditor	<u>Form signed on Gateway</u>	Date	<u>                    </u>
Collector/Treasurer	<u>Form signed on Gateway</u>	Date	<u>                    </u>
Treasurer	<u>Form signed on Gateway</u>	Date	<u>                    </u>

\*The department head responsible for detail balances reported must initial.

**Massachusetts Department of Revenue, Division of Local Services**  
**Bureau of Accounts ~ Automated Statement of Indebtedness**

City/Town/District of : Wales

**FY2012**

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2011	+ New Debt Issued	- Retirements	= Outstanding June 30, 2012	Interest Paid in FY2012
Buildings				0.00	
Departmental Equipment	128,000.00		34,000.00	94,000.00	5,352.00
School Buildings				0.00	
School - All Other				0.00	
Sewer				0.00	
Solid Waste				0.00	
Other Inside				0.00	

SUB - TOTAL Inside	\$128,000.00	\$0.00	\$34,000.00	\$94,000.00	\$5,352.00
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Long Term Debt Outside the Debt Limit	Outstanding July 1, 2011	+ New Debt Issued	- Retirements	= Outstanding June 30, 2012	Interest Paid in FY2012
Airport				0.00	
Gas/Electric Utility				0.00	
Hospital				0.00	
School Buildings				0.00	
Sewer				0.00	
Solid Waste				0.00	
Water				0.00	
Other Outside				0.00	

SUB - TOTAL Outside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL Long Term Debt	\$128,000.00	\$0.00	\$34,000.00	\$94,000.00	\$5,352.00
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*Please complete all sections of this report and return it to the Public Finance Section no later than September 30, 2012.*

I certify to the best of my knowledge that this information is complete and accurate as of this date.

Treasurer: Signed in Gateway Date: \_\_\_\_\_

I certify that long and short term debt as identified in this Statement of Indebtedness is in agreement with the general ledger controls in my department and are also reflected on the balance sheet.

Accounting Officer: Signed in Gateway Date: \_\_\_\_\_

<b>Delivery By U.S. Mail</b>	<b>Phone/Fax</b>	<b>FedEx, UPS, Other Delivery</b>
Public Finance Section	(617) 626-2399	Public Finance Section
Division of Local Services	(617) 626-2382	Division of Local Services
PO Box 9569	(617) 626-4110	100 Cambridge St.
Boston MA 02114-9569	Fax (617) 626-3916	Boston MA 02114



***BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS DETAIL***

Long Term Debt					
Inside the Debt Limit Report by Issuance	Outstanding July 1, 2011	+ New Debt Issued	- Retirements	= Outstanding June 30, 2012	Interest Paid in FY2012
Fire Truck	100,000.00		20,000.00	80,000.00	4,120.00
Dump Truck	28,000.00		14,000.00	14,000.00	1,232.00
				0.00	
				0.00	
				0.00	
				0.00	
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				0.00	
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				0.00	
				0.00	
				0.00	
TOTAL	128,000.00	0.00	34,000.00	94,000.00	5,352.00
				Must equal page 1 subtotal	

Long Term Debt						
Outside the Debt Limit by Issuance	Report	Outstanding July 1, 2011	+ New Debt Issued	- Retirements	= Outstanding June 30, 2012	Interest Paid in FY2012
					0.00	
					0.00	
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Short Term Debt Report by Issuance	Outstanding July 1, 2011	+ Issued	- Retired	= Outstanding June 30, 2012	Interest Paid in FY2012
October 2011 snow storm	0.00	289,812.45		289,812.45	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
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TOTAL	0.00	289,812.45	0.00	289,812.45	0.00
				Must equal page 2 Total	

## Wales Animal Control Report 2012

We want to begin this 2012 report by noting that as of October 31st, 2012, the state updated the Massachusetts General Laws. The laws affect many aspects of the animal control function in our municipality. We believe that it will provide long term benefits to the animals, the public, and to our Animal Control Officer, (ACO) while saving our town money, too.

I have included a few updates to the law here; the law may be viewed in its entirety at [www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter193](http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter193).

We are happy to say that in general, animal control calls are down. The predominate calls are barking dogs, dogs chasing or killing livestock, and six stray dogs that did not have owners. We saw an increase in dogs hit by cars this year; most were during the winter months when snow banks hid the view of dogs and drivers alike.

1. **Dangerous Dog provisions:** The new law specifically prohibits regulations based on breed alone. It also prevents “banishing” a dog to another community, recognizing that this does not address the underlying issues regarding the dog’s behavior.
2. **Stray hold period:** The stray hold period is now a statewide standard 7 days. Given that almost all stray dogs who are reclaimed go back home within 3 days of impoundment, this will allow dogs to be adopted or sent to another placement organization sooner. We do not euthanize adoptable dogs.
4. **ACO Training:** The new law sets up a statewide Homeless Animal Prevention and Care Fund that will offer a spay/neuter and vaccination program and also provide training to Animal Control Officers. Animal Control Officers must now be trained and certified. The Wales ACO has been trained for over a decade and keeps current by attending yearly trainings.
7. **Spay/neuter deposit:** This law was always listed but the fee for the deposit has gone up. The town of Wales spays or neuters dogs before being placed in a home.
9. **Microchip or tattoo scanning:** The new law requires that, before euthanizing any animal or giving or turning over an animal to anyone else, an ACO must examine the animal for a microchip and a tattoo. The Massachusetts Animal Coalition and the American Humane Association donated a state of the art scanner to our ACO to be used in the four towns where she works.
10. **Tethering:** Dogs kept outdoors may not be tethered 24 hrs a day; no puppy under six months may be tethered at any time. This section also addresses “filthy and dirty” conditions when a dog is kept outside.
11. **Restraining Orders:** Whenever the court issues a temporary or permanent vacate, stay away, restraining, or no contact order or a judgment, or a temporary restraining order, or preliminary or permanent injunction relative to a domestic relations, child custody, and domestic abuse or abuse prevention proceeding, the court may order the possession, care and control of any domesticated animal owned, possessed, leased, kept, or held by either party or a minor child residing in the household to the plaintiff or petitioner. The court may order the defendant to refrain from abusing, threatening, taking, interfering with, transferring, encumbering, concealing, harming or otherwise disposing of such animal.

**In closing, Please remember that Massachusetts General Law requires that all dogs cats, and ferrets, in Massachusetts be vaccinated against rabies and that dogs all be licensed.**

**Please remember that if you are feeding stray cats, you will be considered their owner and they must be up to date on rabies.**

**LICENSING:** All dogs in Wales must be licensed by May 31<sup>st</sup> each year, which includes puppies that are six months old. Avoid the extra expense, now a \$75 fine and/or being sent to court; See the Town Clerk's report for more information.

**DOG BITES:** If you or your family members are bitten by a dog, it is important to go to the emergency room and be seen by a doctor. We are often told that a dog has bitten someone else before, but unless we have written evidence, we cannot act.

**NUISANCE DOGS:** If you want to make a complaint about a nuisance dog there are complaint forms available at the Town Hall. *Please try to approach your neighbors first, and work things out, before filing a complaint or calling animal control.*

**LOOSE and LOST DOGS:** The Town of Wales has a leash law. There is a \$25.00 fine for having a dog off leash in public, as well as a \$25.00 fee for picking up the dog. If the dog does not have a current rabies vaccination, there is an additional \$100.00 fine and the dog will not be released until arrangements have been made to get the dog vaccinated. The fee is \$10.00 per day for an impounded dog's food and care.

If your own dog is lost, don't hesitate! Call animal control, the police department, and the Town Offices. Call other towns as well, since some breeds can travel long distances. Leave your phone number and a description of the dog.

Respectfully –  
Wendy LeSage  
Certified Animal Control Officer  
Town of Wales

**REPORT OF THE  
BOARD OF ASSESSORS  
2012**

The Board of Assessors received approval of the Fiscal 2013 tax rate. The total assessed value of the Town of Wales is \$159,506,347 The total amount to be raised is \$4,202,562.49 and the total estimated receipts and other revenue sources are \$1,479,789.14 In accordance with Chapter 40 Section 56, the Board of Selectmen voted a single tax rate. The Fiscal 2013 tax rate is \$17.07.

**CLASSIFIED TAX LEVIES AND RATE:**

<b>Class</b>	<b>Levy Percentage</b>	<b>Levy By Class</b>	<b>Valuation</b>	<b>Tax Rate</b>
<b>Residential</b>	<b>91.8699</b>	<b>2,501,409.15</b>	<b>146,538,250.00</b>	<b>17.07</b>
<b>Commercial</b>	<b>1.8472</b>	<b>50,295.07</b>	<b>2,946,390.00</b>	<b>17.07</b>
<b>Industrial</b>	<b>.05521</b>	<b>15,032.43</b>	<b>880,700.00</b>	<b>17.07</b>
<b>Personal</b>	<b>5.7308</b>	<b>156,036.70</b>	<b>9,141,007.00</b>	<b>17.07</b>

In Fiscal 2013 there were 1,251 parcels and the new growth was \$34,027. We also issued 2482 motor vehicle bills.

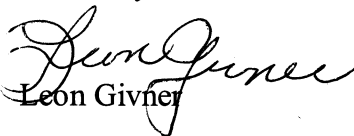
The Board of Assessors would like to take the opportunity to thank the Townspeople for their cooperation during the past year.

Respectfully submitted:



Beverly Poirier

Rosemary Burdick

  
Leon Givner

Board of Assessors



## BOARD OF HEALTH

During 2012, the Board of Health continued to serve the people of Wales in meeting the challenges of environmental and public health needs. In addition to the day-to-day work for Wales, we also provided the following services.

**Percolations tests and septic installation permits:** The Board or its agent witnessed 16 percolation tests, issued 10 permits to install/repair septic systems, and issued 6 well permits.

**Public Beaches:** The Board continues to monitor the public beaches during swimming season (May – August). The beaches enjoyed another successful swimming season. There were no closures during the beach season. The State of Massachusetts now requires local Boards of Health to issue beach permits. Three beach permits were issued in 2012.

**Public Health Nurse:** The Board continues to contract with Harrington Hospital to provide public health nurse services to the town.

**Continuing Education/Training:** The members of the Board and its representatives are actively involved in a variety of organizations, committees and training sessions to remain apprised of ongoing or newly enacted regulations. The Board of Health is active in the BT Region II Public Health Coalition, Massachusetts Association of Health Boards, and the Massachusetts Health officers Association.

### **During 2012, the Board issued the following permits:**

Milk & Cream Permits	3
Disposal Works Installers Permits	8
Non-Profit Food Permit	1
Food Service Permits	3
Retail Food Permit	2
Campground Permit	1
Swimming Pool Permit	1
Temporary Food Permits	7
Septage Haulers Permits	4
Bed & Breakfast Permit	1
Trash Haulers Permits	4

Respectfully submitted,

Monica Boyce, Chairperson



## TOWN OF WALES

### Board of Selectmen

3 Hollow Road  
P.O. Box 834  
Wales, MA 01081

Telephone:  
413-245-7571 ext. 100  
Facsimile:  
413-245-6197

Select@townofwales.net  
www.townofwales.net

It is with a heavy heart and much appreciation that I submit my final report as Chairman of the Board of Selectmen. We began the fiscal year with the re-election of my colleague and good friend Jeff Vannais. Working with both Mr. Vannais and Mr. Milanese has been a wonderful experience and I thank both men for their dedication and commitment to the Town of Wales.

Under Mr. Milanese's leadership, we spent a considerable amount of time this year evaluating our facility needs and making investments where appropriate. We realize the Town's infrastructure is critical to the operation of the Town and have made that a top priority during this fiscal year. Some improvements include, painting both the Town Office and Old Town Hall, a new hot water heater, new heating system for the Animal Shelter and Fire Department, a new furnace at the Library, and electrical wiring upgrades at the Police Department to name a few. Also, working with our Emergency Management Director, Detective Erin Hastings, we have secured funding and invested in a new generator to be placed at the Town Office building. I would also like to thank Detective Hastings for her service as EMD. She has proven to be an invaluable asset and I have enjoyed working with her. Erin has announced she will not continue her service as EMD into the next fiscal year, but will stay on as Detective for the police department. I'm grateful for her continued service to the people of Wales.

In other personnel business, we recognized Lynn Greene, who retired from the Town Clerks office last summer. Lynn has spent over 20 years serving the people of Wales, from Town Clerk, to Treasurer, to her service at the Wales Elementary School. I am grateful for all she has done and continues to do for the people of Wales. Lynn is a true treasure and I'm glad that I had the opportunity to work with her in both her capacities as Town Clerk and Town Treasurer. Lynn, I wish you the best of luck in your semi-retirement.

Sadly, our Police Chief, Dawn Charette has announced she will retire from her position at the end of May. The Board of Selectmen has begun a search for the Chiefs replacement. In my entire tenure as Selectman, I have had the true honor and joy to work with Chief Charette very closely. Chief Charette is the consummate professional, working tirelessly day in and day out to provide the highest level of community policing to the people of Wales. As Selectman, I have the opportunity to work with a number of public safety personnel and without a doubt Chief Charette is the golden standard that one should aspire to be. I have seen the Chief bring her department to the next level, working hard each day, never asking what's in this for me, but rather, what can I do to help. I have grown to not only respect the Chief as a public safety professional, but value her as an advisor and above all, a dear friend. Chief, I wish you my sincere best in your retirement. You have left a mark on the Police Department and Town of Wales that will be valued and admired for generations to come. Thank you for your dedicated service.

In other news, we took the necessary steps to upgrade our Public Safety Communications system that will benefit all branches of Public Safety and streamline our communication process. I would like to thank Fire Chief, Jody Bennett and Deputy Chief, John Croake for their tireless effort in getting this project done. I am convinced this was the right investment and will ensure increased collaboration for our public safety departments. In addition, the Board negotiated a successful contract with a number of bargaining units this past year. Working within our means, I have found these negotiations to be the best way to ensure financial stability for the Town for years to come. Wales is without a doubt, in the best financial position we have been in for many years. We are approving sound, reasonable budgets, saving money wherever possible, and investing in the proper areas. We have a great Financial Team, and I'm proud to have worked closely with them over my six years on the board.

I would be remiss, if I didn't take this opportunity to thank our Executive Secretary, Kaye Worth, for her dedication and service to not only the Board of Selectmen, but the entire Town. The truth is that without Kaye, I'm not sure how the wheels would continue to spin. Her institutional knowledge, love and admiration for the entire Town make me so proud to have had the opportunity work with her day in and day out. She was always available for counsel and advice and above all represented the Board on a daily basis with pride and dignity. Kaye, thank you for all you have done, and all you continue to do for the Town of Wales. From the bottom of my heart, thank you for your assistance and friendship over these last six years, you're simply the best!

On a personal note, I will be retiring from the Board in June. When I made the decision to run six years ago, I did so because of my deep commitment and love for the people of Wales. These last six years have been an amazing experience, having had the opportunity to serve my home town is not something I take lightly and I'm grateful to everyone in town for their support. Many have called and asked me to stay and thanked me for my service. The truth is I'm the lucky one, few are afforded the privilege of representing their home town, and the trust and respect you've placed in me will never be forgotten.

Some have asked where I'll go from here, and the truth is, I'm not sure. I will continue to represent the town on the Tantasqua School Committee and am grateful for the opportunity to become Chairman of that body; the first in the 60 year history of the district to be from Wales. It's an honor and I am sincerely grateful. One thing is for certain, my love and commitment to the Town of Wales will be everlasting, and from the bottom of my heart, thank you for all that each of you has taught me. That truly is my richest reward.

On behalf of the Board of Selectmen, I sincerely wish each of you great success in your future endeavors. Until our paths cross again!

Respectfully Submitted,

Michael J. Valanzola  
Chairman



## **Brimfield Ambulance Service, Inc.**

34 Wales Road  
Brimfield, MA 01010

Emergency 911 or (413) 245-7222

Business (413) 245-6677

you with a whole emergency medical team - emergency dispatch operators, emergency medical technicians and paramedics. who are specifically trained to handle these situations.

Once on the scene our Paramedics, EMT's are trained and equipped to begin assessing and administering emergency care. They are in communication with the hospital's emergency department and are able to alert the hospital to the patient's condition prior to arrival.

Driving someone to the hospital could put them at greater risk: Getting through traffic with a seriously ill patient in your vehicle can be very distracting. Most individuals are not trained or equipped to safely provide emergency medical care. Few people carry life-saving equipment in their vehicle. Moving some patients could make their condition worse.

