

Town of Westwood

114th Town Report

For Year Ending December 31, 2010

Recycled Paper
30% Post Consumer

IN MEMORIAM

John “Moby” Wasilunas



***Westwood Department of Public Works
2000 - 2010***

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TOWN OF WESTWOOD 114TH ANNUAL REPORT FOR YEAR ENDING DECEMBER 31, 2010



GENERAL INTEREST

Westwood was incorporated as a Town on April 2, 1897.

Population: 15,717

Area: Approximately 10.56 square miles - 6,758 acres.

Elevation: On Boston base, 374 feet, High Rock Lane section.

Road Miles in Westwood: 89

Assessed Valuation: \$3,566,682,921

Tax Rate	Class	Tax Rate
FY11	I Residential	\$13.83
	II Open Space	\$13.83
	III Commercial	\$25.38
	IV Industrial	\$25.38
	V Personal Property	\$25.38

Town Hall: Built, 1910

Wentworth Hall: Built, 1884

Carby Street Municipal Office Building: Built, 2004

Town Hall, located at 580 High Street, and the Carby Street Municipal Office Building, located at 50 Carby Street, are open Monday, Wednesday, Thursday from 8:30 AM to 4:30 PM; Tuesday, 8:30 AM to 7:00 PM; Friday, 8:30 AM to 1:00 PM

The Carby Street Municipal Office Building includes the following departments; Building, Conservation Commission, Economic Development, Zoning Board of Appeals, Alcohol License Coordinator, Planning Board, Board of Health, and Department of Public Works.

The Department of Public Works includes the following departments; Highway, Engineering, Sewer, Recycling and Maintenance Garage. Please call 326-8661 for the hours.

Election and Registration:

Qualifications for Voter Registration:

Must be a U.S. citizen, 18 years of age, on or before Election Day, and a resident of Westwood.

The law requires voters to be registered 20 days before all Primaries and Elections, and/or 10 days before a Special Town meeting. Special registration sessions are announced in the local newspapers, and online.

Dog Licenses:

All dog licenses expire on March 31st of any given year. After April 30th, a late fine of \$25 will be imposed per Town Bylaws. All dogs 6 months and older, must be licensed and vaccinated against rabies. Licenses are \$10 for spayed/neutered dogs and \$15 for unspayed/unneutered dogs. Proof of valid vaccination and spaying/neutering must be on file at the Town Clerk's office. Licensing may be done by mail provided all required documentation and the proper fees are received on time.

For your information, at the Annual Town Meeting, held on May 3, 2010, the Town voted to amend the effective dog licensing period to the following: Effective January 1, 2011, the term of any license issued by the Town Clerk shall be for the period of January 1st to December 31st. The Town may charge a late fee of twenty-five (\$25.00) dollars to be paid by the owners who license said dog or dogs after January 31st.

For any questions regarding voting and dog licensing please contact the Town Clerk's office at (781) 326-3964.

Quarterly Tax Bills: Due and payable August 1, November 1, February 1 and May 1. If one of these dates falls on a weekend, tax bills are due the next business day. Payments made after the due date are subject to interest at 14% per diem from the due date. Motor vehicle excise tax bills and sewer usage bills are due and payable thirty days from date of issue. Payments received after the due date are subject to interest at 12% per diem from the due date.

Elected by the Voters

Board of Selectmen

Patrick J. Ahearn – 2013

Nancy C. Hyde – 2012

Philip N. Shapiro – 2011

Town Moderator

Anthony J. Antonellis – 2010

Board of Assessors

Michael P Krone – 2013

Mark F. Murphy – 2011

Louis A. Rizoli – 2012

Town Collector

Albert F. Wisalko – 2011

Town Treasurer

James J. Gavin – 2012

Town Clerk

Dorothy A. Powers – 2013

Planning Board

Steven M. Rafsky – 2012

Steven H. Olanoff – 2012

John J. Wiggin – 2013

Bruce H. Montgomery – 2013

Carol E. Chafetz – 2011

Sewer Commission

Anthony J. Antonellis - 2012

James M. Connors – 2013

Jason C. Lee - 2013

School Committee

Josepha Anne Jowdy - 2011

Brian T. Kelly – 2012

Carol Lewis - 2013

Ellen R. Mason – 2011

John J. O'Brien – 2013

Regional Cocation School

District Commission

Charles W. Flahive – 2012

Library Trustees

Karen Coffee – 2013

Mary Feeley – 2011

Eric Gutterson – 2013

Dan Lehan – 2012

Mary Beth Persons – 2011

Jane Wiggin – 2012

Housing Authority

John J. Cummings – 2014

Jason C. Lee – 2013

Juliet W. Onderdonk – 2011

Jerrold B. Wolfe – 2015

State Rep - TBD

Appointed by the Town Moderator

Finance Commission

Charles Bean – 2011
Richard Cocivera – 2013
Lee Ann Cote – 2013
Craig Foscaldo – 2011
Peter Frodigh – 2013
John Grogan – 2013
George Hertz – 2012
Russell Lavoie – 2011
Marianne LeBlanc – 2012
Mary Masi-Phelps - 2011
Denise Murphy – 2013
Peter Neville – 2013
Raymond Sleight – 2011
Robert Uek – 2012
Richard Wade – 2012

Permanent Building Committee

Paul Colantuoni – 2012
John Cronin – 2011
John Cummings – 2012
Thomas Erickson – 2011
Judy Frodigh – 2011
James Gavin – 2013
John Salvatore – 2013
Ex Officio
William Chase – 2011
Pamela Dukeman – 2011
Karl Fogel – 2011
Michael Jaillet – 2011
Frank MacPherson – 2011
Marie O’Leary – 2011
Heath Petracca – 2011
Edward Richardson – 2011
Paula Scoble – 2011
William Scoble – 2011
Thomas Viti – 2011
Vicki Vickrey Quiram – 2011

Personnel Board

Joseph Emerson, Jr. – 2011
Douglas Hyde – 2011
Jamie Resker – 2013
Robert Shea – 2012
Louis Valentine, II - 2013

Appointed by the Board of Selectmen

Affirmative Action Officer

Mary Beth Bernard - 2011

Aid to the Elderly Infirm

Patrick Ahearn - 2011
Patricia Carty-Larkin – 2011
Pamela Dukeman – 2011
James Gavin - 2011
Joseph Jowdy - 2011
Michal Krone - 2011
Sharon Papetti - 2011
Janice Polin - 2011
Al Wisalko - 2011

Alcohol Review Committee

William Chase – 2010
Michael Jaillet - 2010
Thomas McCusker - 2010
Chris McKeown - 2010
Louise Rossi - 2010
William Scoble – 2010
Linda Shea - 2011

Ex Officio

Ellen Hurley – 2011

Americans with Disabilities Act Coordinator

Michael Jaillet – 2011

Animal Control Officer

Paul Jolicoeur - 2011

Assistant Building Inspector

Michael McLean – 2011

Assistant Plumbing Inspector

William F. Jacobs – 2011
Joseph Jacobs - 2011

Assistant Wiring Inspector

Gerald Graham – 2011
Kevin Malloy – 2011
James Naughton - 2011

Board of Health

Carol Ahearn - 2013
Christine Previtera – 2012
Ryne Johnson – 2011

Building Commissioner

Joseph Doyle, Jr.

Building Survey Board

William Scoble – 2011
Vicki Vickrey – 2011

Cemetery Commission

Thomas Aaron - 2011
Thomas Daly - 2013
John Lynch - 2012
Linda Walter - 2013
Ex Officio
Michael Jaillet - 2011
Todd Korchin- 2011
Chris Gallagher - 2011
Vicki Vickrey - 2011

Central Norfolk Regional

Emergency Planning Committee

Linda Shea – 2011

Chief Procurement Officer

Michael Jaillet - 2011

Colburn School Reuse Task Force

John Grogan - 2011
Nancy Hyde - 2011
Michael Jaillet - 2011
Joseph Jowdy - 2011
Dan Lehan_-2011
Nora Loughnane - 2011
Mary Masi-Phelps - 2011
Chris McKeown - 2011
Peter Paravolas - 2011
Thomas Viti - 2011
Vicki Vickrey - 2011

Commission on Disability

Nuala Barner – 2012
Jean Barrett – 2011
Anne Berry Goodfellow - 2013
Frances MacQueen - 2013
Jette Meglan – 2013
Jude O'Hara - 2012
Constance Rizoli - 2013
Associate Member
Jane Forsberg - 2013

Ex Officio

MaryAnne Carty - 2011
Patricia Carty-Larkin – 2011

Communications & Technology

Advisory Board

Steve Anderson – 2012
Christopher Gervais – 2011
Steve Greffenius - 2011
Mark Hichar – 2013
Eric Lin - 2013

Ex Officio

Michael Jaillet - 2011
Donna McClellan – 2011

Compensation Agent

Michael Jaillet – 2011

Comprehensive Planning Committee

John Cummings – 2011
Maria Constintini - 2011
Ryne Johnson – 2011
David Krusmiek – 2011
Mary Masi-Phelps – 2011
Mark Murphy – 2011
Peter Paravolas – 2011
Joseph Previtera – 2011
Maria Salvatore – 2011
Jack Wiggin – 2011
Jane Wiggin – 2011
Jerry Wolfe – 2011

Alternate

Carol Ahearn – 2011
Mary Feeley – 2011

Appointed by the Board of Selectmen

Comp Planning Committee cont...

Craig Foscaldo – 2011
Michael Krone – 2011
Patricia Larkin – 2011
Jason Lee – 2011
Barbara Shea McDonald – 2011
Lura Provost – 2011
Steve Rafsky – 2011
Charles Reilly – 2011
Parna Sarkar – 2011
Karon Skinner-Catrone

Ex Officio

Glenn Garber - 2011
Michael Jaillet – 2011
Nora Loughnane - 2011

Conservation Commission

Leo Crowe – 2011
Joseph Previtera - 2012
William Stowe – 2011
Michael Terry - 2013
Richard Thompson - 2012
John Masterson – 2013
Steven Woodworth – 2013

Associate Member

Charles Pare - 2011

Ex Officio

Karon Skinner-Catrone – 2011

Conservation Specialist

Karon Skinner-Catrone

Constable

Paul Connors - 2011
Robert O'Donnell – 2011

Contract Compliance Officer

Ellen Hurley – 2011

Council on Aging

Betty Connors - 2013
Margaret Dullea - 2013
Robert Folsom - 2013
William Galvin – 2013
Mary Gens - 2011
Irene MacEachern – 2012

Edith McCracken – 2011
Colleen Messing - 2011
Patricia Davies Verzino – 2012

Custodian Tax Title

James Gavin - 2011

Economic Development Advisory

Board

Greg Agnew - 2013
Parna Sarkar-Basu - 2013
James Elcock – 2011
James Ferraro – 2011
Jason Lee - 2011
Barbara Shea McDonald - 2013
Maria Salvatore – 2012
John Wight - 2012
Gary Yessallian - 2012

Ex Officio

Glenn Garber - 2011
Philip Shapiro - 2011
Michael Jaillet - 2011
Chris McKeown – 2011

Economic Development Officer

Chris McKeown - 2011

Election Officers

Richard Hurley - 2011
Claire Asbrand - 2011
Ann Bean - 2011
Betty Connor - 2011
Gerald Cronin - 2011
Leo Crowe - 2011
Denise Crowe - 2011
Thomas Daly - 2011
Elsa Delaplace - 2011
Susan DiMascio - 2011
Claudia Duff - 2011
Stella Easland - 2011
Margery Eramo - 2011
Charles Flahive - 2011
Maureen Foley - 2011
Lois Foscaldo - 2011
Joseph Gearon - 2011

Peter Giambanco - 2011
Charles Harper - 2011
Beverly Lowe - 2011
John Lucas – 2011
Nancy A. Mandeville-2011
Frances MacQueen - 2011
Judy McDonald - 2011
Karen McGilly - 2011
Nancy Mandeville - 2011
Frances Schifone - 2011
Priscilla Shaughnessy -2011
Diane Snyder - 2011
Richard Toland - 2011
Louise Toland - 2011
Priscilla Draper Wallace - 2011

Emergency Management Agency

Robert Angelo - 2011
Ken Aries - 2011
William Chase - 2011
Nancy Hyde - 2011
Michael Jaillet - 2011
William Scoble - 2011
Linda Shea - 2011
Vicki Vickrey – 2011

Finance Director

Pamela Dukeman – 2011

Fire Chief

William Scoble

Forest Warden

William Scoble - 2011

GIC Health Care Review Committee

Patrick Ahearn - 2011
John Antonucci - 2011
Mary Beth Bernard - 2011
Lisa Ciampa - 2011
Frank Chillemi - 2011
Pamela Dukeman - 2011
Daniel Fafara - 2011
Matthew Gillis - 2011
Michael Jaillet - 2011
Russell Lavoie - 2011

Appointed by the Board of Selectmen

Steve Lund - 2011
Marie O'Leary - 2011
Heath Petracca - 2011
Elyse Plotnick - 2011
Jamie Resker - 2011
Denise Singleton - 2011
Sandra Warnick - 2011

Gov't study Task Force

Peter Cahill - 2011
Thomas Daly - 2011
Margery Eramo - 2011
Paul Fitzgerald - 2011
Charles Flahive - 2011
Ken Foscaldo - 2011
Frank Jacobs - 2011
Karen Metzold - 2011
Alice Moore - 2011
Ex Officio
Anne Marie McIntyre - 2011
Michael Jaillet - 2011
Dottie Powers - 2011

Hazardous Waste Coordinator

Linda Shea - 2011

Hearing Officer of Buildings and Fire

Michael Jaillet - 2011

Historical Commission

Nancy Donahue - 2013
Peter Paravalos - 2012
Lura Provost - 2011
Mary Jo Hogan - 2011

Ex Officio

Nora Loughnane - 2011

Housing Partnership Fair Housing Committee

Nancy Hyde - 2011
Pamela Kane - 2011
Barbara Shea McDonald - 2011
Michael Terry - 2011
Jack Wiggin - 2011

Jerrold Wolfe - 2011
Alternate
Bruce Montgomery - 2011

Ex Officio

Michael Jaillet - 2011
Jill Onderdonk - 2011

Human Rights Committee

Christopher Dodge - 2013
Margaret Griffin - 2011
Aida Hamdan - 2013
Carol Lewis - 2013
Barbara Shea McDonald - 2013
Jack Patterson - 2011
Michelle Perry - 2011
Anne Consoletti Schultz - 2013
Lewis Ware - 2012
Paula Webster - 2012
Anne Marie Witzberg - 2011
Lisa Zehgibe - 2012

Ex Officio

Patricia Carty-Larkin - 2011
Sheryl Goodloe - 2011
Nancy Hyde - 2011
Michael Jaillet - 2011
Jill Onderdonk - 2011
Paul Sicard - 2011
Danielle Sutton - 2011

John J. Cronin Public Service Award Committee

John J. Cronin Jr. - 2013
Maureen Bleday - 2011
John Patterson - 2011
Jack Wiggin - 2012
Ex Officio
Pamela Dukeman - 2011
Nancy Hyde - 2011
Michael Jaillet - 2011
Thomas Viti - 2011
Ellen Hurley - 2011

Keeper of the Lock Up

William Chase - 2011

Keeper of the Pound - Interim

John Stanovitch - 2011

Local Emergency Planning Committee

Nancy Hyde - 2011
Philip Shapiro - 2011
Patrick Ahearn - 2011
Michael Jaillet - 2011
William Scoble - 2011
William Chase - 2011
Linda Shea - 2011
Vicki Vickrey - 2011
Chris Gallagher - 2011
Paul Jolicuer - 2011
Joseph Doyle - 2011
Ken Aries - 2011
Donna McClellan - 2011
Jan Randlett - 2011
Robert Eiben - 2011
Donna Kilburne - 2011
Cynthia Butters - 2011
Kathleen Merrigan - 2011
Carmen Agresti - 2011
David Bethoney - 2011
William Polin - 2011
Richard Hillman - 2011
John Smith - 2011

Local Emergency Planning Committee

Alternate

Patrick Coleman - 2011
Robert Lexander - 2011
Paul Sicard - 2011
Robert Angelo - 2011
Mary Beechinor - 2011
George Popovici - 2011
David Lawson - 2011
Michael Flanagan - 2011

Appointed by the Board of Selectmen

Long Range Financial Planning Committee

Barbara Delisle - 2011
John Antonucci - 2011
Pamela Dukeman - 2011
James Gavin - 2011
John Grogan - 2011
George Hertz - 2011
Michael Jaillet - 2011
Josepha Jowdy - 2011
Michael Krone - 2011
Mary Masi-Phelps - 2011
Barbara Shea McDonald - 2011
Heath Petracca - 2011
Phil Shapiro - 2011
Al Wisialko - 2011
Bruce Montgomery - 2011
Robert Uek – 2011

MAPC Representative

Steve Olanoff – 2011

Alternate

Carol Chafetz – 2011

MBTA Advisory Board Representative

Steve Olanoff – 2011

Alternate

Steve Rafsky - 2011

MWRA Advisory Board

Robert Angelo - 2011

Vicki Vickrey - 2011

Neponset Valley Transportation Association

Chris McKeown – 2011

Noise Abatement Subcommittee of Norwood

Dennis Cronin – 2011

Norfolk County Selectmen's Association

Nancy Hyde – 2011

Parking Clerk

Michael Jaillet – 2011

Pedestrian & Bike Safety Committee

Dave Atkins - 2011
Suzanne Becker - 2011
Dennis Cronin - 2011
Eric Dubiner - 2011
Stephen Harte - 2011
Michael Kraft - 2011
Wendy Muellers - 2011
Steve Olanoff - 2011
Enkelejda Klosi -2011
George Lester - 2011
Virginia Lester - 2011
Molly Polansky - 2011

Ex Officio

Chris Gallagher - 2011
Michael Jaillet - 2011
Paul Sicard - 2011
Vicki Vickrey – 2011

Plumbing Inspector

John F. O'Malley – 2011

Police Chief

William Chase – 2011

Purchasing Administrator/ Facilities Manager

Ellen Hurley - 2011

Recreation Commission

Mary Anne Antonellis - 2011
Ken Aries – 2013
Maureen Laughlin - 2012
Jennifer Latchford – 2013
Elizabeth Phillips - 2011
Diane Thorton – 2012
Paul Tucceri – 2012

Right To Know Coordinator

Linda Shea - 2011

Interim Recreation Director

Sur Perry - 2010

Registrars of Voters

Michael J. McCusker - 2011
David O'Leary – 2013
Dorothy A. Powers-2013
Lawrence B. Roche - 2012

Roy London Award Committee

Barbara Delisle - 2011
Joe Clancy - 2011
Pamela Dukeman - 2011
Margery Eramo - 2011
Nancy Hyde - 2011
Michael Jaillet - 2011
Lisa Lehan – 2011

Sewer Superintendent

Robert Angelo – 2011

Solid Waste Coordinator

Vicki Vickrey – 2011

Storm Water Management Committee

Robert Angelo - 2011
Jeffrey Bina - 2011
Joseph Doyle - 2011
Lynne Fielding - 2011
Chris Gallagher - 2011
David Harrison - 2011

Storm Water Management Committee cont...

Michael Jaillet - 2011
Nora Loughnane -2011
Chris McKeown - 2011
Heath Petracca - 2011
William Scoble - 2011
Linda Shea -2011
Todd Korchin - 2011
Vicki Vickrey – 2011

Appointed by the Board of Selectmen

Highway Superintendent

Todd Korchin - 2011

Three River Interlocal Council

Representative

Steve Olanoff – 2011

Alternate

Carol Chafetz - 2011

Town Accountant

Marie O’Leary - 2011

Town Administrator

Michael Jaillet - 2011

Town Counsel

Thomas McCusker – 2011

Town Planner

Nora Loughnane - 2011

Veterans Day / Memorial Day

Committee

Harry Aaron - 2011

Richard Paster - 2011

Ex Officio

Chris McKeown - 2011

Dorothy Powers - 2011

Paula Scoble - 2011

Paul Sicard – 2011

Veteran’s Service Director/Agent

Chris McKeown - 2011

Veteran’s Grave Officer

Richard Dunn – 2011

West Suburban Health Group

Mary Beth Bernard - 2011

Alternate

Pamela Dukeman – 2011

WestCAT Representative

Mel Bernstein - 2013

Westwood Cultural Council

Nancy Donahue – 2013

Jean Kaveney – 2012

Joan Lehmann – 2012

Carolyn Pope - 2012

Kathleen Purpura – 2013

Jeanne Shapiro – 2011

Deborah Duddleston Wells - 2011

Westwood Environmental Action

Committee

Michael Brier - 2011

Maria Costantini - 2011

Pamela Kane - 2011

Peter Kane - 2011

Thomas Philbin - 2011

Wendy Muellers – 2011

Claire Sullivan

Jay Walsh - 2011

Ex Officio

Ken Aries - 2011

Chris Gallagher – 2011

Glenn Garber - 2011

Nancy Hyde - 2011

Karon Skinner-Catrone - 2011

Vicki Vickrey – 2011

Wiring Inspector

Daniel McIntyre - 2011

Youth & Family Services

Christine Casavant – 2012

Domenic Cianciarulo - 2013

Joan Courtney-Murray - 2011

Mary Bamford - 2012

Susan DeLuca – 2013

Arlene Kasarjian - 2013

Colin Kiely – 2012

Jan Midiri - 2012

Ailyn Pestana – 2011

Brad Pindel - 2013

Karen Poreda - 2011

Lois Riley – 2013

David Russell - 2013

William Spear - 2011

Julia Tucke – 2012

Patricia Tucke - 2011

Michael Ventura - 2011

Youth & Family Services Director

Danielle Sutton - 2011

Zoning Board of Appeals

David Krumsiek - 2013

John Lally - - 2011

Charles Reilly - 2012

Associate Members

John J. Clancy - 2013

Joseph Crowley - 2012

Gregory Donovan – 2013

Michael Flynn – 2011

Robert Rossi - 2011

Alan Ward - 2012

**APPOINTED BY THE
FIRE CHIEF**

Fire Department Officers

Michael F. Reardon, Dep. Chief
William A. Cannata, Jr., Captain
Richard J. Cerullo, Captain
Steven A. Lund, Captain
William J. Wood, Captain
Michael S. Ford, Lieutenant
Luigi Molinaro, Lieutenant
David R. Pond, Lieutenant
Robert V. Valluzzi, Lieutenant

**APPOINTED BY THE
SCHOOL COMMITTEE**

Superintendent of Schools
John Antonucci

**APPOINTED BY THE
BOARD OF HEALTH**

Health Director
Linda Shea

**APPOINTED BY THE
LIBRARY TRUSTEES**

Library Director
Thomas P. Viti

**APPOINTED BY THE
COUNCIL ON AGING**

Council on Aging Director
Patricia Carty-Larkin

**STATE DEPARTMENT OF
FOOD AND AGRICULTURE**

Animal Inspectors
Laura J. Fiske
Vincent Durso, D.V.M.
Paul Jolicoeur

TRUST FUNDS

***Trustee of the
Charles F. Baker Fund***
Chairman, Board of Selectmen
Town Clerk
Town Treasurer
***Trustees of the
Mary Emerson Fund***
Town Treasurer
Veterans' Emergency Fund
Chairman, Board of Selectmen
Town Treasurer
Veterans' Services Director

BONDS ON TOWN OFFICIALS

Collector \$150,000
Assistant Collector \$40,000
Treasurer \$200,000
Assistant Treasurer \$50,000
Deputy Tax Collector \$20,000
Town Clerk \$14,000

SENATORS IN CONGRESS

Scott P. Brown
John F. Kerry

**REPRESENTATIVE IN
CONGRESS**

Ninth Congressional District,
Stephen Lynch

STATE SENATOR

Norfolk & Suffolk, Marian Walsh

**REPRESENTATIVE IN
GENERAL COURT**

Eleventh Norfolk, Paul McMurtry

NORFOLK COUNTY OFFICERS

County Commissioners
Peter H. Collins
John M. Gillis
Francis W. O'Brien

Clerk of Courts
Walter F. Timilty

County Surveyor / Dept. Head
Joseph McNichols

County Treasurer
Joseph A. Connolly

Registrar of Deeds
William P. O'Donnell

District Attorney
William R. Keating

Registrar of Probate
Patrick McDermott

Sheriff
Michael G. Bellotti

BOARD OF SELECTMEN

Residents of Westwood:

It is a pleasure to report on the efforts, accomplishments and initiatives that occurred in 2010. When the Board of Selectmen reorganized in May of 2010, Nancy Hyde was named Chairman, Philip Shapiro was named Clerk and Patrick Ahearn was elected to his fifth term and was named Third Member.



Patrick Ahearn, Nancy Hyde, Philip Shapiro

Roy London Humanitarian Award

In memory of Roy London and in celebration of his community involvement, most especially his ongoing encouragement of the value of service to the community, the Board of Selectmen adopted the Roy London Humanitarian Award to be given annually in recognition of exceptional service to the Westwood Community. Colleen and Fran Campion were recognized for their various community services, most especially with respect to Fran's commitment to the Town's scouting programs and Colleen's efforts in education. Robert Folsom was recognized for his community contributions, most especially in the inception of and service on the Interfaith Council and the Westwood Rotary Club.

John Cronin Public Service Award

The John Cronin Public Service Award is named after the former Town Treasurer, who passed away while in office. In honor of his long and dedicated service to the Town, the Board of Selectmen established the John Cronin Public Service Award where the annual recipient is announced at the commencement of each Annual Town Meeting. Robert Uek who has served the community in various capacities including the Board of Selectmen, Finance Commission, Computer Study Committee, Economic Development Advisory Board and Housing Partnership was the 2010 recipient.

Finance and Administration

The Board of Selectmen oversaw the development and approval of an operational budget that provided virtually the same level of service to the community with the same operational dollars as the previous two fiscal years.

The Accounting Department reported through its auditors that there were no findings. The Tax Collector's office remains one of the leading collection departments in the Commonwealth. The Treasurer's Office effectively managed the Town's Tax Title accounts and distribution of its financial assets. Once again, the Town received national and state awards for its comprehensive financial report. The Assessor's Department updated its values, correcting an issue related to land values from the previous year. Finally, the Board of Assessors, Economic Development Advisory Board and the Board of Selectmen approved a tax classification that maintained relative balance between the commercial and residential property values and tax burden.

The Board of Selectmen, upon receiving a report of the Government Study Task Force it had appointed to review the need to update the Town Charter and propose the method by which said update should be carried out, the Board accepted the recommendation that the Committee be reappointed for another year and charged with the preparation of a re-drafted Town Charter that better reflected the Town's local government structure which had evolved over these past forty years. The Task Force completed the first draft of its revisions and held its first public hearing in December to present, discuss and seek public suggestions on additional revisions to be made, with the objective of having a Home Rule Petition incorporating a newly revised Charter for consideration and adoption at the 2011 Annual Town Meeting.

Facilities Improvement

The Board of Selectmen supported the Library Trustees in its efforts to obtain approval of its plans to construct a New Library by calling for a Special Town Meeting which was held on March 8, 2010. The Town Meeting voted overwhelmingly in favor and the passage of a debt exemption question placed on the subsequent Town Election Ballot, which was approved.

BOARD OF SELECTMEN

In preparation of the construction of a New Library and in accordance with a Memorandum of Understanding reached with the Massachusetts Historical Commission, the Board of Selectmen reappointed a reconfigured Colburn Reuse Task Force to oversee the physical moving of the Colburn School to the rear of the lot and to seek proposals for the Colburn School's reuse. The move of the Colburn School was completed in early January. A Request for Proposal was issued in October 2010 for the reuse of the building when it is relocated to its permanent location where the old library currently exists.



Colburn School in its temporary location, picture by Matt Perkins of www.patch.com

Using Cemetery Lot Sale funds that have been accumulating since the new cemetery debt was paid off the Board of Selectmen oversaw the construction of a new Cemetery Three Bay Period Barn to house cemetery equipment behind the historic Obed Baker House in close proximity to the new and old Westwood cemeteries.

Public Safety

The Fire Department acknowledged the long standing contribution made by Deputy Chief Roderick "Rocky" Morrison who retired after 38 year of service. The Board of Selectmen welcomed newly appointed Deputy Fire Chief Michael Reardon and Robert Valluzzi who was promoted to Lieutenant by Chief Scoble.

The Town's Emergency Management Planning Committee was activated in September to monitor and prepare for the possible impact of Hurricane Earl, which was moving up the Atlantic Coast. Although the hurricane only grazed the New England Coast, the Town was well prepared for a stronger impact.

The Police Department's Civilian Dispatch area and equipment was completely renovated the fall of 2010.

Public Works

The Board of Selectmen oversaw a complete restructuring of the Department of Public Works Administration following the retirement of Tim Walsh, its Director, John Bertorelli, the Town Engineer and Ralph Phaneuf, the Highway Superintendent.

After an extensive search, the Board of Selectmen selected Vicki Quiram, who previously served as Assistant Director of Public Works in Ventura, California. She began service in June by immediately engaging in the recruitment and selection of a Town Engineer and Highway Superintendent.

Jeffrey Bina, who had previously served as the Assistant Town Engineer in the City of Weymouth, was selected to serve as the new Town Engineer in Westwood.

Todd Korchin was selected from among many internal and external applicants to serve as the Town's new Highway Superintendent.

Culture, Recreation and Human Services

The Board of Selectmen continued to support the Aid to the Elderly program and sought and obtained financial contributions which are distributed to individuals needed to assist them with paying their property tax bills.

The Board of Selectmen continued to support the Council on Aging in the management of the highly successful Senior Tax Work-Off Program, which allows seniors to volunteer to work for the Town or School Department as a means of reducing their property tax bill.

The Board of Selectmen supported the Board of Health's efforts to address the H1N1 Pandemic in obtaining and distributing vaccinations on a priority basis to the entire community when sufficient vaccines were available.

BOARD OF SELECTMEN

The Board of Selectmen oversaw the reorganization of the Recreation Department which included the appointment of Susan Perry as the Interim Director of Recreation while a search was conducted for a new Director. Susan Perry effectively lead the department through its busy summer campership program while continuing her oversight of the swimming program. David Burnes, who had served the past six years as the Assistant Recreation Director for the City of Boston was selected to be appointed as the new Director. David will start after the first of the year.

Economic Development

The Board of Selectmen actively continues its support for the redevelopment of University Avenue and what is known as Westwood Station. Progress on the redevelopment stalled in mid-2010 and the equity owner and mortgage lien holder have been pursuing at sale of their property holding. In early 2010, the Board had actively held discussions with the developer on a revised first phase of the project and proposed modifications to the zoning overlay district and approval of an I-Cubed Funding plan for a portion of the infrastructure improvements to be paid from the marginal increase in state tax revenue generated by the project which is included as part of a \$55 million infrastructure funding commitment of the Commonwealth.

The Towns of Dedham, Canton, Norwood, Walpole and Westwood and the Neponset Valley Chamber of Commerce continue to participate in a regional economic development committee, which through its coordinator, lobbies for our joint economic interests including transportation enhancements, especially to I95/I93/Rt128 and Route 1. Through the Chamber of Commerce, MassHighway has organized a regional Task Force to serve as the sounding board for the redesign of the interchange. Representative Stephen Lynch committed to seeking short and long term federal funding for completing the design and commencing the construction of these interchange improvements over the next several years.

Town Report

For the past nine years, the Board of Selectmen directed the Town staff to continue to improve the readability and organization of the Annual Town Report. This year the Town will be providing copies of the Town Report on the website and encouraging residents to access the online version rather than providing a printed version, which will reduce the Town's annual printing costs.

Open and Transparent Governance

The Town of Westwood continues to provide citizens with information recommended by CommonCause, as a means of providing more transparency. The Town of Westwood received a third E-Government Award with Distinction, the highest level of recognition for the Town's commitment to post key government records on its website, including governing bodies' agendas and minutes, budget, bylaws and ordinance, town meeting warrants and results, school and other committee agendas and minutes, a community calendar and zoning bylaws.

Open Meeting Law Changes

The Board of Selectmen supported efforts of the Town Clerk's Office to fully implement legislative changes to the Open Meeting Law requirements of local government. Among the changes that occurred, the Town has committed to meeting all the posting requirements, including the posting of all meetings on its webpage with the advance posting including known issues to be discussed at each meeting and incorporating a listing of all documents referenced in all public meetings as part of the approved minutes which are now being posted for public review. Staff, boards and commissions all received training on the application of these new open meeting requirements and the revised processes to be followed.

Island Program

With the continued cooperation of local businesses, landscapers, and not for profits, the Town continues to maintain and improve the islands in the Town's roadways. Many of these islands have now experienced a maturing of the original plantings over ten years ago.



Summer and Westfield Island

BOARD OF SELECTMEN

Citizen Initiatives

The Board of Selectmen supported a proposal by the Westwood Environmental Action Committee (WEAC) to engage in the implementation of the five criteria required by the Commonwealth to be designated a Green Community. WEAC applied for a grant which provided the funding to engage VHB as consultants to review and advise the Town on how to implement each of the five criteria. WEAC has effectively met three criteria and has addressed the issues involved in meeting the final two, specifically, the adoption of the Stretch Code and the implementation of an Energy Efficient Vehicle Policy. The Committee will continue these efforts over the next fiscal year.

In addition, WEAC actively pursued and implemented energy saving measures in both the Middle School and the High School that was partially funded by NStar. WEAC, also working with Vicki Quiram the Director of Public Works, have modified the Town's recycling program to be a single-stream collection and processing which eliminates the need for sorting recyclable products by type, and encouraged residents to transfer replace their recycling containers with larger covered containers that could be marked with a provided recycling sticker that would encourage more recycling. For every ton of recycled waste removed from the solid waste stream results in the avoidance of the Town's \$67.73/ton tipping fee charged by Wheelabrator Millbury.



Trash truck at the Wheelabrator Millbury facility showing recycling and trash mixed together (Picture from WEAC)

Continuing Initiatives

The Board of Selectmen continues to encourage and support the Long Range Financial Planning Committee which was initiated to explore and recommend financial practices, including long term financing of the Town's capital needs, maintenance plans for all of the Town's existing assets and other cost saving measures. Over the course of this past year, the committee identified several financial areas that will require long term solutions to be implemented including, but not limited to, providing reasonable cost Group Health Insurance to its employees and retirees and long-term funding for the future liability for providing health insurance to retirees, reinvestment in the Town's capital stock including its facilities and equipment, meeting the future retirement funding obligations that were negatively impacted in the recent fiscal crisis and addressing the structural budget deficit which effects meeting the annual operating budget needs for the Town and School.

The Board of Selectmen continue to authorize the Health Care Review Task Force (formally GIC Committee) to review and identify the cost effective option to providing health insurance coverage to the Town's employees and retirees.

The permitting and support for the redevelopment of University Avenue, with the additional flexibility of zoning modifications that will be developed and presented to the Annual Town Meeting, will be of the opt most importance to enhancing the Town's future fiscal stability. Every effort will be made to facilitate the transfer of ownership to a development team that stands ready to proceed with the redevelopment of University Avenue Park which will trigger the infrastructure improvements that the Commonwealth has committed to funding.

The Board of Selectmen will continue to work with and support the Planning Board's efforts to update the Town's Comprehensive Master Plan which was adopted 10 years ago. It is expected that the adoption of this new plan will provide a similar path and vision to specific community wide supported developments that will improve the Westwood Community.

Anticipating the adoption of the Town Charter at the Annual Town Meeting, the Board of Selectmen will work with the legislature to see that the Home Rule Petition is adopted in plenty of time to place the newly revised Charter before the electorate for adoption at the April 2012 Annual Town Election.

BOARD OF SELECTMEN

The Board of Selectmen will endeavor to proceed with the presentation and implementation of a facility plan to refurbish, reallocate space and construct additional space within municipal government. The goal of this effort is to plan for space needs of personnel that will be hired to service the community more efficiently, to increase customer satisfaction and to have the services to the community more readily available.

The Board of Selectmen will also seek to select, negotiate and support the best proposed reuse for the Colburn School after it received a response to a Request for Proposal so that everything can be in order for the timely moving of the Colburn School to the parcel now containing the existing library.

Appreciation

On behalf of the Board of Selectmen, I would like to thank all the Town employees, Town officials and volunteers who have dedicated their time and expertise to the development and advancements of the community. It is through their continued commitment to public service that we are able to live in such a wonderful community. Without their selfless dedication none of the above mentioned accomplishments would have been possible.



Nancy Hyde, Chairman

TOWN ADMINISTRATOR

In the year 2010 the primary focus of municipal government was to begin to revise the Town's strategy in pursuing economic development and reconstituting the leadership in the Department of Public Works.

Planning and Economic Development

Westwood Station

Throughout the winter and spring, the Town and developer worked closely to develop a new modified first phase of the build out of Westwood Station. The parties were effective in resolving matters with the Town of Canton, receiving a commitment from the Commonwealth for \$55 million in infrastructure improvements and Town Meeting approval for zoning changes and I-Cubed Funding which would ensure that the project could move forward. As the year progressed, however, it became increasingly apparent that differences between the owner and its lender were complex and remained unresolved by the end of the calendar year. The Town remains hopeful that these matters will be resolved so that the property can transfer to new owner who remain interested in proceeding with the concept presented at the Annual Town Meeting.

Regional Economic Development Working Group

The towns of Canton, Dedham, Norwood, Walpole and Westwood continue to seek a federal commitment and funding for the reconstruction of the I-95/I-93/Rt.128 Interchange. Each community in this working group contributes \$7,500 to the Neponset Valley Chamber of Commerce for a staff person to lobby the Commonwealth and federal government for the funding required to realize these enhancements. Massachusetts Department of Transportation continued the Environmental Impact Design Review and completed 25% design of the interchange which were presented to the regional task force to offer feedback. Congressman Steven Lynch has been particularly active in introducing funding requests to cover design costs on the short term and long term construction process. The Massachusetts Department of Transportation has indicated that it will provide half the funding required for design should the federal funds be received.

Community Development and Land Use Committee Review Process

The Land Use Committee, which is comprised of staff from the Building Department, Planning Board, Zoning Board of Appeals, Health Department, Conservation Commission, Police, Fire, Department of Public Works and Board of Selectmen, continued to meet monthly to provide technical review of major development projects in advance of formal presentations to the various permitting committees and boards. Developers of large projects meet with the Land Use Committee early in the design process to determine problems and major issues that may result from their proposed project. The Town also employed one of the Planning consultants working on the Westwood Station project to assist the Planning Board with further enhancements and revisions to the Zoning Bylaws that would encourage and facilitate flexible economic development and to update the Town's Comprehensive Plan.

Economic Development Advisory Board

The Town reappointed Chris McKeown to serve as the Economic Development Officer in addition to his other roles as the Project Manager for Westwood Station and as Veteran's Agent. The EDAB focused primarily on advancing a request received from the new owners of Southwest Park for a Flexible Zoning Overlay District that would provide an opportunity for enhanced economic development of the park. The resulting flexible zoning bylaw was expanded to include all of the Town's industrially zoned area for presentation to and adoption by the Annual Town Meeting,

Finance

Under the very capable direction of Pamela Dukeman, the Finance Director, the Town's financial staff, comprised of Sheila Nee, Marie O'Leary and Pat Conley, continued to strive for the highest quality of financial management practices. Their success is best demonstrated by the recognition Westwood received from state and national organizations.



Sheila Nee, Marie O'Leary, Nancy Hyde, Pam Dukeman, Phil Shapiro, Pat Conley, Patrick Ahearn, and James Gavin

TOWN ADMINISTRATOR

Comprehensive Annual Financial Report (CAFR)

The joint efforts of the Financial staff resulted in the eleventh approved Comprehensive Annual Financial Report (CAFR) for 2010, which is the highest standard of financial reporting provided by communities. Once again Westwood joins a relatively small number of Commonwealth communities capable of receiving approval for a CAFR. The CAFR has been made more difficult by additional GASB reporting requirements imposed on local government. Increasingly more communities are being required to participate.

Town Treasurer Prepares for Library Bond Offering

Jim Gavin, the Town Treasurer, and Patricia Conley, Assistant Town Treasurer, along with Pam Dukeman, the Finance Director, assembled and prepared information required to issue a municipal bond for \$9.3 million to cover the Town's share of the New Library construction costs. This bond is scheduled for release in February 2011.

Town Collector Reports Collection Rates

Al Wisialko, the Town Collector, and staff members Janice Polin and Louisa Pisano were responsible for keeping the Town of Westwood's collection rate on its receivables among the highest in the Commonwealth -- 98% for real estate, 100% for personal property, 99% for motor vehicle excise and 75% for ambulance fees, which is an extremely good collection rate.

Property Values and Tax Bills

The Board of Assessors provided adjusted values of property for the current year, including the Westwood Station project and recommended at tax rate for the Board of Selectmen for consideration and adoption.

Financial Presentations

Pam Dukeman, the Finance Director, prepared a comprehensive presentation on the current status of the Town's finances. This presentation, which was given to a variety of town boards and commissions some of which were run on cable television, provided necessary information for enlightened decisions by the boards, commissions and electorate. Pam's work on the FY11 Budget helped the Board of Selectmen and School Committee to address the continuing fiscal crisis by maintaining the same level of operation funding appropriated in FY09 and FY10. This was achieved by virtue of the employees accepting a zero cost of living increase for the second consecutive year.

Facility Improvements

Library

On March 8, 2010, a Special Town Meeting was held to consider providing authority to the Treasurer and Board of Selectmen to borrow the necessary funds for the Town share of the New Library Construction Project, followed by a debt exemption question that was presented to the Town Electorate on the subsequent April 27, 2010 Town Election. Both Special Town Meeting and the Electorate approved the borrowing of \$9.3 million outside the limits of Proposition 2½ necessary to construction a New Library.



Colburn School Move – Picture by Matt Perkins of www.Patch.com

Colburn School

Following the approval of the New Library Project, the Board of Selectmen reconstituted a Colburn School Task Force to coordinate the moving of the Colburn School to the rear of the lot and explore the potential for the buildings reuse on the current library lot after the library is constructed and occupied.

In the fall of 2010, the Colburn School was effectively moved to the rear of the lot and a Request for Proposal was issued seeking proposals for the private re-use of the Colburn School. The Task Force will continue to explore the possible reuses of the Colburn School proposed by responders to the RFP with the hope of having a direction in place prior to the Annual Town Meeting.

TOWN ADMINISTRATOR

Administration

Executive Function Group

An Executive Function Group, which consists of the Finance Director, the Police and Fire Chiefs, the Director of Public Works, the Community Development Director, the Library Director, the Human Resource Director, the Information System Director, the Westwood Station Project Manager and the Town Administrator, continue to meet every other week to discuss and implement the overall plan for municipal administration.

