

ANNUAL REPORT OF THE
TOWN OF OTIS

MASSACHUSETTS

FOR THE YEAR ENDING DECEMBER 31, 2019





About the Cover

The photo was taken on Reservoir Road in East Otis by Suzanne Avery who is a lifelong Otis resident.

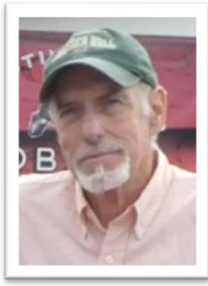
Bald Eagle Facts

- By the 1960's bald eagle numbers had plummeted to fewer than 450 nesting pairs due to the use of the pesticide DDT.
- In 1972 the use of DDT was banned in the United States and in 1978 the bald eagle was put on the endangered species list.
- By 2000 the population increased to more than 6,300 nesting pairs and in 2007 the bald eagle was removed from the endangered species list.
- They have a wingspan of up to eight feet.
- Bald eagles can fly 65 miles an hour and soar to altitudes of 10,000 feet.
- They can live up to 25 years in the wild.
- Bald eagles only lay one to three eggs a year and they do not develop their white head and tail until they are four or five years old.
- They see four to five times farther than a human and have superior color vision.





Dedication



The Town of Otis would like to dedicate the annual report this year to Bob McMahon. A bittersweet tribute to a quiet soul of our community; Bob left us recently and he will be so very missed.

Bob and his family moved to West Otis in 1991 and have always been active members of our community. When he was not caring for the lovely gardens that were homes to birds, bees and butterflies, he and his family contributed to our town in many ways.

Bob chaired the committee to build the Farmington River School for a number of years. He also worked with the recycling efforts to bring income back to the Otis Community. In the past season you could find him maintaining flower barrels at the transfer station. He spent time designing and drawing a Community Center Pavilion that the town may utilize in the future.

He could be seen often at events supporting his children Emma and Alex and was proud to be known as their Dad.

Bob was elected to serve on the Planning Board and his expertise as an architect and knowledge of our community were invaluable.

The town wishes to thank Bob for sharing his wife with our Cultural Council for so many years as well. The Town thanks Bob and his family for being a wonderful part of our community.





In Memorium

The Town of Otis would like to honor the below residents that have passed away in 2019. Each of them has served the town in a valuable way and we wish to extend our appreciation.

Frank Rowley 1935-2019

Frank Rowley served on the Otis Planning Board from 1978 – 1980. He also served on the Board of Selectmen from 1980 -1986.

Marlyn Coffey 1940-2019

Marlyn Coffey served as an Associate Member of the Zoning Board of Appeals from 1978 – 1983 and as a member from 1984 – 1990. She also served as a Historical Commission member from 1998 – 2003.

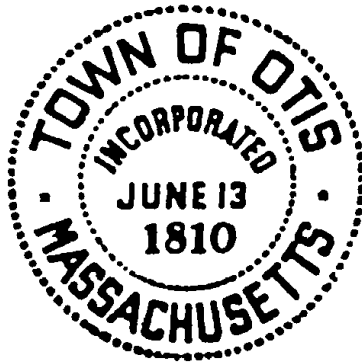
Raymond Fillio 1936-2019

Raymond Fillio served on the Planning Board from 1977 – 1978.





**ANNUAL REPORT OF THE
TOWN OF OTIS
MASSACHUSETTS**



For the year ending December 31, 2019





TOWN OF OTIS

MASSACHUSETTS

OFFICIAL REPORT

Statistics for Fiscal Year
July 1, 2019 to June 30 2020

Population - 2017 Census	1,392
Area (square miles)	37.9
Number of Registered Voters	1163
Highway Maintained by Town (miles)	45.27
Total Appropriations	\$7,287,350.27
Tax Levy	\$5,141,572.34
Total Property Valuations	\$616,495,484.00
Tax Rate	8.34





TOWN OFFICERS FISCAL YEAR 2020

SELECTMEN

Gary Thomas, 2020
William Hiller, 2021
Larry Southard, 2022

TOWN CLERK

Lyn O'Brien, 2022

ASSESSORS

Kathleen Rider, 2020
Heather Gray, 2021
Russell Loring, 2020

LIBRARY TRUSTEES

Diane Dyer, 2020
James Adams, 2021
Susan Bauer-Brofman, 2019

TREE WARDEN

John Conboy, 2020

ASSISTANT FIRE CHIEF

Christopher Bouchard, 2020

ELECTION WARDEN

Leonard Terranova, 2020

ELECTION CLERK

Carol Blakeslee, 2020

BOARD of HEALTH AGENT

Jim Wilusz, 2020

TOWN ADMINISTRATOR

Brandi Page

TOWN TREASURER

Karen Fink, 2020

FINANCE BOARD

Theresa Gould, 2020
Walter Engels, 2021
Michael Ernst, 2022

CEMETERY COMMISSIONS

Roger Meyer, 2020
Kristen Brown, 2021
Bruce Wall, 2022
Sexton, Jim Crandall

TOWN ACCOUNTANT

Margaret McClellan, 2020

POLICE CHIEF

Daniel Hamill, 2020

MODERATOR

Blake Middleton, 2020

DEPUTY ELECTION CLERK

Lisa D'Orazio, 2020

**ASSISTANT BOARD of
HEALTH AGENT**

Peter Kolodziej, 2020

VETERANS AGENT

Laurie Hils, 2020

TOWN COLLECTOR

Destiny Duris, 2020

SCHOOL COMMITTEE

Arlene Tolopko, 2020
Carol Lombardo, 2021
Deborah Fogel, 2022
Jessica Drenga, 2021

CONSTABLES

Russell Loring, 2020
Jack Conboy, 2020
Dan Hamill, 2020
David Hamill, 2020
Miguel Santana, 2020
Charles Whiting, 2020

FIRE CHIEF

Richard Phair, 2020

POLICE SERGEANT

Vacant, 2019

DEPUTY WARDEN

Carol Lombardo, 2020

BOARD OF REGISTRARS

Marjorie Middleton, 2022
Jill Moretz, 2020
Emily Piacquadio, 2021

**CONSERVATION
COMMISSION**

Dominic Battista, 2022
Jeff Laramy, 2022
Roger Meyer, 2020
Bruce Wall, 2021
Alternate Vacant, 2020
David Sarnacki, 2020





PLANNING BOARD

Harold Kobrin, 2022
Robert McMahon, 2023
James Kauffman, 2020
Jennifer Daily, 2021
Rona Knight, 2024

**RECREATION
COMMISSION**

Kathy Carroll, 2020
William Dyer, 2021
Jennifer Catolane Alt., 2020
Dana Pustinger, 2020

**CELEBRATION
COMMITTEE**

Stephanie McNair, 2020
Diane Provenz, 2020
Sonia Morrison, 2020
Arlene Tolopko, 2020
Patricia Richard, 2020
Jeanne Randorf, 2020

WIRE INSPECTOR

Jay Reynolds, 2020

**ASSISTANT WIRE
INSPECTOR**

Robert Kimberley, 2020

**SCHOLARSHIP
COMMITTEE**

Patricia Richard, 2022
Lee Hawley, 2021
Laurie Nikituk, 2020

**INVESTMENT POLICY
ADVISORY COMMITTEE**

Karen Fink, 2020
Walter Engels, 2020
Michael Ernst, 2020

BOARD OF APPEALS

Geoffrey Geane, 2020
Rose Anne DeRupo, 2024
James Kauffman, 2023
Michael Ernst, 2022
Therese Gould, 2024

HISTORICAL COMMISSION

Tom Ragusa Alternate, 2020
Sonia Morrison, 2022
Celeste Watman, 2020
Judith Mabee, 2022
Diane Provenz, 2021
Alternate Vacant, 2020
Vacant, 2021

CULTURAL COUNCIL

Shannon Albee, 2022
Carol Lombardo, 2020
Jeanne Randorf, 2021
Ilisa Sulner, 2022

SANITATION INSPECTOR

John Conboy, 2020

**ASSISTANT SANITATION
INSPECTOR**

Vacant, 2020

**TECHNOLOGY
COMMITTEE**

Larry Gould, 2020
Frank Tolopko, 2020
George Mabee, 2020
William Hiller, 2020
Steve Schultz, 2020
Vacancy, 2020

BUILDING USE SUB COMMITTEE

Susan Ebitz, 2020
Walter Engels, 2020
Derek Poirier, 2020
Ralph Gleason, 2020
Larry Gould, 2020
Robert McMahon, 2020
Michael Moretz, 2020
Patricia Richard, 2020
Tony Scapin Jr., 2020
Sandy Pinkham, 2020

**BOARD OF APPEALS
ASSOCIATE MEMBERS**

Wayne Woczynna, 2020
Donna Terrill, 2020

COUNCIL ON AGING

Ralph Gleason, 2020
Lisa D'Orazio, 2020
Egee Doris Alternate, 2020
Carol Blakeslee, 2021
Jane Bernasconi, 2021
Dorothea D'Elia, 2022

BUILDING INSPECTOR

Larry Gould, 2020

**ASSISTANT BUILDING
INSPECTOR**

Gary Danko, 2020

PLUMBING INSPECTOR

Brian Middleton, 2020

**ASSISTANT PLUMBING
INSPECTOR**

Mark Levernoch, 2020

ENERGY COMMITTEE

William Hiller, 2020
Walter Engels, 2020
Anthony Scapin, 2020
James Crandall, 2020
Sandy Pinkham, 2020
Michael Ernst, 2020
Mike Moretz, 2020
Ed Sepanski, 2020
Larry Gould, 2020





2019 Annual Report Otis Board of Selectmen

The word “selectmen” itself is indicative of New England and its small town governments. From those early days in the newly chartered towns to now much has changed, and yet core functions are still the same. Every year at annual town meeting the people of Otis vote on behalf of their community as they have for over 200 years. All the weeks in between the members of the Selectboard work and deliberate to do what’s best for the Town in the day to day operations.

In May, Larry Southard joined the Board. Stepping in to replace Donald Hawley after 20 years. In June the Board voted to hire Daniel Hamill as our Police Chief after doing a great job as interim. June also saw the exit of Lisa D’Orazio after many years as Selectmen’s Secretary, Planning Clerk, and Deputy Elections Clerk. Though luckily we still get to see her in her role with the Council on Aging. She was replaced for a short time by Nancy Crandall and then in December by Heather Morgan as our new Selectmen’s Secretary. Rebecca Stone left in the fall and I was brought in in December as well as the new Town Administrator. I’m happy to be here, working in the beautiful town I grew up in. A special thank you to Heather Gray for holding down the office while these two positions were vacant and smoothing out the transition. Last but not least thank you to our employees in the financial offices. We switched over the accounting and payroll software to take advantage of cost savings. Converting software is a long and tedious process and we appreciate everyone’s effort and patience.

Other ongoing processes include; The Home Rule Petition to Establish Recall Elections is still working its way through the process at the State Level. Our last update from Representative Smitty Pignatelli’s Office was that it was being presented at the Joint Committee on election laws in late January. We were awarded the Hazard Mitigation Planning Grant through FEMA and are in the process of securing a vendor to assist us with the technical portion of the plan. Meetings will begin in the spring with a target date of formal approval for June 2021. The Town, along with Sheffield and New Marlborough, were awarded the Community Development Block Grant through the Department of Housing and Community Development. Assistance and administration of the grant is through Berkshire Regional Planning Commission. The Tannery Road Bridge Replacement project is on track. A temporary bridge has been installed and Mass DOT had their public hearing to present draft plans and answer questions. Construction is estimated for 2022. The East Otis School House is progressing and is in the early stages of design for rehabilitation. Lastly, not just Otis but all communities across the Commonwealth are facing challenging increases with transfer stations and recycling. Global markets fluctuate and dictate demand and pricing for recycling product. Jim Crandall has been working hard to stay current and keep the Board informed.





Again we wish to convey our appreciation to all town employees, town boards and committee members throughout the year. We are fortunate to have this level of dedication as it is a necessary component to strengthening the community.

The Select Board meets regularly twice a month in the Town Hall conference room. Public participation and input are welcomed and encouraged. If you are unable to attend, please feel free to contact me at townmanager.otis@gmail.com or by calling (413) 269-0100 ext 112.

Respectfully,

Brandi Page, Town Administrator

On behalf of:

Gary Thomas, Select Board Chair
William Hiller, Select Board Member
Larry Southard, Select Board Member

Otis Fire Department 2019 Annual Report

Otis Fire Department responded to 121 calls in 2019. They ranged from motor vehicle accidents, to medical calls and structure fires.

The fire department would like to thank the community, our families, and friends for their continued help and support. What we do would not be possible without your assistance. We would also like to extend our gratitude to the Otis Police, Highway, and the Selectboard for all their help this year.

Otis Fire would like to thank the town's people for their support of our steak roast; the support was overwhelming, making it a great success. In addition to the success of the steak roast, the pancake breakfast was the best year to date. We were able to give four scholarships because of you.

In July, we took delivery of our new Rescue 1 to replace the previous vehicle involved in an accident. The department would like to thank Rebecca Stone for all her hard work to make this possible.

As always, we are looking for new members. You can stop by the firehouse on Tuesdays to talk to the crew and see what it is all about. We could not do what we do without all of you.

Respectfully,

Richard Phair, Fire Chief and all the members of the Otis Fire Department





Otis Police Department 2019 Annual Town Report

The Otis Police Department logged a total of 922 calls in 2019. We responded to wide variety of calls including motor vehicle accidents, 911 hang-up misdials, burglar alarms, medical emergencies, erratic driving complaints, wellbeing checks, disturbances, and mental health related calls. We also welcomed three new officers to the department, Kenneth Pettibone, Martin Mayberry, and Christopher Jackson. Officer Pettibone worked at Otis PD for several years before leaving in 2016 to pursue a job with the Becket Police Department. We are happy to have him back on board. Officer Mayberry has past experience in law enforcement previously working at the Sheffield and Monterey Police Departments. Officer Jackson, who also has experience from his time working in Sheffield and Tolland, is a welcome addition to the department. Since coming on board, Officer Mayberry has shown a keen interest in community policing. He is currently filling the role of the School Resource Officer at the Farmington River School, supporting the students and staff and promoting a safe school environment.



(From left: Ofc. David Hamill, Chief Daniel Hamill, Ofc. Martin Mayberry)

The department assisted with several town events in 2019, including the Otis Fire Department Steak Roast, the Otis Cultural Council sponsored Sup N’ Swing, and Otis’ Community Day to name a few. In July we sponsored, in collaboration with the Recreation Center, a children’s bike helmet initiative. We provided helmets to kids that stopped by the Otis Library Country Crafts Fair, at no cost. Children were sized appropriately and had their helmets checked for a proper fit, and afterwards, were met by Officer Mayberry who was handing out free popsicles in the “Copsicle” Truck. Also, during this event, Police and Recreation co-sponsored a car seat check point for any families that wanted to have their car seats inspected and professionally re-installed if recommended. If car seats were found to be expired, a brand new car seat was provided at no cost.

I would like to extend a special thank you to Pittsfield PD and Officer Darren Derby for allowing us to use the fully outfitted and fully stocked, Copsicle Truck during our





community event. And to Paul Zielinski and Shaker Pines Fire Department (CT) Deputy Fire Marshal Joseph Kara for volunteering their time conducting the car seat checks.

During the summer, the Police Department also held its annual Kops N' Kids Camp. Officers from Otis and Becket PD came together to put on both, an action packed and educational camp, centered around the principles of teamwork, kindness, and friendship. The four day camp brought together 24 children, varying in age between 7 and 12 years old, from Otis and its borders. Kids made new friends along the way while learning through lecture, hands on activities, and live demonstrations. Campers got to meet two Police K9s and their handlers, Officers Michael Hunt (Becket PD) and Cameron Forest (Sheffield PD). In addition, Lieutenant Gary Traversa and Officer David Orsi from the Berkshire SRT Unit (Special Response Team) came out and gave a demonstration. We thank them all very much. This year's camp was free for all campers and lunch each day was donated by local businesses. A huge thank you to Papa's Healthy Food and Fuel, Fratelli's Restaurant and TJ Crowe, of T&C Marine, for providing the meals and supporting our Kops N' Kids mission. The Kops N' Kids program also sponsored our annual Halloween Celebration. Even though it was very cold, it didn't stop the trick or treaters from coming out to our event. Kids enjoyed the signature cinnamon donuts and apple cider, donated by Taft Farms, the music and dancing, and the costume contest. Thank you to Penny Curry at Taft Farms and Tom Soules for donating his time to DJ our event. I would also like to thank Dana Pustinger and the entire Farmington River PTA, Jim Crandall, Matt Clark and Michael Ernst for their invaluable assistance during the Halloween Celebration.

As with every year, all Officers attended their yearly mandatory in-service training. This yearly training included in-house training as well as specialized training at various locations around the county. Topics covered, to name a few, were CPR & First Responder (Medical) Training, Legal Updates, Defensive Tactics Training, and firearms training. Officers also attended many different trainings and presentations in addition to this mandatory training.

On behalf of all the Officers, I would like to recognize and thank several departments that have offered their support and assisted us in many ways this past year. First and foremost, I would like to thank the Board of Selectmen for all that they do, both for the Police Department, and for the town as a whole. I would also like to thank the members of the Finance Committee for their continued support during the year. To Chief Rick Phair and the members of the Otis Fire Department and Otis Rescue Squad; your expertise and assistance this year has proven time and time again to be an unreplaceable asset to our department, and I thank you very much for all that you do for us and for our community. Otis is lucky to have such a devoted group of men and woman ready to respond at a moment's notice. Jim Crandall and the Otis Maintenance Department, I thank you for helping us with our events this year and building our new secure evidence storage room. I would also like to thank the Otis Highway Department





for keeping our roads maintained and for offering assistance whenever called upon. To our dispatchers at the Berkshire Sheriff's Office Dispatch Center, we can't thank you enough for providing such an outstanding service to the town's emergency services. Thank you to the Massachusetts State Police and all mutual aid departments for assisting us throughout the year.

Finally, I would like to directly thank my Officers. The department would not run as smoothly as it does without these dedicated Officers. I cannot thank them enough for serving our community and protecting the residents, and visitors, of Otis.

My Officers and I look forward to another productive year in 2020.

Respectfully submitted,

Daniel T. Hamill, *Chief of Police*

Calls for Service	2019	2018
Alarms	36	58
Arrests/Criminal Complaints	11	8
Assaults	5	2
Breaking and Entering	11	8
Domestic Disturbance	19	9
EMS/Fire Calls	144	103
Firearms Complaints	8	4
Homicide/Suicide/Sudden Death	1 (*Sudden Death)	1 (*Sudden Death)
Larceny	17	18
Motor Vehicle Accidents	59	36
Assisting Other Agencies	71	78
Hang Up 911 Calls	111	36
Vandalism	6	3
Trespassing Complaints	9	7
Suspicious Activity	44	26
Erratic Operation	28	20
Public Service Calls	268	380
Animal Complaints	28	34
Harassment	9	6
Wellbeing Checks	16	17
Restraining Order Violations	4	
Miscellaneous	17	





Southern Berkshire Regional Emergency Planning Committee (SBREPC) 2019 Report

The Southern Berkshire Regional Emergency Planning Committee (SBREPC) would like to take this opportunity to thank the Town of Otis for its continued support. The SBREPC works with Massachusetts Emergency Management Agency (MEMA), Berkshire Regional Planning Commission (BRPC) and the Western Region Homeland Security Advisory Council (WRHSAC), along with state and local police, fire services, public health, emergency medical services, and other disciplines in the twelve towns of South Berkshire County.

SBREPC holds monthly meetings at Fairview Hospital in Great Barrington on the 4th Tuesday of each month at 8:00am. While it is important to have representation from all the disciplines, Selectboard members are especially encouraged to attend since it is the Local Elected Officials that will have the authority to designate resources in the case of an emergency. Participation in the SBREPC fulfills your town's obligation to belong to a LEPC and REPC and assures you are meeting the goals and missions of SARA Title III.

During FY19, the SBREPC has completed the following:

- Sponsored a talk by Frank DiAngelis, former principal of Columbine High School, for local first responders
- Regional Ambulance Study for South County
- Rescue Task Force Training
- Sheltering Tabletop Exercise
- Hazardous Materials Exercise
- EMS Service Zone Plan
- Purchase of inflatable decontamination unit
- Development of contact lists for towns in region

We are geared up for a busy FY20 as we continue to work to expand resources available to our towns during all hazards, including: hazardous material transportation accidents, heat waves, hurricanes, severe storms and snow events.

Thank you for your support and involvement to strengthen emergency preparedness in Berkshire County.





Farmington River Regional School District
Annual Report for FY 2019-2020

A. Total Enrollment for In-District Pre-K - Gr. 6: (see breakdown below) 115
Students

Enrollment by Town for Grade Pre-K through Grade 6 for FY 18

Otis	52
Sandisfield	40
From Other Towns (School Choice into FRRSD)	23
Total	115

FRRSD Enrollment by Grade for Otis and Sandisfield Students:

Pre-School	22
Kindergarten	12
Grade One	11
Grade Two	11
Grade Three	9
Grade Four	7
Grade Five	8
Grade Six	12
Total	92

B. Total Enrollment for Out-of-District Enrollments:(see breakdown below) 47
students

Berkshire Hills Regional School District Enrollment by Town for FY 2020:

Otis (School Choice)	1
Otis - Tuition for Grades 7-12	30
Sandisfield - Tuition for Grades 7-12	28
Sandisfield (School Choice)	5

Central Berkshire

Otis (School Choice)	4
Sandisfield (School Choice)	1

Lee School District Enrollment by Town for FY 2020

Otis (School Choice)	3
Otis - Tuition for Grades 7-12	24
Sandisfield - Tuition for Grades 7-12	5
Sandisfield (School Choice)	0

Lenox School District Enrollment by Town for FY 2020

Otis(School Choice)	2
Sandisfield(School Choice)	2

SBRSD Enrollment by Town for FY 2020

Otis (School Choice)	11
Sandisfield (School Choice)	12





<u>Gateway Regional School District FY 2020 Otis(School Choice)</u>	<u>1</u>
<u>Westfield Public School- FY 2020 Otis(School Choice)</u>	<u>2</u>
<u>Southwick-Tolland Enrollment by Town for FY2020</u>	<u>1</u>
<u>TEC Connections Academy- Sandisfield (School Choice)</u>	<u>1</u>

TOTAL DISTRICT ENROLLMENT Pre-K through Grade 12 - both towns - FY2020:
272

179 "in-district" students plus 47 "out-of district" students = 226 students in the entire FRRSD District Preschool through Grade 12 in 2019-2020 fiscal year.

FRRSD School Committee for 2019-2020:

FRRSD School Committee was comprised of seven members:

Otis - Carol Lombardo Vice chair, Jessica Drenga, Arlene Tolopko, Deb Fogel

Sandisfield - Nick DellaGiustina Chair, Billie Anderson-Pachulski, Jennifer Hibbins

FRRSD School Administration for 2019-2020:

Thomas Nadolny, Principal/Superintendent - Full time

Michael Saporito, Director of Student Services - full time

Eric Jesner, District Business Manager - full time

FRRSD Clerical Staff for 2019-2020:

Teresa DellaGiustina - full time Supt.'s Assistant

Neesha Dolan Secretary to Principal

Paula Subklew - full time Business Office Assistant

FRRSD Teaching Staff for 2019-2020:

Nanette Higgins - full day Pre-school

Rebecca Hamill - half-day Pre-school

Amy Maxton - Kindergarten

Meaghan Martin - Grade 1

Sarah Tracy - Grade 2

Katherine Graham - Grade 3

Corey Roberts- Grade 4

Christopher Keller - Grade 5

James Foster - Grade 6

Jonina Decker - Special Education

Rachael Cannon - Special Education

Laura Catullo - Art - part time

Michael Flower - Music - part time

Jenna Daley - Health and Physical Education - part time

Laurie Flower - Instructional Technology and Engineering - full time

Terry Di Grigoli - Guidance Counselor - Fulltime





Bethany Mielke- Exploratory foreign language, Gr. 4-6 - ½ day per week

FRRSD Paraprofessionals for 2019-2020: The District employed 7.5 Paraprofessionals in Grades Pre-K through 6 to address the needs of special education, disabled, and regular education students in all settings. The District also employees several Paraprofessionals in “out of district” public placements to meet IEP requirements.

FRRSD Speech Therapy, Occupational Therapy, Physical Therapy and Psychological Services for

2019-2020: To address the therapeutic needs of students as defined through their Individualized Education Plans, 504 Accommodations agreements, or by other recommendations, the District engaged the services of therapists, as needed, on a consultant basis.

FRRSD School Nurse for 2019-2020 Denise Zuidema - full time

FRRSD Cafeteria Staff for 2019-2020:

Breakfast and lunch were served daily to students, in accordance with state and federal guidelines for healthy meals. The District also provided a low-cost, nutritious meal for Senior Citizens of both towns once a week.