### **How can you help in a Medical Emergency?**

1. Just dial 9-1-1. The information you give the dispatch operator helps EMS help you.
2. Describe the emergency; speak slowly and calmly.
3. Give your name and phone number
4. Give the exact location/address and nearby landmarks.
5. Give name, age and number of patient(s), if known.
6. Follow the dispatcher's instructions and answer all questions
7. Don't hang up until you are told to do so.
8. Don't leave the scene until help arrives.

### **What to do until help arrives**

1. If you were given specific instruction by the dispatch operator, remember them and carry them out. Don't move someone who is injured unless they are in danger.
2. Try to keep the person as warm and comfortable as possible. Do not give the patient anything to eat or drink.
3. If someone else is with you send them to meet the ambulance. Make it easy for the ambulance crew to spot you by turning on a porch light, or send someone to the street to flag down the ambulance
4. Clear a path to the patient; move cars, furniture, plants, etc.
5. Close off pets from rescuers
6. Gather or write down the patients medications and allergy information to give EMS.
7. Gather patients medical history form.

The men and women who respond to a 9-1-1 call in the towns of Brimfield, Holland or Wales are a very dedicated group of EMTs and Paramedics. Every year we thank them for being part of Brimfield Ambulance Service, Inc. with the knowledge that without them our service would not exist. Thank You!!

Mark your calendar - Our Annual Plant Sale will be held on the Brimfield Town Common Saturday, May 25. We look forward to seeing you and helping you brighten your yard with beautiful flower selections.

## ANNUAL REPORT OF THE BUILDING INSPECTOR OF CALENDAR YEAR 2012

This is a summary of the permit activity for the year 2012.

New Homes	4	Repairs/Roofing/Siding	30
Residential Add./Re-Model	3	Woodstoves/Chimneys	13
Sheds/Barns	5	Commercial New	0
Residential Garages	0	Commercial Ad./Alter	0
Decks	4	Demolition Residential	1
Swimming Pools	0	Temporary Housing	1

There were 61 permits issued in 2012

### The following is the Building Inspectors financial report for Fiscal 2012

#### Building Inspector Revolving Acct. Activities 1/1/12-12/31/12

Permit Fees collected  
January 2012- December 2012

Building Department  
Revolving Acct.  
Salary Withdrawals

\$ 8057

Building Inspector  
\$6445.60

Building Department Clerk  
\$1560.00

**The Building Inspector hours are:** Tuesday 6:00-7:00pm. Building permits and Occupancy permits will be issued during these hours only. Inspections will be made by appointment.

**For information and inspections call:** Ted Tetreault 413-245-7571 ext. 130

## **The Building and zoning Department**

The Building and Zoning Department is located in the Wales Town Hall at 3 Hollow Rd. The Building Department is responsible for the inspection and permitting for new construction and/or alteration to any structures within the town. They also have the authority to enforce the Towns Zoning By-Laws, Building Code Regulations and Commonwealth of Massachusetts State Regulations 780 CMR.

780 CMR 110.1 Permit application: It shall be unlawful to construct, re-construct, alter, repair, remove or demolish a building or structure; or to change the use or the occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing a written application with the building official and obtaining the required permit therefore.

### **DIG SAFE**

Dig Safe is an important step if you plan on doing any excavation on your property. You or your contractor should call Dig Safe to locate all underground utilities. Dig Safe number is 1-888-DIG-SAFE. Dig Safe requires 72 hours notice so they can get in contact with all utilities. If you fail to contact Dig Safe and you damage underground utilities you could be liable to pay for the repairs. This could cost you hundreds or maybe thousands of dollars just for not making a phone call. DIG-SAFE is a free service.

### **A Word of Advice from the Building Inspector**

Protect your Investment!!! Always obtain quotes from a minimum of three contractors. Check to make sure the contractors have the necessary licenses, insurance, etc. Have the contractor supply you with a list of references. Check out these references, don't ignore them. They can be an excellent source of information about the contractor. Check with the Better Business Bureau and the Massachusetts Attorney General to see if any complaints have been filed against the contractor in the past. Then make your best decision from the information collected. If you follow these few steps you may avoid costly delays or problems in the future.

Respectfully submitted

Ted Tetreault  
Building Inspector

***Town of Wales***  
***Capital Improvement Planning Committee***

**FY 2013 Annual Report**

The Capital Improvement Planning Committee (CIPC) has been very active over the past year, evaluating a number of capital equipment requests by town departments, discussing priorities and formulating a plan for saving towards those large acquisitions that will be necessary over the next few years. The Town bylaw establishing the CIPC defines a "Capital Improvement" as an expenditure costing \$25,000 or more and expected to last at least five years before needing replacement, such as buildings and vehicles, as well as high cost equipment. Routine annual expenditures are excluded.

Per the town bylaws, the CIPC is comprised of one representative from each of the Board of Selectmen, the Finance Committee, the Planning Committee and the School Board, plus one member at-large chosen by the Selectmen, and the town's Executive Secretary as a non-voting member. We usually meet on the fourth Wednesday of every month at the Town Offices. The CIPC oversees the Capital Improvement Stabilization Fund, which is meant to promote a practice of saving up for anticipated capital purchases rather than borrowing money.

One of the issues CIPC worked a lot on over the past year was evaluating options for replacing the Fire Rescue Truck, which was very much at the end of its service life. Earlier this year, CIPC and the entire town acted quickly to take advantage of an opportunity to acquire an excellent used Heavy Rescue truck from our neighbors in Stafford. The result of that activity, leading to a 85-0 vote in favor (with one abstention) at the March 6 Special Town Meeting, is Wales now has more fire rescue capability than we were otherwise going to have -- for the same amount of money we were going to have to spend anyway to get substantially less. The Rescue Truck is the only vehicle purchase CIPC is recommending this year.

Looking forward in terms of the updating the town's vehicle fleet, a loader or backhoe-loader for the highway department and a replacement police cruiser are planned for the next couple of years, with exact timing to be determined by town finances and vehicle conditions over the next year. CIPC keeps a record of department requests for capital purchases and a spreadsheet of our current forecasted recommendations for the next several years on the Town of Wales website:  
<http://townofwales.net/index.php/bc/cipc>

Please note and understand that recommendations for future years are based on forecasted vehicle lifetimes and available revenues and are very much subject to change as CIPC continually weighs the operational needs of the town against our ability to pay for them.

CIPC does not have any power to allocate or spend money. CIPC is a recommending committee created to assist residents in making wise long-term capital expenditures by making information available while documenting the rationale for proposed spending. Only the voters at a Town Meeting can authorize expenditures from this fund. For FY14, the Capital Improvement Planning Committee joins the Finance Committee in recommending a transfer of \$25,000 from Norcross and \$40,000 from Free Cash into the Capital Improvement Stabilization Fund in preparation for future capital purchases.

Roy Lainson, who has represented the Finance Committee on CIPC for the past two years, will be stepping down to focus on chairing FINCOM and be replaced by Howard Whyte. I believe I speak for everyone on the CIPC in thanking Roy for his participation and leadership as the Capital Improvement Planning Committee has evolved from an inactive status to the fully re-established committee that it is today. We look forward to welcoming Howard, whose able diligence is already apparent from his work at FINCOM.

Best Regards,

Ed Boyce, Chair (serving as the School Committee representative on the CIPC)  
Capital Improvement Planning Committee

Michael Milanese (Board of Selectmen)  
Roy Lainson (Finance Committee)  
David McClain (Planning Board)  
Kaye Worth (Town Executive Secretary – non-voting member)



# **WALES CEMETERY COMMISSION**

**3 Hollow Road, PO Box 834**

**Wales, MA 01081**

**In the past year the Cemetery Commission has, in cooperation with the Historical Commission, completed a total restoration of the Hearse House on Union Road. The floor and doors have been replaced and the exterior of the building has been painted. Grading of the property for easier access has also taken place and a sign has been added to designate the historical significance of the building.**

**Back in August the Cemetery Commission worked alongside the Historical Commission to bring out one of Wales historical treasures, the old Town Hearse for the Wales 250<sup>th</sup> Celebration Parade. The hearse, which was made by the local blacksmith circa. 1892 is one of the few originals remaining in New England. Our special thanks go out to Steve Valle of Valle Forge who generously donated use of his truck and trailer to us.**

**Finally, we are pleased to report that work has been completed on the building in Cemetery #4 which will serve both as a storage facility and a seasonal office for the Cemetery Commission.**

**Respectfully Submitted,**

**Wales Cemetery Commission**

**William Towns, Chair**

**Judith Jegelewicz, Secretary**

**David Worth, Member**

# **Conservation Commission Annual Report**

Local conservation commissions in Massachusetts are responsible for enforcement of the Massachusetts Wetlands Protection Act. Projects within 100 feet of a lake, pond, or wetland and within 200 feet of a river or stream are generally covered by the act. If you are planning a project within these distances you need to be aware of the Wetlands Protection Act and plan accordingly. The commission will be glad to assist you if you have any questions regarding compliance or required permitting for your project.

The conservation commission is currently holding meetings on the first Monday of each month at 7:30 PM at the town hall. If the first Monday falls on a holiday we meet on the second Monday, same time, same place. If our schedule picks up we will go back to meeting twice per month.

All required paperwork has been filed with the Massachusetts Department of Environmental Protection. There is one Order of Conditions currently under appeal with the D.E.P.

There are currently vacancies on the conservation commission. No experience is necessary, and training is available. We would be happy to have some new members as we have been short-handed for a couple of years. If you're interested in the environment and want to help out your town, now's the time. Anyone who is interested can contact Bill Bozenhard at (413) 250-4671.

Respectfully Submitted,

The Wales Conservation Commission

William Bozenhard

Norma Thomson

Bridgett Smith, Clerk

# **TOWN OF WALES COUNCIL ON AGING**

85 Main Street, PO Box 337

Wales, MA 01081

413-245-9683

As in past years, we would like to begin by thanking those that have offered us their moral and financial support throughout the year: the Executive Office of Elder Affairs for their grant of \$3500.00 which enables us to send out 350 newsletters monthly and helps defray the costs of our Yoga, Strength Training, and Arthritis Foundation classes; Greater Springfield Senior Services for their grant of \$6500.00 which funds our Outreach Program allowing us to provide 846 units of information and referral to Homecare Services, Meals on Wheels, Money Management, and which permits us to provide help with Fuel Assistance, Food Stamp, Mass Health, and Home Repair applications; to the taxpayers of Wales for providing funds for our staff and building operations; and finally, to Country Bank for their generous donation of \$2000.00 to our Gift Account.

Our thanks also go out to the Wales Community Pantry and its volunteers for shopping for, preparing and serving 4373 meals this year through our lunch program and for pick up and distribution of 11,560 lbs of food for the Food Pantry, the equivalent of 8892.3 meals, a 20% increase over last year, to local residents in need of nutritional assistance in these difficult financial times.

We would also like to take this opportunity to thank our volunteers, without whose help many of our programs would not be possible, for their service and dedication. Their efforts have made it possible for us to provide seniors with trips to medical appointments, grocery stores and to leisure activities and to serve the meals mentioned above. Together they have volunteered 2184 hours of service, saving the Town of Wales \$18,564.00.

In addition to the exercise classes mentioned above, in the past year we have been able to offer Wellness Programs such as Blood Pressure and Glucose Screenings, Foot Care, Hearing Testing, and a Flu Shot Clinic and informational programs such as Identity Theft Protection, RMV Safe Driving Course, Elder Law Services, Veteran's Coffee Hours, Medicare Fraud Awareness, and social activities such as a Pitch League, Cribbage League, Thanksgiving, Christmas and St. Patrick's Parties, all at no cost to the Town.

Respectfully submitted,

Judith M. Jegelewicz, Director

Wales Council on Aging

Gerard Bernier, Chair  
William Towns  
Sandra Tunstall

David Worth  
Ted Wysocki

ANNUAL REPORT FROM THE INSPECTOR OF WIRES  
2012

3	NEW SINGLE FAMILY HOMES
9	SERVICE UPGRADES UP TO 200 AMPS
2	TEMPORARY SERVICE
1	BASEMENT RENOVATION
4	MISCELLANEOUS WIRING
1	GARAGE
2	BARN
1	FURNACE OR BOILER
2	COMMERCIAL PROJECTS
5	GENERATORS
1	POOL
1	TEMPORARY HOUSING
<b><u>28</u></b>	<b><u>THESE ARE PERMITS ISSUED IN THE YEAR 2012</u></b>

WALES INSPECTOR OF WIRES  
SCOT MANSFIELD  
413-245-7571 EXT. 124

# **Town of Wales**

## **Finance Committee Report for FY 2014**

### **OVERVIEW**

For the first time in a few years the budget has had a minimal increase. Our debt obligations are minimal, the Tantasqua bond is decreasing until it is paid off in 2016, and we are able to set aside funds in the General stabilization and Capital stabilization funds. Our General stabilization fund is now over \$160,000.

We are aware that we may have significant infrastructure and capital costs in the future and are trying to be pro-active by adding to our stabilization accounts. We also know the Department of Revenue is going to be looking to municipalities to begin setting aside funds for future post-employment benefits, and we will work toward this in the next fiscal year.

Our goal is to take care of the financial needs of the town, to be fiscally responsible and plan for the future, while trying to keep the burden on the taxpayers as low as possible. Despite the sustained and generally slow economy, we have several big-picture highlights in the FY14 Budget that we'd like to share:

- The proposed budget represents an increase over FY13 of only one quarter of one percent, which is a significantly smaller increase than we've seen in many years. For a budget of over \$3.8 Million, the FY14 budget is only \$9,000 higher than FY13.
- Once again, the Finance Committee was able to work with the Capital Improvement Planning Committee to set aside funds for the Capital Stabilization account. Having cash in the bank will help decrease the likelihood of taking out expensive debt exclusions in the near future.
- The Wales Elementary School & Tantasqua Regional budgets for FY14 are very lean and conservative and we owe them much gratitude in helping to keep our taxes low.

### **FY14 DETAILED BUDGET REMARKS**

- Every 3 years, the Board of Assessors is required by state law to perform a full revaluation of properties in town. Currently this requirement cost the town approximately \$7,000. The following two years will return to the normally budgeted amount of approximately \$500.
- The Planning Board Expense line item is up slightly this year for the purchase of a printer. The FY15 budget will return this line item to its pre-FY14 value.
- Over the last two years, the Town Office Expense line item has consistently been under budgeted and the Finance Committee has had to supplement this line item with funds from the Reserve Account. This trend is continuing again in FY13. For FY14, this line item has been increased by \$2,470 to avoid future Reserve requests.
- We have created a new line item for Building Inspector Clerk funded at \$1,560. This is not a new expense. Prior to FY14, this expense was paid out of the Building Inspector Revolving Account. This change should represent a near zero increase to the FY14 bottom line.

- This past year, the Finance Committee has completed a full review of the Town's Revolving Accounts and made recommendations to increase or decrease the Revolving Account cap to match actual account activity.
- The Finance Committee is recommending a restoration of some amounts to the Highway Department in an effort to help bring roads back up to appropriate standards. Most notably is the additional funding for a seasonal non-union employee throughout the summer. At this time, we are only recommending this item for FY14. In the upcoming year, we will work together with Highway and the BOS to determine if it should be continued in FY15. The sum of these increases amount to about \$20,000.
- We have increased the Cemetery Caretaker expense by \$1,000 to accommodate higher expenses. Prior to this year, this line has been level funded for multiple years.

The Finance Committee would like to thank each of the Departments, Boards and Committees who helped shape the FY14 Budget over the last few months. We would also like thank the residents of Wales for your continued support.

Very truly yours,

**The Wales Finance Committee**

Roy Lainson, Chairman

Valerie Bernier

Howard Whyte



In 2012, the Wales Fire Department had 212 calls, events and trainings:

- 118 medical related
- 43 fire related
- 2 motor vehicle accidents
- 1 carbon monoxide related
- 48 other

Our department continues to accept the challenges presented by the economy, demands for service, and ever changing technology. We constantly evaluate our operational platform to ensure it provides efficient and effective services to the community and make necessary changes when needed. The department also continues to collaborate regionally with other fire departments on training, specialized response teams, and of course mutual aid.

I would like to thank the membership for another outstanding year of service to our community. Special acknowledgement goes to the following:

Firefighter Croke for completing EMT training

Firefighter Lisiecki for completing EMT training

Firefighter Sacerdote for completing EMT training

Lieutenant Veroneau for securing the DCR grant

Captain Greene for his continued success in securing Assistance to Firefighters Grants

I would also like to thank the Capital Finance Committee, all the town office employees, police department, highway department, selectmen and voters for recognizing, understanding and supporting the need for replacing the rescue. With properly equipped and trained fire department personnel, we will continue to carry out our mission, "To save lives and conserve property".

