



TOWN OF WEST BOYLSTON, MASSACHUSETTS
MUNICIPAL CALENDAR
January 1, 2011 – December 31, 2011

January 2011

chedule

- Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
Mon 6:30p (7:30p) High School Council Mtg.
Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
Tue 10:00a (11:00a) Council on Aging Exercise
Tue 7:00p (10:00p) TWPC Mtg
Wed 6:30p (7:30p) Middle School Council Mtg.
Wed 7:00p (10:00p) Board of Selectmen's Meeting
Wed 7:00p (9:00p) Conservation Commission Mtg.
Thu 8:30a (9:30a) Council on Aging Strollers
Thu 10:00a (11:00a) Council on Aging exercise
0 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
0 Mon 7:00p (8:00p) Water District Meeting
1 Tue 10:00a (11:00a) Council on Aging Exercise
2 Wed 7:00p (11:00p) Planning Board Mtg.
2 Wed 7:00p (9:00p) Board of Health Mtg.
2 Wed 7:00p (10:00p) School Committee Meeting
3 Thu 8:30a (9:30a) Council on Aging Strollers
3 Thu 10:00a (11:00a) Council on Aging exercise
3 Thu 12:00p (1:00p) Department Head Mtg.
3 Thu 6:00p (7:00p) Board of Assessors Mtg
8 Tue 10:00a (11:00a) Council on Aging Exercise
9 Wed 3:30p (4:30p) Edwards School Council Meetings
9 Wed 8:00p (9:00p) Board of Selectmen
0 Thu 8:30a (9:30a) Council on Aging Strollers
0 Thu 10:00a (11:00a) Council on Aging exercise
4 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
4 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
5 Tue 10:00a (11:00a) Council on Aging Exercise
6 Wed 7:00p (8:00p) Planning Board
6 Wed 7:00p (9:00p) Board of Health
7 Thu 8:30a (9:30a) Council on Aging Strollers
7 Thu 10:00a (11:00a) Council on Aging exercise program
1 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room

February 2011

To Do Items

- 1 Tue TA - Update Parks Commission website
- 1 Tue BOS/TA - bill for false alarms
- 1 Tue TA-BOS - Review of all Revolving Funds
- 1 Tue 3rd Quarter Actual Real Estate & Property Tax Bills are due
- 1 Tue TA/BOS - Schedule Freeze-Up Prevention Inspections
- 1 Tue TA/BPS - Schedule Indoor Air Quality Inspections
- 1 Tue TA - Issue Update on Goals & Objectives
- 1 Tue DPW - St & Pk. Admin - update call-in list for snow and ice management
- 1 Tue DPW - St. & Pk. Admin - analysis of winter expenditure budget
- 1 Tue DPW - St. & Pk. Admin - ensure yard waste recycling schedule is publicized, web, Banner, Ch 11
- 1 Tue DPW - St. & Pk. Admin - order/follow-up on delivery of sand and salt supplies
- 1 Tue DPW - St. Div. - begin evaluating & cleaning summer equipment for start-up, rakes, chain saws, brush kings, rollers, etc.
- 1 Tue DPW - St. Div. - plow and sand roads, parking lots and sidewalks
- 1 Tue DPW - St. Div. - maintain plows and sanders- inspect daily
- 1 Tue DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 1 Tue DPW - St. Div. - patch potholes in roads with cold patch
- 1 Tue DPW - Pk. Div. - plow as needed
- 1 Tue DPW - Pk. Div.- work with Street Dept. when needed
- 1 Tue DPW - Parks Div.- begin preparing mowers, trailers, all equipment
- 1 Tue Fin Com & Town Admin - hold public budget hearings; proposed budget presented to Fin Com & BOS
- 4 Fri DPW - Pks. Div. - repair and maintain barrels
- 7 Mon TA/BOS - Update psnl records
- 15 Tue BOS/TA - ABCC Report due
- 18 Fri BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Sun TA - department heads reports due to BOS
- 21 Mon Washington's Birthday
- 24 Thu BOH, Region 2 Emergency Preparedness mtg.

February 2011

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- 1 Tue 7:00p (10:00p) TWPC Mtg
- 2 Wed 6:30p (7:30p) Middle School Council Mtg.
- 2 Wed 7:00p (10:00p) Board of Selectmen's Meeting
- 2 Wed 7:00p (9:00p) Conservation Commission Mtg.
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- 7 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 7 Mon 6:30p (7:30p) High School Council Mtg.
- 8 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 9 Wed 7:00p (9:00p) Board of Health Mtg.
- 9 Wed 7:00p (10:00p) Planning Board Mtg
- 9 Wed 7:00p (10:00p) School Committee Meeting
- 10 Thu 8:30a (9:30a) Council on Aging Strollers
- 10 Thu 10:00a (11:00a) Council on Aging exercise program
- 10 Thu 6:00p (7:00p) Board of Assessors Mtg
- 14 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 14 Mon 7:00p (9:00p) Water District Meeting
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- 15 Tue 10:00a (11:00a) Council on Aging Exercise
- 16 Wed 3:30p (4:30p) Edwards School Council Meeting
- 16 Wed 7:00p (9:00p) Board of Selectmen
- 17 Thu 8:30a (9:30a) Council on Aging Strollers
- 17 Thu 10:00a (11:00a) Council on Aging exercise program
- 22 Tue 10:00a (11:00a) Council on Aging Exercise
- 23 Wed 7:00p (10:00p) Planning Board Mtg
- 23 Wed 7:00p (9:00p) Board of Health
- 24 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
- 24 Thu 10:00a (11:00a) Council on Aging exercise program
- 28 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 28 Mon 7:00p (9:00p) Water District Meeting
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March 2011