Kendra Rybacki - Director

Candy Chaffee - cafeteria helper

FRRSD Maintenance Staff for 2019-2020:

Jeffrey Gray - Head of Maintenance

Michael McCord-part time custodian-evenings

Valerie Morrison- part time custodian - evenings

FRRSD Transportation Services for 2019-2020:

The District has a multi-year bus contract with Dufour, Inc. to transport District students in Grades K-12 to the Farmington River Regional School, Berkshire Hills Regional School District and Lee Public Schools. Additionally, to access students in outlying areas in both communities, the District employed its own drivers and two District vans to transport students in both towns.

School choice students are not transported.

FRRSD Tuition Agreements for Students in Grade 7 -12 for 2019-2020:

In order to provide a free and appropriate public education for District students in Grades 7 - 12, the District maintains tuition agreements with Berkshire Hills Regional School District and the Lee Public Schools. These tuition agreements enable all parties to budget and plan ahead financially, based upon these agreements.

Parent and students can choose which of these two school districts they wish to attend after they leave Grade 6 at Farmington River Regional School.





FRRSD Parent Teacher Association - PTA - 2019-2020:

The PTO became the PTA, with national membership and affiliations as a not for profit organization, very active in many aspects of the District. The PTA provided information on school event to all District parents. They arranged for Room Parents for all classrooms. The PTA held many creative fund-raising activities, such as the Cash Calendar to raise funds for school equipment and opportunities (smart boards, classroom materials, field trips and in-school programs, etc.). PTA members also helped with Field Day, the Holiday Shoppe and other family events. They contributed tens of thousands of dollars to the students' education, enrichment and recreation opportunities that could not be accommodated in the regular school budget.

FRRSD Volunteers and Collaborations for 2019-2020:

The District students benefitted from many family and community volunteers who spent time in the classrooms and at the Otis Library working with children and doing projects with them. The Otis Cultural Council and the Sandisfield Cultural Council again donated hundreds of dollars to the school for in-school enrichment programs and field trips. These volunteers served to enhance student learning and enrichment.

COLLABORATION WITH DISTRICT POLICE AND FIRE DEPARTMENTS

Otis and Sandisfield Police and Fire Chiefs, along with staff members from their respective departments, worked closely with the School Administration to develop a lockdown procedure and to work with State Police in the training of all staff members and parents in lockdown and shelter-in-place procedures. Our lockdown drills continued to be successful because of this partnership.

The Otis Police Department provided a during the April vacation to give children the opportunity to interact with law enforcement officers in a proactive, positive manner while doing some very interesting and fun activities.

Use of District Facilities

The District continued to promote the use of our facilities to both Towns that comprise the District. Otis Recreation Department regularly provided a range of activities for the community, such as volleyball and pickleball. The Otis Cultural Council holds their Annual Craft Fair at the school in July.

The Otis Fire Department utilizes the school for training purposes, and The Kiwanis Club's annual Pancake Breakfast for Veteran's Day is here in the cafeteria.

Respectfully submitted by:
Thomas Nadolny, Superintendent





Celebration Commission 2019 Annual Report

Your Celebration Day Committee sponsors an annual event to encourage residents and homeowners to participate and get to know your neighbors. Last year's event had a great band, lots of food vendors and fire sculptures to boot. 2020 will mark the 260th anniversary of the Town's founding. Plans are in the works to host a celebration at Town Hall that will include a talent show, antiques road show, and good food and music. Please join in the fun on June 20, 2020.

Respectfully submitted,
Stephanie McNair
Sonia Morrison
Diane Provenz
Jeanne Randorf
Patricia Richards
Arlene Tolopko

Scholarship Committee 2019 Annual Report

We received six scholarship applications this year. One was from Lee High School and five from Monument Mountain. After reviewing all of the applications we decided to give each of the applicants a scholarship in the amount of \$2,000. After some discussion it was decided that each of the applicants would also receive an additional \$100 from our donation account. This amount would be earmarked "for books."

Scholarships are awarded to any Otis student graduating from any High School who plans to continue his/her education by attending a full time advanced educational institution for two or more years. This will include technical schools, community college and four year college or university.

Requirements are a letter from the student and a completed application requesting consideration for the scholarship. Complete information is available from the guidance office at Lee High, Monument Mountain High school and the town selectmen's office.

The awards will be announced at the senior awards ceremony and given upon proof the student has completed the first semester by passing all subjects and has enrolled for the second semester. We encourage all graduating students from Otis to apply. Awards are not based on grades

The Scholarship Committee would like to thank those who have donated to our account this year. These funds are used solely for the education of Otis students.

Respectfully submitted,
Patricia Richard
Laurie Nicituk
Lee Hawley





Highway Department 2019 Annual Report

In 2019 we received the new Western Star dump/spreader truck that replaced the 2002 International and also the John Deere Motor grader that replaced the 1994 unit. We were able to reclaim/pave the entire length of Tyringham Road which was long overdue, and also the Waste Water Treatment Plant this past year. With the assistance from The Maintenance Dept. we finished up some excavation on the Fiber Optics Building at the Center Station this spring as well.

Thank you to my crew Joe and Tom for their hard work and sometimes long hours and dedication to keep our roads safe for you the residents. I would like to thank the Otis Building Maintenance and WWTP Supervisor for their assistance during the year. Also, I would like to thank the Town of Otis Board of Selectmen, Town Administrator, Finance Board, Building Inspector, Town Hall Staff and the Towns people of Otis for your continued support.

The Highway Department office is open 7:00 am to 3:00pm Monday through Friday and would be happy to answer any questions and try to assist the townspeople any way we can.

Respectfully submitted,
Derek Poirier
Highway Superintendent





Wastewater Treatment Plant 2019 Annual Report

It is the primary responsibility of the wastewater staff to collect, pump, and treat raw sewage for those on the municipal sewer system. The plant ran well in 2019 producing quality effluent without any permit violations.

Based on legislation passed in Massachusetts, it is now state law that all municipalities and their employees adhere to Occupational Safety & Health Administration (OSHA) standards. Compliance is enforced by the MA Department of Labor Standards (DLS). The WWTP staff have completed all required training and will continue efforts to maintain 100% compliance in 2020.

WWTP Chief Operator continues to assist the Board of Health by providing licensed Drinking Water Operator services for our two licensed public water systems located at Town Hall and Recreation Center as well as cross-connection control surveying and backflow prevention device testing. This ensures state compliance with all testing and regulations.

Our wastewater system operates like a normal sewer system, taking waste liquids from your toilet, sink, shower, bath, dishwasher and washing machine and transferring it to the sewer system and treatment plant.

In order to properly maintain the system by avoiding blockages and damage to your grinder pump, the following items should NOT be placed into the system in any way:

- *Glass, *Metal, *Plastic, *Kitty litter, *Flammable materials**
- *Abrasive materials including gravel, sand, aquarium stone, and coffee grinds**
- *Socks, rags, or cloths, *Sanitary napkins or tampons, *Disposable diapers,**
- *Personal wipes, *Lubricating oil, grease, paint, large amounts of cooking oil,**
- *Strong chemicals**

In the event of a grinder pump failure please call 413-441-3474 and leave a message. For information or questions regarding the system, inquiries can be sent to: wwtp.otis@yahoo.com

Respectfully submitted,
Keith C. O'Neil
Chief Operator





Maintenance Department 2019 Annual Town Report

The Maintenance Department is responsible for maintaining all town buildings and grounds, five cemeteries, and operating the transfer station. We also assist in the operation of the wastewater treatment plant, the windmill, monitoring solar panels and generators for proper operation.

In addition to our normal duties this year we assisted in building the second broadband building addition on the Otis Center Fire House, heat pump installations at Otis Center Fire House and Otis Town Hall, new electric service for Otis Center Fire House, installed a new door on the Selectmen's Office, built a new storage area for the Police Department, assisted with replenishing the sand at the Town beach and made a storage area for the Historic Commission in Harmony Hall.

Transfer Station

Please use the transfer station web page as a reference point for recycling. You can find this link on the Town Of Otis web page. On this page, you will find the smart recycle guide, <https://recyclesmartma.org/>. You can enter any product and find out if it is recyclable. Contamination in the recycling process is costly for everyone, please read, and understand the process. Please ask questions at the Transfer Station.

Cemetery

This Year we assisted with 17 burials, sold 1 lot, installed 4 foundations and painted the shed.

I would like to thank the Maintenance Department staff for their hard work throughout the year as well as other departments for their support.

Respectfully submitted,
James Crandall
Maintenance Supervisor





Cemetery Commission 2019 Annual Report

We had seventeen burials this year to date, with one lot sold, four foundations for headstones and painted the shed.

Regarding the “virtual mapping” all Cemeteries have been completed and are available on line on the Cemetery webpage.

The Commission would like to thank all of the Otis Departments & Committees, as well as Selectmen’s Office, which worked with us throughout the year; we appreciate their continued support!

Respectively submitted,

Bruce A. Wall

Kristen Brown

Roger Meyer

Jim Crandall, Head of Maintenance & Sexton

Building Department 2019 Annual Report

One-hundred and thirty-seven building permits with a recorded value of \$5,317,505.00 were issued in 2019. The majority of these permits were for necessary alterations and renovations that include, re-roofing, siding and replacing windows and doors. There were two new single-family dwellings constructed on previously undeveloped parcels of land. Seven new homes were permitted that required the demolition of the existing structures on the parcel. There were seven photovoltaic solar (PV) installations for residential use this year for a total of forty-seven kilowatts of generation.

The amended Town of Otis Zoning By-law setback requirements for non-conforming situations made it easier for the seven new homes that required demolition to move forward without the need for a Zoning Special Permit. If your project meets the new requirements it can save several months of process time.

The Building Department page on the town’s website, townofotisma.com is a place to look for information about building permits and applications, the Town’s Zoning By-law, office hours, links to the State Building Code and other forms and documents. If you don’t see what you’re looking for or have a suggestion, click on my name, Larry Gould, and send me an email, call the office at 413-269-0100 x 110 or if I don’t pick up, call or text my cell at 413-207-4027. I would like to help with your building and zoning needs. I welcome your comments.

The office of the building inspector can provide information and direction before any project begins; saving, lost time and expense.

Respectfully submitted,

Larry K. Gould

Inspector of Buildings





Energy Committee 2019 Annual Town Report

The Energy Committee moved forward with designs for Air Source Heat Pumps for heating and cooling at the Center Fire Station and the Town Hall in 2014. This was a part of energy upgrades that had been completed or were ongoing at both buildings. This year “mini splits” were installed at the Town Hall, Center Fire Station and both broadband huts. The air source heat pumps are the exclusive heat and cooling for the broadband huts. The electronic equipment for the fiber network requires consistent temperature and humidity control to work correctly and air source heat pumps provide that most reliably. The heat pumps are an efficient option for the heating season and a more economical method of cooling for both the town hall and the fire house. Swing season heating reduces the need for propane for furnaces and boilers at both buildings. Cooling is quiet, energy efficient and effective, doing away with window units and the additional maintenance that goes with them.

The Energy Committee continues to look for ways to reduce the cost of energy for the Town of Otis.

Energy Committee meetings are posted on the town website and are generally on the third Thursday of the month at 5:00 PM at the Town Hall. All are welcome to attend.

Respectfully submitted,

Energy Committee Members

Sandy Pinkham	Tony Scapin	Michael Moretz
Bill Hiller	Jim Crandall	Walter Engels
Michael Ernst	Ed Sepanski	Larry Gould

Municipal Light Plant 2019 Annual Report

The newly formed Municipal Light Plant is responsible for overseeing the operation of both the Turbine and the Town owned Fiber to the home network. It is responsible for setting up an operating budget for both and keeping track of income and expenses. Currently the MLP has a manager who is part of the MLP board as are the other two Selectboard members. The Turbine is close to completing its first full year of operation so we are getting some real numbers on what to expect moving forward. The fiber to the home network is close to completion and we are looking forward to seeing what we will end up with for subscribers and what the total cost of construction will be. We can then prepare a more accurate budget based on real numbers. I am very excited on the progress of both of these projects and look forward to having them both fully online.

Respectfully submitted,

William T. Hiller Jr.

MLP Manager





Parks & Recreation Commission 2019 Annual Town Report

We were very excited to add some new sand to the Town Beach – which was long overdue! Town Beach usage is increasing – please be respectful of the rules and other beachgoers. Special thanks to the Maintenance & Highway Departments for working on this project as well as the Maintenance Department’s regular care of the Town Beach throughout the year.

Some new offerings this year included a Paint & Sip and an Essential Oils Workshop – both very well attended, look for these offerings again next year! 2019 was the first year we piggybacked with the Library Fair with offering a variety of events – children’s performer, free bike helmets, free car seat checks and the Copsicle Truck! Special thanks to all the volunteers, Car Seat Technicians and the Otis & Pittsfield Police Departments. ANOTHER successful season for the Otis Ridge Ski Voucher program along with the Ski Butternut Tubing Voucher program – thank you to these businesses for working with us.

Two new ticket programs were introduced this year – the Pittsfield Suns and the Springfield Thunderbirds...take advantage of these discounts! We continue to sponsor free and discounted tickets to a variety of local attractions.

Drop-in Classes continue to be very well attended and Rec Center Gym usage continues to grow. Free Wi-Fi @ the Rec Center is used regularly by the community. Class schedules are posted monthly to the website and Facebook as well as flyers which are distributed throughout Town.

The Commission would like to thank all the volunteers that help with events as well as Patricia Richard, Program Supervisor, for her continued hard work and efforts in making the Rec Center and all its programs run smoothly.

We sincerely appreciate the continued support from the community.

Support + Harmony = Community.

Respectfully submitted,

Dana Pustinger, Bill Dyer, Kathy Carroll, Jen Catolane





Council on Aging 2019 Annual Town Report

Council on Aging 269-0100 Ext 107

Members of the council:

Lisa D'Orazio ..Chairperson
Ralph Gleason.....Trip Coordinator
Carol Blakeslee.....Recording Secretary
Jane Bernasconi.... Treasurer
Dot D'Elia..... Member
De Egee..... Associate Member

Our hours are Monday and Wednesday 10 AM till 2 PM

- We have a full lending library and welcome all visitors.
- First Thursday of each month the "Out to Lunch Bunch" meets at a local restaurant for good food and great conversation.
- Third Wednesday of each month is Pot Luck Lunch. Everyone brings a dish to share.
- Third Friday of the month is the State-run Brown Bag program.
- First Monday of each month (except for December – March) a registered nurse comes in for foot care. Call the center for an appointment.
- Second Wednesday of each month the visiting nurse comes in from the Lee VNA at 12:30 PM for Blood Pressure screening.
- Every five weeks on Mondays we schedule Men and Women's haircuts. A real bargain at \$10.00. Call the center for an appointment.
- Our "Share A Ride" program takes Otis Seniors to Doctor, Hospital appointments.
- We have a limited amount of geriatric equipment and supplies available.
- We maintain a mailing & email list in order to keep our seniors involved.
- All of our activities are updated regularly on our Town's website. Check us out at www.townofotisma.com under Council on Aging.
- We also have a column in "The Otis Observer" in which we list all activities and upcoming trips.

Respectfully submitted,
Otis COA
Lisa D'Orazio, Chairperson





Animal Control 2019 Annual Report

Noise calls (barking) 15
Loose dog calls 7
Wildlife calls 21
 Bears 5
 Raccoon 3
 Fox 3
 Coyote 3
 Roadkill 7
Dog fights 2
Dog bites 5

Total calls 50

Respectfully submitted,
Tonia Carrington

Board of Health 2019 Annual Report

In fiscal year 2019, there was steady activity with respect to Title 5 inspections and septic inspections. We issued 12 well permits and 35 septic inspections. Many systems continue to incorporate innovative technology due to lot restrictions and other challenges. However, these types of systems are an improvement to public health and safety and enhances watershed quality.

Recreational Camps for Children such as Bonnie Brae, Soccer Camp at Larkum Pond, Bonnie Brae and Otis Ski Ridge camp met full compliance with relevant codes. All camps remain in good standing and meets compliance with regulations.

In Fiscal year 19, the town hosted Oakson Drip Dispersal Systems to offer a free septic training as required by local policies. The policies the board adopted are on the website and we can confirm very good compliance with policies and procedures in FY19.

The 2019 beach testing season the past summer yielding a prominent level of compliance. Many thanks to the Board, Heather and staff for their valued assistance and dedication. We look forward to a healthy and safe 2020.

Respectfully submitted,
James J. Wilusz, R.S.
Registered Sanitarian/Health Agent





Berkshire County Mosquito Control 2019 Otis Annual Report

Crews from the Berkshire County Mosquito Control Project began surveillance on 5/1/19 of the known mosquito breeding sites in the town. The first larvae were detected and treated on 5/1/19 and by the end of the season 39 sites had been treated with larvicide. A total of 80 catch basins were treated during the breeding season.

The following materials were used for larval control.

VECTOBAC G (BTI)	83 LBS.	20 ACRES
VECTOLEX WSP (CATCH BASIN)		80 PACKETS

Larval Control:

BREEDING SITE INSPECTIONS	146	TREATMENTS	39
CATCH BASIN INSPECTIONS	247	TREATMENTS	80
DPH Arbovirus Surveillance:			
POOLS SUBMITTED	19	NO WNV OR EEE	ISOLATIONS

The following materials were used for adult control between 6/19/19 and 8/21/19.

DUET	20.28 GAL.	7,060 ACRES
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*WE NOW HAVE A WEBSITE AT: berkshiremosquito.org WHICH WILL BE USED FOR INFORMATION AND UPDATES DURING THE 2020 SEASON.

Finance Board 2019 Annual Report

The three-member Finance Board for the Town of Otis is an elected body responsible for budget oversight. The committee works with the Select Board to review and make recommendations regarding the annual budget for the town.

The Board is invited to the budget review for the Farmington River Regional School each year to review the budget before submission to the town.

The Town of Otis has an AA municipal bond rating reflecting the sound finances of the town.

The Finance Board would like to thank the departments and committees' chairpersons for their continued cooperation in considering budget requests that work with the tax and grant funds available to the Town of Otis.

Respectfully submitted,
Walter Engels
Michael Ernst
Therese Gould





Otis Library & Museum 2019 Annual Town Report

The Otis Library is the place to find new materials, a place to connect electronically with the world outside, a place to learn and appreciate the Otis area.

We invite you to become Otis Library Patrons. Currently we serve over 1300 patrons with an attendance of 9264 yearly and a circulation of over 13400 items from this library. We welcome all this activity. Now with our membership in CWMARS, as well as members of the Commonwealth Catalog, and the Massachusetts Library System we share over fifteen million items with libraries throughout Massachusetts. In addition to hard copy items over 150,048 e-books and 7,300 e-audios are available electronically.

The Otis Library is more than just materials. Five computers with Broadband Internet are available to the public. We offer WIFI access for use with individual devices, such as IPADS, IPODS, Smart Phones, Tablets, and whatever is yet to come! Our signal and our connectivity is always available.

This year the library sponsored 27 programs for over 200 adults, families, and children. Tom Ragusa presented a program on his work on the Knox Trail, Steve Otfinowski presented his book Captain Sully's River Landing, Dave Malloof conducted a Ukulele workshop for all ages, and Jonathan Charow from Nova Computer Systems conducted 4 computer workshops as well as several computer help sessions. Mary Ames Mitchel, a descendent of Henry Knox presented a musical reading of her book Henry's Big Kaboom for young children! Under the direction of our Children's Librarian Kerry Bean we have offered over 12 programs for children. Our summer reading program included story telling of Noodles and Albie by Eric Bennet, an Imagerina creativity workshop, making Alien Balloons with Ed the Wizard and the GSK Science in the summer program. Library Trivia encouraged cross age competition. A Special thanks to the Otis Cultural Council and the Massachusetts Cultural Council for helping to fund several of these programs.

We were delighted that the Otis Library Country Crafts Fair returned! The Trustees worked diligently to bring this community event back. Craft vendors, baked goods for sale and delicious food were activities on the town green. While at the Church Green there were family activities such as Bike Helmet Check, infant car seat check, Ed POP variety show and the copsicle truck were sponsored by the Otis Recreation Commission. The library held its Book, Audio, & DVD sale and live music was provided by Sandy & Sandy. The was a true picture of the Otis Community at its best!

These materials, services and programs are expensive. The town provides approximately 66% of the total Library Budget. The remaining 33% of the budget must be provided through private donations, grants, and state aid. We have been fortunate to have supportive patrons. Our state certification has provided for some state aid, and technology grants.

As we enter another challenging year, striving to meet the demands of society, working to maintain our technology services, and meeting the needs of our patrons, I thank those who have given us compliments and positive feedback. I thank Lois Hall, Assistant Director who has worked in my absence. I acknowledge the Trustees who





have worked to study the library and assess the needs of the community. This year Eve Kummel and Walter Engels have left the Board of Trustees. Thanks to them for their many years of service. We have been fortunate to replace Eve and Walter with Sue Brofman and Donna Rich. Have you noticed how well maintained our library is outside and inside? Special thanks to Jim Crandall and his maintenance crew for their hard work and perseverance.

As the winter comes and brings us a new picture of Otis and the Berkshires, I invite you to come and visit the library. Please see what we have. It is a pleasure to provide services to such a wonderful community.

Respectfully submitted,
Kathleen Bort
Director
Otis Library & Museum

Board of Assessors 2019 Annual Report

The Board of Assessors, along with our assessing staff provided under contract by Regional Resource Group, continue to assure the fair taxation of all Otis properties.

This year the department reviewed 93 building permits, which included new dwellings, additions, renovations, decks, residential solar electricity generation systems, structure demolition, etc. We recorded approximately 145 real estate transfers, approximately 2 new lot splits, 1 lot combination, and approximately 8 parcel dimension changes. Assessing staff, including RRG staff, attended classes and programs sponsored by The Berkshire County Board of Assessors and the Massachusetts Association of Assessing Officers.

During the past year, we reorganized and updated assessment records. Other efforts included inspecting property after building permits are processed and auditing property files for accuracy and completeness. There is a 10-year cyclical inspection program in place, resulting in on-going property inspections. Approximately 105 inspections were completed.

Our Board strives to build and maintain good public relations. We provide our residents with:

1. abutters lists required for property permits
2. mailings to those eligible for special tax classification and exemptions
3. assistance in completing forms for residents who are eligible for exemptions
4. current property ownership information by processing registered deeds, name and address changes,
5. motor vehicle excise abatements
6. information on a host of tax and property assessment issues

As the town's principal revenue generator, the Assessors are constantly on the lookout for properties subject to taxation. We seek to enhance tax revenues by:





1. identifying second homeowners whose household furnishings are subject to taxation;
along with businesses that have inventory or fixtures that may be taxable. We have added several parcels to the Personal Property tax records that had previously not been inventoried
2. making sure that new construction is monitored and assessed, and that property given a certificate of occupancy is taxed at the fully assessed value
3. reviewing prior years' deeds to assure verify current property values
4. monitoring individual assessments to insure that abatements are kept to a minimum
5. assuring that all requests for abatements are reasonable and properly processed.

Other office activities included:

1. photographing structures and attaching those photos to computerized assessment records
2. processing land divisions
3. reviewing and processing abatement requests
4. processing personal property forms and chapter land applications
5. preparing various Department of Revenue reports

Our office hours are Mondays and Wednesdays from 8:30AM-12:30PM. We and our Regional Assessor from RRG are also available by appointment. Residents can contact us by e-mail at leadassessor.otis@gmail.com or by phone at 413-269-0100 x102. Current property information can be accessed at our website: www.townofotisma.com.

Respectfully submitted,
Russell Loring, Chairman
Kathleen Rider
Heather Gray





Planning Board 2019 Annual Report

The Planning Board is responsible for preparing and maintaining a comprehensive/ master plan (MGL Chapter 41, Section 81D), propose, review, hold hearings and make recommendations on zoning bylaw / ordinance changes to the Town Protective By-Laws, review and act on subdivisions - preliminary & definitive plans (MGL c.41, section 81K-81GG), review and sign Approval Not Required (ANR) plans and is *required* to review, hold public hearings and make recommendations on proposals that will affect land use.

The Planning Board oversees Site Plan Reviews and hears requests from property owners or developers seeking to divide a tract of land, reaffirm boundary lines or create a new subdivision...who, must submit surveyed plot plans to the Board for appropriate action as governed by MGL, Chapter 41, Section 81.

The Town of Otis requires any new lots to be a minimum of one (1) acre, have 150 feet of road frontage and provide adequate access for emergency and vehicular traffic in the R-1 residential district. In the Village V-1 district lot area shall not be less than 20,000 square feet and the frontage shall not less than 60 feet.

The Planning Board acted on a number of Form-A plans to divide properties and/or secure newly surveyed boundary lines under the guidelines & requirements of the Subdivision Control Law.