Respectfully submitted,

Wales Fire Chief

Jody Bennett



**Massachusetts**

# **Town of Wales Highway Department**

We started the season off last spring a little short handed and didn't really get rolling until late summer/early fall. All in all it turned out to be a productive work season.

After spending the few first weeks in office, I spent much time each and everyday cleaning beaver dams from culvert pipes. It seemed such a huge waste of time, man hours, and fuel. To minimize the wasted man hours everyday cleaning debris from beaver dams on Monson RD, we installed two water flow devices. The cost of the devices were 900 dollars each and are guaranteed to work by the company that installed them. They maintain them and if needed remove any debris. I have been watching them closely for any problems, and am extremely satisfied with the way they work. So much so that I am considering placing some in other locations in town.

Next up was an effort to stop the flooding on McBride Rd. We cleaned up debris, removed and replaced 3 collapsed culvert pipes along with cutting down years of built up sand and debris on the edges of the road which prevented water from draining off. I am happy to say that not once since the work was done has the road flooded. It has remained passable throughout the year even in the heaviest downpours, cost was minimal and the effort paid off!

There are currently 4 other large culvert pipe projects in the works at various stages of completion. These are larger older steel pipes and the bottom 1/3 of them had rotted away making the road surface above sink and collapse. Many of you may be familiar with the areas on Monson RD, Sizer Drive, Stafford RD (New City RD) and another on Monson RD. You probably know where they are because of the way the road has been sinking/collapsing in these areas.

One 72 inch pipe on Stafford RD (New City Rd) is all but complete with just a little clean up work to be done. The road surface also has been repaired and I am pleased to say that folks cars won't be bottoming out there anymore.

Monson RD on the east end a new pipe has been installed but it was too late in the season for the bulkhead to be built. As soon as the water levels recede some and it warms up a bit we will be back to complete that particular pipe.

Monson RD on the west end of town we are still waiting for the proper pipe to be delivered, the first set of pipes sent were the wrong size and were sent back. The road surface will be repaired shortly and may be done before the annual town meeting.

The last on that list is Sizer Drive, the pipe is here at the garage, and as soon as water levels recede enough we will resume work there. The road surface has already been repaired, but the pipes and bulkhead still need to be installed.

Two roads were paved last fall. The upper end of Ainsworth Hill RD, and Shaw RD. These were pretty much the last big stretches of "dirt road" in town, and paving them will not only make them easier to maintain, but will also save wear and tear on the trucks in the winter season. There is still some clean



up and minor drainage work to finish on those roads this coming season.

We have also worked hard to clean up both in front and behind the town garage. Mostly old debris, overgrown trees, weeds and wild bushes, we graded, hand raked and seeded the front with grass seed, and are trying to keep the property clean. We still have more old debris to clean up and remove, but things are looking much better.

This brings us to this winter. We had more than 110 inches of snow this season, the 5<sup>th</sup> snowiest winter season on record. As you all know it was just about a snow storm every week from December to early March. With one blizzard dumping more than 30 inches in 18 hours, and another dumping 23 inches in 24 hours. We had some equipment problems throughout the winter. At least one truck broke down in each and every storm this season, along with the computer failing in the backhoe during the blizzard.

While it certainly was not a perfect winter for my first season in charge, we had our share of bumps along the way, all in all things went well. Despite the number of equipment break downs we managed to get the job done with what we had. The numerous freeze and thaw cycles we experienced this year has created a large number of pot holes all throughout the state and Wales is no exception. We are working to get them all filled, starting with the largest first and working down to the smaller ones.

With the repairs made and more maintenance planned the trucks and equipment we will be in much better shape to handle the next winter season.

This coming year I plan on more drainage work, more paving, along with the usual mowing, sweeping, and general maintenance. Also approximately 1,650 feet of Guard Rails on Hollow RD will be replaced this spring.

Finally an issue of concern is the bridge on Holland RD. Bridges are inspected on a 5 year basis, unless there are problems found if the problems are severe enough, then they start inspections on a yearly basis. The state inspectors sent me a report on their last inspection of that bridge. After seeing the report I requested a copy of the previous years inspection. Needless to say the inspection reports are not good. The bridge needs repairs this coming season or is in danger of going to inspections every six months which is close to being closed. On a scale of 1 to 10 with 10 being the best, the bridge has been rated a 4. I will be contacting an engineering firm to examine the bridge, and the state inspectors have agreed to come out and meet with the engineers and myself to discuss what will be needed to get the bridge back into shape. Hopefully the cost will be small and Chapter 90 funds will be sufficient to cover the costs.

My appreciation to our highway department employees Paul Racicot and Will Jarvais, for their hard work and cooperation this past year.

My hats off to all the personal at the town hall for their assistance in my first year in office.

Regards;  
Wales Road Commissioner.  
Bruce R Cadieux

## Wales Historical Society

### Annual Report

The 250<sup>th</sup> anniversary celebration was a great success. All departments worked harmoniously and hosted many fun and interesting demonstrations throughout the week. The society put on a presentation of historical photos of Wales and Bill Anair was kind enough to share the Working Wonder with the townspeople as an addition to our historical theme. We all would like to thank him for showing off this unique and intricate piece of machinery. It truly is a "working wonder"!

The Hearse was brought out of storage, cleaned up and put on display for the weeklong celebration. With the completion of the restoration and paint on the hearse house, the hearse is now tucked away for safe keeping. Interestingly, it has come to our attention that there are only eleven hearse houses left in Massachusetts, and even fewer hearses. Once again, Wales is ahead of the curve.

One of the upper windows on the south side of the Old Town Hall was severely damaged this past winter during the wind storm. It is estimated to cost over \$1000.00 to repair. We are seeking qualified carpenters to rebuild and re-install the window frame. We would like to thank the Fire Department for their prompt service and assistance with the removal of the damaged window as well as the installation of plywood to keep the building weather tight. Paint on the Old Town Hall was completed on three sides leaving only the rear of the building left to be painted. We hope to have the full support of the Selectmen in completing the paint this year.

The gatehouse that had been located on the Harriet Royce property has been saved and returned to the Town. As of yet, no work has been done to replace the sills. This is a project that we are hoping to investigate fully and get underway this year.

Volunteers and members are always needed. As much work has been done to the exterior of the Old Town Hall there is still much to be done with the interior. The challenge of finding volunteers as well as the raising of necessary funds to fulfill the needs of these historic properties is always a big obstacle.

Sincerely,

David W. Worth, President  
Peter Hamm, Treasurer  
Kaye S. Worth, Member  
Lynn S. Greene, Member  
Rebecca R. Smith, Member  
Andrew S. Bourque, Member

## **LAKE STUDY COMMITTEE FY 2013 ANNUAL REPORT**

The Lake Study Committee (LSC) was established by Annual Town Meeting to work on lake issues and to report to the Board of Selectmen. LSC has six(6) members appointed by the Selectmen who are all Town residents except one person may be a Wales property owner but not a Town resident. Liaison from the Conservation Commission, Board of Health and Board of Selectmen may be appointed by their respective boards to attend LSC meetings and participate.

This year the LSC:

1. Drafted a Request for Proposal to treat the Lake which was issued by the Selectmen with Lycott Environmental being selected as the treater.
2. Lycott performed Water Quality and Aquatic Vegetation testing. The test results indicated that we should treat the weeds and the Lilly Pads.
3. Draw Down reached eighteen inches (18"). Bill Anair, the Town's dam keeper, works with the rain to ensure we do not allow flood conditions down stream while trying to maximize the Draw Down. Do to the weather it was not possible to achieve the maximum thirty six (36) inches allowed by EPA.
4. Seven (7) Beavers were relocated from the Lake this fall and the Town has engaged the Beaver Relocation specialists to trap the Beavers just below the dam.
5. Canadian Geese and Ducks continue to be the largest Lake pollution source. No one has identified a reasonable method of reducing their pollution.

LSC members Bob Boronski, Bill Anair, David Hamel, Brett Robinson and Bill Terry. We all thank Annual Town Meeting for approving matching funds for Lake weed control.

ANNUAL REPORT  
WALES PUBLIC LIBRARY  
77 Main St  
413-245-9072  
MARCH 2012 – MARCH 2013

The Library continues to provide friendly, high-quality services to its patrons during the 21 open hours per week. Story time for preschool children is held on Wednesdays at 10:15 am year-round, and 95 children participated. This program includes a story and an activity, provided during the school year by the Community Partnership for Children. Books for homebound residents are delivered by request, this service can be obtained by calling the Library and letting us know about your preferences.

The Library's collection contains approximately 10,000 items in print, audio, and video; with new materials being purchased throughout the year and older materials removed from the collection at about the same rate. Since the use of electronic readers has increased considerably and space is an issue at the library, we are beginning to increase our e-reader content, via C/W Mars.

There are 830 patrons registered. We circulated 5275 items. We sent a total of 1092 items to patrons of libraries in Central and Western Massachusetts and received 722 items for our patrons. 415 people came in to use a computer, some of those received instruction, 48 used the homework center and we answered 121 reference questions.

The major change this year has been the upgrading of the automated circulation system. The staff is learning and adapting to the Evergreen Program and the patrons continue to be understanding and patient during this transition.

The library building, after the work done in the basement last year, is better; the dampness and its accompanying problems have decreased substantially. The electrical service box was replaced with a corrosion-resistant outdoor model. The supplemental heating unit in the children's room was replaced with a high-efficiency convection wall unit, which generates a fair amount of heat for very little cost. The secondary heat exchanger for the 30+ year old propane furnace failed, and the furnace was replaced in March 2013. The cost was split between the Town's Building Maintenance account and the Library's State Aid account. There should be some gain in efficiency as well as a more even heating throughout the building. We hope to increase the amount of insulation in the building this upcoming year.

The Library Auxiliary leadership has changed, as the long-time chairperson has retired and moved to South Carolina. We thank her for her years of service, from organizing town meeting bake sales and providing a new book for each Summer Reader enrolled in the program. A new group will be forming, if interested please contact the library for information. The Library Auxiliary's book sale during the Wales 250<sup>th</sup> celebration was a success. During the celebration, the Library Auxiliary (with a cultural council grant) sponsored a puppet show by the famed Gerwick Puppets, who brought stories from Thornton Burgess to a new generation of children. This performance was enjoyed by adults and children alike.

The Summer Reading Program for children has seen declining participation for several years, in spite of the library director's effort to design enjoyable, age-appropriate activities. Since planning for the program requires a significant time commitment, the director will forego the traditional summer reading program but will provide supplies and instructions for independent writing, craft, and art projects for children during the library's open hours. Children who require direct supervision should be accompanied by an adult. In addition, the librarians will strongly encourage children and their parents to read, investigate an interest, borrow a book, use an electronic reading device, or listen to an audiobook.

The Library supports the summer reading required by the school district by obtaining (through purchase or interlibrary loan), copies of books on the schools' lists. Tantasqua students please understand that as the summer vacation winds down the books become more difficult to obtain; so put your request in early.

Mon. Tues. Thur. – 3-7PM. Wed – 10AM-12PM and 3-7PM. Sat. 10AM – 1PM.



## **WALES POLICE DEPARTMENT**

**DAWN M. CHARETTE**

**CHIEF OF POLICE**

**3 Hollow Road Wales MA 01081**

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**Greetings,**

The officers of the department were busy throughout the entire year with assorted calls for service which you can find attached to this report. I would like to remind everyone to be diligent in maintaining the security of your personal assets including your home, cars and most especially your personal information. Throughout 2012 we have taken numerous reports from residents in regards to bank accounts being hacked as well as email accounts. Please make sure your house is secured when you are not home and if you plan on being out of town for an extended amount of time the police department will check on your home. The town website has a form available that will be on file with the department until your return.

In August of 2012 we celebrated the 250<sup>th</sup> birthday of Wales. A week's worth of events were planned and everything went according to that plan. I would like to thank everyone who participated by helping or attending in making this a very special week for everyone. And Happy Birthday Wales!!!!

In December the department sponsored a "Stuff a Cruiser" event to benefit the Womanshelter Companeras which is located in Holyoke MA. This is one of the organizations utilize as a referral service for those affected by domestic violence. It was a resounding success and we hope to make it an annual event. Thank you to all who participated and donated.

I would like to take a moment to thank everyone who has made my thirteen years here a success. This will be my last town report as your Chief and I want you to know it has been an honor and privilege to serve this town and her residents for this time. I leave knowing I have fulfilled my original goal of helping people when they need it most. A huge thank you to Lieutenant Jeffrey Hastings for everything and the individual members of the department, you are the best!!! I wish you all peace, health and happiness, always.

Sincerely,

**Dawn M. Charette**  
**Chief of Police**



## **WALES POLICE DEPARTMENT**

**DAWN M. CHARETTE**

**CHIEF OF POLICE**

**3 Hollow Road Wales MA 01081**

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### **2012-2013 ROSTER**

**DAWN M. CHARETTE\*\*\*CHIEF OF POLICE**

**JEFFREY T. HASTINGS\*\*\*LIEUTENANT**

**PAUL R. VALLEY\*\*\*SERGEANT**

**ERIN P. HASTINGS\*\*\*DETECTIVE**

**ERIC STANLEY\*\*\*OFFICER**

**ERIK BISHOP\*\*\*OFFICER**

**ROSS PELLETIER\*\*\*OFFICER**

**MICHAEL NICKL\*\*\*AUXILIARY OFFICER**

**RICHARD S. ULLERY\*\*\*CHIEF EMERITUS**



## **WALES POLICE DEPARTMENT**

**DAWN M. CHARETTE**

**CHIEF OF POLICE**

**3 Hollow Road Wales MA 01081**

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### **CALLS FOR SERVICE 2012**

**911 HANGUPS\*\*\*\*14**  
**ALARM CALLS\*\*\*\*16**  
**ANIMAL CALLS\*\*\*\*39**  
**ANNOYING/HARASSING PHONE CALLS\*\*\*\*0**  
**ASSIST CITIZEN\*\*\*\*44**  
**ASSAULTS\*\*\*\*5**  
**ASSIST OTHER AGENCY\*\*\*\*20**  
**BURGLARY\*\*\*\*8**  
**DISTURBANCE\*\*\*\*17**  
**DISABLED MOTOR VEHICLE\*\*\*15**  
**DOMESTIC DISTURBANCE\*\*\*\*14**  
**FIRE ALARMS\*\*\*\*3**  
**STRUCTURE FIRE\*\*\*\*6**  
**LARCENCY/THEFT\*\*\*\*7**  
**MEDICAL EMERGENCY\*\*\*\*27**  
**MISSING PERSONS\*\*\*\*0**  
**MOTOR VEHICLE ACCIDENTS\*\*\*\*9**  
**COMPLAINT MOTOR VEHICLE OPERATION\*\*\*\*7**  
**NOTIFICATION(DEATH)\*\*\*\*2**  
**RAPE\*\*\*\*1**  
**SAFETY HAZARDS\*\*\*\*17**  
**SERVICE OF SUMMONS\*\*\*\*22**  
**STOLEN MOTOR VEHICLE\*\*\*\*0**  
**SUSPICIOUS ACTIVITY\*\*\*\*35**  
**VANDALISM\*\*\*\*22**  
**WELFARE CHECKS\*\*\*\*13**  
**CITATIONS ISSUED\*\*\*\*37**  
**(15 WARNINGS/22 CIVIL CITATIONS)**

## REPORT OF THE SCHOOL DEPARTMENT

### SCHOOL COMMITTEE

Karen Blasco	Term expires 2014
Ed Boyce	Term expires 2013
Susan Hubbell	Term expires 2015
Christine Randall	Term expires 2013
Lynne Serrenho	Term expires 2014

Erin M. Nosek	<b>Superintendent of Schools</b> 320A Brookfield Rd., Fiskdale	347-5977
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Deborah J. Boyd	<b>Associate Superintendent</b> 320A Brookfield Rd., Fiskdale	347-3077
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Jeffrey Zanghi	<b>Assistant Superintendent</b> 320A Brookfield Rd., Fiskdale	347-3077
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Brenda Looney	<b>Special Education/Pupil Services Director</b> 320A Brookfield Rd., Fiskdale	347-3560
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Richard Zinkus	<b>Principal</b>	245-7748
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Susan Marcucci	<b>Administrative Assistant</b>	245-7748
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Lynn Corsetti	<b>School Nurse</b>	245-7748
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### Meetings of the School Committee

The school committee meets on the third Wednesday of each month at 6:00 p.m. The public is invited. In case of special meetings or change of meeting date, the Town Clerk will be notified.