To Do Items

- 1 Tue TA - Schedule Facilities Self-Inspections
- 1 Tue March is National Ethics Awareness Month
- 1 Tue TA & DPW - Update Pavement Mgmt. & Sidewalk Plan
- 1 Tue BOS/TA - bill for false alarms
- 1 Tue TA - Send out Post Accident Drug & Alcohol Testing Contacts
- 1 Tue Schedule Roof Inspections
- 2 Wed TA - have automatic doors at town hall serviced
Brad Stowell - 508.380.7453
- 2 Wed BOS/TA - obtain quotes for town report
- 2 Wed BOS/TA - check on bldg & consolidated office supplies
- 2 Wed DPW - Pk. Div. - start some pruning of trees and shrubs
- 2 Wed DPW - Pk.Div.- begin planning early spring and late summer projects
- 2 Wed DPW - Pk. Div. - call for bids (equipment, mulch, etc) if not on bid award list
- 2 Wed DPW - Pk.Div - begin preparing athletic fields for spring sports
- 2 Wed DPW - St. Div. - patch potholes in road with cold patch
- 2 Wed DPW - St. Div.- clean tops of catch basins to allow runoff to enter
- 2 Wed DPW - St. Div. - maintain plows and sanders - inspect daily
- 2 Wed DPW - St. Div. - maintain sand and salt pile - reorder as necessary
- 2 Wed DPW - St. Div. - plow and sand roads, parking lots and sidewalks
- 2 Wed DPW - St. Div. - order parts to repair equipment; install, repair or rebuild equipment for summer
- 2 Wed DPW - St. & Pk. Admin - publish street sweeping schedule on Ch 11, Banner & web
- 2 Wed BPS/TA - send out April reappointment letters
- 2 Wed BOS-TA - schedule annual coffee for appointed boards & cmtes of BOS and TA
- 7 Mon TA/BOS - Update psnl records
- 18 Fri BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Sun TA - department heads reports due to BOS
- 24 Thu BOH, Region 2 Emergency Preparedness mtg.

March 2011

Schedule

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Free Service - call for an appointment 508.835.6916
- 1 Tue 10:00a (11:00a) Council on Aging Exercise
- 1 Tue 7:00p (10:00p) TWPC Mtg
- 1 Tue 7:00p (9:00p) EMS Training
- 2 Wed 6:30p (7:30p) Middle School Council Mtg.
- 2 Wed 7:00p (9:00p) Conservation Commission Mtg.
- 2 Wed 7:00p (10:00p) Board of Selectmen's Meeting
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- 7 Mon 6:30p (7:30p) High School Council Mtg.
- 8 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 9 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 9 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 9 Wed 7:00p (9:00p) Board of Health Mtg.
- 9 Wed 7:00p (10:00p) Planning Board Mtg
- 9 Wed 7:00p (10:00p) School Committee Meeting
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- 23 Wed 7:00p (10:00p) Planning Board Mtg
- 23 Wed 7:00p (9:00p) Board of Health

March 2011

Schedule

- 24 Thu 8:30a (9:30a) Council on Aging Strollers
- 24 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 25 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
- 28 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
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- 31 Thu 8:30a (9:30a) Council on Aging Strollers
- 31 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room

April 2011

To Do Items

- 1 Fri BOS/TA - bill for false alarms
- 1 Fri BOS/TA - review list of Special Employees
- 1 Fri Remove holiday flowers from the Cemetery
- 1 Fri Schedule Indoor Air Quality Inspections
- 1 Fri BOS/TA - deadline to dept. heads to provide Town Admin list of all positions to be filled for next year including hours
- 1 Fri BOS - appointment of April appointments as agenda item
- 1 Fri DPW - St. Div. - patch pot holes in roads with cold patch
- 1 Fri DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 4 Mon BOS/TA - deliver town report to printer
- 4 Mon DPW - Pk Div - pick up trash and debris on rail trail
- 4 Mon DPW - Pk. Div. - clean and mulch beds at Library
- 4 Mon DPW - Pk. Div. - start to change ripped and torn flags
- 4 Mon DPW - Pk. Div. - edge and clean beds on Commons
- 4 Mon DPW - Pk. Div. - prepare fields for games and town events
- 4 Mon TA/BOS - Update psnl records
- 5 Tue DPW - St. Div. sweep streets
- 5 Tue DPW - St. Div. - remove berms broken by plows
- 5 Tue DPW - St. Div. - clean out catch basins with truck
- 5 Tue DPW - St. Div - sweep roads, sidewalks and parking lots throughout town
- 5 Tue DPW - Sewer Admin - mail quarterly sewer usage bills
- 5 Tue DPW - St. & Pk. Admin - remind Director of bargaining unit time obligations re: vacation schedules
- 5 Tue DPW - St. & Pk. Admin. - forward updated personnel listings/licenses to Municipal Assistant
- 5 Tue DPW - St. & Pk. Admin - prepare any FEMA/MEMA reimbursement requests; data gathering, winter-storm related
- 5 Tue DPW - St. & Pk. Admin - fiscal year bid package preparation & distribution for April/May
- 6 Wed DPW - St. & Pk. Admin - finalize winter expenditures to enable general accounting reconciliation/closing
- 15 Fri Winter Parking Ban Ends
- 15 Fri Last day to obtain nomination papers for the Annual Town Mtg.
- 18 Mon Patriots Day
- 18 Mon Last day to submit papers to the Registrars for the Annual Twn. Election
- 20 Wed TA - department heads reports due to BOS
- 27 Wed Last day to register to vote for the Semi-Annual Town Mtg.
- 28 Thu BOH, Region 2 Emergency Preparedness mtg.