The Planning Board compiled a comprehensive Cannabis By-Law for the Town, conducted public hearings and presented a final draft for adoption by public vote. The Planning Board and Select Board supported the proposed by-law. The by-law was duly adopted by public vote and accepted by the State. Again, the Planning Board wishes to thank all the members of the Board, the Selectmen and the citizens of Otis for all their fine work in preparing and adopting this complex by-law.

The Planning Board continues to work with the Otis Historical Committee, the Otis Historical Society, Otis Conservation Committee, Otis Recreation, Berkshire Regional Planning Commission and other state agencies on projects such as Otis sewer district, community development, community preservation, community center, watershed projects, historical preservation and seeking and applying for grant opportunities.

The Planning Board meets on the second Monday of every month at 7:00 p.m. in the Town Hall. (Postings of date/time change in the event there is a conflict with a legal holiday.) The Board welcomes property owners with questions concerning the required procedures to sub-divide their land under the laws.

Respectfully submitted,
Robert McMahan
Rona Knight
Jim Kauffman
Jenny Daily
Harold L. Kobrin, Chairman





Technology Commission 2019 Annual Town Report

The Technology Committee has been very busy this year overseeing the construction of the Town owned fiber to the home project. We are anticipating completion in Q1 of 2020 with the exception of Otis Woodlands and that will take some additional time once we get their approval. We have also been busy implementing several new software programs and have been in the process for the last couple of years implementing new computer hardware and a new website. Upcoming projects include hosting our own e-mail with new townofotisma.com emails and looking at a new phone system to take advantage of our new fiber network to eliminate the bulk of our phone bill.

Respectfully submitted,
Larry Gould,
Frank Tolopko
George Mabee
William Hiller
Steve Schultz

Zoning Board of Appeals 2019 Annual Report

The Town of Otis, Zoning Board of Appeals consists of five (5) members and two (2) associate members appointed by the Board of Selectmen as provided in Section 12, Chapter 40A of the Massachusetts General Laws (MGL). The Board of Appeals serves as the special permit granting authority for the Town. This board also hears and decides upon appeals or petitions for variances. Information and duties are outlined in the Town of Otis Bylaws Section 9.2.

- In calendar year 2019 the Zoning Board of Appeals heard 3 applications for special permits or variances. Both were granted per request.
- One member resignation occurred.

The ZBA meets when applications are received, on the first Monday of each month. All meetings are posted and open to the public.

Respectfully submitted,
Therese D Gould, Chair
Katherine Couch, Clerk
Michael Ernst
Geoff Gene
Jim Kauffman
Roseanne DeRupo
Sara Skibski, Alternate





Otis Cultural Council 2019 Annual Report

The Otis Cultural Council is just one of 329 local councils in Massachusetts (serving all 351 cities and towns) whose mission is to distribute funds earmarked in the state budget for cultural enrichment in all communities. Most other states also budget funds for cultural development, but Massachusetts is the only one that entrusts a large portion of that money to local councils, staffed by volunteers, to decide how best to spend the money for the benefit of residents. According to the Massachusetts Cultural Council, we and the other 328 local councils award more than \$3 million in grants to more than 5,000 cultural programs statewide.

As we are a small town, our piece of that pie is not large, but we are pleased that our town also supports our activities – with a matching grant from the town budget, donations from townspeople, fundraising efforts by our members and friends, and willingness on the part of many people to lend helping hands when we need them.

During the calendar year 2019, the OCC sponsored many programs for young people attending the Farmington River Elementary School, Muddy Brook School, Monument Mountain High School and Lee Middle & High School. We also sponsored events for the community at large – such as the Community Tag Sale in May, the Annual Arts Festival in July, and Square Dancing with caller Cliff Brodeur in August. In addition, we collaborated with the Celebrations Committee for the Annual Sup & Swing in June and with the Otis Library to provide programs for young readers in the summer.

We continue to support the Beautify Otis project by organizing volunteers to set up and maintain flower barrels throughout the town. Thanks to all the local volunteer gardeners who plant and maintain the barrels all summer, to the Maintenance Department people who move barrels around for us, and to Jamie Carr at Otis Ridge Garden Shop for her generous support.

To know more about our activities, subscribe to our news or check out our page at www.townofotisma.com. If you'd like to join us or volunteer for any activity, contact a committee member or email us at culturalco.otis@yahoo.com.

We are grateful to the Select board for their support and encouragement throughout the year; to the Highway Department and Jim Crandall of the Maintenance Department for their regular assistance; to the Farmington River Elementary School for the use of their beautiful facility. We offer our heartfelt thanks to Lyn O'Brien, and Heather Gray for their assistance throughout the year.

Lastly, we thank all those Otis residents and visitors who help us with their donations of time and money, their attendance at events, and their enthusiastic words of support.

Respectfully submitted,

Jeanne Randorf, Chair | Shanon Albee, Treasurer | Mary Jo Engels, Secretary
Vicki Ernst, Grants Secretary | Deb Fogel, Recycling Co-ordinator
Carol Lombardo | Ilisa Sulner | Arlene Tolopko





The Southern Berkshire District Department of Veterans' Services 2019

Thank you for allowing me to service the member towns, their veterans, and widows. We have made great strides in reaching out to our veterans in our local area, letting them know the various services available to them from Elderly Services, Community Actions and also the local senior centers. During FY 2019 we have seen a slight increase in all areas of operation and currently have 52 active Chapter 115 claims.

Chapter 115 Submissions and Return from the State:

Town	FY 2019 Submitted 7/01/18- 6/30/19	Pmt Due in FY 2020 -FY 2019 - 75%
Otis	\$30,068.72	\$22,551.54

Over the last year we have completed the following for our member town's veterans:

Applications for VA Health Care	38
ALS/Disability/A&A/ Appeals/Life Insurance	48
DD 214s	49
Request for Grave Markers	35
Tax Abatements/SS help/Other requests	73
Flags to funerals homes for veterans	42
Assisted with Dr. appointments	11
Home and Office Visits	272
Veterans Services Phone Calls	1370

For FY 2019 District budget was reduced by the reserve resulting in a smaller assessment for the member towns. During these trying financial times all veterans and widows are encouraged to contact this office or the US Department of Veterans Affairs and review current entitlements as many changes have taken place. Otis' apportionment towards the FY 2019 DVS budget was \$7,623.52 - this number was based on population percentage on the 2010 Census.

Respectfully submitted,
Laurie J. Hills
Southern Berkshire District Director for Veteran Services





Goals and Objectives of The Otis Historical Commission 2019

Your Otis Historical Commission has been working to evaluate and protect the Town's historic and archeological resources in accordance with Federal and State authority and with the strong support of our Selectmen. This year your OHC has prepared submissions of historic sites and trails in Otis to be placed on the National Register of Historic Places: our beloved Knox Trail, the first of two historic districts – the first is along Route 8 from the north of town center to south of the Farmington River Diner. These submissions are partway through the lengthy approval placement on the National Historic Register will be an honor for our community and comes with benefits: placement on the National Historic Register will be an honor for our community and comes with benefits –pride in our community, advancement of education and tourism, and a huge opportunity for federal and state grant funding for town projects. Members of the Commission continue to attend training and informational conferences to learn how to best advance the Town's historic programs. We work with preservationists who assist us in our inventorying of historic places, things, and buildings and with our efforts in applying for grants.

Our goals are founded in preservation and appreciation of our heritage and are long range for the benefit of the town and its town and its residents. We are an enthusiastic commission and value the positive feedback we have been receiving. OHC meets monthly at Town Hall. Meetings are posted on the Town Website and we welcome all to join us.

Otis Historical Commission(OHC) Current Projects 2019-2020

- 1) Completion of the Otis Historic District application and submission.** (Note, there are no building restrictions for a historic district; it is an honorary designation.)
- 2) Preservation of the East Otis One-Room School House.** We are delighted to report the OHC already has matching funds in place and the application for Historic Designation has been submitted.
- 3) Completing the "Knox Trail" submission for Historic Places.** This is the culmination of years of work by Commission member and passionate local historian Tom Ragusa, who painstakingly resurveyed the road to match the original surveys. The Knox Trail tells an amazing story of Revolutionary War heroism and is a mother-lode of educational value for our local school students, as well as all residents and visitors. This project already has strong support from the Mass Department of Conservation and Recreation. Grant monies will be available to preserve and provide signage for the Otis section of Knox Trail.





- 4) **The transfer of St Paul's Church, 'free and clear' to our town, has been completed.** The Commission has been working with an approved preservation architect and engineer to plan the restoration. Restoration will enable community use of this fine gathering space.

- 5) **Working with Otis Building Use Committee to find renovation grants and new uses for Harmony Hall.**

Respectfully submitted,
Sonia Morrison, Co-Chair
Diane Provenz, Co-Chair
Tom Ragusa
Cynthia Flint Ragusa
Celeste Watman
Judith Mabee

Otis Rescue Squad 2019 Annual Report

This past year we have been working to stay current with the advances taking place in the Emergency Medical Field. We are training, and purchasing the equipment for, three lifesaving procedures that the State now allows us to perform rather than waiting for paramedics from out of town. Our current ambulance is showing the effects of age and road salt, so after months of research we have ordered a new ambulance, which is expected in July. This purchase is funded entirely by The Otis Rescue Squad Inc.

Also, we are looking for EMTs, or people who would like to become EMTs, to join us. Both volunteers and per diem staffing are needed.

As always, thank you for your support in helping us to help the people of Otis.

Respectfully submitted for The Otis Rescue Squad,

James Ebitz EMT, WEMT
President, Otis Rescue Squad





Conservation Commission 2019 Annual Town Report

The primary role of the Otis Conservation Commission is to preserve and protect the integrity of the Town's wetland systems, while striving to work with and serve the community. With nine designated great ponds, as well as the West Branch of the Farmington River, the Otis Conservation Commission is one the most active conservation commissions in the state. In 2019 the Commission conducted 119 site inspections; heard nine Notice of Intents applications (NOIs) & fifty-three Request for Determination of Applicability applications (RDAs); and issued/resolved 6 Enforcement Orders, one Emergency Certifications, one extension of Orders of Condition, one amendment of OOC and finally, issued ten certificates of compliance. The Commission also inspected installed erosion controls, for purposes of work commencement, or to ensure that erosion control measures can be removed upon project completion.

In an effort to better serve the community, the Commission has provided brochures on understanding conservation commission requirements, that available to the public - free of charge, and are located at the Town Hall, outside the Inspector's Room in the hallway. These brochures provide the basic information of what needs to come before the Commission and how (RDA vs NOI for example). The Commission meets at 6:00 PM, on the third Wednesday of each month. The office hours for the Commission, are the first Wednesday of each month, at 6:00 PM, and the deadline for submission of applications is on the same day as the office hours, for each respective month, by 6:00 PM, no exceptions!

The Commission would like to thank Bob Mason with MASS DCR (Department of Conservation and Recreation), who regularly works in conjunction with the Otis Conservation Commission, and attends each meeting in representation of MA DCR. The Commission would also like to thank Mark Stinson with MA DEP, Western Region Circuit Rider, for his continued support; and the Commission would like to thank the community of Otis for respecting, and following the rules and guidelines, as set forth by the regulations of the MA Wetlands Protection Act.

Respectfully submitted,
Dave Sarnacki, Otis Conservation Commission Chairman





The Otis Community Garden 2019 Annual Report

The Otis Community Garden continues to move forward while we await the transfer of the Poultry Farm to new owners. Every year, volunteer farmers grow a variety of produce including squash, zucchini, kale, tomatoes, cucumbers, beets, beans, turnips and lettuces. Garden members take their share and the surplus is distributed to local seniors and area food banks. Our goal remains: to share our bounty with those in need by providing fresh, healthy vegetables and herbs that are grown free of pesticides and artificial additives.

Special recognition goes to Mark Miller, Chip Crandall, Sandy Nunn and Andy & Lynn Pyenson for their generous support throughout the years and to our wonderful volunteer members for all their assistance in helping make the garden a wonderful resource for our community.

Garden membership requires an affordable fee and at least one hour of week per week between May 1 and Oct 1 when we plant, weed, harvest and deliver to others. Come join us!

For more information as to how you can participate, please email us at: otiscommunitygarden@yahoo.com.

Respectfully submitted,
Eve Kummel, Manager





Town Clerk 2019 Annual Report

Vital Records Recorded in 2019

- 6 Births**
- 9 Marriages**
- 16 Deaths**

Business Certificates Issued in 2019 -New and Renewed

Knox Trail Coffee Company	Steve & Michelle Duga
AMR Remodeling, LLC	Anthony M. Rigillo
Fern Rock Design	Myrna Carson
Katie's Country Store	Ronald Racine
John's Home Improvement	John Kennedy
Rock Ledge Farm	Mark & Pamela Jakubiec
The Otis Observer	Otis Observer Inc.
Berkshire Mountain Painting	Mitchell Lawrence
D.J. Bona Painting	Daniel J. Bona Jr.
West Otis Landscaping	Ryen Nolau & Justine Braman
Graceful Threads	Elizabeth Lowell
B&B Enterprises	Blaze Tavernia
Southern Berkshire Pet Sitting	Burning Day LLC
Viktory Wellness	Viktoria Seavey
Rural Ethic Studio	Katharine Adams
The Berkshire Sports Academy	Larkum Lake Operating Co. LLC
The Berkshire Soccer Academy	Larkum Lake Operating Co. LLC
Fratelli's	Esmir Gutic
GenHomeTek	Peter M. Beauregard
Benchmark Dental	Huan-Chun Lin
Sticks & Stones Landscaping	Peter Siegal
Quality Maintenance & Upgrades	Spencer Noel

<p>Dog Licenses 348 Dog Licenses issued in 2019 6 Kennel Licenses issued in 2019 Dog licenses = \$1,910.00 Fees \$224.25</p> <p>Total Number of Tag Sale Permits Issued 18 (Same amount as in 2018)</p>	<p>Underground Fuel Storage Registrations Katie's Country Store Camp Overflow Papa's Healthy Food & Fuel</p> <p>Raffle Permits Knox Trail Sno-Riders Club Inc.</p>
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Respectfully submitted,
 Lyn O'Brien, Town Clerk





Board of Elections 2019 Annual Report

Otis currently has 1163 Registered Voters – This is less than last year because inactive voters were deleted.

Voter Registration Breakdown

722 No Party (unenrolled)

Political Parties

250 Democratic
185 Republican
1 Green Rainbow
2 Libertarian

Political Designations

1 Pirate
1 American Independent Party
1 Mass Independent Party

This year the Town of Otis held a Caucus, Annual Town Meeting, and an Annual Town Election. You can find the 2019 results for all of the town meetings and elections in this town report.

As members of the Board of Registrars we encourage you to get out and vote. Your polling location in the Town of Otis is at: 1 North Main Road, Otis Town Hall, Otis, MA 01253.

Remember your vote counts!

Respectfully submitted,
Town of Otis Board of Registrars
Lyn O'Brien
Marjorie Middleton
Jill Moretz
Emily Piacquadio





May 28, 2019- Annual Town Election Results

Total Registered Voters in Otis 1127
 Total Registered Voters who Participated in this Election -387

<u>SELECTMEN</u>	<u>Votes</u>	<u>SELECTMEN WRITE IN</u>	<u>Votes</u>
DONALD HAWLEY	144	ALL OTHERS	1
LARRY SOUTHARD	235		
BLANKS	7		
<u>387</u>	386		1

<u>TOWN CLERK</u>	<u>Votes</u>	<u>TOWN CLERK WRITE IN</u>	<u>Votes</u>
LYN O'BRIEN	360	ALL OTHERS	0
BLANKS	27		
<u>387</u>	387		0

<u>MODERATOR</u>	<u>Votes</u>	<u>MODERATOR WRITE-IN</u>	<u>Votes</u>
BLAKE MIDDLETON	333	ALL OTHERS	5
BLANKS	49		
<u>387</u>	382		5

<u>TREE WARDEN</u>	<u>Votes</u>	<u>TREE WARDEN WRITE-IN</u>	<u>Votes</u>
JOHN (JACK) CONBOY	306	ALL OTHERS	9
BLANKS	72		
<u>387</u>	378		9

<u>FINANCE BOARD</u>	<u>Votes</u>	<u>FINANCE WRITE IN</u>	<u>Votes</u>
MICHAEL ERNST	288	ALL OTHERS	7
BLANKS	92		
<u>387</u>	380		7





<u>ASSESSOR</u>	<u>Votes</u>	<u>ASSESSOR WRITE IN</u>	<u>Votes</u>
RUSSELL LORING	189	ALL OTHERS	0
JILL MORETZ	160		
BLANKS	38		
<u>387</u>	387		0

<u>CEMETERY 3YR</u>	<u>Votes</u>	<u>CEMETERY 3 YR WRITE IN</u>	<u>Votes</u>
BRUCE WALL	304	ALL OTHERS	7
BLANKS	76		
<u>387</u>	380		7

<u>LIBRARY TRUSTEE</u>	<u>Votes</u>	<u>LIBRARY TRUSTEE WRITE-IN</u>	<u>Votes</u>
BLANKS	308	SUE BAUER-BROFMAN	63
	0	ALL OTHERS	16
<u>387</u>	308		79

<u>PLANNING BOARD (3)</u>	<u>Votes</u>	<u>PLANNING BOARD WRITE IN</u>	<u>Votes</u>
RONA KNIGHT	189	STAR O'BRIEN	4
ROBERT MCMAHON	228	ALL OTHERS	17
BLANKS	723		
<u>1161</u>	1140		21

<u>SCHOOL COMMITTEE</u>	<u>Votes</u>	<u>SCHOOL WRITE IN</u>	<u>Votes</u>
ROBERTA SARNACKI	119	DEBORAH FOGEL	197
BLANKS	63	ALL OTHERS	8
<u>387</u>	182		205





**Town of Otis, Massachusetts
Annual Town Meeting Minutes
May 21, 2019**

Selectperson: Donald Hawley Chair, Gary Thomas
Finance Board: Michael Ernst Chair, Therese Gould, Walter Engels
Moderator: Blake Middleton
Town Administrator: Rebecca Stone
Town Clerk: Lyn O'Brien
Town Counsel: Jeremia Pollard
Board of Registrars: Marjorie Middleton, Emily Piacquadio, Jill Moretz

Total Registered Voters: 1127
Total Registered Voters in Attendance: 122

Meeting called to order at 7:00 pm at the Otis Town Hall by the Moderator.

The Pledge of Allegiance was said.

A moment of silence was held for all those who have parted us in the past year.

The Moderator asked everyone to shut off their cell phones.

Emily Piacquadio, Jill Moretz, and Marjorie Middleton were appointed as counters.

The Moderator reminded voters to speak into the microphone, raise their hand, and be recognized before speaking. He requested that voters make their motion clear as to what they are requesting.

The Moderator confirmed with the Town Clerk a quorum was present.

The Moderator had the front table introduce themselves to the audience.

A motion was made to pass over with the reading of the warrant and act on Article 1.

The motion was seconded.

The motion passed unanimously.

ARTICLE 1: To receive the reports of the various Town Officers and act thereon.

A motion was made to accept Article 1 as read.

The motion was seconded.

Article 1 passed unanimous.

ARTICLE 2: To raise and appropriate such money as may be necessary to defray the Town's expenses for this fiscal year. See appropriations list attached at end of Warrant. The total amount of that sum is \$5,589,349.60.

A motion was made to accept Article 2 as read.

The motion was seconded.





Discussion as to why the Police Chief salary increased. The Police Chief salary has gone up because the hours have increased from less than 20 hours to 34 hours.

Article 2 passed unanimous.

ARTICLE 3: To see if the Town will vote to raise and appropriate the sum of \$183.28 to pay FY18 bills for Berkshire Mountain Spring Water for \$30.00, Barbara Penn for \$93.76, and Alex Tinari for \$59.52.

The Moderator announced this article requires a 4/5th vote.

A motion was made to accept Article 3 as read.

The motion was seconded.

The Moderator declared Article 3 passed, 1 opposed.

ARTICLE 4: To see if the Town will vote to transfer the sum of \$92,452.14 from Free Cash to the Rescue Truck Repairs account.

A motion was made to accept Article 4 as read.

The motion was seconded.

Article 4 passed unanimous.

The Moderator declared he will not be reading the word “raise and” in Articles 5 through 17 because they will not be from taxes.

ARTICLE 5: To see if the Town will vote to appropriate the sum of \$218,963.86 for the purpose of paying the principal and interest due in fiscal 2020 and fiscal 2021 for the fourth and fifth annual payments for the 2016 KME fire truck purchased in FY16 and to take said sum from Free Cash.

A motion was made to accept Article 5 as read.

Karen Fink Treasurer made a motion to amend Article 5 by striking “in FY 2020 and in FY 2021.”

To see if the Town will vote to appropriate the sum of \$218,963.86 for the purpose of paying the principal and interest due for the fourth and fifth annual payments for the 2016 KME fire truck purchased in FY16 and to take said sum from Free Cash.

The motion to amend Article 5 was seconded.

Discussion regarding how much money was being spent from free cash.

The amendment passed for Article 5, 1 opposed.

A motion was made to accept Article 5.

The motion was seconded.

Article 5 passed.

ARTICLE 6: To see if the Town will vote to appropriate the sum of \$97,320.98 for the purpose of paying the principal and interest due in fiscal 2020 for the first of three annual payments for the 2019 4x4 dump/plow truck purchased in FY19 and to take said sum from Free Cash.

A motion was made to accept Article 6 as read.

The motion was seconded.

Article 6 passed unanimous.

ARTICLE 7: To see if the Town will vote to appropriate the sum of \$139,772.95 for the purpose of paying the principal and interest for the 2019 loader/backhoe purchased in FY19 and to take said sum from Free Cash.

A motion was made to accept Article 7 as read.





The motion was seconded.
Article 7 passed, 1 opposed.

ARTICLE 8: To see if the Town will vote to authorize the Treasurer to borrow the sum of \$390,000.00 for the purpose of buying a new 2020 grader.

A motion was made to accept Article 8.

The motion was seconded.

Discussion: Question if the road superintendent has a license to drive this? Derek Poirier, Highway Superintendent, replied everyone does have a license.

How old is the grader? Derek replied it is a 1994 and is unreliable and costs a lot in repairs.

How many hours are put on the grader per year? Derek estimates 120 hours depending on the weather and the freeze/thaw cycle.

The Moderator declared Article 8 passed, 3 opposed.

ARTICLE 9: To see if the Town will vote to appropriate the sum of \$15,000.00 for the purpose of purchasing and installing Fire Alarms and to take said sum from Free Cash.

A motion was made to accept Article 9 as read.

The motion was seconded.

Discussion: Where are they going? They are going in the Highway Department, East Otis and Center Firehouse, and Harmony Hall. Old alarms exist but they need updating.

Article 9 passed, 2 opposed.

ARTICLE 10: To see if the Town will vote to appropriate the sum of \$40,000.00 for the purpose of paving Tyringham Road and to take said sum from Free Cash.

A motion was made to accept Article 10 as read.

The motion was seconded.

Article 10 passed, 1 opposed.

ARTICLE 11: To see if the Town will vote to appropriate the sum of \$65,000.00 for the purpose of paving the Waste Water Treatment Plant and to take said sum from Free Cash.

A motion was made to accept Article 11 as read.

The motion was seconded.

Discussion: Does Otis have an enterprise fund? Administrator Rebecca Stone confirmed Otis has an enterprise fund. Paving will not come from sewer user fees because there are not enough users and paving is a capital project.

A motion was made to amend Article 11 by adding “road” after plant.

To see if the Town will vote to appropriate the sum of \$65,000.00 for the purpose of paving the Waste Water Treatment Plant road and to take said sum from Free Cash.

The motion was withdrawn.

A motion was made to amend Article 11 by adding “driveway” after plant.

To see if the Town will vote to appropriate the sum of \$65,000.00 for the purpose of paving the Waste Water Treatment Plant driveway and to take said sum from Free Cash.

The motion was seconded.

The motion passed as amended.

Article 11 passed, 2 opposed.

ARTICLE 12: To see if the Town will vote to accept \$178,640.00 as an Available Fund under the Chapter 90 State Aid to Highways Program.

A motion was made to accept Article 12 as read.

The motion was seconded.





Article 12 passed unanimous.

ARTICLE 13: To see if the Town will vote to appropriate \$66,450.00 for the operation and maintenance of the municipal sewer system and to meet the appropriation, transfer funds from the sewer user fees.

A motion was made to accept Article 13 as read.

The motion was seconded.

Article 13 passed unanimous.