SCHOOL ENROLLMENT AS OF OCTOBER 1, 2012

<u>Grade</u>	<u>PreK</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Union 61</u>	<u>Total</u>
Elementary	18	21	19	17	19	20	19	17		150
<u>Grade</u>		<u>7</u>	<u>8</u>		<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>PG</u>	
Tantasqua Jr.		20	29							49
Tantasqua Senior					10	12	9	13		44
Tantasqua Technical					7	10	6	9		<u>32</u>
Total Enrollment										125

Town of Wales

DIRECTORY OF SCHOOL STAFF 2012

<u>Position</u>	<u>Name</u>	<u>College</u>	<u>Total Yrs. Wales</u>	<u>Total Yrs. Service</u>
Principal	Richard Zinkus	M.A., Worcester State	12	30+
Preschool	Cheryl Cameron	M.Ed., Westfield St. B.S., Westfield St. B.S., Worcester State	13	16
Kindergarten	Stacy Gaylord	M.Ed., Worcester St. B.A., Anna Maria Coll.	15	17
Grade 1	Traci Marek	M.A., Framingham St B.S., Lesley Coll.	19	19
Grade 2	Sandra Pincince	B.S., A.I.C.	23	30+
Grade 3	Kerri Glanville	B.A., UMASS-Amherst	10	10
Grade 4	Bernadette Toomey	M. Ed Lesley Coll. B.S., Worcester St. A.A., Quinsigamond Coll.	21	21
Grade 5	Marion Reilly	M.Ed., Lesley Coll. B.A., Pace University	8	8
Grade 6	Lisa Santucci	M.Ed., Anna Maria B.S., Becker College	4	6
Rem. Read/Title I	Christine Nowacki	M.Ed., Univ. of Mass. B.S., Westfield State	12	19
Title I Math	Jocelyn Rodriguez	B.A., Worcester State	3	3
SPED Resource	Donna Brown	M.A., Bridgewater St. B.A., Fitchburg St.	25	26
Speech/Lang.	Abigail Duff	M.A., Kent St. B.S., Emerson Coll.	15	24
Phys. Ed.	Maria Hughes	B.Ed., deMontfort Un.UK.	7.5	10.5

Art	Jeanne Menard	M.A., UMass Amherst B.A., UMass Amherst	2	2
Choral Music	Stephanie Sarkisian	M.Ed., Lesley Univ. B.S., Anna Maria Coll.	6	10
Instr. Music	John Turner	M.A., N.M. Highlands Univ B.M., Boston Univ.	9	30+
Nurse	Lynn Corsetti	B.S.N., Salem State College	8	8
Nurse	Jacqueline Berube	B.S., Worcester State College	2	2
Psychometrist	Maura Callaghan	M.Ed., UMass B.A., Elms College	2	22

**Town of Wales****FINANCIAL SHEET FOR 2011-2012**

School Appropriations July 1, 2011 – June 30, 2012 \$ 1,463,345.00

**Expenditures:**

School Committee \$ 679.96

Superintendent's Office \$ 47,091.52

**Instruction:**

Principal's Salary \$ 91,192.92

Clerical Salary, Secretary \$ 36,690.12

Principal's Office Expense \$ 1,030.00

Principal's Supplies & Materials \$ 2,877.38

Principal's Out-of-State Travel & Conference \$ .00

Principal's In-State Travel \$ 156.41

Teachers' Salaries \$ 571,272.79

Teachers' – Substitutes \$ 4,299.41

Teacher Aides \$ 50,910.71

Supplies & Materials \$ 11,695.83

Remediation Programs \$ .00

Professional Development \$ 8,994.81

Special Education – Salaries \$ 168,482.30

(Perceptually Handicapped & Speech)

Special Education – Supplies & Materials \$ 300.85

Textbooks \$ 8,900.54

Tech. Services \$ 36,398.00

Library Services \$ 446.79

Audio Visual \$ .00

**Guidance Services:**

Guidance Counselor - Salary \$ 40,339.51

Supplies & Materials \$ 666.75

Psychological Services \$ .00

**Other School Services:**

Health Services \$ 46,750.22

Pupil Transportation \$ 74,250.00

Special Education Transportation	\$	59,999.57
Field Trips	\$	.00
Cafeteria Programs	\$	7,301.26

# **Town of Wales**

2011-2012

## Operation & Maintenance of Plant:

Custodial – Salaries	\$	54,787.42
Supplies & Materials	\$	3,452.99
Fuel	\$	10,512.50
Utilities – School	\$	21,202.68
Maintenance of Building & Grounds	\$	8,184.53
Maintenance of Equipment – School	\$	18,846.02
Building Projects	\$	.00

## Acquisition of Fixed Assets:

New Equipment - School	\$	.00
New Equipment – Library	\$	.00
Replacement of Equipment – School	\$	.00

## Programs with Other Schools:

Special Education	\$	75,631.21
Vocational	\$	.00

Total Appropriation Expenditures July 1, 2011 – June 30, 2012	\$	1,463,345.00
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## Estimated State Reimbursements:

Chapter 70	\$	725,004.00
Chapter 71	\$	15,273.00
Total Estimated Reimbursements	\$	740,277.00

Total Expenditures	\$	1,463,345.00
Less Total Estimated Reimbursements	\$	740,277.00
Cost to Taxpayer	\$	723,068.00

# Wales Elementary School

41 Main St/P.O. Box 247  
Wales, MA 01081

**Richard R. Zinkus**  
Principal

Phone: 413-245-7748  
Fax: 413-245-4422  
[www.tantasqua.org/wales](http://www.tantasqua.org/wales)

## PRINCIPAL'S REPORT

January 2013

I am pleased to submit my twelfth annual report as Principal of the *Wales Elementary School*. The staff at the school continues to work diligently to provide a quality education to the children of the Town of Wales.

We welcome the following new members to our staff this year:

Heidi Dietz	Integration Assistant
Lisa Perry	Nurse (0.4FTE)
Sarah Pressman	Integration Assistant
Krista Starr	Grade 2

The staff at the Wales Elementary School continues to address the educational needs of the children through the Response to Intervention model (RTI). Staff members regularly participate in curriculum workshops, college courses, and professional development opportunities in order to stay current in educational methods. All staff members are dedicated professionals who continually strive for providing the best education for the children of Wales.

Standards Based Report Cards have been adjusted to reflect more of the "Common Core", which has been adopted by the Department of Education. These report cards focus students' work on grade level standards from the beginning of each year and give students the chance to get help sooner if they are not making adequate progress in meeting any of the standards. The Standards Based Report card keeps you informed regarding your child's work as it compares to the standards. The report card indicates which skills and concepts students have learned and which need continued work in order to be ready for the next grade level.

Numerous assessments are being used as tools to analyze student progress and assist the staff in developing plans to address the weaknesses in student achievement. All Wales students were screened in the beginning of the school year to provide us with information to address the weaknesses of the students. This screening allows for better grouping in the classrooms and allows staff to assist students with various interventions. We continue to use the "Study Island" program where each topic is built from one of the standards outlined in the Common Core and contains a straightforward lesson and assessment questions with detailed explanations that provide automated instruction.

Thank you so much for your continued support of the Wales Elementary School.

Sincerely,  
Richard R. Zinkus  
Principal

**ANNUAL REPORT  
OF THE  
SUPERINTENDENT OF SCHOOLS  
*Union 61 and Tantasqua Regional School Districts*  
**Brimfield Brookfield Holland Sturbridge Wales****

I am pleased to submit my first Superintendent's Report on the state of our schools. Overall, our educational system and our staff members continue to provide exceptional opportunities for the children of our district towns.

The curriculum and instruction work in the district continues to progress and have a very positive impact on students. The teachers are working hard every day and continue to show a commitment to all the students in their classrooms. The MCAS scores highlight gains in many areas and also help our teachers identify individual student needs. The individual schools offer action plans to help students close any learning gaps that may exist. We continue to work towards the full implementation of the new State (Common Core) Standards and will be fully prepared to transition to the new assessment system once it is finalized.

Our commitment to common assessments, enhanced writing and rigorous Math instruction at the elementary schools has continued to help our children grow in all of the academic areas. Our elementary Standards Based Report Cards provide greater detail for parents and serve as a wonderful communication tool between the school and the home. In response to the new Standards, our teachers have made changes to the report cards so that the maximum benefits may be realized by the children and their families.

The Junior and Senior High School teachers are always working to ensure that our curriculum is in full alignment with the State Standards and that our children experience academic rigor throughout their day. Continued planning around common assessments and an enhanced focus on writing has greatly benefited the students at Tantasqua.

During school year 2011-2012, under the direction and management of Michael Lucas (Energy Manager), Tantasqua Regional School District earned a Stewardship Award from Energy Management. This award recognizes the organization's efforts to implement an innovative organizational behavior-based energy conservation and management program. The program is administered through a strategic alliance with Energy Education. According to EPA/EGrid figures, in the first 42 months of the program, Tantasqua Regional School District saved 15,734 MMBTU, the equivalent of 1,718 metric tons of carbon dioxide emissions being prevented, 308 cars removed from the road, or 43,934 pine trees grown for 10 years.

The Burgess School Building Committee held the Ribbon Cutting ceremony for the newly completed renovation and building project on Sunday, September 30, 2012 at 1:00 p.m. at the school. The program featured guest speakers Senator Stephen Brewer, Representative Todd Smola, State Treasurer Steven Grossman, and Massachusetts School Building Authority Executive Director Jack McCarthy. In addition, Katherine Alexander, Sturbridge School Committee Chair, Charles Blanchard, Burgess School Building Committee member, retired Superintendent of Tantasqua/Union 61 Districts Daniel G. Durgin, and I jointly officiated at the proceedings.

We continue to support both our teaching staff members and our paraprofessionals by providing professional development opportunities. In addition to our two full-day professional development days, we provide staff with four early release days scheduled during the year. We have provided training in Writing, as well as Common Assessment development, SMART board

basics, Applied Non-Violence Interventions, MCAS Data Analysis, and content based best practices. Additionally, we provide a great deal of professional development to support the needs of students with learning disabilities. As evidenced by the many high-quality activities undertaken throughout Tantasqua and Union 61, our district's mission is alive and well.

Staff changes for 2012-2013 included the appointment of Kendra Cantrell as our new Director of Guidance. Kendra started her position in July, following the retirement of Stephen McGuiness. Kendra had previously held the position of Guidance Counselor at the high school.

During school year 2011-2012 many technology improvements were implemented. We setup up TeachPoint evaluation software. This will help us achieve the mandate of the new educator evaluation system. We continue to increase interactive technology in our classrooms district wide. During the end of the school year, plans were set in place to upgrade our phone system at the high school, junior high, and central office. This will improve parent and community communication, while also adding enhanced 911 capabilities for safety. We strive to be proactive with technology which continues to be a vital component within our educational system. The technology component of any educational system has become a vital link to the progress of its student population.

As always, the Administration of the Tantasqua Regional/School Union 61 Districts is deeply appreciative and values the support of our school committees and community members. We continue to work together collaboratively to achieve the goal of providing our students with every possibility for success.

Respectfully,  
Erin M. Nosek, Ed.D  
Superintendent of Schools



# REPORT OF THE COLLECTOR FY 2012 7/1/2012 TO 6/30/2013

TAX TYPE	YEAR	PRIOR BAL	COMMITTED	COLLECTED	ABATED	REFUNDED	TAX TITLE	BALANCE DUE
REAL ESTATE	2012	0.00	2,504,239.92	2,356,771.54	16,834.47	12,888.98	9,700.73	133,822.16
	2011	138,899.87	0.00	88,865.01	0.00	337.45	6,763.68	43,608.63
	2010	44,031.25	0.00	30,167.57	0.00	73.13	2,606.08	11,330.73
	2009	20,261.21	0.00	11,706.84	0.00	0.00	8,049.10	505.27
	2008	490.69	0.00	0.00	0.00	0.00	0.00	490.69
	2007	494.43	0.00	0.00	0.00	0.00	0.00	494.43
	2006	548.48	0.00	0.00	0.00	0.00	0.00	548.48
	2005	513.80	0.00	0.00	0.00	0.00	0.00	513.80
	2004	389.37	0.00	0.00	0.00	0.00	0.00	389.37
	2012	0.00	121,352.81	122,564.53	214.68	2,616.66	0.00	1,190.26
PERSONAL PROPERTY	2011	2,119.21	0.00	1,700.58	0.00	2.32	0.00	420.95
	2010	685.96	0.00	611.96	0.00	0.00	0.00	74.00
	2009	250.41	0.00	243.18	0.00	0.00	0.00	7.23
	2008	236.16	0.00	236.16	0.00	0.00	0.00	0.00
MOTORVEHICLE	2012	0.00	165,198.49	135,243.24	6,123.87	1,297.05	0.00	25,128.43
	2011	23,928.07	14,843.06	29,345.77	3,013.45	1,173.41	0.00	7,585.32
	2010	7,140.76	0.00	4,661.98	124.69	260.20	0.00	2,614.29
	2009	1,988.97	0.00	493.75	0.00	0.00	0.00	1,495.22
	2008	1,287.80	0.00	471.66	0.00	194.27	0.00	1,010.41
	2007	1,104.08	0.00	525.53	0.00	0.00	0.00	578.55
	2012	0.00	257.69	257.69	0.00	0.00	0.00	0.00
MISC. TAXES		0.00	257.69	257.69	0.00	0.00	0.00	0.00
TOTAL TAXES DUE		244,370.52	2,805,891.97	2,783,866.99	26,311.16	18,843.47	27,119.59	231,808.22

# REPORT OF THE COLLECTOR FY2013 7/1/2012 TO 12/31/2012

TAX TYPE	YEAR	PRIOR BAL	COMMITTED	COLLECTED	ABATED	REFUNDED	TAX TITLE	BALANCE DUE
REAL ESTATE	2013	0.00	1,243,274.79	1,154,421.61	0.00	937.48	0.00	89,790.66
	2012	133,822.16	0.00	52,815.15	0.00	237.95	0.00	81,244.96
	2011	43,608.63	726.14	23,263.01	0.00	0.00	0.00	21,071.76
	2010	11,330.73	0.00	4,088.34	0.00	0.00	5,552.21	1,690.18
	2009	505.27	0.00	0.00	0.00	0.00	0.00	505.27
	2008	490.69	0.00	0.00	0.00	0.00	0.00	490.69
	2007	494.43	0.00	0.00	0.00	0.00	0.00	494.43
	2006	548.48	0.00	0.00	0.00	0.00	0.00	548.48
	2005	513.80	0.00	0.00	0.00	0.00	0.00	513.80
	2004	389.37	0.00	0.00	0.00	0.00	0.00	389.37
PERSONAL PROPERTY	2013	0.00	60,569.37	59,973.71	0.00	0.00	0.00	595.66
	2012	1,190.26	0.00	640.97	0.00	0.00	0.00	549.29
	2011	420.95	0.00	385.03	0.00	0.00	0.00	35.92
	2010	74.00	0.00	0.00	0.00	0.00	0.00	74.00
	2009	7.23	0.00	0.00	10,264.90	10,264.90	0.00	7.23
MOTORVEHICLE	2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2012	25,128.43	15,645.83	26,362.26	2,186.36	1,207.49	0.00	13,433.13
	2011	7,585.32	0.00	2,248.95	0.00	117.37	0.00	5,453.74
	2010	2,614.29	0.00	577.09	0.00	0.00	0.00	2,037.20
	2009	1,495.22	0.00	471.14	0.00	0.00	0.00	1,024.08
	2008	1,010.41	0.00	409.58	0.00	0.00	0.00	600.83
	2007	578.55	0.00	0.00	0.00	0.00	0.00	578.55
	MISC. TAXES	0.00	31.88	241.88	0.00	0.00	0.00	-210.00
TOTAL TAXES DUE		231,808.22	1,320,248.01	1,325,898.72	12,451.26	12,765.19	5,552.21	220,919.23

## **DELINQUENT TAXES**

The following pages contain lists of past due FY 2012 and prior real estate and personal property taxes, and the names of all individuals marked for non-renewal of their licenses and registrations for non-payment of motor vehicle excise taxes, as of the date shown on each list. All unpaid FY 2011 personal property and real estate taxes and all motor vehicle excise taxes listed are in the hands of Jeffery and Jeffery, the town's Deputy Tax Collector, for collection.