Public Safety

Fire Department

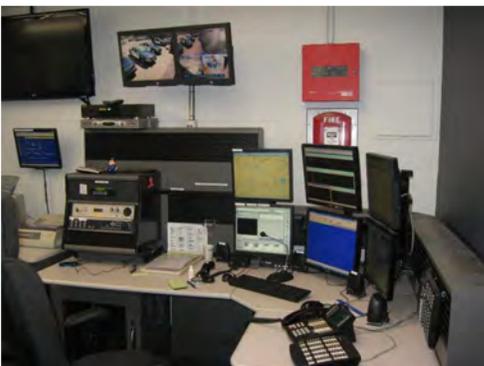
The Fire Department scoped and bid for a new replacement ambulance. The bids were opened and received and an order was placed for a new replacement ambulance to be delivered in January of 2011.

The Fire Department updated its CPR protocols as part of a nationwide study. Two firefighters trained to be part of a countywide technical rescue team paid for by federal homeland security grant.

The Chief participating on National Technical Steering committee dealing with alternative energy including, but not limited to solar power and electric cars.

Police Department

The Police Department completed a renovation of the Civilian Dispatch Center which provides emergency communication with all public safety departments including Fire, ALS, Hazardous Spill Response, Police and Public Works Departments. In the transition, the Police Department also added the ability to text message its officers with relevant important information.



Westwood Public Safety Renovated Dispatch Center

Westwood Lodge Task Force

The Westwood Lodge Task Force, which consists of a member of the Board of Selectmen, the Police and Fire Chiefs, the Director of Youth and Family Services, the Town Administrator, Town Counsel, the State's licensing authority and representatives of the Westwood Lodge Hospital, reconvened its regular meetings to discuss hospital impact on Town services and adjacent neighborhoods following an incident that occurred at the hospital.

Local Emergency Management Committee

The Local Emergency Management Committee continues to meet on a bi-annual basis to meet and discuss emergency preparation and continue to participate in a Regional Emergency Management Committee. The rationale was that certain potential emergencies are better planned for and addressed on a regional basis while others are better addressed on a local basis.

Westwood Emergency Management Agency

Westwood Emergency Management Agency, which is comprised of a member of the Board of Selectmen, Police Chief, Fire Chief, Director of Public Works, Finance Director, Town Accountant, Building Commissioner, Health Director and Town Administrator, who serves as the Emergency Management Director, met several times in advance of Hurricane Earl which, in the end, just grazed the Commonwealth without having serious impact.

Public Works

Reorganization

The Department of Public Works went through a significant transition of its leadership following the retirement of Tim Walsh, the Director, John Bertorelli, the Town Engineer, and Ralph Phaneuf, the Highway Superintendent. After an extensive search, Vicki Quiram was selected as the new Director, Jeff Bina was selected as the New Town Engineer and Todd Korchin was promoted to serve as Highway Superintendent.

Cemetery Barn

Following Town Meeting appropriation, the Department of Public Works contracted for the construction of a three-bay period barn behind the Obed Baker House for the storage of cemetery equipment which is expected to increase the efficiency of the operation.

TOWN ADMINISTRATOR

Culture Recreation and Human Services

Senior Tax Work-off Program

The Town continues to implement and expand a highly successful Senior Tax Work-Off Program whereby seniors volunteer in various Town and School Departments for which they are compensated by a reduction in their annual property tax bill.

Volunteer Medical Corps and Sharps Disposal

The Volunteer Medical Core was used to address this year's regular annual flu inoculations which included the H1N1 or Swine Flu strain. The state provided several more doses than previous years and allowed local towns to charge insurance for the service.

Recreation Reorganization

After 21 years of service, Jane Murphy, the Director for Recreation, submitted her resignation. The Town engaged in a thorough search from which it selected David Burnes, Assistant Director of Youth & Recreation for the City of Boston, to serve as the new Recreation Director. He is scheduled to begin in February.

Benefits

Health Care Review Task Force

After renaming itself the Health Care Review Task Force continued discussions on the various alternatives to providing health insurance to employees. Specifically, the Task Force decided to continue to consider joining the Commonwealth's Group Insurance Commission (GIC), transitioning to its own self-provided health insurance program, or transitioning to the Rate Saver Plans offered by West Suburban Health Group. The Task Force is scheduled to continue discussions on the latter option after the first of the year.

Appreciation of Dedicated Service

Bob Uek, Sr. became the eighth recipient of the John Cronin Public Service Award, which is given to an individual selected for continued outstanding service to the community.

Patrick Ahearn was re-elected to the Board of Selectmen, which reorganized itself selecting Nancy Hyde to serve as Chairman and Philip Shapiro to serve as Clerk.

Congratulations to Michael Reardon for his promotion from Lieutenant to Deputy Fire Chief and Robert Valluzzi for his promotion from Officer to Lieutenant.

J. Timothy Walsh retired from the Director of Public Works. Tim worked for the Town for 17 years where he was appointed the first DPW Director to serve. Best Wishes to Tim on his retirement.

John Bertorelli retired from Town Engineer. John served as the Town Engineer for 5 years in Westwood where he worked on a number of projects including, but not limited to the Westwood Station Project, High Street reconstruction, Brook Street Culvert improvements and a study for the Brookfield Road draining project. Best wishes to John in his retirement.

Ralph Phaneuf retired from Highway/Cemetery Superintendent. Ralph served as the Highway/Cemetery Superintendent as well as the Keeper of the Pound and Tree Warden. Ralph served the Town of Westwood for over 40 years, beginning as a Labor for the DPW. Best wishes to Ralph in his retirement.

Charlie Wayshville retired from Cemetery Foremen in the DPW. Charlie served the DPW for 38 years. Best wishes to Charlie on his retirement.

Barbara Benway retired from Executive Assistant in the Selectmen's Office. Barbara served the Board of Selectmen and the Town Administrator for 15 years as the primary contact for the office. Best wishes to Barbara in her retirement, she will definitely be missed.

Roderick (Rocky) Morrison retired after a long career in the Westwood Fire Department where he served as Deputy Chief for the past 38 years. Best wishes to Rocky in his retirement.

Robert O'Donnell retired after 36 years of service to the Police Department. Early in his career, he was shot in the line of duty. In 1991, Bob was made Sergeant and promoted to Lieutenant in 2004. Bob was a very dedicated officer. Best wishes to Bob in his retirement.

Susan Shaw resigned as the Accounting Specialists after nine years of service. Susan began her employment with the Town of Westwood in 2000 where she worked part time in the Accounting Office and graduated very quickly to full time. Best wishes to Susan in her employment with the Town of Wayland, she will be missed.

TOWN ADMINISTRATOR

Condolences

Special condolences to the family of John "Moby" Wasilunas who passed away suddenly on the job with the Department of Public Works. Moby is greatly missed by all who worked with him.

Condolences to John Clancy's family who passed away in December. John served many years as an Associate Member of the Zoning Board of Appeals.

Condolences to Joseph MacGillivray's family who passed away in April after a long illness. Joe was one of the original Information Systems Analysts hired after the Department was created.

Special Thanks

I wish to recognize and especially thank those with whom I served closely this year: Pam Dukeman, Ellen Hurley, Christine Narciso, Mary Beth Bernard, Thomas McCusker and Chris McKeown, among others. Each in his/her own way has capably assisted me over the course of this year in carrying out my duties.



Christine Narciso, Ellen Hurley, Thomas McCusker, Michael Jaillet, Mary Beth Bernard, Chris McKeown and Pam Dukeman

It has been a pleasure to serve Nancy Hyde, Philip Shapiro and Patrick Ahearn, who serve as members of the Board of Selectmen. All three give of themselves completely and unselfishly in service to the community; a fact too often unrecognized and certainly underappreciated.

Finally, but by no means least, I want to acknowledge and say a special thanks to all of the municipal staff who contributed their efforts to the successes realized, to the Department Heads who offered ideas and professional stewardship to the process, to Town officials who set the policies and provided the environment for success to occur, and to the residents who participated in the process, especially those who understand that the

issues being addressed by the Town governance are simply community expressed desires. Because of the collective efforts of all the above individuals, Westwood remains one of the most outstanding and recognized communities in the Commonwealth. Together we must continue to endeavor to make Westwood even better throughout the second one hundred years of its existence.



*Michael A. Jaillet
Town Administrator*

PROCUREMENT DEPARTMENT

The Procurement Department, now in its fiftieth year operated under the provisions of Chapter 41, Section 103, General Laws, as amended. This statute provides that the Procurement Officer shall purchase all supplies for the Town and for every department except in cases of emergency.

All purchases for items exceeding \$5,000.00 through \$25,000 are based upon three price quotes. During this year the Department requested three such quotes in order to obtain the best possible prices in a highly inflationary market.

The Town also takes advantage of the State Cooperative Purchasing program, which makes the same low state contract and vendor prices available to Massachusetts municipalities without going through the time consuming bidding process.

Town By-Laws provide that no contract for the purchase of equipment, supplies or materials, the actual or estimated cost of which amounts to \$25,000.00 or more, shall be awarded unless proposals for the same have been invited by advertisement in at least one newspaper published in the Town. (This By-Law was amended at the 2001 Annual Town Meeting to comply with Chapter 30B, The Uniform Procurement Act, which raised the bidding threshold from \$10,000.00 to \$25,000.00). Four such bids were advertised.

Town By-Laws also provide that all contracts for architectural, auditing, design or engineering services over \$25,000.00 be awarded on the basis of competition.

The Procurement Officer is also responsible for ensuring that all bids reflect prevailing wage rates (MGL c 149, §§26-27H) and must, therefore, review all bids carefully. Contractors may be called upon to "demonstrate... how (they) could complete the project and comply with Mass. General Laws." During the project, it is the awarding authority's responsibility to monitor contractors' compliance with the prevailing wage. Weekly payroll records must be collected from all contractors and kept on file. The law states that all "public works" projects require payments of the prevailing wage. This generally includes: new construction, renovation, repair, demolition, road or highway work, maintenance, the rental of equipment, moving office furniture, cleaning state office buildings, trash hauling and school bus transportation. The prevailing wage law applies to all public works projects, regardless of the cost or size of the project. To obtain state grant monies we work closely with the State

Office of Minority and Women Owned Business Enterprise (A Program of the Massachusetts Executive Office of Economic Affairs) when using the bidding process. During the time we acquire quotes we must send the bid to at least one minority or woman owned business, when we advertise, (equipment over \$25,000.00) we also include a minority newspaper such as Cape Verdean News. Previous to advertising in a local newspaper we must send the bid proposals to minority and/or woman owned businesses two weeks prior to advertising to the general public.

Pursuant to the new Construction Reform Law, Chapter 193 of the Acts of 2004, and the revisions it made to M.G.L. c.23A, § 44 and M.G.L. c.7

§ 40N, municipalities must now incorporate Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) goals into both their design and construction procurement for municipal contracts of any state assisted building project by any municipality that includes funding provided by the Commonwealth, in whole or in part (such as funding under the School Building Assistance Program, funding under M.G.L. c.90,

§ 34, funding in any legislative appropriation, grant awards, reimbursements, municipal commitments to use state funds and the like). The new construction reform law can be accessed through The General Court of Massachusetts website: www.mass.gov/legis/laws/seslaw04/s1040193.htm.

The Procurement Office hours of operation are Monday, Wednesday and Thursday from 8:30 a.m. to 4:30 p.m., Tuesday, 8:30 a.m. to 7:00 p.m. and Friday 8:30 a.m. to 1:00 p.m.



Town Hall Tree Lighting Ceremony 2010. On stilts are and Amy Ellsworth and Adam Long

PROCUREMENT DEPARTMENT

TOWN COUNSEL

The following is a list of requisitions broken down into categories and departments. A total of 45 were processed.

General Government	Category	Number Processed
	Selectmen	5
	Accounting	
	Assessors	1
	Economic Development	
	Islington Community Center	1
General Gov't	Finance Committee	
	Housing Authority	
	Housing Part/Fair Housing Com.	
	Information Systems	4
	Personnel Board	
	Town Clerk E&R	
	Town Collector	
	Town Treasurer	1
	ZBA	
Public Safety	Police	
	Animal Control	
	Fire (Includes Ambulance)	5
	Building Inspection	
Health	Health Education	1
Human Svc.	Recreation	7
	Commission on Disability	
	Council on Aging	
	Library	2
	Veterans	
	Youth Commission	
Planning & Engineering	Planning	
	Engineering	
	Consulting	4
DPW	Public Works	8
	Snow & Ice Removal	2
	Fields	
	Recycling	
	Conservation	
	Cemetery	
	Sewer	3
Capital	Capital Equipment	1

In the past year, Town Counsel has represented various town agencies before the Norfolk Superior Court, Dedham District Court, Land Court, Appellate Tax Board, and the Department of Environmental Protection. Town Counsel has advised the Board of Selectmen, Executive Secretary, Building Commissioner, Sewer Commission, Housing Authority, Housing Partnership, Planning Board, School Committee, Zoning Board of Appeals, Conservation Commission and other departments on matters requiring conformance with the General Laws of the Commonwealth, Federal Law, and the Westwood Charter and Bylaws. Special assistance has been provided in many Planning Board and Conservation Commission with matters now pending before the Land Court, the Superior Court and the Appeals Court. Much time has been devoted to the Planning Board and Conservation Commission relative to special permit applications.

I would like to express my thanks and appreciation to all Town Boards and Commissions, as well as the staff at the Town Hall, for their help and assistance during the year.

Thomas McCusker, Town Counsel

I would like to thank all departments for their cooperation in making the Procurement Office a successful and cost saving operation.

Michael A. Jaillet, Town Administrator
Chief Procurement Officer

Ellen M. Hurley, Purchasing Administrator
Contract Compliance Officer

AFFIRMATIVE ACTION

AFFIRMATIVE ACTION

The Town of Westwood is committed to compliance with State and Federal mandates that cities and towns provide equal opportunity to all in the areas of housing, employment and business enterprise.

In 2010, the Affirmative Action Officer embarked on a program for attracting a more diverse workforce through community outreach, broader advertising, and expanded training. The Human Resources Director, the Town's Affirmative Action Officer, participated in the Race and Place Series sponsored in part by the Westwood Human Rights Committee and the Fair Housing Center of Greater Boston. This four part film discussion series brought together a broad group of community members and community leaders to increase understanding of diversity and to create a strong sense of community that is welcoming to people of all backgrounds. The Human Resources Department also expanded advertising of positions to a wider audience by using Monster.com, professional organizations and web advertising. The Human Resources Director, Mary Beth Bernard, continued Anti-Harassment and Discrimination training for all Town Departments and began training for School Department employee groups

EQUAL EMPLOYMENT

The Town of Westwood is committed to fair and equitable employment principles and fosters an environment where individuality is encouraged and respected. The Town advertises all employment opportunities in minority publications. Both the Police and Fire Departments comply with Civil Service standards and consent decrees issued by the Federal Court in the matters of Castro v. Beecher and NAACP v. Beecher.

FAIR HOUSING

The Westwood Housing Authority and the Housing Partnership Committee continue to work in partnership with the Massachusetts Executive Office of Communities and Development toward their goal of providing affordable and diverse family housing in Westwood. The effort has added nine occupied units of affordable family rental housing. The Town also has eight housing units for challenged residents. The Town sought and obtained minority applicants to participate in the lottery for the resale of the affordable homes and distributed over 10% or more of the affordable houses to minorities. Finally, the Human Rights Committee sponsored a Fair Housing Luncheon for the Real Estate Community.

CONTRACT COMPLIANCE

Minority and women owned businesses are notified two weeks in advance of all Town bids for goods and services. All construction contracts over fifty thousand dollars require that five percent of the contract be awarded to minority businesses or used to compensate minority employees. On all State and/or Federally assisted construction projects there shall be a goal of not less than ten percent minority business enterprise where appropriate qualifications are met.

*Mary Beth Bernard, Affirmative Action Officer
Michael A. Jaillet, Fair Housing Director
Ellen M. Hurley, Contract Compliance Officer*

HEALTH CARE REVIEW COMMITTEE

HEALTH CARE OPTION REVIEW COMMITTEE

MISSION

The committee will review the Town's option to join the State GIC Program and as well as alternative options for the purchasing of healthcare for all employees and retirees. The committee will make a recommendation to the Board of Selectmen.

DUTIES

In 2010 the Committee expanded its charge of reviewing the Town's option to purchase healthcare through the State GIC Program, and looked at all available options. As follows:

- An Analysis of State GIC health plans.
- Analysis and comparison of West Suburban Health Group Rate Saver Plans.
- A review of a Single Option Health Provider.
- A cost analysis of each of the options to determine possible savings to the Town.
- The analysis of impact on employees' healthcare costs with new plans.

The Committee is comprised of Town and School Management and representation from all Town and School union groups. The group meets on a regular basis, brings in subject matter experts in the field of health care, and law and explores all of the various options and their impact on cost, plan design and potential savings. It is a collaborative working group.

Health Care Review Committee Members for 2010 included: Mary Beth Bernard, *Committee Chair*, John Antonucci; Michael Jaillet; Lisa Ciampa; Russ Lavoie; Frank Chillemi; Marie O'Leary; Heath Petracca; Dan Fafara; Elyse Plotnick; Matthew Gillis; Jamie Resker; Steven Lund.

WEST SUBURBAN HEALTH GROUP

BACKGROUND

The Town purchases all of its health plans for employees and retirees through the West Suburban Health Group (WSHG). WSHG was organized in July 1990 under Chapter 32B, Section 12 of the Massachusetts General Laws to obtain health insurance for its member governments that have signed the Joint Negotiation and Purchase of Health Coverage governmental agreement. Member communities as of June 30, 2010, were Ashland, Dedham, Dover, Holliston, Natick, Needham, Sherborn, Shrewsbury, Walpole, Wayland, Wellesley, Westwood and Wrentham, along with the Dover Sherborn School District, the ACCEPT Educational Collaborative and The Education Cooperative.

WSHG offers health benefits to all eligible employees and retirees of its participating governmental units. It is governed by the West Suburban Health Group Board (The Board) comprised of representatives from each of the member governmental units. The Board has elected a Steering Committee to oversee the business of the group. Westwood's Human Resources Director, Mary Beth Bernard, represents Westwood as the appointed Board and Steering Committee member.

2010 PLAN OFFERINGS

The WSHG Board actively participates in the process of health plan design and prescription drug options, and applies for subsidies to ensure competitive products at the best available rates for its 11,602 contracted subscribers, a total of over 20,000 insured members. Westwood has 718 subscribers of which 424 are active employees and 294 are retirees.

INFORMATION

Plan information was provided to employees at the annual Health Fair in April. A separate open enrollment and Health Fair was held in November for retirees. These provided a venue for employees and retirees to discuss the options of each plan directly with health insurance company representatives. In addition, a representative from Social Security was available to meet with employees and retirees regarding Social Security and Medicare eligibility. Attendees at each Health Fair were invited to participate in various health screenings offered by health insurance providers. Past screenings have included a Blood Pressure Check, Body Fat Measurement, Skin Cancer Testing, Vision Check, Hearing Testing, Bone Density Screening and Cholesterol Screening.

INITIATIVES

The West Suburban Health Group is committed to Wellness as a tool to educate, motivate and enable employees and retirees to live a healthier lifestyle. In 2010 the WSHG Audit report affirmed that *"WSHG is operating in an environment of escalating health care costs. Given this environment, the group is actively participating in ongoing wellness programs to promote healthier lifestyles and ultimately reduce health claim costs."* To this end, the Town of Westwood offered a variety of wellness programs to employees in 2010 sponsored by West Suburban Health Group. Wellness offerings included: Westwood Fitness; two 12-week programs of Weight Watchers at Work; Kettlebells Training; Lunchtime Yoga; a Diabetes Program; Ergonomics: Stay Fit While You Sit; and Stress and Health.

COMPLIANCE

The Human Resources Department administers the provisions of MGL Ch 32B Section 18, which was adopted at the 2008 Annual Town Meeting. In addition, the HR Office maintained the requirements of the Massachusetts Health Care Reform and Fair Share Contribution filing for 2010. Quarterly eligibility reports were submitted to address Massachusetts regulations. The Town has put policies in place for adherence to The PPACA (Affordable Care Act) of 2010 and the ERRP (Early Retiree Reimbursement Program). As a government entity, WSHG is not subject to the provisions of the Employee Retirement Income Security Act of 1974.

**SUBMITTED BY MARY BETH BERNARD, HUMAN RESOURCES DIRECTOR,
WSHG BOARD REPRESENTATIVE, WSHG STEERING COMMITTEE**

BLUE CROSS	FALLON	HARVARD PILGRIM	TUFTS
HMO PLANS			
Network Blue, N.E. EPO	Fallon Selectcare or Directcare	Harvard Pilgrim EPO	Tufts EPO
PPO PLANS			
		Harvard Pilgrim PPO	Tufts POS
RATE SAVER PLANS			
Blue Options Rate Saver	Fallon Direct or Select Rate Saver	HPHC Rate Saver EPO	Tufts Navigator Rate Saver
RETIREE PLANS			
Managed Blue for Seniors	Fallon Senior Plan	HPHC Medicare Enhance	Tufts Medicare Complement
Medicare HMO Blue		HP First Seniority Freedom	Tufts Medicare Preferred
Medex			

PERSONNEL BOARD

Pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and the General Laws, Chapter 41, Section 108A and 108C, the **Personnel Bylaw** was adopted and took effect on July 1, 1987. Appointed by the Moderator, the Personnel Board provides checks and balances to all areas of government within its jurisdiction.

PROGRAM/SERVICE AREAS

The Personnel Board provides five (5) major programs/services which are implemented through the **Human Resources Department**: Personnel Policy Administration; Labor Relations; Performance Review System; Benefits Administration in accordance with Personnel Policies and Federal and State regulations; and Risk Management.

The Personnel Board establishes the Town of Westwood Personnel Policies, as well as a Personnel Administration System and a Performance Management System to ensure a uniform, fair and equitable application of policies. The Personnel Board also maintains the Town's Compensation and Classification System, and periodically reviews and adjusts job descriptions and compensation plans to ensure equity. The Personnel Board is committed to ensuring a fair recruiting, interviewing and hiring process for Town employees, and to maintaining a centralized personnel data and record keeping system in accordance with State and Federal requirements. The Personnel Board oversees compliance with provisions of applicable sections of MGL Ch 32B, Civil Service requirements, and maintains compliance with Federal, State, and local employment laws.

PERSONNEL BOARD MEMBERS

The five members of the Personnel Board are appointed by the Town Moderator to overlapping three-year terms. The 2010 Board consists of professionals in the fields of municipal law, human resources, personnel placement, labor law and technology management.



Personnel Board Members left to right: Vice Chairman Joseph Emerson, Jr., Jamie Resker, Chairman Louis Valentine II, Robert Shea and Douglas Hyde

2010 PERSONNEL BOARD ACCOMPLISHMENTS

The Personnel Board held twelve regularly scheduled meetings in 2010 and one public hearing.

The Personnel Board revised and adopted a Vacation Accrual Policy to repair an antiquated system of employees earning vacation in one year and taking it in the next fiscal year. The new policy allows for real time vacation accrual so that employees can earn and take vacation in the same year. This was well received by all eligible employee groups, and has a positive impact on Town budgets. In addition, the Personnel Board enhanced this policy to allow carryover of a limited amount of vacation time per employee into the next fiscal year without formal Personnel Board approval.

In 2010 the Personnel Board created an Administrative, Technical and Professional (ATP) Family Sick Leave policy for non-union employees. In an effort to address the needs of employees who care for family members, the Personnel Board established the use of up to 5 days of an employee's sick leave allocation to be used for the purpose of caring for a family member.

Consistent with its commitment to periodically review and adjust the compensation plan, the Board reviewed, recommended and approved a new ATP Compensation Plan, as a result of a two-year study. The new ATP Compensation Plan replaced a step system that was designed to work with merit pay, a policy that is no longer in practice.

The Personnel Board reviewed and classified thirteen job descriptions in 2010: Assistant Town Engineer, Deputy Director of Public Works, Department Clerk COA, Administrative Assistant, Staff Accountant, Payroll Coordinator, Youth and Family Services Coordinator, Recreation Program Manager, Manager of Fitness Programs, Preschool Coordinator, Aquatics Manager, Recreation Business Manager, and Cemetery Foreman.

The Personnel Board worked in conjunction with the Recreation Commission to engage a consultant to conduct an organizational and job description study for the Recreation Department. The study resulted in revised job descriptions, a new organizational structure, a Part-Time Seasonal Compensation Plan, and revised Recreation Department policies and procedures.

The Personnel Board continued its administration of the ATP Tuition Assistance Program for eligible employees. Three employees in Graduate programs and two in Bachelor programs were awarded tuition assistance, having achieved a grade of B or better.

THE HUMAN RESOURCES DEPARTMENT

Under the policy direction of the Personnel Board, the Human Resources Department maintains compliance with Town of Westwood Personnel Bylaws, policies and procedures; administers employee classification and compensation plans; advises department managers, supervisors and employees on personnel matters; manages the recruitment and selection of new employees; and coordinates benefits orientation and training. The Human Resources Director oversees personnel actions of all Town departments, ensures conformity to policies and regulations, and participates in labor negotiations and contract administration.

THE STAFF

The HR Department is staffed by full-time Human Resources Director Mary Beth Bernard, part-time Benefits Coordinator Barbara Moore, and part-time HR Assistant Linda Unger. With a staff of 2.2 FTE, the Department services the Human Resources needs of approximately 200 Town employees, 600 School employees and 300 Retirees.



Human Resources Department employees left to right: Barbara Moore, Benefits Coordinator; Mary Beth Bernard, Human Resources Director, and Linda Unger, Human Resources Assistant

PERSONNEL POLICY ADMINISTRATION

The Personnel Board is committed to ensuring a fair recruiting, interviewing and hiring process for Town employees, and to maintaining a centralized personnel data and record keeping system in accordance with State and Federal requirements. Acting as the Personnel Board's agent, the Human Resources Department maintains equity, consistency and open communication in upholding employment initiatives and policy. The HR Department is accessible to staff and supervisors with regard to interpreting policy and responding to questions or concerns. The HR Director serves as the Town's Hiring Officer in all aspects of the employment process, including Police Civil Service. The Human Resources Assistant provides administrative support for the Personnel Board and the Town Moderator, processes new hires and terminations, maintains employee files, and issues personnel memos for all payroll and performance transactions. In addition the HR Assistant serves as

co-editor of the HR Newsletter, and handles all marketing and budget for wellness initiatives.



The Human Resources Department supervised the roll out of the new Vacation Accrual Policy and communicated the revised Sick Leave Policy for ATP employees. In addition, the HR Director oversaw an organizational assessment of the Recreation Department, continued the progress of the ATP Compensation Plan implementation, and conducted the first phase of an internal HR Audit for I-9 forms and personnel records. We anticipate the conclusion of a new Library ATP Compensation Study in 2011 and a Department of Public Works job description analysis review.

BENEFITS ADMINISTRATION

The HR Office administers and communicates benefit plans and all benefit-related policies to school and municipal employees. This includes health, dental and life insurance for benefit-eligible employees; flexible spending accounts, deferred compensation, FMLA administration and Wellness programs for Town and School employees; and retirement benefits and Medicare B reimbursements for eligible retirees. The Benefits Coordinator also manages health insurance offerings for 718 insured Town and School employees and Retirees; processed 186 qualifying events in 2010; and organized the annual Employee Health Fair and Open Enrollment communication and administration.

The Personnel Board oversees compliance with Massachusetts Health Care Reform MGL Chapter 32B and the Affordable Care Act requirements, and all other applicable local, State and Federal regulations governing benefits administration. The Human Resources Department strives to stay current on all health care issues, particularly those affecting employees and retirees, as well as COBRA and HIPAA

THE HUMAN RESOURCES DEPARTMENT

requirements. The HR Director is the Town's Steering Committee and Board of Directors Representative to the West Suburban Health Group (WSHG), a self-insured, health insurance purchase group consisting of 16 member communities. The HR Director also serves as chair of the GIC Option Committee, charged with reviewing lower-cost health insurance options.

The HR Department remains steadfast in its commitment to promote employee wellness. The *Human Resources Newsletter*, a quarterly publication now in its fourth year, highlights employee events, recognizes employee accomplishments and lists a menu of Wellness Programs sponsored by Town departments and WSHG. The Wellness offerings are designed to target employee health and lifestyle awareness, while positively impacting health insurance costs. Some Wellness Programs in 2010 included: Yoga, Fitness Classes, Weight Watchers, Ergonomics, Stress and Health, and Diabetes Awareness.

LABOR RELATIONS

The following Collective Bargaining Agreements were in negotiations during 2010: The Westwood Police Association, *Massachusetts Coalition of Police, AFL-CIO, Local 174*; The Department of Public Works, *UFCW, Local 1445*; The Westwood Permanent Firefighters Association, *Local 1994 I.A.F.F., AFL-CIO*; and Municipal Clerical Employees, *SEIU, Local 888*. In addition, The Westwood *Traffic Supervisors Association's* three-year Agreement expired June 30, 2010. Contracts with Police and Fire have been settled and negotiations are ongoing with Clerical, DPW and Police Superiors. The Human Resources Director is the Personnel Board's designee in contract negotiations. In addition, the HR Director is liaison to Labor Counsel, Union Representative and Civil Service, and also serves as Chair of the newly revised Health Care Review Committee with union and management representatives to jointly explore options for health care solutions.

ORGANIZATIONAL AND EMPLOYEE DEVELOPMENT

The Human Resources Department focuses on the development and implementation of programs to support the overall growth of the organization, and facilitate productivity improvement and employee relations. In 2010, a revised Sick Leave Policy was implemented to address employees' needs in cases of family illness. The Tuition Assistance Policy remained in effect and supported coursework that enhanced job knowledge and endorsed organizational culture. During 2010, HR managed the process of hiring well-qualified personnel into leadership roles in the Department of Public Works and the Recreation Department. The Personnel Board continued to oversee the annual performance reviews of employees and remained dedicated to maintaining a performance review system

which emphasizes employee performance goals and supervisor feedback.

RISK MANAGEMENT

The Personnel Board recognizes the importance of safety and training as a risk management tool. The HR department provides ongoing distribution of policies and training in the areas of: *Employee Safety; Anti-Harassment and Discrimination Prevention; Workers' Compensation, EAP and 111F Administration*. Participation in a Safety Committee, Department of Transportation/CDL programs, and compliance activities ensure conformity and offset risk. In addition, a Continuity of Operations Plan was designed and implemented for Town employees to address potential catastrophic emergencies. A Pandemic Planning Manual was created by the HR Director and Health Director to support employee well being, which remains a top focus of HR, both operationally and strategically.

Over the past year we rolled out 36 hours of Anti-Harassment Training to Town Staff, Seasonal Staff and two School Department Supervisory groups. The HR Director, as Certified MCAD Trainer, served as the Trainer for these programs.

2010 HUMAN RESOURCES ACCOMPLISHMENTS

- Engaged in the study, creation and adoption of a new ATP Compensation Plan; a step-based compensation system for administrative, technical and professional employees to replace an outdated compensation system, in coordination with the Town Administrator.
- Partnered with School Department to provide on-site Benefits services. Created and implemented an HR Audit System to ensure compliance and best practices and presented at a professional conference to Massachusetts Officials.
- Participated in Town's Executive Leadership Function Group to develop a strategy committee to discuss Town initiatives and problem resolution.
- Continued administration of MGL Ch.32B s.18 regulations to transition all Medicare-eligible Town and School Retirees to Medicare supplement plans. Worked closely with Retirees and Retirement Systems and Treasurer's Office to ensure a smooth process.
- Redesign of Medicare B Refund Process for Retirees under Chapter 32B Section 18, changing from annual lump sum reimbursements to monthly reduction in health care premiums.
- Successful transition to January Open Enrollment for Retiree Health Plans and implementation of fall Health Fair for Retirees.
- Chaired Health Insurance Review Committee which brings together union leaders, Town and School administration, and Board representatives

THE HUMAN RESOURCES DEPARTMENT

to discuss current health insurance issues for recommendation to Board of Selectmen.

- Successful implementation of Personnel Board's Vacation Accrual and Usage Policy.
- Maintain compliance and oversight of School Department Annuity 403B plans.
- Made employment application, all new hire enrollment and benefit forms available online, eliminating vast amounts of printed material.
- Fourth year of publishing *Human Resources Quarterly Newsletter* to maintain open and positive communication with employees; and to promote wellness and provide timely information to employees on a variety of work issues.
- Involvement in local, state and HR professional organizations: Board of Directors of Massachusetts Municipal Personnel Association; MMPA Program Committee Member; Board of Directors, West Suburban Health Group; WSHG Steering Committee Member; Society of Human Resources Management.
- Presentation to incoming volunteers during Town's New Board Member Training in conjunction with Town Clerk and Board of Selectmen's Office.

GOVERNMENT AND CHARTER STUDY TASK FORCE

Mission Statement

The Task Force will review and consider potential revisions to the current Town Charter, adopted in 1970 and periodically revised thereafter. The Task Force should conclude with a recommendation to the Board of Selectmen as to the aspects of the Town Charter that should be considered for revisions and the appropriate process, as defined by state law, for accomplishing said revisions.

Task Force Members

The Board of Selectmen re-appointed all nine members to the Task Force in July 2010 for another one year term. The Task Force consists of professionals from various fields including municipal law. In addition, each member has previously served on a Town committee or board. Ex officio members include the Town Executive Secretary, and the Town Clerk was added in July 2010. The Task Force held, on average, two open public meetings per month in 2010.

2010 Accomplishments

The Task Force continued its fact-finding process begun in 2009 by surveying and soliciting input from each major board or commission included within the Town Charter and meeting with members of several Town Boards and Committees. The Task Force also had discussions with representatives from the Massachusetts Department of Revenue - Division of Local Services and representatives from the Massachusetts Municipal Managers Association.

Public Forums were conducted on February 3 and December 15 for the specific purpose of soliciting input from the citizens of Westwood. For these forums, the Task force invited current and past civic leaders of the Town to share their thoughts with the Task Force. In addition, sponsors of the recently proposed Town Charter-related petition articles were personally invited to attend and provide input.

Based on the fact-finding and input from various parties, the Task Force discussed and evaluated each portion of the Charter and made recommendations to maintain, change or add Charter language. In September, a consultant with extensive experience in revising municipal charters, Lauren Goldberg, Esq. of Kopelman and Paige, P.C., was hired to assist the Task Force in drafting a revised Charter. In early December, a draft revised Charter was posted

on the town's website for public review and comment.

Major Recommendations

The Task Force's experience throughout the review process affirmed that the Town government works quite well. The Town is fortunate that Westwood Town government continues to attract a host of outstanding professionals and volunteers dedicated to serving the best interests of the Town of Westwood. As a result of the Charter review process, the Task Force recommends improving and updating the Town Charter to reflect current government operations and to formalize certain "best practices" in financial management.

Highlights of Current Practices to Maintain

- Maintain the Open Town Meeting structure which allows every resident to have a voice.
- Maintain current existence, composition and length of term for any elected office.
- Maintain representation of all residents through elected offices as opposed to 'precinct representation'.
- Continue to allow elected officials to run for multiple terms with the voters determining number of terms.
- Continue with the Board of Selectmen having majority of the authority over hiring.

Highlights of Changes to Improve Town Government

- Include within a single document, the Town Charter, reference to all critical information concerning the structure of Town government such as reference to certain additional important boards, committees, positions and provisions such as recall.
- Incorporate modern 'best practices' such as a consolidated municipal finance department.
- Update the position of 'executive secretary' to 'town administrator' and include more detail about the scope of authority of the town administrator, including oversight and some appointing authority.
- Create a "pre-petition" process to allow registered voters of the Town to seek guidance from the Finance Commission and the Board of Selectmen concerning possible petitioned warrant articles with sufficient time to be able to alter such petition warrant articles *before* the formal warrant process starts.

GOVERNMENT AND CHARTER STUDY TASK FORCE

- Provide for a potential second town meeting to occur during the fall.
- Clarify the use of associate members on various Town boards.

2011 and Beyond

The revised Charter will be included as an article in the 2011 Town Meeting Warrant and considered at Town Meeting in May. If approved by Town Meeting, the revised Charter must be submitted to the Massachusetts State Legislature and, once approved, included on the ballot of a subsequent Town election for final ratification by Westwood voters, most likely in 2012. With these revisions to the Town Charter, it is the Task Force's belief that our Town Government will continue to operate in the best interests of the Town of Westwood.

Government and Charter Study Task Force

Peter Cahill, Chairman
Karen Manor Metzold, Vice Chairman
Tom Daly
Margery Eramo
Paul Fitzgerald
Charles Flahive
Ken Foscaldo
Frank Jacobs
Alice Moore

Ex Officio Members

Michael Jaillet, Executive Secretary
Dottie Powers, Town Clerk

Staff Administrator

Anne Marie McIntyre

TOWN ACCOUNTANT

MISSION

To maintain and ensure the integrity of the Town's financial records and accounting systems in an efficient manner, and to maximize financial operations to enhance the overall financial health of the Town. To ensure all financial and accounting data are fairly stated and represented and all statements and schedules conform to current accounting standards.

LEGAL REQUIREMENTS

Chapter 41, sections 48-61, Officers and Employees; Auditor/Accountant; Chapter 44, inclusive, Municipal Finance, Massachusetts General Laws.

GOALS & RESPONSIBILITIES

- To maintain a complete set of organized accounting records in accordance with generally accepted accounting principles and in conformity with the classifications prescribed by the Director of Accounts, Department of Revenue.
- To provide timely and accurate financial information and to ensure the integrity of the financial data by instituting proper internal controls.
- To work with the financial management team to ensure that the financial policies and objectives adopted by the Town are enforced.
- To prepare an annual report (Schedule A) required by the Department of Revenue, to be published as a town document, giving a statement of all receipts and expenditures of the Town for a fiscal year period.
- To prepare and submit a year-end balance sheet to the Department of Revenue necessary for free cash certification.
- To review all bills, drafts and payrolls for accuracy, and authorize the processing of weekly warrants upon the treasury for payment.
- To provide financial assistance in the preparation of the Tax Recap required for tax rate certification.
- To provide financial assistance and guidance to all departments, and policy boards as needed.
- To engage and schedule a professional independent auditing firm.
- To provide timely accounting and financial data in a format that is prescribed by Generally Accepted Accounting Principles and the government Auditing Standards Board.
- To provide local, state and federal governments and agencies with timely, audited financial statements.

PROGRAM/SERVICE AREAS

The Westwood Accounting department provides (5) five major programs/services. These are:

1. Financial Record Keeping, Analysis, and Reporting
2. Payroll
3. Accounts Payable
4. Municipal Liability Insurance/Risk Management
5. Audit

CURRENT SERVICES/PROGRAMS

Financial Record Keeping, Analysis, and Reporting

- Maintenance of computerized general ledger for all town funds and departments.
- Closing of financial books, preparation of financial statements and schedules.
- Maintenance of fixed asset inventory.
- Engage independent auditors on annual financial audit as well as the annual audit of Federal grant funds as required by the Single Audit Act of 1984.

Payroll

- Review benefit and payroll related changes for accuracy and process in accordance with authorization on file.
- Process weekly payroll for both Town and School employees including contractual obligations as required.
- Process all direct deposit related transactions for various deductions.
- Maintain and remit all deductions on a timely basis.
- Coordinate the timely distribution of W-2's to all employees.

Accounts Payable

- Process invoices for all goods and services purchased by all departments.
- Ensure all vendor payments are in accordance with Bylaws issued by Town Meeting and MA General Laws.
- Ensure that the requirements of Chapter 30B are followed.
- Monitor capital projects and authorize payment in accordance with appropriate approval and signed contracts on file.
- Monitor and update fixed asset activity.
- Process 1099's at calendar year end.

Municipal Liability Insurance

- Maintain all municipal insurance policies, review and update policies to ensure accuracy of coverage.
- Submit all claims to insurance company for processing and track status accordingly.
- Ensure all Town owned vehicles are properly titled, registered and insured.
- Ensure all insured property corresponds to the Town's fixed asset listing.
- Participate in the Safety committee meetings to review claims and accidents, and seek advisement on insurance related issues.
- Assist with the implementation of the MIIA Rewards Program.

TOWN ACCOUNTANT

Audit

- Compile all financial and accounting data into statements and schedules as prescribed by the Bureau of Accounts, G.A.A.P. and G.A.S.B.
- Provide the Town with audited financial statements and schedules including the annual audit of Federal grants required by the Single Audit Act of 1984.

ACCOMPLISHMENTS

The Town was recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY09 Comprehensive Annual Financial Report (CAFR). The Town has received this award annually since FY97 placing the Town in the top tier of Massachusetts communities in the category of financial excellence. The Town also maintained an unqualified audit opinion for the FY10 audit and assisted the auditors with the annual audit of financial grants. The Town maintained its "AAA" credit rating in spite of a difficult budget year. Significant efforts were made to review and prepare for the implementation of a new financial software system. The Town also participated in the MIIA Rewards Program which resulted in costs savings related to the Town's insurance premiums.

Specific Accomplishments

- Worked closely with the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY10 audit.
- Worked closely with the independent auditors on the annual audit of Federal grant funds.
- Received notification that the Town was awarded the National GFOA Certificate of excellence in financial reporting for the FY09 CAFR.
- Assisted the finance team with the preparation of the FY10 CAFR.
- Assisted the finance team with maintaining the Town's "AAA" credit rating status.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY10 balance sheet required for the timely certification of the Town's available free cash.
- Maintained and distributed updated financial information related to the Westwood Station project.
- Assisted the employee safety committee with addressing and promoting safety issues.
- Successfully processed in house vendor 1099's, and coordinated the timely distribution of W2's to all employees.
- Promoted staff training, encouraging attendance at municipal, computer and benefit training opportunities.
- Participated in the MIIA Rewards Program which resulted in premium savings.

FY2011 SERVICE PLAN

The Accounting Department is committed in FY2011 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the submission of the FY11 CAFR as well as monitor the implementation of the newly adopted financial policies approved by the Town. The department will assist the Town with the implementation of new financial software. Collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

Specific Goals

- Maintain the Town's unqualified opinion for the FY2011 audit.
- Assist with the preparation of the FY11 CAFR.
- Assist the independent auditors with the annual audit of Federal grant funds.
- Assist Finance team with maintaining the Town's "AAA" rating.
- Assist with the implementation of new general ledger financial software.
- Participate in the MIIA Rewards Insurance Program.
- Promote training to maintain certification and keep abreast of industry changes.

The following financial statements for the year ended June 30, 2010 are respectfully submitted to the Town for review. See Appendix A.