ARTICLE 14: To see if the Town will vote to adopt a General Bylaw, pursuant to the provisions of Section 53E 1/2 of Chapter 44 of the Massachusetts General Bylaws, as most recently amended, by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

Section I: There are hereby established in the Town of Otis pursuant to the provisions of G.L. Ch. 44, 53E 1/2, the following Revolving Funds:

Plumbing/Gas	Fees & Charges for Plumbing/Gas Inspections
Wire Inspector	Fees & Charges for Wire Inspections
Fire Department Inspections	Fees & Charges for Fire Inspections
Sanitation Inspector	Fees & Charges for Sanitation Inspections
Recreation Commission	Fees & Charges for Recreation Programs
Demolition Debris Removal	Fees & Charges for Transfer Station Demolition Debris
Cemetery	Fees & Charges for Cemetery Commission Expenses
Tax Title	Fees & Charges for Tax Title Expenses

Section II: Expenditures from each revolving fund set forth herein shall be subject to the limitation established by Town Meeting or any increase therein as may be authorized in accordance with G.L. Ch. 44, 53E 1/2 .

Plumbing & Gas Inspector	\$15,000.00
Wire Inspector	\$15,000.00
Fire Department Inspections	\$6,000.00
Sanitation Inspector	\$9,000.00
Recreation Commission	\$5,000.00
Demolition Debris Removal	\$25,000.00
Cemetery	\$2,000.00
Tax Title	\$10,000.00

A motion was made to pass over the reading of the rest of Article 14 Section 1 and 2.

The motion was seconded.

The motion to pass over the reading passed.

A motion was made to accept Article 14 as read.

The motion was seconded.

Article 14 passed unanimous.





ARTICLE 15: To see if the Town will vote to authorize the Selectboard to enter into a ten (10) year contract, commencing on July 1, 2020, with the qualified vendor selected by MassDEP through a competitive bid process for recycling processing services for the Town, subject to the Selectboard's determination that the contract is in the best interest of the Town and subject to Town Meeting approval in the Spring of 2020 for funding for these services.

A motion was made to accept Article 15 as read.
The motion was seconded.
Article 15 passed, 1 opposed.

ARTICLE 16: To see if the Town will vote to appropriate the sum of \$447,699.00 in FY20 for paying the principal and interest for the Wind Project Bond; funds to be transferred from the Wind Municipal Light Plant.

A motion was made to accept Article 16 as read.
The motion was seconded.
Discussion: Is the turbine generating enough funds to pay this? Larry Gould, Energy Committee, stated the turbine is paying for itself. Where does the money generated go? The money goes in the MLP (Municipal Light Plant) account.
Article 16 passed, 1 opposed.

ARTICLE 17: To see if the Town will vote to appropriate the sum of \$36,610.00 for paying the principal and interest due in FY20 on funds borrowed for the Wind Project Serial Note; funds to be transferred from the Wind Municipal Light Plant.

A motion was made to accept Article 17 as read.
The motion was seconded.
Article 17 passed unanimously.

ARTICLE 18: To see if the Town will vote to raise and appropriate the sum of \$63,776.70 for paying the interest due in FY20 on funds borrowed for the Otis Fiber Project.

A motion was made to accept Article 18 as read.
The motion was seconded.
Discussion. Treasurer Karen Fink explained this is interest on 1.5 million that has been borrowed for this project so far.
Article 18 passed unanimously.

ARTICLE 19: To see if the Town will vote to transfer the care, custody, management and control of the East Otis One Room Schoolhouse and accompanying land, located at 2 Old Blandford Road, East Otis, MA, and having an assessor's parcel identification number of 16-59, from the Board of Selectmen for the purpose of an Educational, Recreational and Information Center, to the Board of Selectmen for the purpose of an Educational, Recreational and Information Center and for the purpose of conveying a perpetual history preservation restriction encumbering said East Otis One Room Schoolhouse land and building to the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission, on such terms and conditions, and for such consideration, as the Board of Selectmen deem appropriate, provided however, that such transfer is contingent upon the Town being awarded a grant from the Commonwealth of Massachusetts in the amount of \$75,000.00.

A motion was made to accept Article 19 as read.
The motion was seconded.





Discussion: Diane Provenz on the Historical Commission requested the voters support on this article.

Article 19 passed, 1 opposed.

ARTICLE 20: To see if the Town will vote, pursuant to M.G.L. Ch. 41, Section 81A, to reduce the number of Planning Board members from seven (7) to five (5) as follows: by rescinding Article 28 of the May 20, 2008 Annual Town Meeting that expanded the Board membership from five (5) to seven (7) and eliminating the two positions that Article 28 created.

A motion was made to accept Article 20.

The motion was seconded.

Article 20 passed, 2 opposed.

ARTICLE 21: To see if the Town will vote to charge a 3% retail tax on all Cannabis sales made by Town establishments.

A motion was made to accept Article 21.

The motion was seconded.

Article 21 passed, 1 opposed.

ARTICLE 22: To see if the Town will vote to approve Section 6.7 of the Marijuana Establishments (ME) & Medical Marijuana Treatment Centers (MMTC) as follows; or take any other action thereon.

ADD TO THE END OF SECTION 6.0 (SPECIAL REGULATIONS)

6.7 MARIJUANA ESTABLISHMENTS (ME) & MEDICAL MARIJUANA TREATMENT CENTERS (MMTC)

6.7.1 Purpose.

The purpose of this section is to provide for the placement of Marijuana Establishments (MEs) and Medical Marijuana Treatment Centers in suitable locations in the Town of Otis (the "Town") in recognition of and in accordance with "The Regulation of the Use and Distribution of Marijuana Not Medically Prescribed," M.G.L. c. 94G and "Medical Use of Marijuana", M.G.L. c. 94I. The specific purpose of this section is to safeguard the built environment by permitting compliance with state law in a manner consistent with community and neighborhood concerns, while also ensuring that those entities permitted to operate a ME or Medical Marijuana Treatment Center, as defined herein, comply with the relevant provisions of Chapter 334 of the Acts of 2016, Chapter 351 of the Acts of 2016, Chapter 55 of the Acts of 2017, and the regulations promulgated by the Cannabis Control Commission (CCC) found at 935 CMR 500.000 and 105 CMR 725.000 et seq.

6.7.2 Definitions.

CRAFT MARIJUANA COOPERATIVE – a Marijuana Cultivator comprised of residents of the commonwealth organized as a limited liability company or limited liability partnership under the laws of the commonwealth, or an appropriate business structure as determined by the CCC, and that is licensed to cultivate, obtain, manufacture, process, package and brand marijuana and Marijuana Products to deliver marijuana to MEs but not to consumers.

INDEPENDENT TESTING LABORATORY - a laboratory that is licensed by the CCC and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement or that is otherwise approved by the commission; (ii) independent financially from any medical





marijuana treatment center or any licensee or ME for which it conducts a test; and (iii) qualified to test marijuana in compliance with 935 CMR 500.160 and M.G.L. c.94C, § 34. **LICENSE** – the certificate issued by the CCC that confirms that a ME has met all applicable requirements pursuant to St. 2012, c. 334, as amended by St. 2017, c. 55 and 935 CMR 500.000. A ME may be eligible for a provisional or final license.

MARIJUANA ESTABLISHMENT (ME) – a Marijuana Cultivator, Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Retailer, Independent Testing Laboratory, Marijuana Research Facility, Marijuana Transporter, or any other type of licensed marijuana-related business, except a medical marijuana treatment center.

MARIJUANA CULTIVATOR – an entity licensed to cultivate, process, and package marijuana; to deliver marijuana to MEs; and to transfer marijuana to other MEs but not consumers.

MARIJUANA CULTIVATION FACILITIES – facilities that a Marijuana Cultivator may be licensed to operate.

MARIJUANA PRODUCT MANUFACTURER – an entity licensed to obtain, manufacture, process, and package marijuana and Marijuana Products; to deliver marijuana and Marijuana Products to other MEs, and to transfer marijuana and Marijuana Products to other MEs but not consumers.

MARIJUANA PRODUCTS – products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

MARIJUANA RETAILER – an entity licensed to purchase and deliver marijuana and Marijuana Products from MEs and to deliver, sell, or otherwise transfer marijuana and Marijuana Products to other MEs and to consumers.

MARIJUANA TRANSPORTER – an entity, not otherwise licensed by the CCC, that is licensed to purchase, obtain, and possess cannabis or marijuana product solely for the purpose of transporting, temporary storage, sale and distribution to MEs, but not to consumers.

MEDICAL MARIJUANA TREATMENT CENTER – a not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.

MICRO-BUSINESS – a ME that is licensed to act as a: licensed Marijuana Cultivator in an area less than 5,000 square feet; licensed Marijuana Product Manufacturer, and licensed marijuana delivery service in compliance with the operating procedures for each such license.

RESEARCH FACILITY – an entity licensed to engage in research projects by the CCC.

SPECIAL PERMIT GRANTING AUTHORITIES, the Planning Board shall be the Special Permit Granting Authority (SPGA) for all MEs and Medical Marijuana Treatment Centers. The Zoning Board shall be the Special Granting Authority for all property variances and changes of use special permits.

SPECIAL OVERSIGHT AUTHORITIES, The Conservation Commission and The Board of Health shall have authority over those areas within their specific jurisdictions in respect to any given application.

6.7.3 Designated Locations for MEs and Medical Marijuana Treatment Centers.





6.7.3.1 MEs and Medical Marijuana Treatment Centers may be sited on any property within the Town provided the applicant meets all of the provisions of this Bylaw.

6.7.3.2 No ME or Medical Marijuana Treatment Center shall be located within 1000 feet of any licensed public or private school providing education in pre k, kindergarten or any of grades 1 through 12, any public playground, or licensed daycare or other similar facility where organized youth activities occur. Distances shall be between the nearest property lines of each use. The Special Permit Granting Authority may reduce this setback distance if it finds site-specific circumstances or barriers adequately separate the proposed marijuana use and a protected use. The burden shall be on the Applicant to demonstrate that reducing the minimum setback will serve the purpose of this Section and address the concerns of the Special Permit Granting Authority.

6.7.4 Designated Number of MEs and Medical Marijuana Treatment Centers.

6.7.4.1 The total aggregate number of non-retail MEs in the Town shall not exceed three (3).

6.7.4.2 The total number of Marijuana Retailers shall not be greater than one (1).

6.7.4.3 The total number of Medical Marijuana Treatment Centers shall not be greater than one (1).

6.7.5 Special Permit Required. No ME or Medical Marijuana Treatment Center shall be operated or expanded without first obtaining a Special Permit from the Town Special Permit Granting Authority in accordance with this Section and Section 9.3, "Special Permits"

6.7.5.1 The Special Permit Granting Authority shall be the Planning Board.

6.7.5.2 A Special Permit shall only be valid for use by the Applicant and will become null and void upon the sale or transfer of the license of an ME or Medical Marijuana Treatment Center or change in the location of the business.

6.7.5.3 In the event that the Commonwealth's licensing authority suspends the license or registration of a ME or Medical Marijuana Treatment Center, the Special Permit shall be so suspended by the Town until the matter is resolved to the satisfaction of said licensing authority.

6.7.5.4 The Special Permit shall be considered null and void if meaningful construction has not begun on the project within 2 years of obtaining said permit, as determined by the Building Inspector or their designee(s).

6.7.5.5 Conditions of Special Permit approval may include but are not limited to the following:

6.7.5.5.a Proposed modification of the exterior features or appearances of any structure;

6.7.5.5.b Limitation of size, number of occupants or hours of operation;

6.7.5.5.c Regulation of number, design and location of access for vehicles or other traffic features;

6.7.5.5.d Requirement of off-street parking or other special features beyond the minimum required by this or other applicable ordinances;

6.7.5.5.e Proposed security precautions shall be adequate to protect the safety and well-being of users of the establishment.

6.7.6 Marijuana Retailer and Medical Marijuana Treatment Centers Requirements & Performance Standards

6.7.6.1 The minimum lot size for this use shall be two (2) acres within the residential (R-40) district and 20,000 square feet in the village (V1) districts. The Special Permit Granting Authority may modify or waive this requirement.

6.7.6.2 The minimum required front, side, and rear yard setbacks shall be forty (40) feet in the R-40 district and 20 feet in the V1 districts..





6.7.6.3 In any residential area, any property line of an abutting residential or institutional use shall be provided with a continuous screening along such side and rear property lines.

6.7.6.4 In reviewing a Special Permit application under this Section the Special Permit Granting Authority shall consider, in addition to, the criteria in Section 9.3.2 of the Town of Otis Zoning Bylaw, the impact of the proposal on the following:

6.7.6.4.a Proximity to other marijuana uses to prevent clustering.

6.7.6.4.b The provision of adequate shielded lighting to promote security for customers and the public, and to prevent light projection onto neighboring properties.

6.7.6.4.c Hours of operation.

6.7.6.4.d Site design and other development related site impacts.

6.7.7 Outdoor Cultivation Requirements & Performance Standards

Commercial outdoor cultivation of marijuana is prohibited.

6.7.8 Commercial Indoor Cultivation, Craft Cooperative, Manufacturing, Processing, Testing & Research: Requirements & Performance Standards

6.7.8.1 The minimum lot size for industrial uses cultivation, craft cooperative, manufacturing, processing, test & research uses shall be twenty (20) acres as required by Massachusetts law M.G.L. c.94G.

6.7.8.2 The minimum required building setbacks shall be three hundred (300) feet for front yards, and three hundred (300) feet for side and rear yards.

6.7.8.3 No fertilizers, chemicals, compost, soils, materials, machinery, or equipment shall be stored outdoors.

6.7.8.4 In all residential areas, any property line of an abutting residential or institutional use shall be provided with a continuous screening along such side and rear property lines.

6.7.8.5 In reviewing a Special Permit application under this Section the Special Permit Granting Authority shall, in addition to, the criteria in Section 9.3.2 of the Town of Otis Zoning Bylaw, consider the impact of the proposal on the following:

6.7.8.5.a Proximity to other marijuana uses to prevent clustering.

6.7.8.5.b The provision of adequate lighting to promote security for customers and the public, and not project light onto adjacent properties.

6.7.8.5.c Hours of operation.

6.7.8.5.d Site design and other development related site impacts.

6.7.9 Additional Requirements & Performance Standards for MEs and Medical Marijuana Treatment Centers

6.7.9.1 Hours of operation. Operating hours of a Marijuana Retailer or Medical Marijuana Treatment Center shall be 9:00 am to 7:00 pm, unless determined otherwise by the Special Permit Granting Authority. Hours of operation shall apply to all sales, delivery and dispensing activities for the business. There shall be no hourly restrictions all other MEs, unless imposed by said authority as part of site plan approval.

6.7.9.2 Signage. All signage must comply with the regulations set forth in Section 5.2 of the Zoning Bylaw for the Town and the regulations established by the CCC.

6.7.9.3 On-site consumption of marijuana. On-site consumption is prohibited on or within the premises of any ME, except for Research Facilities and as may be allowed by state law.

6.7.9.4 Visibility of activities. All activities of any ME shall be conducted indoors..

6.7.9.5 Paraphernalia. Devices, contrivances, instruments and paraphernalia for inhaling or otherwise consuming marijuana, including, but not limited to, rolling papers and related tools, water pipes, and vaporizers may lawfully be sold at a Marijuana Retailer. No retail marijuana, marijuana products or paraphernalia shall be displayed or kept in a retail marijuana store so as to be visible from outside of the licensed premises.





6.7.9.6 Lighting. Outdoor light levels shall not exceed 1 foot-candle along property lines, nor 10 foot-candles for any location on the property. Any light poles, new or existing, may not exceed 18' in overall height. All outdoor light fixtures must be shielded with light aimed downward to prevent light trespass onto adjacent properties (Dark Sky compliant). The Special Permit Granting Authority may modify this requirement if, upon recommendation by the Police Chief, it is required for adequate safety and security.

6.7.9.7 Landscaping. All Marijuana Establishments (ME) shall be landscaped to harmonize the building with surrounding uses. Landscaping shall be provided at the rate of one (1) canopy tree for every 30' of lineal road frontage and shall be located within 15' of the front property line(s). Existing trees may count toward this requirement and may be clustered. Landscaping must consist of native, non-invasive plant species. The Special Permit Granting Authority may modify or waive this requirement.

6.7.9.8 Control of Emissions. Sufficient measures and means of preventing smoke, odors, debris, dust, fluids, chemicals and any other substances from exiting a ME, must be provided at all times. In the event that any odors, debris, dust, fluids or other substances exit a Marijuana Retailer, Marijuana Product Manufacturer, Research Facility or Independent Testing Laboratory, the owner of the subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full cleanup and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, secure manner in accordance with all applicable federal, state and local laws and regulations. A detailed plan addressing the measures and means of control of all potential emissions using the Best Available Technology (BAT) must be provided.

6.7.9.9 Odor Control and Mitigation: A detailed plan to control and mitigate any odors or emissions from exiting the proposed ME facility, using the Best Available Technology (BAT) must be submitted as part of the Special Permit application to the Special Permit Granting Authority. The plan must include Design and Specifications of filtration technologies and equipment proposed to be implemented. This plan must include an action plan addressing the response to emissions that may occur during the operation of the facility. At any time during the operations of a duly licensed ME facility, release of emissions or odors will require the ME to immediately take corrective measures as outlined in the action plan and inform the special permit granting authority and zoning enforcement officer in writing of the measures taken to mitigate the occurrence.

The Special Permit Granting Authority reserves the right to engage an independent consultant to review and advise during any application. The Town of Otis shall have the right to continued monitoring of emissions and water runoff from the facility. All said consultant costs are to be borne by and be the sole responsibility of the Applicant.

See Appendix E & F: Odor Control Plan Template

6.7.9.10 Parking. Off-street parking to be provided for at a minimum as follows:

6.7.9.10.a Marijuana Cultivation Facilities and Manufacturing Product Manufacturers: one (1) parking space for each employee plus adequate space for service and supply vehicles and one (1) parking space for each 1,000 square feet of gross floor area.

6.7.9.10.b Marijuana Research Facilities and Independent Testing Laboratories: one (1) parking space for each employee plus one (1) parking space for each 300 SF of gross floor area.

6.7.9.10.c Marijuana Retailers and Medical Marijuana Treatment Centers: one (1) parking space for each employee plus one (1) parking space for each 200 SF of gross floor area.

6.7.9.11 Fencing. As a condition of the Special Permit approval, the Special Permit Granting Authority will determine the location, height and type of fencing, if applicable.





Additional fencing may be required if determined necessary by the Police Chief. In no instance shall barbed-wire fencing be permitted.

6.7.9.12 Marijuana Waste Disposal. There shall be no outdoor storage of marijuana waste for any ME, Marijuana Retailer, Medical Marijuana Treatment Center, Marijuana Cultivation Facility, Marijuana Product Manufacturer, Marijuana Research Facility or Testing Laboratories. All marijuana waste generated shall be secured indoors, to be serviced by an authorized professional waste removal service company or medical waste company.

6.7.9.13 Marijuana Retailers are prohibited from selling alcoholic beverages.

6.7.10 Filing Requirements.

Applications for Special Permits shall be submitted to the Planning Board for approval. The Planning Board, acting as the Special Permit Granting Authority, shall then approve, approve with conditions, or deny the Special Permit.

Said applications shall include the following:

6.7.10.1 Site Plan. In addition to the site plan contents required per Section 9.4, the site plan shall also include:

6.7.10.1.a The names, mailing addresses, phone numbers, email addresses and signatures of the applicant, owner and operator.

6.7.10.1.b Physical address (if one exists) and the map, lot and block number of the proposed site.

6.7.10.1.c Security Plan. A security plan is required to ensure the safety of employees, patrons and the public to protect the premises from theft or other criminal activity. The security plan shall be reviewed and approved by the local Police Chief. The following elements may be included in the security plan and are only required if deemed necessary by the Police Chief:

6.7.10.1.c.i An interior floor plan (secured areas, windows, doors, etc.)

6.7.10.1.c.ii Exterior lighting

6.7.10.1.c.iii Fencing

6.7.10.1.c.iv Gates

6.7.10.1.c.v Alarms

6.7.10.1.c.vi Additional security measures not listed above.

6.7.10.2 Traffic Study. The Special Permit Granting Authority may require a traffic study that includes an analysis of traffic generation, circulation and off-street parking demands to determine sufficient parking and optimum configuration for site ingress and egress.

6.7.9.10.3 Board of Health (BOH) review along with a written copy of their findings is required.

6.7.10.4 Site Control. Evidence that the Applicant has site control in the form of a deed, valid lease, or purchase & sale agreement or a notarized statement from the property owner certifying the Applicant has firm site control.

6.7.11 State License. A copy of the license or registration as a ME from the CCC or documentation that demonstrates that said facility and its owner/operators qualify and are eligible to receive a Certification of Registration and meet all of the requirements of a ME in accordance with the regulations adopted by said commission, as amended.

6.7.12 Discontinuance of Use.

Any ME or Medical Marijuana Treatment Center under this Section shall be required to remove all material, plants, equipment, and other paraphernalia in compliance with regulations established by the CCC within 30 days after the expiration or voiding of its





license. A Performance Bond or Cash Account in an appropriate amount determined by the Special Permit Granting Authority shall be secured by the applicant and issued to and held by the Town to assure compliance under this section is required.

6.7.13 No Town Liability: Indemnification.

6.7.13.1 The Applicant and all licensees waive and release the Town, its elected officials, employees and agents from any liability for injuries, damages or liabilities of any kind that result from any arrest or prosecution of the ME or Medical Marijuana Treatment Center owners, operators, employees, clients or customers for any violation of state, local or federal laws, rules or regulations.

6.7.13.2 The Applicant, in receiving approvals issued pursuant to this chapter, and all licensees, jointly and severally, agree to indemnify, defend and hold harmless the Town, its elected officials, employees, attorneys, agents, insurers and self-insurance pool against all liability, claims and demands on account of any injury, loss or damage, including, without limitation, claims arising from errors or omissions, bodily injury, personal injury, sickness, disease, death, property loss or damages or any loss of any kind whatsoever, arising out of or in any manner connected with any ME or Medical Marijuana Treatment Center that is subject of the approval/license.

6.7.14 ME Facility Inspection.

6.7.14.1 The Building Inspector, Police Chief, Fire Chief, or designee, shall inspect any operating ME or Medical Marijuana Treatment Center annually to ensure compliance with this section and conditions of the Special Permit as granted by the Special Permit Granting Authority.

6.7.14.2 See Appendix E and F for detailed emission inspection requirements.

6.7.15 Other Laws Remain Applicable.

Business License Required. At all times while a permit is in effect the licensee shall possess a valid license.

6.7.15.1 To the extent that the state has adopted or adopts in the future any additional or stricter law or regulation governing MEs or Medical Marijuana Treatment Centers, the additional or stricter regulation shall apply. Compliance with any applicable state law or regulation shall be deemed an additional requirement for issuance or denial of any license under this chapter, and noncompliance with any applicable state law or regulation shall be grounds for revocation or suspension of any license issued hereunder.

6.7.15.2 The issuance of any license pursuant to this chapter shall not be deemed to create an exception, defense or immunity to any person in regard to any potential criminal liability the person may have for the cultivation, possession, sale, distribution or use of marijuana.

6.7.15.3 Prior to the issuance of a Special Permit, the ME or Medical Marijuana Treatment Center must have entered into a Host Community Agreement (HCA) with the Town. If, upon review by the Select Board, the ME is found to not be fully in compliance with the HCA, the special permit and/or the local license may be suspended or rescinded.

6.7.16 Violations.

6.7.16.1 It shall be the responsibility of the License Holder, his or her business agent and/or Permit Holder to ensure compliance with all sections of this bylaw pertaining to his or her distribution of marijuana and/or marijuana products and/or the manufacture of marijuana or marijuana products. The violator shall receive:

6.7.16.1.a In the case of a first violation, a fine of three hundred dollars (\$300.00).





6.7.16.1.b In the case of a second violation within 24 months of the date of the current violation, a fine of three hundred dollars (\$300.00) and the License or Permit shall be suspended for seven (7) consecutive business days.

6.7.16.1.c In the case of three or more violations within a 24 month period, a fine of three hundred dollars (\$300.00) and the License or Permit shall be suspended for thirty (30) consecutive business days.

6.7.16.1.d Refusal to cooperate with inspections pursuant to this bylaw shall result in the suspension of the License or Permit for thirty (30) consecutive business days.

6.7.16.2 In addition to the monetary fines set above, any License Holder or Permit Holder who engages in the sale or distribution of marijuana or marijuana products while his or her License or Permit is suspended shall be subject to the suspension of all Town-issued permits and licenses for thirty (30) consecutive business days.

6.7.16.3 The Zoning Enforcement Officer shall provide notice of the intent to suspend a License or Permit, which notice shall contain the reasons therefor and establish a time and date for a hearing which date shall be no earlier than seven (7) days after the date of said notice. The License Holder or its business agent or Permit Holder shall have an opportunity to be heard at such hearing and shall be notified of the Town's decision and the reasons therefore in writing. After a hearing, the Town shall suspend the License or Permit if the Town finds that a violation of this bylaw occurred. For purposes of such suspensions, the Town shall make the determination notwithstanding any separate criminal or non-criminal proceedings brought in court hereunder or under the Massachusetts General Laws for the same offense. All marijuana and marijuana products shall be removed from the retail establishment upon suspension of the License. Failure to remove all marijuana and marijuana products shall constitute a separate violation of this regulation.