Non-payment of various municipal charges can result in the following consequences:

1. The owners of motor vehicles whose excise taxes are shown as delinquent will be unable to renew their vehicle registrations and/or their driver's licenses until these taxes, including all added interest and charges, are paid in full. (MGL Chapter 60A Section 2A)
2. Persons with delinquent real estate taxes will be subject to Tax Takings by the town if these taxes remain unpaid. (MGL Chapter 60 Section 53)
3. Persons with delinquent personal property taxes may be subject to court action to recover all monies due the town. (MGL Chapter 60 Section 35)
4. Interest is added to all taxes not paid by their due dates. The annual rate is 14% for all real and personal property taxes and 12% for motor vehicle excise taxes. The collector cannot waive this interest charge if the combined total of interest and fees is \$5.00 or more. Interest collected on delinquent taxes represents a substantial source of income to the town. (MGL Chapter 60 Section 15)
5. Various fees are added to, and become a part of, each bill as it progresses through the collection process. (MGL Chapter 60 section 15 & 65; MGL Chapter 60A Section 2A)

The Town Treasurer is responsible for managing Tax Title properties. A list of these properties can be found in the Treasurer's report.

## DELINQUENT MOTOR VEHICLE EXCISE TAXES

The following individuals have been marked in the Registry of Motor Vehicles computer for non-renewal of their automobile registrations and/or driver's licenses. The names of all persons who were cleared before March 21, 2013 have been deleted. These individuals will be required to pay all outstanding excise bills before they will be allowed to renew their licenses or registrations.

ADRANCE, ZACHARY	CAMPBELL, EDWARD W	DUBE, PIERRE J	GLANCEY, TAMILU
ALGANIM, HOMODUD T	CAPELETTE, SEAN	DUGAY, MELISSA M	GOODWIN, PHILIP S
ALIENGENA, GERALD J SR	CARVER, MARK J	DUGAY, SHANE	GOSSSELIN, JASON M
ALLEN, BARBARA A	CASAMASSIMA, JAKE ANTHONY	DUGAY, WAYNE T	GRAHAM, LAURA J
ALLEN, JAMES H	CHAMBERLAIN, WILLIAM W	DUMAS, MELISSA J	GRAMPS, CYNTHIA A
ANDERSON, WILLIAM D	CHAPMAN, L ANITA	DUPUIS, RUTH A	GRAY, CHARLES D
APT, JOHN K	CHICK, JOAN T	DURAND, JAY P	GREEN, RICHARD M
ARONSON, HERBERT	CHICK, MELINDA N	DUVAL, MARIE	GREENE, DANIEL V
ARSENault, CHAD P	CHIZARI, HAMID	ECHOLS, ARNOLD	GREENE, TAYLOR J
ASCANIO, CARLOS E	CHILD, KIM M	ELIASON, ERICA J	GREGORY, M JOYCE
AYERS, MARK M	CHURCH, TERESA A	ELMORE, NICOLE MARIE	GRUETER, BRENT C
BAKER, SANDRA U	CLANCY, RICHARD L	EMO TRANS INC	GUGLIELMO, ANTHONY
BALFORD, CECIL	CLARK, DEBORAH	FEHRENBACH, HERBERT L	HAMBLIN, ANGELIQUE M
BARCOMB, CATHEEN A	COLLINS, JOSEPH F	FEIRTAG, SHANE F	HAMILL, CRAIG S
BATHRICK, BRIANNA G	COLON, MARIA A	FIRST STUDENT INC	HAMMARE, ADAM T
BATTISTINI, VEEANNE A	CORDELLLO, PHILIP D IV	FLAGG, CARL O	HARAGHEY, PATRICK J
BEEZ, RAYCE T	CORTES, SAMUEL	FOLEY, BART J	HARBOLD, GERALD E
BENSON, CHRISTOPHER A	COWEN, MICHELLE D	FOSTER, JOHN D JR	HARRINGTON, MARK J
BENTLEY, BRIAN M	CRAWFORD, HENRY R III	FONTAINE, GREG B	HARVEY, DOUGLAS M
BESSETTE, JEANNE	CRONAUER, PHILIP D	FRAIN, JAMES R	HARVEY, KENNETH P
BISSONNETTE, ANDREW S	CRONIN, KEVIN M	FRANCIS, GREGORY A	HARVEY, TIMOTHY L
BOHACK, SHERYL M	CUMMINGS, KRISTIN J	FRANTZ, VALERIE J	HECK, CHARLES C
BOUCHARD, MICHAEL R	CUNNINGHAM, DANIEL J	FRAPPIER, ANDREW P	HECK, FRED M
BOUCHER, JARRED	DAIGLE, CHRISTOPHER J	FRYKENBERG, MELISSA L	HECK, LINDA L
BREWSTER, MARY L	DANOROVICH, ALFRED T	GALLAGHER, CAROLYN MARIE	HECK, THOMAS A
BRO CON INC	DANSEREAU, NATHAN D	GAMACHE, VALARIE A	HEIM, ARTHUR E
BROCK, CHARLES W	DEAN, SANDRA LEE	GARDNER, KELLY L	HERMANSON, ERNEST W
BRODERICK, STEVEN	DEFORGE, MELINDA S	GARVEY, JOHN M	HERRICK, WALTER W
BROTHERS, MATTHEW J	DEFORGE, WILLIAM E II	GAULIN, DAVID G	HICKMAN, TRISHA A
BROWN, CHRISTINE L	DEFRESSE, JEFFREY A	GAYNOR, SHARON E	HILLIARD, JONATHAN D
BRUSH, WILLIAM C	DELISLE, JAMES J	GENDREAU, RICHARD A	HILLS, YVETTE F
BURGESS, KELLY A	DESROSIERS, JOHN A	GERMAIN, MARY C	HOLCOMB, GLENN P
BUTKIEWICUS, RICHARD M	DICKINSON, NATHAN C	GILBERT, DOROTHY J	HUDSON, CHRISTOPHER J
BYERS, JAMIE E	DION, CHERYL L	GILBERT, BENJAMIN L	HUTCHINSON, ROBERT W JR
BYFIELD, HOWARD H II	DISLEY, KELLY A	GILLEY, DEAN L	JAMES, JESSICA M
CALDWELL, JOY M	DITHROCIO, ANTHONY R	GIVNER, KOCAYNE S	JAMROZ, JANICE M
CALKINS, JAMES F III	DODSON, LISA M	GLADYSZ, PAUL R	JOFFE, STEVEN M

JOHNSON, LORIA	MOY, KINCEY Y	SANSEVERO, JOHN J	WITHROW, JOHN RS
KARPE, JOHN K	MURRAY, JESSICA M	SAPP, SHAWN L	WITHROW, ROBERT P
KEENAN, PAMELA J	MYRACLE, JOHN T	SCHMERER, GEORGE J	WITHROW, STEVEN R
KEITH, PAMELA M	NAGLE, RICHARD D	SCHROBSDORFF, ROSEMARY L	WORSTER, BRETT M
KING, JANN P	NASSAR, JASON A	SENECAL, DOUGLASS S	YIZNITSKY, MARK K
KINTERKNECHT, ROSEANNA C	NATHAN, BENJAMIN	SERENHO, DANIEL P	ZOLLNER, JAY H
KLUICKO, PAUL F	NELSON, RACHEL ANN	SHANKLE, JAMES E III	ZOLLNER, MAURA E
KNIGHT, PETER J	NOLAN, CRISTIAN L	SHEEHAN, JOHN P	
KORMAN, PETER C	NOLAN, JAMES W III	SHERMAN, ERIC J	
KRASNECKY, CAROL	NOVID, MAJID	SHINE, MARIE E	
KRYNICKI, NICOLE M	OMARA, ELIZABETH	SIMMONS, JAMES E	
LALLY, RICHARD J	OPELOWSKI, CINDY M	SIRETZ, ANTHONY	
LAMBERT, DIANE C	P & M TRANSPORTATION	SISOUPHONE, PHOUVANE	
LAMBERT, THERESA M	PADULA, ANTHONY G	SMITH, JAMES J	
LANCASTER, DAVID H	PADULA, DEBRA J	SMITH, JOSEPH E	
LANDERS, KYLE J	PARKER, DANIEL P	SNEED, ROBERT R SR	
LAPOINTE, CYNTHIA R	PAYNE, TANYA L	SQUIRE, EMILIE P	
LAPOINTE, DAVID A	PEARLMAN, CRAIG P	STANN, RONALD A	
LAVOIE, DAVID A	PEARSON, MICHAEL S	STEARNS, LINDA M	
LEJEUNE, TODD D	PERRIN, HELEN S	STEELE, CHRISTOPHER C	
LEPAK, ANDREW H	PERRY, MARK A	STEWART, DOUGLAS N	
LESURE, DAVID J	PERRY, ROBERT S	ST LAURENT, GERALD J	
LEVITINA, YELENA	PIERANGELI, JASON R	SULLIVAN, WALTER F	
LINEBERRY, CYNTHIA J	PIERRE DUBE CONSULTING INC	SYPHERS, CARMELLA	
LISOWSKI, NICHOLAS M	PINNEY, BRADFORD H	SYPHERS, DEBORAH	
LYNCH, MAUREEN H	POIRIER, LISAR R	SYPHERS, GAIL M	
MACHNIK, STEPHEN J	POIRIER, ROBERT C	SYPHERS, KENNETH A	
MALLETTE, ALYN J	RAGO, JUDITH L	SYPHERS, NICHOLAS	
MARDIS, EDWARD L	RANDALL, CHRISTINE M	TAYLOR, BRUCE H	
MARTIN, GEORGE J	REARICK, MOLLY K	TAYLOR, DANIEL J	
MARTIN, KATIE S	REGA, JOHN F	TIKHONOV, KONSTANTIN	
MARTIN, MATTHEW W	RICHTER, PHILIP M	TROTTER, DANIEL S	
MARTOWSKI, DAVID J	RILLIEUX, DONNA W	TUPPER, JAMES JOSEPH	
MAUPIN, CHRISTOPHER	RILLIEUX, RODNEY J	VANCE, JACK A JR	
MCCANN, JASON R	RIVERS, KENNETH D	WAGERS, MICHAEL A	
MCDONALD, JOHN L	ROBBINS, DEAN W	WAITE, ROBERT, P	
MCINTYRE, JENNIFER R	ROSE, GERALD M	WARD, JEFFREY C	
MENDRALA, KIMBERLY ANNE	ROSS, GAYLE A	WARE, MICHAEL S SR	
MESSICK, GARY A	ROSSI, KRISTAL E	WEINHEIMER, PAUL V	
MICHAUD, GLORIA J	ROUSSEY, JUSTIN K	WELCH, JASON L	
MILLER, FRED J	ROUSSEY, SARA B	WHALEY, JAMES S JR	
MIRANDA, THERESA LIN	ROY, ERIN M	WHITE, KATHLEEN M	
MONOPOLI, BARTHOLOMEW F SR	ROYEA, DEBORAH E	WHITE, ROWENA L	
MOORE, PORJAI	RUTKOWSKI, JOSEPH F	WHITE, WILLIAM R	
MORENO-GAMEZ, CAMILO	RYAN, MARYANNE	WHITMAN, CLAUDE E	
MORLEY, EDWARD M	RYAN, ROBERT H	WHITMAN, MARK A	
MORTON, EDWARD J	RYAN, ROBERT H JR	WHITTLE, BRENDA S	
MOXLEY, THOMAS J	SANDER, SCOTT E	WILLIAMS, JENNIFER B	

**FY 2012 REAL ESTATE TAXES DUE AS OF 03/27/2013**

**Owner Name**

Bill #

338 ARANY KATALIN  
 24 ARMITAGE SHIRLEY  
 27 ARSENAULT ROLAND  
 35 BABYOK MARGARET A  
 37 BACON GUY  
 79 BISSONNETTE MARK R + SUSAN M  
 104 BOUCHARD STEVE J  
 996 BOURQUE JUDITH  
 156 CAMPBELL MARK  
 221 DEFORGE WILLIAM E + NICHOLA J  
 238 DINUOVO SYLVIA C  
 289 FARRINGTON JANET  
 305 FISHER CHARLCIA  
 310 FOLEY JOHN + TIMOTHY  
 315 FORTIER JEFFREY JR  
 352 GOMES JAMES JR  
 358 GRABOWSKI REBECCA J  
 252 GREY KATHLEEN  
 427 HEBERT GERALD F  
 441 HERITAGE PROPERTY NOMINEE TRUST  
 443 HERMANSON ANDREA  
 459 HOULE RONALD + SUSAN M  
 1000 ISHAM LORI  
 504 KAITBENSKI STANLEY INC  
 514 KING JANN  
 515 KING JANN SR  
 998 KORMAN PATRICIA  
 554 LANCASTER DAVID  
 678 LANCASTER WAYNE ROBERTS SHARON  
 555 LANGLOIS GARY  
 594 LEVANGIE ROBERT J JR  
 597 LINNALL JAMES + SHARON  
 618 LUURTSEMA KENNETH + MICHELLE D  
 630 MADORE GERALD W  
 737 NOLAN CHRISTIAN L

Address	Tax Due
102 HOLLOW RD	\$ 1,317.47
28 WOODLAND HGTS	\$ 345.52
5 AINSWORTH HILL Rl	\$ 555.50
3 WALKER RD	\$ 1,526.28
24 REED HILL RD	\$ 615.46
34 POLLY RD	\$ 3,132.90
4 POLLY RD	\$ 2,816.77
127 MAIN ST	\$ 1,624.56
96 MAIN ST	\$ 231.28
87 MAIN ST	\$ 2,523.29
18 CORDIALLY COLON	\$ 1,024.16
38 STAFFORD RD	\$ 1,346.05
132 MAIN ST	\$ 1,018.33
81 UNION RD	\$ 454.75
22 HOLLOW RD	\$ 741.68
6 WOODLAND HGTS	\$ 558.79
8 WALKER RD	\$ 1,430.70
5 LAKESHORE DRIVE	\$ 692.75
8 SIZER DRIVE	\$ 1,110.59
30 UNION RD	\$ 116.44
36 REED HILL RD	\$ 3,960.39
50R HAYNES HILL RD	\$ 778.36
12 SICHOLS COLONY	\$ 1,305.83
145 MAIN ST	\$ 368.79
33 LYNCH RD	\$ 2,958.73
33R LYNCH RD	\$ 213.73
5 WOODLAND HEIGHT	\$ 21.03
11 DELL HILL RD	\$ 3,911.68
7 HOLLOW RD	\$ 682.66
8 LAKESHORE DRIVE	\$ 537.52
7 DEBBIE ST	\$ 39.88
88 UNION RD	\$ 1,040.11
21 LAKE SHORE DRIV	\$ 68.28
18 HOLLAND RD	\$ 530.25
18 LAKE GEORGE RD	\$ 3,025.72

741 NORTON JOHN WESLEY  
 757 OLEARCZYK MARK + BARBARA TR  
 769 PAIGE ROBERT + MARY K  
 779 PATRIE LEONARD E + DONNA H  
 813 PIAZZO MICHAEL A + DIANE L  
 147 PUDUSKI DAVID  
 848 RACKLESAUERWALKER  
 876 ROBERTS JODI  
 937 SMITH JACQUELINE A  
 958 SPRUCE HILL OF LYNCH ROAD REALTY TRUST  
 957 SPRUCE HILL OF LYNCH ROAD REALTY TRUST  
 969 STEARNS LINDA M  
 999 TEMPLEMAN MAY O  
 1131 VALLE STEVEN  
 1106 WOLOSHUCK PAUL A THOMAS MICHAEL D  
 1117 WYSOCKI TADEUSZ + YOLANDE A TRUSTEE  
 1118 WYSOCKI TADEUSZ + YOLANDE A TRUSTEE  
 1124 ZINNER STEVEN A + LESLIE K  
 1125 ZINNER STEVEN A + LESLIE K  
 1126 ZINNER STEVEN A + LESLIE K  
 TOTAL

18 STAFFORD RD \$ 229.19  
 2 DEBBIE ST \$ 969.13  
 21 WOODLAND DRIVE \$ 896.02  
 10 GROVE POINT RD \$ 88.17  
 94 STAFFORD/HOLLAN \$ 1,503.31  
 143 UNION RD \$ 2,239.38  
 60 REED HILL RD \$ 756.03  
 155 MONSON RD \$ 1,344.23  
 15 ORCHARD LN \$ 1,053.88  
 28 LYNCH RD \$ 1,602.98  
 33 LYNCH RD \$ 2,827.94  
 7 HIDDEN ACRES \$ 416.23  
 5 HECK RD \$ 1,232.33  
 81 MAIN ST \$ 1,138.32  
 8 HOLLAND RD \$ 768.79  
 80 STAFFORD/HOLLAN \$ 629.61  
 50 STAFFORD/HOLLAN \$ 4,093.59  
 53R STAFFORD RD \$ 113.60  
 13 SHORE DR II \$ 830.02  
 12 SHORE DR II \$ 1.36  
 \$65,391.02