Marie O'Leary, Town Accountant

TOWN TREASURER

TOWN TREASURER



*Jim Gavin
Town Treasurer*

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual statement of the total cash receipts and disbursements for the fiscal year ended June 30, 2010. In addition, a summary of the highlights of the activities and accomplishments for the year is included. Details of cash transactions and debt activity are contained in the annual report of our independent auditor, Powers and Sullivan.

Duties

The Treasurer is responsible for the management and safeguarding of all Town and School funds, the issuance and administration of all debt and the proper disbursement of all funds. In summary the aggregate receipts and disbursements for the fiscal year that began on July 1, 2009 and ended on June 30, 2010 are as follows:

Cash and Investments

General Fund – 7/01/09	\$19,242,583.
Trust Fund – 7/01/09	1,812,680.
Agency Funds – 7/01/09	32,812.
Students Activities and Scholarship Funds	590,696.
<u>Balance 07/01/09</u>	\$21,678,771.
General Fund – 6/30/10	\$16,768,239.
Trust Fund – 6/30/10	1,822,237.
Agency Funds	32,888.
Students Activities and Scholarship Funds	<u>590,425.</u>
<u>Balance 06/30/10</u>	\$19,213,789.

Cash Management

The total investment income earned for both the General Fund and the Trust Fund was \$119,658. in fiscal year 2010. The interest rates of the ten banks doing business with the Town had an average of 0.31% July 2009 and spiraling down during the year to 0.26% by June 2010. These rates reflect the current economic condition and the cost of collateralization of town funds. The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments were specifically avoided.

Accomplishments

- Special Town Meeting, March 8, 2010 voted authorization to borrow \$9,300,000 for the new Library subject to ballot vote on April 27, 2010 to exempt from limitations of Prop 2 ½. The ballot vote received a majority vote in favor.
- Special Town Meeting March 8, 2010 voted to rescind the \$1,000,000 balance of the \$4,500,000 authorized borrowing for the Middle School modular classrooms. The bid for this project came in \$1,000,000 less than the debt authorized to borrow.
- Maintained Standard & Poor's long-term AAA credit rating and Moody's Aa1 rating.
- Annual Town Meeting, May 2009, authorized **borrowing** \$150,000 for OBED barn/garage. This project came in under budget therefore Annual Town Meeting in May, 2011 will rescind this **borrowing** authorization.
- Continued to process claims for abandoned payroll and vendor checks in accordance with MGL 200A Section 9A.
- Continued to maintain records of town and school receipts and disbursements, investment accounts, trust fund accounts, employees payroll/retirement deductions, agency fund accounts, students' activities bank accounts and the high school scholarship funds.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2010.
- Received notice of the award for the Town's 2009 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Reduced \$75,750 of the outstanding tax title account balance upon receipt of payments and transferred \$21,310 in tax title foreclosure/land of low value parcels to Town property. The June 30, 2010 tax title balance was \$133,912.

TOWN TREASURER

- Maintained the confidential file of tax deferral property. FY2010 tax deferral applications increased by \$105,671. Received payments of \$43,804 for a tax deferral balance of \$252,200 on June 30, 2010.

Investment Income Summary

General Fund Investment Income

<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>
620,959	282,605	111,326

Trust Fund Investment Income

<u>FY2008</u>	<u>FY 2009</u>	<u>FY 2010</u>
57,534	26,405	8,332

Tax Title Outstanding Balance

<u>FY2008</u>	<u>FY 2009</u>	<u>FY 2010</u>
96,100	113,050	133,912

Tax Deferral Outstanding Balance

<u>FY2008</u>	<u>FY 2009</u>	<u>FY 2010</u>
115,130	190,333	252,200

Comments

As Westwood continues to grow the issues facing it become more complex. This has a direct impact on the Treasurer's office. The debt issuance and administration of municipal funds alone require substantially more time and attention. This is very critical for proper cash management that can save the Town significant amounts of money. Be assured that the Treasurer's office will continue to meet the challenges that face us and provide the Town with a professional and a successful performance. We wish to express our thanks to all of our fellow constituents whose collective efforts assist this office in meeting its responsibilities.



Patricia A. Conley
Assistant Town Treasurer

James J. Gavin, Town Treasurer
Patricia A. Conley, Assistant Town Treasurer
Kathryn M. Foley, Part time Account Staff

TOWN TAX COLLECTOR

I would like to take this opportunity to thank the residents of Westwood for their prompt payments and making the collection of town taxes most successful.

The collection of Motor Vehicle Excise Tax, Real Estate Tax, along with Personal Property Tax, for the fiscal year 2010 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$2,187,379 or a 98% collection rate on the total commitment of \$2,236,404.

Real Estate Tax

- Total collection of \$49,764,528 or a 98% collection rate on the total commitment of \$51,017,623.

Personal Property Tax

- Total collections of \$1,156,207 or a 99% collection rate on the total commitment of \$1,160,198.

Ambulance Fees

- Total collections of \$623,884 or a 75% collection rate on the total commitment of \$837,360.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$510,415.

These collection rates are some of the highest ever in the Town of Westwood and continue to rate as one of the best in the Commonwealth, thanks to you, the Taxpayers.

The Collector's Office is now accepting real estate tax payments on line. This allows the Town to receive revenue immediately with no cost to the Taxpayers. We are also accepting municipal lien certificates on line. Additionally, we now have the ability to accept outstanding motor vehicle excise tax at our office. You do not have to go to Deputy Tax Collector to pay these bills. These bills can also be paid by credit card at the Town Hall.

Janice Polin, Assistant Town Collector, Louisa Pisano, our Senior Clerk, and I are committed to providing competent, courteous, and professional services to all the residents of Westwood.

Albert F. Wisialko
Collector of Taxes

TOWN CLERK'S REPORT OF VITAL STATISTICS, ELECTIONS AND TOWN MEETINGS



Dottie Powers, Town Clerk

Teresa Riordan, Assistant Town Clerk
Linda Valentine, Temporary Support Staff, Records Specialist

- **Vital Statistics 2010**

Births..... 94
Deaths.....154
Marriages.....46

Special State Election	January 19, 2010
Special Town Meeting	March 8, 2010
Annual Town Election	April 27, 2010
Annual Town Meeting	May 3, 2010
State Primary	September 14, 2010
State Election	November 2, 2010

See Appendix B for Town Meeting and Election Results

ECONOMIC DEVELOPMENT ADVISORY BOARD

Department Mission

The Economic Development Advisory Board (EDAB) is tasked with fostering responsible economic growth and development by acting as advocates for the interests of the business community and by projecting Westwood's positive, growth oriented attitude to businesses considering locating in the Metro Boston area.

The EDAB and Economic Development Office

The EDAB consists of a mix of Westwood residents with experience in law, finance, business, real estate development and municipal governance. They advise the Board of Selectmen on a full range of matters relating to economic development. The EDAB and the Office of Economic Development provide an important link between town government and the business community.

Staff and the EDAB work with representatives of the general business, commercial real estate and real estate development communities who are considering expansion or relocation in Westwood. They review applications for business development proposals, help facilitate the permitting process, and make recommendations to the appropriate permit granting authorities regarding any support, waivers, mitigations or assistance that might be necessary or appropriate to enable a new or expanded venture's success in Westwood.

Staff also helps existing businesses negotiate both regulatory and non-regulatory issues with the Town in an effort to ensure that they can continue to flourish in Westwood. The office is regularly open during normal town business hours. Appointments can be scheduled outside of those hours as needed.

FY11

In FY11, the EDAB was active in business related policy issues including further refinement of the town's alcohol policies to include single day licenses and assistance with the licensing of the Town's first off-premise retail alcohol sales establishment. The EDAB took the lead role in the process to establish re-use of the Colburn School, renegotiation of various wireless facility leases that were set to expire. The EDAB currently serves as the economic development sub-committee to the Town's Comprehensive Plan Commission.

In the fall of 2010, the EDAB was contacted by the new owners of Southwest Park as they sought zoning relief to enable higher density redevelopment of their site bounded by Routes 1 and 95/128 and the commuter rail tracks. As a result, the EDAB initiated a proposal to implement flexible zoning changes. Working closely with Town Planning Staff, new zoning was developed, refined and will be voted at 2011 Annual Town Meeting. The new zoning overlay provides a significant new tool to

foster new development within the town's primary commercial districts.

EDAB Staff actively assisted with the relocation of new business to Westwood including Steward Healthcare (former Caritas) and Shields Healthcare.

Goals for FY12 and beyond

The EDAB will continue to focus on long-range planning for areas within the Town. The EDAB / EDO will:

- 1) Utilizing the new FMUOD Zoning overlay, EDAB will aggressively pursue development or redevelopment opportunities at University Avenue, SouthWest Park & Glacier/Everett districts.
- 2) Coordinate with the other town boards to develop and adopt area-specific economic development plans as a component of a broader long-range strategic plan for Westwood.
- 3) Support/Advocate all programs and opportunities relating to State and Federal grants for economic development.
- 4) Assist and support new businesses seeking to locate in Westwood, existing businesses seeking to expand in Westwood, and general business retention.
- 5) Continue working with NVCC on advancing the I-93 / I-95 interchange reconstruction project.
- 6) Assist WEAC with evaluation of the impacts of adoption of Stretch Building Codes and establishing Westwood as a Green Community.

Economic Development Advisory Board members:

James Elcock - <i>Chair</i>	Maria Salvatore - <i>Vice Chair</i>
Greg Agnew	Parna Sakar
James Ferraro	Jason Lee
Barbara McDonald	John Wight
Gary Yessaillian	

Members Ex Officio:

Phil Shapiro, Selectman
Michael Jaillet, Town Administrator

Economic Development Officer

Chris McKeown

PLANNING BOARD

DEPARTMENT MISSION

- To provide for conscientious and orderly land use development through Comprehensive Planning, Subdivision Control, Zoning Bylaw and Zoning Map review;
- To develop and implement land use development and growth management regulations consistent with the goals and policies of the Town;
- To protect the natural resources, safety and aesthetic character of the Town through environmental impact and design review/site plan review and the issuance of special permits pursuant to the Zoning Bylaw.

LAND USE DEVELOPMENT REVIEW

In 2010, the Planning Board issued the following decisions pursuant to the Subdivision Control Law:

- Reviewed five Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, § 41P.

The Planning Board issued the following decisions pursuant to the Zoning Act:

- In 2010, the Planning Board considered seven Environmental Impact and Design Review (EIDR) applications and issued six approval decisions pursuant to Section 7.3 of the Zoning Bylaw for the following projects: construction of a new entrance portal and sign canopy and for alterations to an existing parking lot at Mercedes-Benz Dealership, 425 Providence Highway; construction of a new facility to house the Westwood Public Library, 660 High Street; subsequent modification of the EIDR Approval for Westwood Library; construction of an additional 99-car parking lot at St. Margaret Mary Parish, 837 High Street; establishment of a nursery as an Exempt Agricultural Use at Harlequin Nursery, 215 High Street; and construction of a garage for storage of oil trucks at Prevett Oil, 1200 East Street. A public hearing for the remaining application – for construction of assisted living cottages at Fox Hill Village, 10 Longwood Drive – has been continued to January 2011.
- The Planning Board reviewed two Definitive Subdivision applications pursuant to M.G.L. Chapter 41, including the following: proposed 11-buildable lot Morgan Farm Estates Definitive Subdivision, including the consideration of the modification of the previously approved Powissett Estates Definitive Subdivision pursuant to MGL Chapter 41, Section 81W; and modification of a 12-buildable lot section of the previously approved Westview Estates Definitive Subdivision pursuant to MGL Chapter 41, Section 81W. Public hearings

for both applications were opened in 2010 and have been continued to dates in January 2011.

- The Planning Board issued two Shared Driveway Special Permit approvals pursuant to Section 6.1.26 of the Zoning Bylaw for a six-month extension of the special permit for a shared driveway to serve 480 Summer Street, and for a subsequent one-year extension of that same special permit.
- The board considered two applications for Earth Material Movement (EMM) Special Permits pursuant to Section 7.1 of the Zoning Bylaw, and issued one approval decision for the construction of an additional 99-car parking lot at St. Margaret Mary Parish, 837 High Street. A public hearing for the remaining application – for construction of assisted living cottages at Fox Hill Village, 10 Longwood Drive – has been continued to January 2011.
- The board issued a one-year extension of the Westwood Station Area Master Plan Special Permit and Consolidated Special Permits pursuant to the provisions of Section 10.3.9 of the Zoning Bylaw, Section 21.12 of the Planning Board's Rules and Regulations for Mixed Use Overlay District, and Section 19.10 of the Planning Board's Special Permit Granting Authority Rules and Regulations.

Activity	2010	2009	2008	2007	2006
Approval Not Required Plans	5	4	4	5	5
Preliminary Subdivision Plans	0	0	0	0	0
Definitive Subdivision Plans	2	2	5	0	1
Site Plan Review Decisions	7	11	14	5	6
Special Permit Decisions	5	2	3	4	3

ANNUAL TOWN MEETING

- The Planning Board sponsored nine warrant articles for the May 2010 Town Meeting, all of which were recommended by the Finance Commission and approved by vote of Town Meeting. The approved articles all involved amendments to the Zoning Bylaw. The first three articles, which were co-sponsored by the Board of Selectmen, made various amendments to Section 9.6 pertaining to Mixed Use Overlay Districts, each of which were designed to increase the ability of the developers and/or tenants of properties within these districts to finance and construct a desirable mixed-use development in the immediate future.

PLANNING BOARD

The fourth article removed Section 8.5 pertaining to Major Residential Development, which section had previously been invalidated by the courts. The fifth article amended sections of the Zoning Bylaw related to parking lot landscaping by replacing confusing percentage-based requirements with a straightforward set of landscape requirements, directly related to the number of vehicles per parking area. The sixth article amended minimum parking space requirements for certain uses in order to provide the most appropriate minimum parking space requirements for each use. The seventh article established coffee shops and ice cream parlors as by-right uses in certain districts and added a definition for retail take-out counter. The eighth article included various minor housekeeping amendments intended to correct or clarify misleading or confusing sections, and implemented reformatting to avoid unnecessary waste of paper in the printing of the Zoning Bylaw. The ninth article established a new Official Zoning Map.

WESTWOOD STATION

- For the past several years, the Planning Board has worked extensively with other Town boards and departments, staff and consultants to review and approve several applications related to the development of Westwood Station. During this past year, the Planning Board's Westwood Station subcommittee met with the developer, other Town boards, and staff, to discuss options for moving the Westwood Station project forward. One of those options involved the development and promotion of amendments to the Mixed Use Overlay District section of the town's Zoning Bylaw, which amendments were presented and approved at the May 2010 Annual Town Meeting. This subcommittee continues its consideration of strategies for the most efficient and effective review of future applications associated with development in the University Avenue area.
- The Planning Board and staff remain well poised to handle the next review of these applications in a most efficient and effective manner.

COLLABORATION

- The Planning Board continued to work collaboratively with the Neponset Valley Chamber of Commerce and the Towns of Norwood, Dedham, Canton and other municipalities to advance regional planning initiatives, especially the comprehensive redesign of the Interstate 95/93/Route 128 interchange. These regional planning efforts will be coordinated primarily through the Route 128/ABC Coalition and the Regional Working Group.

- In 2010, the Planning Board commenced the process of updating the town's 2000 Comprehensive Master Plan, beginning with a Visioning Workshop held in October 2010, and including two Housing Information Sessions held in November and December 2010.



Board Members Bruce Montgomery, Steven Rafsky & Steve Olanoff

- The Planning Board's web site is continuously updated to include information on pending applications, public hearings, decisions and planning documents such as the Zoning Bylaw, Comprehensive Plan, Open Space and Recreation Plan, Development Guide, the Board's Special Permit Granting Authority Rules and Regulations and applications for site plan, special permit and subdivision review. Approved minutes of Planning Board meetings are available for download. The web site also serves as the repository for the voluminous amount of Westwood Station information generated as part of the permitting process.
- The Planning Department continued to facilitate the Land Use Committee, which serves as a forum for applicants to informally present proposed development projects for staff comment and technical review, and encourages collaboration and information-sharing among the various departments involved in land use development issues, including the Planning, Health, Building, Fire, Police, Public Works, Economic Development, Conservation Commission and Engineering Departments.

2011 SERVICE PLAN

- In 2011, the Planning Board will continue to work collaboratively with the Board of Selectmen, the Economic Development Advisory Board, other town boards and project developers to pursue

PLANNING BOARD

initiatives designed to encourage near-term development and re-development of commercial properties, especially within the Westwood Station/University Avenue area. The board will continue to pursue zoning strategies related to the redevelopment of Southwest Park, University Avenue, Glacier Drive, and other locations that could benefit from more flexible approaches to land use regulation.

- The Planning Board will devote considerable time and attention to the update of the Town's 2000 Comprehensive Master Plan in coordination with the Comprehensive Plan Steering Committee. The Comprehensive Plan Steering Committee had its initial meeting in January 2011, and will continue to meet throughout the year.



Planner Nora Loughnane & Board Member Carol E. Chafetz

Planning Board Members

Steven M. Rafsky, Chairman
Steven H. Olanoff, Vice Chairman
John J. Wiggin, Secretary
Bruce H. Montgomery
Carol E. Chafetz

Staff

Nora Loughnane, Town Planner
Janice Barba, Planning & Land Use Specialist



One of the several Comprehensive Plan Sub-committees, brainstorming.

- The Planning Board will continue working with the Housing Partnership and interested parties to encourage and facilitate affordable housing and senior housing initiatives. The board will continue to develop proposed revisions to the Zoning Bylaw related to housing, including the addition of a new Open Space Residential Development (OSRD) section, and substantial amendments to the Senior Residential Development (SRD) section.
- As time permits, the board will complete the comprehensive revision of all Planning Board rules and regulations, including those for the Subdivision of Land, and for all Special Permits which may be issued by the Planning Board.



Board Member John J. Wiggin

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is comprised of three regular members and six associate members appointed by the Board of Selectmen. The ZBA is a quasi-judicial board that operates, "as authorized by, but not limited to, the provisions of the Zoning Act, M.G.L. Chapter 40A, as amended, Section 2A of 1975 Mass. Acts 808, and by Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts", (Section 1.1 Westwood Zoning Bylaw). As such, the Board is subject to time limits and legal filings. The ZBA hears appeal petitions from decisions of the Building Commissioner, requests for special permits and variances and other zoning relief under Town Zoning By-laws (regulations) which are adopted and subject to amendment by Town Meeting.

BOARD MEMBERS



John Lally, Charles Reilly, Robert Rossi

It is with great sorrow that we learned of the passing of one of the Board's longest serving members. John J. Clancy passed away shortly after Christmas and his keen mind and friendly demeanor were invaluable to applicants and Board members. John was rightfully proud of his engineering degree from MIT and his knowledge was generously shared with the Board.

The continuing economic downturn in 2010 was reflected with a concurrent decrease in the number of applications brought before the Board of Appeals.

Hearings	2010	2009	2008	2007
Matters	33	37	43	52
Special Permits	29	27	39	51
Variances	4	7	9	8
Appeals	4	3	1	3
Decisions	28	36	39	41

While there was talk of economic improvement, it wasn't until June that there was a significant increase in the number of applications. This occurred again in July and December. While total numbers were down for the year, it was the busiest December in five years. The majority of the applications tended towards smaller

home improvements rather than large, complex changes.

It should be noted that Fox Hill Village will be expanding as a special permit was granted in order to construct two separate cottages for dementia patients. Each unit will house twelve people and there will be a separate administration building for the units.

The new library project was again before the Board and was granted a Variance in order to site the building in the most advantageous spot to maximize drainage.

Some new businesses have come to Town and their signage requirements were approved. Several existing businesses wished to update their appearance and were issued special permits to conform to the sign bylaw.

Once again, the Board, upon request, approved an extension of the Special Permit granted to Cabot, Cabot and Forbes in 2007 in the Water Resource Protection Overlay District of the Westwood Station Project on University Avenue. A one year extension of the permit was granted.

The Board Administrator continues to pursue educational opportunities as they arise. Land Use Committee meeting attendance continues to ensure open communication among the Board of Appeals, Building Department, Planning Board, and Conservation Commission. There have been positive comments from residents and contractors on the location of all the Land Use Departments in one convenient area.

The Board looks forward to continuing to provide service to the Town within the legal constraints placed upon it by the Zoning Bylaws and state laws. The year ahead hopefully will signal that the economy continues to grow, albeit slowly, by an increase in the number of petitions over 2010.

Regular Members:

David W. Krumsiek, Chairman
Charles D. Reilly
John F. Lally

Associate Members:

Robert J. Rossi, Clerk
Michael E. Flynn
Alan A. Ward
Joseph J. Crowley
Gregory J. Donovan

Zoning Administrator:

Louise C. Rossi

BOARD OF ASSESSORS

The Assessing Office again achieved its goal of getting a tax rate approval from the Department of Revenue timely which resulted in all quarterly tax commitments and warrants for the collection of taxes generated on time.

The office also continued to access the homes that were missed on last years completed Measure and List. These inspections along with the many tasks required of the assessing department helps maintain accurate and detailed account information that is a major source of information for the public and other town departments.

The office staff trained and is currently working with the new accounts payable software which not only simplifies the abatement processes for real estate, personal property and motor vehicle, it makes the office more efficient.

The Board of Assessors and the office staff of Debbie Robbins (Assessors), Lisa Ciampa (Office Coordinator) and Rose Wallace (Principal Clerk) are committed to responding to all inquiries and information request with a courteous and professional manner.

Louis A. Rizoli
Chairman

Mark Murphy
Clerk

Michael P. Krone
3rd Member

PERMANENT BUILDING COMMISSION

Pursuant to Chapter 7, Section 5 of the Town Charter, the Permanent Building Commission shall have charge and direction of the construction and reconstruction of all buildings owned, leased, or occupied by the Town, and shall have the power to make recommendations concerning the design, plans, specifications, and location of other buildings financed, in whole or in part, by other public funds. From time to time the Commission shall consult with the ultimate user of such buildings concerning said design, plans, specifications, and locations of such buildings.

The Permanent Building Commission is currently supervising the planning and construction of the New Westwood Library Project, and the moving of the Colburn School.

Permanent Building Commission

John Cronin, Jr., Chairman - 2011

Judy Frodigh - 2011

James Gavin - 2012

John Cummings - 2012

Thomas Erickson - 2011

John Salvatore - 2012

Paul Colantuoni - 2012

Respectfully submitted,

John Cronin, Jr., Chairman
Permanent Building Commission

NORFOLK COUNTY COMMISSIONERS

To the Citizens of Norfolk County:

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston.

Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

County government is responsible for regional services which include the Registry of Deeds, County Agricultural High School, County Engineering, Trial Court facilities maintenance, Wollaston Recreational Facility, and other departments and services.

A major transition during FY 2010 was the transfer of the County Sheriff's Department to the State, pursuant to the provisions of Chapter 61 of the Acts of 2009. State, County and Sheriff's department staff and elected officials cooperated to implement the changeover, which took effect on January 1, 2010.

The County continued to face the challenges of the continuing national recession. County revenues are directly impacted by the real estate and credit markets, in which conditions continued to be adverse.

The County budget, in addition to adjustments for the Sheriff's transfer, strove to minimize costs while continuing efforts to maintain and improve services. Capital projects continued at County facilities, including preparatory work for the Norfolk County Law Library and other agencies to move to the Norfolk Registry building in Dedham. In cooperation with the Massachusetts School Building Authority, Norfolk County Agricultural High School began feasibility studies for major improvements at its Walpole campus.

As in past years, we wish to take this opportunity to thank the County's department heads and employees, as well as elected officials, both state and local, for all their efforts on behalf of Norfolk County and its communities.

As County Commissioners, we are privileged to serve you.

Very truly yours,

Francis W. O'Brien, Chairman
John M. Gillis
Peter H. Collins

Administrative Offices – P.O. Box 310 – 614
High Street – Dedham MA 02027-0310
Telephone: (781) 461-6105 Facsimile:
(781) 326-6480 E-mail: info@norfolkcounty.org

HOUSING AUTHORITY

DEPARTMENT MISSION

To meet the requirements of Executive Order 215 of the State of Massachusetts that calls for the provision of affordable rental units in each community of the Commonwealth.

GOALS AND RESPONSIBILITIES

- To explore various financing alternatives for the development of affordable rental housing units.
- To identify alternative sites for the development of affordable rental units.
- To develop and manage affordable rental housing owned and operated by the Westwood Housing Authority.

PROGRAM/SERVICE AREAS

The Housing Authority provides two major program/services. These are:

1. Development of Affordable Family Housing
2. Management of Affordable Family Housing

CURRENT SERVICES/PROGRAMS

Development of Affordable Family Housing

Executive Order 215 mandates that all cities and towns in the Commonwealth must provide affordable family rental housing. The Executive Office of Communities and Development has interpreted Executive Order 215 to mandate that Westwood provide twelve affordable rental family units. The Housing Authority is responsible for seeking land, funds and potential developers of affordable rental housing, which will be recognized and potentially funded, by Federal or State grant programs. Since there has not been any funding available at the state level for new construction of rental housing for several years, Westwood has not been able to meet this state mandate.

Management of Affordable Family Housing

The Westwood Housing Authority currently does not have staff to manage the WAHA rental units. The Housing Authority has contracted with the Dedham Housing Authority for tenant selection services and a private contractor for maintenance services until the Housing Authority is in a position to assume administrative control.

PRIOR YEAR ACCOMPLISHMENTS

The 581 Gay Street property that was donated to WAHA last year was rented to a qualified household in January 2010. WAHA members are thrilled to add this property to our current stock of affordable rental properties in town.

One of the units at 1270-1274 High Street was vacated this summer and WAHA worked with several contractors to remodel the kitchen and complete minor renovations to the unit before it was leased to a qualified household in September 2010. The property at 1007 High Street was also repaired and brought up to rental standards after a move out of a long term tenant.

WAHA monitored the two rental duplexes that it purchased in 1998, the renovated Heywood House that was constructed in 2002, and the rental duplex that was purchased in 2004. WAHA now owns four duplexes in addition to the single family house. All units are now under lease agreements and have substantial waiting lists.

FY 2012 SERVICE PLAN

- The Housing Authority intends to continue its work on the acquisition and rehabilitation of existing vacant land or structures as affordable rental family housing; funded partly from proceeds raised from the developers of the affordable housing projects and partly from State/Federal grants.
- Continue to seek State planning funds that can be used to conduct site and/or structure analysis in preparation of a HOME or alternative grant application. Special consideration will be given to the rehabilitation of abandoned homes.
- Continue to monitor the conversion of Westwood Glen to a more conventional market rate development and assist residents with maintaining their tenancies.
- Continue to monitor the affordability of Highland Glen and assist residents with maintaining their tenancies.

HOUSING AUTHORITY

- Continue to work with community groups such as the Interfaith Council to help identify suitable properties for renovation by Habitat for Humanity for affordable home ownership.
- Continue negotiations with Equity Residential for the expansion of Highland Glen to meet the need for additional affordable elderly housing.
- Continue to advocate for appropriate linkage fees from affordable housing developers for future affordable family housing development.

HOUSING AUTHORITY BOARD MEMBERS:

JOHN J. CUMMINGS
JASON E. LEE
JULIET W. ONDERDONK
JERROLD A. WOLFE
VACANT (STATE APPOINTEE)

WESTWOOD AFFORDABLE HOUSING ASSOCIATES, INC. (WAHA) MEMBERS:

JOHN J. CUMMINGS
FRANK B. JACOBS
PAMELA R. KANE
JASON E. LEE
BARBARA S. MCDONALD
ROBERT W. RITCHIE
THOMAS R. TEEHAN
JERROLD B. WOLFE

HOUSING PARTNERSHIP/FAIR HOUSING COMMITTEE

DEPARTMENT MISSION

Housing Partnership

To ensure that housing opportunities are available in Westwood to all income and age levels in accordance with programs regulated by the Massachusetts Housing Partnership.

Fair Housing Committee

To protect against discrimination in the sale of real estate within the Town of Westwood.

GOALS AND RESPONSIBILITIES

Housing Partnership

- To work with the Planning Board to ensure that the Town's Zoning Bylaws encourage the construction of low or moderate-income housing.
- To continue to encourage housing development that cultivates heterogeneity in Westwood's population.
- To administer a lottery process for selection of qualified households to purchase affordable houses at Chase Estates and Cedar Hill Estates under the guidelines of the Local Initiative Program.
- To obtain recognition from state authorities for affordable units regulated under Chapter 774 of the Acts of 1969 that were developed at Chase Estates and Cedar Hill Estates during 1998.

Fair Housing Committee

- To establish a discrimination policy that is actively promoted and institutes a grievance procedure for enforcement.
- To ensure that there is no discrimination in the housing market, and to provide a hearing process in the event of an alleged discrimination occurrence.
- To ensure that the lottery process for affordable houses under the Local Incentive Program includes applicants from minority populations.

PROGRAM/SERVICE AREAS

Housing Partnership Committee

The Housing Partnership Committee consists of eight members appointed by the Board of Selectmen and represents the Selectmen, the Planning Board, the Conservation Commission, the Housing Authority, and at-large members including representatives from the real estate and banking industries. The committee meets periodically to review housing market statistics, Town Zoning bylaws, Town demographics, and proposed housing developments in an effort to provide greater diversity of housing opportunity within the Westwood community.

Fair Housing Committee

The Fair Housing Committee is a sub-committee of the Housing Partnership Committee, which consists of the Executive Secretary, who serves as the Fair Housing Director, and the at-large members of the Housing Partnership Committee. The Committee meets periodically to develop housing goals and to review any grievance that is filed alleging discrimination in the sale or rental of Westwood real estate.

PRIOR YEAR ACCOMPLISHMENTS

- The Board of Selectmen appointed a consultant to serve as Housing Lottery Director and to administrate the lottery process under state guidelines and maintain a list of qualified buyers for both Local Initiative Program developments. The Resale Lottery was marketed from October 1, 2010 to November 29, 2010 and the Lottery drawing was held on December 13, 2010. Eleven households applied for the new Resale Lottery list which will be used for any resale of LIP affordable houses during the next three years.
- Members of the Housing Partnership have continued working with community groups and developers to explore ideas for increasing the amount of affordable housing in Westwood or a variety of age groups and needs.

HOUSING PARTNERSHIP/FAIR HOUSING COMMITTEE

FY 2012 SERVICE PLAN

- Continue to provide workshops for potential applicants for affordable houses and monitor the selection of buyers in correlation with state guidelines.
- Continue to pursue the acquisition of vacant or deteriorated properties for rehabilitation as rental housing to be administered by the Housing Authority.
- Pursue any available state or federal resources to develop affordable rental housing for handicapped or family units.
- Secure recognition from state regulatory agencies that occupied affordable housing units at both LIP developments and new rental properties has increased the affordable housing stock in the Town of Westwood. Also work with state officials to receive recognition for the DMR and DMH units that are available in Westwood.
- Continue to work with Equity Residential ensure that a significant fixed percentage of Westwood Glen remains affordable for current and future residents and to secure agreement that limits moderate rent increases for unsubsidized tenants that wish to continue living there.
- Continue to work with other Town Boards evaluating proposed housing developments in the Town of Westwood. The Housing Partnership committee remains committed to encouraging new developments to provide some affordable units or linkage fees for the town to use to develop more affordable units.

COMMUNICATION & TECHNOLOGY ADVISORY BOARD

The Communications & Technology Advisory Board (CTAB) was established by Article 31 in the 2003 Annual Town Meeting. This board was established for a five year period with a provision for the Town to renew it again at the end of that period. Article 31 combined the Cable Advisory Board and the Information Systems Advisory Board into a single Communications and Technology Advisory Board. Previously the Cable Advisory Board existed to oversee cable TV programming, monitor customer service issues and represent the town in negotiations with the Cable provider. This work included ensuring that high speed internet access was made available to all residents. The Information Systems Advisory Board provided guidance to the Town to enhance performance and provide better services to the Town. As technology evolved, the oversight of these two Boards overlapped, which prompted the combination into a single board.

The Communications and Technology Advisory Board (CTAB) consists of seven volunteer members appointed by the Board of Selectmen to two-year overlapping terms. The Board has formal meetings, generally on the second Tuesday evening of the month, where it is joined by Donna McClellan, the Town's Information Technology Department Manager, and by Michael Jaillet, the Town's Executive Secretary. As required, Board members participate in other meetings and activities with employees and officials of the Town government whenever needed to help oversee information systems, broadband and cable access activities in Westwood.

The CTAB also serves to provide advice and guidance to the Information Technology Department, attempting to ensure that efficient use of existing technology is made, that any expenditures are appropriate, and that the overall needs of the Town are being met. In addition, the Board works to ensure that industry accepted standards regarding items such as privacy, security, and reliability are followed.

The following four areas were the focus of the CTAB for 2010:

1. **Monitor performance of Cable Providers:**

The Board has continued to monitor the progress of build out of the Verizon FIOS infrastructure so that the entire town can benefit from this additional choice in services.

The Board continues to monitor the performance of our existing broadband and cable provider COMCAST and VERIZON with respect to their contractual obligations with the Town. Foremost

is customer service. The Board tries, whenever possible, to settle most subscriber complaints. The Board makes sure that those complaints falling within the provisions of the contract are satisfactorily resolved by the cable provider.

The Board successfully worked with the Board of Selectmen and Comcast to negotiate a 10 year franchise renewal agreement, effective January 1, 2011

2. **Support PEG Broadcasting in Westwood**

The Board has also worked with the Board of Selectmen and interested residents to provide PEG (public, educational and government) broadcasting for Westwood. A non-profit corporation Westwood Cable Access Television (WesCAT) was formed in 2008 with the mission to promote and enhance community access television content to Westwood residents via cable and online channels. The board works with and supports the efforts of WesCAT to bring cable broadcasts to Westwood.

3. **Pace of Change of Technology**

As with all organizations of limited fiscal resources, the issues of coping with the rapid pace of change in technology is a difficult one for the Town of Westwood. The CTAB will continue to determine the most fiscally prudent ways for the Town to stay abreast of appropriate technology.

The CTAB wishes to continue to make itself available as a technological resource to the Town and address Town information technology issues as they arise and evolve. Through this, we hope to continue to see the level of services the Town provides enhanced with the effective use of technology.

Christopher Gervais, Chairman
Steven Anderson
Stephen Grephenius
Mark Hichar
Eric Lin

Ex Officio Members
Michael A. Jaillet
Donna McClellan

INFORMATION TECHNOLOGY

DEPARTMENT MISSION

- To optimize existing technology resources.
- To provide new technology guidance to enhance performance and produce better services for the Town.

ENABLING LEGISLATION

The 1993 Annual Town Meeting revised the Town Bylaws by incorporating a new article, which formally created an Information Technology Department. The article, number 19, was written pursuant to Massachusetts General Laws, Chapter 41 Section 23D. The 2003 Annual Town Meeting approved Article 31 which replaced the original General Bylaws, Article 19. This Article 31 changed the name of the department to the Information Technology Department and merged the Information Systems Advisory Board and the Cable Advisory Board into a single Communications and Technology Advisory Board.

The Information Technology Department is counseled by the Communications and Technology Advisory Board (CTAB) which advises and assists the Manager of Information Technology in “all long range planning, capital acquisitions and system selection” and “in the development of Information Technology or telecommunications’ policies and standards”. The effectiveness of this board was reviewed at the 2003 Town meeting and an affirmative vote was accepted to extend the manning of the board for another five years.

GOALS AND RESPONSIBILITIES

- Provide coordination, oversight and guidance for all Information Technology functions within the Town.
- To advance the comprehensive uses of information and minimize duplication of data.
- Responsible for the administration and operation of the Town’s Information Technology communications network, computer facilities and associated personal computers and all peripherals.
- Support the Town’s users of information technology with advice, assistance, supervision and training.
- Support and promote the use of Geographic Information Systems technology; ensure that GIS data is accessible and accurate.

- Maintain a strategic plan to stay abreast of emerging technologies and seize cost effective implementation opportunities that are consistent with the long-range plan.

PROGRAM/SERVICE AREAS

The Information Technology Department provides three (3) major programs/services. These are:

1. Strategic Planning
2. Administration/Operations
3. Hardware & Software Support

CURRENT SERVICES/PROGRAMS

Strategic Planning

Given the importance of the information entrusted to or generated by the Town, the pressures to make that information available to the public and to other government jurisdictions, the extremely rapid pace with which Information technologies are developed, implemented and made obsolete and the expense of implementing or committing to a given technology; the function of strategic planning is crucial to the economic operation of the department. Strategic planning involving the selection and acquisition of new technology must be an ongoing, full time endeavor. The Communication & Technology Advisory Board counseling is most crucial to this function.

Administration/Operations

The department is responsible for the planning, service and support of the Town’s wide area (WAN), and local area networks (LAN), and all associated computer hardware and software. Administration includes selection and acquisition of systems, resource scheduling and allocation; promulgation of department policies and procedures; materials purchasing; contract negotiation and administration, maintenance of capital equipment inventory and replacement schedule, special project supervision and budgeting. Operations include: installation, troubleshooting, and maintenance of all computer equipment; integration of user needs and software capabilities; monitoring of network functions and user demands; and security and integrity of all Town information.

Hardware & Software Support

The department supports all users of information technology with advice, assistance, supervision and training. Implementation of new technology, policies and procedures are also addressed as an element of user support. The department is the

INFORMATION TECHNOLOGY

first avenue for departments in need of Information Technology resources. Properly qualified resource requirements may then be evaluated for relative merit. Departmental resources can then be provided or resolution achieved by outside forces.

PRIOR YEAR ACCOMPLISHMENTS

In addition to the responsibilities stated above, the IT department has accomplished the following:

Managed IT infrastructure which includes 17 servers over 200 pcs and 100 printers. Sixty (60) pcs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users.

Continued management of the Student Information System (SIS) Database. This work includes maintenance of the centralized student database, including end user support, distribution of all grade reports, and coordination with Department of Elementary and Secondary Education (DESE) digital reporting requirements for both students (SIMS) and all school employees (EPIMS). Work this year included successful conversion and implementation of a new SIS provided by X2 Development.

Implemented a web based contact verification for all students and parents.

Processed RMV files for import into municipal software and also prepared and transmitted quarterly real estate files for tax services.

Deployed two virtualized servers which has provided additional email, calendar and contact storage, as well as additional file storage.

Upgraded Recreation Server, Assessing Server and Permitting applications and Email Programs to latest versions.

Worked with Finance and Accounting Department to manage conversion and implementation to new municipal software.

Started a project to implement a Citizen Request Portal which will provide an improved web interface for requests as well as questions.

Started a project to redesign Town's web interface to improve site navigation.

FY2011 SERVICE PLAN

Continue the high level of training of users to maximize the software currently available.

Continue to upgrade hardware and software in a cost-effective manner to keep current with today's technological advances

Continue to improve the Town of Westwood web site with a focus on greater access to public information.

Advance the Town's LANs and WAN with new technology resources.

Increase the accessibility, magnitude and accuracy of data available on the GIS.

Migrate two (2) Police Department servers to a virtualized server.

Donna McClellan
Director of Information Technology

METROPOLITAN AREA PLANNING COUNCIL AND THE THREE RIVERS INTERLOCAL COUNCIL

The **Metropolitan Area Planning Council** (MAPC) is the regional planning agency serving the 101 cities and towns in Greater Boston. With a mission to promote smart growth and regional collaboration, MAPC's work is guided by its regional plan, **MetroFuture: Making a Greater Boston Region**.

This year, MAPC has increasingly focused its work on helping municipalities to collaborate across city and town borders, to achieve savings through new efficiencies, to capitalize on the existing resources of Greater Boston, and to explore innovation in unexpected ways. In every effort it undertakes, MAPC works toward a more equitable, livable Greater Boston region.

Recently, MAPC was honored to be among a select group of grant recipients from the Sustainable Communities Partnership, a new federal collaboration among HUD, EPA, and the U.S. Department of Transportation. With this grant, MAPC can go further in promoting sustainable development in Greater Boston. The coming year will bring the first activities under the grant and with matching commitments from regional foundations could total over \$4.5 million in three years.

In the past year, MAPC has worked on many programs, including the following:

- The **District Local Technical Assistance (DLTA)** is a state funding program that helps cities and towns to collaborate regionally on housing, economic development, and environmental protection projects. 2010 was a prolific year for DLTA-funded projects. There were a total of 19 projects approved for funding this year – ten in land use planning, and nine in municipal services. More than two dozen communities received help from MAPC on land use planning projects, the majority involving research or drafting local zoning bylaws. There are 39 cities and towns currently participating in projects, such as how to save funds or provide expanded services by sharing staff, offices, and equipment. The total number of cities and towns served was 57 – a record high for the program.
- MAPC is collaborating with Boston, Cambridge, Somerville, and Brookline on a **regional bike share system** that will launch in spring 2011. It will provide hundreds of stations, outfitted with several thousand bicycles, throughout the participating municipalities. Designed for short trips, the system will provide a sustainable mode of transportation while extending access to public transit locations across the region. MAPC worked with Boston and the MBTA to secure a \$3 million Federal Transit Administration grant to implement the program.
- MAPC unveiled a comprehensive **Pedestrian Transportation Plan** with action steps that cities and towns can take to make their streets more

walkable. Both a resource and a guide, the Plan identifies actions that local governments, advocacy groups, the private sector, and individuals can take to increase pedestrian safety and convenience and to encourage more walking. I served on the advisory committee for the plan. It is available at www.mapc.org/resources/ped-plan.

More information about MAPC's services and ongoing activities is available at www.mapc.org.

TRIC: The Three Rivers Interlocal Council (TRIC), one of eight subregions of MAPC, meets monthly to discuss issues of mutual interest from community development planning to transportation. TRIC is comprised of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood.

During 2010, TRIC provided input to MAPC on subregional legislative and transportation priorities. In April it sponsored a very successful Legislative Breakfast that brought together our state legislators, TRIC members, and municipal officials. TRIC also presented local and regional transportation priorities to the Boston Region Metropolitan Planning Organization (MPO) for formation of the regional transportation plans and programs.

As the Town's MAPC and TRIC representative, I attend all Council, TRIC, and MAPC Legislative Committee meetings to express the Town's viewpoint on local and regional issues. I serve as Vice-Chair of TRIC.

RTAC: I represent the Town on the **Regional Transportation Advisory Council** where I am this year's Vice-Chair. RTAC provides the MPO with input from municipalities, agencies, and advocacy organizations. My activities at RTAC included attending MPO meetings and representing the Council on two committees, one which selects planning studies and another which finances clean air and transportation mobility initiatives. The latter committee selected for funding in the near future our Westwood Pedestrian and Bicycle Safety Committee project for two improved crosswalks on Washington Street in Islington.