April 2011

Schedule

- 1 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
4 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
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April 2011

Schedule

- 25 Mon 7:00p (9:00p) Water District Meeting
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May 2011

To Do Items

- 1 Sun BOS - Note that May 1 is Silver Star Day - honor sacrifices of men and women in the armed forces and their families
- 1 Sun BOS/TA - bill for false alarms
- 1 Sun BOS/TA - establish goals for the DPW Director & solicit input from BOS
- 1 Sun BOS/TA - obtain quotes for insurance coverages
- 1 Sun BOS/TA - send out June reappointment letters
- 2 Mon DPW - Pk. Div - aerate (if proper equipment available), overseed and fertilize fields
- 2 Mon DPW - Pk Div. - rainy day activities - clean equipment, bays and yard
- 2 Mon DPW - Pk. Div. - mow and weed wacking
- 2 Mon DPW - Pk. Div. - clean and fix water problems in concession stands
- 2 Mon DPW - Pk. Div. - maintain Pride Park as needed
- 2 Mon DPW - Pk. Div. - trash pick up on all fields and playgrounds Mon-Fri
- 2 Mon DPW - Pk. Div. - turn on all water for fields & maintain and repair breaks in system as needed
- 2 Mon DPW - Pk. Div. - prepare tennis courts, basketball courts and track
- 2 Mon BOS/TA - send out town meeting mailer
- 2 Mon Real Estate actual FY11 real estate taxes due
- 2 Mon TA/BOS - Update psnl records
- 3 Tue DPW - Pk. Div. - continue to prepare and maintain fields
- 3 Tue DPW - Pk. Div. - prepare Commons for Memorial Day
- 3 Tue DPW - St. Div. - clean out catch basins with truck
- 3 Tue DPW - St. Div. - maintain Century Drive
- 3 Tue DPW - St. Div. - mow roadside brush, etc.
- 3 Tue DPW - St. Div. - sweep cemeteries
- 3 Tue DPW - St. Div. - prepare for Memorial Day Parade
- 3 Tue DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 3 Tue DPW - St. Div. - patch potholes in the road with cold patch
- 3 Tue DPW - St. Div. - remove berms broken by plows
- 3 Tue DPW - St. Div.- sweep roads, sidewalks, parking lots throughout town
- 3 Tue DPW - St. & Pk. Admin - relocate files for earlier year(s) to archive storage
- 3 Tue DPW - St. & Pk. Admin - establish files for upcoming fiscal year
- 3 Tue DPW - St. & Pk. Admin - prepare fiscal year bid packages and distribute April/May
- 3 Tue Last day to file papers with the Town Clerk for the Annual town election
- 6 Fri Last day to Object or withdraw names from the ballot
- 7 Sat Ballot sent to the printers for the Annual Town Election
- 9 Mon Last day to post the warrant for the Semi-Annual Town Mtg.
- 16 Mon Town Meeting
- 17 Tue TA - get Board input on goals for DPW Director
- 18 Wed BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 18 Wed Last day to register to vote for the Annual Town Election
- 20 Fri TA - department heads reports due to BOS

May 2011

To Do Items

- 26 Thu BOH, Region 2 Emergency Preparedness mtg.
- 28 Sat Graves Registration Officer puts out American Flags
- 29 Sun Graves Officer conducts Memorial Sunday going Church to Church - contact Jack McCormick for info 508.835.2857
- 30 Mon Memorial Day
- 31 Tue Performance Review due for JW on June 30
- 31 Tue Last day to post the warrant for the Annual Town Election

May 2011

Schedule

- 2 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
2 Mon 6:30p (7:30p) High School Council Mtg.
3 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
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- 31 Tue 10:00a (11:00a) Council on Aging Exercise