**FY 2011 REAL ESTATE TAXES DUE AS OF 03/27/2013**

Bill #	Owner Name	Address	Tax Due
27	ARSENAULT ROLAND	5 AINSWORTH HILL RI	\$ 661.73
37	BACON GUY & JULIE	24 REED HILL RD	\$ 533.69
147	BUTLER KENNETH M	143 UNION RD	\$ 1,063.81
305	FISHER CHARLCA L	132 MAIN ST	\$ 87.21
315	FORTIER JEFFERY JR	22 HOLLOW RD	\$ 712.97
338	GERL ROSA	102 HOLLOW RD	\$ 391.27
459	HOULE RONALD + SUSAN M.	50R HAYNES HILL RD	\$ 746.64
678	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 658.80
594	LEVANGIE, ROBERT J JR	7 DEBBIE ST	\$ 38.06
617	LUSIER JOHN	87R MAIN ST	\$ 288.68
654	MASTERLERZ RICHARD J	108 UNION RD	\$ 1,557.70
737	NOLAN CRISTIAN L	18 LAKE GEORGE RD	\$ 2,160.26
777	PARKER GILES & MARY	121 MAIN ST	\$ 87.84
848	RACKLESAUERWALKER	60 REED HILL RD	\$ 726.14
949	SODERBERG BRENDON M.	24 STAFFORD RD	\$ 1,642.52
TOTAL			\$11,357.32

**FY 2010 REAL ESTATE TAXES DUE AS OF 3/27/2013**

<b>Bill #</b>	<b>Owner Name</b>	<b>Address</b>	<b>Tax Due</b>
678	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 525.25
TOTAL			\$ 525.25

**FY 2009 REAL ESTATE TAXES DUE AS OF 3/27/2013**

<b>Bill #</b>	<b>Owner Name</b>	<b>Address</b>	<b>Tax Due</b>
678	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 505.27
TOTAL			\$ 505.27

**FY 2008 REAL ESTATE TAXES DUE AS OF 3/27/2013**

<b>Bill #</b>	<b>Owner Name</b>	<b>Address</b>	<b>Tax Due</b>
	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 490.69
TOTAL			\$ 490.69

**FY 2007 REAL ESTATE TAXES DUE AS OF 3/27/2013**

<b>Bill #</b>	<b>Owner Name</b>	<b>Address</b>	<b>Tax Due</b>
672	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 494.43
TOTAL			\$ 494.43

**FY 2006 REAL ESTATE TAXES DUE AS OF 3/27/2013**

<b>Bill #</b>	<b>Owner Name</b>	<b>Address</b>	<b>Tax Due</b>
659	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 548.48
TOTAL			\$ 548.48

**FY 2005 REAL ESTATE TAXES DUE AS OF 3/27/2013**

<b>Bill#</b>	<b>Owner Name</b>	<b>Address</b>	<b>Tax Due</b>
656	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 513.80
TOTAL			\$ 513.80

**FY 2004 REAL ESTATE TAXES DUE AS OF 3/27/2013**

<b>Bill#</b>	<b>Owner Name</b>	<b>Address</b>	<b>Tax Due</b>
720	LANCASTER WAYNE, ROBERTS SHARON	7 HOLLOW RD	\$ 389.37
TOTAL			\$ 389.37



**FY 2012 PERSONAL PROPERTY TAXES DUE AS OF 03/27/2013**

Bill #	Owner Name	Tax Due
55	HATCH ROBERT + PATRICIA	\$ 50.53
85	KING JANN JR	\$ 220.11
89	RANDALL EUGENE	\$ 199.38
74	RENAUD ROSE	\$ 1.66
30	STEVENSON JAMES + BONNIE	\$ 9.58
22	STRZCLECKI TINA	\$ 14.24
34	VILLENEAUVE GREG + MICHELLE	\$ 23.49
112	ZINNER STEVEN A + LESLIE K	\$ 12.53
	TOTAL	\$ 531.53

**FY 2011 PERSONAL PROPERTY TAXES DUE AS OF 03/27/2013**

Bill #	Owner Name	Tax Due
71	DWORSKI WILLIAM V & NORMA	\$ 22.85
22	STRZCLECKI TINA	\$ 13.07
	TOTAL	\$ 35.92

**FY 2010 PERSONAL PROPERTY TAXES DUE AS OF 03/27/2013**

Bill #	Owner Name	Tax Due
37	NORTON JOHN WESLEY	\$ 17.73
74	RENAUD ROSE	\$ 6.36
88	STRZCLECKI TINA	\$ 15.08
22	VILLENEAUVE GREG & MICHELLE	\$ 22.79
112	ZINNER STEVEN A & LESLIE K	\$ 12.04
	TOTAL	\$ 74.00

**FY 2009 PERSONAL PROPERTY TAXES DUE AS OF 03/27/2013**

Bill #	Owner Name	Tax Due
101	STRZCLECKI, TINA	\$ 7.23
	TOTAL	\$ 7.23

# TOWN CLERK'S REPORT 2012

**Vital Statistics:** In 2012, the Town of Wales had 11 deaths (nine men and two women), 12 births (nine boys and three girls,) and 3 marriages. We said "good-bye" to many long time residents of Wales this past year, including Everett Proctor, Al Johnson and Dot Anair.

**Dog Licenses:** There were 274 individual dog licenses issued, as well as four licenses for kennels of up to four dogs and seven licenses for kennels of up to ten dogs. The most popular breeds here in town are Labrador Retrievers, with 50 registered, followed by 23 German Shepherds, and ten families have Chihuahuas. **Due to the new Animal Control Law signed by the Governor in August 2012, some changes are coming!** New this year: Kennel licenses for up to ten dogs cannot be issued until the Animal Control Officer has inspected the kennel seeking a license. New for 2014: There will only be one kind of kennel license, which will allow the keeping of more than four but not more than ten dogs. The requirement for an inspection will apply to anyone seeking a kennel license. Also there is an article on the Annual Town Meeting warrant which, if passed, will allow persons age 70 or older to receive their dog license for free, starting in 2014.

**Voter Registration:** There are currently 1251 registered voters in town: 832 are not enrolled in any political party, 233 are registered as Democrats, 172 are as Republicans, 10 as Libertarians, 3 as Green-Rainbow and one as a member of the Interdependent Third Party. You may register to vote at any time by coming into the Town Clerk's office to register in person, or by calling or emailing the office to request a mail-in voter registration form. You may also register to vote any time you visit a Registry of Motor Vehicles office, or by using the National Mail-In Voter Registration Form, which can be found online at the Federal Election Commission website: [www.fec.gov](http://www.fec.gov) . Individuals who do not register in person will be required to show photo identification when voting for the first time.

**Caucus and Town Meeting:** The 2012 Town Caucus was held on Wednesday April 11, 2012, and 22 registered voters were nominated for 17 positions. Two additional voters obtained nomination papers and returned them by the deadline with the required twenty signatures. A listing of our current elected officials and of those appointed or elected to various boards and committees appears later in this report. The Annual Town Meeting was held the second Wednesday in May, as required by the Town By-laws. Two articles called for the Town to petition the Legislature for special legislation, one for a Library Building Fund and one for a Recall Petition. Both requests were submitted to our State Representative, Todd Smola, and to our State Senator, Stephen Brewer. They agreed to co-sponsor the Bills, and subsequently filed them for the town of Wales.

Unfortunately, the Legislative Session expired before these Bills could be voted on, and both Bills have been re-filed for the current session which began in January. (See the full report from the Annual Town Meeting later in this section.)

The 2013 Annual Town Meeting will be held on May 15<sup>th</sup>. The date of the Town Election has been changed. The Town Election will be held on June 25<sup>th</sup>, from 7 a.m. to 8 p.m., to coincide with the Special State Election. This will result in a savings of approximately \$400.00.

**2012 Elections:**

March 6	Presidential Primary	15% turnout	196 voters
May 29	Town Election	31% turnout	387 voters
September 6	State Primary	12% turnout	154 voters
November 6	Presidential Election	71% turnout	932 voters

**Return you Annual Street List Form!** The Town Clerk utilizes the information obtained from the Annual Street List Forms to generate a variety of reports. Some reports are used to help the Town keep an up-to-date list of where residents live in case of an emergency. The School Committee uses the information provided by the Town Clerk to project future school enrollment and anticipated expenditures. The Town Clerk uses the Street List to provide the Veterans' Agent with a report of the Town's U.S. Military Veterans, helping him to assist our Veterans with their needs. The Clerk also provides the Council on Aging Director with a list of all Town residents over the age of 60. This information is used both in applying for grants and in estimating the possible demand for services to those residents. There is also a generic Street List available for viewing at the Town Clerk's Office or for purchase from the Town Clerk. Many local businesses or newspaper reporters purchase copies of the Street List to assist them in their work. Registered voters who do not return the Annual Street List Form and who do not respond to a follow-up mailing must be placed on inactive status. Voters designated as inactive will only be eligible to vote in upcoming elections after completing an "Affirmation of Current and Continuous Residence" form, which will be available at the polls. If you have any concerns or questions about your status as a voter, please call 245-7571x101 or email the Town Clerk's office at [townclerk@townofwales.net](mailto:townclerk@townofwales.net).

**Personnel Changes:** In September 2012 Barbara Tessman, who had been Assistant Town Clerk, left to pursue full time employment in her professional field. Her sunny disposition will be missed. In January 2013, Susan Hubbell joined the office as Assistant Town Clerk. She has been busy overseeing the dog licensing and learning the details of the job. With Susan's help, we have been able to clear some of the backlog of projects that have been waiting for attention. We are very glad to have her here!

Please visit the Town Clerk's page on the Town of Wales website:  
[www.townofwales.net](http://www.townofwales.net) for answers to frequently asked questions, services & fees, hours of operation and other items of interest. We are always happy to answer your questions and if we don't know the answers, we will try to point you in the right direction.

I want to thank the citizens of Wales for the opportunity to serve as your Town Clerk. I have enjoyed my first year on the job immensely, and I hope to be able to continue to serve the residents of Wales for many more years.

Respectfully submitted,  
Leis Phinney  
Town Clerk

## **TOWN CLERK SERVICES & FEES**

### **CERTIFIED DOCUMENTS:**

Birth, Marriage, Death \$10.00  
Marriage License \$40.00  
(With one Certified Copy \$50.00)

### **NON-CERTIFIED DOCUMENTS:**

Gardner Book Copies \$1.25 per page  
Other Copies 25¢ per page  
Street Listing \$10.00  
General By-Laws\* \$10.00  
Zoning By-Laws\* \$25.00

### **DOG LICENSES:**

Female or Male \$17.00  
Spayed or Neutered \$7.00  
(A fine of \$15.00 for each dog will be applied after May 31<sup>st</sup> of the year license is due.)

### **BUSINESS LICENSES:**

DBA \$40.00 (4 years)  
Change to a DBA \$10.00

### **REPORTS in ELECTRONIC FORMAT:**

Excel spreadsheets on CD or via email have a two-week turnaround time and prepayment is required.

\$15.00 each

Street List

Registered Voters

Head of Household

### **GENEALOGY RESEARCH:**

No charge for the first hour, larger projects will be estimated and charged at \$15.00 per hour. Please make requests via email to [townclerk@townofwales.net](mailto:townclerk@townofwales.net).

***\*The documents are available on the Town website***

# ***ELECTED OFFICERS OF THE TOWN OF WALES***

**May 29, 2012**

## **BOARD OF SELECT**

MICHAEL VALANZOLA (Chair).....2013  
MICHAEL MILANESE.....2014  
JEFFERY VANNAIS.....2015  
Kaye S. Worth -- Executive Secretary

## **TOWN CLERK**

LEIS PHINNEY.....2013  
Susan Hubbell -- Assistant Town Clerk

## **TAX COLLECTOR**

REBECCA SMITH/CMMC.....2015  
Robin Bradbury --Tax Collector Clerk

## **BOARD OF ASSESSORS**

ROSEMARY BURDICK.....2013  
BEVERLY POIRIER.....2014  
LEON GIVNER.....2015

## **TREASURER**

LYNN S. GREENE/CMMT.....2015  
Robin Bradbury -- Assistant Treasurer

## **CEMETERY COMMISSIONERS**

WILLIAM TOWNS.....2013  
JUDY JEGELIWICZ.....2014  
DAVID WORTH.....2015

## **BOARD OF HEALTH MEMBER**

ROBERT WAITE.....2014/resigned  
DAVID FOOTE.....Appointed 1/2013  
MONICA PALACIOS Boyce.....2013  
SUSAN CADIEUX.....2015  
Michelle Blanchard -- Clerk  
Jill Cafarelli -- BOH Agent

## **LIBRARY TRUSTEES**

DANELLE LAFLOWER.....2013  
KIMBERLY BREADY.....2014  
KERIDWYN PITCHER.....2015

## **PLANNING BOARD MEMBER**

EUGENE RANDALL.....2013  
DANIELLE LAFLOWER.....2014  
WILLIAM MATCHETT, 3<sup>RD</sup>.....2014  
WILLIAM DARNLEY.....2014  
DAVID J. MCCLAIN.....2015

## **TANTASQUA REPRESENTATIVE**

MICHAEL VALANZOLA.....2015

## **WALES SCHOOL COMMITTEE MEMBERS**

ED BOYCE.....2013  
CHRISTINE RANDALL.....2013  
KAREN BLASCO.....2014  
LYNNE SERRENHO.....2014  
SUSAN HUBBELL.....2015

## **HIGHWAY COMMISSIONER**

BRUCE CADIEUX.....2015

## **MODERATOR**

LEON GIVNER.....2015/Resigned

## **CONSTABLES**

JEFFREY WASILUK.....2013  
KEVIN JEGELIWICZ.....2014  
CHARLES SMITH, III.....2015

# ***APPOINTED OFFICIALS, DEPARTMENTS, COMMITTEES & COMMISSIONS for FY2013***

## **ACCOUNTANT**

Susan Hilker

## **ADA COORDINATOR**

(unfilled position)

## **ANIMAL CONTROL OFFICER**

Wendy LeSage

## **BUILDING INSPECTOR**

Ted Tetreault

## **CABLE ADVISORY COMMITTEE**

Susan Cadieux

Karen Keen

Lynne Serrenho

Gene Randall

Trent Bradbury

## **CAPITAL IMPROVEMENTS PLANNING COMMITTEE**

Ed Boyce/School Committee

Michael Milanese/Selectboard

David McLain/Planning Board

Roy Lainson/Finance Committee

Citizen at Large (unfilled position)

## **CONSERVATION COMMITTEE**

William Bozenhard

Greg Meacham

Joseph Bolduc

Bridgett Smith

Norma Thompson

## **COUNCIL ON AGING**

Gerard Bernier

Sandra Tunstall

David Worth

Ted Wysocki

William Towns

## **SENIOR CENTER DIRECTOR**

Judy Jegelewicz

## **SENIOR CENTER VOLUNTEERS**

Kevin Jegelewicz/Chef

Gerard Bernier/Cook

Wendy Baker/Kitchen

Beverly Poirier/Kitchen

Ellamae Shoum/Kitchen

Bill Darnley/Van Driver

John Marshall/Van Driver

Jack Riddle/Van Driver

## **CULTURAL COUNCIL**

Jennifer Cawley

Pam Smith

Leanne Bourque

George Ferraro

## **ELECTRICAL INSPECTOR**

Scot Mansfield

## **EMERGENCY MANAGEMENT**

Erin Hastings

Thomas Ard /Assistant

## **FINANCE COMMITTEE**

Roy Lainson

Howard Whyte

Valerie Bernier

(unfilled position)

(unfilled position)

(alternate unfilled position)

(alternate unfilled position)

## **FINANCIAL MANAGEMENT TEAM**

Michael Valanzola/Selectboard

Kaye Worth/Executive Secretary

Rebecca Smith/Tax Collector

Lynn S. Greene/Treasurer

Beverly Poirier/Assessor

Susan Hilker/Accountant

Deb Boyd/School Business Office

Roy Lainson/Finance Committee

**FIRE DEPARTMENT**

Jody Bennett/Chief  
Carl Ekenbarger EMT/Safety Officer  
John Croke/Deputy Chief  
Tammy Hughes EMT /EMS Lieutenant  
Matt Greene/Captain  
Ross Boone/1<sup>st</sup> Lieutenant  
Chris Veroneau/2<sup>nd</sup> Lieutenant  
Jay Allen/Engineer  
John Cozens/Code Compliance

**FIRE FIGHTERS**

Matt Lisecki EMT/Sr. Firefighter  
Thomas Ard EMT  
Nate Croke EMT  
Lisa Malay EMT  
Brian Sacerdote EMT  
Rich Vierthaler EMT  
Mike Dubois  
Edward Fisher  
Anthony Garceau  
Dan Greene  
Tyler Moccio  
Paul Morin  
Rich Morris  
Eric Pearson  
Wayne Robidoux  
Jake Vilandre  
Sean Weldon

**HISTORICAL SOCIETY**

David Worth  
Kaye Worth  
Peter Hamm  
Rebecca Smith  
Lynn S. Greene  
Andrew Bourque

**LAKE GEORGE STUDY COMMITTEE**

Robert Boronski  
Bill Anair  
William Terry  
David Hamel  
Judy McKain  
Brett Robinson

**PARKS COMMISSION**

William Bozenhard/Conservation  
Danelle LaFlower/Recreation  
JoAnn Higgins/Resident  
Jeffrey Vannais

**POLICE COMMISSIONERS**

Board of Selectmen

**POLICE DEPARTMENT**

Dawn Charette/Chief (retired)  
Jeffrey T. Hasting/Lieutenant  
Erin P. Hastings/Detective

**OFFICERS**

Lee Collins  
William E. Stanley  
Paul Valley  
Derek Julian (resigned)  
**Chief Emeritus**  
Richard S. Ullery, Jr.