MBTA Advisory Board: I am the Westwood designee to this organization where I advocate for improved service, increased funding sources, and reasonable fare structures to resolve the T's budget problems which continue to worsen each year.

Steven H. Olanoff
MAPC Representative
Three Rivers Interlocal Council Representative
RTAC Representative
MBTA Advisory Board Designee

WESTWOOD POLICE DEPARTMENT

The mission of the Westwood Police Department is to further enhance the quality of life throughout the Town of Westwood by working cooperatively with all facets of the community toward reducing the incidence of crime and the perception of fear, to assess and develop strategies that are designed to address various problems and issues, and through diverse policing efforts, continue to work with the community in providing a safe and caring environment for all.

The Westwood Police Department is comprised of twenty-eight sworn police officers, six civilian communication officers and two record clerks. The duties and responsibilities of each member encompass many different areas.

Rank/Position	Authorized Strength	Actual Strength
Police Chief	1	1
Lieutenants	3	2
Patrol Supervisors	4	4
Traffic Safety Sergeant	1	1
Patrol Officers	16	15
Detectives	2	2
School Resource Officer	1	0
Communication Personnel	6	5
Administrative Staff	2	2

PERSONNEL

There was very little turnover in personnel in the Westwood Police Department during 2010. In May, Lieutenant Robert O'Donnell retired from the department on after serving 38 years. Officer John McHarrie retired in December after 41 years of service. Dispatcher Ken Jones, resigned from the department to accept a position in another community.

TRAINING

Professional training of all personnel is a vital necessity in the law enforcement profession, and is a paramount interest to the Administrative Division of the Department. To keep up with the yearly changes in the law, court decisions, policies and procedures, and law enforcement initiatives, the Department conducts its own 40-hour-in-service training program. In addition to outside subject matter experts, Westwood Police personnel facilitate training in these areas, as well as CPR/AED recertification, firearms requalification, and defensive tactics training.

The Department regularly reviews the annual 40-hour training program to ensure that all officers receive the necessary 'tools' to do their job safely and effectively. It is the goal of the department to provide as much "in-house" training as possible. This allows us to tailor the curriculum to the needs of the community and the personnel who serve it.

INVESTIGATIONS

The Department's two detectives continue to follow-up on cases initiated by patrol officers. The manner in which cases are funneled to the Detectives vary from case to case, but generally speaking, criminal investigations requiring a significant investment of time and resources usually are assigned to a Detective. The caseload is also impacted by self-initiated investigations, and can encompass drug investigations, fraudulent activity, and quality of life issues.

TRAFFIC ENFORCEMENT

The volume of traffic and the speed at which it travels continues to be a shared concern of many residents. Selective enforcement is a strategy employed by the Department to target traffic violations at specific times and locations, often based on resident complaints, and continue to be a priority of the Patrol Division. With the advent of a new records management system, our traffic enforcement efforts and assignments can be more efficiently and effectively implemented. Although speed enforcement may be the most obvious means of dealing with speeding violations and other traffic problems, the goal of traffic enforcement is only one way of achieving compliance with traffic laws. Public education and road engineering are also important facets in making the roads of Westwood a safer place.

The Department has two traffic enforcement speed trailers that are often deployed along major travel routes to advise motorists of the speed at which they are traveling, in an effort to boost voluntary compliance with speed limits.

WESTWOOD POLICE DEPARTMENT

CRIME STATISTICS

Crime	Reported Incidents
Murder	0
Rape	3
Robbery	1
Arson	0
Aggravated Assault	12
Burglary & Attempts	49
Larceny-Theft	104
Motor Vehicle Theft	12
Alarms	821
Accidental 911 Calls	544
Missing Persons	30
Motor Vehicle Crashes	445
Disturbances	112
Identity Fraud	41
Theft from Motor Vehicle	51

GRANTS

The police department was successful in obtaining a number of grants to help offset some of its capital and operational costs. Listed in the following chart is a summary of the grant awards the department received during the calendar year.

Funding Source	Amount	Purpose
Community Policing	\$18,024.00	Community Policing Program
Governors Highway Safety	\$10,000.00	Traffic Enforcement Campaigns
E-911	\$27,524.00	Training & Technology

GOALS

Aside from maintaining the progress already made on various initiatives, the department will continue to move toward expanding its capabilities into the following service areas during the next calendar year.

- Increase traffic safety initiatives
- Continue to reduce false alarms that tend to tie up police resources and create an inconvenience for neighbors
- Continue to upgrade the Radio Infrastructure to allow digital communications within the community
- Continue revision of the WPD Policy Manual to ensure compliance with all state and federal laws

I truly believe that Westwood is a community that recognizes the value and importance in supporting all those who live, work, and visit our community, and these efforts are designed to compliment and further enhance those programs already in place.

With the anticipated changes during the course of the next year, there will bring even greater challenges. The members of the police department remain committed to broadening their involvement in the community, to assist in the resolution of issues which impede our community's potential, and at the same time foster the quality of life that distinguishes Westwood from all other communities.

The Town of Westwood is a community which recognizes the value of their police department and the initiatives that we have undertaken to ensure that the community is a safe one in which to live and work. We pride ourselves on working collaboratively with a number of community organizations to be successful in our community care-taking role. The Westwood Board of Selectmen has always been supportive of the department's needs, and I am grateful for their support over the past year. The Personnel Board, Finance Commission, and Planning Board are always available for consultation, and their guidance and assistance is always appreciated. The Westwood Fire Department, Council on Aging, and Department of Public Works are among our valued partners, and we cherish the close working relationship we have with these agencies. The Westwood Schools continue to work with us to ensure the safety and well-being of our most precious community members. The residents of Westwood are considered our constituents, and we recognize how fortunate we are to be working in such a supportive environment.

William G. Chase
Chief of Police

PARKING CLERK

Parking enforcement is a necessary activity in order to maintain safe passage along the streets and parking lots, as well as provide sufficient access for those where there have been special parking provisions made. In most instances, the parking enforcement in Westwood centered around four main parking issues. The first involves the overnight parking ban that takes effect each year on November 1st between the hours of 2:00a.m. until 6:00a.m. for a period longer than two hours. That parking ban remains in force until April 30th. The principal reason for the overnight parking ban is to keep the streets open in the event there a winter storm so the streets can be plowed. The second evolves around improper parking in designated handicap parking spaces. The enforcement of these parking regulations ensures that parking spaces that have such designations remain open for those who have the proper permit. Third, vehicles parking in designated public safety or fire lanes. Quite often this involves access to public buildings, such as the schools and other public buildings.

With respect to the overnight parking ban, which is in place over the winter months, the police department will normally issue warnings for the first month to remind residents of the parking ban. The department also makes arrangements with the two local newspapers to run advertisements reminding residents of the parking ban.

In 2010, the Town of Westwood issued 14 parking tickets, which equaled fines totaling \$395.00. The police department is charged with the responsibility of issuing parking tickets for the purpose maintaining and enforcing public safety in the Town. A late notice is generated for parking tickets that have not been resolved within 21 days of the violation. In those cases where the parking tickets are considered overdue, there is an additional fine that is assessed if the parking goes unanswered. If the overdue notices are not answered, the next step is to refer those parking tickets to the Registry of Motor Vehicles where the registrations of the vehicles are flagged. Once the registration of a vehicle has been flagged with an unresolved parking ticket, the registered owner of the vehicle will not be able to register the vehicle at the time when the registration expires until the outstanding parking ticket(s) has been paid.

Breakdown of Parking Tickets by Type	
Type of Parking Ticket	# Tickets
Handicap Parking Violations	5
Blocking Handicapped Ramp	1
Parking in Public Safety / Fire Lanes	2
Restricted Place or Prohibited Area	2
Obstructed Driveway	0
Obstructed Crosswalk	0
Obstructed Sidewalk	0
Within 20 Ft. of an Intersection	0
Within 10 Feet of Fire Hydrant	0
Wrong Direction	2
Over 1 Ft. from Curb	0
Obstructing Snow Removal	0
Overtime Parking	0
All Night Parking	2
Other	0
Column Total:	14

There is a process in place for those who wish to contest a parking ticket they may have received. For those who feel they have just cause to protest a parking ticket, they must request a hearing in writing, to the office of the Parking Clerk at the Town Hall. Upon receiving the request, a written justification for voiding the parking ticket is requested of the applicant and a written justification for issuing the parking ticket is requested of the issuing officer and a decision is rendered. If this process does not result in a satisfactory outcome, an appointment for a hearing will be scheduled.

Michael A. Jaillet
Parking Clerk

WESTWOOD PEDESTRIAN AND BIKE SAFETY COMMITTEE

The Pedestrian and Bicycle Safety Committee was created by the Board of Selectmen in 2009 to help make Westwood a more “walkable” and “bikable” community by engaging residents and Town departments in a sustainable and ongoing process of identifying needs, designing solutions and implementing improvements. The Committee has been researching ideas on how to encourage walking and biking by consulting with neighboring towns, hearing presentations from agencies such as Safe Routes to School, and by seeking input from Westwood residents.

During the past year, a group of fifth graders from the Sheehan School, the Westwood Traveling Truckers, researched the feasibility of creating a bike and pedestrian path from Route 109 to Washington Street. The group presented their extensive research to the Pedestrian and Bicycle Committee on two occasions. As part of the FIRST Lego League competition, these fifth graders moved on to the State competition level with their project! The concept of a path connecting Route 109 and Washington Street was also researched by Eagle Scout candidate Ben Pincus. His Eagle Project, titled “Cross-Town Bike Trail” identified a potential path from Starbucks in Westwood center, continuing behind the Thurston Middle School and the Westwood High School, onto Thatcher Street, and connecting to Lowell Woods. It is connected by a new stone dust path created along Gay and Foxhill Streets by the developer of Foxhill Meadow at the request of the Planning Board. The public property sections of the path have been cleared and marked with white blazes.

The Committee heard a proposal from a Westwood resident on creating Emotionally Intelligent Signage for at least one of the school districts to help reduce the speed of drivers in the school zones. Other towns such as Needham and Norwood have implemented such signage, created by students. With the assistance of a grant from the Westwood Education Foundation, Westwood Empathetic Signs Thurston Initiative involved students from the Thurston Middle School and several town departments. Signs have been successfully installed in the Hanlon School District, to increase drivers’ awareness of the school zone (and lower speed limit).

The Committee also heard from a Westwood resident in the Hanlon School District about concerns for the safety of students who must cross Washington Street to walk to and from the Hanlon. The Committee identified a funding source for improvements to the crosswalks on Washington Street through the Metropolitan Planning Organization’s (MPO) Clean Air and Mobility Program Grant. A subcommittee wrote a grant proposal for solar-powered pedestrian-activated crosswalk flashing light signals, with curb extensions

(to prevent vehicles from driving in the breakdown lane) in at least two locations on Washington Street between Gay and East Streets. The grant was approved to be implemented in 2012 or 2013.

The Committee has also identified and utilized MPO funding provided by the Metropolitan Area Planning Council to purchase bike racks for municipal lots and school grounds, including: Thurston Middle School, Downey School, Sheehan School, School Street Playground, Town Hall, the Islington Library, the Islington Municipal Parking Lot, Buckmaster Pond and the Islington MBTA Station. A total of 11 bike racks were ordered, and most have been installed, with the cooperation of the DPW and the School Department.

The Pedestrian and Bicycle Committee has advocated for all of the Westwood Schools to participate in the Safe Routes to School, a program that is supported by the Federal Highway Administration and Massachusetts Department of Transportation (MassDOT). *“The Massachusetts Safe Routes to School (SRTS) program promote s healthy alternatives for children and parents in their travel to and from school. It educates students, parents and community members on the value of walking and bicycling for travel to and from school.”* (1) Several schools have joined SRTS, including the Downey, the Hanlon and the Martha Jones Schools. The program assists each member school with promoting walking and bicycling activities (such as International Walk to School Day and the Walking School Bus) and in identifying local routes and possible improvements to increase safety within the school district. One of the Committee’s goals is to have a representative from each of the seven schools sitting on the Pedestrian and Bicycle Safety Committee.

The Committee is also working to identify problem intersections, sidewalks that require repair, areas where a lack of sidewalks interrupts pedestrian access, lighting issues near crosswalks and potential bike lane development. The Committee would like to recommend:

- The Town create a sidewalk inventory
- The Town bring all current sidewalks up to ADA standards by creating curb cuts to assure access for persons with disabilities
- The Town develop a policy for maintaining and repairing sidewalks
- The Town review the bylaw addressing snow removal on sidewalks

WESTWOOD PEDESTRIAN AND BIKE SAFETY COMMITTEE

- The Town develop a policy regarding the painting of shoulder lines/bicycle lanes on newly paved roads
- The Town develop a policy to incorporate pedestrian/bicycle safety during all new municipal construction project planning.

The Committee would also like to increase contact with community organizations such as the Girl Scouts and Boy Scouts, to promote more pedestrian and bicycle-friendly projects.

Finally, the Committee would like to recognize the efforts of the founder and driving force behind the Pedestrian and Bicycle Safety Committee, Dave Atkins, for all of his efforts. All of the successful actions listed in this report were brought about with his energy, knowledge, communication skills and commitment. The members of the Committee will miss Dave, and wish him safe travels (by bicycle or on foot) in his new hometown.

2010 Members: Dave Atkins, Steve Harte, Steve Olanoff, Suzanne Becker, Kela Klosi, Virginia Lester, George Lester, Michael Kraft, Eric Dubiner, David Belcher, Bill Conley, Wendy Muellers

Ex-officio members: Sgt. Paul Sicard, Vicki Vickrey Quiram, Mike Jaillet, Nora Loughnane, Chris Gallagher, Jeff Bina

- (1) <http://www.commute.com/schools>, Safe Routes to School, Mass RIDES Commute.com



Emotionally Intelligent Sign in Hanlon School District



Bicycle Rack obtained through the Metropolitan Area Planning Council for the Sheehan, Downey and Thurston Schools

WESTWOOD FIRE DEPARTMENT



Deputy Rocky Morrison on his way home after his last day of work.

DEPARTMENT MISSION

- ◆ To protect life and property from fire through prevention, education and suppression.
- ◆ To protect life from medical emergencies and traumatic injuries.
- ◆ To protect life, property and the environment from hazardous materials and other man made or natural disasters.
- ◆ To enforce fire safety laws and regulations.

STAFFING

30 Uniformed Personnel

- 1 Chief
- 1 Deputy
- 4 Captains
- 4 Lieutenants
- 20 Firefighters

2 Civilian Employees

- 1 Administrative Clerk
- 1 Part-time Apparatus Maintenance Specialist

PROGRAMS/SERVICE AREAS PROVIDED:

- Fire Suppression/Emergency Operations
- ALS Ambulance Services/EMS
- Hazardous Materials Incident Response
- Specialized Search and Rescue Services
- Fire Prevention/Code Enforcement Inspection Services
- Training
- Fire Investigation
- Public Education/S.A.F.E. (Student Awareness of Fire Education) Grant Program
- Emergency Planning
- Administration
- Municipal Fire Alarm Construction and Maintenance

2010 STATISTICS:

FIRES:

STRUCTURE	105
VEHICLES	12
BRUSH/GRASS	32
OTHER FIRES	6

EMS/RESCUE SERVICE:

AMBULANCE	1671
LOCK IN/OUT	69
VEHICLE ACCIDENTS	205
WATER RESCUES	2
SEARCHES	1
ANIMAL RESCUES	2

HAZARDOUS CONDITIONS	128
SERVICE CALLS	86
ASSIST POLICE DEPT.	15
MUTUAL AID/LINE COVERAGE	17
GOOD INTENT CALLS	37
SMOKE INVESTIGATIONS	63
ELECTRICAL EMERGENCIES	84
HAZARDOUS MATERIALS INCIDENTS	53
FALSE ALARMS	9
ALARM SYSTEM MALFUNCTIONS	200
UNINTENTIONAL ALARMS	186
CARBON MONOXIDE DETECTOR INVESTIGATIONS	56
<u>TOTAL EMERGENCY RESPONSES</u>	<u>3039</u>

2010 FIRE LOSS \$755,285

OPEN BURNING PERMITS 438
INSPECTIONS & PERMITS 1049

REVENUES GENERATED FOR 2010:

AMBULANCE SERVICE	\$597,288.00
SMOKE DETECTORS	\$6,120.00
PERMIT FEES	\$8,960.00
FIRE ALARM FEES	\$5,150.00
MISC. REPORTS	\$359.00

TOTAL \$617,877.00

WESTWOOD FIRE DEPARTMENT

2010 AREAS OF NOTE

- ◆ Deputy Chief Roderick Morrison retired after more than 38 years with the Department. We wish Deputy Morrison a long and healthy retirement and thank him for his dedication and service to the Department and the Town.
- ◆ Wrote specifications, bid, purchased and purchased a new ambulance
- ◆ The Department continues to use Lojack's electronic tracking equipment to rescue wandering or lost high risk individuals, although no longer in affiliation with Project Lifesaver
- ◆ The Department applied for and was awarded a grant from the S.A.F.E. Program Grant to continue our Fire Prevention Programs in the schools.
- ◆ All schools, nursing facilities and places of assembly were inspected quarterly as required by law.
- ◆ The Deputy Chief, the Department's Fire Prevention Officer, performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.
- ◆ The Department would like to remind the residents to change the batteries in their smoke and carbon monoxide detectors. Please be aware that smoke detectors are required on each habitable floor, at the bottom of all stairways and outside all bedrooms. Carbon monoxide detectors are required on each habitable floor and within ten feet of all bedroom doors. Anyone with questions can call Station 1 and speak to the Officer on duty.
- ◆ Several members of the Department trained to be part of a county technical rescue team
- ◆ SCBA (self contained breathing apparatus) continues to be upgraded to include personal tracking devices to help ensure the safety of the firefighters.
- ◆ Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses are also provided.
- ◆ The nationwide trial of CCR (cardiocerebral resuscitation) protocol has been completed and is now the National standard. CCR is used to increase the survivability of a cardiac arrest versus standard CPR.
- ◆ The Department continued working with the Dedham-Westwood Water District for the systematic addition of fire hydrants.
- ◆ In October the Department held an Open House at the High Street Station that was attended by several hundred residents. In addition to fire safety exhibits there were two "live burn" demonstrations, highlighting the need for residential sprinklers.
- ◆ The Department provided community based CPR programs.
- ◆ After conducting the promotional process for the Deputy's position and holding an assessment center for a Lieutenant's position; Lt. Michael Reardon was promoted to the position of Deputy and FF. Robert Valluzzi was promoted to Lieutenant.
- ◆ Members of the Department attended seminars for Strategic Planning, Succession Planning and Homeland Security
- ◆ In addition to the large number of routine fires, motor vehicle accidents, hazardous materials incidents, and medical emergencies the Department responded to this year, some of the more significant incidents included:
 - ◆ A fire in a residence on Sherman's Way
 - ◆ A serious motor vehicle accident on Washington Street
 - ◆ A motor vehicle accident on Canton Street resulting in a traumatic injury requiring Medflight
 - ◆ A large brush fire off of Wilson Way
 - ◆ A fire damaged a building on University Avenue
 - ◆ Assisted with a deadly gas explosion and fire in Norfolk
 - ◆ A large brush fire off of Blue Jay Road
 - ◆ A Hazardous Materials Incident on Orchard Circle requiring assistance from the State HazMat Team
 - ◆ Assisted with a major barn fire in Sharon
 - ◆ A serious motor vehicle accident on Route 128
 - ◆ A fire which damaged a house on Coach Lane
 - ◆ A Hazardous Materials Incident involving a lethal chemical on University Avenue
 - ◆ A chemical spill on High Street at Dover Road
 - ◆ A motorcycle accident on High Street requiring a Medflight helicopter
 - ◆ A fire caused major damage to a home on Kilonan Road

WESTWOOD FIRE DEPARTMENT

2011 OUTLOOK:

- ◆ Maintain as high a level of service as possible.
- ◆ Continue to pursue opportunities to expand shared Fire/EMS on regional basis.
- ◆ Provide community based CPR and Fire Education Programs.
- ◆ Apply for State and Federal Grants.
- ◆ Prepare for pending budget constraints

The Fire Department appreciates the high level of cooperation it receives from the other town departments and boards we interact with especially the Police Department, Building Department and Board of Health.

William P. Scoble, Chief of Department



BUILDING DEPARTMENT

MISSION

To ensure the safety and integrity of buildings and construction by enforcing the State Building Code, Electrical Code, Plumbing Code, Gas Code and Local Zoning Bylaws.

DUTIES

The Building Department is responsible for issuing building, electrical, plumbing, and gas permits for new construction, repairs, renovations, and demolition, reviewing plans for State Building Code and Westwood Zoning By-law compliance and issuing occupancy certificates. The Department responds to calls and complaints from the general public concerning code and zoning questions, investigates complaints, and conducts periodic inspections of public buildings as required by State Code.

2010 ACTIVITIES AND ACCOMPLISHMENTS

- Although the building industry in general is experiencing a significant slow down, the Town of Westwood continues to be very active.

- The Building Department issued the following permits during 2010:

Building Permits	698
Gas Fitting Permits	200
Plumbing Permits	361
Wiring Permits	472
Sprinkler	8
New Dwellings	12

- Nine of the twelve new dwelling permits issued were to construct new houses. The other three were for new houses on non conforming lots after the existing structures were removed.
- Three permits were issued for new houses at the Captain's Crossing development.
- All schools, restaurants, day cares, and public buildings of assembly were re-inspected as required by the State Building Code. The Health Department, Fire Department, and the Building Department are working cooperatively to bring all food establishments into compliance with all state and local code requirements.

- The 8th edition of the Massachusetts State Building Base Code became the official code in August. The 8th edition residential code is expected in early 2011.



Captain's Crossing Homes



- The Colburn School on High Street has been moved to the rear of the lot in preparation for the construction of a new library.

BUILDING DEPARTMENT



- The Building Department continues to update the web page on the Town's Internet site and will continue to add information to it over the course of the coming year. Most permit applications are available on line along with the current permit fee schedules. There is a section for frequently asked questions along with on line documents that are intended to educate the public on the required documentation that must be submitted to obtain a permit. The web page also provides links to related sites such as the Town's Zoning Bylaws, the Architectural Access Board, the Board of Building Regulations and Standards, and the Department of Public Safety. Please avail yourself of the site and feel free to make recommendations for future additions to the page.

BUILDING DEPARTMENT PERSONNEL

Building Commissioner – Joseph F. Doyle, Jr.
Assistant Building Inspector – Michael P. McLean
Wiring Inspector - Daniel McIntyre
Assistant Wiring Inspector – Kevin Malloy
Assistant Wiring Inspector – James Naughton
Plumbing/ Gas Inspector – John F. O'Malley
Asst. Plumbing/Gas Inspector – William Jacobs
Asst. Plumbing/Gas Inspector – Joseph Jacobs
Administrative Assistant – Susanne Hogan

The Building Department would also like to extend its thanks to all the Town Departments that have assisted us this past year including the Information Systems Department, Health Department, Fire Department, Town Planner, Town Counsel, Zoning Board of Appeals and the Conservation Agent.

WESTWOOD SCHOOL COMMITTEE

Westwood School Committee Report to the Town of Westwood in the 114th Annual Town Report.

On behalf of the Westwood School Committee, it is my pleasure to report to the residents of Westwood on the status of the Westwood School System. Following the Annual Town Meeting, the School Committee elected Josepha Jowdy as Chairman, Brian Kelly as Vice Chairman, and John O'Brien as Clerk. John O'Brien was re-elected and Carol Lewis was elected to replace Barbara Delisle who retired after serving many years on the committee.

This past year has been a difficult financial year for all sectors of government and the Westwood Schools were no exception. Faced with budgets constraints seen all across the state, a budget with a 0% increase over the previous year was approved at Town Meeting in the spring. In order to meet this budget we were unable to achieve class size guidelines in several pockets in the Elementary Schools, throughout the Middle School and in certain disciplines in the High School. In addition, the Westwood Teachers Association settled a three year contract which resulted in a 4% increase over the next three years, We thank the teachers for their spirit of cooperation in this trying economic environment.

Despite tight finances, our school system and our students continue to perform at the highest levels. Graduation rates and attendance at four year colleges are among the highest in the State, if not the country. Our MCAS scores at all grade levels are also among the top in the Commonwealth.

A focus of the Westwood School System is to provide 21st century skills and to this end technology must be at the forefront. Professional development has been centered on integrating technology in the classroom at all levels as a means to improving learning outcomes. However, this will require continual investment in technology and we continue to look at innovative ways to sustain this.

At the beginning of this school year we welcomed a new technology director, Westwood resident Steve Ouellette, after William Johnson, the first technology director in the district, retired.

The School Committee has spent this past year updating our policy manual with the help and guidance of the Mass Association of School Committees representative James Hardy. We hope to have this completed by the fall.

We would like to thank all our administrators, teachers and staff for their hard work this year. Despite limited resources they continue to improve our programs and curriculum, address the needs of all our students and maintain and improve our facilities, making the Westwood School System one of which all residents should be proud. And finally, we remain grateful to the townspeople of Westwood for their continued support.

Josepha A. Jowdy, Chairman

SUPERINTENDENT OF SCHOOLS

I am pleased to submit this school department report for our town residents. Our school district has a long tradition of providing high-quality instruction and extra-curricular opportunities for our more than 3,100 students in PK-12. Whether in the classroom, on the stage, or on the playing fields, our students are provided a first-class educational experience.

Westwood students achieve at high levels in many areas—academic, the arts, and athletics. The results of Westwood's scores on the Massachusetts Comprehensive Assessment System (MCAS), on Scholastic Aptitude Tests (S.A.T.), and Advanced Placement Tests are indicators of high levels of achievement in the academic areas. Eleven Westwood High School students received letters of commendation from the National Merit Scholarship Program and there were two semi-finalists. Sixty-nine students received AP Scholar Awards. Four students were National Scholars; 27 were Scholar with Distinction; 11 were Scholar with Honor; and 27 students were Scholar. 304 AP exams were administered in 17 subjects. 92% of the scores were 3 or above. Eleven high school students were award recipients in the Boston Globe Scholastic Art Competition. One received the Gold Key Award, 2 received the Silver Key Award and 8 received an Honorable Mention. Thurston Middle School had two students who received an Honorable mention at the Boston Globe Scholastic art Awards. Thurston Middle School had 13 students selected for this year's MMEA Junior District Music Festival. Eight students in Jim Howard's Drama III and IV classes received outstanding acting awards for their performance of Queenie's Party at the Emerson College High School Drama Festival. The 5th grade Jazz Ensemble from Martha Jones was selected to perform at the Massachusetts Music Educator's State Conference. The Robotics Team reached the quarter-finals this year and ranked 11th out of the 53 teams competing. Stephen Campion, Joshua Goldberg and Ryan Neville were honored as Eagle Scouts this past year. In high school athletics, Patrick O'Connell won the TVL Cross Country Championship and his winning time broke the course record. Irina Chiulli was the Division 2 State Diving Champion for the second consecutive year and South Sectional Diving Champion. Westwood High School graduates students prepared and eager to continue their education. 94% of the students in the graduating class of 2010 are continuing their education; 91% at four-year colleges or universities and 3% at 2-year colleges. Westwood High School was ranked #15 this year by Boston Magazine.

The review and improvement of Westwood's academic programs is a system-wide priority. A cycle of curriculum review, development and implementation guides the oversight of academic areas. Emily Parks, High School Principal, and Dr. Avalin Green, Director of Curriculum & Instruction, have been studying and revising the process for teacher evaluation with a committee comprised of teachers and administrators. The School Committee has been preparing a Bullying Policy and a Bullying Prevention Plan. Steve Ouellette, the new Technology Director, said his vision/plan for technology in our schools includes researching best practices to enhance and support instruction, provide professional development and looking at a continuum of students' experiences to be sure there is a clear and logical progression of skills. Carol Lewis joined the school committee replacing Barbara Delisle who stepped down after many years. Harry Clapsis, a high school senior, joined the school committee board as the student representative. Students at all levels performed in dramatic productions and musical concerts throughout the year. The art work of students in kindergarten through grade twelve was prominently displayed throughout the year in each school and in public settings, including the Westwood Public Library.

In 2010, we had 14 staff members retire after many years of dedicated service to students and town. The retirees were: Patricia Conroy, 20 years, Terry Earls, 38 years, Deena Frio, 24 years, Kathy Hayes, 11 years, Bill Johnson, 13 years, Stephanie Kelsch, 33 years, Diane Lamb-Wanucha, 9 years, Mimi Mahegan, 20 years, Deborah Roberts, 9 years, Carol Rosengarten, 33 years, Genevieve Smith, 33 years, Kevin Smith, 34 years, Valerie Stencel, 9 years and Susan Wilcon, 20 years.

Finally, on behalf of our faculty and staff, I thank you for your continued support of our efforts. We are committed to maintaining the high-quality system our residents deserve, and are fortunate to be part of this community.

Respectfully submitted,

John J. Antonucci
Superintendent of Schools

BLUE HILLS REGIONAL TECHNICAL SCHOOL

Blue Hills was among 188 schools statewide to earn "Commendation School" recognition from the Massachusetts Department of Elementary and Secondary Education for raising students' academic achievement levels and closing academic achievement gaps, and Blue Hills also was one of 11 schools to exit accountability status, which means that the school met its annual student performance benchmarks in English Language Arts (ELA) and Math for two consecutive years. In addition, Blue Hills had the highest level combined increase in MCAS performance of any high school in the state. Blue Hills students' MCAS scores rose 12 percentage points in ELA, 17 in Math, for a combined increase of 29 percentage points.

The John and Abigail Adams Scholarships are given to high school students in recognition of their outstanding MCAS scores. The scholarships entitle the recipients to four years of free tuition at any University of Massachusetts campus or any participating state or community college in Massachusetts. Fifty members of the Class of 2011 were honored as Adams Scholars and were awarded certificates in recognition of that achievement on Nov. 16, 2010.

Eighty-one Blue Hills Regional students participated in the SkillsUSA District Competition at the J.P. Keefe Regional Technical School in Framingham on Feb. 23, 2010, and won numerous medals in various categories.

The Annual National Honor Society (NHS) Induction was held on March 25, 2010. Eleven new members were welcomed from the Classes of 2011 and 2012, and 23 second- and third-year members participated as well.

On November 17, 2010, Blue Hills Regional hosted its annual Open House. The well-attended event allowed the public to visit classrooms and vocational areas, speak with students, teachers, and administrators, and obtain helpful information about the school.

Thirty-two adult students graduated from the post-secondary Practical Nursing Program on June 30, 2010. The Practical Nursing Program is a full-time program of study provided on a tuition and fee basis.

As of October 1, 2010, total enrollment in the high school was 850 students. There were nine students from Westwood. We are working to make more Middle School students aware of the opportunities available at Blue Hills Regional.

Blue Hills Regional is proud to offer various services to district residents – and in some cases, the general public – from a variety of technical programs. Blue Hills Regional, within confines of the curriculum, offers

Cosmetology, Culinary, Early Education and Care, Construction services, Graphics and Automotive services. This practice allows students to gain practical, hands-on experience in conjunction with their classroom work.

These professional-quality services are available at well below commercial cost. Over the years, residents and civic or municipal groups in the Town of Westwood have saved considerable money by having Blue Hills Regional students perform work for them.

We continue to explore new programs, increase Westwood's enrollment and closely monitor district costs and expenses during these difficult financial times.

Mr. Charles W. Flahive
Westwood Representative
Blue Hills Regional Technical School District

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT MISSION

- To plan for, operate and maintain the Town's infrastructure and assets in a sustainable, efficient manner to protect the public's health and well being and provide for the environmental, economic, and social needs of the community.
- To collect and dispose of all residential solid waste and recyclable materials in accordance with Massachusetts General Laws and the rules and regulations established by the Department of Environmental Protection, increasing the amount of materials recycled.
- To provide for the safety of pedestrian and vehicular traffic on Town roads with street lighting and traffic control signals, traffic markings, and signs.
- To maintain and expand the Town owned Cemeteries, Parks, and Athletic Fields.
- To protect the health and safety of our community by providing administration, planning, and construction services and meeting all water quality regulations pertaining to the operation, and maintenance of the sanitary sewer and storm drain collections systems.
- To provide excellent customer service and transparency in Public Works operations.



Department of Public Works clearing Town streets.

GOALS AND RESPONSIBILITIES

- Sustainably operate and maintain the Town's infrastructure which includes the sewer collection system; storm drain system, roadways, sidewalks, bikeways, and other transportation facilities, street lighting, traffic control devices, buildings, grounds, fields, parks, cemeteries, solid waste and recycling programs, municipal vehicles and equipment, and facilities.
- Improve and maintain the roadway, bikeway, and trailway system providing safer, more sustainable traveling conditions, and a reduction in long-term maintenance.
- Maintain and improve the safe and efficient flow of traffic through proper roadway signage and

striping, street directional signs and traffic controls signals.

- Provide complete and efficient lighting on Town streets, in order to ensure the safe night-time driving on public roadways.
- Maintain and beautify Town properties and public ways.
- Maintain the Town's public buildings to provide attractive and clean buildings for public use and a functional environment for the community and employees.
- Repair, maintain and enhance the Town's municipal vehicles and equipment.
- Remove dead trees, cut excessive growth, and trim trees within the public ways to maintain and improve public safety.
- Provide engineering information (Federal flooding maps, street layouts, street numbers, etc.) to general public, businesses and developers.
- Furnish engineering support for Town departments and boards as requested.
- Provide weekly curbside collection and disposal of residential solid waste and increase the amount of material recycled.
- Provide a biweekly curbside recycling program, which abides by the State mandates established by the Department of Environmental Protection.
- To protect the quality of the environment within the Town of Westwood by removing and reducing household hazardous waste at an annual Hazardous Waste Day.
- Provide for efficient management of all services and programs required to provide residents with waste collection, disposal and recycling programs.
- Provide safe, healthy, reliable sewer services to all residents and businesses located within the sewered portion of Town.
- Protect water quality in the delivery of Public Works services.
- Meet all federal and state regulations and requirements related to delivery of Public Works services.
- Perform all services in a safe, efficient, sustainable manner that considers the economic, environment and social impact to the community.

PROGRAM/SERVICE AREAS

ENGINEERING SERVICES

Planning Board: Review submittals with recommendations; Inspect developments under construction.

Board of Appeals: Review submittals for Water Resource Protection District.

Board of Selectmen: Drainage recommendations; Traffic recommendations; Maintain road inventory.

DEPARTMENT OF PUBLIC WORKS

Conservation Commission: Inspect developments under construction; Miscellaneous studies as requested.

PUBLIC BUILDING MAINTENANCE

Provide for the maintenance of Town Hall, the Carby Street Municipal Buildings, the Main and Islington Libraries, Islington Community Center, the Council on Aging, the Police Station, the Main and Islington Fire Stations. Custodial services are provided in the Town Hall, Islington Community Center, Council on Aging, Police Station, Carby Street Municipal Building, and Garages by contracts and staff, with the custodial services for the Libraries and Fire Station accomplished with their staffs.

Costs of utilities - heat, electricity, water, sewer, are included in the building maintenance budget, along with the cost of cleaning supplies and needed minor repairs and maintenance to boilers, heating systems, plumbing systems and cooling systems. Significant maintenance and replacement of capital equipment is not included in the operating budget. A long term preventative maintenance and replacement plan for the long-term protection of the Town's assets will be developed for operating and capital needs in the future.

FLEET MAINTENANCE

Provide for the maintenance and repairs of DPW, Police, COA and other department vehicles. A weekly vehicle report has been implemented to increase responsibility and communication between divisions. A long term preventative maintenance and replacement plan for the long-term protection of the Town's fleet assets will be developed for operating and capital needs in the future.

STREET LIGHTING

There are currently 1,291 streetlights in the community; 1,055 overhead street lights, 236 period lights. In general, lights are provided on public ways that have been accepted by the Town. In year 2002 the Town purchased the street lights from NSTAR and a contractor maintains the lights resulting in a considerable cost reduction in the maintenance portion of the Street Light Budget.

TRAFFIC CONTROLS

There are currently fourteen intersections with traffic controls, which are High Street @ Hartford Street, High Street @ Gay Street, High Street @ Windsor Road, High Street @ Summer Street, High Street @ Westwood Glen Road, High Street @ entrance to Fox Hill Village/Prudential Office Park, Washington @ East Streets, Burgess Avenue @ High Street, Washington Street @ Gay Street, Washington Street @ Roche Bros, Washington Street @ Clapboardtree Street, Rosemont @ University Avenue, University @ Blue Hill Drive, and Canton Street @ University Ave. In addition, there are flashers on either side of the Hanlon School on Gay Street, Sheehan School on Pond

Street, Middle School on Nahatan Street, and on High Street near the entrance to Highland Glen. Finally, there are floodlights at the Town Hall, Library, and Police Station.

SOLID WASTE

The Solid Waste Budget provides for (4) four major programs/services. These are:

1. Collection and Transportation
2. Disposal
3. Recycling
4. Hazardous Waste

COLLECTION AND TRANSPORTATION

The Town has contracted with Waste Management Inc. for the weekly curbside collection of residential solid waste and the delivery of solid waste to Wheelabrator Millbury, the Town's resource recovery incinerator, with the recyclables also collected, transported, and marketed to the appropriate vendors bi-weekly. The current contract with Waste Management expires June 30, 2012.

DISPOSAL

The Town has contracted with Wheelabrator Millbury for twenty years for the incineration of residential solid waste. Wheelabrator Millbury is a co-generation facility, generating electricity with steam produced as a by-product of waste incineration. The tipping fee per ton, which began at \$55 per ton in 1988, is annually adjusted in January of each year by the rate of inflation as measured by the Consumer Price Index. The 2007 tipping fee was \$108.93 per ton with ash treatment fee of approximately \$6.50 per ton. On January 1, 2008, we have entered into a new twenty year contract with Wheelabrator Millbury, at a rate of \$67.73 per ton. The anticipated rate for 2011-12 is \$72.00 per ton.

RECYCLING

The Town is mandated by the Department of Environmental Protection to remove specific items from its waste stream. Effective April 1, 1993 the Town was mandated to remove batteries, white goods, leaves, grass clippings and other yard waste, glass and metal containers. At present, the Town is removing these items as well as cardboard, newsprint, and plastic from the solid waste stream and approximately seventy percent of the households participate in the curbside collection of recyclables. Working with the Westwood Environmental Action Committee, it is important to increase the amount of solid waste recycled for the environment as well as for cost savings to the Town.

HAZARDOUS WASTE

The Town has provided an annual hazardous waste collection day where households are encouraged to dispose of hazardous waste. In past years between 200 and 500 households have participated in the program.

DEPARTMENT OF PUBLIC WORKS



Residents bring their hazardous waste materials to the town's Hazardous Waste Day.

SEWER

The Westwood Sewer Division provides (6) six major programs/services. These are:

1. Administration
2. Billing
3. Pumping Station Maintenance
4. Collection System Maintenance
5. Assessment from MWRA
6. Debt Service-Construction

These programs involve the following activities:

- Provide staff support and services for the Sewer Commission.
- Operation and maintenance of approximately 87 miles of gravity sewers and ten pumping stations.
- Billing for 4,374 sewer customers.
- Administer State Mandated T.V. and Cleaning.
- Inspect the installation of sewer services and add record drawings of services to our files.
- Administer repairs and upgrades to sewer pumping stations.
- Administer through review of T.V. work, the repairs of sewer mains.
- Review and comment on subdivision plans.
- Provide customers with consultation as to the feasibility of connecting to the sewer system.
- Plan for future maintenance of the sewer system and upgrades to the sewer pumping stations.

PRIOR YEAR ACCOMPLISHMENTS

Formed a new Public Works Team including new Director, Town Engineer, Highway Superintendent, and Cemetery Foreman; reorganized Carby Street Facility and Cemetery Garage, and began implementing work management to improve efficiency as well as create a positive work team environment.

ENGINEERING DEPARTMENT

Environmental Impact and Design Review:

- 660 High Street, Library Project
- Fox Hill Village Cottages, construction of new buildings
- 837 High Street, St. Margaret Mary Parish, parking lot expansion
- 1200 East Street, construction of new garage
- 7 Clapboardtree Street, Temple Beth David, wireless facility
- Assessment of work performed for purpose of bond reduction @ Captains Crossing
- Review of modifications to subdivision @ Powissett Estates

Other accomplishments:

- Library Project - Managed the moving of the Colburn School Building in preparation for the construction of the new library. The work involved developing an RFP, evaluating proposers, administering contract for the move. Prior to the move the accessed areas were required to be abated of hazardous material.
- Route 109 - Traffic Study – Monitored changes made to traffic signals.
- High Rock Street, Dover Road, Conant Road, Country Lane - Met with residents of the neighborhood affected by the high volume of cut-through traffic bypassing High Street. Developed potential solutions. Contracted for development of a conceptual plan with input from neighborhood on traffic calming measures.
- Drainage
- Cleaned and video inspected the condition of pipes in the Library lot to assure proper drainage.
- Investigation of system on Edgewood, Glenn, Pond Plain.
- Video inspection of the system on Arcadia Road.
- Pavement Management:
 - Southwest Park
 - Carroll Avenue
 - School Street
 - Ridgewood Road
 - Westbrook Lane
 - Beacon Street
 - Brookfield Road
 - Marshall Street
 - Greenhill Road
 - Millbrook Road

Westwood Station

- Provided technical assistance and cost estimates.

DEPARTMENT OF PUBLIC WORKS

- Completed temporary paving and pavement striping to provide safety for road users.

Other accomplishments:

- Followed up on resident complaints.
- Assisted other departments: Selectmen, Planning Board, Conservation Commission, Business Development, Health, Building, Sewer, Police Department, Fire Department, Historical Commission, etc.
- Provided representation on the Land Use Committee.
- Worked with utilities – Verizon, NSTAR, Comcast, DWWD, etc.
- Coordinated maintenance of Town owned traffic signals.
- Reviewed submittals for Planning Board.
- Inspected subdivisions for Planning Board.
- Performed inspections for Sewer Division.