June 2011

To Do Items

- 1 Wed TA - Schedule Facilities Self-Inspections
- 1 Wed BOS/TA - bill for false alarms
- 1 Wed BOS/TA - define goals for Police Chief & get input from BOS
- 1 Wed Schedule Indoor Air Quality Inspection
- 1 Wed DPW - Pk. Div. - commence projects as assigned by Pk. & Rec. Cmsn.
- 1 Wed DPW - Pk. Div. - perform maintenance on fields ie dragging, etc.
- 1 Wed DPW - Pk. Div. - test irrigation system for broken heads
- 1 Wed DPW - Pk. Div. rake mulch around low spots under swings and playground equipment
- 1 Wed DPW - Pk. Div. - trash
- 1 Wed DPW - Pk. Div. - line painting on courts
- 1 Wed DPW - Pk. Div.- mow, weed wacking
- 1 Wed DPW - cut out larger potholes repair with hot mix
- 1 Wed DPW - St. Div. - mow landfill & Mixer filter beds with tractor/woods mower
- 1 Wed DPW - St. Div. - use flail mower & brush kings to cut back roadside/intersection for line of vision
- 1 Wed TA - Fire Chief Performance Review is due on June 15th
- 1 Wed John Westerling performance review due on June 23
- 2 Thu DPW - St. Div. - clean out catch basins with truck
- 2 Thu DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 2 Thu DPW - St. Div. - maintain Century Drive
- 2 Thu DPW - St. Div.- mow roadside brush, etc.
- 2 Thu DPW - St. Div. - finish sweeping roads, sidewalks, parking lots
- 2 Thu DPW - St. & Pk. Admin - prepare planned vacation schedule for bargaining unit members
- 2 Thu DPW - St. & Pk. Admin - assist in bid opening & award recommendations & prepare template & results for BOS action
- 2 Thu DPW - St. & Pk. Admin - access unpaid bills, encumber bills, expendite same
- 2 Thu BPS/TA - schedule June reappointments on BOS agenda
- 2 Thu BOS/TA - send notice to department heads to prepare list of surplus items with estimated values
- 2 Thu BOS/TA - provide BOS with a list of items delared surplus by dept. heads & schedule surplus auction
- 2 Thu Proposed Capital Budget forms are reviewed and approved by CIB and sent to all town boards and departments
- 6 Mon TA/BOS - Update psnl records
- 7 Tue Annual Town Election
- 18 Sat BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Mon TA - department heads reports due to BOS
- 23 Thu BOH, Region 2 Emergency Preparedness mtg.

June 2011

Schedule

- 1 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 1 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 1 Wed 7:00p (9:00p) Conservation Commission Mtg.
- 1 Wed 7:00p (10:00p) Board of Selectmen's Meeting
- 1 Wed 7:00p (9:00p) Conservation Commission Mtg.
- 2 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
- 2 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 3 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
- 6 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 7 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 7 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 7 Tue 7:00p (10:00p) TWPC Mtg
- 7 Tue 7:00p (9:00p) EMS Training
- 8 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 8 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 8 Wed 7:00p (9:00p) Board of Health Mtg.
- 8 Wed 7:00p (10:00p) Planning Board Mtg
- 8 Wed 7:00p (10:00p) School Committee Meeting
- 9 Thu 8:30a (9:30a) Council on Aging Strollers
- 9 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 9 Thu 6:00p (7:00p) Board of Assessors Mtg
- 10 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
- 13 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 13 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
- 14 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 15 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 15 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 15 Wed 7:00p (9:00p) Board of Selectmen
- 16 Thu 8:30a (9:30a) Council on Aging Strollers
- 16 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 17 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
- 20 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 21 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 22 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 22 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 22 Wed 7:00p (10:00p) Planning Board Mtg
- 22 Wed 7:00p (9:00p) Board of Health
- 23 Thu 8:30a (9:30a) Council on Aging Strollers

June 2011

Schedule

- 23 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
24 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
27 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
27 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
28 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
29 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
29 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
30 Thu 8:30a (9:30a) Council on Aging Strollers
30 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room

July 2011

To Do Items

- 1 Fri Police Dept - Update Beneficiary Designation Request
- 1 Fri BOS/TA - bill for false alarms
- 1 Fri BOS/TA - get input from BOS on performance goals for Police Chief
- 1 Fri DPW - Sewer Div. Admin - mail quarterly sewer usage bills
- 1 Fri DPW - St. Div. - cut back trees as needed for site visibility
- 1 Fri DPW - St. Div. - maintain Century Drive
- 1 Fri DPW - St. Div. - clean out catch basins with truck
- 1 Fri DPW - St. Div. - cut out potholes & repair with hot mix
- 1 Fri DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+) degrees
- 1 Fri DPW - Pk. Div. - mow, weed wacking
- 1 Fri DPW - Pk. Div. - maintain fields, dragging infields
- 1 Fri DPW - Pk. Division- test irrigation system for broken heads
- 1 Fri DPW - Pk. Div. - paint concession stands; make repairs to structures
- 4 Mon Town Administrator - improve enforcement of bylaws designed to protect the environment
- 4 Mon DPW - St. & Pk. Admin - advise bidders in writing of bid awards after BOS approval
- 4 Mon DPW - St. Div. - install berm, loam and seed as needed from winter damage
- 4 Mon DPW - St. Div. - "jet" clogged catch basin lines
- 4 Mon DPW - St. Div. - repair/rebuild catch basins as needed and list for future
- 4 Mon 4th of July Holiday
- 4 Mon TA/BOS - Update psnl records
- 6 Wed Fire Dept - update Beneficiary Designation Request
- 18 Mon BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 19 Tue BOS/TA - contact Town Clerk re: appointment of election workers in the month of August
- 20 Wed TA - department heads reports due to BOS
- 28 Thu BOH, Region 2 Emergency Preparedness mtg.