6.7.16.4 Each day any violation exists shall be deemed to be a separate offense.

6.7.16.5 Enforcement of this regulation shall be by the applicable Granting Authority.

6.7.16.6 Any resident who desires to register a complaint pursuant to the regulation may do so by contacting the Town or its designated agent(s) in writing and they shall investigate.

6.7.17 Severability.

The provisions of this bylaw are severable, and the invalidity of any section, subdivision, subsection, paragraph or other part of this bylaw shall not affect the validity or effectiveness of the remainder of this bylaw.





APPENDIX E

ODOR CONTROL PLAN TEMPLATE

Marijuana Cultivation¹

1. TABLE OF CONTENTS

2. FACILITY INFORMATION

- a. Name of facility
- b. Name, phone number, and email of facility owner
- c. Name, phone number, and email of facility operator or licensee, and any authorized designees
- d. Facility physical address
- e. Facility mailing address (if different from physical address)
- f. Facility type
- g. Facility hours of operation
- h. Description of facility operations
- i. Emergency contact information
- j. Business license application number(s) and/or business file number(s) (if applicable)
- k. Air permit and permit number (if applicable)

3. FACILITY ODOR EMISSIONS INFORMATION

a. Facility floor plan

This section should include a facility floor plan, with locations of odor-emitting activity(ies) and emissions specified. Relevant information may include, but is not limited to, the location of doors, windows, ventilation systems, and odor sources. If a facility has already provided the locations of specific odor-emitting activities and emissions in its business license application floor plan, it may instead reference the facility's business file number(s) and the relevant sections within such application where the floor plan is located.

b. Specific odor-emitting activity(ies)

NOTE: If the owner or operator of a facility believes that certain information contained in its odor control plan is confidential, it should clearly mark all information as such.

2

This section should describe the odor-emitting activities or processes (e.g., cultivation) that take place at the facility, the source(s) (e.g., budding plants) of those odors, and the location(s) from which they are emitted (e.g., flowering room).

c. Phases (timing, length, etc.) of odor-emitting activities

This section should describe the phases of the odor-emitting activities that take place at the facility (e.g., harvesting), with what frequency they take place (e.g., every two weeks on Tuesdays), and for how long they last (e.g., 48 hours).

4. ODOR MITIGATION PRACTICES (all based on industry-specific best control technologies and best management practices)

For each odor-emitting source/process outlined in Section 3(b) of the Odor Control Plan, specify the administrative and engineering controls the facility implements or will implement to control odors.

NOTE that descriptions of 'administrative controls' and 'engineering controls' shall include, but are not limited to, the following sections:

a. Administrative Controls





i. Procedural activities

This section should describe activities such as building management responsibilities (e.g., isolating odor-emitting activities from other areas of the buildings through closing doors and windows).

ii. Staff training procedures

This section should describe the organizational responsibility(ies) and the role/title(s) of the staff members who will be trained about odor control; the specific administrative and engineering activities that the training will encompass; and the frequency, duration, and format of the training (e.g., 60 minute in-person training of X staff, including the importance of closing doors and windows and ensuring exhaust and filtration systems are running as required).

iii. Recordkeeping systems and forms

This section should include a description of the records that will be maintained (e.g., records of purchases of replacement carbon, performed maintenance tracking, documentation and notification of malfunctions, scheduled and performed training sessions, and monitoring of administrative and engineering controls). Any examples of facility recordkeeping forms should be included as appendices to the OCP.

b. Engineering Controls

i. The best control technology for marijuana cultivation facilities is carbon filtration.

ii. For Existing facilities with engineering controls for all odor sources on the date of rule adoption:

3

1) Evidence that engineering controls for all odor sources were installed and operational on the date of rule adoption

2) Evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources

This section should include evidence that Engineering Controls meet at least one of the following:

A) Are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all odor sources.

B) Have been reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as sufficient to effectively mitigate odors for all odor sources.

C) *Have been approved by the Planning Board as sufficient to effectively mitigate odors for all odor sources.*

3) Components of engineering controls

This section shall include, but is not limited to, technical system design, a description of technical process(es), and an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies that are installed and operational at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they are applied (e.g., bud room exhaust).

B) Operational processes

This section should describe the activities being undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities are performed, and the role/title(s) of the personnel responsible for such activities (e.g., when trimming





activities are conducted, X personnel are responsible for isolating the trim room from non-odorous areas of the facility and for ensuring the exhaust system is operational and routed through odor mitigation systems).

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that are performed, the frequency with which such activities are performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation systems and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

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iii. For new facilities and existing facilities without engineering controls for all odor sources on the date of rule adoption

1) The engineering control system and all components shall be reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as meeting professional expectations of competency and as sufficient to effectively mitigate odors for all odor sources.

This section shall include, but is not limited to, technical system design, a description of technical process(es), and an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies to be installed and implemented at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they will be applied (e.g., bud room exhaust). It should describe critical design factors and criteria, with supporting calculations presented as appropriate (e.g., desired air exchanges per hour required to treat odorous air from specific areas, odor capture mechanisms, exhaust flow rates, rates of carbon adsorption consumption, etc.).

B) Operational processes

This section should describe the activities that will be undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities will be performed, and the title/role(s) of the personnel responsible for such activities (e.g., when trimming activities are conducted, X personnel are responsible for isolating the trim room from non-odorous areas of the facility and for ensuring the exhaust system is operational and routed through odor mitigation systems).

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that will be performed, the frequency with which such activities will be performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation system and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

iv. If the facility reasonably believes that Engineering Controls are not necessary to effectively mitigate odors for all odor sources, the facility shall submit as part of its OCP the basis for such belief.





- c. Timeline for implementation of odor mitigation practices
The timeline should begin upon receipt of approval from the Town and should include a comprehensive timeline for the design, review process, installation, and operation of the various odor mitigation practices outlined in Section 4 of the Odor Control Plan. In general, a timeline should consist of, but is not limited to, the following:
- i. Approval of OCP by the Planning Board
 - ii. Approval of OCP by other Otis town agencies
 - iii. Purchase and installation of engineering controls
 - iv. Inspections and approval by Otis town agencies
- d. Complaint tracking system

This section may include, but is not limited to, the mechanism for, and the responsible staff involved in, receiving odor-related complaints, how and by whom such complaints will be addressed, and how the odor complaint and response will be recorded (e.g., logbook, complaint report).

5. APPENDICES

- a. Any recordkeeping forms from Section 4.a.iii.
- b. Odor complaint and response tracking form from Section 4.d.

APPENDIX F ODOR CONTROL PLAN TEMPLATE Marijuana-Infused Products (MIPs)¹

1. TABLE OF CONTENTS

2. FACILITY INFORMATION

- a. Name of facility
- b. Name, phone number, and email of facility owner
- c. Name, phone number, and email of facility operator or licensee, and any authorized designees
- d. Facility physical address
- e. Facility mailing address (if different from physical address)
- f. Facility type
- g. Facility hours of operation
- h. Description of facility operations
- i. Emergency contact information
- j. Business license application number(s) and/or business file number(s) (if applicable)
- k. Air permit and permit number (if applicable)

3. FACILITY ODOR EMISSIONS INFORMATION

- a. Facility floor plan

This section should include a facility floor plan, with locations of odor-emitting activity(ies) and emissions specified. Relevant information may include, but is not limited to the location of doors, windows, ventilation systems, and odor sources. If a facility has already provided the locations of specific odor-emitting activities and emissions in its business license application floor plan, it may instead reference the facility's business file number(s) and the relevant sections within such application where the floor plan is located.

- b. Specific odor-emitting activity(ies)

This section should describe the odor-emitting activities or processes that take place at the facility, the source(s) of those odors, and the location(s) from which they are emitted.

NOTE: If the owner or operator of a facility believes that certain information contained in its odor





control plan is confidential, it should clearly mark all information as such.

c. Phases (timing, length, etc.) of odor-emitting activities

This section should describe the phases of the odor-emitting activities that take place at the facility, with what frequency they take place (e.g., every two weeks on Tuesdays), and for how long they last (e.g., 48 hours).

4. ODOR MITIGATION PRACTICES (all based on industry-specific best control technologies and best management practices)

For each odor-emitting source/process outlined in Section 3(b) of the Odor Control Plan, specify the administrative and engineering controls the facility implements or will implement to control odors.

NOTE that descriptions of 'administrative controls' and 'engineering controls' shall include, but are

no limited to, the following sections:

a. Administrative Controls

i. Procedural activities

This section should describe activities such as building management responsibilities (e.g. isolating odor-emitting activities from other areas of the buildings through closing doors and windows).

ii. Staff training procedures

This section should describe the organizational responsibility(ies) and the role/title(s) of the staff members who will be trained about odor control; the specific administrative and engineering activities that the training will encompass; and the frequency, duration, and format of the training (e.g., 60 minute in-person training of X staff, including the importance of closing doors and windows and ensuring exhaust and filtration systems are running as required).

iii. Recordkeeping systems and forms

This section should include a description of the records that will be maintained (e.g., records of purchases of replacement carbon, performed maintenance tracking, documentation and notification of malfunctions, scheduled and performed training sessions, and monitoring of administrative and engineering controls).

Any examples of facility recordkeeping forms should be included as appendices to the OCP.

b. Engineering Controls

i. The best control technology for MIPs facilities is carbon filtration.

ii If the facility reasonably believes that Engineering Controls are not necessary to effectively mitigate odors for all odor sources, the facility shall submit as part of its odor control plan the basis for such belief.

A MIPs facility that demonstrates all of the following does not need engineering controls to effectively mitigate odors:

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1) *The facility does not use oil activation processes on-site, and/or all products are made with activated oil.*

2) *The facility does not use distillation or extraction processes on-site; or the facility has received a permit from the Fire Department to use certain distillation or extraction processes.*

3) *The facility does not have cultivation processes co-located on-site. (If any*





cultivation processes are co-located on-site, engineering controls are required).

NOTE: *A facility's belief that it does not need engineering controls to effectively mitigate odors for all odor sources is subject to approval by the Town.*

iii. For Existing facilities with engineering controls for all odor sources on the date of rule adoption:

1) Evidence that engineering controls for all odor sources were installed and operational on the date of rule adoption

2) Evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources

This section should include evidence that Engineering Controls meet at least one of the following:

A) *Are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all sources.*

B) *Have been reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as sufficient to effectively mitigate odors for all odor sources.*

C) *Have been approved by the Town as sufficient to effectively mitigate odors for all odor sources.*

3) Components of engineering controls

This section shall include, but is not limited to, technical system design, a description of technical process(es), and an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies that are installed and operational at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they are applied.

B) Operational processes

This section should describe the activities being undertaken to ensure the odor mitigation system remains functional, the frequency

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with which such activities are being performed, and the role/title(s) of the personnel responsible for such activities.

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that are performed, the frequency with which such activities are performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation systems and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

iv. For new facilities and existing facilities without engineering controls for all odor sources on the date of rule adoption

1) The engineering control system and all components shall be reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as meeting professional expectations of competency and as sufficient to effectively mitigate odors for all odor sources.

This section shall include, but is not limited to, technical system design, a





description of technical process(es), and equipment an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies to be installed and implemented at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they will be applied. It should describe critical design factors and criteria, with supporting calculations presented as appropriate (e.g., desired air exchanges per hour required to treat odorous air from specific areas, odor capture mechanisms, exhaust flow rates, rates of carbon adsorption consumption, etc.).

B) Operational processes

This section should describe the activities that will be undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities will be performed, and the title/role(s) of the personnel responsible for such activities.

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that will be performed, the frequency with which such activities will be performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation system and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

c. Timeline for implementation of odor mitigation practices

The timeline should begin upon receipt of approval from the Town, and should include a comprehensive timeline for the design, review process, installation, and operation of the various odor mitigation practices outlined in Section 4 of the Odor Control Plan. In general, a timeline should consist of, but is not limited to, the following:

- i. Approval of OCP by the Planning Board
 - ii. Approval of OCP by other Otis town agencies
 - iii. Purchase and installation of engineering controls
 - iv. Inspections and approval by Otis town agencies
- d. Complaint tracking system

This section may include, but is not limited to, the mechanism for, and the responsible staff involved in, receiving odor-related complaints, how and by whom such complaints will be addressed, and how the odor complaint and response will be recorded (e.g. logbook, complaint report).

5. APPENDICES

- a. Any recordkeeping forms from Section 4.a.iii.
- b. Odor complaint and response tracking form from Section 4.d.

A motion was made to accept Article 22 as published in the warrant.

The motion was seconded.

Discussion: Jennifer Daily, Planning Board Member, made a statement how the planning board worked very hard on these bylaws and requested the voters support. Will this bylaw have anything to do with the current marijuana application that the zoning board is going to hear? Town Counsel said the current application will fall under current zoning.

The Moderator declared Article 22 passed, 1 opposed.

ARTICLE 23: To see if the Town of Otis will vote to enact a bylaw in the year two thousand and nineteen, entitled, "A Bylaw Establishing Recall Elections of Elected Officials in the Town of Otis", as established in section 1-9 of proposed town bylaw #1.6

Proposed Town of Otis Bylaw 1.6, Recall of Otis Elected Officials

SECTION 1. Any holder of elective office in the Town of Otis may be recalled by the registered voters of Otis as herein provided.





SECTION 2. Any one hundred (100) registered voters of the Town may file an affidavit with the Town Clerk containing the name of the officer sought to be recalled and a statement of the grounds for the recall. The Town Clerk shall thereupon deliver to said voters a sufficient number of copies of printed form petition blanks addressed to the Selectmen demanding such recall. The blanks shall be issued under the signature and official seal of the Town Clerk. They shall be dated and shall contain the names of all persons to whom they are issued. The name of the person whose recall is sought, and the grounds for the recall as stated in the affidavit. In addition, the petitions shall demand the election of a successor to said office. A copy of the petition shall be entered in the record book to be kept in the office of the Town Clerk. The recall petition shall be returned and filed with the Town Clerk on or before the first (1st) work day following twenty (20) days after the filing of the affidavit. Said petition, before being returned and filed with the Town Clerk shall be signed by a least thirty (30%) percent of the registered voters of the town, who shall add to their signatures the street and number, if any, of their residences. Within twenty- four (24) hours of receipt of the petition the Town Clerk shall submit the petition to the registrars of voters in the town and the registrars shall within fourteen (14) days certify thereon the number of signatures which are names of registered voters of the Town. If their certification shows the petition to be insufficient, the Town Clerk shall return the petition to the voters seeking the recall, without prejudice, however, to the filing of a new affidavit for the same purpose.

SECTION 3. If the petition shall be found and certified by the Town Clerk, to be sufficient, he shall submit the same with this certification to the Board of Selectmen within seven (7) days and the Board shall within seven days give written notice of the receipt of the certificate to the officer sought to be recalled, and shall, if the officer does not resign within seven (7) days thereafter, order an election to be held on a date to be fixed by them not less than sixty (60) nor more than ninety (90) days after the date of the Town Clerk's certification that a sufficient petition has been filed, provided, however, that if any other town election is scheduled to occur within one-hundred (100) days of said certificate, the Board of Selectmen may, in its discretion, postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the elections shall nevertheless proceed as provided herein.

SECTION 4. Any officer sought to be recalled may be a candidate to succeed himself and, unless he specifically request otherwise in writing, the Town Clerk shall place his 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 same shall be in accordance with the provisions of law relating to elections unless otherwise provided in this act.

SECTION 5. The incumbent shall continue to perform the duties of his office until the recall election. If then re-elected he shall continue in the office for the remainder of his unexpired term, subject to recall as before, except as provided in section 7. If not re-elected in the recall election, he shall be deemed removed from office upon the qualification of his successor, who shall hold office during the unexpired term. If the successor fails to qualify within seven (7) days after receiving written certified notification of his election, the incumbent shall thereupon be deemed recalled and the office vacant.

SECTION 6. Ballots used in a recall election shall submit the following propositions in order indicated:

- For the recall of (Name Officer)
- Against the recall of (Name of Officer)





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. Under the proposition shall appear the word "candidates", the direction to voters required by MGL Chapter 54, Section 42, and beneath this the names of candidates nominated as herein before provided.

If a two-thirds majority of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be deemed elected. If a majority of votes on the question is in the negative, the ballot for the candidates need not be counted.

SECTION 7. No recall petition shall be filed against an officer of the Town within six (6) months after he takes office, nor in the case of an officer subjected to a recall election and not recalled thereby, until at least twelve (12) months after that election.

SECTION 8. No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against him shall be appointed to any town office within one (1) year after such recall or such resignation.

SECTION 9. This bylaw shall be submitted for acceptance to the voters of the Town of Otis at the Annual Town Meeting to be held in the year Two Thousand and Nineteen in the form of the following question, which shall be placed upon the official ballot to be used for the election of Town Officers at said meeting: "To see if the town of Otis will enact a bylaw in the year two thousand and nineteen, entitled, "A Bylaw Establishing Recall Elections in the Town of Otis", as established in sections 1-9 of proposed town bylaw #1.6. If the majority of votes in answer to said question is in the affirmative, said bylaw shall take effect, but not otherwise. If this bylaw is not accepted in the year Two thousand and nineteen, it shall again be submitted at the Annual Town Meeting in the year Two thousand and twenty, and if accepted shall take full effect but not otherwise.





A motion was made to accept Article 23 as published in the warrant.
The motion was seconded.
Town Counsel clarified this article can't be accepted as a bylaw and needs to be a petition to legislature.

A motion was made to amend Article 23 to:
To see if the Town of Otis will vote to petition the legislature for an enactment of a bylaw entitled, "A Bylaw Establishing Recall Elections of Elected Officials in the Town of Otis", as established in section 1-9 of proposed town bylaw #1.6

Proposed Town of Otis Bylaw 1.6, Recall of Otis Elected Officials

(Section 1 to 9 will remain written as is on the warrant)

The motion was seconded.
Discussion: What other towns have this in place? Becket, Sheffield, and Blandford.
A motion was made to take no action on Article 23.
The motion was seconded.
A count was completed Yes: 50, No:54
The motion to take no action failed.
Discussion continued in the form of thoughts for the pros and cons of having a recall in place.
A vote was taken on the amended motion.
A count was completed. Yes 72; No 25
The amendment to Article 23 passed.
A vote was taken to accept Article 23.
A count was completed.
Yes 62; No 33
Article 23 passed.

A motion was made to adjourn the meeting.
The motion was seconded.
The meeting adjourned at 8:20 pm.

Respectfully submitted,

Lyn O'Brien, Town Clerk





Town of Otis, Massachusetts
2019 Annual Report

Account number	Description	2019 Budget Number	2020 Budget Number
122	Board of Selectman	\$ 40,697.00	\$ 40,365.00
123	Town Administrator	\$ 109,408.76	\$ 116,385.11
131	Finance	\$ 2,032.00	\$ 2,032.00
132	Reserve Fund	\$ 13,000.00	\$ 13,000.00
135	Accountant	\$ 20,373.74	\$ 21,124.69
136	Audit	\$ -	\$ 15,000.00
141	Assessors	\$ 80,650.00	\$ 80,850.00
145	Treasurer	\$ 26,573.74	\$ 27,624.69
146	Town Collector	\$ 60,846.04	\$ 61,983.52
150	Office Supplies	\$ 8,000.00	\$ 8,000.00
151	Legal	\$ 40,000.00	\$ 48,500.00
155	Technology	\$ 60,073.28	\$ 60,300.00
161	Town Clerk	\$ 46,665.26	\$ 47,946.87
162	Elections	\$ 16,725.00	\$ 12,970.00
171	Conservation	\$ 15,352.80	\$ 15,870.18
175	Planning Board	\$ 4,950.00	\$ 5,550.00
176	Zoning Board	\$ 6,600.00	\$ 6,600.00
190	Safety	\$ -	\$ 8,000.00
192	Town Hall	\$ 14,300.00	\$ 14,300.00
195	Town Report	\$ 4,350.00	\$ 4,350.00
210	Police	\$ 109,673.37	\$ 141,680.24
215	Otis Rescue	\$ 211,000.00	\$ 220,000.00
220	Fire	\$ 49,790.00	\$ 51,026.00
241	Building Inspector	\$ 64,117.88	\$ 63,416.77
291	Emergency	\$ 19,500.00	\$ 19,500.00
292	Animal Control	\$ 5,900.00	\$ 6,200.00
294	Tree Warden	\$ 500.00	\$ 500.00
300	Schools	\$ 2,430,860.00	\$ 2,425,379.00
422	Highway	\$ 378,937.12	\$ 393,108.14
423	Highway Snow Removal	\$ 200,093.60	\$ 202,160.00
425	Gas & Diesel	\$ 52,700.00	\$ 52,700.00
429	Maintenance	\$ 344,074.02	\$ 367,197.22
433	Health & Sanitation	\$ 228,090.35	\$ 241,306.08
440	WWTP		
491	Cemetery	\$ 11,450.00	\$ 8,200.00
520	Community Health	\$ 1,000.00	\$ 1,000.00
522	Visiting Nurse	\$ 3,969.00	\$ 4,100.00
523	Construct	\$ 784.62	\$ 784.62
541	Council on Aging	\$ 13,610.00	\$ 18,610.00
543	Veterans	\$ 32,494.27	\$ 47,494.27
610	Library	\$ 64,084.00	\$ 85,100.00
630	Recreation	\$ 62,335.29	\$ 76,520.80
691	Historical	\$ 4,523.42	\$ 8,000.00
692	Celebrations	\$ 10,000.00	\$ 10,000.00
699	Cultural Council	\$ 5,000.00	\$ 5,000.00
820	Berkshire Regional Plan	\$ 1,253.07	\$ 1,284.40
911	Berkshire County Retirement	\$ 158,091.00	\$ 170,685.00
912	Unemployment	\$ 14,000.00	\$ 14,000.00
914	Health Insurance	\$ 310,000.00	\$ 250,373.00
916	Medicare	\$ 17,000.00	\$ 18,000.00
945	Insurance	\$ 83,500.00	\$ 95,273.00
		\$ 5,458,898.63	
	MLP	\$ 62,500.00	
		\$ 5,521,398.63	\$ 5,589,349.60





Town Collectors 2019 Annual Town Report

The following are due dates for fiscal year 2021:

RE & PP Tax Due Dates

August 3, 2020
 November 2, 2020
 February 1, 2021
 May 3, 2021

Sewer Tax Due Dates

September 1, 2020
 December 1, 2020
 March 1, 2021
 June 1, 2021

Receivables 1-1-2019 THRU 12-31-2019

<u>YEAR</u>	<u>VEHICLE EXCISE TAX & FEES</u>	+	<u>INTEREST</u>
2019	\$267,959.78		\$1,046.51
2018	\$31,505.44		\$1,631.61
2017	\$6,174.97		\$575.99
2016	\$987.21		\$150.21
2015	\$224.25		\$45.40
2014	\$306.77		\$25.92

<u>FISCAL YEAR</u>	<u>PERSONAL PROP. TAX & FEES</u>	+	<u>INTEREST</u>
2020	\$94,581.03		\$45.25
2019	\$198,679.10		\$651.86
2018	\$1,086.78		\$802.49
2017	\$474.56		\$2,070.72
2016-2012	\$829.60		\$265.87





<u>FISCAL YEAR</u>	<u>REAL ESTATE TAX & FEES</u>	+	<u>INTEREST</u>
2020	\$2,309,691.30		\$3,472.15
2019	\$4,232,632.22		\$18,085.86
2018	\$53,814.22		\$9,577.46
2017	\$21,424.64		\$14,222.10
2016	\$23,164.77		\$9,499.17

<u>FISCAL YEAR</u>	<u>SEWER</u>	+	<u>INTEREST</u>
2020	\$29,141.48		\$56.77
2019	\$33,095.36		\$371.65

2019 MISC. RECEIPTS

Municipal Liens	\$2,950.00
Bartow's Tri. Park	\$983.00
Bill Copies	\$12.00
Returned Checks	\$100.00