HIGHWAY DIVISION

- Resurfaced the following streets: Southwest Park, Carroll Ave, School St, Ridgewood Rd, Westbrook Ln, Beacon St, Brookfield Rd, Marshall St, Greenhill Rd, and Millbrook Rd.
- Reorganized the Carby Street Facilities for improved efficiency, effectiveness and to create a more positive work environment.
- Swept 100% of town streets.
- Maintained roadside right of ways, islands, Cemeteries, Town Hall, Veterans Park, Police Station, Baptist Lot, Temple Lots, and Sewer Stations with town forces.
- Cleaned catch basin sumps and manholes, culverts, and repaired and rebuilt over 60 catch basins, manholes and pipes, and constructed new drainage structures and pipes.
- Administered contract for cutting and removal of dead trees, as well as selective pruning of trees, and provide crews to cut excessive growth along roadways.
- Kept records of locations and provide personnel to maintain and fabricate all roadway signage and oversaw contract for traffic control line painting and traffic control devices.
- Provided crews to operate twenty-five pieces of Town equipment for sanding, salting and plowing; and oversaw two contracts providing an additional thirty-five pieces of equipment for plowing, dealing with record snow levels in January.
- With stump grinder bought through the consortium, the Department was able to grind more than one-hundred stumps.
- Cleared Sewer Easements of brush.
- Graded gravel roads.

- Applied Child-Safe mulch to School Street playground and Tot Lot to improve child safety.

BUILDING

- Contracted custodial services for the Town Hall, Carby Street Municipal Office Building, Islington Community Center, Police Station, and C.O.A. for daily general cleaning and annual cleaning of windows and rugs.
- Installed new sign & new holiday lighting at the Town Hall and Islington Center.
- Re-established the old highway office for the highway department staff.
- Completed garage for the cemetery department.
- Repaired and lined historic copper gutters at Town Hall.
- Repaired chimneys at Town Hall.
- Cleared snow from walkways and parking lots during all snow events at all town buildings.
- Installed electronics locks at Town Hall and Islington Community Center that allow for automatic unlock and lock of buildings. (same system as CSMOB).



Moving the Colburn School in preparation for the construction of the New Library.

VEHICLE MAINTENANCE

- Performed all maintenance on Police, COA, and Public Works vehicles and other department vehicles.
- Prepared all vehicles in the fall for winter operations.
- Prepared all equipment for spring, summer, and fall maintenance of all town properties including field maintenance.
- Continued to paint, letter, and put Town seals on all Public Works vehicles.
- Developed a long term replacement needs planning tool.
- Prepared a draft fuel efficient vehicle purchase policy.

DEPARTMENT OF PUBLIC WORKS

- Instituted weekly reports from fleet maintenance to highway, fields and grounds crews for improved efficiency and effectiveness during snow & ice season.

FIELDS AND GROUNDS

- Maintained all athletic fields and encompassing grounds:
 - Mowing/edging
 - Brush Removal
 - Grooming
 - Lining
 - Fencing/Batting Cage Setup & Daily Maintenance
 - Seeding/Sod
 - Aeration
 - Dethatching
 - Spring and Fall Cleanups
 - Irrigation activation/maintenance/winterization
- Coordinated seasonal fertilization programs that are implemented by outside contractors.
- Worked very closely with the Athletic Department, Recreation Department, Little League, Babe Ruth, and several organizations to provide the best facilities for those programs to use.

SOLID WASTE

- Secured the services of a Hazardous Waste Contractor and held a Hazardous Waste Day in September 2010.
- Implemented 10 Fall and Spring curbside collection of leaves.
- Collected Christmas trees curbside.
- Implemented bi-weekly curbside collection of recyclables.

CEMETERY

- Insulated and set up the new cemetery barn.
- Continued in the removal of overgrown shrubs in the old cemetery.
- Performed major cleanup of cemetery prior to Memorial Day by Town crews.
- Sold 42 lots in the Town's cemeteries and had 59 interments in 2010.
- Mowed and trimmed grass areas; trimmed shrubbery; provided fall clean-up; furnished interment services; and maintained, repaired, and constructed foundations for headstones at the Town cemeteries.

SEWER

- Worked with Flow Assessment to prepare for repairs to the sewer mains in various locations.

- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a draft new Rules and Regulation Manual.
- Implemented changes to the Second Meter Policy to improve efficiency and cost effectiveness of the program.
- Completed study to prioritize lining and manhole repair system need so that cost effective repairs to prevent I&I are made that will save treatment costs.

SNOW AND ICE

- Formed a leadership team of public works employees and developed and implemented the first DPW Snow and Ice Operations Plan.
- Sanded and salted 95 miles of roadway, exclusively by Town forces.
- When snow accumulates to three inches all roadways are then plowed, 15.5 miles by Town forces and 75.5 miles by contractors.
- Plowed, sanded, and/or salted during 17 events in the Winter of 2010 – 2011, when the town experienced record making snow totals of over 80".



The cemetery during one of the 17 storm events of 2010-11

FY11 SERVICE PLAN

- To provide excellent customer service and communicate with the community.
- To continue to build a strong collaborative DPW team that plans strategically for the future and focuses on continuous improvement.
- To plan strategically and organize/manage DPW work for efficiency and effectiveness.
- To encourage new ideas, approaches and the use of industry best practices and technology and train DPW staff on their use.

DEPARTMENT OF PUBLIC WORKS

- To create a safe, positive and productive work environment.
- To produce and implement a multi-year pavement plan that provides for improvement of Town roads, using pavement condition indices and sound pavement management and engineering practices.
- To make recommendations on capital drainage projects, including the Brook Street Culvert replacement project.
- To sustainably operate and maintain the Town's cemeteries, buildings and infrastructure.
- To work with the Cemetery Commission and recommend an update the Cemetery Rules and Regulations and fees to the Board of Selectmen.
- To finalize and implement the new operations plan for snow and ice.
- To communicate with the community by developing snow policies and customer service web updates during snow storms.
- To continue improvements and organization of the Carby Street DPW facility for continuous improvement in efficiency and work environment.
- To revisit, update, add performance standards and improve service and public works contracts.
- To develop standard contracts for consulting services that establish accountability and protect the Town's interest.
- To analyze the existing solid waste collection contract and make a sustainable recommendation for the future on providing this service.
- To increase the amount of material recycled by Westwood residents, further protecting the environment and decreasing costs.
- To implement a fall HHW collection event.
- To continue to maintain athletic fields throughout Town.
- To operate the sewer collection system in a safe, healthy, efficient manner meeting all regulations.
- To continue the aggressive program for the reduction of Infiltration and Inflow in the sewer collection system.
- To implement an effective stormwater quality management program, complying with all water quality regulations.
- To prepare a long term plan for the replacement of the Town's vehicles and equipment, improving the quality and applicability.
- Work toward a long-term plan for the preventative maintenance and replacement of the Town's facility assets, including energy efficiency.

Vicki Vickrey Quiram, Director of Public Works
Todd Korchin, Superintendent of Streets and Cemeteries
Jeffrey J. Bina, P.E., Town Engineer
Robert Angelo, Sewer Superintendent

BOARD OF SEWER COMMISSIONERS

The Board of Sewer Commissioners is organized as Anthony J. Antonellis Chairman, James M. Connors as Clerk and Francis X. MacPherson, Jr. as Third Member.

The personnel of the Sewer Commission are: Robert J. Angelo, Superintendent; Laura J. Fiske, Secretary to the Board; Carolyn Collins, Account Specialist; Richard Barry, Head Pumping Station Operator; and Shaun Degnan, Pumping Station Operator.

DEPARTMENT MISSION

To protect the health and safety of our community by providing administration, planning, construction, and related services, and meeting all water quality regulations in an efficient and effective manner for the operation, maintenance, and expansion of the sanitary sewerage system.

To furnish these services for the express purpose of avoiding pollution as well as to protect the public's health and well being.

SEWERAGE SYSTEM AT A GLANCE

- Approximately 87 miles of sewer mains (8" to 24" pipe size).
- 10 pumping stations
- Approximately 97% of all buildings with service available are connected to the system.

SEWER ACCOMPLISHMENTS

- The Sewer Usage Rates have decreased or stayed the same for the past four years (3% for FY'10 and 5% for FY'09) – FY11 and FY12 rates stayed the same.
- Inspected the installation of 52 sewer services adding record drawings of services to our files.
- Worked with Flow Assessment to prepare for repairs to the sewer mains in various locations.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a draft new Rules and Regulation Manual.
- Implemented changes to the Second Meter Policy to improve efficiency and cost effectiveness of the program.
- Completed study to prioritize lining and manhole repair system need so that cost effective repairs to prevent I&I are made that will save treatment costs.
- Review and commented on subdivision plans.
- Provided customers and prospective customers with consultation as to the feasibility of connecting to the sewer system.

- Carried out the normal maintenance of 87 miles of sewer lines and 10 pumping stations.
- Produced quarterly bills for approximately 4,374 sewer customers.
- Maintained and operated 11 standby generator systems.



Sewer Pump Station located at Conant Road

ANNUAL STATE MANDATED SEWER CLEANING, TV-ING, AND REPAIR

Annually, the Sewer Commission provides a preventive maintenance program in response to the Commonwealth's Administrative Order issued to the Town on May 23, 1985. In general, the program attempts to clean, inspect, and repair where necessary, approximately five miles of gravity sewers. Detailed logs and videotapes are produced for the department during the course of this work. Included are areas having a past history of problems as well as areas of suspected high inflow and/or infiltration.

The Fiscal Year 2011 Annual Sewer System Maintenance Program comprised of the following components:

- ◆ Approximately 12.0 miles of cleaning and TV inspection of sewers
- ◆ Rehabilitation of approximately 5 sewer manholes.

Anthony J. Antonellis, Chairman
James M. Connors
Francis X. MacPherson, Jr.
Board of Sewer Commissioners

STORM WATER MANAGEMENT COMMITTEE

The Storm Water Management Committee continued to work with the Neponset River Watershed Association in efforts to monitor and reduce polluted runoff. The committee supported an Eagle Scout project of stenciling catch basins. We continued our public education through informational brochures to residents and a wetland and watershed station for the seventh grade field trip to Hale Reservation. Five miles of sanitary sewer system were cleaned and videoed. A year end report was filed with both the EPA and Massachusetts DEP with specifics completed for the years project.

The Committee is anticipating EPA will release the new five-year NPDES permit this spring or summer. Within 90 days of the effective date of the permit the Westwood Committee will submit a Notice of Intent to the EPA and the Massachusetts DEP. Within 120 days the Committee shall develop and submit a SWMP (Storm Water Management Plan) following the permittee's receipt of authorization to discharge under the new permit.

Storm Water Management Committee

Robert Angelo
Karon Citrone
Joseph Doyle
Lynne Fielding
Chris Gallagher
David Harrison
Michael Jaillet
Todd Korchin
Nora Loughnane
Chris McKeown
Heath Petracca
Vicki Quiram
William Scoble
Linda Shea

DEDHAM-WESTWOOD WATER DISTRICT

The Dedham-Westwood Board of Water Commissioners sets policy, prepares operating and capital budgets, and establishes rates along with rules and regulations for the Water District.

Board of Water Commissioners

The Westwood and Dedham Boards of Selectmen each appoint three Commissioners to serve three year terms. The Westwood Commissioners are Joseph S. Carter, Jr., Chair, Robert E. McLaughlin, Jr., Vice Chair and James J. Galvin. The Dedham Commissioners are Steven M. Mammone, Vice Chair, Kenneth C. Bragg and Robert N. Blume.

Projects

\$2 Million dollars was invested in the Water System during the past year. Highlights include the installation of 900 feet of water main, 11 hydrants, 62 water services and 450 meters. In Westwood, the water main on Cedar Lane was replaced as well as the main spanning the Route 1A Bridge over Route 128. One of the Westwood Water Storage Tanks was rehabilitated and painted. The water main replacement in Washington Street, Dedham which was begun in 2009 was wrapped up early in 2010. The water main in Fairview Street, Dedham was replaced. Significant savings were achieved for the Washington Street Water Main Replacement Project which cost 1.1 million dollars because the work was done as part of a larger Massachusetts Department of Transportation (MADOT) project. Several large meters and the vaults which secure them were replaced. Lastly, the roofs at both the Elm Street Office and the Whitelodge Water Treatment Plant in Westwood were replaced.



Dedham and Westwood Green Fair

Water Supply

The District continues to conduct its operations towards providing high quality safe drinking water, in compliance with all Drinking Water Regulations as well as actively pursue land use and regulatory measures which will serve to protect the water resources used to supply our drinking water. This year the District completed the sampling for lead and copper which is done every three years and demonstrated compliance with all the regulations related to lead and copper. The District's partial membership in the Massachusetts Water Resources Authority allows for the annual purchase of up to 36.5 million gallons of water which is available as a supplement, as well as for an emergency, to the District's existing water supply.

Security

The District continues to upgrade the Supervisory Control and Data Acquisition (SCADA) system which monitors the Districts treatment and other equipment sites electronically and provides operating data to District personnel 24 hours per day.

Rates

There was an overall 3% rate increase in March, 2009. The minimum rate has been kept unchanged at \$29.61 per quarter since 2000. There were also increases for the higher use conservation tiers and a new tier was added for quarterly usage over 75 hundred cubic feet (56,100 gallons) to further discourage outdoor watering.

Water Conservation

District continues to partner with the Environmental Protection Agency Water Sense initiative to help consumers save water and reduce costs on their utility bills. The rebate program for toilets and low flow washing machines returned \$33,000 to customers in 2010. Residents took advantage of these rebate programs and, in so doing, contributed significantly to water conservation. The District processed 387 rebates for front loading washers and low flow toilets.

A new rebate has been introduced for high efficiency toilets which came on the market in recent years. This year the District began offering a three class workshop for the elementary schools in understanding the water cycle, water resource protection and water conservation. The District also is involved in Green Fairs, Farmer's Markets and other forums focused on water resource sustainability.

DEDHAM-WESTWOOD WATER DISTRICT

National Drinking Water Week

May 3, 2010 – Celebration of National Drinking Water Week included Poster and Essay Contests involving all Dedham and Westwood Schoolchildren.

Rain Sensors and Rain Barrels

Free Rain Sensors continue to be available at the District office to allow residents to comply with the District Rules and Regulations pertaining to irrigation sprinkler systems. Well over 100 barrels were purchased with a subsidy from the District. Since the program began in 2003, over 700 barrels have been purchased.

As part of a Water Withdrawal Permit Renewal Application for the Neponset River Basin, the District requested that the Towns of Canton, Milton and Norwood implement land use controls in the Zone II area of the Public Water Supply Wells that are within their respective town boundaries.



Earth Day Thurston Middle School



Leak Detection

The District conducted an extensive leak survey in 2010 and continues testing a new technology for leak detection on a pilot scale. The equipment consists of acoustical logging devices which are dropped onto underground valves and which transmit leak noise data via a text messaging transmission to a computer system which can differentiate between water pipe leaks and other noises such as traffic or transformers.

Resource Protection

With the support of the Conservation Commission, the District continues participation in a study with the MADOT and the University of Massachusetts. The purpose of the study is to consider the District's request to have portions of the Route 128/Interstate 95 areas designated as low salt zones. The goal is to remediate water quality impacts to the District's wells that are attributed to MADOT winter road deicing practices. The study will conclude in March 2011 and a Final Report will be issued in June 2011.

Future Goals

The District continues installing radio read water meters. Approximately 65% of customers now have them. These new radio meters continually monitor water flow data and can help identify customer leaks. Leak detection continues to be a priority for the District. Our existing water conservation programs that benefit both residents and commercial interests will be expanded and new initiatives will be implemented in the future. The District will continue to communicate with the Towns of Dedham and Westwood on a regular basis, particularly regarding new development projects and their impact on our water resources. The Dedham-Westwood Water District is grateful to the many Town Boards and staff for their continued cooperation and support.

CONSERVATION COMMISSION

The Town of Westwood Conservation Commission consists of a group of seven volunteer members, an associate member, and a conservation agent.

The Conservation Commission is the official agency specifically charged with the protection of a community's natural resources. A Conservation Commission (ConCom) also advises other municipal officials and boards on conservation issues that relate to their areas of responsibility.* The Conservation Commission, under the powers of the Wetlands Protection Act (Massachusetts General Law c.131, 40) and the Town of Westwood's Wetlands Bylaw (Article 18), functions to regulate work in or near wetlands and river resource areas and encourages and works towards the acquisition and management of Conservation Land.

The ConCom issued 18 Orders of Conditions in 2010 for new construction and residential projects. An Order of Conditions is designed to protect wetland and river resource areas by regulating construction in the buffer zone. The Building Department notified the ConCom of approximately 450 applications from residents and developers for new dwellings, additions to existing buildings, new or enlarged decks and the installation of pools. The ConCom inspected each site to identify wetland issues and assist residents with the permit process under Wetlands Protection, M.G.L. c. 131, § 40.

POND PROJECTS



Haslam Pond

The Commission has been actively working with neighborhood groups to maintain the ponds in Westwood. The Westwood Pond Preservation Project was initiated to look at the ecological health of our neighborhood ponds. Each pond study reviews the pond characteristics and includes a plant survey, water quality testing, and identification of land maintenance requirements. The reports provide the Conservation Commission with data and management options that

allow the Commission to design long term management plans for the sites.



The Conservation Commission is currently looking at progressive ways to control loosestrife and other invasive plants which are overtaking Westwood's wetland resource areas. In fiscal year 2010, with the Commission's Pond Maintenance funding and donations from residents, efforts were started to eradicate Loosestrife in Pettee Pond.

VOLUNTEER PROJECTS

The Conservation Commission has also approved several volunteer projects presented by residents of the Town. Groups such as the Boy Scouts have made a very positive impact on Westwood's Conservation areas.

In closing, the Westwood Conservation Commission is extremely grateful to the many volunteers who help maintain these resources for our community, and we especially would like to thank the Department of Public Works. The members of the Department of Public Works have been very helpful in maintaining these areas as well as playing a key role in the Town's Storm Water Prevention Plan that helps protect our rivers, streams, and the wildlife associated with these waterways.

Joseph Previtera, Chairman
Richard Thompson, Vice Chairman
Leo Crowe
Barry Hoffman
John Masterson
Michael Terry
William Stowe
Max Gowen, associate member

KEEPER OF THE POUND

The Town Pound has made it through the 2010 calendar year in excellent condition.



The Town Pound, which was built in 1700 by Lieut. Joseph Colburn, marks the location of land granted in West Dedham to Rev. John Allin in 1639. The Town Pound is maintained by the Westwood Department of Public Works.

The Town Pound continues to be an important historical landmark in our community and a greeter to all who enter our town as they drive by the pound on Route 109.

Todd Korchin
Keeper of the Pound

CEMETERY COMMISSION

Town cemeteries had 59 internments in 2010 and 42 lots were sold.

Major cleanups were performed prior to Memorial Day and again in the fall, in both cemeteries as follows:

- Shrubs were trimmed
- Grass was mowed and trimmed
- Old trees and branches were removed
- Paths were repaired and cleaned
- Headstone foundations were constructed, repaired, and maintained
- Internment services were provided
- In the process of updating the Cemetery Rules/Regulations Booklet.

The commission is currently in the process of computerizing the grave layout in both Westwood cemeteries, which will aid in the purchase of lots in the New Cemetery, and researching the interned in the Old cemetery.

Thomas Daly
John Lynch
Thomas Aaron

BOARD OF HEALTH

The Westwood Board of Health had a change in membership in 2010. Long-time member, Susan Aries, R.N., B.S.N, did not seek reappointment at the end of her term in June. Ms. Aries was a member of the Board from 2001 until 2010. The Board adopted several important regulations during her tenure, including, a comprehensive *Private Well Regulation* and the *Regulations for the Control of Animals in the Town of Westwood*. Sue is a strong advocate for public health and an active member of the Westwood Medical Reserve Corps. The Board and the Health Department staff wish her well in her future endeavors.

Carol Ahearn, R.N., B.S.N., was appointed to the Board in August 2010. She joins Board Members Christine Previtera, R.N.J.D., and Ryne Johnson, D.M.D. Health Department staff consists of Linda R. Shea, R.E.H.S./R.S., Director, Cheryl Kelly, C.F.S.P., Sanitarian/Food Inspector, Mary Beechinor, R.N., Public Health Nurse and Julie Pickard, Administrative Assistant. Vincent Durso, D.V.M., Laura Fiske and Paul Jolicoeur, Animal Control Officer, serve as Animal Inspectors. Elliot Brown serves as the Tobacco Control Consultant.

INFLUENZA:

The 2010 Influenza Season was very different from the 2009 season and the H1N1 Pandemic. Vaccine was plentiful and it was available early. The Westwood Board of Health decided to offer seasonal flu vaccine to school aged children after the success of immunizing children against H1N1 Influenza. This is the first time that we offered seasonal vaccine to children. We received extra vaccine from the MA Department of Public Health to immunize the children.



Annual Flu Clinic/Emergency Dispensing Site Drill at Westwood High School, October 23, 2010

The Annual Seasonal Influenza Clinic was held on Saturday, October 23, 2010 for all residents 5 years of age and older. Pneumococcal vaccine was also

offered to residents at this clinic. As a result, we had the best attended clinic ever, with over 950 doses of flu vaccine administered!

The clinic was held as an Emergency Dispensing Site Drill for Westwood Medical Reserve Corps (MRC) volunteers at the Westwood High School gym, which is the town's designated emergency dispensing site. We successfully tested the system that we would use to administer vaccine and/or medication to Westwood residents in the event of an emergency. We held an additional Flu Clinic on November 13, 2010. In total we administered over 1300 doses of flu vaccine in 2010.



Chloe, Sean and Michael Callahan of Westwood Food Pantry Collection at Annual Flu Clinic, October 23, 2010

The Board of Health collected food for the Westwood Food Pantry at the clinic. We collected 10 recycling containers of food items as well as monetary donations. We plan on collecting for the Food Pantry annually as residents were very generous.

EMERGENCY PREPAREDNESS:

Emergency Preparedness continues to be a priority for the Westwood Health Department and the Board of Health. Health Department personnel are considered first responders; a role traditionally associated with fire, police and EMS. The Health Department is required to provide 24 hours a day, seven days a week coverage. As such, we have joined with neighboring communities to share resources. The Massachusetts Department of Public Health (MADPH) created 6 emergency preparedness regions in 2003 of which Westwood is a member of Region 4b. Region 4b consists of 27 communities which meet monthly to discuss public

BOARD OF HEALTH

health issues. MADPH distributes emergency preparedness funds through the regions.

Westwood continues to receive emergency preparedness grant money from Region 4b. In 2010, the grant was used to purchase a new laptop computer and new digital camera. We also purchased health and administrative supplies for the flu clinic and educational materials. The Region also gives us money for training and conferences. This has been great for Westwood as the equipment and supplies saves money for other town departments.



MRC Volunteers in Action at October 23, 2010 Flu Clinic

Westwood has a terrific group of dedicated Medical Reserve Corps (MRC) volunteers. The core group consists of 40 medical and non-medical individuals. Luckily we have not had to activate these volunteers in a true emergency situation but we practice operating an emergency dispensing site each year at the Annual Flu Clinic.

We continue to recruit residents to become volunteers for the Medical Reserve Corps (MRC). The MRC is a group of dedicated medical and non-medical volunteers that live or work in the community and are committed to assisting the town during a public health emergency.

The Westwood Board of Health has continued working with the Boards of Health of Canton, Dedham, Milton, Needham, Norwood, and Wellesley has formed a regional coalition to participate in emergency preparedness activities. In 2010 the group changed their name from Region 4b Sub-Region 3 to the Norfolk County 7 (NC7). NC7 received a grant of \$5,000 from the National Association of County and City Health Officials (NACCHO), and a grant of \$21,000 from the Medical Reserve Corps funding through the CDC.

The Health Director is involved with the Local Emergency Planning Committee (LEPC), serving as

recording secretary. The LEPC consists of 13 membership categories appointed by the Board of Selectmen, which include elected officials, law enforcement, emergency medical services, emergency management, firefighting, health, local environment, public works, hospital, transportation personnel, media, community groups, and owners and operators of facilities using hazardous materials. The Westwood LEPC is provisionally certified by the Massachusetts Emergency Management Agency and meets biannually.

Westwood is also a member of the Central Norfolk County Regional Emergency Planning Committee (REPC) with the Towns of Norwood, Walpole, Canton, Sharon, and Millis. The Health Director has been appointed by the Board of Selectmen as the Westwood representative to the committee.

PUBLIC HEALTH NURSING:

An important Board of Health function is to provide Public Health Nursing services to the residents of Westwood. These services include investigation and reporting of communicable diseases, holding blood pressure, flu and other clinics and conducting home visits to the infirm and the elderly.

Public Health Nurse Mary Beechinor, R.N., B.S.N., provided the following services in 2010: 12 blood pressure clinics, 175 home visits, 371 office visits, and the investigation of 105 communicable diseases.

Mary Beechinor, R.N., B.S.N., is a member of the Lyme Disease Task Force with Dr. Hartman of Westwood Pediatrics and the surrounding communities. The Towns of Westwood, Medfield and Dover are the epicenter of Lyme disease in Massachusetts. The task force has created educational materials and plans a yearly forum for the public.



*Stages of a Deer Tick in centimeters
From left adult female, adult male, nymph, larva*

BOARD OF HEALTH

Health promotion, disease prevention and early detection of health problems remain the primary function of the public health nursing department. Residents are urged to take advantage of the educational materials, brochures and programs offered by the town.

PROGRAMS:

The Westwood Sharps Collection Program has proven to be a very popular program. Many residents are using the program to dispose of their sharps from medical treatments administered at home. The Massachusetts Medical Waste Regulations requires all communities in Massachusetts to remove sharps (needles, syringes and lancets) from the residential trash stream.

Sharps are considered medical waste and must be disposed of in a safe and sanitary manner. Throwing sharps in the trash exposes the waste haulers and the public to a possible exposure.

Residents can dispose of their sharps 24 hours a day, 7 days a week in the sharps collection kiosks that have been installed outside at the Senior Center, on Nahatan Street and at the Islington Fire Station, on Washington Street.

The program requires that residents collect their sharps in a red one-liter sharps disposal container. Disposal containers are available free of charge to residents at the Westwood Health Department, 50 Carby Street, the Westwood Town Hall, 580 High Street, and the Senior Center, 60 Nahatan Street during regular business hours.



Sharps Collection Kiosk at the Senior Center

We encourage all Westwood residents to take advantage of this program and protect our community from sharps dangers.

In May, The Public Health Nurse, Mary Beechinor, R.N., B.S.N., conducted choke-saver training for all food establishments in Westwood. The state food code regulations require that establishments having 25 seats or more must train their employees in anti-choking procedures. A total of 23 participants from 11 establishments attended one of the training sessions.

Also in May, the Health Director attended the annual camp director's meeting for recreational camps for children held at Hale Reservation, and was hosted by Steven Larsen, Director of Programs for Hale Reservation. The Health Department reviewed the requirements of the *State Sanitary Code for Recreational Camps for Children* with representatives from each of the day camps that operate in Westwood. The Board of Health licenses all recreational camps for children, which includes reviewing, and approving applications and inspecting each camp. The Public Health Nurse oversees the camp medical requirements and works closely with the camp health supervisors of each camp. The Public Health Nurse reviews camper and staff medical records to make sure that each record is complete and that all campers and staff are up to date with their immunizations. The 2010 camp season was very successful with approximately 1000 children and 200 camp staff per day at the 12 recreational camps for children licensed in Westwood.

The Westwood Board of Health has continued participating in the Mercury Recovery Program, sponsored by Wheelabrator Millbury Inc. The program has been developed to remove mercury containing thermometers, thermostats, switches and button batteries from residential trash. The Health Department distributes digital thermometers in exchange for residents' mercury thermometers. Button batteries, mercury containing thermometers, thermostats, switches, and products that contain liquid mercury can be brought to the Board of Health office to be recycled properly.

RABIES CONTROL:

The Board of Health appoints the animal inspector, whose duties include consultation with town residents, town officials and health professionals regarding state and local rabies regulations and protocols. In 2010, Paul Jolicoeur, Animal Control Officer, and Vincent Durso, D.V.M. were appointed as animal inspectors and are responsible for placing animals under quarantine and explaining to owners specific quarantine guidelines depending on the type of potential rabies exposure. In 2010, 9 animals were

BOARD OF HEALTH

quarantined. The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. In 2010, 1 animal was submitted for testing.

The Westwood Board of Health, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored a rabies clinic held on April 3, 2010. State law requires all dogs and cats be vaccinated against rabies. Seventy (70) dogs and cats were vaccinated. Rabies in Massachusetts continues to pose a threat to humans and domestic animals.

Laura Fiske is appointed Animal Inspector by the Board of Health to conduct barn inspections. A total of thirteen (13) inspections were conducted in 2010.

MOSQUITO CONTROL:

The Town of Westwood is a member of the Norfolk County Mosquito Control Project, (The Project). An integrated pest management model is used by the Project to control mosquitoes. Water Management is a way to manage shallow, standing and stagnant water and includes the maintenance of existing drainage systems, which if neglected, can contribute to mosquito breeding.

Larval Control (Larviciding) consists of treating mosquito larvae during aquatic development in wetlands where mosquitoes breed.

Adult Control (Adulticiding) involves the use of ultra low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted only when warranted. Adulticiding is available to residents on a weekly basis, depending on the weather, between the hours of 2:00 A.M. and 6:00 A.M., by request only. Adulticiding becomes necessary when adult mosquitoes are too numerous, annoying, and/or threaten the health of residents. In 2010, 7768 acres were treated with an Adulticide.



West Nile Virus has been active in Massachusetts for the last few years. The Project and the Board of

Health cannot emphasize enough the importance of controlling mosquito breeding on your property. This is an opportunity for individual residents to take an active role in controlling this mosquito-borne disease. Individual landowners can help by making sure that they eliminate any containers that hold water for more than five days. Mosquitoes that most likely carry and spread the West Nile Virus breed in these containers. This practice can eliminate mosquito breeding without the need for pesticides. In 2010, 470 rain basins were treated with larvicide briquettes as a control measure for the West Nile Virus.



Aerial Larviciding

Westwood residents should also be aware of the spring aerial larval control application, which usually takes place in April. The Project uses helicopters to treat the larger wetlands in Westwood and surrounding communities in an effort to control mosquitoes before they hatch into adults and leave the wetland, thus avoiding infestations in residential areas. In 2010, 397 acres were treated during the spring aerial application.

The environmentally sensitive pesticide Bti is used to control mosquito larvae without affecting the other beneficial organisms in the wetland. Briquettes and granular applications by hand for larval control were conducted on 7.6 acres in 2010. These applications also reduce the need for early morning aerosol applications that are less effective. For more information visit the Norfolk County Mosquito Control Project web site at www.massnrc.org/ncmcp.

TOBACCO CONTROL:

Elliot Brown, the Tobacco Control Consultant for the Westwood Board of Health conducted compliance checks to make sure that licensed vendors are not selling tobacco products to minors in compliance with the Board of Health regulation entitled, *Regulations Affecting Smoking and the Sale and Distribution of Tobacco in Westwood*. In 2010, 11 tobacco vendors were inspected for compliance with the local regulations and State Law by health department staff

BOARD OF HEALTH

and were issued permits to sell tobacco. Mr. Brown conducted compliance checks in January, June and October in 2010. Unfortunately, there were sales to minors in January and October. Both businesses were issued violation tickets and had their permits to sell tobacco products suspended according to the *Regulation Affecting Smoking and the Sale and Distribution of Tobacco in Westwood*.



Public Health
Prevent. Promote. Protect.

GOALS AND RESPONSIBILITIES:

The Board of Health:

- Issues permits and licenses for a wide variety of businesses and activities throughout Westwood
- Inspects all licensed and permitted facilities
- Enforces applicable state and local regulations and statutes
- Provides a comprehensive public health nursing service to residents
- Investigates all reports of communicable diseases
- Provides information and advice regarding environmental health issues
- Takes part in regional programs such as mosquito control, tobacco programs and food seminars

ENFORCEMENT:

The Board of Health enforces the following:

Commonwealth of Massachusetts Regulations, including: The State Sanitary Codes for Housing, Public and Semi-public Swimming Pools, Food Establishments, Retail Food Establishments, Mobile Food Trucks, Sale of Milk and Cream, Sale of Frozen Desserts, Recreational Camps for Children, Bathing Beaches, and The State Environmental Code, Title 5.

Massachusetts General Laws, Chapters 40, 41, 43, 94, 111, 122, 129, and 140.

Board of Health Regulations: Abrasive Blasting Regulation, Board of Health Regulation, Rules and Regulations Governing the Use of Dumpsters, Rules and Regulations of Therapeutic Massage and Bodywork, Private Well Regulations, Regulations Affecting Smoking and the Sale and Distribution of Tobacco in Westwood

Westwood Bylaws: Article 17, The Hazardous Materials Bylaw.

BOARD OF HEALTH

2010 IN REVIEW

	PERMITS	INSPECTIONS
FOOD:		
Food Establishments	45	126
Retail Food Establishments	16	40
Milk and Cream	55	
Frozen Desserts	7	7
Temporary Foods	73	12
Mobile Food Trucks	2	4
Recreational Camp Food Permits	10	15
Food Complaints	5	5
Total Food Permits Issued	208	
Total Inspections Conducted		209
TITLE 5:		
Title 5 Inspection Reports	14	
Septic Repairs	1	2
Septic Constructions	2	4
Total Permits Issued	3	
Total Septic Inspections Conducted		6
MISCELLANEOUS:		
Disposal Works Installers	11	
Certificates of the Abandonment of Septic Systems	19	
Percolation/Observation Test Sites	1	4
Septage Haulers	14	14
Rubbish Removal Companies	49	
Private Well Permits	3	
Funeral Directors	2	
Retail Tobacco Permits	11	12
Tobacco Compliance Checks		33
Public/Semi-Public Pools/Spas	2	2
Recreational Camps for Children	12	24
Bathing Beaches	2	3
Hotels/Motels	1	2
Keeping of Animals	10	13
Hazardous Materials Registrations	8	11
Total Permits Issued	145	
Total Inspections Conducted		85
TICKETS ISSUED:	CITATIONS	WARNINGS
	26	6

Linda R. Shea, R.E.H.S./R.S., Health Director
Westwood Board of Health

COUNCIL ON AGING

The Council on Aging administers their programs and services through the Senior Center located at 60 Nahatan Street. The Senior Center hours of operation are 8:00am-4:00pm Monday-Friday.

ACCOMPLISHMENTS

19,638 Daily and Home Delivered meals were served at the Senior Center
6,876 Medical Van Trips
65 Families were assisted through the Food Pantry
155 Legal Assistance Services
100 Seniors worked in the Property Tax Work – Off Program
34,265 Volunteer Hours Served

Programs

Area Meetings
Arts & Crafts
Bingo
Book Club
Bowling
Bridge
Coffee Hours
Computer Classes
Cooking Series
Exercise Class
Financial Planning
Health Lectures
Nutrition Series
Financial Planning
Health Lectures
Knitting & Crocheting
Quilting
Tia Chi
Walking Group
WII
Whist
Writing Class

Services

Drop In Service
Food Pantry
Friendly Visitor
Fuel Assistance
Health Care Proxy
Health Clinics
Homestead Forms
AARP Income Tax Assistance
Legal Assistance
SHINE Program
TRIAD
Passport Intake
Support Groups

Transportation

Medical
Shopping
FISH Trips
Westfare Tickets
Foxfield Taxi

The C.O.A. has 116 volunteers who donate hours of their time each year to assist in various programs and services such as: Home Delivered Meals, Newsletter Committee, Desk Coverage, Van Drivers, Computer Aids, Program Leaders, Mailings, Tax Relief Committee, Holiday Basket Committee, Telephone Reassurance Callers, Food Pantry Assistants, Nutrition Site Helpers, Home Delivered Meal Drivers, Craft Fair Assistance, etc. They have committed 34,285 hours of volunteer hours this past year. Our Volunteers are the backbone of our Senior Center. The staff and C.O.A. Board sincerely respect and value their contribution of time and loyalty to the C.O.A.

The Friends of Westwood COA have also been extremely helpful to the COA. They are our financial arm that raises funds to assist the Food Pantry and provide programs and service at the Senior Center. The COA staff and Board are appreciative of their ongoing support.

The Council on Aging Board would like to sincerely extend their gratitude to everyone who has supported the Senior Center in this most difficult financial environment.

Respectfully submitted,

Edie McCracken, Chairman
Robert Folsom, Vice Chairman
Betty Connors
Margaret Dullea
William Galvin
Mary Gens
Irene MacEachern
Colleen Messing
Patricia Davies Verzino

Patricia Carty-Larkin, COA Director

The Property Tax Work Off Program now has 98 seniors enrolled. They work 126 hours per year receiving a reduction of \$1,000.00 on their property tax bill each January. This program benefits the Town and our seniors. Seniors work throughout the Town in various departments including: Town Hall, the Libraries, Schools – (Deerfield, Hanlon, Martha Jones, and the High School), Senior Center, HESSCO Nutrition Site and the Recreation Department.

COUNCIL ON AGING

Grant Amount	Purpose	Funding Agency
\$12,500	Nutrition Site Manager	Health & Social Services Consortium, Inc.
9,950	Friendly Visitor Coordinator	Executive Office of Elder Affairs
1,800	Tai Chi Instructor	Executive Office of Elder Affairs
1,800	Quilting Instructor	Executive Office of Elder Affairs
1,000	Intergenerational Coordinator	Executive Office of Elder Affairs
2,000	Exercise Instructor	Executive Office of Elder Affairs
1,000	Crafts Instructor	Executive Office of Elder Affairs
1,500	Painting Instructor	Executive Office of Elder Affairs
1,440	Yoga Instructor	Executive Office of Elder Affairs
\$ 1,500	Writing Instructor	Executive Office of Elder Affairs
\$ 34,490	Total Staffing Grants	
Programs and Services		
\$ 1,800	Volunteer Recognition Luncheon	Executive Office of Elder Affairs
68,000	Matching funds for Nutrition Site and Home Delivered Meals	Health & Social Services Consortium, Inc.
1,000	Senior Center Programs	Howland Foundation
2,000	Senior Center Programs	Roger Piece Foundation
1,800	Coffee for Senior Center	Star Bucks
2,500	Senior Citizens Resource Book	Dedham Savings Bank
1,400	Senior Summer Suppers	Young Women's Club
1,200	Farmer's Market Program	Health & Social Services Consortium, Inc.
3,500	Food for Program Events	Roche Bros.
1,500	Senior Summer Supper's	Young Women's Club
500	Fuel Assistance	Interfaith Counsel
300	John Root Musical	Arts Lottery
2,500	Arts & Craft Supplies	Westwood Residents
650	Programs and Services	Great Blue Hill Power Squadron
550	Programs	Target
1,000	Programs	Knights of Columbus
300	History Lecture	Westwood Educational Foundation
1,000	Low Vision Magnification	Westwood Educational Foundation
1,600	Senior Center Addition Fund	Local Residents
1,800	Senior Center Programs	Memorial Accounts
500	Food Pantry	Lyons Club
20,000	Food Pantry Food Donations	Westwood Residents & Businesses
1,500	Food Pantry	Howland Foundation
5,000	Food Pantry	Copeland Foundation
500	Food Pantry	Caritas Norwood Hospital
1,200	Food Pantry	Westwood Women's Club
2,000	Food Pantry	Mother's Morning Out
1,200	Food Pantry	Women's Club
5,500	Food Pantry	Local Resident
	Total Programs & Service Grants	

WESTWOOD YOUTH & FAMILY SERVICES



Westwood Youth
& Family Services

REPORT

In our twenty-third year, Youth & Family Services continued to strengthen service quality and delivery and our relationships with community organizations. Our role as a child development, mental health, and human service resource for children and their families, public school staff, local law enforcement, and community service organizations continues to be robust. 2010 was another successful year as the Board of Selectmen continued to support the department's efforts to provide, create, or locate local and state services for residents. Our well respected graduate intern training program provided additional counseling and parent guidance services to residents at no cost, helping us meet increased demand for services at no additional cost. Department staff continued to promote volunteer service by our children through the Mentor and R.A.Y. programs.

The Youth and Family Services Board would like to thank the Board of Selectmen and our colleagues in other departments, local community service organizations, and businesses for their support.

- Dedham Institute for Savings
- Dedham Youth Commission
- First Baptist Church
- First Parish Church
- Mother's Morning Out, Inc.
- Needham Youth Services
- Norfolk County District Attorney's Office
- The Cooperative Bank
- Westwood Cares
- Westwood Community Chest
- Westwood Council on Aging
- Westwood Early Childhood Council
- Westwood Police Department
- Westwood Public Library
- Westwood Public Schools
- Westwood Recreation Department
- Westwood Rotary
- Westwood Young Women's Club

CURRENT SERVICES/PROGRAMS

Individual & Family Counseling-

Short term, problem-focused counseling and clinical consultation services are available from Westwood Youth & Family Services' staff to younger residents (ages 4-18) and family members. Parent education and counseling are also available. Referrals to appropriate treatment providers and advocacy for needed services are provided. Westwood Youth & Family Services provides crisis stabilization services to residents through referrals from the public schools, Police Department, and area mental health professionals and organizations.

Consultation and Referral Information-

Clinical or family consultations are available to residents, school faculty/administration and other municipal department heads on a variety of issues related to mental health, family health, child and adolescent behavior, parenting issues, substance abuse, etc. In the past year Westwood Youth & Family Services has also worked closely with a number of community groups including: Westwood Cares, Westwood Community Chest, Westwood Food Pantry, Westwood Public Schools, and the Westwood Rotary.

Group Counseling-

Project Growth provides group services for youth and families within the Westwood community. These include: structured play groups for elementary school age children; after school activity groups for middle school age children through the popular Thurston Thursday Club program; support groups and workshops for high school youth; single parent support groups; and other workshops/trainings for youth and families.

Community Education & Prevention Programs

The Westwood Youth & Family Services staff are involved providing educational programs and primary prevention programs to adults and children in the community. These programs include: Body Safety Theater (Grade 3); Teen Center at Thurston Middle School (Grade 6-8); and the Friends Network Program (Grade 3-5)

Youth Volunteer Program/ "Mentors' Program"

Established in 1987, the Mentors' Program provides young people (Grades 9-12) the opportunity to become actively involved in community volunteer service that meets identified needs of the community. Each year, thousands of hours of service are provided to the community through involvement with a number of our prevention programs and cooperative efforts with other social service agencies.

WESTWOOD YOUTH & FAMILY SERVICES

Recognize a Youth Program

Created by the Westwood Youth & Family Services in partnership with the Westwood Rotary, the RAY (Recognize-a-Youth) Program recognizes outstanding citizenship by Westwood young people. Recipients have distinguished themselves through their initiative and commitment to community service, and have demonstrated an ethic of caring for others that is essential for the health of the community. Each year Westwood Youth & Family Services and the Westwood Rotary select outstanding young people to be recognized. Recipients receive a certificate of appreciation and a gift, courtesy of the Westwood Rotary.