July 2011

Schedule

- 1 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
5 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
5 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
5 Tue 10:00a (11:00a) Council on Aging Exercise
5 Tue 7:00p (10:00p) TWPC Mtg
5 Tue 7:00p (9:00p) EMS Training
6 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
6 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
6 Wed 7:00p (9:00p) Conservation Commission Mtg.
6 Wed 7:00p (11:00p) Selectmen's Mtg.
6 Wed 7:00p (10:00p) Board of Selectmen's Meeting
6 Wed 7:00p (9:00p) Conservation Commission Mtg.
7 Thu 8:30a (9:30a) Council on Aging Strollers
7 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
8 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
11 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
11 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
12 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
13 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
13 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
13 Wed 7:00p (9:00p) Board of Health Mtg.
13 Wed 7:00p (10:00p) Planning Board Mtg
13 Wed 7:00p (10:00p) School Committee Meeting
14 Thu 8:30a (9:30a) Council on Aging Strollers
14 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
14 Thu 6:00p (7:00p) Board of Assessors Mtg
15 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
18 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
19 Tue 10:00a (11:00a) Council on Aging Exercise
20 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
20 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
20 Wed 7:00p (9:00p) Board of Selectmen
21 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
21 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
22 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
25 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
25 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025

July 2011

Schedule

- 26 Tue 10:00a (11:00a) Council on Aging Exercise
- 27 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 27 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 27 Wed 7:00p (9:00p) Board of Health
- 28 Thu 8:30a (9:30a) Council on Aging Strollers
- 28 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 29 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room

August 2011

To Do Items

- 1 Mon BOS/TA - bill for false alarms
- 1 Mon TA - annual performance review due for Police Chief
- 1 Mon BOS/TA - evaluate Succession Plan during the month of August
- 1 Mon 1st Quarter FY12 Preliminary Real Estate tax bills are due
- 1 Mon TA/BOS- - update Emergency Contact List for COOP Plan
- 1 Mon BOS/TA - schedule indoor air quality inspections
- 1 Mon TA - issue an update on Town Goals & Objectives
- 1 Mon DPW - St. Div. - roadway improvement, install new basins to remove standing water
- 1 Mon DPW - St. Div. - use flail mower & brush kings to cut back roadside/intersection line of vision
- 1 Mon DPW - St. Div. - mow landfill and Mixer filter beds with Ford tractor/woods mower
- 1 Mon DPW - St. Div. - cut out larger potholes and repair with hot mix
- 1 Mon DPW - St. Div. - clean out catch basins with truck
- 1 Mon DPW - St. Div. - mow roadside brush, etc.
- 1 Mon DPW - St. Div. - dredge drainage outlets and inlets with backhoe
- 1 Mon DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 1 Mon DPW - St. Div. - cut back trees as needed for sign visibility
- 1 Mon DPW - St. Div. - maintain Century Drive
- 1 Mon DPW - St. Div. - mow and weed wacking
- 1 Mon DPW - Pk. Div. - check irrigation system
- 1 Mon DPW - Pk. Div. - trash
- 1 Mon DPW - Pk. Div. - prepare fields for soccer
- 1 Mon DPW - Pk. Div. - fix high school football bleachers
- 1 Mon DPW - Pk. Div. - fix any rotted wood on concession stand
- 1 Mon DPW - Pk. Div. - paint concession stand & buildings
- 1 Mon DPW - Pk. Div. - repair fencing around football field
- 1 Mon DPW - Pk. Div. - coordinate schedules with Athletic Director on fall sports
- 1 Mon DPW - Pk. Div. - maintain playground
- 1 Mon DPW - Pk. Div. - prepare softball field for tournament
- 1 Mon DPW - Pk. Div. - remove Little League fencing
- 1 Mon DPW - Pk. Div. - paint football field for first game
- 1 Mon DPW - Pk. Div. - paint 6 soccer fields for Jamboree
- 1 Mon Fire Dept. - bill for Municipal Fire Alarm Systems
- 1 Mon Employees buying back vacation time need to do so before first payroll in August
- 1 Mon TA/BOS - Update psnl records
- 1 Mon TA/BOS - Update Appointed Bd & Cmte. Reference Book
- 18 Thu BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Sat TA - department heads reports due to BOS
- 25 Thu BOH, Region 2 Emergency Preparedness mtg.

August 2011

Schedule

- 1 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
2 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
2 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
2 Tue 7:00p (10:00p) TWPC Mtg
2 Tue 7:00p (9:00p) EMS Training
3 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
3 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
3 Wed 7:00p (9:00p) Conservation Commission Mtg.
3 Wed 7:00p (10:00p) Board of Selectmen's Meeting
4 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
4 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
5 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
8 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
8 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
9 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
10 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
10 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
10 Wed 7:00p (9:00p) Board of Health Mtg.
10 Wed 7:00p (10:00p) Planning Board Mtg
10 Wed 7:00p (10:00p) School Committee Meeting
11 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
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24 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
24 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room