Respectfully submitted,

Destiny Duris
Town Collector



Town of Otis, Massachusetts
2019 Annual Report



TOWN OF OTIS									
Treasurer Cash Reconciliation									
FY19 CASH SUMMARY									
BANK	Beginning Balance	Receipts	Warrants	Debit Adj	Credit Adj	Transfers In	Transfers Out	Interest	Ending Balance
TD Bank Vendor *7305	(16,547.71)	-	-	-	-	-	-	-	(16,547.71)
TDBANK deposit	(380.60)	-	-	-	-	-	-	-	(380.60)
Berkshire Bank Investment	86,181.11	306,368.24	(15.00)	(40.00)	18,045.80	-	(175,000.00)	120.57	215,660.72
Berkshire DDA	500.21	-	-	-	-	-	-	0.42	500.63
ESB Payables	15,465.54	-	(9,003,212.13)	(3,007.08)	83,291.14	8,833,281.09	(223,922.04)	660.83	(297,442.65)
ESB RDC	260,280.46	5,324,983.13	-	(50.00)	221,227.74	-	(5,516,582.74)	610.80	290,463.39
ESB MM	1,418,929.14	853,215.25	-	-	2,528.95	6,630,951.67	(8,791,209.00)	3,145.99	117,562.00
ESB Broadband Grant	566,699.55	-	-	-	-	-	(566,699.55)	-	-
Belmont Savings	8,880.93	-	-	-	-	-	-	57.92	8,938.85
Unibank Money Market*7938	1,831,479.63	408,194.00	(143,321.43)	-	-	810,000.00	(900,000.00)	16,362.06	2,022,714.26
MMMDT fiber	17,991.22	-	-	-	-	-	-	449.46	18,440.68
Adams GF	105,350.06	-	-	-	3,007.08	-	-	858.72	109,215.86
VACANT	0.00	-	-	-	-	-	-	-	-
General Funds	4,274,829.54								2,469,131.43
BINS	683.26	-	-	-	-	-	-	10.54	693.80
Arts/Cultural Council	14,996.85	-	-	-	-	-	-	231.39	15,228.24
Special Revenue	15,680.11								15,922.04
ADAMS Sewer/General Funds	26,153.08	-	-	-	-	-	-	403.54	26,556.62
BB Septic/Title V-dda *3623	23,252.66	-	-	-	-	-	-	-	23,252.66
Berkshire Bank Sewer Capital	58,480.98	-	-	-	-	-	-	58.50	58,539.48
Sewer	107,886.72								108,348.76
United Bank- CREB	1,054,014.49		(581,015.00)				(100,819.43)	4,018.05	376,198.11
Belmont Stabil	586,830.22	-	-	-	-	-	-	3,826.82	590,657.04
MMMDT Stabil	318,728.82	-	-	-	-	-	-	7,965.10	326,693.92
Adams Stabilization	350,641.80	-	-	-	-	-	-	5,410.21	356,052.01
ADAMS Cemetery General	37,624.70	-	-	-	-	-	-	580.52	38,205.22
ADAMS Perpetual Care	16,516.98	-	-	-	-	-	-	254.85	16,771.83
Lee Bank Cemetery CD	20,000.00	-	-	-	-	(13.76)	(165.57)	179.33	20,000.00
Lee Bank Perp Care Int	1,391.37	-	-	-	165.57	-	13.76	1.49	1,572.19
Scholarship	2,463.78	-	-	-	-	-	-	38.00	2,501.78
Deveneau/Erbe Escrow	559.79	-	-	-	-	-	-	8.65	568.44
Garfield Barrister Escrow	10,590.86	-	-	-	-	-	-	163.43	10,754.29
Fvol Fireman Vehicle Ins	29,380.00	-	-	-	-	-	-	453.30	29,833.30
future	-	-	-	-	-	-	-	-	-
Trust	1,374,728.32	-	-	-	-	-	-	-	1,393,610.02
Total All Accounts	6,827,139.18	6,892,760.62	(9,727,563.56)	(3,097.08)	328,100.71	16,274,384.57	(16,274,384.57)	45,870.49	4,363,210.36
					325,003.63		0.00		





Town of Otis
Balance Sheet General Accounts
From 07/01/2018 to 06/30/2019

ASSETS

CASH

General Cash	2,115,830.57	
Subtotal Cash		<u>2,115,830.57</u>

Personal Property Tax Receivable	14,376.88	
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Real Estate Tax Receivable	390,149.92	
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Allowance for Abatements	-185,271.77	
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Tax Liens Receivable	549,042.37	
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Demolition Liens	1,385.76	
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Tax Possession	173,859.45	
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Motor Vehicle ExciseTax Receivable	63,646.73	
Subtotal Assets		<u>1,007,189.34</u>

Total Assets

3,123,019.91

LIABILITIES

Tailings/Unclaimed Checks	-2,781.90	
---------------------------	-----------	--

Deferred Rev Prop Taxes	-219,255.03	
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Deferred Rev Tax Titles	-722,901.82	
-------------------------	-------------	--

Def Rev -Demo Lien Rev.	-1,385.76	
-------------------------	-----------	--

Deferred MVX Revenue	-63,646.73	
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Subtotal Liabilities		<u>-1,009,971.24</u>
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Total Liabilities / Fund Balance

1,009,971.24

FUND BALANCE

FB Reserved for Encumb	-452,862.52	
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FB Res for Expenditures	-576,057.79	
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Undesignated Fund Balance	-1,085,304.20	
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Appropriation Deficits	1,175.84	
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Subtotal Fund Balance		<u>-2,113,048.67</u>
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Total Liabilities / Fund Balance

3,123,019.91





Town of Otis
Balance Sheet Other Funds
From 07/01/2018 to 06/30/2019

FUND 23

ASSETS

Due from Commonwealth	170,158.00	
Subtotal Assets		<u>170,158.00</u>

Total Assets		<u>170,158.00</u>
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FUND BALANCE

FB Chapter 90 Money (expend from)	-170,158.00	
Subtotal Fund Balance		<u>-170,158.00</u>

Total Liabilities / Fund Balance		<u>-170,158.00</u>
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FUND 24

ASSETS

State Grants/Cash	55,719.33	
Subtotal Assets		<u>55,719.33</u>

Total Assets		<u>55,719.33</u>
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FUND BALANCE

FEMA - FY'09	-3,053.41	
FB Elections -State	-4,093.50	
Dept of Energy Resources - Town Hal	-10,500.00	
FB BCSB Septic Prog.	-14,790.26	
FB DEM Otis Res. W.S.	-7,563.77	
Nature Trail Grant	-2,494.78	
FB Cultural Council	-4,258.44	
SMART GROWTH GRANT	-99.96	
FB Municlial Map Program	-1,161.15	
FB Sale of Cemetery Lots	-800.00	
FB State&Local All Hazard	-900.00	
Homeland Security Fund	-777.60	
FB COPS Grant	-320.53	
FY17 IT Grant	-98.69	
FB Public Safe Gra-Fire	-1,993.75	
BRPC - MINI GRANT	-3,000.00	
Emergency Management	3,588.54	
FY18 IT GRANT	-1,535.00	
FIRE DEPARTMENT - DCR GRANT	-1,867.03	
Subtotal Fund Balance		<u>-55,719.33</u>

Total Liabilities / Fund Balance		<u>-55,719.33</u>
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Town of Otis

Balance Sheet Other Funds

From 07/01/2018 to 06/30/2019

FUND 25

ASSETS

Revolving Funds/Cash

132,925.41

Subtotal Assets

132,925.41

Total Assets

132,925.41

FUND BALANCE

Conservation Consultants

-1,144.34

FB Compost Bins

-1,172.99

FB Demo Debris

-35,872.35

FB Fire Inspections

-4,347.00

FB Electrical Inspections

-2,170.00

FB Plumbing Inspections

-11,064.00

FB Wetlands Protection

-49,981.51

FB Well/Septic Inspection

-300.00

Recreation Fund

-25,498.11

FB CEMETERY

-1,375.11

Subtotal Fund Balance

-132,925.41

Total Liabilities / Fund Balance

-132,925.41

FUND 26

ASSETS

Gifts/ Cash

27,237.14

Subtotal Assets

27,237.14

Total Assets

27,237.14

FUND BALANCE

FB Historical Commission

-50.00

Recreation Fund

-9,178.45

Bicentennial donations

-633.96

Otis Day - Donations

-1,935.23

Kops and Kids

-5,214.44

F/B Cultural Council

-10,225.06

Subtotal Fund Balance

-27,237.14

Total Liabilities / Fund Balance

-27,237.14





Town of Otis			
Balance Sheet Other Funds			
From 07/01/2018 to 06/30/2019			
FUND 27			
ASSETS			
Cash		17,164.56	
	Subtotal Assets		<u>17,164.56</u>
Total Assets			<u>17,164.56</u>
FUND BALANCE			
Sale of lots		-4,366.08	
Town owned prop-W.Ctr.Rd.		-9,925.00	
Road Machinery Revenue		-2,673.48	
Conservation Comm Project		-200.00	
	Subtotal Fund Balance		<u>-17,164.56</u>
Total Liabilities / Fund Balance			<u>-17,164.56</u>
FUND 30			
ASSETS			
Pooled Cash		-10,537.10	
	Subtotal Assets		<u>-10,537.10</u>
Total Assets			<u>-10,537.10</u>
FUND BALANCE			
UNDESIGNATED FUND BALANCE		10,537.10	
	Subtotal Fund Balance		<u>10,537.10</u>
Total Liabilities / Fund Balance			<u>10,537.10</u>
FUND 31			
ASSETS			
CASH		12,233.73	
	Subtotal Assets		<u>12,233.73</u>
Total Assets			<u>12,233.73</u>
FUND BALANCE			
UNDESIGNATED FUND BALANCE		-12,233.73	
	Subtotal Fund Balance		<u>-12,233.73</u>
Total Liabilities / Fund Balance			<u>-12,233.73</u>





Town of Otis

Balance Sheet Other Funds
From 07/01/2018 to 06/30/2019

FUND 32

ASSETS

CAPITAL CASH

-200,330.22

Subtotal Assets

-200,330.22

Total Assets

-200,330.22

FUND BALANCE

Undesignated Fund Balance

200,330.22

Subtotal Fund Balance

200,330.22

Total Liabilities / Fund Balance

200,330.22

FUND 33

ASSETS

CASH

18,981.00

Subtotal Assets

18,981.00

Total Assets

18,981.00

FUND BALANCE

UNDESIGNATED FUN BALANCE

-18,981.00

Subtotal Fund Balance

-18,981.00

Total Liabilities / Fund Balance

-18,981.00

FUND 34

ASSETS

WIND PROJECT - SERIAL CASH

111,479.73

Subtotal Assets

111,479.73

Total Assets

111,479.73

FUND BALANCE

Undesignated Fund Balance

-111,479.73

Subtotal Fund Balance

-111,479.73

Total Liabilities / Fund Balance

-111,479.73

FUND 35

ASSETS

BROADBAND

525,777.37

Subtotal Assets

525,777.37

Total Assets

525,777.37

FUND BALANCE

UNDESIGNATED FUND BALANCE

-525,777.37

Subtotal Fund Balance

-525,777.37

Total Liabilities / Fund Balance

-525,777.37





Town of Otis

**Balance Sheet Other Funds
From 07/01/2018 to 06/30/2019**

FUND 60

ASSETS

Sewer Cash	80,718.38	
SEF 06 Receivable	-511.43	
SEF 12 Receivable	-181.95	
SEF13 Receivable	-0.19	
SEF14 RECEIVABLE	-0.19	
SEF16 Receivable	2,242.32	
SEF17 RECEIVABLE	6,742.20	
SEF18 RECEIVABLES	5,271.25	
SEF19 RECEIVABLES	6,528.66	
Sewer Liens	2,110.36	
Committed Interest	976.33	
	Subtotal Assets	<u>103,895.74</u>

Total Assets

103,895.74

LIABILITIES

SEF Deferred Revenue	-20,090.67	
Deferred Revenue Liens	-3,086.69	
	Subtotal Liabilities	<u>-23,177.36</u>

FUND BALANCE

Reserved for Encumbered	-1,245.30	
Sewer Unreserved FB	-79,473.08	
	Subtotal Fund Balance	<u>-80,718.38</u>

Total Liabilities / Fund Balance

-103,895.74

FUND 81

ASSETS

Pooled Cash	37,000.00	
	Subtotal Assets	<u>37,000.00</u>

Total Assets

37,000.00

FUND BALANCE

FB Cemetry Perpetual Care	-37,000.00	
	Subtotal Fund Balance	<u>-37,000.00</u>

Total Liabilities / Fund Balance

-37,000.00





Town of Otis

Balance Sheet Other Funds

From 07/01/2018 to 06/30/2019

FUND 82

ASSETS

Trust Fund/Cash

83,396.52

Subtotal Assets

83,396.52

Total Assets

83,396.52

FUND BALANCE

Erbe Rent-Deveneau

-567.32

Pond Pasture Surety Bond

-253.33

GARFIELD-BARRISTER

-10,500.96

F/B Perpetual Care Int.

-45,341.60

Fire Company Auto Insuran

-26,733.31

Subtotal Fund Balance

-83,396.52

Total Liabilities / Fund Balance

-83,396.52

FUND 82

ASSETS

Trust Fund/Cash

83,396.52

Subtotal Assets

83,396.52

Total Assets

83,396.52

FUND BALANCE

Erbe Rent-Deveneau

-567.32

Pond Pasture Surety Bond

-253.33

GARFIELD-BARRISTER

-10,500.96

F/B Perpetual Care Int.

-45,341.60

Fire Company Auto Insuran

-26,733.31

Subtotal Fund Balance

-83,396.52

Total Liabilities / Fund Balance

-83,396.52

FUND 83

ASSETS

Scholarship Cash

2,961.78

Subtotal Assets

2,961.78

Total Assets

2,961.78

FUND BALANCE

Scholarship Fund

-2,961.78

Subtotal Fund Balance

-2,961.78

Total Liabilities / Fund Balance

-2,961.78





Town of Otis
Balance Sheet Other Funds
From 07/01/2018 to 06/30/2019

FUND 84

ASSETS

Stabilization Cash	1,273,682.86	
Subtotal Assets		<u>1,273,682.86</u>

Total Assets

1,273,682.86

FUND BALANCE

Stabilization Fund		-1,273,682.86
Subtotal Fund Balance		<u>-1,273,682.86</u>

Total Liabilities / Fund Balance

-1,273,682.86

FUND 88

ASSETS

Agency/Cash	-823.70	
Subtotal Assets		<u>-823.70</u>

Total Assets

-823.70

LIABILITIES

Police Outside Detail	1,666.90	
Due to Comm - Hunt/Fish	40.00	
Due to Comm - Gun Permits	-128.75	
Due to Deputy Collector	-757.00	
Town Clerk Fees	2.75	
BC/BS - Health Insurance	-5,727.98	
made up	-0.20	
Subtotal Liabilities		<u>-4,904.28</u>

Total Liabilities / Fund Balance

-4,904.28

FUND 89

ASSETS

Agency/Cash	1,667.90	
Subtotal Assets		<u>1,667.90</u>

Total Assets

1,667.90

LIABILITIES

State Withholding Tax	-20.00	
Tax Sheltered Annuities	-12.00	
HMO Blue Deduction	-1,537.52	
Boston Mutual Direct	-0.39	
Fort Dearborne Insurance	-97.99	
Subtotal Liabilities		<u>-1,667.90</u>

Total Liabilities / Fund Balance

-1,667.90





Town of Otis

Balance Sheet Other Funds

From 07/01/2018 to 06/30/2019

FUND 90

ASSETS

Amts to be Provided Bonds

8,597,144.00

Subtotal Assets

8,597,144.00

Total Assets

8,597,144.00

LIABILITIES

WIND

-5,405,000.00

FIRE TRUCK

-213,950.00

WIND - SERIAL

-70,000.00

BROADBAND

-2,500,000.00

LOADER/BACKHOE FY19

-136,254.00

4X4 DUMP/PLOW TRUCK FY19

-271,940.00

Subtotal Liabilities

-8,597,144.00

Total Liabilities / Fund Balance

-8,597,144.00





Town of Otis
Expense Report - B&H

From 07/01/2018 to 06/30/2019

01 - Account	Description	Previous Year's Bal	Original Budget	Budget Revisions	Revised Budget	Actual Expended	Balance	% Exp
015122.113	Selectmen's Salary		11,000.00		11,000.00	11,000.00		100.00%
015122.114	Selectmen's Secretary Salary		25,332.00	4,000.00	29,332.00	29,265.13	66.87	99.77%
015122.700	Selectmen's Expenses		3,615.00		3,615.00	2,648.42	966.58	73.26%
015123.113	Town Administrator Salary		65,000.00		65,000.00	65,000.00		100.00%
015131.113	Finance Board Salaries		1,700.00		1,700.00	1,700.00		100.00%
015131.700	Finance Committee Expense		332.00		332.00	135.00	197.00	40.66%
015135.113	Town Accountant Salary		18,773.74		18,773.74	18,773.74		100.00%
015135.400	Town Accountant Expenses		1,600.00		1,600.00	967.64	632.36	60.47%
015136.000	Office Supplies		8,000.00	200.00	8,200.00	8,181.47	18.53	99.77%
015141.114	Assessors Salaries		9,500.00		9,500.00	9,500.00		100.00%
015141.700	Assessors Expenses		71,150.00		71,150.00	69,271.51	1,878.49	97.35%
015145.113	Treasurer's Salary		19,773.74		19,773.74	19,773.74		100.00%
015145.700	Treasurer's Expenses		6,800.00		6,800.00	4,031.80	2,768.20	59.29%
015145.703	Treas. Tax Title Expense	43,975.00			43,975.00		43,975.00	0.00%
015145.707	TAX TITLE PROCEEDINGS	10,000.00			10,000.00		10,000.00	0.00%
015146.113	Tax Collector's Salary		41,146.04		41,146.04	39,657.98	1,488.06	96.38%
015146.700	Tax Collector's Expense		19,700.00		19,700.00	13,850.23	5,849.77	70.30%
015151.702	Legal Expenses	3,616.67	40,000.00		43,616.67	23,224.81	20,391.86	53.24%
015158.700	Tax Title Expense	21,257.60			21,257.60	580.60	20,677.00	2.73%
015159.700	Audit	22,300.00			22,300.00	12,000.00	10,300.00	53.81%
015161.113	Town Clerk Salary		39,790.26		39,790.26	39,790.26		100.00%
015161.700	Town Clerk Expenses		6,875.00		6,875.00	5,629.93	1,245.07	81.88%
015162.000	Gifts and Flowers		750.00	230.00	980.00	979.65	0.35	99.96%
015162.113	Election Salaries		7,650.00		7,650.00	4,817.00	2,833.00	62.96%
015162.700	Election & Registration		9,075.00		9,075.00	5,815.97	3,259.03	64.08%
015171.113	Conservation Commission Salary		5,152.80		5,152.80	4,782.16	370.64	92.80%
015171.700	Conserv Comm Expenses		10,200.00		10,200.00	4,447.02	5,752.98	43.59%
015175.113	Planning Board Clerk		3,000.00		3,000.00	2,402.53	597.47	80.08%
015175.700	Planning Board Expenses		1,950.00	865.00	2,815.00	2,810.21	4.79	99.82%
015176.113	Zoning Board of Appeals Clerical		3,600.00		3,600.00	3,148.60	451.40	87.46%
015176.700	Board of Appeals Expenses		3,000.00		3,000.00	1,034.18	1,965.82	34.47%
015192.003	GIS/Website/Technology	145.45	60,073.28		60,218.73	59,375.56	843.17	98.59%
015192.006	E OTIS SCL HOUSE REPAIRS FY18	98,632.00			98,632.00		98,632.00	0.00%
015192.113	Town Hall Clerical Support		44,408.76		44,408.76	41,105.60	3,303.16	92.56%
015192.116	Maintenance Labor		115,273.76	10,000.00	125,273.76	109,691.69	15,582.07	87.56%
015192.117	Gen. Laborer/Bldg Maint.		41,700.00		41,700.00	39,748.82	1,951.18	95.32%
015192.119	Maintenance Super Salary		62,947.19		62,947.19	62,947.19		100.00%
015192.120	Bldg Super/Project Coordinator		12,853.07		12,853.07	12,853.07		100.00%
015192.121	ROOFS - Fire Stations, Harmony Hall	14,299.00			14,299.00		14,299.00	0.00%
015192.400	Town Hall		14,300.00		14,300.00	10,466.07	3,833.93	73.18%
015192.404	Heating/Furnace Service		54,600.00		54,600.00	35,480.34	19,119.66	64.98%
015192.405	Erbe Prop. Maintenance		3,700.00		3,700.00	987.08	2,712.92	26.67%
015192.413	WAST WATER TREATMENT PLANT	10,418.61			10,418.61		10,418.61	0.00%
015192.415	Repairs to town buildings FY15	4,051.51			4,051.51		4,051.51	0.00%
015195.700	Town Report		4,350.00		4,350.00	3,431.97	918.03	78.89%
Total	General Government	228,695.84	848,671.64	15,295.00	1,092,662.48	781,306.97	311,355.51	
015210.113	Police Chief Salary		17,115.09	24,000.00	41,115.09	39,738.15	1,376.94	96.65%
015210.114	Police Department Salary		76,073.28	-22,200.00	53,873.28	53,781.02	92.26	99.82%
015210.150	CHEVROLET TAHOE FY18							100.00%
015210.702	Police Dept.Expenses	9,121.08	16,485.00	2,500.00	28,106.08	28,060.68	45.40	99.83%





Town of Otis
Expense Report - B&H

From 07/01/2018 to 06/30/2019

01 - Account	Description	Previous Year's Bal	Original Budget	Budget Revisions	Revised Budget	Actual Expended	Balance	% Exp
015215.700	Otis Rescue Squad	50,000.00	211,000.00		261,000.00	211,000.00	50,000.00	80.84 %
015220.113	Fire Chief Salary		4,000.00		4,000.00	4,000.00		100.00 %
015220.114	First Asst. Fire Chief		2,500.00		2,500.00	2,500.00		100.00 %
015220.700	Fire Dept Expenses	914.60	43,290.00		44,204.60	33,029.51	11,175.09	74.71 %
015220.707	FIRE STATION PKG LOT FY18			1,943.65	1,943.65	1,943.65		100.00 %
015220.708	EECBG/Fire Station	30,684.78			30,684.78		30,684.78	0.00 %
015220.709	RADIOS		39,035.50		39,035.50		39,035.50	0.00 %
015220.710	INSURANCE RECOVERIES - FIRE TRUCK		92,452.14		92,452.14	89,386.00	3,066.14	96.68 %
015241.113	Building Inspector Expense		5,140.00		5,140.00	5,107.00	33.00	99.35 %
015241.700	Building Inspector Salary		54,977.88		54,977.88	54,977.88		100.00 %
015241.701	Assistant Building Inspector		4,000.00		4,000.00		4,000.00	0.00 %
015249.000	Inspectors Expense		1,606.80		1,606.80		1,606.80	0.00 %
015291.700	Emergency Management		19,500.00		19,500.00	15,384.65	4,115.35	78.89 %
015292.000	Animal Inspector		500.00		500.00	500.00		100.00 %
015292.113	Animal Control Officer		5,400.00		5,400.00	5,200.00	200.00	96.29 %
015294.113	Tree Warden		500.00		500.00	500.00		100.00 %
Total	Protect, Persons, & Property	90,720.46	593,575.69	6,243.65	690,539.80	545,108.54	145,431.26	
015300.002	Schools Operating Costs		2,421,150.00		2,421,150.00	2,421,150.00		100.00 %
015300.003	School Committee Expenses		1,700.00		1,700.00	1,200.00	500.00	70.58 %
015300.006	Scholarship Account	4,000.00	8,000.00		12,000.00	6,000.00	6,000.00	50.00 %
Total	Education	4,000.00	2,430,850.00		2,434,850.00	2,428,350.00	6,500.00	
015422.110	General Highways & Bridges	33,687.22	152,000.00		185,687.22	183,135.14	2,552.08	98.62 %
015422.113	Highway Super Salary		68,835.52		68,835.52	68,835.52		100.00 %
015422.114	General Highway Labor	11,089.24	89,861.60		100,950.84	81,515.84	19,435.00	80.74 %
015422.700	Road Machinery Maint.		58,400.00	8,900.00	67,300.00	67,233.07	66.93	99.90 %
015422.800	Town Garage		9,840.00	1,400.00	11,240.00	11,200.81	39.19	99.65 %
015423.113	Snow and Ice Labor		79,093.60	-7,753.65	71,339.95	69,783.13	1,556.82	97.81 %
015423.115	Snow & Ice Removal		121,000.00	-25,700.00	95,300.00	95,264.35	35.65	99.96 %
015424.200	Street Lights							100.00 %
015429.003	LOADER/BACKHOE FY19		136,254.00		136,254.00	136,254.00		100.00 %
015429.004	4x4 DUMP/PLOW TRUCK FY19		271,940.00		271,940.00	264,479.93	7,460.07	97.25 %
015433.112	HEALTH AGENT EXPENSES		3,300.00		3,300.00	1,329.73	1,970.27	40.29 %
015433.113	Health Agent Salary		11,484.08		11,484.08	10,704.49	779.59	93.21 %
015433.114	Sanitation Inspector		6,500.00		6,500.00	6,500.00		100.00 %
015433.115	Health Agent Back Up		4,140.71	1,525.00	5,665.71	5,621.52	44.19	99.22 %
015433.116	WWTP OPERATOR SALARY		57,958.76		57,958.76	57,958.76		100.00 %
015433.700	Health & Sanitation		143,100.00		143,100.00	116,151.91	26,948.09	81.16 %
015471.000	Gas/Diesel		52,700.00	-7,865.00	44,835.00	41,807.35	3,027.65	93.24 %
015472.000	ELECTRICITY EXPENSE		53,000.00		53,000.00	49,410.39	3,589.61	93.22 %
015491.115	Cemetery Approp.	10,563.10	11,450.00		22,013.10	9,731.27	12,281.83	44.20 %
Total	Public Works and Facilities	55,339.56	1,330,858.27	-29,493.65	1,356,704.18	1,276,917.21	79,786.97	
015522.700	Vising Nurse Association		3,969.00	120.00	4,089.00	4,088.07	0.93	99.97 %
015529.000	Children's Health Program		1,000.00		1,000.00	1,000.00		100.00 %
015541.700	Council of Aging - Town		13,110.00		13,110.00	13,146.37	-36.37	100.27 %
015541.701	SHINE		500.00		500.00		500.00	0.00 %
015543.600	Veterans' Benefits		25,000.00	5,800.00	30,800.00	30,787.72	12.28	99.96 %
015543.700	Veterans Dist. Assessment		7,494.27	130.00	7,624.27	7,623.52	0.75	99.99 %
015599.200	Berkshire Mental Health		584.62		584.62		584.62	0.00 %
015599.204	Construct, Inc.		200.00		200.00		200.00	0.00 %