WY&FS Staff

Danielle Sutton, LICSW, Director
Tracy Gabriel, LICSW, Youth Services Counselor
MaryAnne Carty, M.Ed., Administrative Assistant

WY&FS Board Members

Joan Courtney Murray, Chairperson
Carol Sargent, Vice Chairperson
Paul Toland Susan Deluca
Mary Bamford Lois Riley
Karen Poreda Patricia Tucke
Jan Midiri Rebecca McClellan
James Laughlin Ailyn Pestana
Will Spear Michael Ventura
Christine Casavant Colin Kiley
Julia Tucke

PRIOR YEAR ACCOMPLISHMENTS

- **WY&FS** provided **889 hours** of clinical and consultation services to residents, an increase of over 200 hours of service from FY09.
 - **The Youth Volunteer or "Mentors"** program provided **2427 volunteer hours** and serviced **1035 children**. This program is comprised of Body Safety Theater, Friends Network, the Basement After-School Program, Teen Center Events and Thurston Thursday Club at the Thurston Middle School.
 - **WY&FS trained two graduate student counseling interns** from Boston University School of Social Work and Massachusetts School of Professional Psychology. Graduate Interns provided **227 hours** of clinical service to residents **at no extra cost**.
 - **Youth & Family Services Staff served on the following boards/committees:**
Community Chest, Deerfield Site Council, Disability Commission, Early Childhood Council, WHS Child
- Study Team, WHS Legislative Council, Westwood Lodge Task Force, Massachusetts Youth Commission Collaborative, Regional Internship Collaborative, Boston College GSSW Alumni Board, National Association of Social Workers.
- **Recognize A Youth Awards (RAY)** completed its eleventh year. Recipients in 2010 were: **Victoria Nedder, Griffin Green, Celia Johnston, Colleen Mulhern and Kathryn Santisi**.
 - **The Friends Network** completed a successful thirteenth year, matching 16 children in grades 3-5 with 16 high school students for weekly mentoring activities.
 - **WY&FS received \$3,560 in grants** from the **Westwood Young Woman's Club** to support the Single Parent Support Group and Girls Group programs.
 - **WY&FS received \$2,500 in grants** from the Westwood **Elementary School PTO** groups to support the Body Safety Theater Program.
 - **The tenth annual Holiday Gift Giving Project supported 38 Westwood families with nearly 70 children**. Some of our sponsors included The Dedham Institute for Savings, The Westwood Rotary, AAA, Century 21, Starbucks, the Cooperative Bank, Westwood residents and town employees.
 - **Completed Body Safety Theater (BST)**, a sexual abuse prevention program, for all third grade students and parents in March 2010.
 - **WY&FS participated in a seminar training program** for graduate student interns in collaboration with Needham Youth Services and the Dedham Youth Commission.
 - Collaborated with WHS staff on a **Stress Management Workshop** for high school students.
 - **WY&FS welcomed a new Director** in August 2009, **Danielle Sutton, LICSW**, former Youth Services Counselor from 2004-2008.

AID TO THE ELDERLY AND INFIRMED

The Aid to the Elderly and Disabled Taxation Fund was established pursuant to Massachusetts General Law Chapter 60, Section 3D, allowing for Voluntary Tax Contributions made to the Fund to be used to assist those in need in paying the real estate taxes on their homes.

In 2010, the Committee worked to increase awareness and activity of the account. The Committee generated public knowledge of the account through presentations at public meetings and newspaper articles. In addition, the Committee sent a direct mailing to all Westwood residents, describing the history of the account and requesting donations.

Collections to the fund have amounted to \$215,000 over the 11 years since the fund was established. While some residents give a single, large contribution, many others gave a smaller amount, \$5 - \$25, each time they paid their own tax bills. The small donations received from a large number of individuals were vital to helping the growth of the fund. We thank our residents for their generosity and concern for their fellow neighbors.

The Committee also worked to improve outreach and increase the number of seniors applying to the fund. In 2010, there continued to be a high level of applicants. The Committee was able to distribute approximately \$36,000 in 2010 to approximately 52 of our most needy senior residents. These residents all met the general criteria of the fund: income less than \$40,000/Yr., and home value less than Town average of \$560,000. The majority of the recipients exceeded 80 years of age and had lived in Town more than 40 years. The recipients received distributions ranging from \$250 to \$1,600, depending on home assessment. This financial award is applied directly to the resident's tax bill, thereby providing continued tax relief to these long-time residents.

The Committee again would like to thank all our residents whose donations have helped their senior neighbors remain in their homes and the Town they love. The Committee will continue to work to in 2011 to provide this significant assistance to our elderly and disabled residents.

Patrick J. Ahearn	James Gavin
Michael Krone	Pat Larkin
Albert F. Wisialko	Pam Dukeman
Sharon Papetti	Janice Polin

COMMISSION ON DISABILITY

During 2010 the Commission on Disability undertook several initiatives to provide additional support to Town residents with disabilities and their families. The Commission offered a Caregiver Support program, considered the potential impact of November ballot questions on vulnerable citizens and reviewed state and federal disability laws. The Commission members continue to monitor physical access in local businesses and public offices, compliance with handicapped parking and participate in local emergency planning.

Caregiver Support

In April, Commission members and community caregivers participated in an engaging discussion of the dilemmas and challenges all caregivers experience. Guided by thoughtful and skilled facilitation by HESSCO family care-giving specialist, Sheryl Leary, participants brainstormed solutions and ideas and worked towards turning challenges into triumphs. Strategies for building a support network were developed. Materials were distributed providing information on local support groups and worksheets were available to help participants identify strategies for developing caregiver support.

Housing

Unfortunately, economic conditions have interrupted efforts to expand the availability of accessible housing in Westwood.

Physical Access

The Commission on Disability continues to monitor compliance with state and federal laws that ensure that disabled citizens have access to buildings and services in the Town of Westwood. The Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Massachusetts General Law Chapter 151B, and the Architectural Access Board Regulations prohibit any place open to the general public from discriminating against individuals with disabilities. Public and private entities can obtain technical assistance in complying with access laws from the U.S. Department of Justice Website www.ada.gov.

A Commission member provided a report on the use of the stair lift in the Public Library. While the lift provides access to the lower level of the library the use of the lift creates a commotion that brings unwelcome attention to the individual using the lift. The new library building will be fully accessible and allow all library users to have unobtrusive access to the library materials.

State Budget Concerns

The Commission discussed the impact that 2010 tax rate reduction ballot questions would have on the availability of vital programs that serve vulnerable disabled citizens. Commission members were given information on steps consumers can take to appeal a change or loss of services. Additional information on state issues is available through the Disability Policy Consortium, www.dpcma.org

State Disability Resources

The Commission hosted the Assistant Director of Community Services from the Massachusetts Office on Disability (MOD) for an informative meeting on disability laws and programs. The Commission reviewed state laws on the powers and duties of Disability Commissions, laws pertaining to handicap parking violations, a handbook of state disability laws, a fact sheet on tax incentives for improving accessibility, and information on the federal Americans with Disabilities Act.

Emergency Planning

The Commission continues to participate in the Town Emergency Planning. The Commission recommends that residents with disabilities identify themselves to the Police and Fire Departments to make sure that any special considerations are taken into account in the event of an emergency. The Commission learned that MOD received a grant from the federal Office of Homeland Security Agency to develop emergency supply "Go Packs" that include food, water, medical supplies and other crucial emergency aids. These packs are available to disabled citizens.

Anne Berry Goodfellow, Chairman
Nuala Barner
Jean Barrett
MaryAnne Carty
Pat Carty-Larkin
Michelle Fiola-Reidy
Jane Forsberg
Fran MacQueen
Jette Meglan Co-Chairman
Jude O'Hara
Jan Randlett
Connie Rizoli

2010 Report of the South Norfolk County Arc

Turning Disabilities into Possibilities . . .

www.sncarc.org - See our updated website and online Gift Catalog !!

With funding through the Town of Westwood Board of Health, the South Norfolk County Arc (SNCARC) provides supports and services to citizens of Westwood who are disabled by intellectual and developmental disabilities including autism. SNCARC is a private, non-profit, membership-based organization founded in 1954 by local parents. For more than half a century SNCARC has been, and continues to be, governed by the family members of the individuals we serve. It is a testament to the good works we perform that the town of Westwood, along with the other towns we serve, continues to provide the vital funding support as it has done for over thirty years.

This past year has been a milestone year for our agency with the retirement of our President and CEO Dr. William F. Abel after 35 years of dedicated service. As of October 1st, I have been given the honor of carrying on this great work with which I am extremely familiar. I have been fortunate to have been employed by SNCARC and its sister organization Lifeworks for the past 27 years and I know that our agency remains committed to Bill's principles and our mission – supporting and advocating for the rights of people with intellectual and developmental disabilities.

Our mission is, **"To advocate for and provide supports and services to people disabled by intellectual and other developmental disabilities and to their families."**

Supports and services provided by SNCARC to the citizens of Westwood include:

Family Support and Respite Care:

SNCARC provides temporary in-home or out-of-home professional care and training for children and adults with intellectual or other developmental disabilities on a planned or emergency basis. It operates after-school and school vacation week programs for children, provides a wide range of support groups for families and operates a resource center for parents and professionals at our home facility in Westwood.

Family Autism Center:

The SNCARC Family Autism Center implements high quality programs, services and environments for all persons with an Autism Spectrum Disorder. This program provides individuals with autism, their families and the general community with information and referral services, educational services, parent and sibling support groups and a resource library with Internet access.

Autism and Law Enforcement Education Coalition (ALEC)

ALEC is a collaboration of the Family Autism Center with the office of Norfolk County District Attorney, William R. Keating and local fire and police precincts. ALEC training helps foster a deeper understanding of ASD among public safety and law enforcement personnel. Training is available for police officers, emergency room personnel and firefighters, using curriculum and videos specific to each group. Presenters are first responders with direct knowledge of ASD through a family member.

Social-Recreational Programs:

SNCARC provides special after-school and evening education classes, sports activities, social clubs and events, and special summer programs for individuals with developmental disabilities. A principal component of these programs is one-to-one volunteer friendships (citizen advocacy).

Advocacy:

SNCARC provides specialized education, information and referral services, social support, as well as legal, financial and other consultation support. This program also provides self-advocacy training to individuals and advocacy support to families with members who are disabled by intellectual or other developmental disabilities.

Harbor Counseling Center:

SNCARC provides behavioral and other psychological counseling and psychiatric services for adults with intellectual and other developmental disabilities and their families.

Residential Management:

SNCARC provides Residential Management Services for residential homes and apartments housing individuals with intellectual and other developmental disabilities.

Day Habilitation Program:

SNCARC provides educational and therapeutic services for adults with severe and multiple developmental disabilities. The program works to help individuals improve their communication skills, physical well being, domestic and self-care skills, community living skills and social skills. This program includes a component for elderly individuals with intellectual and other developmental disabilities. Its primary objective is to enable these individuals to continue to maintain their functional and social skills and to meaningfully participate in the life of their community.

Services supported by SNCARC through its affiliate Lifeworks:

Vocational Training and Job Placement Programs:

Lifeworks Employment Services provides vocational rehabilitation for developmental disabled persons age 18 and over. These services include vocational evaluation, work adjustment training, sheltered employment, transitional or supported employment and competitive job placement and follow-up support.

Residential Programs:

Lifeworks Residential Programs provides home-like environments and supervision, care and training in independent living skills, functional academics and social skills. These programs include community residences and supervised apartments (both with 24-hour staffing) and cooperative apartments (with staff assistance less than 24 hours per day).

Westwood residents who wish to visit or learn more about our programs or who wish to request services for someone challenged with intellectual or other developmental disabilities should contact us at (781) 762-4001.

Daniel J. Burke
President and CEO

VETERANS' SERVICES

To provide benefits and services to all Westwood Veterans, Widows, and Dependents.

GOALS AND RESPONSIBILITIES

- Secure and assist veterans, widows, and Dependents with appropriate financial and medical benefits.
- The Department is required to offer services to all Westwood veterans, widows, and dependents.
- The budget fluctuates from year to year depending on the case load. An estimate is made as to the amount of money Veterans' Services will need for benefits in the coming year.
- The benefits are paid 25% by the Town of Westwood and 75% by the state of Massachusetts.
- The department operates directly under the regulations of M.G.L c.115 & 108 CMR and is supervised by the Massachusetts Secretary of Veterans' Services.

VETERANS SERVICES

- Coordinate all Memorial Day and Veterans Day activities.
- Provide cemetery plaques, markers, headstone flags, and flowers.
- Custodian of the U.S. Street flags displayed at various times during the year.
- Custodian of Veterans' Memorial Park.

CURRENT SERVICES/PROGRAMS

- Provide information and referrals on Veterans' benefits.
- Provide information regarding Veterans Administration insurance, pensions, education, and loan programs.
- Provide information on Veterans' hospitals, nursing homes, outpatient clinics, vocational, and counseling services.
- Obtain military and medical records.
- Distribute financial benefits to eligible recipients.
- File all appropriate documents with the State for reimbursement for benefit payments.
- Provide financial assistance for ordinary benefits, bills, etc.
- Coordinate Veterans' burial benefits as well as headstone and grave marker programs.

PRIOR YEAR ACCOMPLISHMENTS

- Welcomed home Westwood's Service men and women from active duty and introduced them to their fellow veterans at the America Legion, Veterans of Foreign Wars, Marine Corps League, and other veterans' organizations.
- Aided, assisted and advised veterans, dependents and others.
- Acted as liaison to the Veterans Administration, VA hospitals, nursing homes, outpatient clinics, vocational rehabilitation programs, and various veterans groups.
- Provided administrative and budgetary support for the Memorial Day parade, ceremonies, and cemetery decorating.
- Worked closely with community human services organizations, including HESSCO, DET, COA, Social Security administration, and various housing authorities, to help secure benefits for clients.
- Organized Veterans Day services at Veterans Memorial Park
- Held the Wreaths Across America Ceremony at the Old Westwood Cemetery
- Supplied information and applications to those eligible to receive a veteran's bonus, death benefits, insurance, pension, and DIC benefits.
- Displayed and maintained U.S. Street flags flown on patriotic holidays.
- Held the Wreaths Across America Project ceremonies in December.

FY2009 SERVICE PLAN

- Aid, assist, advise, and support veterans and dependents seeking help.
- Continue to monitor state reimbursements of benefit payments.
- Continue to build a strong working relationship with community human service organizations.
- Continue work at the new location of the Veterans Memorial.
- Continue the installation of Veteran Memorial Bricks at Veterans' Memorial Park

Chris McKeown
Veterans' Service Director

MEMORIAL DAY COMMITTEE

DEPARTMENT MISSION

- Administer and organize parade and ceremonies memorializing those who gave their lives for their country.

GOALS AND RESPONSIBILITIES

- Organize parade and ceremonies
- Provide wreaths and flags for veterans' graves and memorial squares.

PROGRAM/SERVICE AREAS

Parade/Ceremonies

- Organize parade participants and Memorial Day ceremonies
- Supply refreshments for parade participants.

Provide Decorations for Graves

- Grave markers for flags signifying service in appropriate wars.
- Flags and flowers for Veterans graves in both Westwood cemeteries.
- Flags on signs in Veteran Squares.
- Large Wreath for Monument at Veterans Memorial Park.

PRIOR YEAR ACCOMPLISHMENTS

- Decorated veterans' graves in Westwood cemeteries with Flags, Grave markers, and flowers.
- Furnished Wreaths and flags on monument and signs in Veterans square.
- Planted flowers in park and squares.
- Sons of the American Revolution marched in parade and paid tribute to early patriots buried in Westwood.

FY 2011 Service Plan

- Hold Memorial Day Events on Monday, May 30, 2011. The Memorial Day Parade will begin at 10:00 A.M. at Town hall and proceed to the Old Westwood Cemetery for the traditional Memorial Day ceremony.

COMMITTEE:

- Veterans Services
- American Legion Post 320
- Harry Aaron
- Dottie Powers
- Officer Paul Sicard

BOARD OF LIBRARY TRUSTEES

This past year brought an exciting and positive conclusion to many years of work towards building a new library. Voters approved, first at town meeting and then at the polls, the funding needed to support our new library project. Town funding, along with grants from the state Library commission, and LEEDS Green grant, will provide us with the resources to build an energy efficient, high tech, handicapped accessible and modern library for the citizens of Westwood.

Along with town support, efforts by Trustees, members of the Friends of the Library and town volunteers have moved us closer to our one million dollar fundraising goal. In addition, the Colburn School has been successfully moved to a temporary location behind the building lot, as site preparation proceeds. The town is currently reviewing private funding proposals to rehab and reuse the Colburn building on its planned new location on High Street where the current library now sits.

All of these activities have kept Library Director Tom Viti extremely busy throughout the year, as he worked tirelessly with various boards and town officials to move this project along. The Trustees were pleased to recognize 30 years of dedicated service by Tom Viti to this town last fall.

There continues to be a great deal of activity at both the Main and Branch libraries with over 130,000 public visits recorded in 2010. More than 60,000 transfers were made to and from other libraries as library users made use of on-line requests for books, CD's and other materials from members of the Minuteman Library Network. In addition, reference librarians helped hundreds of people with questions and almost 10,000 children and adults participated in library programs. Concerts, book talks and special programs continue to draw visitors to the library.

As we look towards next year, the challenge will be to best serve library patrons as the building begins. A groundbreaking ceremony will take place in April with major construction scheduled to begin shortly after. Parking will be severely limited at the main library and plans are underway to utilize other locations in town for some programming and the branch library for basic services. Publicity efforts are underway to inform patrons of the plans to keep library services available as we move forward with construction.

The library will take approximately sixteen to eighteen months to build. The projected opening date is the summer of 2012. The library will be the first green certified building in Westwood and will be an important meeting place for children, students, young adults, and seniors for many years to come.

Jane Wiggin, Chair
Eric Gutterson, Secretary
Karen Coffey, FOL Liaison
Mary Feeley
Dan Lehan
Mary Beth Persons

LIBRARY DIRECTOR

In 2010 town voters approved a debt exclusion measure to build a new main library. Taking advantage of a \$4 million state grant, low interest rates and a favorable construction climate, a 32,000 square foot library will be constructed to replace the current building. Ten years of planning, meetings, grant proposals and fund raising were rewarded with the strong support of Westwood residents.



After the final plans were completed the project received approval from the Planning and Zoning Boards. The plans were put out to bid in late December with an expected spring groundbreaking. The new library is slated to open in the summer of 2012. To make room on the site, the Colburn School was moved to the rear of the lot. A committee appointed by the Board of Selectmen to study re-use of the Colburn is reviewing proposals from developers.

To provide the best possible service during the 16 month long construction period, our weekly schedule will change to add hours at the Branch Library and reduce those at the Main. Library programs will be offered at convenient off-site locations in Town. Changes will begin in the spring and will be announced soon. Users can also select other libraries as a pick-up location for their requests through the Minuteman catalogue.

At both the Main and Branch, total circulation figures dipped from the prior year by 6% and 2% respectively. The likely causes were reduced parking at the Main and an improving economy. The number of library programs, and meeting and conference room use were level at more than 700. The Main door count was 115,849 and the total library program attendance was 9,913.

I gratefully acknowledge the hard work of the Friends of Library during the past year. Led by President Diane Parazin, the Friends provide vital support for library programs and the museum pass program among many other items. Their tireless efforts on behalf of library services are a gift to the entire

community. Standout children's programs included the Youth Poetry Anthology, the *Discovering Different Cultures through Dance* series and the summer reading program *Go Green at the Library*. Our adult programs featured the *Local authors@ the Library* series, the Two Old Friends country music duo, and young adult crafts programs.

The generosity of local residents has greatly aided the Library's capital campaign. To date, over \$650,000 has been raised in cash and pledges for the new library. I must also recognize the Westwood Educational Foundation and the Westwood Young Woman's Club for their financial support of library programs. Our collaboration with the town's Early Childhood Council brings quality programs to parents and children alike.

Town budget constraints increased our reliance on these outside groups for program support. Budget limits also reduced our ability to meet normal expenses. Along with many other libraries statewide, we failed to meet the annual financial standards set by the Mass Board of Library Commissioners, but did receive a one year waiver. Without some budget relief it will be impossible to maintain our current service levels.

The Minuteman Network introduced new catalogue software that has the look and functionality of many popular websites. The new library will include user friendly features that will also increase operational efficiency. These include self-check of library materials made possible by RFID technology. The building will be designed to provide the widest possible wireless access for personal computers.

Voter approval of the new library was very rewarding for all of us who participated in the process, but I doubt most residents know how many town employees and officials made significant contributions to the planning details. Their efforts were instrumental in making this a viable project. For their help I want to recognize: the Town Planner, Town Engineer, the DPW Director, and the Building Inspector; also the Library Building Committees, the Permanent Building Committee, Planning Board and Zoning Board. The Finance Commission, Board of Selectmen, Town Finance Director, and Historical Commission played important roles as well.

My thanks to the library staff and our volunteer team for another year of dedicated service. Their work keeps the library moving forward regardless of the fiscal climate. I gratefully acknowledge the leadership of the Board of Library Trustees and their commitment to strengthening the library's role in the community.

Thomas Viti, Library Director

WESTWOOD CULTURAL COUNCIL

The mission of the Westwood Cultural Council is to promote excellence, access, education and diversity in the arts, humanities, and the interpretive sciences in order to improve the quality of life for all Westwood residents. Public funds are allocated to Westwood by the Massachusetts Cultural Council, which receives these funds from the state of Massachusetts and the National Endowment of the Arts.

Grant requests are thoroughly reviewed by council members who assess applications by considering various criteria. Members of the council look for a direct benefit to the community, the potential for excellence, evidence of a sound track record in their field, financial need, educational opportunities presented, and the community involvement demonstrated by each applicant.

The Westwood Cultural Council received applications totaling \$21,500 for the October 2010 cycle. The Council allocated \$6420 and distributed this amount as follows.

The Westwood Council on Aging will enjoy 3 programs entitled Jerry Atric-The Older I get, Cultural Foods:a seminar on the longevity of the Okinawans, and Paul Revere's Mother -in-Law::an acted play.

The community will enjoy music by local artist Brad Ellenberg with the Brad Ellenberg Quintet. Also the Chinese Cultural Council and the Indian Cultural Council will be performing music and dance exhibitions this year. At the Westwood Historical Society The Great Escape 11, an interactive program on the art of escapology and famous escapes will be performed in the Spring.

Artist, Gregory Maichack, will be giving a pastel workshop on the art of Georgia O'Keeffe, as well as a workshop for teens on the art of sketching.

Young students from the Downey School will be presented with a dramatic program about the life and music of Ludwig van Beethoven. For nutrition month, Jay Mankita will present Eat Like a Rainbow for the middle school students. The South Norfolk County Autism Center was granted money for young adults and adults to participate in cultural events in the area..

The council is encouraging Westwood residents to attend these programs. With so much diversity of venue a cultural experience can be enjoyed by everyone in the town.

Respectfully submitted,
Carolyn Pope
Jane Kaveney
Kathleen Purpura
Nancy Donahue
Joan Lehmann
Jeannie Shapiro
Debbie Wells

RECREATION COMMISSION



Recreation Commission

The Recreation Commission consists of seven residents selected by the Board of Selectmen. They serve as an advisory and a policy-making board responsible to the residents of Westwood. This board supports the year-round, high quality, indoor and outdoor recreation activities for people of all ages. The Recreation Commission oversees the management and use of all playing fields and playgrounds on Town sites. They also oversee the wide variety of community events and programs coordinated by the Recreation Department.

The goals of the Commission are to provide programs and special events that are diverse and affordable for all who choose to participate. These quality services include physical, social, creative, athletic, and travel programs with safety always being our top priority.

Programs and special events are “fee for service” and are financially self-supporting. Scholarships for participation are available; no resident is ever turned away due to their financial circumstances.

The Recreation Commission and Staff are particularly thankful for the many volunteers and citizen groups who donate their time, energy, and resources toward the improvement of town facilities, playgrounds, ball fields, recreation programs, and special events.

A message from the Director

It is with great pleasure that we present this report to our residents providing an overview of our special events, programs, and services that were successfully initiated by the Recreation Department this year. Our passionate staff is dedicated and committed to providing quality and inclusive programs that are safe, fun, and accessible to all residents.

As we begin our journey into 2011, the Recreation Staff and Commission remain focused on being proactive in our mission to continually enhance our programs, relationships, and private/public partnerships generating great opportunities. With a new vision, we are excited to continue to provide our traditionally successful programming, while looking ahead to provide new, exciting, and inclusive programs and

initiatives that will positively impact residents through sports, education, arts and culture. We will strive to meet the needs of every constituent within the Westwood community.

Administration and Finance Division

The Administration and Finance division provides structure, organization, and support to all areas of the Recreation Department.

This division manages and directs all financial activities related to the daily business operations. Additionally, it develops and implements registration and fiscal policies and procedures for the department.

Budgets, reports, and statistics are generated to assist in the overall development, implementation, and evaluation of Recreation programs and services. The goal of this “fee for service” department is to offer affordable programming to all residents. Scholarships are available for residents in financial need.

- Recreation Scholarships: \$15,500. Program fees waived to assist Westwood residents in financial need.

- Westwood Community Chest: \$10,153. Monies donated to assist 19 families with summer recreation programs.

- Wellness Benefit: \$475. Collaboration with Human Resources provided town employees with summer program coupons.

- Recreation Gift Account: \$10,371. Local business and residents donated \$5,371 to support the annual Fireworks. \$5000 was raised by Recreation Swim Team Parents to purchase shallow end touch pads.

- Recreation Office hours were expanded to provide continuity with Town Hall hours.

Marketing and Special Events Division

This division manages and coordinates all marketing, advertising, and promotional work. Strategies and master plans are formulated to assure Westwood residents are aware of recreation programs and services.

Program communication includes: brochures, listserv, website, online registration, school district bulletin, Westwood Press, Home Town Weekly, Preschool Network, Early Childhood Council, Integrated Preschool PTO, flyers, posters, email, phone, and office inquiries.

2010 Special Events: March Into Summer, Fishing Derby, Todd J. Schwartz Softball Classic, Summer

RECREATION COMMISSION

Band Concerts, Fireman's Foam, Unity Day, Family Pool Party, and Fireworks.

Program and Services Division

This Division serves the community through diverse, innovative programming with broad partnerships, which addresses the needs and interests of the entire community. A wide variety of activities encourage participants to spend their time in a positive, productive, and enjoyable manner. The benefits are endless.

The Recreation Department implements the Field Permit Policy and issues permits for all sports groups. This year new scheduling software was purchased for managing the Field Permit process.

The Islington Community Center (ICC) provides space for recreation programs, drop-in activities, special events, and community programs for people of all ages. Where program space continues to remain limited, the space at the ICC is invaluable. The ICC is also used for community programs including the Boys Scout of America, AA Meetings, and the Commission on Disability.

2010 Highlights

- 1,200 youth participated in the Summer Playground Program, highest enrollment in the history of the program.
- Coordinated with the Westwood Public School Enrichment program staff and transported 40-50 participants to the 12:00-5:30 component of Summer Playground Program.
- Coordinated and hosted Unity Day at Summer Playground with Hale Reservation's Cooper Camp. Over 250 youth participated.
- The Basement (Middle School After School Program) received a donation from the Church Board of Directors.
- Leadership Development Program trained 83 future leaders and 6,329 summer hours were donated.
- Musical theatre remained highly popular with 13 shows during the school year and 4 full-to-capacity summer shows.
- Coordinated with Youth and Family Services for the 4th year placing High School Mentors with the Basement.

- Established a Spring Short Wednesday afterschool program at Downey.

- Instructed over 350 participants in the youth and adult tennis programs which is a 60% increase from the previous year.

- Adult Basketball League increased from 8 to 13 teams.

- Incorporated additional High School Varsity Coaches to instruct Boys Lacrosse, Cheerleading, and Boys Basketball clinics for the summer.

Parent/Child and Preschool Division

This division offers a safe, warm, and nurturing environment. It provides developmentally appropriate and engaging activities that introduce and support social skills for children from infancy through school age.

Programs for infants and toddlers include their families and /or caregivers. This provides the adults a supportive environment that nurtures friendships. Drop off programs are for preschool and school age children. Through a structured environment, with supportive staff, high school students, and volunteers, the children are encouraged to try new things, to learn by hands on activities and to grow through these experiences.

2010 Highlights

- New programs: Rise and Shine, Messy Messy, Bookworms, Dig Those Dinosaurs, Midweek Mish Mash and Music and Movement.
- Expanded Summer Adventure registration by adding two and three day options.
- Scheduled three Open Houses in conjunction with the Integrated Preschool Program.
- The Westwood High School Flex Class volunteered in the preschool program for the 4th year.

RECREATION COMMISSION



Aquatic Division

The Aquatic Division provides recreational swimming, competitive swimming, water aerobics, and water activities for all ages. The facility is an Authorized Provider of the American Red Cross offering swimming programs including; Parent/Child and Preschool Aquatics, Learn to Swim Levels 1-6, Water Safety Courses, Life Guard Training, Water Safety Instructor Training, CPR/AED and First Aid.

Additionally, pool parties and specialized programs; such as Underwater Hockey and Scuba Diving, provide unique programming to the community. Daily Open and Lap Swims allow individuals the opportunity to swim seven days a week year round.

2010 Monthly Statistics - Open & Lap Swim

Month	# Members	# Daily Patrons	Total
Totals	16293	2538	18831
January	1338	234	1572
February	1361	361	1722
March	1338	268	1606
April	1210	275	1485
May	1355	173	1528
June	1513	215	1728
July	2130	258	4116
August	1821	254	2075
September	1223	117	1340
October	1073	103	1176
November	963	163	1126
December	968	117	1085

This wide array of aquatic programming for people of all abilities promotes health and wellness and provides opportunities for socialization in a clean, secure, and comfortable environment.

The Aquatic Team includes the aquatic manager, water safety instructors, lifeguards, water safety instructor aides, and pool volunteers. The pool is utilized by the high school swim teams and students, Boys Scouts of America, Westwood residents, and residents from neighboring communities.

2010 Highlights

- Facilitated 43 birthday parties
- Implemented punch pass system
- Expanded Colorado Timing System
- Hosted affordable Family Pool Party
- Initiated discount program for extended term and senior memberships.
- The Winter Swim Team registration is on the rise with 226 swimmers registered. Children ranging in age from 5-18 participate in the 17-week competitive swim program.
- The Summer Swim Team provided 107 swimmers the opportunity to experience competitive swimming in a relaxed environment.
- Over 800 participated in The Learn to Swim Program including Parent Child and Preschool Aquatics.



Westwood Fitness Division

This Division provides recreational, educational, health, and sports related programs. Our mission is to provide a safe environment, and to enhance the overall health and well-being of our patrons. We offer quality programming appropriate for all levels of fitness.

Westwood Fitness offers state of the art equipment; free weights, dumbbells, individual strength machines, treadmills, elliptical cross trainers, and stationary bikes.

Westwood Fitness offers daily use along with monthly and yearly memberships for individuals, families, seniors, and special interest groups.

RECREATION COMMISSION

2010 Highlights:

- Partnered with the School Department to secured a fitness equipment preventative maintenance contract.
- Coordinated with high school teachers to optimize physical education classes usage of the facility during the school day.
- Expanded operation from 22 to 50 hour per week.
- Initiated discount program for extended term and senior memberships.

2010 Memberships

Membership Type	# Memberships	Daily Admittance
Totals	543	6685
Fitness Single	138	2537
Fitness Family	49	1271
Fitness Senior	22	698
High School Student	242	1115
Town Employee	92	859
Daily	NA	205

As a Department, we continually strive to improve and are always receptive to new ideas. We encourage creativity and innovation for programs and recreational services that serve the public.

Respectfully submitted
Westwood Recreation Commission

Elizabeth Phillips, Chairperson
Ken Aries
MaryAnne Antonellis
Maureen Laughlin
Jennifer Perkins
Diane Thornton
Paul Tucceri
David Burnes, Recreation Director

WESTWOOD HISTORICAL COMMISSION

The Westwood Historical Commission (WHC) has had a busy 2010. The year began with preparations for the March 8th Special Town Meeting. On the Warrent, an article directly effecting one of the most prominent and historically significant buildings in Westwood, the Colburn School. Built in 1874, the School is the centerpiece of the Colburn School-High Street Historic District, a National District, listed in the National and State Register of Historic Places.



The Colburn School as it stood on High St. in November.



The Colburn School on the move in late December.



The Colburn School, out of sight but not out of mind.

Article 4 of the Special Town Meeting asked residents to approve and fund the construction of a new Westwood library on the current site of the Colburn School. To help residents understand the role the School plays in the project, the WHC put together an informational document explaining the historical significance of the school, benefits of historic structures in Westwood, and the requirement that the School be moved in accordance with a Memorandum of Agreement with State and local governing entities.

Following the passage of Article 4, the design of the new library was well underway with the combined efforts of the library architect, and the building committee, with guidance from the WHC; the project is proceeding as planned. In late fall, the School's initial move was underway; moving from High St. to the back of the new library building site. Once the existing library is demolished, and a use for the School is determined, the building will be moved from the back of the new library site and positioned on the old library site.

The Westwood Historical Society is continuing restoration efforts on the Obed & Betsey Baker House, located in the Fisher School Historic District. The exterior restoration, including the roof, siding, windows, and landscaping, is nearly complete; next, the Society will turn their attention to the interior of the house. The Society hopes to develop the House as a center for the study of entrepreneurship, making it available to Westwood schools and residents, in honor of Betsey Metcalf Baker, an original occupant of the house and one of America's first entrepreneurs. In addition, the Town has completed construction of a replica barn adjacent to the House to serve as a garage for DPW cemetery equipment.

The property at 1255 High Street, known as the "Holbrook Farm and Store", listed in the National and State Register of Historic Places was purchased at auction by a local resident and subsequently demolished. It is the Town's understanding that the land will remain as open space and undeveloped.

This coming year, the Commission will continue to work with the Library architects and Trustees on integrating the new library building into the Colburn-High Street Historic District and assist the Town in identifying a use for the Colburn School. Other endeavors include investigating the use of informational signage as you enter and exit both Colburn-High Street and the Fisher School Historic Districts, and looking into the possibility of creating a new historic district centered around the First Church, at the corner of Nahatan and Clapboardtree Streets.

Respectfully submitted, Peter Paravalos, Chair

Members: Ralph A. Buonopane Nancy Donahue,
Mary Joe Hogan Lura S. Provost

WESTWOOD HUMAN RIGHTS COMMITTEE

This year the Westwood Human Rights Committee continued work in furthering its mission of, "helping to develop and support a culture of diversity, tolerance, and appreciation in the Town of Westwood". We built upon the successes achieved last year and established new goals for the upcoming year.

WHRC received a grant from the Westwood Educational Foundation to purchase two films, A Class Divided and Prom Night in Mississippi for use at the Westwood High School by teachers, clubs, and programs that wanted to provide a forum to focus on the effects of racism. The grant also included funds to provide an abbreviated version of the Race and Place series for the community. This program is scheduled to be presented in the spring of 2011. It will include a facilitator led discussion to help participants learn ways to enhance diversity in Westwood.

WHRC also supported the 2010 Chinese Cultural Night in March which has become an extremely popular and successful event that is sponsored by an area Chinese school. The Huang family of Westwood has been instrumental in providing the leadership for this event.

Marge Griffin continued writing her series of quarterly interviews with local Westwood residents for the "Rainbow Profile" article in the town newsletter. Her articulate and thoughtful articles have highlighted the diversity of Westwood that may be unknown to many people. We thank her and her "interviewees" for sharing their stories with our community.

Anne Consoletti Schultz led the sub-committee that revised the current brochure for the Human Rights Committee. The board reviewed the updated brochure before its distribution in early 2011.

The fund raising and public relations sub-committee chaired by Paula Webster and Lisa Zeghibe worked on promoting the visibility of the Human Right Committee to the residents of Westwood. They purchased a WHRC banner for display at WHRC events, sold WHRC T-shirts and WHS and a local store, and began planning for a major fund raising event in 2011.

A one day program between Hale Reservation and the Westwood Recreation Department was held in July 2010. This program brought Hale campers from Boston and Westwood campers in the Recreation Department program together for a day of fun. WHRC hopes to continue this program next year.

The current Chair of the WHRC for the 2010-2011 year is Jill Onderdonk. She has been working with other WHRC board members Mike Jaillet, Town Administrator, Nancy Hyde, Board of Selectman, Danielle Sutton, Youth & Family Services Director, Barbara Shea-McDonald, local Realtor, and Aida Hamden, community member to set the agenda for the yearly activities and programs.

2009-2010 Westwood Human Rights Committee

Jack Patterson, Community Member
Carol Lewis, Westwood School Committee
Anne Consoletti Schultz, Community Member
Michelle Ewing-Perry, Community Member
Nancy Hyde, Board of Selectmen
Michael Jaillet, Treasurer, Town Administrator
Jill Onderdonk, Westwood Housing Authority
Barbara Shea McDonald, Realtor,
Marge Griffin, Westwood Inter-Faith Council
Pat Larkin, Westwood Council on Aging
Aida Hamden, Community Member
Sgt. Paul Sicard, Westwood Police
Sheryl Goodloe, Westwood Public Schools
Lewis Ware, Community Member
Anne-Marie Witzburg, WHS Faculty
Reverend Christopher Dodge
Danielle Sutton, Westwood Youth and Family
Paula Webster, Community Member
Lisa Zeghibe, Community Member
Sarina Huang, WHS Student, Class of 2010
Delaney Russell, WHS Student, Class of 2012

WESTWOOD ENVIRONMENTAL ACTION COMMITTEE (WEAC)

The Westwood Environmental Action Committee continues to promote energy and resource conservation, recycling and environmental education, development and usage of renewable energy, water conservation, and the purchase of energy efficient vehicles. During the past year WEAC members have focused on assisting the Town in meeting the requirements to become a Massachusetts Green Community. Among the five requirements described in the Green Communities Act (GCA) of 2008, the Town must establish an energy usage baseline and then develop an action plan to reduce energy consumption by 20 percent in 5 years. Working with consultants assigned to Westwood through a Technical Assistance Grant in 2009 and with the Westwood Department of Public Works, members of WEAC developed the first annual Town energy report. This report includes all electrical, oil, propane and vehicle fuel usage for the municipality. With the assistance of WEAC member Tom Philbin, energy consumption has already been significantly reduced through electrical upgrades in the Westwood High School and the Thurston Middle School. Tom Philbin continues to work with NSTAR to identify electrical upgrades in the five elementary schools that would further reduce energy bills. WEAC members have also worked on other components of the GCA. In collaboration with Town consultant Glenn Garber an action plan to reduce municipal energy consumption is being drafted. WEAC will continue to work with Town officials to meet all five Green Communities requirements.

In 2010, WEAC sponsored several events related to recycling: the second annual Electronic Recycling event was held in May, and to celebrate America Recycles Day (November 15th), member Claire Sullivan presented a forum on trash and recycling. The goal of the forum was to inform residents of Westwood about ways to reduce trash, and about the switch to a single stream collection of recyclable materials. Residents of Westwood are now able to mix their recycling (paper, cardboard, metal, glass and plastics can now be placed in one recycling bin), and residents may now utilize a barrel/bin with a lid to put their recycling out at the curb. Waste Management has provided new recycling stickers to identify the barrel or bin, and these stickers are available at Town Hall or the DPW office. The 5th annual Earth Week was also held in April, an event that encourages residents to pick up litter in public spaces and neighborhoods. More information about Earth Week can be found at www.KeepOurTownClean.com

Members of WEAC acted as consultants this past year as the Town heard information from two vendors on the possible installation of solar panels on municipal buildings. WEAC also hosted a presentation from the Massachusetts Climate Action Network on the Cool Mass Challenge, which encourages communities to engage 25 percent of households in reducing their carbon emissions by 25 percent over three years. Finally, WEAC hosted an information session for Westwood residents on an enhanced energy building code, commonly referred to as the Stretch Code. Adopting the Stretch Code is one of the requirements of the Green Communities Act.

Westwood Environmental Action Committee (WEAC)

Peter & Pam Kane, Thomas Philbin, Maria Costantini, Mike Brier, Wendy Muellers, Jay Walsh and Claire Sullivan

APPENDIX A



100 Quannapowitt Parkway
Suite 101
Wakefield, MA 01880
T. 781-914-1700
F. 781-914-1701
www.powersandsullivan.com

Independent Auditors' Report

To the Honorable Board of Selectmen
Town of Westwood, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of and for the fiscal year ended June 30, 2010, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Westwood, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of June 30, 2010, and the respective changes in financial position and cash flows where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

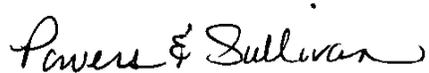
In accordance with *Government Auditing Standards*, we have also issued our report dated December 8, 2010, on our consideration of the Town of Westwood, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreement and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The combining and individual fund statements and schedules, as listed in the table of contents, are presented for the purpose of supplementary analysis and are not a required part of the financial statements of the Town of Westwood, Massachusetts. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

Management's discussion and analysis, located on the following pages, and the schedule of revenues, expenditures and changes in fund balance – general fund – budgetary basis, retirement system schedule of employer contributions, retirement system schedule of funding progress, other postemployment benefit plan schedule of funding progress and schedule of employer contributions, and other postemployment benefit plan actuarial methods and assumptions, located after the notes to the basic financial statements, are not a required part of the basic financial statements but are supplementary information required by accounting principles

generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The introductory section and statistical sections, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

A handwritten signature in cursive script that reads "Powers & Sullivan".

December 8, 2010

Management's Discussion and Analysis

As management of the Town of Westwood, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2010. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditors' opinion. If the Town of Westwood's financial statements have significant departures from GAAP the independent auditors may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. The Town of Westwood has enjoyed an unqualified opinion on its financial statements since the fiscal year ended June 30, 1984.

Financial Highlights

- The governmental assets of the Town of Westwood exceeded its liabilities at the close of the most recent fiscal year by \$102 million (net assets).
- Of this amount, 2.3% or \$2.4 million (unrestricted net assets) may be used to meet the government's ongoing obligations to citizens and creditors.
- At the close of the current fiscal year, the Town of Westwood's general fund reported an ending fund balance of \$4.2 million, a decrease of \$187,000 in comparison with the prior year. Total fund balance represents 6.1% of total general fund expenditures. Approximately \$1.5 million of this total amount is available for appropriation at the government's discretion and \$2.7 million is reserved for the subsequent fiscal year as articles and encumbrances carried forward and appropriations to balance the subsequent year's budget.
- The Town of Westwood's total governmental debt decreased by \$4.3 million during the current fiscal year. This was all the result of principal payments on long-term debt.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Westwood's basic financial statements. The Town of Westwood's basic financial statements comprises three components: 1) government-wide financial statements 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial statements focus on the individual components of the Town government, reporting the Towns' operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Westwood's finances, in a manner similar to private-sector business.