September 2011

To Do Items

- 1 Thu TA - Schedule Facilities Self-Inspections
- 1 Thu TA- Include on October warrant money from Sewer to Stabilization
- 1 Thu Fire Dept - plan 911 Ceremony
- 1 Thu BOS/TA - bill for false alarms
- 1 Thu DPW - St. Div. - prepare for winter, order plow blades, salt and other supplies needed for winter
- 1 Thu DPW - St. Div. - use flail mower and brush king to cut back roadside/intersection vegetation
- 1 Thu DPW - St. Div. - cut out large pot holes, repair with hot mix
- 1 Thu DPW - St. Div. - clean out catch basins with truck
- 1 Thu DPW - St. Div. - dredge drainage outlets and inlets with backhoe
- 1 Thu DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 1 Thu DPW - Pk. Div. - check irrigation; water as needed
- 1 Thu DPW - Pk. Div. - mowing and weed wacking
- 1 Thu DPW - Pk. Div. - trim hedges on Commons
- 1 Thu DPW - Pk. Div. - empty trash
- 1 Thu DPW - Pk. Div. - paint football practice field (weekly)
- 1 Thu DPW - Pk. Div. - paint soccer fields (weekly)
- 1 Thu DPW - Pk. Div. - maintain grounds around Public Safety Bldg, town hall and Library
- 1 Thu DPW - Pk. Div. - coordinate with Municipal Light Plnt on painting flag poles
- 1 Thu DPW - Pk. Div. - check all lighting on courts, flag poles and football field
- 1 Thu BOS/TA - send bldg. inspec & Fire Chief list of liquor licenses to be inspected prior to renewal
- 1 Thu Final Capital Budget Requests are due to be sent to the CIB by September 1
- 5 Mon Labor Day Holiday
- 5 Mon TA/BOS - Update psnl records
- 6 Tue September/October - CIB to meet with depts. on Capital Budget requests and approve list of articles for October twm mtg.
- 18 Sun BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Tue TA - department heads reports due to BOS
- 22 Thu BOH, Region 2 Emergency Preparedness mtg.
- 28 Wed Last day to register to vote for the Semi-Annual Town Mtg.

September 2011

Schedule

- 1 Thu 8:30a (9:30a) Council on Aging Strollers
1 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
2 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
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7 Wed 7:00p (9:00p) Conservation Commission Mtg.
7 Wed 7:00p (11:00p) Selectmen's Mtg.
7 Wed 7:00p (10:00p) Board of Selectmen's Meeting
7 Wed 7:00p (9:00p) Conservation Commission Mtg.
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14 Wed 7:00p (10:00p) Planning Board Mtg
14 Wed 7:00p (10:00p) School Committee Meeting
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21 Wed 7:00p (9:00p) Board of Selectmen
22 Thu 8:30a (9:30a) Council on Aging Strollers
22 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
23 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
26 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room

September 2011

Schedule

- 26 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
- 27 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 28 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 28 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 28 Wed 7:00p (10:00p) Planning Board Mtg
- 28 Wed 7:00p (9:00p) Board of Health
- 29 Thu 8:30a (9:30a) Council on Aging Strollers
- 29 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 30 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room

October 2011

To Do Items

- 1 Sat BOS/TA - bill for false alarms
- 3 Mon TA - get input from citizens and employees for next year's town goals
- 3 Mon Report due on Chapter Land from Board of Assessors
- 3 Mon DPW - Pk. Div.- turn off lights at tennis court for the season
- 3 Mon DPW - Pk. Div. - check and repair lighting at football field
- 3 Mon DPW - Pk. Div. - check playground equipment and bleaches for safety
- 3 Mon DPW - Pk. Div. - start raking, blowing and vacuuming leaves from municipal areas
- 3 Mon DPW - Pk. Div. - paint football and soccer fields
- 3 Mon DPW - Pk. Div. - aerate (if possible), overseed and fertilize fields
- 3 Mon DPW - Pk. Div. - turn off irrigation system, drain and blow out for winter
- 3 Mon DPW - Pk. Div. - fix fences around playing areas
- 3 Mon DPW - Pk. Div.- trash
- 3 Mon DPW - Pk. Div. - mowing and weed wacking
- 3 Mon DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 3 Mon DPW - St. Div. - mow landfill & Mixer filter beds with Ford tractor/woods mower
- 3 Mon DPW - St. Div. - maintain Century Drive
- 3 Mon DPW - St. Div. - use flail mower and brush king to cut back road/intersection vegetation
- 3 Mon DPW - St. Div. - clean out catch basins with truck
- 3 Mon DPW - St. Div. - test run snow blower
- 3 Mon DPW - St. Div. - test all sanders & plows
- 3 Mon DPW - St. Div. - order sand and start mixing with salt
- 3 Mon DPW - Sewer Div. Admin - mail quarterly sewer usage bills
- 3 Mon DPW - St. & Pk. Admin. - order and follow up on delivery of sand and salt supplies
- 3 Mon DPW - St. & Pk. Admin - prepare and publish ad for snow removal operators
- 3 Mon DPW - Update DPW Snow and Ice Removal Policy
- 3 Mon DPW - Remove flower arrangements from Cemetery for fall clean up
- 3 Mon TA/BOS - Update Call List for closing Building in Extreme Weather
- 3 Mon DPW - file Disclosure of Financial Interest Forms with BOS for plow drivers
- 3 Mon BOS/TA - Send Christ Lutheran Church license renewal information
- 3 Mon BOS/TA - send out motel renewals
- 3 Mon TA/BOS - schedule tax classification hearing
- 3 Mon Assessors calculate New Growth for DOR Certification
- 3 Mon BOS/TA - send out informational mailer for town meeting
- 3 Mon TA/BOS - send Bldg. Inspec. & Fire Chief list of licenses scheduled for renewal and inspection
- 3 Mon TA/BOS - Update psnl records
- 7 Fri Last day to post warrant for the Semi-Annual Town Mtg.
- 11 Tue BOS - schedule performance review for the Town Administrator
- 17 Mon 7:00 p.m. - Town Mtg Day
- 18 Tue BOS/TA - Prepare monthly calendar and post meetings for various committees as needed

October 2011

To Do Items

- 20 Thu TA - department heads reports due to BOS
- 22 Sat TA - Schedule review of revolving accounts for the 1st meeting in November
- 27 Thu BOH, Region 2 Emergency Preparedness mtg.