**PLUMBING & GAS INSPECTOR**

Richard D. Buccelli

**REGISTRARS OF VOTERS**

Eleanor Mann (D)  
Sandra Szlachetka(R)  
Ed Morrow(R)  
Leis Phinney/Clerk (U)

**RECREATION COMMITTEE**

Arthur Higgins  
Peter Higgins  
Mary McGlynn  
Melody Robbins  
Douglas Bready

**RENT CONTROL BOARD**

Judy Jegelewicz  
Michael Valanzola  
Jeffrey Vannais

**TREE WARDN**

Charles Smith III

**TOWN COUNSEL**

Kopelman & Paige, P.C.

**VETERAN'S AGENT**

John Commerford

**VETERAN'S GRAVES OFFICER**

Jean Paul Charette

**ZONING BOARD OF APPEALS**

Mike Bowden  
Chris Albrecht  
(unfilled position)

# **Minutes of the Annual Town Meeting**

## **May 16, 2012 Wales Elementary School.**

The meeting was opened at 7:10 p.m. by the Town Clerk, who announced that a quorum was present. Since the moderator was absent, she asked if there was a volunteer who would be willing to be nominated to moderate the meeting. Mr. John Riddle volunteered and was nominated. There were no other nominations offered. Jeff Vannais cast a single vote in favor of nominating Mr. Riddle and he was therefore elected to moderate the Annual Town Meeting.

The Town Clerk commenced the reading of the warrant, and a motion was made a seconded to skip the reading of the warrant. The following articles were then considered.

**ARTICLE 1** The Town voted to accept the reports of Town Officers as written.

**ARTICLE 2** The Town voted to accept the reports of Committees as written.

**ARTICLE 3** The Town voted to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the Fiscal Year beginning July 1, 2012, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 4 and to renew any note or notes as may be given in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 17.

**ARTICLE 4** The Town voted to authorize the Town Treasurer, with the approval of the Board of Selectmen, to enter into compensating balance agreements with bank offices having their principal offices in the Commonwealth during the fiscal year 2013, as permitted by Massachusetts General Laws, Chapter 44, Section 53 F.

**ARTICLE 5** The Town voted to authorize the Board of Selectmen to defend all suits that may be brought against the Town and to prosecute all suits on behalf of the Town, to engage counsel for same, and to settle such suits as they deem advisable.

**ARTICLE 6** The Town voted to authorize the Board of Selectmen to apply for and accept such federal or state grants or monies as may be advisable and to authorize the Board of Selectmen to expend any funds received there from in accordance with the terms of said grants.

**ARTICLE 7** The Town voted, pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E ½, to reauthorize revolving funds for certain Town departments and officers for the fiscal year beginning July 1, 2012, as printed below:

<b>REVOLVING FUND</b>	<b>AUTHORITY TO SPEND</b>	<b>REVENUE SOURCE</b>	<b>USE OF FUND</b>	<b>FY13 BUDGET</b>
<b>Building Inspections</b>	<b>Building Commissioner</b>	<b>Inspection Fees</b>	<b>Expenses and costs related to provision of inspection services</b>	<b>\$18,000</b>
<b>Plumbing, Heating</b>	<b>Plumbing/Heating/Gas Inspector</b>	<b>Inspection fees and</b>	<b>Expenses and costs related to provision of</b>	<b>\$5,000</b>



<b>And Gas Inspections</b>		<b>expense reimbursements</b>	<b>inspection services</b>	
<b>Cemetery Services</b>	<b>Cemetery Commission</b>	<b>Fees received in connection with opening and closing graves</b>	<b>Expenses and costs related to opening and closing graves, including payment to other departments related thereto</b>	<b>\$3,000</b>
<b>Planning</b>	<b>Planning Board</b>	<b>Filing fees and expense reimbursements</b>	<b>Expenses and costs related to processing applications, publishing notices, and holding hearings</b>	<b>\$5,000</b>
<b>Conservation</b>	<b>Conservation Commission</b>	<b>Filing fees, expense reimbursements</b>	<b>Expenses and costs related to processing applications, publishing notices, and holding hearings</b>	<b>\$5,000</b>
<b>Zoning</b>	<b>Zoning Board</b>	<b>Filing fees and expense reimbursements</b>	<b>Expenses and costs related to processing applications, publishing notices and holding hearings</b>	<b>\$2,000</b>
<b>Animal Control</b>	<b>Animal Control Officer</b>	<b>Fines and fees</b>	<b>Expenses and costs related to provision of animal control services for which fees and fines are assessed</b>	<b>\$2,000</b>
<b>Library</b>	<b>Library Trustees or Director</b>	<b>Fees and fines</b>	<b>Expenses and costs related to library programs and activities for which fees and fines are assessed</b>	<b>\$1,000</b>
<b>Board of Health</b>	<b>Board of Health</b>	<b>Fees and reimbursements</b>	<b>Expenses and costs related to enforcing State &amp; Local Board of Health regulations</b>	<b>\$10,000</b>
<b>Electrical</b>	<b>Electrical Inspector</b>	<b>Permit fees and expenses</b>	<b>Expenses and costs related to inspections</b>	<b>\$5,000</b>
<b>Police – Pistol Permits</b>	<b>Police Chief</b>	<b>Pistol Permit Fees</b>	<b>Expenses and costs related to pistol permit application review and issuance</b>	<b>\$5,000</b>
<b>Council on Aging</b>	<b>Council on Aging</b>	<b>Fees and reimbursements</b>	<b>Expenses and costs related to programs and activities for Seniors</b>	<b>\$3,500</b>
<b>Highway Superintendent</b>	<b>Highway Superintendent</b>	<b>Permit fees and expenses</b>	<b>Expenses and costs related to driveway permits</b>	<b>\$1,500</b>
<b>Fire Dept.</b>	<b>Fire Inspector</b>	<b>Permit Fees</b>	<b>Expenses and costs</b>	<b>\$1,500</b>

			related to provisions of inspection services	
Cable Advisory	Cable Committee	Fees	Expenses and costs related to Cable Committee	\$1,500

**ARTICLE 8** The Town voted to reauthorize an Offset Receipt Account, said amount not to exceed SIXTY THOUSAND DOLLARS (**\$60,000.00**) more or less, for the operation of the **TRANSFER STATION** provided, however, that pursuant to Massachusetts General Laws, Chapter 44, Section 53E, such costs shall be offset by the estimated receipts from the fees charged to users of the services provided by the Transfer Station.

**ARTICLE 9** The Town voted to accept any and all grant monies received during FY13 for the Wales Public Library Grant Account, for the use of the Wales Public Library.

**ARTICLE 10** The Town voted to authorize the Board of Selectmen to transfer from available funds, to the Wales Board of Library Trustees for library purposes, the sum of **\$292.48**, such monies having been accrued as interest incidentally to the maintenance of the library building fund.

**ARTICLE 11** The Town voted to authorize the Board of Selectmen to petition the State Legislature for special legislation to authorize the Library Building Fund to be maintained by the Town Treasurer and invested at the direction of the Library Trustees as a trust for the purchase, construction or reconstruction of a new library building, the principal of such trust fund would be expendable and the interest would be kept with the fund; the Town would be authorized to appropriate monies, and donations could also be made to the fund.

**ARTICLE 12** The Town voted to accept the provisions of M.G.L., C 59, Sec. 5, clause 17C, providing tax relief to certain surviving spouses or minors whose parents are deceased, to be effective on taxes issued after July 1, 2012.

**ARTICLE 13** The Town voted to accept the provisions of the paragraph inserted after clause 55 of M.G.L. c 59, Sec. 5, which was added by Chapter 181 of the Acts of 1995, and provides that any abatement granted under clauses 17, 17C, 17C ½, or 17D may be adjusted annually by an amount not to exceed the annual cost of living as determined by the Consumer Price Index, to be effective on taxes issued after July 1, 2012.

**ARTICLE 14** The Town voted to accept the provisions of M.G.L., c.59, Sec. 5, Clause 41C, providing tax relief to certain persons over 70 years of age meeting income, residency and other eligibility requirements, to be effective on taxes issued after July 1, 2012.

**ARTICLE 15** The Town voted to adjust the exemption requirements for the property tax exemption provided to certain persons over 70 years of age, under M.G.L. c.59, Sec. 5, Clause 41C, as amended by Section 51 of Chapter 184 of the Acts of 2002, by increasing gross receipts limit from \$13,000 to \$20,000 if single and from \$15,000 to \$30,000 if married; increase whole estate limit from \$28,000 to \$35,000 if single and from \$30,000 to \$40,000 if married, to be effective on taxes issued after July 1, 2012.

**ARTICLE 16** The Town voted to accept the provisions of Chapter 59, Sec. 5, Clause 41D, providing for an increase in the amount of gross receipts and whole estate, real and personal, as set forth in

clauses 41, 41B, and 41C shall be increased annually by an amount equal to the increase in the Consumer Price Index, to be effective on taxes issued after July 1, 2012.

**ARTICLE 17** The Town voted to approve the following change in the Tantasqua Regional School District Bylaws:

“Vacancies occurring in the Regional District School Committee shall be filled as follows: in the case of members appointed by the School Committee of a Participating Town, by such School Committee; in the case of those elected at an annual town election, by the Selectmen and the remaining Committee members from the Town concerned to served until the next annual Town election, at which election a successor shall be elected to serve for the balance of the unexpired term, if any.”

**ARTICLE 18** The Town voted, in accordance with M.G.L., Chapter 39, Section 10, to direct the Wales Board of Selectmen to petition the Great and General Court for passage of a Special Act for the Town of Wales as follows:

#### AN ACT PROVIDING FOR RECALL ELECTIONS IN THE TOWN OF WALES

**Section 1.** Any holder of an elective office in the Town of Wales may be recalled and removed there from by the qualified voters of said town as herein provided.

**Section 2.** One hundred or more registered voters may initiate a recall petition by filing with the Town Clerk an affidavit containing the name of the officer and the office held whose recall is sought and a statement of the grounds of recall. Upon certification by the Town Clerk, the Town Clerk shall, within two business days, deliver to the voter first named on such affidavit, a sufficient number of copies of petition blanks demanding such recall. The blanks shall be issued by the Town Clerk with the Town Clerk's signature and official seal attached thereto; they shall be dated and addressed to the Board of Selectmen; shall contain the name person whose recall is sought, the office from which recall is sought, the grounds for recall as stated in the affidavit, and shall demand the election of a successor to such office. A copy of the petition shall be entered in a record book to be kept in the office of the Town Clerk. The recall petition shall be returned and filed with the Town Clerk within twenty days following the date of issuance of said petition. Said recall petition shall be signed by at least twenty percent of the registered voters in said town, and to every signature shall be added the place of residence of the signer, giving the street and number. The Town Clerk shall, within two business days following the date of such filing, submit the recall petition to the Board of Registrars of voters, who shall within five business days after the day of receipt, certify in writing thereon the number of signatures which are names of voters in said town as of the date such affidavit was filed with the town Clerk. The Board of Registrars shall, upon completion of its certification, return the petition to the Town Clerk.

**Section 3.** If the petition shall be found and certified by said Town Clerk to be sufficient, he/she shall submit the same with his certificate thereon to said selectmen without delay, and said selectmen shall forthwith give to said elected officer whose recall is being sought, written notice of the receipt of said certificate and shall, if the officer sought to be removed does not resign within five days thereafter, thereupon order a recall election to be held not less than sixty nor more than ninety days after the date of Town Clerk's certificate that a sufficient petition has been filed; provided however, that if any other town election is to occur within one hundred days after the date of said certificate, the selectmen may, in their discretion postpone the holding of the removal election to the date o such other election. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as herein provided.

Section 4. Any officer sought to be recalled may be a candidate to succeed him/herself, and unless he requests otherwise in writing, said Town Clerk shall place his/her name on the official ballot without nomination. The nomination of other candidates, the publication of the warrant for the recall election, and the conduct of the same, shall be in accordance with the provisions of law relating to election, unless otherwise provided in this act.

Section 5. The incumbent shall continue to perform the duties of his/her office until the recall election. If the recall fails, or if the incumbent is re-elected, he/she shall continue in the office for the remainder of his/her unexpired term, subject to recall as before, except as provided in this act. If not re-elected in the recall election, he/she shall be deemed removed upon the qualification of his successor, who shall hold office during the unexpired term. If the successor fails to qualify within five business days after receiving notification of his/her election, the incumbent shall thereupon be deemed removed and the office vacant.

Section 6. Ballots used in a recall election in said town shall submit the following proposition in the order indicated:

For the recall of (name of officer) (office held)  
Against the recall of (name of officer) (office held)

Immediately at the right of each proposition there shall be a square in which the voter by making a cross mark (X) may vote for either of such propositions. Just above said squares, there shall appear the direction "Vote for one". Under the proposition shall appear the word "Candidates" and the direction "Vote for one" and beneath this the names of candidates nominated as hereinbefore provided.

In case of machine voting or punch card balloting, or other forms of balloting, appropriate provisions shall be made to allow the same intent of the voter.

If the majority of the votes cast on the recall question is in the affirmative, then the candidate who received the highest number of votes of the special election to the vacancy shall be elected. If a majority of the votes cast on the recall question is in the negative, the ballot for candidates to fill the potential vacancy need not be counted.

Section 7. No recall petition shall be filed against an officer of said town within six months after he/she takes office, or, in the case of an officer subjected to recall election and not removed thereby, until at least six months after the election at which his/her recall was submitted to the voters.

Section 8. No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against that person shall be appointed to any town office within two years after such removal by recall or resignation.

Section 9. This act shall take effect upon its passage.

**ARTICLE 19** The Town voted to establish a Dam Inspection account, and to initially raise and appropriate the sum of **\$2,000.00**.

**ARTICLE 20** The Town voted to transfer the sum of **\$2,500.00** from the FY12 Financial Audit line item (100-135-5200-00) and the sum of **\$2,905.28** from the Accountant Encumbrance line item (100-135-5780-00), and raise and appropriate the sum of **\$7,094.72**, for an audit of the Town's finances for FY2012.

**ARTICLE 21** The Town voted to amend the General Bylaws of the Town, by revising the Capital Improvement Planning Committee Bylaw by deleting Section 2(1), which provides, "are purchased or undertaken at intervals of not less than five years", and by revising Section 2(3), by deleting the reference to \$50,000 and inserting in place thereof, "\$25,000".

**ARTICLE 22** The Town voted to transfer from Norcross Gift Account the sum of **\$22,500.00**, 50% of the funds received in FY2012, to the Capital Improvement Stabilization Fund.

**ARTICLE 23** The Town voted to transfer the sum of **\$23,000.00** from Free Cash to the Capital Improvement Stabilization Fund.

**ARTICLE 24** The Town voted to transfer the sum of **\$23,320.50** from Free Cash to the Fire Department new equipment account for the purpose of purchasing Recertified Self-Contained Breathing Apparatus (SCBA's).

**ARTICLE 25** The Town voted A to raise and appropriate or transfer from available funds **\$3,500.00** for the Wales 250<sup>th</sup> Celebration.