The statement of net assets presents information on all of the Town of Westwood's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Town of Westwood is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, human services, culture and recreation and interest. The business-type activities include the activities of the sewer enterprise fund.

Fund financial statements. A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Westwood, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town of Westwood can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Westwood adopts an annual appropriated budget for its general fund. A budgetary comparison schedule is included as required supplementary information for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains one type of proprietary fund.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses an enterprise fund to account for its sewer operations.

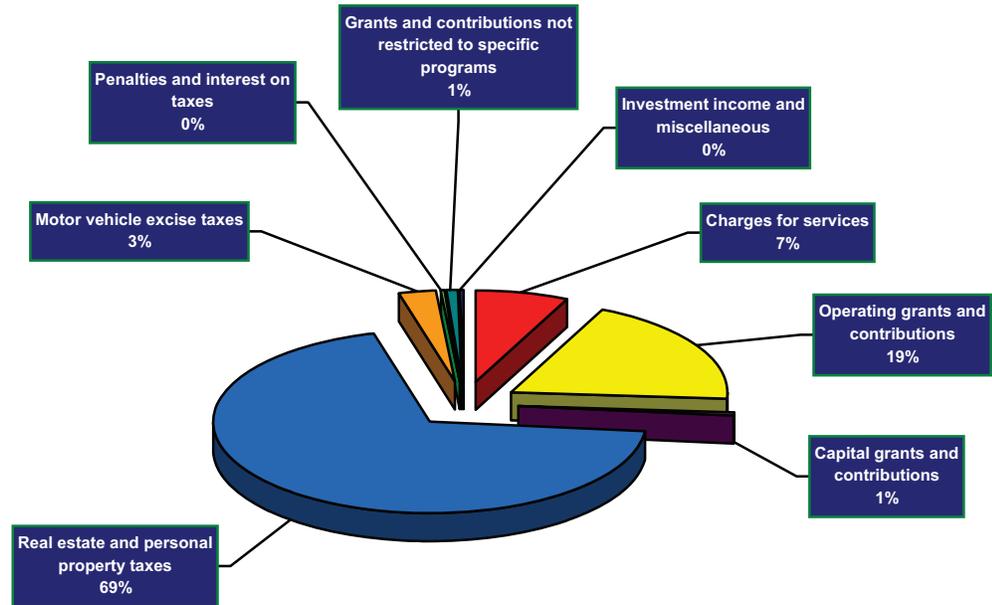
Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources

Governmental activities. The governmental activities net assets decreased by approximately \$3.3 million during the current fiscal year. The primary reason for this decrease was the current year increase in the other postemployment benefit obligation of approximately \$3.2 million which was recorded to comply with the requirements of GASB Statement #45.

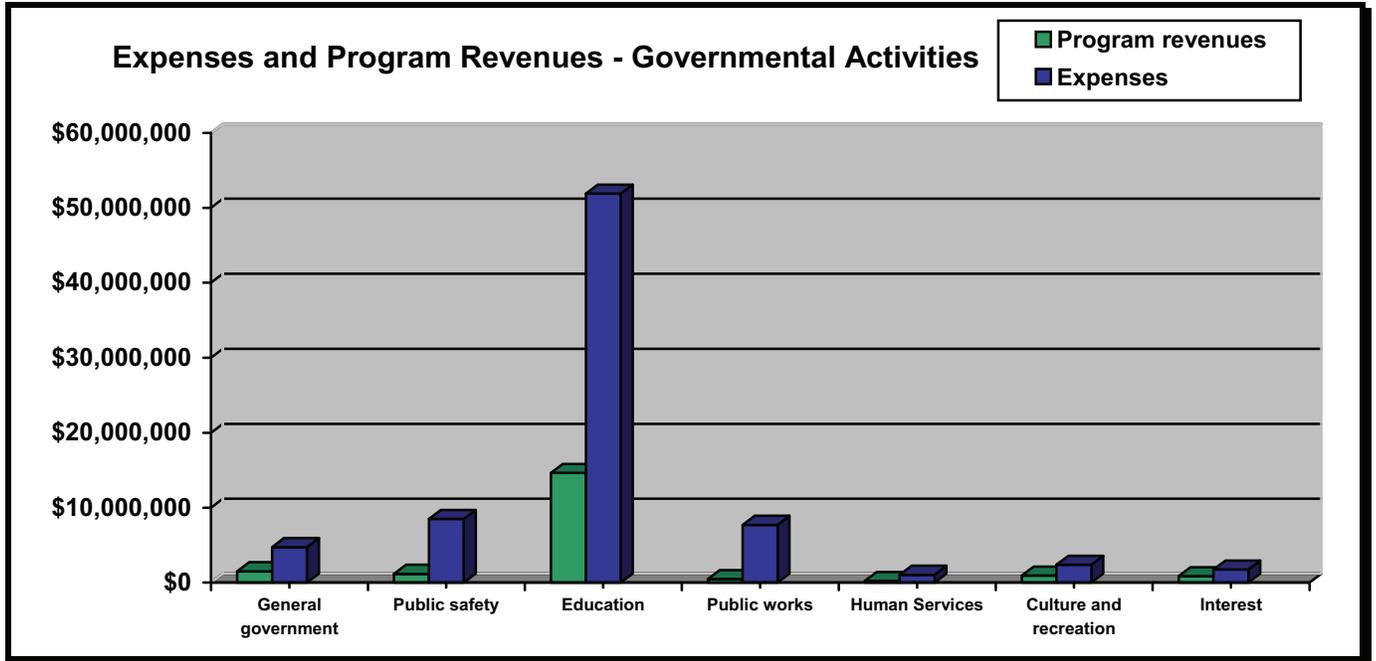
Governmental Activities:	Fiscal Year Ended June 30, 2010	Fiscal Year Ended June 30, 2009
	<u>2010</u>	<u>2009</u>
Program revenues:		
Charges for services.....	\$ 5,235,896	\$ 8,336,319
Operating grants and contributions.....	14,179,816	15,435,834
Capital grants and contributions.....	416,952	404,240
General revenues:		
Real estate and personal property taxes.....	51,462,011	49,761,536
Motor vehicle excise taxes.....	2,152,241	2,164,294
Penalties and interest on taxes.....	105,602	96,949
Nonrestricted grants and contributions.....	723,159	882,855
Unrestricted investment income.....	111,156	280,678
Total revenues.....	<u>74,386,833</u>	<u>77,362,705</u>
Expenses:		
General government.....	4,744,131	7,984,596
Public safety.....	8,485,387	8,778,769
Education.....	51,887,823	52,088,397
Public works.....	7,717,646	7,037,271
Human services.....	1,052,506	942,357
Culture and recreation.....	2,377,179	2,468,819
Interest.....	1,750,493	1,692,305
Total expenses.....	<u>78,015,165</u>	<u>80,992,514</u>
Transfers.....	<u>290,978</u>	<u>-</u>
Change in net assets.....	<u>\$ (3,337,354)</u>	<u>\$ (3,629,809)</u>

- Charges for services represent about 7% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category. General government charges for services for fiscal year 2010 includes approximately \$425,000 in non-recurring fees collected for the Westwood Station Project compared to \$2.5 million collected in fiscal year 2009. A similar decrease in general government expenditures occurred in FY10. These large decreases are mainly attributable to Westwood Station Project being stalled due to the economic downturn.
- Operating and capital grants and contributions account for 19% of the governmental activities resources. Most of these resources apply to education operations. These resources offset costs within the school department in addition to the General Fund operating budget. Also during the fiscal year, the Town received a Westwood Station guaranteed tax payment in the amount of \$615,000, which is recorded as an operating grant under the general government function.
- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 69% of all resources.
- Motor vehicle excise taxes comprise 3% of the governmental activities resources.

FY10 Governmental Revenues



- Education is by far the largest governmental activity of the Town at 67%. Program revenues of \$14.6 million provided direct support to education and \$37.3 million in taxes and other general revenue were needed to cover the remaining fiscal year 2010 operating expenses.
- Public safety and public works are significant activities of the Town. Program revenues for public safety of \$1.2 million and \$483,000 in public works directly supported \$8.5 million and \$7.7 million of operating expenses, respectively. Taxes and other general revenue of \$14.5 million were needed to cover the remaining fiscal year 2010 operating expenses. Combined, they represent 21% of governmental activity expenses.



Business-type activities. For sewer business-type activities, assets exceeded liabilities by \$17.2 million at the close of fiscal year 2010. Capital assets net of related debt totaled \$13.3 million (77%) while unrestricted net assets totaled \$3.9 million (23%). There was a decrease of \$109,000 in net assets reported in connection with the sewer enterprise. Charges for services increased from prior year by \$133,000 which was primarily due to an increase in sewer usage revenue. Capital grants experienced a slight decline from the prior year. The sewer fund also reported a liability for other postemployment benefits totaling \$82,000, which is a result of the GASB Statement #45.

Comparative Assets, Liabilities and Net Assets – Business-type

	Balance at June 30, 2010	Balance at June 30, 2009
Assets:		
Current assets.....	\$ 3,662,911	\$ 3,460,433
Noncurrent assets (excluding capital).....	348,074	394,197
Capital assets, not being depreciated.....	350,850	350,850
Capital assets, net of accumulated depreciation.....	14,833,081	15,502,835
Total assets.....	19,194,916	19,708,315
Liabilities:		
Current liabilities (excluding debt).....	57,468	186,683
Noncurrent liabilities (excluding debt).....	81,900	47,332
Current debt.....	314,687	309,838
Noncurrent debt.....	1,550,600	1,865,287
Total liabilities.....	2,004,655	2,409,140
Net Assets:		
Capital assets net of related debt.....	13,318,644	13,678,560
Unrestricted.....	3,871,617	3,620,615
Total net assets.....	\$ 17,190,261	\$ 17,299,175

The Westwood Station fund is used to account for funds for the Westwood Station Project. At June 30, 2010, the Westwood Station fund had a year end balance of \$138,000. The Westwood Station fund balance decreased \$34,000 from prior year. Departmental receipts decreased by \$2.1 million during the fiscal year which was the result to a delay in the project caused by the economic downturn. Subsequent to year end, an agreement has been reached for the project to be purchased in an effort to re-energize the project and move forward.

General Fund Budgetary Highlights

Actual revenues were lower than budgeted for real estate and personal property taxes by \$831,000 because Westwood Station did not pay their fourth quarter real estate tax bill.

Actual general fund expenditures and encumbrances are lower than final budget by 2%, with the majority of the variance occurring in the reserve fund, which turned back \$360,000, as reserve funds were not fully required to fund unanticipated events, also the general fund employee benefits expenditures were lower than the final budget by approximately \$328,000. This is partially due to conservative budgeting.

The \$649,000 increase between the original budget and the final amended budget was primarily due to the supplementary appropriations to fund the police department budget (\$120,000), the department of public works snow and ice budget (\$100,000) and the capital outlay budget (\$480,000.)

Capital Assets and Debt Management

In conjunction with the operating budget, the Town annually prepares a capital budget which includes detailed information concerning those capital requests for the upcoming fiscal year as well as summary information for the following four fiscal years to identify current projections of what level of capital outlay will be required in future years.

As part of the capital plan the Town has historically financed the acquisition of some capital assets from current revenue. This policy will continue to improve the financial position as net assets will increase by the amount of acquisitions less the current depreciation.

Major capital assets are funded by the issuance of long and short-term debt and capital grants. The effect on net assets during the construction phase of the project is neutral for assets acquired with debt since the Town increases its assets and associated liability by the same amount. In subsequent years the net assets will be reduced through depreciation and will be increased by the revenues raised to support the debt principal payments. Net assets are increased for assets acquired with grant funds since there is no corresponding liability incurred.

Outstanding long-term debt of the general government, as of June 30, 2010, totaled \$36.3 million of which, \$33.8 million is related to school projects, leaving a balance of only \$2.5 million for other non-school related projects.

The enterprise fund has \$1.9 million in sewer enterprise debt outstanding that is fully supported by the rates and do not rely on a general fund subsidy.

The most significant capital asset additions during the year included various school improvements, roadway improvements, and ball-field lights and fields.

Please refer to notes 6, 7, and 8 to the financial statements for further discussion of the Town's major capital and debt activity.

CAPITAL ASSETS

Governmental activities:	<u>Cost of Capital Assets</u>	<u>Accumulated Depreciation at end of year</u>	<u>Capital Assets, net</u>
Land.....	\$ 5,858,382	\$ -	\$ 5,858,382
Buildings and improvements.....	90,429,950	(23,708,187)	66,721,763
Vehicles.....	5,922,343	(4,227,968)	1,694,375
Machinery and equipment.....	8,878,007	(6,198,665)	2,679,342
Furniture and fixtures.....	261,123	(226,797)	34,326
Infrastructure.....	<u>84,391,777</u>	<u>(46,278,876)</u>	<u>38,112,901</u>
 Total governmental activities.....	 <u>195,741,582</u>	 <u>(80,640,493)</u>	 <u>115,101,089</u>
 Business-type activities:			
Land.....	350,850	-	350,850
Plant and infrastructure.....	25,690,432	(14,838,713)	10,851,719
Other buildings and improvements...	6,339,070	(2,901,420)	3,437,650
Vehicles.....	503,246	(257,653)	245,593
Machinery and equipment.....	483,709	(185,590)	298,119
Furniture and fixtures.....	<u>35,323</u>	<u>(35,323)</u>	<u>-</u>
 Total business-type activities.....	 <u>33,402,630</u>	 <u>(18,218,699)</u>	 <u>15,183,931</u>
 Total capital assets.....	 <u>\$ 229,144,212</u>	 <u>\$ (98,859,192)</u>	 <u>\$ 130,285,020</u>

GOVERNMENTAL BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2009	Issued	Redeemed	Outstanding at June 30, 2010
Martha Jones School Construction.....	3.90-5.00	\$ 2,160,000	\$ -	\$ 720,000	\$ 1,440,000
Downey School Construction.....	3.90-5.00	1,890,000	-	630,000	1,260,000
Striar Land Purchase.....	3.90-5.00	390,000	-	130,000	260,000
Cemetery Land Purchase.....	3.90-5.00	90,000	-	30,000	60,000
School Planning.....	2.50-5.38	27,650,000	-	1,975,000	25,675,000
Public Building.....	3.00-5.00	1,415,000	-	285,000	1,130,000
Land Acquisition.....	3.50-4.00	180,000	-	30,000	150,000
High Street Reconstruction.....	3.50-4.00	885,000	-	115,000	770,000
High Street Lights.....	3.50-4.00	170,000	-	25,000	145,000
High School Supplement.....	3.50-4.00	1,820,000	-	130,000	1,690,000
High School Fields.....	3.50-4.00	425,000	-	50,000	375,000
Middle School Modular Classrooms.....	2.13-5.00	3,500,000	-	175,000	3,325,000
Total Governmental Bonds Payable.....		\$ 40,575,000	\$ -	\$ 4,295,000	\$ 36,280,000

ENTERPRISE BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2009	Issued	Redeemed	Outstanding at June 30, 2010
Sewer (MWPAT).....	3.88	\$ 1,725,125	\$ -	\$ 159,838	\$ 1,565,287
Sewer.....	3.90-5.00	450,000	-	150,000	300,000
Total Enterprise Bonds Payable.....		\$ 2,175,125	\$ -	\$ 309,838	\$ 1,865,287

The Town of Westwood maintained an “AAA” rating from Standard & Poor’s and an “Aa1” from Moody’s for general obligation debt.

Economic Factors and Next Year's Budget and Rates

For the fiscal year 2011 budget, the Town has projected decreases in major revenue categories, including state aid, economic driven local receipts; such as motor vehicle excise payments and the Westwood Station guaranteed payment. The fiscal year 2011 budget has been prepared in a manner that will provide some flexibility to absorb continued reductions to revenue throughout the fiscal year. The Town has prepared for continued state aid reductions in light of a continually deteriorating national economy and unsettled financial markets.

In response to anticipated revenue constraints, the Town has made the following conservative budget decisions:

- The Town level funded the fiscal year 2011 school and municipal operating budgets at fiscal year 2010 levels.
- Favorable settlement of labor contracts allowed the Town to remain at fiscal year 11 budget levels and retain services.
- The fiscal year 2011 budget has level funded capital budgets and no appropriation to the reserve accounts.

The budget decision will allow the Town to retain staffing levels and quality services for the community during this difficult financial year.

Requests for Information

This financial report is designed to provide a general overview of the Town of Westwood's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance, Town Hall, 580 High Street, Westwood, Massachusetts 02090.

Basic Financial Statements

STATEMENT OF NET ASSETS

JUNE 30, 2010

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 16,538,773	\$ 1,798,581	\$ 18,337,354
Investments.....	9,402	-	9,402
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	1,191,936	-	1,191,936
Tax liens.....	387,612	-	387,612
Motor vehicle excise taxes.....	107,637	-	107,637
User charges.....	-	1,818,207	1,818,207
Departmental and other.....	123,493	-	123,493
Intergovernmental.....	2,648,605	46,123	2,694,728
Total Current Assets.....	<u>21,007,458</u>	<u>3,662,911</u>	<u>24,670,369</u>
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	15,690,000	348,074	16,038,074
Capital assets, not being depreciated.....	5,858,382	350,850	6,209,232
Capital assets, net of accumulated depreciation.....	109,242,707	14,833,081	124,075,788
Total Noncurrent Assets.....	<u>130,791,089</u>	<u>15,532,005</u>	<u>146,323,094</u>
TOTAL ASSETS.....	<u>151,798,547</u>	<u>19,194,916</u>	<u>170,993,463</u>
LIABILITIES			
CURRENT:			
Warrants payable.....	1,179,006	17,056	1,196,062
Accrued payroll.....	1,303,516	8,101	1,311,617
Accrued interest.....	182,567	13,311	195,878
Other liabilities.....	1,229,121	-	1,229,121
Compensated absences.....	1,336,000	19,000	1,355,000
Bonds and notes payable.....	4,290,000	314,687	4,604,687
Total Current Liabilities.....	<u>9,520,210</u>	<u>372,155</u>	<u>9,892,365</u>
NONCURRENT:			
Compensated absences.....	586,000	-	586,000
Other postemployment benefits.....	7,800,543	82,197	7,882,740
Bonds and notes payable.....	31,990,000	1,550,600	33,540,600
Total Noncurrent Liabilities.....	<u>40,376,543</u>	<u>1,632,797</u>	<u>42,009,340</u>
TOTAL LIABILITIES.....	<u>49,896,753</u>	<u>2,004,952</u>	<u>51,901,705</u>
NET ASSETS			
Invested in capital assets, net of related debt.....	97,375,492	13,318,644	110,694,136
Restricted for:			
Permanent funds:			
Expendable.....	200,920	-	200,920
Nonexpendable.....	325,949	-	325,949
Gifts.....	266,157	-	266,157
Grants.....	1,379,007	-	1,379,007
Unrestricted.....	2,354,269	3,871,320	6,225,589
TOTAL NET ASSETS.....	<u>\$ 101,901,794</u>	<u>\$ 17,189,964</u>	<u>\$ 119,091,758</u>

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2010

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 4,745,598	\$ 802,302	\$ 715,214	\$ -	\$ (3,228,082)
Public safety.....	8,490,129	1,064,513	123,093	-	(7,302,523)
Education.....	52,200,467	2,360,978	12,275,504	-	(37,563,985)
Public works.....	7,425,668	30,321	36,007	416,865	(6,942,475)
Human services.....	1,052,991	67,114	150,340	-	(835,537)
Culture and recreation.....	2,378,042	910,755	26,763	-	(1,440,524)
Interest.....	1,750,493	-	852,895	-	(897,598)
Total Governmental Activities.....	78,043,388	5,235,983	14,179,816	416,865	(58,210,724)
<i>Business-Type Activities:</i>					
Sewer.....	3,670,498	3,756,083	-	96,182	181,767
Total Primary Government.....	\$ 81,713,886	\$ 8,992,066	\$ 14,179,816	\$ 513,047	\$ (58,028,957)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2010

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ <u>(58,210,724)</u>	\$ <u>181,767</u>	\$ <u>(58,028,957)</u>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	51,462,011	-	51,462,011
Motor vehicle excise taxes.....	2,152,241	-	2,152,241
Penalties and interest on taxes.....	105,602	-	105,602
Grants and contributions not restricted to specific programs.....	723,159	-	723,159
Unrestricted investment income.....	111,156	-	111,156
<i>Transfers, net</i>	<u>290,978</u>	<u>(290,978)</u>	<u>-</u>
Total general revenues and transfers.....	<u>54,845,147</u>	<u>(290,978)</u>	<u>54,554,169</u>
Change in net assets.....	(3,365,577)	(109,211)	(3,474,788)
<i>Net Assets:</i>			
Beginning of year.....	<u>105,267,371</u>	<u>17,299,175</u>	<u>122,566,546</u>
End of year.....	\$ <u><u>101,901,794</u></u>	\$ <u><u>17,189,964</u></u>	\$ <u><u>119,091,758</u></u>

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2010

ASSETS	General	Stabilization	Westwood Station	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 7,670,976	\$ 1,216,020	\$ 138,417	\$ 7,513,360	\$ 16,538,773
Investments.....	-	-	-	9,402	9,402
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	1,191,936	-	-	-	1,191,936
Tax liens.....	387,612	-	-	-	387,612
Motor vehicle excise taxes.....	107,637	-	-	-	107,637
Departmental and other.....	7,184	-	-	116,309	123,493
Intergovernmental.....	17,676,000	-	-	662,605	18,338,605
TOTAL ASSETS.....	\$ 27,041,345	\$ 1,216,020	\$ 138,417	\$ 8,301,676	\$ 36,697,458
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Warrants payable.....	\$ 1,082,425	\$ -	\$ -	\$ 96,581	\$ 1,179,006
Accrued payroll.....	1,273,056	-	-	30,460	1,303,516
Other liabilities.....	1,229,121	-	-	-	1,229,121
Deferred revenues.....	19,253,292	-	-	778,914	20,032,206
TOTAL LIABILITIES.....	22,837,894	-	-	905,955	23,743,849
FUND BALANCES:					
Reserved for:					
Encumbrances and continuing appropriations.....	1,855,781	-	-	-	1,855,781
Perpetual permanent funds.....	-	-	-	325,949	325,949
Unreserved:					
Designated for subsequent year's expenditures.....	810,000	-	-	-	810,000
Undesignated, reported in:					
General fund.....	1,537,670	-	-	-	1,537,670
Special revenue funds.....	-	1,216,020	138,417	5,512,635	6,867,072
Capital projects funds.....	-	-	-	1,356,217	1,356,217
Permanent funds.....	-	-	-	200,920	200,920
TOTAL FUND BALANCES.....	4,203,451	1,216,020	138,417	7,395,721	12,953,609
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 27,041,345	\$ 1,216,020	\$ 138,417	\$ 8,301,676	\$ 36,697,458

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

JUNE 30, 2010

Total governmental fund balances.....		\$ 12,953,609
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		115,101,089
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....		20,032,206
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(182,567)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds		
Bonds and notes payable.....	(36,280,000)	
Other postemployment benefits.....	(7,800,543)	
Compensated absences.....	<u>(1,922,000)</u>	
Net effect of reporting long-term liabilities.....		<u>(46,002,543)</u>
Net assets of governmental activities.....		<u>\$ 101,901,794</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2010

	General	Stabilization	State Fiscal Stabilization Fund	Westwood Station	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 50,545,249	\$ -	\$ -	\$ -	\$ -	\$ 50,545,249
Motor vehicle excise taxes.....	2,131,252	-	-	-	-	2,131,252
Charges for services.....	-	-	-	-	4,671,063	4,671,063
Westwood Station guaranteed tax payment.....	615,000	-	-	-	-	615,000
Penalties and interest on taxes.....	105,602	-	-	-	-	105,602
Fees and rentals.....	233,430	-	-	-	-	233,430
Licenses and permits.....	403,405	-	-	-	-	403,405
Fines and forfeitures.....	17,521	-	-	-	-	17,521
Intergovernmental.....	12,445,401	-	74,000	-	3,357,612	15,877,013
Departmental and other.....	255,382	-	-	424,882	266,719	946,983
Contributions.....	-	-	-	-	293,161	293,161
Investment income.....	111,156	5,312	-	-	5,326	121,794
TOTAL REVENUES.....	66,863,398	5,312	74,000	424,882	8,593,881	75,961,473
EXPENDITURES:						
Current:						
General government.....	2,478,371	-	-	458,553	268,341	3,205,265
Public safety.....	5,943,746	-	-	-	154,721	6,098,467
Education.....	32,676,099	-	-	-	8,700,206	41,376,305
Public works.....	4,208,842	-	-	-	829,857	5,038,699
Human services.....	700,964	-	-	-	87,948	788,912
Culture and recreation.....	1,241,405	-	-	-	728,296	1,969,701
Pension benefits.....	7,557,081	-	-	-	-	7,557,081
Property and liability insurance.....	278,318	-	-	-	-	278,318
Employee benefits.....	5,379,428	-	74,000	-	-	5,453,428
State and county charges.....	536,238	-	-	-	-	536,238
Capital outlay.....	1,302,387	-	-	-	-	1,302,387
Capital outlay - Westwood Station.....	18,400	-	-	-	-	18,400
Debt service:						
Principal.....	4,295,000	-	-	-	-	4,295,000
Interest.....	1,778,034	-	-	-	-	1,778,034
TOTAL EXPENDITURES.....	68,394,313	-	74,000	458,553	10,769,369	79,696,235
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(1,530,915)	5,312	-	(33,671)	(2,175,488)	(3,734,762)
OTHER FINANCING SOURCES (USES):						
Transfers in.....	1,471,109	-	-	-	127,500	1,598,609
Transfers out.....	(127,500)	-	-	-	(1,180,131)	(1,307,631)
TOTAL OTHER FINANCING SOURCES (USES).....	1,343,609	-	-	-	(1,052,631)	290,978
NET CHANGE IN FUND BALANCES.....	(187,306)	5,312	-	(33,671)	(3,228,119)	(3,443,784)
FUND BALANCES AT BEGINNING OF YEAR.....	4,390,757	1,210,708	-	172,088	10,623,840	16,397,393
FUND BALANCES AT END OF YEAR.....	\$ 4,203,451	\$ 1,216,020	\$ -	\$ 138,417	\$ 7,395,721	\$ 12,953,609

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2010

Net change in fund balances - total governmental funds.....	\$	(3,443,784)
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	6,075,252	
Depreciation expense.....	<u>(5,606,339)</u>	
Net effect of reporting capital assets.....		468,913
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>		
		(1,574,640)
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>		
Capital lease payments.....	74,737	
Debt service principal payments.....	<u>4,295,000</u>	
Net effect of reporting long-term debt.....		4,369,737
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	(37,000)	
Net change in accrued interest on long-term debt.....	27,541	
Net change in other postemployment benefits.....	<u>(3,176,344)</u>	
Net effect of recording long-term liabilities.....		<u>(3,185,803)</u>
Change in net assets of governmental activities.....	\$	<u><u>(3,365,577)</u></u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET ASSETS

JUNE 30, 2010

	<u>Business-type Sewer Enterprise</u>
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 1,798,581
Receivables, net of allowance for uncollectibles:	
User fees.....	1,818,207
Intergovernmental.....	<u>46,123</u>
Total current assets.....	<u>3,662,911</u>
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental.....	348,074
Capital assets, not being depreciated.....	350,850
Capital assets, net of accumulated depreciation.....	<u>14,833,081</u>
Total noncurrent assets.....	<u>15,532,005</u>
TOTAL ASSETS.....	<u>19,194,916</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	17,056
Accrued payroll.....	8,101
Accrued interest.....	13,311
Compensated absences.....	19,000
Bonds and notes payable.....	<u>314,687</u>
Total current liabilities.....	<u>372,155</u>
NONCURRENT:	
Other postemployment benefits.....	82,197
Bonds and notes payable.....	<u>1,550,600</u>
Total noncurrent liabilities.....	<u>1,632,797</u>
TOTAL LIABILITIES.....	<u>2,004,952</u>
NET ASSETS	
Invested in capital assets, net of related debt.....	13,318,644
Unrestricted.....	<u>3,871,320</u>
TOTAL NET ASSETS.....	<u>\$ 17,189,964</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2010

	Business-type Sewer Enterprise
<u>OPERATING REVENUES:</u>	
Charges for services	\$ 3,756,083
<u>OPERATING EXPENSES:</u>	
Cost of services and administration	692,464
MWRA Assessment.....	2,072,034
Depreciation.....	814,664
 TOTAL OPERATING EXPENSES	 3,579,162
 OPERATING INCOME (LOSS).....	 176,921
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(91,336)
Intergovernmental.....	44,968
Sewer betterments.....	51,214
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 4,846
 INCOME/(LOSS) BEFORE TRANSFERS.....	 181,767
<u>TRANSFERS:</u>	
Transfers out.....	(290,978)
 CHANGE IN NET ASSETS.....	 (109,211)
NET ASSETS AT BEGINNING OF YEAR.....	17,299,175
NET ASSETS AT END OF YEAR.....	\$ 17,189,964

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2010

		Business-type Sewer Enterprise
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Receipts from customers and users.....	\$	3,784,811
Payments to vendors.....		(2,527,401)
Payments to employees.....		(331,449)
		925,961
<u>NET CASH FROM OPERATING ACTIVITIES.....</u>		
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>		
Transfers out.....		(290,978)
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>		
Acquisition and construction of capital assets.....		(144,910)
Sewer betterments.....		51,214
Principal payments on bonds and notes.....		(262,019)
Interest expense.....		(46,366)
		(402,081)
<u>NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....</u>		
NET CHANGE IN CASH EQUIVALENTS.....		232,902
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....		1,565,679
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$	1,798,581
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>		
Operating income (loss).....	\$	176,921
Adjustments to reconcile operating income (loss) to net cash from operating activities:		
Depreciation.....		814,664
Changes in assets and liabilities:		
User fees.....		28,728
Warrants payable.....		(133,951)
Accrued payroll.....		1,734
Accrued compensated absences.....		3,000
Other postemployment benefits.....		34,865
Total adjustments.....		749,040
NET CASH FROM OPERATING ACTIVITIES.....	\$	925,961
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:</u>		
Intergovernmental debt service subsidy.....	\$	92,787

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2010

	Private Purpose Trust Funds	Agency Fund
ASSETS		
Cash and cash equivalents.....	\$ 363,554	\$ 326,466
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	76,662
TOTAL ASSETS	363,554	403,128
LIABILITIES		
Warrants payable.....	-	1,984
Liabilities due depositors.....	-	401,144
TOTAL LIABILITIES	-	403,128
NET ASSETS	\$ 363,554	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2010

	<u>Private Purpose Trust Funds</u>
<u>ADDITIONS:</u>	
Contributions:	
Private donations.....	\$ 68,795
Net investment income:	
Interest.....	<u>8,659</u>
TOTAL ADDITIONS.....	<u>77,454</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>88,525</u>
CHANGE IN NET ASSETS.....	(11,071)
NET ASSETS AT BEGINNING OF YEAR.....	<u>374,625</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 363,554</u>

See notes to basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Westwood, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

An elected three-member Board of Selectmen governs the Town.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town’s basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the Primary Government) and its component units. The Town did not identify any component units requiring inclusion in the basic financial statements.

Joint Ventures

The Town has entered into a joint venture with the Towns of Avon, Canton, Dedham, Braintree, Holbrook, Milton, Norwood, and Randolph to pool resources and share the costs, risks and rewards of providing vocational education through the Blue Hills Regional Technical School District (District). As of June 30, 2010, the District has no significant unreserved fund balance and has approximately \$340,000 in outstanding long-term bonds related to capital improvements. The following is the address where the District’s financial statements are available, its purpose, and the assessment paid by the Town during fiscal year 2010.

<u>Joint venture and address</u>	<u>Purpose</u>	<u>2010 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton, MA 02021	To provide vocational education	<u>\$ 185,683</u>

The Town has no equity interest in the District.

Jointly Governed Organizations

The Board of Selectmen is responsible for appointing three of the six-member Board of Water Commissioners of the Dedham-Westwood Water District. The Town’s accountability for this organization does not extend beyond making these appointments.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units.

Governmental activities, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all fund of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *stabilization fund* is used to account for the accumulation of resources to provide general and/or capital reserves.

The *state fiscal stabilization fund* is used to account for the Town's use of the federal state fiscal stabilization program which was awarded to Governors to help stabilize State and local budgets in order to minimize and avoid reductions in education and other essential services.

The *Westwood Station fund* is used to account for the funds used in the development and renovation of the new train station as well as residential, commercial, and retail units.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for the proceeds of specific revenue sources (other than permanent funds or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds).

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary fund is reported:

The *sewer enterprise fund* is used to account for the Town's sewer activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting except for the agency fund, which has no measurement focus. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

Government-Wide and Fund Financial Statements

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

D. Cash and Investments

Government-Wide and Fund Financial Statements

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value. The fair values were determined by the closing price for those securities traded on national stock exchanges and at the average bid-and-asked quotation for those securities traded in the over-the-counter market.

E. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed annually on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy and are recorded under the modified accrual basis of accounting.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

User Charges

Sewer charges are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Sewer liens are processed in October of every year and included as a lien on the property owner's tax bill. Sewer charges are recorded as receivables in the fiscal year of the levy and are recorded under the full accrual basis of accounting.

Departmental and Other

Departmental and other receivables consist primarily of police details, ambulance fees and school rentals and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met. These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the basic financial statements and therefore are not reported.

G. Capital Assets

Capital assets, which include land, buildings and improvements, vehicles, machinery and equipment, furniture and fixtures, and infrastructure (e.g., roads, street lights, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements. Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$10,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

The Town has included all general infrastructure assets regardless of their acquisition date or amount. The Town was able to estimate the historical cost for the initial reporting of these assets through backtracking.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of fixed assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Buildings and improvements.....	7-40
Plant and infrastructure.....	7-40
Other buildings and improvements.....	7-40
Vehicles.....	5-10
Machinery and equipment.....	5-50
Furniture and fixtures.....	5-20
Infrastructure.....	5-50

H. Interfund Transfers

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transfers between and within governmental funds and are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

I. Net Assets and Fund Equity

Government-Wide Financial Statements (Net Assets)

Net assets reported as "invested in capital assets, net of related debt" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state's school building program is not considered to be capital related debt.

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Permanent funds – nonexpendable" represents the endowment portion of donor restricted trusts that support governmental programs.

"Gifts and Grants" – represents restrictions placed on assets from outside parties.

Fund Financial Statements (Fund Balances)

Fund balances are reserved for amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use. Designations of fund balance represent tentative management plans that are subject to change.

Fund balances have been "reserved for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

“Perpetual permanent funds” represents the permanently restricted portion of amounts held in trust which stipulate that only earnings may be used for purposes that support governmental programs.

Fund balances have been “designated for” the following:

“Subsequent year’s expenditures” represents amounts appropriated for the fiscal year 2011 operating budget.

J. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

K. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

L. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Compensated absences are reported in the governmental funds only if they have matured.

M. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets

and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

N. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 – CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other Town funds.

The Town follows internal investment policies as well as investment policies established under Massachusetts General Laws. The Commonwealth's statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). Additionally, they allow the Town to invest trust funds in trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation (FDIC), national banks, in participation units in combined investment funds, in paid-up shares and accounts of and in cooperative banks, in shares of savings and loan associations, in shares or savings deposits of federal savings and loan associations doing business in the Commonwealth to an amount not exceeding one hundred thousand dollars, and in bonds or notes which are legal investments for savings banks. Municipalities having trust funds in the custody of the Treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest trust funds in securities, other than mortgages and collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth provided that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth of Massachusetts who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

MMDT maintains a cash portfolio and a short-term bond portfolio with combined average maturities of approximately 3 months. Credit ratings associated with the Town's investment in MMDT ranged from A1/P1 to unrated; with approximately 98% rated A1/P1 and approximately 2% rated A2/P2.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town's deposit and investment policy allows for unlimited investments in MMDT, U.S. Treasuries and

Agencies that will be held to maturity with maturities up to one year from the date of purchase, and bank accounts and Certificates of Deposit with maturities up to one year which are fully collateralized or fully insured.

Additionally, the Town’s policy allows for investments in unsecured bank deposits such as checking, savings, money market or Certificates of Deposit with maturities up to three months. Unsecured deposits are limited to no more than 5% of an institution’s assets and no more than 20% of the Town’s total cash. At fiscal year-end, the carrying amount of deposits totaled \$13,834,344 and the bank balance totaled \$13,546,437. Of the bank balance, \$2,114,955 was covered by Federal Depository Insurance, \$356,726 was covered by the Depositors Insurance Fund, \$113,554 was covered by the Share Insurance Fund, \$5,762,821 was collateralized and \$5,198,381 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2010, the Town had the following investments:

Equity Mutual Funds.....	\$	9,402
MMDT.....		<u>5,193,030</u>
Total Investments.....	\$	<u><u>5,202,432</u></u>

The Town participates in MMDT, which maintains a cash portfolio and a short-term bond fund with combined average maturities of approximately 3 months.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of the outside party. At June 30, 2010, the Town does not have any custodial credit risk exposure for its investments since open-end mutual funds and MMDT deposits are not subject to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. In addition to the deposit and investment restrictions listed above, the Town’s investment policies allow for trust funds to be invested in any instruments allowed by the Legal List issued by the Banking Commissioner each July. Stabilization funds may be invested in National Banks, Savings Banks, Cooperative banks or trust companies organized under Massachusetts laws, Securities legal for savings banks (i.e. those included in the Legal List issued annually by the Banking Commissioner), Federal Savings and Loan Associations situated in the Commonwealth and the MMDT.

Interest Rate Risk

Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect the fair value of the Town’s investments. The Town manages its exposure to fair value losses arising from increasing interest rates by limiting the allowable maturities of investments. The Town’s investment policy limits the maturities of investments in U.S. Treasuries, U.S. Agencies and secured Certificates of Deposit to a maximum of one year from the date of purchase. Negotiable Certificates of Deposit are limited to a maximum of three months. The Town had no debt securities as of June 30, 2010.

Credit Risk

The Town’s policy for Credit Risk requires all brokerage houses and broker/dealers wishing to do business with the Town to supply the Treasurer with audited financial statements, proof of National Association of Security Dealers certification, a statement that the dealer has read the Town’s investment policy and will comply with it and

proof of credit worthiness with minimum standards of at least five years in operation and a minimum capital of \$10 million. All of the Town’s investments are unrated.

Concentration of Credit Risk

The Town limits the amount that may be invested in any one issuer, except for MMDT as mentioned earlier, to no more than 5% of an institution’s assets and no more than 30% of the Town’s total investments. At June 30, 2010, the Town did not have more than 5% of the Town’s investments in with any one issuer.

NOTE 3 – RECEIVABLES

At June 30, 2010, receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 1,191,936	\$ -	\$ 1,191,936
Tax liens.....	387,612	-	387,612
Motor vehicle excise taxes.....	164,637	(57,000)	107,637
Departmental and other.....	159,493	(36,000)	123,493
Intergovernmental.....	<u>18,338,605</u>	<u>-</u>	<u>18,338,605</u>
Total.....	<u>\$ 20,242,283</u>	<u>\$ (93,000)</u>	<u>\$ 20,149,283</u>

At June 30, 2010, receivables for the fiduciary funds consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Details.....	<u>\$ 76,662</u>	<u>\$ -</u>	<u>\$ 76,662</u>

At June 30, 2009, receivables for the enterprise fund consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Sewer fees.....	\$ 1,818,207	\$ -	\$ 1,818,207
Intergovernmental.....	<u>394,197</u>	<u>-</u>	<u>394,197</u>
Total.....	<u>\$ 2,212,404</u>	<u>\$ -</u>	<u>\$ 2,212,404</u>

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

<u>Receivable type:</u>	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
Real estate and personal property taxes.....	\$ 1,074,859	\$ -	\$ 1,074,859
Tax liens.....	387,612	-	387,612
Motor vehicle excise taxes.....	107,637	-	107,637
Departmental and other.....	7,184	116,309	123,493
Intergovernmental.....	<u>17,676,000</u>	<u>662,605</u>	<u>18,338,605</u>
 Total.....	 <u>\$ 19,253,292</u>	 <u>\$ 778,914</u>	 <u>\$ 20,032,206</u>

NOTE 4 – INTERFUND TRANSFERS

At June 30, 2010, the Town did not have any interfund receivables or payables.

Interfund transfers for the fiscal year ended June 30, 2010, are summarized as follows:

<u>Transfers Out:</u>	<u>Transfers In:</u>		
	<u>General Fund</u>	<u>Capital Projects</u>	<u>Total</u>
General fund.....	\$ -	\$ 127,500	\$ 127,500 (A)
Nonmajor Governmental Fund.....	10,000	-	10,000 (B)
Nonmajor Governmental Fund.....	971,500	-	971,500 (C)
Nonmajor Governmental Fund.....	17,000	-	17,000 (D)
Nonmajor Governmental Fund.....	31,631	-	31,631 (E)
Nonmajor Governmental Fund.....	150,000	-	150,000 (F)
Sewer Enterprise Fund.....	<u>290,978</u>	<u>-</u>	<u>290,978 (G)</u>
 Total.....	 <u>\$ 1,471,109</u>	 <u>\$ 127,500</u>	 <u>\$ 1,598,609</u>

- (A) - Transfer from General Fund to Capital Projects Funds for the purchase of DPW equipment.
- (B) - Transfer from Cemetery Permanent Fund to support cemetery expenditures.
- (C) - Transfer from Special Revenue Ambulance Receipts for capital purchases.
- (D) - Transfer from Special Revenue Conservation Fund to support conservation expenditures.
- (E) - Transfer from Special Revenue Bond Premiums Fund to support debt service expenditures.
- (F) - Transfer from Special Revenue Sale of Lots Fund to support cemetery expenditures.
- (G) - Transfer from Sewer Fund to the General Fund for indirect cost reimbursements.

NOTE 5 – PENSION PLAN

Plan Description - The Town contributes to the Norfolk County Contributory Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Norfolk County Retirement Board. Substantially all employees of the Town are members of the System, except for public school teachers and certain administrators who are members of the Commonwealth of Massachusetts' Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$5,173,000 for the fiscal year ended June 30, 2010, and, accordingly, are reported in the General Fund as Intergovernmental Revenues and Pension Expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Norfolk County Contributory Retirement Board and are borne by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth's Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 480 Neponset Street, Building 15, Canton, MA, 02021.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The contributions of plan members and the Town are governed by Chapter 32 of the MGL.