October 2011

To Do Items

- 1 Sat BOS/TA - bill for false alarms
- 3 Mon TA - get input from citizens and employees for next year's town goals
- 3 Mon Report due on Chapter Land from Board of Assessors
- 3 Mon DPW - Pk. Div. - turn off lights at tennis court for the season
- 3 Mon DPW - Pk. Div. - check and repair lighting at football field
- 3 Mon DPW - Pk. Div. - check playground equipment and bleaches for safety
- 3 Mon DPW - Pk. Div. - start raking, blowing and vacuuming leaves from municipal areas
- 3 Mon DPW - Pk. Div. - paint football and soccer fields
- 3 Mon DPW - Pk. Div. - aerate (if possible), overseed and fertilize fields
- 3 Mon DPW - Pk. Div. - turn off irrigation system, drain and blow out for winter
- 3 Mon DPW - Pk. Div. - fix fences around playing areas
- 3 Mon DPW - Pk. Div. - trash
- 3 Mon DPW - Pk. Div. - mowing and weed wacking
- 3 Mon DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 3 Mon DPW - St. Div. - mow landfill & Mixer filter beds with Ford tractor/woods mower
- 3 Mon DPW - St. Div. - maintain Century Drive
- 3 Mon DPW - St. Div. - use flail mower and brush king to cut back road/intersection vegetation
- 3 Mon DPW - St. Div. - clean out catch basins with truck
- 3 Mon DPW - St. Div. - test run snow blower
- 3 Mon DPW - St. Div. - test all sanders & plows
- 3 Mon DPW - St. Div. - order sand and start mixing with salt
- 3 Mon DPW - Sewer Div. Admin - mail quarterly sewer usage bills
- 3 Mon DPW - St. & Pk. Admin. - order and follow up on delivery of sand and salt supplies
- 3 Mon DPW - St. & Pk. Admin - prepare and publish ad for snow removal operators
- 3 Mon DPW - Update DPW Snow and Ice Removal Policy
- 3 Mon DPW - Remove flower arrangements from Cemetery for fall clean up
- 3 Mon TA/BOS - Update Call List for closing Building in Extreme Weather
- 3 Mon DPW - file Disclosure of Financial Interest Forms with BOS for plow drivers
- 3 Mon BOS/TA - Send Christ Lutheran Church license renewal information
- 3 Mon BOS/TA - send out motel renewals
- 3 Mon TA/BOS - schedule tax classification hearing
- 3 Mon Assessors calculate New Growth for DOR Certification
- 3 Mon BOS/TA - send out informational mailer for town meeting
- 3 Mon TA/BOS - send Bldg. Inspec. & Fire Chief list of licenses scheduled for renewal and inspection
- 3 Mon TA/BOS - Update psnl records
- 7 Fri Last day to post warrant for the Semi-Annual Town Mtg.
- 11 Tue BOS - schedule performance review for the Town Administrator
- 17 Mon 7:00 p.m. - Town Mtg Day
- 18 Tue BOS/TA - Prepare monthly calendar and post meetings for various committees as needed

October 2011

Schedule

- 26 Wed 7:00p (10:00p) Planning Board Mtg
- 26 Wed 7:00p (9:00p) Board of Health
- 27 Thu 8:30a (9:30a) Council on Aging Strollers
- 27 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 28 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
- 31 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 31 Mon 5:00p (8:00p) Trick or Treating Hours

November 2011

To Do Items

- 1 Tue BOS/TA - bill for false alarms
- 1 Tue 2nd Quarter FY12 Preliminary Real Estate tax bills are due
- 1 Tue CIB - to modify the Capital Projects List according to the actions taken at the October town meeting
- 1 Tue Schedule roof inspections
- 1 Tue TA - issue update on Town Goals & Objectives
- 1 Tue TA/BOS - send copy of Tax Classification Public Hearing Notice to the Economic Development Task Force
- 1 Tue BOS/TA - send out ABCC renewal affidavits
- 1 Tue DPW - St. & Pk. Admin - order/follow-up on delivery of sand and salt supplies
- 1 Tue DPW - St. Div. - move all plows and snow equipment inside garage
- 1 Tue DPW - St. Div. - finish mixing sand/salt pile and cover
- 1 Tue DPW - St. Div. - cut back larger trees and chip
- 1 Tue DPW - use flail mower and brush king to cut back roadside/intersection vegetation
- 1 Tue DPW - St. Div. - clean out catch basins with truck
- 1 Tue DPW - St. Div. - plow and sand town roads, parking lots and sidewalks
- 1 Tue DPW - St. Div. - maintain sand and salt pile, order as needed
- 1 Tue DPW - St. Div. - maintain plows and sanders, inspect daily
- 1 Tue DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 1 Tue DPW - Pk. Div. - trash
- 1 Tue DPW - Pk. Div. - maintain all grounds in town
- 1 Tue DPW - Pk. Div. - paint fields
- 1 Tue DPW - Pk. Div. - rake, blow, vacuum leaves
- 1 Tue DPW - Pk. Div. - put picnic tables and all summer equipment in storage
- 1 Tue DPW - Pk. Div. - fall clean ups
- 1 Tue Graves Registration Officer begins to remove American Flags from graves
- 7 Mon TA/BOS - Update psnl records
- 11 Fri Veterans Day
- 17 Thu BOH, Region 2 Emergency Preparedness Mtg.
- 18 Fri BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Sun TA - department heads reports due to BOS
- 21 Mon BOS/TA - schedule renewal of business and alcoholic beverage licenses for 1st mtg in December
- 24 Thu Thanksgiving Day