Town of Otis
Expense Report - B&H

From 07/01/2018 to 06/30/2019

01 - Account	Description	Previous Year's Bal	Original Budget	Budget Revisions	Revised Budget	Actual Expended	Balance	% Exp
Total	Human Services		51,857.89	6,050.00	57,907.89	56,645.68	1,262.21	
015610.700	Library Expenses		63,664.00		63,664.00	63,664.00		100.00 %
015610.701	S. Berk. Literacy Network		400.00		400.00	400.00		0.00 %
015630.000	Recreation Commission		29,457.25		29,457.25	25,214.70	4,242.55	85.59 %
015630.113	Recreation Salaries		32,878.04		32,878.04	32,007.50	870.54	97.35 %
015650.000	Community Center Account	70,075.35			70,075.35		70,075.35	0.00 %
015691.700	Historical Comm. Expenses		4,523.42		4,523.42	4,293.61	229.81	94.91 %
015692.000	Celebrations		10,000.00		10,000.00	8,908.77	1,091.23	89.08 %
015699.000	Cultural (Arts) Council		5,000.00		5,000.00	5,000.00		100.00 %
Total	Culture and Recreation	70,075.35	145,922.71		215,998.06	139,088.58	76,909.48	
015710.914	2016 KME Fire Truck		111,097.00		111,097.00	111,071.43	25.57	99.97 %
015710.915	WIND - PRIN		250,000.00		250,000.00	250,000.00		100.00 %
015710.916	FIBER DEBT		32,250.00		32,250.00	32,250.00		100.00 %
015710.917	WIND - SERIAL PRIN		35,000.00		35,000.00	35,000.00		100.00 %
015751.915	INTEREST - WIND		196,762.00		196,762.00	193,361.28	3,400.72	98.27 %
015751.917	WIND - SERIAL INT		2,415.00		2,415.00	2,415.00		100.00 %
Total	Debt Services		627,524.00		627,524.00	624,097.71	3,426.29	
015820.640	State - Air Pollution		943.00		943.00	871.00	72.00	92.36 %
015820.642	Mosquito Control		26,970.00		26,970.00	24,728.00	2,242.00	91.68 %
015820.650	RMV Non-renewal Surcharge		1,860.00		1,860.00	1,395.00	465.00	75.00 %
015840.663	Regional Transit Charge			5.00	5.00	5.00		100.00 %
015840.664	Regional Planning Auth		1,253.07		1,253.07	1,253.07		100.00 %
Total	Intergovernmental Expenses		31,026.07	5.00	31,031.07	28,252.07	2,779.00	
015911.170	County Retirement System		158,091.00		158,091.00	158,091.00		100.00 %
015913.170	Unemployment Compensation		14,000.00		14,000.00	996.78	13,003.22	7.11 %
015914.170	Group Ins/FICA/Disability		310,000.00		310,000.00	232,789.92	77,210.08	75.09 %
015914.171	Medicare		17,000.00		17,000.00	14,936.89	2,063.11	87.86 %
015940.700	Reserve Fund		13,000.00		13,000.00		13,000.00	0.00 %
015945.740	Insurance - General		83,500.00	1,900.00	85,400.00	85,382.60	17.40	99.97 %
Total	Misc Expenses		595,591.00	1,900.00	597,491.00	492,197.19	105,293.81	
Total Fund 01		448,831.21	6,655,877.27		7,104,708.48	6,371,963.95	732,744.53	





Town of Otis
Expense Report - B&H

From 07/01/2018 to 06/30/2019

32 - WIND		Previous	Original	Budget	Revised	Actual		
Account	Description	Year's Bal	Budget	Revisions	Budget	Expended	Balance	% Exp
325491.899	WIND - CONTINGENCY					964,474.50	-964,474.50	100.00 %
Total Fund 32						964,474.50	-964,474.50	

35 - BROADBAND		Previous	Original	Budget	Revised	Actual		
Account	Description	Year's Bal	Budget	Revisions	Budget	Expended	Balance	% Exp
355491.892	BROADBAND					1,301,986.10	-1,301,986.10	100.00 %
Total Fund 35						1,301,986.10	-1,301,986.10	

60 -		Previous	Original	Budget	Revised	Actual		
Account	Description	Year's Bal	Budget	Revisions	Budget	Expended	Balance	% Exp
605270.113	SEF Sewer payroll		8,500.00		8,500.00	4,730.82	3,769.18	55.65 %
605270.700	SEF Sewer - Expenses		58,950.00		58,950.00	58,837.41	112.59	99.80 %
Total Fund 60			67,450.00		67,450.00	63,568.23	3,881.77	

	Grand Total	448,831.21	6,723,327.27	0.00	7,172,158.48	8,701,992.78	-1,529,834.30
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Town of Otis
2019 Expense Report
 From 07/01/2018 to 06/30/2019

	Expended
015122.113 Selectmens' Salary	
HAWLEY DONALD	4,000.00
HILLER WILLIAM T	3,500.00
THOMAS GARY J	3,500.00
	\$ 11,000.00
015122.114 Selectmen's Secretary Salary	
CRANDALL NANCY J	3,400.00
D'ORAZIO LISAMARIE	25,405.99
Warrant PW1922 - Invoice Payme	459.14
	\$ 29,265.13
015122.700 Selectmens' Expenses	
BERKSHIRE COUNTY SELECTMEN'S ASSOC	60.00
BERKSHIRE RECORD	289.69
MA MUNICIPAL ASSOCIATION	531.00
MA MUNICIPAL PERSONAL ASSOCIATION	100.00
SO. BERKSHIRE SHOPPER'S GUIDE	108.00
STAM	30.00
USPS	110.00
QUILL	165.99
COMMONWEALTH OF MASSACHUSETTS	24.85
EZDRIVEMA CUSTOMER SERVICECENTER	137.45
SOUTHERN BERKSHIRE CHAMBER OF COMMERCE	260.00
REBECCA STONE	776.25
TURLEY PUBLICATIONS, INC.	55.19
	\$ 2,648.42
015123.113 Town Administrator Salary	
STONE REBECCA	63,750.00
Warrant PW1922 - Invoice Payme	1,250.00
	\$ 65,000.00
015131.113 Finance Board Salaries	
ENGELS WALTER	500.00
ERNST MICHAEL	700.00
GOULD THERESE	500.00
	\$ 1,700.00
015131.700 Finance Committee Expense	
ASSOC OF TOWN FINANCE COMMITTEES	135.00
	\$ 135.00
015135.113 Town Accountant Salary	
MC CLELLAN MARGARET	18,412.71
Warrant PW1922 - Invoice Payme	361.03
	\$ 18,773.74
015135.400 Town Accountant Expenses	
MARGARET MCCLELLAN	207.64
DENNIS MOUNTAIN	760.00
	\$ 967.64
015136.000 Office Supplies	
KWIK PRINT	330.00
STAPLES CREDIT PLAN	71.70
QUILL	6,902.80
W.B.MASON CO., INC	876.97
	\$ 8,181.47
015141.114 Assessors Salaries	
GRAY HEATHER	1,500.00
LORING RUSSELL W.	3,500.00
RIDER KATHLEEN I.	3,000.00
VENNE HEATHER	1,500.00
	\$ 9,500.00





Town of Otis
2019 Expense Report
From 07/01/2018 to 06/30/2019

	Expended
015141.700 Assessors Expenses	
BERK CTY ASSESSOR ASSOC.	50.00
CAI-TECH	0.00
MAAO DUES PAYMENT	150.00
MARSHALL & SWIFT	364.95
USPS	110.00
KOFILE INC	1,800.00
REGIONAL RESOURCE GROUP, INC	66,300.00
MICHAEL THIEMANN	433.80
MASSCOR	62.76
	\$ 69,271.51
015145.113 Treasurer's Salary	
FINK KAREN D.	19,412.71
Warrant PW1922 - Invoice Payme	361.03
	\$ 19,773.74
015145.700 Treasurer's Expenses	
BERK CTY TREASURER/COLLECTOR ASSOC.	30.00
KAREN FINK	110.56
MA COLLECTORS & TREASURER ASSOC	50.00
STAPLES CREDIT PLAN	129.99
USPS	104.00
WHEELER & TAYLOR, INC.	304.00
BERKSHIRE BANK	15.00
HARRINGTON HEALTH	75.00
UNIBANK FISCAL ADVISORY SERVICES	1,600.00
GREATLAND CORPORATION	99.00
US BANK	200.00
STAMP FULFILLMENT SERVICES	1,314.25
	\$ 4,031.80
015146.113 Tax Collector's Salary	
DURIS DESTINY A	38,902.14
Warrant PW1922 - Invoice Payme	755.84
	\$ 39,657.98
015146.700 Tax Collector's Expense	
COMMWEALTH OF MA	750.00
MA COLLECTORS & TREASURERS ASSOC	50.00
SCHWAAB, INC.	268.23
UNIVERSITY CONF SERVICES CS19027	95.00
USPS	76.00
KELLEY & RYAN ASSOCIATES, INC.	1,207.19
FORMS & SUPPLIES UNLIMITED, INC.	661.05
KOFILE INC	1,800.00
DESTINY DURIS	159.45
LIBERTY MUTUAL INSURANCE COMPANY	315.00
THE BOSTON GLOBE	5,562.81
NEW ENGLAND NEWSPAPERS INC	2,236.50
STAMP FULFILLMENT SERVICES	669.00
	\$ 13,850.23
015151.702 Legal Expenses	
D'ORAZIO LISAMARIE	116.11
POLLARD JEREMIA	9,166.67
SARNACKI ROBERTA	2,506.50
Warrant PW1922 - Invoice Payme	833.33
BERKSHIRE RECORD	136.14
HANNON LERNER	2,110.60
MIA PROPERTY & CASUALTY GROUP	8,041.00
VERIZON WIRELESS	281.36
TURLEY PUBLICATIONS, INC.	33.10
	\$ 23,224.81





Town of Otis
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	Expended
015158.700 Tax Title Expense	
COMMONWEALTH OF MA	75.00
BERENSON & BLOOM	505.60
	\$ 580.60
015159.700 Audit	
SCANLON & ASSOCIATES THOMAS J.	12,000.00
	\$ 12,000.00
015161.113 Town Clerk Salary	
O'BRIEN LYN MINERY	39,025.06
Warrant PW1922 - Invoice Payme	765.20
	\$ 39,790.26
015161.700 Town Clerk Expenses	
O'BRIEN LYN MINERY	1,000.00
CNA SURETY	100.00
LHS ASSOCIATES INC.	173.44
LYN O'BRIEN	70.85
MA TOWN CLERKS' ASSOCIATION, INC	135.00
NE ASSOC OF CITY & TOWN CLERK	35.00
USPS	279.50
W MA CITY & TOWN CLERK ASSOC	23.00
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	160.00
KOFILE INC	3,625.00
MASSCOR	28.14
	\$ 5,629.93
015162.000 Gifts and Flowers	
WILDFLOWERS	816.70
FLOWERS BY WEBSTER	162.95
	\$ 979.65
015162.113 Election Salaries	
BERNASCONI JANE D	65.00
BLAKESLEE CAROL A	660.00
BROWN JOY	52.00
CONBOY JOHN P.	135.00
DELIA DOROTHEA	130.00
D'RAZIO LISAMARIE	292.50
GLEASON RALPH	78.00
LOMBARDO CAROL	420.00
LORING MARGARET	58.50
LORING RUSSELL W.	462.50
MAYBERRY MARTIN D	178.50
MIDDLETON ANTHONY J	169.00
MIDDLETON BLAKE	100.00
MIDDLETON MARJORIE A	142.50
MORETZ JILL E	97.50
PIACQUADIO EMILY	142.50
PYENSON D. ANN	660.00
SANTANA MIGUEL	493.50
TERRANOVA LEONARD A	480.00
	\$ 4,817.00
015162.700 Election & Registration	
LHS ASSOCIATES INC.	2,898.40
LYN O'BRIEN	428.51
USPS	702.00
ELECTIONS SYSTEMS & SOFTWARE, INC.	678.77
NEW ENGLAND NEWSPAPERS INC	99.40
OWEN G. DUNN CO., dba Printefect	739.87
MA BAY CONSTABLES ASSOC, INC	200.00
MASSCOR	69.02





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	Expended
015171.113 Conservation Commission Salary	\$ 5,815.97
Brown Kristin	4,782.16
	\$ 4,782.16
015171.700 Conserv Comm Expenses	
BATTISTA DOMENIC V	466.74
LARAMY JEFFREY	657.24
MEYER ROGER	1,180.88
SARNACKI DAVID	721.96
WALL BRUCE	973.28
MACC	195.00
USPS	100.00
BRUCE A WALL	151.92
	\$ 4,447.02
015175.113 Planning Board Clerk	
D'ORAZIO LISAMARIE	2,402.53
	\$ 2,402.53
015175.700 Planning Board Expenses	
BERKSHIRE RECORD	1,270.13
OTIS GAZETTE	150.00
SO. BERKSHIRE SHOPPER'S GUIDE	378.00
LISA D'ORAZIO	381.35
THE SANDSFIELD TIMES	50.00
NEW ENGLAND NEWSPAPERS INC	319.50
TURLEY PUBLICATIONS, INC.	261.23
	\$ 2,810.21
015176.113 Zoning Board of Appeals Clerical	
COUCH KATHERINE	3,148.60
	\$ 3,148.60
015176.700 Board of Appeals Expenses	
NEW ENGLAND NEWSPAPERS INC	1,034.18
	\$ 1,034.18
015192.003 GIS/Website/Technology	
BERKSHIRE GRAPHICS, INC.	25.00
CAI-TECH	2,300.00
VERIZON COMMUNICATIONS	13,462.93
QUILL	165.99
VERIZON BUSINESS	109.58
MAGNA5	6,065.80
ACCELA, INC	17,988.28
TRITECH SOFTWARE SYSTEMS	1,150.00
WILLIAM HILLER	55.98
CSS VENTURES, INC	8,562.00
PROSPECT MARKETING	3,650.00
VISION GOVERNMENT SOLUTIONS	5,840.00
	\$ 59,375.56
015192.113 Town Hall Clerical Support	
GRAY HEATHER	9,969.33
VENNE HEATHER	30,313.44
Warrant PW1922 - Invoice Payme	822.83
	\$ 41,105.60
015192.116 Maintenance Labor	
CLARK MATTHEW E	40,262.17
MILLER MARK A	34,136.96
ROWLANDS ERIC R	3,654.00
TOUSEY MARC	2,128.00
WILLIAMSON RONALD K	27,530.88
Warrant PW1922 - Invoice Payme	1,979.68





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	Expended
	\$ 109,691.69
015192.117 Gen. Laborer/Bldg Maint.	
A.C.T. VEHICLE EQUIPMENT,INC	212.27
BERKSHIRE RECORD	120.00
DRESSER-HULL CO.	1,825.34
HOME DEPOT CREDIT SERVICES	2,944.59
J & J LOCK	30.00
LEE HARDWARE TRUE VALUE	1,086.90
MADSEN OVERHEAD DOORS, INC.	473.00
BRIAN MIDDLETON PLUMBING AND HEATING	2,353.00
NEW ENGLAND MAINTENANCE DEPO	329.00
S & A SUPPLY	4,202.26
SO. BERKSHIRE SHOPPER'S GUIDE	189.00
T.J.BARK MULCH, INC	781.25
USA BLUE BOOK	758.42
VALLEY COMMUNICATIONS SYSTEMS, INC	193.51
WESTFIELD AUTO PARTS, INC.	149.90
FASTENAL	580.13
TONLINO & SONS CRUSHED STONE	1,656.08
QUILL	49.97
H.D. REYNOLDS GEN. MDSE., INC	225.39
JAMES CRANDALL	270.00
A & M AUTO SERVICE	150.00
ABC SUPPLY CO	232.00
BRUCE'S HARDWARE	1,203.79
EAST OTIS AUTOMOTIVE	459.98
PITTSFIELD FIRE & SAFETY CO., INC	1,847.75
MEADOW FARM EQUIPMENT	299.30
AMAZON CAPITAL SERVICES	1,628.18
ED SEPANSKI	3,770.00
AUTO PLUS AUTO PARTS	72.86
THE SHERWIN WILLIAMS CO	244.71
COUNTRY CARPETS, INC.	3,800.00
F.W. WEBB COMPANY	223.99
L & M AUTO INC	37.99
NEW BOSTON CRANE & SLED	1,288.95
PITTSFIELD GRANITE CITY ELECTRIC	2,062.49
RON KEARIN HEATING	2,625.00
LOGSDON ELECTRIC	1,186.82
BIERMANN SERVICES INC	185.00
	\$ 39,748.82
015192.119 Maintenance Super Salary	
CRANDALL JAMES H	61,736.67
Warrant PW1922 - Invoice Payme	1,210.52
	\$ 62,947.19
015192.120 Bldg Super/Project Coordinator	
GOULD LARRY	12,605.90
Warrant PW1922 - Invoice Payme	247.17
	\$ 12,853.07
015192.400 Town Hall	
BERK MOUNTAIN SPRING WATER	348.50
I.B.S.,INC.	1,271.10
KNOX TRAIL INN	72.16
LIPTON ENERGY	10.00
TOWN OF OTIS	4,606.28
USPS	72.00
VALLEY COMMUNICATIONS SYSTEMS, INC	241.00
BLAKE MIDDLETON	50.00
NSA COMMERCIAL DOOR & HARDWARE	2,225.44
VALLEY GREEN SHREDDING	1,300.00





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	Expended
015192.400 Town Hall	
REBECCA STONE	240.00
HEATHER GRAY	29.59
	\$ 10,466.07
015192.404 Heating/Furnace Service	
LIPTON ENERGY	20,899.20
S & A SUPPLY	266.82
AMERIGAS	12,572.82
COMMONWEALTH OF MASSACHUSETTS	400.00
RON KEARIN HEATING	1,341.50
	\$ 35,480.34
015192.405 Erbe Prop. Maintenance	
TOWN OF OTIS	987.08
	\$ 987.08
015195.700 Town Report	
LISA D'ORAZIO	57.18
BCARC, INC	640.52
SELECT PRINT SOLUTIONS	2,734.27
	\$ 3,431.97
015210.113 Police Chief Salary	
HAMILL DANIEL	38,922.65
Warrant PW1922 - Invoice Payme	815.50
	\$ 39,738.15
015210.114 Police Department Salary	
ARNOLD BRYAN E	3,143.36
HAMILL DANIEL	3,262.00
HAMILL DAVID P.	9,706.91
JACKSON CHRISTOPHER	1,071.60
MAYBERRY MARTIN	330.41
MAYBERRY MARTIN D	1,544.89
PETTIBONE KEN	4,617.30
SANTANA MIGUEL	7,563.71
WHITING CHARLES	21,888.08
Warrant PW1922 - Invoice Payme	652.76
	\$ 53,781.02
015210.702 Police Dept.Expenses	
HAMILL DAVID P.	142.88
BERKSHIRE RECORD	256.28
MA CHIEFS OF POLICE ASSOC,INC.	799.00
MUNICIPAL POLICE INSTITUTE INC	1,169.00
PITTSFIELD COMMUNICATIONS	1,325.79
SENTRY UNIFORM & EQUIPMENT	3,184.75
SEWARD'S TIRES, INC.	612.84
SO. BERKSHIRE SHOPPER'S GUIDE	216.00
VERIZON WIRELESS	1,000.43
QUILL	1,199.98
INTEGRATION PARTNERS CORP	730.00
AAA POLICE SUPPLY	740.90
INTERSTATE ARMS CORP	4,670.28
NAPA	79.47
NEW ENGLAND STATE POLICE INFORMATION NETWORK	100.00
BRUCE'S HARDWARE	61.82
GUARDIAN UNIFORM AND SUPPLY	779.89
ADAMSON INDUSTRIES CORP	189.95
DAVID HAMILL	168.00
BERTERA DODGE CHRYSLER JEEP	647.84
TRITECH SOFTWARE SYSTEMS	1,360.00
TELREPCO	3,449.00





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	Expended
TOWN OF HINSDALE	180.00
CENTRAL CHEVROLET	61.43
GLIDDEN TRAINING & CONSULTING, LLC	45.25
IACP	210.00
LIFE SUPPORT SYSTEMS	2,740.00
TMDE CALIBRATION LABS, INC	180.00
L & M AUTO INC	403.57
TURLEY PUBLICATIONS, INC.	178.50
DANIEL HAMILL	1,177.83
	\$ 28,060.68
015215.700 Otis Rescue Squad	
OTIS RESCUE SQUAD	211,000.00
	\$ 211,000.00
015220.113 Fire Chief Salary	
PHAIR RICHARD	4,000.00
	\$ 4,000.00
015220.114 First Asst. Fire Chief	
BOUCHARD CHRISTOPHER J.	2,500.00
	\$ 2,500.00
015220.700 Fire Dept Expenses	
ARNOLD JORDAN	428.00
HAMMERLE JEFFREY	428.00
KENNEDY JOHN	428.00
KOIVISTO MAX	428.00
NOLAU RYEN	428.00
O'BRIEN JR RICHARD J	428.00
RIDER MATTHEW T	428.00
BERKSHIRE COMMUNICATORS	350.00
BERKSHIRE COMMUNICATORS	0.00
CARR HARDWARE	145.83
W.S.DARLEY & CO.	1,643.50
END2END, INC.	550.00
LEE AUDI/O/N SECURITY, INC.	231.05
NEW ENGLAND SECURITY CENTER	252.00
PITTSFIELD COMMUNICATIONS	709.97
SENTRY UNIFORM & EQUIPMENT	147.45
TOWN OF OTIS	1,316.08
WESTFIELD AUTO PARTS, INC.	327.85
R.W.'S INC	480.00
RICHARD PHAIR	25.00
IAFC MEMBERSHIP	230.00
1ST RESPONDER NEWSPAPER	85.00
FIRE ENGINEERING	26.00
INDUSTRIAL PROTECTION SERVICES, LLC	2,403.40
PROCOM SERVICES	1,865.00
5 ALARM FIRE SALES	3,304.88
BRUCE'S HARDWARE	100.23
EAST OTIS AUTOMOTIVE	205.95
FIREHOSEDIRECT	480.00
BERKSHIRE COUNTY FIRE CHIEFS ASSOC	200.00
MCVFA	380.00
COMMONWEALTH OF MASSACHUSETTS	3.40
BULLDOG FIRE APPARATUS NY	13,012.53
ESO SOLUTIONS, INC	210.00
EAGLE ENGRAVING, INC.	709.95
CHRISTOPHER BOUCHARD	638.44
	\$ 33,029.51