**ARTICLE 26** The Town voted to transfer from Free Cash the sum of **\$5,000.00** to Road Detail Agency Account to allow officers to be paid in a timely manner as prescribed by State and Federal Law, rather than waiting for vendor payment.

The Town voted to consider article 27 after article 28 & 29.

**ARTICLE 28** The Town voted to transfer the sum of **\$10,932.52** from Free Cash and raise and appropriate the sum of **\$10,148.16** to the General Stabilization Account.

The Town voted to combine Article 27 and Article 29, and to waive the reading of the budget.

**ARTICLE 27 & 29** The Town voted to raise and appropriate **\$3,824,891.25** to defray expenses of the Town, on a departmental basis, for the fiscal year 2013 period; to raise from the tax levy **\$3,742,437.25** and to transfer from Free Cash **\$82,454.00**, all as proposed in the yellow pages of the Town Report, with the changes recommended by the Finance Committee: to increase account #10-913-5100, Unemployment Insurance from **\$3,300.00** to **\$5,400.00** and to increase account # 100-945-5700, Insurance & Bonds from **\$75,000.00** to **\$90,000.00** and to fix the salary and compensation of the following elective officers of the Town of Wales as provided by Massachusetts General laws, Chapter 41, Section 108, as amended: Moderator, Selectmen, Assessors, Treasurer, Collector, Clerk, Planning Board, Road Commissioner, and Board of Health for fiscal year 2013.

The business on the warrant being completed, a motion was made and seconded to adjourn the meeting. The moderator reminded the voters to come out and vote for the Town officers on May 29, 2012 at the Senior Center, and the meeting adjourned.

# **Minutes of the Special Town Meeting**

## **Held March 6, 2013 at 7:00 p.m.**

### **at the Wales Elementary School**

The meeting was opened at 7:10 p.m. by the Town Clerk, who announced that a quorum was present. Since the moderator had resigned, she asked if there was a volunteer who would be willing to be nominated to moderate the meeting. Mr. John Riddle volunteered. A motion to nominate John Riddle as moderator was made and seconded. There were no other nominations offered. Jeff Vannais cast a single vote in favor of nominating Mr. Riddle and he was therefore elected to moderate the Annual Town Meeting.

Mr. Riddle opened the meeting with the salute to the flag. The Town Clerk commenced the reading of the warrant, and a motion was made, seconded and passed unanimously to skip the reading of the warrant.

**ARTICLE 1** A motion was made and seconded to transfer the sum of \$39,000.00 from the Capital Improvement Stabilization account for the purchase of a Fire Rescue vehicle for the Wales Fire Department.

Mr. Ed Boyce, representing the Capital Improvements Planning Committee, made a brief presentation about the thinking behind the decision to recommend the purchase of the Rescue Vehicle. The Fire Department showed a side-by-side comparison of the current and potential new purchase, and answered questions from the citizens.

The moderator called for a vote. A motion was made and seconded to have a written ballot. The motion failed when only one person indicated a desire to have a written ballot. The vote, taken by show of hands was 65 yeas, 0 nays. The moderator declared the motion passed.

**ARTICLE 2** The motion was made and seconded to transfer the sum of \$31,000.00 from Free Cash for the purchase of a Fire Rescue vehicle for the Wales Fire Department. The motion passed unanimously on a voice vote.

Motion to adjourn was made and seconded.

Meeting adjourned at 7:20 p.m.

## **TOWN OF WALES IMPORTANT DATES FOR 2012**

January 1	Town Office closed for New Year's Day
January 21	Town Office closed for M.L. King Jr. Birthday
February 18	Town Office closed for President's Day
April 10	Last day to register to be eligible to vote in the Special State Primary*
April 15	Town Office closed for Patriot's Day
April 24	Last day to register to be eligible to vote at the Annual Town Meeting *
<b>April 25</b>	<b>Special State Primary</b> 7 a.m. to 8 p.m. at the Sr. Center
<b>May 8</b>	<b>Town Caucus</b> 7 p.m. at the Elementary School
<b>May 15</b>	<b>Annual Town Meeting</b> 7 p.m. at the school
<b>May 18</b>	<b>Rabies Clinic</b> 1 p.m. to 3 p.m. at the Fire Station
May 27	Town Office closed for Memorial Day
June 5	Last day to register to be eligible to vote in the Town & Special State Elections*
<b>June 25</b>	<b>Annual Town Election &amp; Special State Election</b> 7 a.m. to 8 p.m. at the Sr. Center
July 4	Town Office Closed for Independence Day
September 2	Town Office closed for Labor Day
October 14	Town Office closed for Columbus Day
November 11	Town Office closed for Veteran's Day
November 28	Town Office closed for Thanksgiving Day
December 25	Town Office closed for Christmas Day

\*On these days the Town Clerk's office is open from 9:00 a.m. to 4 p.m. and again from 7 p.m. to 8 p.m. for voter registration.

As required by M.G.L. Ch 136 §12, on the State legal holidays listed above, the Town Office is closed and no Boards or Committees conduct business.



# ***TOWN OF WALES***

## ***TREASURER'S 2012/2013***

### ***ANNUAL REPORT***

The Accountant and Treasurer have balanced all accounts for the year and every month we meet to balance bank statements along with receipts and expenditures.

***The Town of Wales has 1 outstanding debt.***

On 12/15/2013 the Town of Wales will need to pay \$23,090.00 for the fire truck and then the Town will have 2 more years before the fire truck will be paid off on 12/15/2015.

***The Town of Wales has paid the debt in full for the Highway Dump Truck on December 28, 2012***

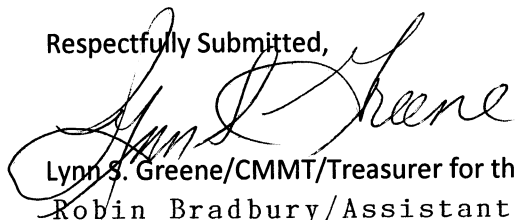
FYI: When the Tax Collector places land owners into Tax Title, the treasurer's office will contact these owners with a request to pay these back taxes. If we do not hear from these owners within a few weeks we then send an "Intent to Litigate" letter to them. If the owners would like to set up a payment plan we will comply with their wishes for up to a year. If we do not hear back from these home owners, then their account(s) information is forwarded to our Tax Title Attorney. Once the attorney has this information, the attorney's fees are added and the process of taking that property thru the court begins. The Town of Wales does not like to put a lien on anyone's property and therefore we try to work out a payment plan not only if you are in tax title but before your property is taken for back taxes.

A list of tax title owners and amount due to the Town of Wales are printed on another page. We have received a total of \$18,706.03 on tax title accounts. A breakdown of the amounts collected: Taxes collected were \$14,397.21, interest collected was \$2,766.20 and fees collected (attorney fees, recording fees and redemption fees) were \$1,542.62 The Town of Wales paid out \$5,115.45 for legal fees so far this year. The treasurer's office has set up payment plans for other homeowners and letters will be mailed in June for those owners that are currently listed for back taxes.

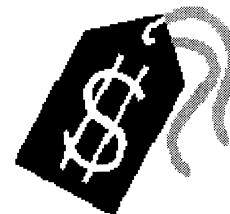
The Town of Wales has received judgments for the following properties with the help of Siddall & Siddall, the Town of Wales Tax Title Attorney:

4 Poplar Street and 11 Woodland Heights Road

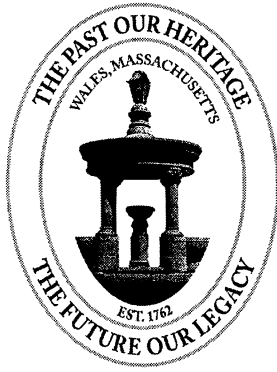
Respectfully Submitted,



Lynn S. Greene/CMMT/Treasurer for the Town of Wales  
Robin Bradbury/Assistant Treasurer







# TOWN OF WALES

## **TREASURER'S TAX TITLE REPORT –**

### **2012/2013**

## **TAX TITLE ACCOUNTS**

The following people have been put into tax takings by the Tax Collector and turned over to the Treasurer for Tax Title Purposes:

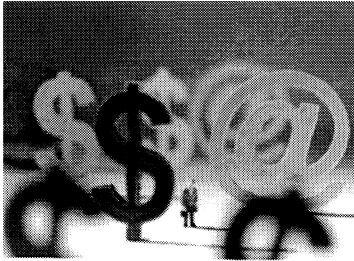
Dupuis, Gail.....97 Haynes Hill Road.....	\$ 2,749.08
Dupuis, Gail.....99 Haynes Hill Road.....	3,027.90
*Ger-Dell, Zita.....11 Stafford Road.....	3,649.92
Giza, Paul.....33 Barney Road.....	12,664.00
Graveline, Michael.....18 Lakeshore Drive.....	179.83
Keith, Pamela.....91 Union Road.....	1,331.92
*LeSage, Wendy.....88 Monson Road.....	9,337.60
Morrow, Timothy & Guerra, Lorraine.....48 Stafford Road.....	3,498.61
Robert Glenn Homebuilders LLC.....163 Stafford Rd.....	4,673.01
Thibert Jr, Armand & Andrea.....14 Hollow Rd.....	5,133.21
Thibert, Armand & Nancy.....5 Church Street.....	963.84
Rackle, Sauer, walker.....60 Reed Hill Road.....	984.87
Weidler, David.....24 Tiderman Road.....	1,971.61
Whitehall Management.....139 Stafford Road.....	2,116.62
Zemojtel, Alexander & Ruth.....91 Hollow Road.....	2,015.19

***TOTAL TAX TITLE DUE TO TOWN OF WALES.....\$ 54,297.21***

(as of March 27, 2012)

*\*Designates Payment Plan*

Respectfully Submitted, Lynn S. Greene/CMMT/Wales Town Treasurer  
Robin Bradbury/Assistant Treasurer



**TOWN OF WALES**  
**OFFICE OF THE TOWN TREASURER**

**DEBT SERVICE SCHEDULE**  
**FIRE TRUCK...2 ½ EXCLUSION**

*FY2014.....12/15/2013.....\$20,000.00-PRINCIPAL.....\$3,090.00-INTEREST*

*TOTAL.....\$23,090.00*

*(3 MORE YEARS...DEBT OWED.....\$66,180.00-INCLUDES 2013 PAYMENT)*

**HIGHWAY DUMP TRUCK**

**PAID IN FULL 12/28/2012**



**TOWN OF WALES**

**OFFICE OF THE TOWN TREASURER**

**BANK BALANCES REPORT**

**AS OF 6/30/12**

<b><u>ACCOUNT</u></b>	<b><u>BALANCE</u></b>
<b><u>Bank Accounts</u></b>	
UniBank Payroll #1198	\$ 50,315.12
UniBank Vendor #0464	28,078.26
UniBank MM #3865	382,236.87
UniBank Stabiliation #8104	88,355.85
UniBank Cultural Council #5869	4,254.97
UniBank Capital Purchase Stabilization	4,025.24
Peoples United #0086	88,026.04
Peoples United Trust Funds	218,183.29
Peoples United Cell Towers	35,937.70
TD Banknorth Depository #8957	377,109.21
TD Banknorth School Activity #8915	14,245.18
TD Banknorth Cafeteria #8931	5,331.00
TD Banknorth PreK #060-T	1,717.44
Country Bank Library CD	20,891.04
<b><u>TOTAL BANK BALANCES</u></b>	<b><u>\$ 1,318,707.21</u></b>

## **DEPARTMENT OF VETERANS' SERVICES District of Eastern Hampden County**

The year 2012 for this department has proven to be very challenging . . .

Sometime early in 2012, the town of East Longmeadow approached the board for The Department of Veterans Services for the District of Eastern Hampden County with the idea of East Longmeadow joining this district; the East Longmeadow veterans' agent had expressed a strong desire to retire. The board met with representatives of East Longmeadow on a number of occasions to discuss this possibility and to work out such things as logistics, coverage etc. In addition, a number of back and forth's between the board and the Commonwealth's Department of Veterans' Services (the agency with statewide responsibility for the Chapter 115 Program) had to take place; without the approval of Boston, the inclusion of East Longmeadow into the district could not happen. The final application for the newly formed district was presented to Boston in a letter dated 11 August 2012; approval by Boston was received by the board shortly thereafter.

At that point the newly formed district included the town of East Longmeadow, Hampden, Holland, Monson and Wales; with the main office located (as it has been since 1946) in Monson, Ma; and satellite locations in each member town; it's worked out very well. Veterans in each town are being attended to and there have been no interruptions in state reimbursements

The very important aspect of community outreach continues, this office has no qualms about going to the home of the applying veteran (and or spouse) when he or she is unable to visit our office or location. Home visits have been made to folks in all the towns covered by this district, East Longmeadow, Hampden, Holland, Monson and Wales and each visit has been well received and much appreciated.

These efforts will continue into 2013.

Respectfully submitted,

John M. Comerford  
Director Veterans' Services  
District of Eastern Hampden County



16 Stafford Road  
Wales, Massachusetts 01081

### Report of the Wales 250<sup>th</sup> Celebration Committee

The Board of Selectmen appointed a chairman of this committee in May 2011. We held our first meeting and began thinking of fundraising activities to finance a week celebration. The basic activities were agreed upon and we were off raising money. Over the course of the next 14 months, we raised a total of \$29,398.01. Included in this amount is the \$3500 that the town of Wales generously gave us to ensure the firework display finale. We expended \$24,156.10 for activities, postage and fundraising expenses. The committee also raised and turned over \$1500.00 to the wounded warrior project, thus we have surplus balance 3741.91 to be deposited in the Town of Wales gift account for the next Old Home Day events.

The week began Saturday, Aug 11, with a parade, children's games, and a "kick off" bon fire. Sunday was the church service, cardboard boat race, puppet show, water ski show, and boat parade. The police/fire baseball game was Monday with a guest appearance by Wally, the Mascot of the Boston Red Sox. Tuesday was a wonderful tribute to our veterans beginning with the landing of a Black Hawk helicopter in the school field and singling out George Vreeland as the only surviving charter member of the Wales VFW. The Olde Tymers day began with pictures, the working wonder, and great conversation. The play, adapted from the original bicentennial version was a delightful trip down the town's memory lane. The evening ended with a packed crowd partaking in a great ice cream social. Thursday was the Sock Hop with a guest appearance by Elvis. Friday night brought the Monster Truck Thrasher with wonderful car show, and Blues Brothers Band entertainment. The celebration ended with the traditional Fireman's Chicken BBQ and beer tent then a special 250<sup>th</sup> fireworks display.

It was a wonderful week of cooperation and fun for the whole town. All events were free and nightly participation exceeded our wildest anticipation. All departments, volunteers, and town people worked together for the success of this celebration. As I said in the thank you ad, "Our intention was to create a memory and I believe we were successful. Wales should be proud of itself."

I would like to thank the Board of Selectmen for appointing me and the whole committee of workers and volunteers for making me look good. This was a week, I will never forget.

Bette A. Decoteau, Chairman  
Wales 250<sup>th</sup> Celebration Committee



**TOWN NUMBERS FOR EASY REFERENCE**

**EMERGENCY (Fire, Police, Ambulance) DIAL 911**

**STATE POLICE EMERGENCY – DIAL 508-347-3352**

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ACCOUNTANT	245-7571, EXT. 102
AMBULANCE (Business)	245-7334
ASSESSORS	245-7571, EXT. 103
BUILDING INSPECTOR	245-7571, EXT. 130
CONSERVATION COMMISSION	245-7571, EXT. 107
COUNCIL ON AGING	245-9683
DOG OFFICER	245-0302
ELECTRICAL INSPECTOR	245-7571, EXT. 124
ELEMENTARY SCHOOL	245-7748
FIRE DEPARTMENT (Business)	245-7695
HEALTH DEPARTMENT	245-7571, EXT. 105
HIGHWAY DEPARTMENT	245-7494
LIBRARY	245-9072
PLANNING BOARD	245-7571, EXT. 108
PLUMBING & GAS INSPECTOR	413-547-2970
POLICE DEPARTMENT (Business)	245-6030
PUBLIC ACCESS	267-5111
RECREATION COMMITTEE	245-7571, EXT. 123
SELECTMEN	245-7571, EXT. 100
TANTASQUA HIGH SCHOOL	508-347-9301
TANTASQUA JUNIOR HIGH	508-347-7381
TAX COLLECTOR	245-7571, EXT. 106
TOWN CLERK	245-7571, EXT. 101
TREASURER	245-7571, EXT. 102



250



Front and back cover design and some images courtesy of Wales resident Cheri Fisher

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