November 2011

Schedule

- 1 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 1 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 1 Tue 7:00p (10:00p) TWPC Mtg
- 1 Tue 7:00p (9:00p) EMS Training
- 2 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 2 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 2 Wed 7:00p (9:00p) Conservation Commission Mtg.
- 2 Wed 7:00p (10:00p) Board of Selectmen's Meeting
- 2 Wed 7:00p (9:00p) Conservation Commission Mtg.
- 3 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
- 3 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 4 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
- 7 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 8 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 9 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 9 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 9 Wed 7:00p (9:00p) Board of Health Mtg.
- 9 Wed 7:00p (10:00p) Planning Board Mtg
- 9 Wed 7:00p (10:00p) School Committee Meeting
- 10 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
- 10 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 10 Thu 6:00p (7:00p) Board of Assessors Mtg
- 14 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 14 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
- 15 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 16 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 16 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 16 Wed 7:00p (9:00p) Board of Selectmen
- 17 Thu 8:30a (10:00a) Council on Aging Strollers Walking Club - 87 Maple Street
- 17 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
- 18 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
- 21 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
- 22 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 23 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 23 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room
- 23 Wed 7:00p (9:00p) Board of Health
- 28 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room

November 2011

Schedule

- 28 Mon 7:00p (9:00p) Water District Meeting
Should the 2nd or 4th Monday be a holiday, meeting will be changed - phone the Water District for information 508.835.3025
- 29 Tue 10:00a (11:00a) Council on Aging Exercise Class - Main Hall
- 30 Wed 9:30a (11:00a) Council on Aging Knitting Classes in Activity Room
- 30 Wed 1:00p (3:00p) Council on Aging Carvers Club - Activity Room

December 2011

To Do Items

- 1 Thu TA - Schedule Facilities Self-Inspections
- 1 Thu Town Clerk must provide Conflict of Interest Law to all municipal employees by December 28
- 1 Thu BOS/TA - bill for false alarms
- 1 Thu TA - send memo to Parks Cmsn. for input on 2011 Parks Maintenance Plan
- 1 Thu Schedule Freeze Up Inspection
- 1 Thu Schedule Indoor Air Quality Inspection
- 1 Thu DPW - St. & Pk. Admin - ensure Christmas Tree recycling schedule is established and published, web, ch 11, banner
- 1 Thu DPW - St. & Pk. Admin - order and follow up on delivery of sand and salt supplies
- 1 Thu DPW - St. Div. - plow and sand town roads, parking lots and sidewalks
- 1 Thu DPW - St. Div. - maintain sand and salt pile, reorder as needed
- 1 Thu DPW - St. Div. - maintain plows and sanders - inspect daily
- 1 Thu DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 1 Thu DPW - St. Div. - patch pot holes in roads with cold patch
- 1 Thu DPW - St. Div. - cut back larger trees and chip same
- 1 Thu DPW - Pk. Div. - finish fall clean up
- 1 Thu DPW - Pk. Div. - install and light Christmas Tree at Gazebo
- 1 Thu DPW - Pk. Div. - maintenance and trash clean up at all parks
- 1 Thu DPW - Pk. Div. - cut and chip any dead limbs in parks
- 1 Thu DPW - Pk. Div. - prepare plows for winter
- 1 Thu DPW - Pk. Div. - put parks 'to sleep' for winter
- 1 Thu BOS/TA - send out business license renewal packages
- 1 Thu TA - review requests and develop budget
- 1 Thu BOS/TA - schedule coffee for alcoholic beverage license holders invite bi, fc & pc
- 1 Thu BOS/TA - send ABCC renewal affidavits to ABCC
- 1 Thu TA - review performance review information for all employees
- 5 Mon TA/BOS - Update psnl records
- 18 Sun BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Tue TA - department heads reports due to BOS
- 22 Thu BOH, Region 2 Emergency Preparedness Mtg.
- 25 Sun Christmas Day
- 26 Mon Town Hall closed for holiday

December 2011

Schedule

- 1 Thu 8:30a (9:30a) Council on Aging Strollers
1 Thu 10:00a (11:00a) Council on Aging Exercise Class in COA Main Room
2 Fri 1:00p (3:00p) Council on Aging Pitch Club - Activities Room
5 Mon 9:00a (10:00a) Council on Aging Bridge Club - Activity Room
6 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
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