Town of Otis

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	Expended
015220.707 FIRE STATION PKG LOT FY18	
TONLINO & SONS CRUSHED STONE	1,827.65
MEADOW FARM EQUIPMENT	116.00
	\$ 1,943.65
015220.710 INSURANCE RECOVERIES - FIRE TRUCK	
BULLDOG FIRE APPARATUS NY	89,386.00
	\$ 89,386.00
015241.113 Building Inspector Expense	
DANKO GARY	1,230.00
PROLEGIS	3,500.00
LARRY GOULD	240.00
GARY DANKO	137.00
	\$ 5,107.00
015241.700 Building Inspector Salary	
GOULD LARRY	53,920.61
Warrant PW1922 - Invoice Payme	1,057.27
	\$ 54,977.88
015291.700 Emergency Management	
BERKSHIRE COUNTY SHERIFF'S COMM CTR	12,020.65
BLACKBOARD INC	2,864.00
SBRPC	500.00
	\$ 15,384.65
015292.000 Animal Inspector	
CARRINGTON TONIA	500.00
	\$ 500.00
015292.113 Animal Control Officer	
CARRINGTON TONIA	5,200.00
	\$ 5,200.00
015294.113 Tree Warden	
CONBOY JOHN P.	500.00
	\$ 500.00
015300.002 Schools Operating Costs	
FARMINGTON RIVER REG.SCH.DIS	2,421,150.00
	\$ 2,421,150.00
015300.003 School Committee Expenses	
DRENGA JESSICA	400.00
LOMBARDO CAROL	400.00
TOLOPKO ARLENE	400.00
	\$ 1,200.00
015300.006 Scholarship Account	
RICHARD STANMEYER III	1,000.00
KATELYNN BRAKE	1,000.00
KILEY SUBKLEW	1,000.00
BRIANNA HAWLEY	1,000.00
EMILY MARTSEN	1,000.00
SAVANA NOLAU	1,000.00
	\$ 6,000.00
015422.110 General Highways & Bridges	
THE LANE CONSTRUCTION CORP	2,441.14
MAINTENANCE MAN INC	2,000.00
PITTSFIELD LAWN & TRACTOR	4,782.37
EVERETT J. PRESCOTT, INC.	816.92
SO. BERKSHIRE SHOPPER'S GUIDE	162.00
TAYLOR RENTAL	247.50
WESTFIELD AUTO PARTS, INC.	0.00
TONLINO & SONS CRUSHED STONE	37,606.53
LIFTECH EQUIPMENT COMPANIES, INC	12,199.33
HEATHER VENNE	29.00





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	Expended
015422.110 General Highways & Bridges	
PATRIOT FREIGHTLINER (MA)	0.00
BRUCE'S HARDWARE	69.65
E. J. PRESCOTT INC	5,100.00
JEFF'S TREE SERVICE	20,415.00
DEERE CREDIT, INC	27,612.96
MASS EMERGENCY MANAGEMENT AGENCY	40,058.76
WELLER TRACTOR & SUPPLY	0.00
EUROVIA ATLANTIC COAST, LLC	7,059.00
NORTHEAST PAVING COMPANY	12,204.72
JOHN FIELD TREE SERVICE, INC.	6,400.00
R.L.BAKER COMPANY	2,443.40
NEW BOSTON CRANE & SLED	0.00
TURLEY PUBLICATIONS, INC.	101.86
BEAVER SOLUTIONS	1,375.00
DEREK POIRIER	10.00
	\$ 183,135.14
015422.113 Highway Super Salary	
POIRIER DEREK	67,511.76
Warrant PW1922 - Invoice Payme	1,323.76
	\$ 68,835.52
015422.114 General Highway Labor	
DALEY JOSEPH D	27,683.25
DEAN THOMAS	24,428.64
PETTIBONE KYLE	29,403.95
	\$ 81,515.84
015422.700 Road Machinery Maint.	
A.C.T. VEHICLE EQUIPMENT,INC	140.00
HOWARD P. FAIRFIELD, LLC	332.75
GENALCO, INC.	1,204.22
LEE HARDWARE TRUE VALUE	62.68
LIFTECH EQUIPMENT COMPANIES	267.71
MEMPHIS EQUIPMENT	406.02
NUTMEG INTERNATIONAL TRUCKS, INC.	8,835.92
PITTSFIELD COMMUNICATIONS	1,092.10
PITTSFIELD LAWN & TRACTOR	2,668.54
SCHMIDT EQUIPMENT INC.	5,042.63
SEWARD'S TIRES, INC.	80.00
SUPERIOR INDUSTRIAL PRODUCTS	1,675.65
TOCE BROS.,INC.	1,890.80
TRI-COUNTY CONTRACTORS	379.50
TYLER EQUIPMENT CORP.	3,430.19
WESTFIELD AUTO PARTS, INC.	5,422.29
R.W.'S INC	417.50
FASTENAL	151.34
TRACTOR SUPPLY COMPANY	13.47
LAWSON PRODUCTS, INC	127.03
CARBERRY AUTO PARTS	3.06
LIFTECH EQUIPMENT COMPANIES, INC	9,744.56
PATRIOT FREIGHTLINER (MA)	5,659.84
AIRGAS USA, LLC	693.58
C & C HYDRAULICS & LUBRICATION	877.40
MONTAGE ENTERPRISES, INC.	662.01
BRUCE'S HARDWARE	277.75
EAST OTIS AUTOMOTIVE	1,936.38
B&B ENTERPRISES	282.00
A.M. TRUCK REPAIR	2,411.05
BART TRUCK EQUIPMENT LLC	1,951.41
BOBCAT OF GREATER SPRINGFIELD	1,451.05
NORTHLAND INDUSTRIAL EQUIPMENT COMPANY, INC.	614.00





Town of Otis

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	Expended
015422.700 Road Machinery Maint.	
MEADOW FARM EQUIPMENT	44.80
ABLE TOOL AND EQUIPMENT	170.00
PADULA BROTHERS	437.00
AMAZON CAPITAL SERVICES	305.59
WELLER TRACTOR & SUPPLY	129.23
JOSEPH DALEY	7.98
ATG WESTFIELD	565.62
DENNISON LUBRICANTS, INC	1,362.10
H.O.P. SALES & SERVICE	475.43
RELIABLE ELECTRIC MOTOR SOLUTIONS	476.07
L & M AUTO INC	35.00
R.I.BAKER COMPANY	117.31
NEW BOSTON CRANE & SLED	439.67
FERRARA SPRING WORKS, INC.	3,088.49
BERKSHIRE GMC	172.65
	\$ 68,031.37
015422.800 Town Garage	
BERK CTY HIGHWAY SUPT.ASSOC.	100.00
BERKSHIRE COMMUNICATORS	350.00
BERK MOUNTAIN SPRING WATER	88.00
LEE HARDWARE TRUE VALUE	207.92
MA HIGHWAY ASSOCIATION	80.00
STAPLES CREDIT PLAN	129.99
TOWN OF OTIS	1,316.08
UNIVERSITY OF MA - AMHERST	300.00
WESTFIELD AUTO PARTS, INC.	519.07
BOLDUC'S APPAREL	1,518.59
TRACTOR SUPPLY COMPANY	115.94
BRUCE'S HARDWARE	222.74
PITTSFIELD FIRE & SAFETY CO., INC	89.95
CITY OF NORTH ADAMS	600.00
KYLE PETTIBONE	118.32
KIMBALL MIDWEST	588.37
AMAZON CAPITAL SERVICES	3,010.44
UNIVERSITY OF MASSACHUSETTS	475.00
RELIABLE ELECTRIC MOTOR SOLUTIONS	118.90
R.I.BAKER COMPANY	257.31
BIERMANN SERVICES INC	708.22
DEREK POIRIER	285.97
	\$ 11,200.81
015423.113 Snow and Ice Labor	
CLARK MATTHEW E	2,603.71
DALEY JOSEPH D	22,113.00
DEAN THOMAS	19,156.75
MILLER MARK A	324.48
PETTIBONE KYLE	20,828.79
WILLIAMSON RONALD K	1,281.28
Warrant PW1922 - Invoice Payme	3,475.12
	\$ 69,783.13
015423.115 Snow & Ice Removal	
A.C.T. VEHICLE EQUIPMENT,INC	167.34
HOWARD P. FAIRFIELD, LLC	2,651.83
GENALCO, INC.	829.56
WESTFIELD AUTO PARTS, INC.	893.48
FASTENAL	152.69
TRACTOR SUPPLY COMPANY	101.97
A & A MEMORIALS, INC	753.66
ZWACK, INC	68.81
BRUCE'S HARDWARE	30.54





Town of Otis
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	Expended
015423.115 Snow & Ice Removal	
BART TRUCK EQUIPMENT LLC	285.61
KIMBALL MIDWEST	138.50
AVID IRONWORKS, INC	275.00
MEADOW FARM EQUIPMENT	28.90
WILLIAMS AUTO REPAIR	1,495.00
EASTERN MINERALS, INC	67,004.60
AMAZON CAPITAL SERVICES	166.46
AUTO PLUS AUTO PARTS	22.83
WHITE WOLF SAND & GRAVEL INC	14,552.00
R.I.BAKER COMPANY	5,645.57
	\$ 95,264.35
015424.200 Street Lights	
EVERSOURCE	0.00
	\$ 0.00
015429.003 LOADER/BACKHOE FY19	
LIFTECH EQUIPMENT COMPANIES, INC	136,254.00
	\$ 136,254.00
015429.004 4x4 DUMP/PLOW TRUCK FY19	
PITTSFIELD COMMUNICATIONS	751.09
DOCS SIGNS & TRUCK OUTFITTERS	285.00
EQUIPMENT SERVICE	1,335.28
ATG WESTFIELD	262,108.56
	\$ 264,479.93
015433.112 HEALTH AGENT EXPENSES	
JAMES WILUSZ	1,028.89
PETER KOLODZIEJ	300.84
	\$ 1,329.73
015433.113 Health Agent Salary	
KOLODZIEJ PETER J.	3,795.65
Warrant PW1922 - Invoice Payme	345.06
JAMES WILUSZ	10,014.38
PETER KOLODZIEJ	-3,450.60
	\$ 10,704.49
015433.114 Sanitation Inspector	
CONBOY JOHN P.	5,958.33
Warrant PW1922 - Invoice Payme	541.67
	\$ 6,500.00
015433.115 Health Agent Back Up	
WILUSZ JAMES J	10,527.07
Warrant PW1922 - Invoice Payme	957.01
JAMES WILUSZ	-9,570.10
PETER KOLODZIEJ	3,707.54
	\$ 5,621.52
015433.116 WWTP OPERATOR SALARY	
ONEIL KEITH C	56,844.17
Warrant PW1922 - Invoice Payme	1,114.59
	\$ 57,958.76
015433.700 Health & Sanitation	
CONBOY JOHN P.	1,530.00
CENTER FOR ECOLOGICAL TECHNOLOGY	1,445.00
INTERSTATE REFRIGERANT	1,386.00
THE MASTER GARBOLOGIST, INC.	97,235.68
MA ASSOC OF HEALTH BOARDS, INC.	100.00
SOUTHERN BERK. SOLID WASTE MGMT	6,206.20
STAPLES CREDIT PLAN	129.99
USPS	160.00
WHITE WOLF SEPTIC & PORTABLES	1,131.40





Town of Otis

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	Expended
015433.700 Health & Sanitation	
COMMONWEALTH OF MA	40.00
CLAYTON MARSHALL	50.00
SAFETY-KLEEN	100.00
COMPLETE RECYCLING SOLUTIONS	4,230.59
HATFIELD PRINTING & PUBLISHING	660.45
MICROBAC LABORATORICS, INC	1,151.00
AMAZON CAPITAL SERVICES	477.21
HEATHER GRAY	37.70
TURLEY PUBLICATIONS, INC.	80.69
	\$ 116,151.91
015471.000 Gas/Diesel	
LIPTON ENERGY	29,824.92
O'CONNELL OIL ASSOCIATES,INC	11,982.43
	\$ 41,807.35
015472.000 ELECTRICITY EXPENSE	
EVERSOURCE	49,410.39
	\$ 49,410.39
015491.115 Cemetery Approp.	
BRUCE'S HARDWARE	171.85
DOCS SIGNS & TRUCK OUTFITTERS	175.00
MEADOW FARM EQUIPMENT	118.00
R.L.BAKER COMPANY	171.86
NEW BOSTON CRANE & SLED	8,999.00
PITTSFIELD GRANITE CITY ELECTRIC	95.56
	\$ 9,731.27
015522.700 Vising Nurse Association	
PORCHLIGHT VNA	4,088.07
	\$ 4,088.07
015529.000 Children's Health Program	
COMMUNITY HEALTH PROGRAM	1,000.00
	\$ 1,000.00
015541.700 Council of Aging - Town	
HOWARD HOOD	60.00
MA ASSOC OF COUNCILS ON AGING	190.00
OTIS COUNCIL ON AGING	12,747.25
RALPH GLEASON	97.21
JANE GLEASON	51.91
	\$ 13,146.37
015543.600 Veterans' Benefits	
MICHAEL A CELETTI	6,048.00
HAZEL L CLARK	1,813.00
DORIS H WALKER	10,128.72
LESLIE R. GOODHUE	5,430.00
JOHN W. KEARIN	3,688.00
ERIN E. O'LEARY	5,680.00
	\$ 32,787.72
015543.700 Veterans Dist. Assessment	
DISTRICT DEPT OF VETERANS'SERVICES	7,623.52
	\$ 7,623.52
015610.700 Library Expenses	
OTIS LIBRARY & MUSEUM	63,664.00
	\$ 63,664.00
015630.000 Recreation Commission	
BILOTTA HEATHER M	2,320.71
BERK MOUNTAIN SPRING WATER	210.50
HANCOCK SHAKER VILLAGE, INC.	250.00
MA RECREATION & PARKS ASSOC INC	475.00





Town of Otis
2019 Expense Report
From 07/01/2018 to 06/30/2019

	Expended
OTIS GAZETTE	1,468.00
OTIS SKI RIDGE	2,500.00
PATRICIA RICHARD	1,149.60
TOWN OF OTIS	987.08
WILDFLOWERS	79.50
CONNIE WILSON	6,416.55
MARY C ADAMS	29.56
QUILL	1,263.14
Berkshire Botanical Gardens	180.00
BARBARA FOLEY	295.08
KATHY CARROLL	280.13
BARBARA PENN	1,349.39
ALEXANDRA TINARI	245.21
MONTEREY T-SHIRTS	270.00
AMERICAN CARNIVAL MART/PARTY LAND	97.95
BRUCE'S HARDWARE	109.66
NEW ENGLAND FITNESS DIST	209.00
SANDSFIELD ARTS CENTER	75.00
MR. DING-A-LING ICE CREAM	230.00
CHRISTINE ROWGHANI	281.94
AMAZON CAPITAL SERVICES	872.87
DANA PUSTINGER	174.60
ED POPIELARCZYK	450.00
KASIA NOWIK	380.00
SKI BUTTERNUT	480.00
SEAVEY VIKTORIA	234.00
SANDSFIELD TIMES	216.00
PITTSFIELD SUNS	0.00
WENDY G. JENSEN	375.00
FARMINGTON RIVER PTA	125.33
MPLC	535.72
S & S WORLDWIDE	212.08
POPCORN SUPPLY COMPANY	127.60
MARINE RESCUE PRODUCTS, INC	483.50
	\$ 25,439.70
015630.113 Recreation Salaries	
RICHARD PATRICIA	30,908.55
SOULES THOMAS M	437.87
Warrant PW1922 - Invoice Payme	661.08
	\$ 32,007.50
015691.700 Historical Comm.Expenses	
FARMINGTON RIVER REG.SCH.DIS	200.00
BONNIE PARSONS	4,044.76
CELESTE WATMAN	48.85
	\$ 4,293.61
015692.000 Celebrations	
HENRY'S ELECTRIC INC.	525.00
KNOX TRAIL INN	2,867.20
LEE HIGH SCHOOL BAND	550.00
OTIS GAZETTE	50.00
OTIS RESERVOIR PROP OWNERS ASSOC IN	1,000.00
SENTRY UNIFORM & EQUIPMENT	595.90
WHITE WOLF SEPTIC & PORTABLES	200.00
DIANE PROVENZ	937.63
DUFOR BUS CO	50.00
SONIA MORRISON	481.11
DALEY & SONS TRUCKING INC	100.00
THOM GARVEY	1,000.00
PETER RUSA	175.00
PAUL GAGE	300.00





Town of Otis
2019 Expense Report
From 07/01/2018 to 06/30/2019

	Expended
015692.000 Celebrations	
ARLENE TOLOPKO	8.97
JIM HIGGINS	67.96
	\$ 8,908.77
015699.000 Cultural (Arts) Council	
BERKSHIRE SOUTH REGIONAL COMM CTR	200.00
FARMINGTON RIVER REGIONAL SCHOOL	870.00
OTIS COUNTRY QUILTERS	500.00
SCULPTURENOW	600.00
OTIS OBSERVER	500.00
LEE PUBLIC SCHOOLS - DRAMA CLUB	500.00
MMRHS ACTIVITY FUND	500.00
RONA LEVENTHAL	580.00
CLIFFORD BRODEUR	750.00
	\$ 5,000.00
015710.914 2016 KME Fire Truck	
GREENFIELD NORTHAMPTON COOPERATIVE	111,071.43
	\$ 111,071.43
015710.915 WIND - PRIN	
US BANK	250,000.00
	\$ 250,000.00
015710.916 FIBER DEBT	
GREENFIELD NORTHAMPTON COOPERATIVE	32,250.00
	\$ 32,250.00
015710.917 WIND - SERIAL PRIN	
EASTHAMPTON SAVINGS BANK	35,000.00
	\$ 35,000.00
015751.915 INTEREST - WIND	
US BANK	193,361.28
	\$ 193,361.28
015751.917 WIND - SERIAL INT	
EASTHAMPTON SAVINGS BANK	2,415.00
	\$ 2,415.00
015840.664 Regional Planning Auth	
BERKSHIRE REGIONAL PLANNING COMM	1,253.07
	\$ 1,253.07
015911.170 County Retirement System	
BERKSHIRE COUNTY RETIREMENT	158,091.00
	\$ 158,091.00
015913.170 Unemployment Compensation	
MA DIVISION OF UNEMPLOYMENT ASSIST	996.78
	\$ 996.78
015914.170 Group Ins/FICA/Disability	
CLARK MATTHEW E	250.00
CRANDALL JAMES H	250.00
D'ORAZIO LISAMARIE	500.00
DALEY JOSEPH D	750.00
DURIS DESTINY A	250.00
GOULD LARRY	500.00
HAMILL DANIEL	250.00
MILLER MARK A	250.00
O'BRIEN LYN MINERY	750.00
O'NEIL KEITH C	750.00
PETTIBONE KYLE	500.00
POIRIER DEREK	250.00
RICHARD PATRICIA	750.00
STONE REBECCA	500.00





Town of Otis
2019 Expense Report
From 07/01/2018 to 06/30/2019

	Expended
015914.170 Group Ins/FICA/Disability	
VENNE HEATHER	750.00
WHITING CHARLES	250.00
WILLIAMSON RONALD K	250.00
BERKSHIRE HEALTH GROUP	225,039.92
	\$ 232,789.92
015914.171 Medicare	
UNITED STATES TREASURY	14,936.89
	\$ 14,936.89
015945.740 Insurance - General	
CARLSON AUTO BODY	500.00
MHA PROPERTY & CASUALTY GROUP	66,158.00
CHUBB & SON	18,059.00
RENAISSANCE ALLIANCE INSURANCE SERVICES, LLC	665.60
	\$ 85,382.60
325491.899 WIND - CONTINGENCY	
S & A SUPPLY	26,375.64
R.W.'S INC	375.00
CHESTER GRANITE COMPANY, INC	400.00
TONLINO & SONS CRUSHED STONE	55,820.06
PRECISION DECISIONS LLC	34,474.00
EVERSOURCE ENERGY	4,000.00
VENSYS ENGERY INC	581,015.00
US BANK	170,075.56
COMALLI GROUP, INC	6,827.13
POWERDASH INC	8,902.00
HASTIE FENCE CO.	4,460.40
CERTIFIED SAFE ELECTRIC, INC	65,412.00
SIKA CORPORATION	0.00
ED SEPANSKI	2,989.44
CERTIFIED SAFE ELECTRIC, INC	1,962.00
LUCIEN HYLAND	1,336.27
ARLENE TOLOPKO	50.00
	\$ 964,474.50
355491.892 BROADBAND	
ARNOLD BRYAN E	4,411.00
MAYBERRY MARTIN D	3,080.00
PETTIBONE KEN	6,237.00
SANTANA MIGUEL	38,599.00
DRESSER-HULL CO.	7,496.09
HOME DEPOT CREDIT SERVICES	2,025.31
THE MASTER GARBOLOGIST, INC.	2,442.61
S & A SUPPLY	131.19
TOWN OF TOLLAND	2,871.00
TOWN OF SHEFFIELD	484.00
RAY WHITE HOME IMPROVEMENTS	2,400.00
SHEFFIELD POLICE DEPARTMENT	352.00
TOWN OF BECKET	3,597.00
TOWN OF TYRINGHAM	10,252.00
SANDSFIELD POLICE DEPT	1,889.00
ABC SUPPLY CO	198.90
BRUCE'S HARDWARE	178.14
CENTURY ACQUISITION INC	664.75
WILLIAM HILLER	144.18
ANIXTER INC	7,049.79
VERIZON - EPAY	9,102.34
WHIP CITY FIBER	664,839.88
LIGHTSPEED	46,891.13
SERTEX	576,511.98





Town of Otis
2019 Expense Report
From 07/01/2018 to 06/30/2019

	Expended
355491.892 BROADBAND	
VERIZON	8,917.03
AMAZON CAPITAL SERVICES	554.60
MA DEPARTMENT OF STATE POLICE	437.50
TOWN OF GRANVILLE	4,013.90
TOWN OF HINSDALE	8,900.38
MASSACHUSETTS DEPT. OF STATE POLICE	350.00
EVERSOURCE	8,891.25
TOWN OF WEST STOCKBRIDGE	630.00
BERKSHIRE SHERIFF'S OFFICE	200.00
WEST STOCKBRIDGE POLICE DEPARTMENT	5,420.25
TYRINGHAM POLICE DEPARTMENT	8,404.00
ED SEPANSKI	2,632.50
EVERSOURCE	13,078.50
NEW MARLBOROUGH POLICE DEPARTMENT	756.80
MONTEREY POLICE DEPARTMENT	1,135.20
GRANITE CITY ELECTRIC	1,966.75
PITTSFIELD GRANITE CITY ELECTRIC	1,241.79
TOWN OF SANDISFIELD	2,057.00
	\$ 1,461,435.74
605270.113 SEF Sewer payroll	
CLARK MATTHEW E	4,396.50
MILLER MARK A	99.84
Warrant PW1922 - Invoice Payme	234.48
	\$ 4,730.82
605270.700 SEF Sewer - Expenses	
ASTRO CHEMICALS, INC.	1,006.10
DRESSER-HULL CO.	256.32
FR MAHONY	17,840.07
LEE HARDWARE TRUE VALUE	848.88
STAPLES CREDIT PLAN	479.98
USA BLUE BOOK	13,812.58
WESTFIELD AUTO PARTS, INC.	147.50
BOLDUC'S APPAREL	318.00
R.W.'S INC	35.00
VERIZON WIRELESS	376.18
MATTHEW CLARK	158.50
JAMES CRANDALL	295.00
THE BIS GROUP	497.82
KEITH O'NEIL	143.88
BRUCE'S HARDWARE	2,568.17
EAST OTIS AUTOMOTIVE	2,025.79
HD SUPPLY UTILITIES MAINTENANCE	0.00
MEADOW FARM EQUIPMENT	462.31
MICROBAC LABORATORICS, INC	54.00
SKILLWORKS, INC	406.00
MICROBAC LABORATORIES, INC	27.00
MASSACHUSETTS WATER WORKS ASSOC	75.00
UNIVERSITY OF MASSACHUSETTS	225.00
MASSACHUSETTS WATER POLLUTION CONTROL ASSOC, INC	50.00
ANDRUS POWER SOLUTIONS INC.	4,393.06
EUROFINS SPECTRUM ANALYTICAL INC	9,823.00
TIGHE & BOND, INC	200.00
AIR COMPRESSOR ENGINEERING CO., INC	2,312.35
	\$ 58,837.41





TOWN OF OTIS

Municipal Telephone Numbers - Office Hours - Meetings
EMERGENCY*POLICE*FIRE*AMBULANCE- DIAL 911
NON-EMERGENCY: FIRE, AMBULANCE – 269-4409
POLICE – 269-0100 ext. 109
ANIMAL CONTROL OFFICER 413-207-4441
www.townofotisma.com

Selectmen's Office-269-0100 ext. 4

Meetings: Otis Town Hall-2nd and 4th Tuesdays 7:00pm

Animal Control Officer – 413-207-4441

Board of Health Office - 269-0100 ext. 104

Town Clerk's Office - 269-0100 ext. 5

Tax Collector's Office - 269-0100 ext. 2

Assessor's Office - 269-0100 ext. 3

Meetings 1st Tuesday of the month 6:00pm

Building Inspector's Office – 269-0100 ext. 110

Council on Aging – 269-0100 ext. 107

Sanitation Inspector - 269-0100 ext. 206

Highway Department - 269-0106

Compactor Station - 269-0107

Hours: Monday & Saturday 7am – 3pm
Thursday 10am - 6pm
Sunday 9am – 4pm

Station is closed ALL HOLIDAYS

Maintenance Department – 269-4873

Farmington River School Office - 269-4466

Otis Library & Museum - 269-0109

Board of Appeals - 269-0100 ext. 207 – Meetings 1st Monday 7pm

Planning Board - 269-0100 ext. 209 - Meetings 2nd Monday 7pm

Conservation Commission 269-0100 ext. 208 – Meetings 3rd Wednesday 6:00pm

Parks & Recreation Commission – 269-4541 – Check Town Calendar 6:30pm





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