Annual Pension Cost - The Town's contributions to the System for the fiscal years ended June 30, 2010, 2009, and 2008 were \$2,329,423, \$2,135,190, and \$1,852,100 respectively, which equaled its required contribution for each fiscal year.

Noncontributory Retirement Allowance - The Town pays the entire retirement allowance for certain retirees who are eligible for noncontributory benefits and are not members of the System. The general fund expenditure for fiscal year 2010 totaled approximately \$56,000.

The schedule of funding progress, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Additionally, the schedule of employer contributions, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions. This information is designed to be helpful for understanding the scale of the information presented relative to the Town.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2010, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 5,858,382	\$ -	\$ -	\$ 5,858,382
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	86,376,405	4,053,545	-	90,429,950
Vehicles.....	5,872,748	153,695	(104,100)	5,922,343
Machinery and equipment.....	7,729,308	1,148,699	-	8,878,007
Furniture and fixtures.....	261,123	-	-	261,123
Infrastructure.....	83,672,464	719,313	-	84,391,777
Total capital assets being depreciated.....	183,912,048	6,075,252	(104,100)	189,883,200
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(21,491,584)	(2,216,603)	-	(23,708,187)
Vehicles.....	(3,930,035)	(402,033)	104,100	(4,227,968)
Machinery and equipment.....	(5,496,548)	(702,117)	-	(6,198,665)
Furniture and fixtures.....	(212,072)	(14,725)	-	(226,797)
Infrastructure.....	(44,008,015)	(2,270,861)	-	(46,278,876)
Total accumulated depreciation.....	(75,138,254)	(5,606,339)	104,100	(80,640,493)
Total capital assets being depreciated, net.....	108,773,794	468,913	-	109,242,707
Total governmental activities capital assets, net.....	\$ 114,632,176	\$ 468,913	\$ -	\$ 115,101,089

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 350,850	\$ -	\$ -	\$ 350,850
<u>Capital assets being depreciated:</u>				
Plant and infrastructure.....	25,653,132	37,300	-	25,690,432
Other buildings and improvements.....	6,293,795	45,275	-	6,339,070
Vehicles.....	503,246	-	-	503,246
Machinery and equipment.....	421,374	62,335	-	483,709
Furniture and fixtures.....	35,323	-	-	35,323
Total capital assets being depreciated.....	<u>32,906,870</u>	<u>144,910</u>	<u>-</u>	<u>33,051,780</u>
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(14,325,277)	(513,436)	-	(14,838,713)
Other buildings and improvements.....	(2,706,591)	(194,829)	-	(2,901,420)
Vehicles.....	(174,278)	(83,375)	-	(257,653)
Machinery and equipment.....	(162,566)	(23,024)	-	(185,590)
Furniture and fixtures.....	(35,323)	-	-	(35,323)
Total accumulated depreciation.....	<u>(17,404,035)</u>	<u>(814,664)</u>	<u>-</u>	<u>(18,218,699)</u>
Total capital assets being depreciated, net.....	<u>15,502,835</u>	<u>(669,754)</u>	<u>-</u>	<u>14,833,081</u>
Total business-type activities capital assets, net.....	<u>\$ 15,853,685</u>	<u>\$ (669,754)</u>	<u>\$ -</u>	<u>\$ 15,183,931</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$ 169,808
Public safety.....	285,755
Education.....	2,534,938
Public works.....	2,583,796
Human services.....	25,682
Culture and recreation.....	<u>6,360</u>
Total depreciation expense - governmental activities.....	<u>\$ 5,606,339</u>

Business-Type Activities:

Sewer.....	<u>\$ 814,664</u>
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NOTE 7 – SHORT-TERM FINANCING

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).
- Federal and state aided capital projects and other program expenditures prior to receiving reimbursement through issuance of federal and state aid anticipation notes (FANS and SANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund and Sewer Enterprise Fund.

The Town did not have any short-term debt activity during fiscal 2010.

NOTE 8 – LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the Town's outstanding general obligation indebtedness at June 30, 2010, and the debt service requirements follow.

Project	Interest Rate (%)	Outstanding at June 30, 2009	Issued	Redeemed	Outstanding at June 30, 2010
Martha Jones School Construction.....	3.90-5.00	\$ 2,160,000	\$ -	\$ 720,000	\$ 1,440,000
Downey School Construction.....	3.90-5.00	1,890,000	-	630,000	1,260,000
Striar Land Purchase.....	3.90-5.00	390,000	-	130,000	260,000
Cemetery Land Purchase.....	3.90-5.00	90,000	-	30,000	60,000
School Planning.....	2.50-5.38	27,650,000	-	1,975,000	25,675,000
Public Building.....	3.00-5.00	1,415,000	-	285,000	1,130,000
Land Acquisition.....	3.50-4.00	180,000	-	30,000	150,000
High Street Reconstruction.....	3.50-4.00	885,000	-	115,000	770,000
High Street Lights.....	3.50-4.00	170,000	-	25,000	145,000
High School Supplement.....	3.50-4.00	1,820,000	-	130,000	1,690,000
High School Fields.....	3.50-4.00	425,000	-	50,000	375,000
Middle School Modular Classrooms.....	2.13-5.00	3,500,000	-	175,000	3,325,000
Total Governmental Bonds Payable.....		40,575,000	-	4,295,000	36,280,000
Sewer (MWPAT).....	3.88	1,725,125	-	159,838	1,565,287
Sewer.....	3.90-5.00	450,000	-	150,000	300,000
Total Enterprise Bonds Payable.....		2,175,125	-	309,838	1,865,287
Total General Obligation Bonds and Notes Payable.....		\$ 42,750,125	\$ -	\$ 4,604,838	\$ 38,145,287

Debt service requirements for principal and interest for bonds payable in the general fund in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011.....	\$ 4,290,000	\$ 1,609,596	\$ 5,899,596
2012.....	4,285,000	1,439,227	5,724,227
2013.....	2,770,000	1,244,327	4,014,327
2014.....	2,765,000	1,115,303	3,880,303
2015.....	2,485,000	986,016	3,471,016
2016.....	2,455,000	869,671	3,324,671
2017.....	2,455,000	770,999	3,225,999
2018.....	2,325,000	647,027	2,972,027
2019.....	2,280,000	547,003	2,827,003
2020.....	2,280,000	442,378	2,722,378
2021.....	2,280,000	339,553	2,619,553
2022.....	2,280,000	236,373	2,516,373
2023.....	2,280,000	140,106	2,420,106
2024.....	175,000	43,838	218,838
2025.....	175,000	36,838	211,838
2026.....	175,000	29,838	204,838
2027.....	175,000	22,618	197,618
2028.....	175,000	15,182	190,182
2029.....	175,000	7,656	182,656
Total.....	\$ <u>36,280,000</u>	\$ <u>10,543,547</u>	\$ <u>46,823,547</u>

Debt service requirements for principal and interest for bonds and notes payable in the sewer enterprise fund in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011.....	\$ 314,687	\$ 82,051	\$ 396,738
2012.....	319,700	58,112	377,812
2013.....	90,300	136,660	226,960
2014.....	176,300	48,124	224,424
2015.....	181,600	42,279	223,879
2016.....	187,100	32,554	219,654
2017.....	192,800	23,516	216,316
2018.....	198,500	10,451	208,951
2019.....	204,300	5,108	209,408
Total.....	\$ <u>1,865,287</u>	\$ <u>438,855</u>	\$ <u>2,304,142</u>

The Town is scheduled to be subsidized by the Massachusetts Water Pollution Abatement Trust (MWPAT) on a periodic basis for principal in the amount of \$394,197 and interest costs for \$287,664. Thus, net MWPAT loan repayments including interest are scheduled to be \$1,302,783. Since the Town is legally obligated for the total amount of the debt, such amounts have been recorded in the accompanying basic financial statements. The fiscal year 2010 principal and interest subsidy totaled approximately \$47,819 and \$44,968, respectively.

The Town has been approved to receive school construction assistance through the Massachusetts School Building Authority (MSBA). The MSBA provides resources for eligible construction costs and debt interest and borrowing costs. During fiscal year 2010, approximately \$3,009,000 of such assistance was received. Approximately \$22,271,000 will be received in future fiscal years. Of this amount, approximately \$4,595,000 represents reimbursement of long-term interest costs, and approximately \$17,676,000 represents reimbursement of approved construction costs. Accordingly, \$17,676,000 intergovernmental receivable and corresponding deferred revenue has been recorded in the fund based financial statements and the change in the receivable has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2010, the Town had the following authorized and unissued debt:

Purpose	Date Voted	Article	Amount Authorized	Amount Unissued
Construction of Barn/Garage.....	ATM 5/2009	10	\$ 150,000	\$ 150,000
New Library.....	ATM 3/2010	4	<u>9,300,000</u>	<u>9,300,000</u>
Total.....			<u>\$ 9,450,000</u>	<u>\$ 9,450,000</u>

Changes in Long-Term Liabilities

During the fiscal year ended June 30, 2010, the following changes occurred in long-term liabilities:

	Balance at June 30, 2009	Additions	Retirements and Other	Balance at June 30, 2010	Current Portion
Governmental Activities:					
Long-Term Bonds and Notes.....	\$ 40,575,000	\$ -	\$ (4,295,000)	\$ 36,280,000	\$ 4,290,000
Other Postemployment Benefits.....	4,624,199	4,244,693	(1,068,349)	7,800,543	-
Capital Lease Obligations.....	74,737	-	(74,737)	-	-
Compensated Absences.....	1,885,000	1,334,000	(1,297,000)	1,922,000	1,336,000
Total Governmental Activities.....	\$ 47,158,936	\$ 5,578,693	\$ (6,735,086)	\$ 46,002,543	\$ 5,626,000
Business-Type Activities:					
Long-Term Bonds and Notes.....	\$ 2,175,125	\$ -	\$ (309,838)	\$ 1,865,287	\$ 314,687
Other Postemployment Benefits.....	47,332	44,728	(9,863)	82,197	-
Compensated Absences.....	16,000	19,000	(16,000)	19,000	19,000
Total Business-Type Activities.....	\$ 2,238,457	\$ 63,728	\$ (335,701)	\$ 1,966,484	\$ 333,687
Total.....	\$ 49,397,393	\$ 5,642,421	\$ (7,070,787)	\$ 47,969,027	\$ 5,959,687

Compensated absence liabilities related to both governmental and business-type activities are normally paid from the general fund and sewer enterprise funds, respectively.

NOTE 9 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town provides health insurance to its employees through its participation in the West Suburban Health Group (the Group), a non-profit trust comprised of eleven towns, one school district and two educational collaboratives. The Group is self-sustaining through member premiums. The Town recognizes the cost of providing health insurance by recording its 60% share of insurance premiums paid to the Group in the General Fund in the fiscal year paid. The purpose of the Group is to pay medical claims of its members' employees and their covered dependents. In the event the group is terminated, the Town is obligated to pay its prorate share of a deficit, should one exist.

The Town is a member of the Massachusetts Interlocal Insurance Association (MIIA), a public entity risk pool currently operating as a common risk management and insurance program for workers' compensation benefits for employees other than uniformed police and fire personnel. MIIA is self-sustaining through member premiums and reinsures through commercial companies for stop loss insurance. The total premiums assessed by MIIA to the Town during fiscal year 2010 totaled \$146,500 and are recorded in the General Fund.

The Town is self-insured for the workers' compensation claims of police officers and firefighters and are paid on a pay-as-you-go basis from the General Fund. The estimated liability for workers' compensation claims is based on history and injury type. The Town's liability is not material at June 30, 2010, and therefore is not reported.

The Town is self-insured for unemployment compensation. During fiscal year 2010, the Town appropriated \$87,000 to provide for anticipated costs of unemployment benefits. During fiscal year 2010, claims related to unemployment compensation totaled \$81,000. The liability for unemployment compensation was not material at June 30, 2010, and therefore is not reported.

NOTE 10 – STABILIZATION FUND

The Town has \$1.2 million in a stabilization fund classified as a major governmental fund in the fund-based statements. The stabilization fund may be used for general and/or capital purposes upon Town Meeting approval. During fiscal year 2010, the stabilization fund earned investment income of approximately \$5,000.

NOTE 11 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

In fiscal year 2009 the Town has implemented GASB Statement 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions (GASB 45). As allowed by GASB 45, the Town established the net Other Postemployment Benefits (OPEB) obligation at zero at the beginning of the transition year and applied the measurement and recognition requirements of GASB 45 on a prospective basis.

Plan Description – The Town of Westwood administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 60 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 40 percent of their premium costs. For fiscal year 2010, the Town contributed approximately \$1,078,000 to the plan.

Annual OPEB Cost and Net OPEB Obligation – The Town’s annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town’s net OPEB obligation are summarized in the following table:

Normal cost.....	\$	2,735,371
Amortization of unfunded actuarial accrued liability.....		1,525,530
Interest on net OPEB obligation.....		163,504
Amortization of net OPEB obligation.....		<u>(134,984)</u>
Annual OPEB cost (expense).....		4,289,421
Contributions made.....		<u>(1,078,212)</u>
Increase in net OPEB obligation.....		3,211,209
Net OPEB obligation-beginning of year.....		<u>4,671,531</u>
Net OPEB obligation-end of year.....	\$	<u><u>7,882,740</u></u>

The Town’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal years 2009 and 2010 were as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2010	\$ 4,289,421	25%	\$ 7,882,740
6/30/2009	5,973,531	22%	4,671,531

Funded Status and Funding Progress – As of June 30, 2009, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$49,334,499, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$39,100,816, and the ratio of the UAAL to the covered payroll was 126.2 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2009 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 3.5% investment return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 9% initially, graded to 5% over 7 years. The UAAL is being amortized over a 30 year open period using a level percentage of projected payroll with amortization payments increasing at 4.5% per year. The remaining amortization period at June 30, 2010 is 28 years.

NOTE 12 – COMMITMENTSWestwood Station:

The Town's high profile commercial development project, known as Westwood Station, has stalled in recent years due to the economic downturn. The project originally planned to include in excess of 4.5 million square feet of retail, office, residential, and hotel space to be sited on the Town's former industrial park known as University Ave Park. Subsequent to year end, an agreement was reached for the project to be purchased in an effort to re-energize the project and move forward. Advancement of this project has the potential to significantly enhance the Town's tax base.

Library Construction:

During fiscal year 2010, the Town approved construction of a new 32,000 square foot main library located adjacent to the current library. The two-year project, which is scheduled to begin in fiscal year 2011, includes relocating a historic building on this site, all costs associated with the construction of the new facility, and the demolition of the current library. The Town project is estimated to cost \$13.85 million, with \$9.3 million to be financed by the Town, \$4 million to be financed by the Massachusetts Library and Green Incentive Grants, and the remainder to be financed through private donations.

NOTE 13 – CONTINGENCIES

The Town participates in a number of federal award programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2010, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2010, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2010.

NOTE 14 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2010, the following GASB pronouncements were implemented:

- The GASB issued Statement #57, OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans. The standards in this statement permits an agent employer that has an individual employer OPEB plan with fewer than 100 members to use an alternative measurement method to produce actuarially based information for purposes of financial reporting, regardless of the number of total plan members in the agent multiple-employer OPEB plan in which it participates. Management elected to implement this standard early and this standard did not impact the basic financial statements.
- The GASB issued Statement #58, Accounting and Financial Reporting for Chapter 9 Bankruptcies. The standards in this statement provide guidance for bankrupt state and local governments by establishing requirements for recognizing and measuring the effects of the bankruptcy process on assets and liabilities and for classifying changes in those items and related costs. Management elected to implement this standard early and this standard did not impact the basic financial statements.

Future Implementation of GASB Pronouncements:

- The GASB issued Statement #54, Fund Balance Reporting and Governmental Fund Type Definitions, which is required to be implemented in fiscal year 2011. The implementation of this GASB will impact the Town's financial statements, as it changes fund balance components into Nonspendable; Restricted; Committed; Assigned; and Unassigned.

APPENDIX B



WESTWOOD RECORDS
ANNUAL TOWN MEETING, MAY 3, 2010

Pursuant to a warrant dated April 5, 2010, signed by Selectmen, Patrick Ahearn, Nancy Hyde, and Phillip Shapiro, the inhabitants of Westwood qualified to vote in Election and Town affairs, convened in the Westwood High School Gymnasium on Monday, May 3, 2010 at 7:30 p.m. for the Annual Town Meeting.

Moderator, Anthony J. Antonellis who declared the presence of a quorum, called the meeting to order at 7:31 p.m. The return on warrant was read, after which all stood for the Pledge of Allegiance to The Flag. The next order of Business was the swearing in by Town Clerk Dorothy A. Powers and Town Moderator Anthony J. Antonellis, those Town officials who were elected to office on Tuesday, April 27, 2010.

2 Resolutions were presented and read.

The First Resolution was presented to Barbara Delisle by Nancy Hyde, Board of Selectmen.

WHEREAS, Barbara Delisle served as a member of the Town of Westwood's School Committee from 2001 to 2010, and

WHEREAS, during her term on the School Committee, she gave unselfishly of her time to the School System and assiduously advocated for the education of all Westwood children, and

WHEREAS, she advocated for parent involvement in many aspects of the school system's operations, and

WHEREAS, she was involved in the design and construction of Westwood High School through her participation on the Permanent Building Committee, and

WHEREAS, she was an active member of the Town's Long Range Financial Planning Committee as a School Committee Representative, and

WHEREAS, during her term of office she demonstrated the qualities of leadership, setting examples of fairness, hard work, and loyalty, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by vote of those present at the 2010 Annual Town Meeting, officially recognize and express its gratitude to Barbara Delisle for her dedicated service to the Town, and

BE IT FURTHER RESOLVED that this Resolution be placed in the official records of the Town and a copy be given to Barbara Delisle.

The Second Resolution was presented to Robert C. Malster by Philip N. Shapiro, Chairman, Board of Selectmen.

WHEREAS, Robert C. Malster, served on the Planning Board for seven years from 2003 through 2010 and served as Chairman in 2007 through 2009, and

WHEREAS, during his terms of office he gave generously of his time and consistently demonstrated the qualities of leadership, dedication and fairness throughout his service to the Town, and his opinions were valued by the Planning Board, Town staff and other elected and appointed Town boards and commissions, and

WHEREAS, he was instrumental in the successful review and approval of the Westwood Station permitting process before the Planning Board and demonstrated a willingness to make difficult decisions based on the needs of the Town, and

WHEREAS, during his term of office, he generously gave his time and consistently demonstrated the qualities of leadership, dedication and fairness throughout his service to the Town, and

WHEREAS, during his term on the Finance Committee from 1999 to 2003 he diligently supported municipal and school services while considering the cost and necessity of those services, and

WHEREAS, he was also involved in the Regional Transportation Board and the Three Rivers Interlocal Council, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by vote of those present at the 2010 Annual Town Meeting, officially recognize and express its gratitude to Robert C. Malster for his dedicated service to the Town, and

BE IT FURTHER RESOLVED that this Resolution be placed in the official records of the Town and a copy be given to Robert C. Malster.

The John J. Cronin Public Service Award was then presented to Robert W. Uek for his exemplary service, dedication, and commitment to the Town of Westwood by Philip Shapiro, Chairman of the Board of Selectmen.

ARTICLE 1

The Finance Commission recommended and the town voted unanimously to appropriate by transfer from available funds the sum of One Hundred Seventy-Nine Thousand Three Hundred Four Dollars (\$179,304) to supplement the following fiscal year 2010 appropriations, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Reserve Fund	\$99,304	Blue Hills Regional School Assessment	\$12,304
Planning Board Salary	\$30,000	Police Salary	\$120,000
Comprehensive Insurance	\$50,000	Veterans' Benefits	\$25,000
		COA Salary	\$2,000
		COA Building Maintenance	\$13,000
		Library Salary	\$7,000
Total	\$179,304	Total	\$179,304

ARTICLE 2

The Finance Commission recommended and the town voted unanimously to appropriate by transfer from available funds the sum of Two Hundred Twenty-Three Thousand Five Hundred Dollars (\$223,500) to supplement the following fiscal year 2010 appropriations, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Ambulance Receipts	\$41,500	Ambulance Services	\$41,500
Free Cash	\$100,000	Snow and Ice	\$100,000
Free Cash	\$75,000	DPW Salary – Overtime Snow and Ice	\$75,000
Ambulance Receipts	\$7,000	Collectors Expense	\$7,000
Total	\$223,500	Total	\$223,500

ARTICLE 3

There being no unpaid bills of the previous year, no action was taken on this article.

ARTICLE 4

The Finance Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2010, through June 30, 2011, as set forth in

Appendix D of the Finance Commission's Report to the 2010 Annual Town Meeting, or take any other action thereon.

Appendix A - The classification and compensation plan for Town employees, as presented by the Personnel Board. This is printed for information only.

Appendix B - The classification and compensation plan for School employees, as voted by the School Committee. This is printed for information only.

Appendix C - The classification and compensation plan for elected officials as recommended by the Finance Commission. The Moderator will call for a vote on each of these positions.

Appendix D - As noted, the operating budget for all Town departments as recommended by the Finance Commission.

Appendix E - The School Department Budget Summary.

ARTICLE 5

The Finance Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Seventeen Thousand Dollars (\$417,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Repairs to Town Hall Cupola/Gutters	Selectmen	\$31,500	Free Cash
Medical Van	COA	\$35,000	Free Cash
End User Technology	IS	\$25,000	Free Cash
Police Vehicles	Police	\$120,314	\$61,500 Taxation/ \$58,814 Free Cash
Fire Engine Overhaul	Fire	\$30,000	Free Cash
Communication Radio Console (With Grant)	Police	\$25,000	Free Cash
Municipal Building Maintenance	Selectmen	\$55,186	Free Cash
One Ton Dump & Plow	DPW	\$60,000	Free Cash
Nahatan Street Retaining Wall	DPW	\$35,000	Free Cash

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases, or take any other action thereon.

ARTICLE 6

The Finance Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Six Thousand Dollars (\$406,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Technology	School	\$308,000	\$61,500 Taxation/ \$246,500 Free Cash
HVAC	School	\$18,000	Free Cash
Copiers	School	\$80,000	Free Cash

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases, or take any other action thereon.

ARTICLE 7

The Finance Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Two Hundred Forty-Five Thousand Dollars (\$245,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Service Truck	Sewer	\$45,000	Sewer User Fees
Pipe Lining	Sewer	\$200,000	\$16,604 Sewer Retained Earnings/ \$183,396 Sewer User Fees

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases, or take any other action thereon.

ARTICLE 8

The Finance Commission recommended and the Town voted unanimously to authorize the Board of Selectmen to apply for and accept state funds to be received as reimbursement for road improvements and deposit said funds into the Town’s road improvement account to be used as reimbursement for expenditures made or to continue the Town’s road improvement program of crack sealing, secondary resurfacing and major reconstruction; to authorize the Board of Selectmen to enter into contracts for the expenditure of any funds allotted or to be allotted by the Commonwealth for the improvement of Chapter 90 and other public roads within the Town of Westwood and to authorize the Board of Selectmen to make any necessary takings of land and/or easements to accomplish said program, or take any other action thereon.

ARTICLE 9

The Finance Commission recommended and the Town voted by a 2/3 voice vote declared by the Moderator (i) to approve an Economic Development Proposal (“Proposal”) submitted to the Town by Cabot, Cabot & Forbes (the “Developer”) in accordance with Sections 5 through 12 of Chapter 293 of the Acts of 2006, as amended (“I-Cubed”), consisting of

roadway, utility and other public infrastructure improvements related to the construction of Westwood Station Boulevard and modifications to the intersection of Canton Street and University Avenue, as well as any other infrastructure that is related to the Proposal; (ii) to establish a Municipal Liquidity Reserve (as defined in I-Cubed) to hold funds received by the Town from the Developer to secure reimbursement to the Commonwealth of Massachusetts for debt service paid by the Commonwealth on bonds to be issued by the Massachusetts Development Finance Agency to provide funds for the Proposal, and (iii) to authorize the Board of Selectmen to approve and the Board of Selectmen and the Town Treasurer to enter into such agreements with the Developer, the Commonwealth and the Massachusetts Development Finance Agency as are necessary to implement the Economic Development Proposal as the Board of Selectmen, following consultation with the Westwood Finance Commission, determine to be in the best interests of the Town, provided that the Town's obligation for local infrastructure development assistance under such Proposal shall not exceed six million dollars, or take any other action in relation thereto.

ARTICLE 10

The Finance Commission recommended and the Town voted by a 2/3 voice vote declared by the Moderator to amend Section 9.6 [Mixed Use Overlay District (MUOD)] to add to and revise certain provisions thereof as follows, or take any other action in relation thereto:

Amend Subsection 9.6.3 [Applicability] and add Subsection 9.6.3.1 and Subsection 9.6.3.2 to read as follows:

9.6.3 **Applicability.** Except as otherwise provided herein, the provisions of this Section shall apply to MUOD 1, MUOD 2 and MUOD 3.

9.6.3.1 **Area Master Plan.** A project in a MUOD may be authorized by special permit for an Area Master Plan encompassing any parcel or set of parcels held in common or separate ownership which have an aggregate land area of fifty (50) acres or more and are located in one or more MUODs. All parcels in the Area Master Plan shall be referred to collectively as a single "Area Master Plan Lot." Any area within an Area Master Plan Lot, whether held in single or multiple ownership, may be designated as a "Sub-Area Master Plan Lot" by the Planning Board. If an application under MUOD provisions involves more than one ownership, each owner of land included in the Area Master Plan shall be a party to, or consent to, the application.

9.6.3.2 **Separation of Lots and Phases.** Notwithstanding any provision of this Bylaw or any permit issued hereunder to the contrary:

9.6.3.2.1 Any individual Area Master Plan or Sub-Area Master Plan may consist of one or more phases and/or one or more uses.

9.6.3.2.2 Any violation of this Bylaw or any permit issued hereunder by an owner or occupant of a single lot or ownership unit or demised premises within an Area Master Plan Lot or a Sub-Area Master Plan Lot shall not constitute a violation by any other owner or occupant within the same or any other Area Master Plan Lot or Sub-Area Master Plan Lot.

9.6.3.2.3 The requirements of this Bylaw shall not be applied to the individual lots or ownership units comprising an Area Master Plan Lot or Sub-Area Master Plan Lot, but shall be applied as if the Area Master Plan Lot or Sub-Area Master Plan Lot, as applicable, were a single conforming lot whether or not the same is in single or multiple ownership.

9.6.3.2.4 Upon the issuance of an EIDR approval under this Bylaw for any phase of an Area Master Plan, such phase shall be deemed to be in compliance with the provisions of this Bylaw notwithstanding the status of any other phase in the Area Master Plan and/or any noncompliance of such other phase with the phasing plan, phasing requirements set forth herein or otherwise.

Amend Subsection 9.6.5 [Permitted Uses] so that Subsection 9.6.5.6 and Subsection 9.6.5.11 reads as follows:

9.6.5.6 Fast order food establishment, provided either: (a) such establishment is within MUOD 1, and is located east or south of Westwood Station Boulevard, or (b) such establishment is wholly within a building in office or other non-retail use, or (c) such establishment is located within MUOD 2 or MUOD 3. For the purpose of this subsection, the location of Westwood Station Boulevard is that shown on the approved Definitive Subdivision Plan for Westwood Station, entitled “Westwood Station” MP Special Permit Definitive Subdivision Plan of Land in Westwood, MA”, dated October 1, 2007, and revised through December 27, 2007, prepared by Traffic Solutions, LLC, Two Center Plaza, Suite 700, Boston, MA 02108, approved by the Planning Board on January 8, 2008 and recorded in the Norfolk County Registry of Deeds on April 18, 2008;

9.6.5.11 Restaurant with Entertainment, provided that (a) the Restaurant with Entertainment is part of an Area Master Plan that includes at least 300,000 square feet of Retail Sales and Services uses in the aggregate; (b) the Entertainment is at all times subordinate and incidental to the Restaurant use; and (c) the Entertainment takes place while the Restaurant is offering meal service. For purposes of this Section, Entertainment shall be defined within the MUOD as the provision of live, recorded, or interactive music, comedy, vocals, drama or media or other entertainment licensed by the Town but shall not include Adult Use;

Amend Subsection 9.6.7 [Alternative Regulations], Subsection 9.6.9.2 [Water Resource Protection District] and Subsection 9.6.9.3 [Open Public Amenity Areas] so that Subsection 9.6.7.4, Subsection 9.6.9.2.4 and Subsection 9.6.9.3 read as follows:

9.6.7.4 The maximum impervious surface requirements shall be met across the aggregate of: (a) all land within the Area Master Plan Lot, and (b) land outside the Area Master Plan Lot, but within an MUOD, that is subject to a recorded easement, restriction or covenant or other appropriate instrument, but do not have to be met on each individual lot.

9.6.9.2.4 For purposes of providing the minimum amount of vegetation area and the amount of impervious materials coverage in Section 9.3.7.3 the following shall apply: Vegetation may be provided within the area subject to an Area Master Plan Special Permit or application therefor and/or areas outside the Area Master Plan/Application, but within an MUOD, that are subject to a recorded easement, restriction or covenant or other appropriate instrument. If an Area Master Plan includes areas within both the MUOD and WRPOD, and if the impervious materials cover more than fifteen percent (15%) of the portion of such area within the WRPOD, then all storm drainage other than roadway runoff, and as allowed by the Department of Environmental Protection (DEP), parking lot runoff, shall be recharged within the area subject to the Area Master Plan and roadway and such parking lot runoff shall comply with the stormwater management standards adopted by the Massachusetts Department of Environmental Protection.

9.6.9.3 **Open Public Amenity Areas.** Not less than ten percent (10%) of the aggregate land area, exclusive of wetlands, contained within the Area Master Plan must be comprised of areas to which the public has at least visual access, including landscaped areas and such features as pedestrian walks, patios, landscaped plazas, and incidental structures to support them, but excluding auto traveled ways, driveways and parking surfaces. The foregoing requirement may be satisfied within the Area Master Plan Lot or outside the Area Master Plan Lot on land in an MUOD that is subject to a recorded easement, restriction or covenant or other appropriate instrument. An initial determination of whether a particular area or feature meets this requirement shall be made by the Planning Board in its decision on the Area Master Plan and a definitive decision shall be made pursuant to the review of individual projects within an Area Master Plan under Section 7.3, Environmental Impact and Design Review.

Amend Subsection 9.6.9.1 [Parking Requirements] and add a new Subsection 9.6.9.1.2 so that Subsection 9.6.9.1 and Subsection 9.6.9.1.2 read as follows, and renumber subsections as appropriate:

9.6.9.1 **Parking Requirements.** Requirements to assure parking adequacy are to be established in the Area Master Plan, which shall depart from the provisions of Section 6.1, Off-Street Parking in the following ways:

9.6.9.1.2 Parking requirements (actual or reserved) for any phase of an Area Master Plan, once approved by the Planning Board under EIDR, shall not be subject to modification; provided, however, additional parking spaces shall be required for a change in use or intensity that increases the parking requirements as set forth in Section 6.1.2.

Further amend Subsection 9.6.9.1 [Parking Requirements] so that Subsection 9.6.9.1.3, Subsection 9.6.9.1.4, and Subsection 9.6.9.1.5 read as follows:

9.6.9.1.3 There shall be no minimum parking setback requirements as required in Section 6.1.18 except at any boundary line at the perimeter of an Area Master Plan, other than where it abuts another Area Master Plan, unless such minimum parking setback requirement is waived by the Planning Board in its discretion.

9.6.9.1.4 Parking shall preferably be structured and shall not be primarily located so that it separates buildings from street sidewalks. Parking shall instead be primarily located below the building, to its rear, or to its side. The foregoing provisions shall not apply to (a) any portion of an Area Master Plan Lot that is located outside the 1,500-foot zone surrounding the main pedestrian entrance to the depot building at the Massachusetts Bay Transportation Authority's University Park/Route 128 Station (the "Station Zone"), or (b) any portion of an Area Master Plan where strict enforcement of such provisions would inhibit the purpose and intent of Section 9.6 as the Planning Board may determine in its discretion.

9.6.9.1.5 In an Area Master Plan, the requirements of Section 6.1.23 shall not apply.

Amend Subsection 9.6.9.4 [Sign Location] and Subsection 9.6.9.5 [Signs] so that the subsections read as follows:

9.6.9.4 **Sign Locations.** Signs may be set back less than the fifteen (15) feet from the street line. Signs or sign structures may project or extend over sidewalks, private ways or, with the approval of the Board of Selectmen, public ways.

9.6.9.5 **Signs.** Notwithstanding the requirements of Section 6.2 of this Bylaw, the Planning Board may through the Environmental Impact and Design Review process under Section 7.3 of this Bylaw approve the erection and maintenance of such signs that (a) are located within the boundaries of, or relate to, a project for which an MUOD Area Master Plan Special Permit has been issued under Section 9.6.4 of this Bylaw, and (b) comply with signage guidelines approved by the Planning Board in connection with the issuance of such Area Master Plan Special Permit and with the conditions of any consolidated special permit issued as part of such Area Master Plan Special Permit pursuant to Sections 9.6.4 and 6.2.17 of this Bylaw. The provisions of Section 6.2 of this Bylaw shall apply to signs erected and maintained other than in accordance with an Area Master Plan Special Permit that establishes sign guidelines. Off-Premises Signs shall be permitted within the Area Master Plan Lot or elsewhere in the MUOD provided an appropriate license, recorded easement or other appropriate

arrangement is implemented. In no event shall any off-premises sign exceed the maximum sign area applicable to an on-premises sign within the Area Master Plan Lot.

Amend Subsection 9.6.10 [Area Master Plan Requirements] to add the following sentence at the end of Subsection 9.6.10.8:

The owner of a lot within an Area Master Plan Lot shall be entitled to lawfully divide such lot, including without limitation plans approved pursuant to Massachusetts General Laws Chapter 41, Section 81P, without modifying the applicable Area Master Plan Special Permit, EIDR Approval or other approval under this Bylaw, consistent with the provisions of this Section 9.6. Lots within an Area Master Plan Lot or Sub-Area Master Plan Lot may be separated by a public or private way.

ARTICLE 11

The Finance Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to amend Section 9.6 [Mixed Use Overlay District (MUOD)] to add to and revise certain provisions thereof as follows, or take any other action in relation thereto:

Amend Subsection 9.6.13.1 [Environmental Impact and Design Review], add a new Subsection 9.6.13.2, and renumber subsections as appropriate, so that the amended subsection reads as follows:

9.6.13.1 Environmental Impact and Design Review. Approval of an Area Master Plan does not substitute for the otherwise required review of individual buildings pursuant to Section 7.3, Environmental Impact and Design Review, except as expressly hereinafter provided. To the extent that a building's impacts, mitigation and features are approved as part of the Area Master Plan, such impacts, mitigation and features shall be reviewed for general consistency with the Area Master Plan Special Permit, subject to the provisions of Section 9.6.10.6. Consistency with the Area Master Plan Special Permit shall be a consideration in the Section 7.3 review of individual building applications. The following will require a special permit amendment to the Area Master Plan:

9.6.13.1.1 A proposed amount of development exceeding the amount authorized for that category of use cumulatively through that phase in the Area Master Plan;

9.6.13.1.2 An unmitigated increase beyond the explicit impact limitations established in the Area Master Plan;

9.6.13.1.3 Failure to make provision for impact mitigations required in the Area Master Plan;

9.6.13.1.4 Substantial departure from the configuration of building forms and access patterns indicated in the Area Master Plan; or

9.6.13.1.5 Other departures whose impacts because of their scale, severity or kind would be of substantial public consequence.

9.6.13.2 The EIDR decision shall authorize administrative approval of minor plan modifications meeting the criteria set forth in the decision by the Town Planner, or other Town staff as designated in the decision, in which case no modification of the Area Master Plan Special Permit shall be required. A minor plan modification shall be limited to minor adjustments to any physical elements in an approved plan whereby there is no material increase in unmitigated impacts upon the community or the neighborhood. A plan modification, for purposes of this subsection, shall be deemed to be minor if the changes proposed:

9.6.13.2.1 Are materially consistent with the approved Area Master Plan Special Permit, Sub-Area Master Plan Special Permit or EIDR Approval from which the modification is requested;

9.6.13.2.2 Involve no material increase in building size, or floor area, or material decrease in parking supply;

9.6.13.2.3 Do not materially vary from the approved layout of buildings, parking facilities, streets and access drives, utilities, and other principal site elements;

9.6.13.2.4 Do not materially change the design and operation of the stormwater system;

9.6.13.2.5 Do not materially increase vehicle trips; and

9.6.13.2.6 Do not result in any material decrease in the amount of approved landscaping, pedestrian area or open space.

ARTICLE 12

The Finance Commission recommended and the town voted by a 2/3 voice vote in favor declared by the Moderator to amend Section 9.6. [Mixed Use Overlay District] by adding and revising certain provisions thereof, or take any other action relative thereto:

Amend Subsection 9.6.13 by deleting the word “Conditions” from the title of Section 9.6.13 and replacing it with the new title “General Provisions.”

Amend Subsection 9.6.13 by adding the following new Subsection 9.6.13.7:

9.6.13.7 **Discretionary Authority.** In connection with the approval of an Area Master Plan Special Permit, a Sub-Area Master Plan Special Permit, or an EIDR

Approval, the Planning Board in its discretion may modify the application of the requirements of Section 9.6 by up to ten percent (10%). In such cases the Planning Board must find that:

The use is otherwise permitted in the MUOD;

The modification is otherwise consistent with the intent of Section 9.6; and

The modification has a beneficial impact on the Area Master Plan or Sub-Area Master Plan.

No modification herein shall authorize an increase in the height limitations in the MUOD.

Amend Subsection 9.6.13 by renumbering existing Subsection 9.6.13.6, entitled “Appeal,” to be Section 9.6.14.

ARTICLE 13

This was a “miscellaneous” Westwood Station article that was not needed.

ARTICLE 14

The Finance Commission recommended and the Town voted unanimously in favor to accept the provisions of Section 9A of Chapter 53 of the Massachusetts General Laws.

ARTICLE 15

The Finance Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to adopt the following amendments to the General Bylaws:

All references to the Massachusetts General Laws will be standardized to the following format: MGL c.____, §____. All references to “by-law” are amended to read “bylaw.”

All references to “Chairman” are amended to read “Chairperson.”

Section 6-2 is amended by deleting G.L. c. 6, §73 and inserting MGL c.19A.

Section 30-12 is amended by deleting “The Selectman” and inserting “The Selectmen.”

Section 30-14 is amended by deleting “Purchasing Agent” and inserting “Chief Procurement Officer.”

Section 30-15 is amended by deleting the word “where” after auditing or consulting work and after “engineering and construction projects.”

Section 30-18 is amended by deleting “Collector of Taxes” and inserting therein “Tax Collector.”

Section 30-19A(4) is amended by deleting “section one of chapter two hundred and sixty eight” and inserting “MGL 268A.”

Section 47-4A is amended to add the words “shall prevail” at the end of the following sentence, “All departments shall therefore cooperate to the fullest extent with the Information Technology Department personnel, including the Town Administrator and the Director of Information Technology; provided, however, the Department’s duties as provided by any federal, state, or local law, bylaw, rule, or regulation shall prevail.”

Section 80-3 is amended by deleting “collector of taxes” and inserting “Tax Collector.”

Section 80-19A the wording “The Building Official, classified as Building Commissioner, shall be appointed” is amended to read “The Building Commissioner shall be appointed.” All references to “Building Official” in §§80-19 and 80-22A are amended to “Building Commissioner.”

Section 80-20B is amended by deleting therefrom “Board of Fire Prevention, Massachusetts Department of Public Utilities” and inserting “Board of Fire Prevention Regulations, Massachusetts Department of Fire Services.”

Section 80-21B is amended by deleting “Board of Massachusetts Department of Public Utilities established under MGL c. 25, §12H and inserting “Board of State Examiners of Plumbers and Gas Fitters.”

Section 80-22B is amended by deleting “Massachusetts Board of Examiners of Plumbers” and inserting “Board of State Examiners of Plumbers and Gas Fitters.”

Section 80-25B is amended by deleting the words “MGL c.42” and inserting the words “MGL c. 41.”

Section 90-5A is amended by inserting after the words “Executive Secretary,” the words “(Chief Administrative Officer).”

Section 175-1 and 175-4 are amended by deleting the “words used in the plural number” and inserting “words used in the singular number, “and by deleting the words, “Article 3” and inserting “§175-3.”

Section 175-2A is amended by deleting “or” at the end of the last sentence.

175-4 definition of “Master Box Owner” is amended by inserting the word “and” after the word “commercial property.”

Section 184-2, 184-3, and 184-6, are amended by deleting the words “any of the reasons” and inserting the words “any of the provisions.”

Sections 184-3, 184-4B, and 184-5, are amended by deleting the words “penalty fee” and inserting the words “penalty”, or “penalties.”

Section 184-4D is amended by deleting the words “MGL c.49A” and inserting the words “MGL c.140, §151.”

Section 184-10B is amended by adding the words at the end of the first sentence, “established by the town clerk” in accordance with the provisions of MGL c.40, §22f, and by deleting §19B, (1),(2),(3),(4).”

Section 184-10D is amended by deleting the words “Section 140” and “Section 161” and inserting the words “MGL c.140, §160,and MGL c.140, §161,”repectively.

Article 14 of the General Bylaws is amended by deleting it in its entirety.

Section 292-1D is amended by deleting the words “MGL c. 136, §5” and inserting the words “MGL c. 136, §7.”

Section 292-3 is amended by deleting the words “not less than” and inserting the words “not more than.”

Section 338-2E is amended by adding at the end of the section the words, “shall be exempt from the requirements of this bylaw.”

Section 338-15A is amended by deleting the words, “convicted of a crime, or offense or bylaw” and inserting the words, “convicted of a crime, or offense or violation of any bylaw.

Section 350-2 is amended by deleting the first paragraph in its entirety and inserting, “Unless a different definition is indicated in other sections of this bylaw, the following definitions and provisions shall apply throughout this bylaw.”

Section 355-18 is amended by deleting the words “said license” and inserting the words “said permit.”

Section 355-19 is amended deleting the word “licensee” and inserting the word “permitee.”

Section 355-24 is amended by deleting the word “licensee” and inserting the word “perimtee” and deleting the word “license” and inserting the word “permit.”
Section 355-30B is amended by deleting the words, “this bylaw” and inserting the words “this section.”
Section 380-10 is amended to add, after “\$50,” “shall be imposed.”

ARTICLE 16

The Finance Commission recommended and the Town voted unanimously in favor to amend Chapter 184 of the General bylaws (Dog Control and Leash Law) by deleting Section 10B.(4) in its entirety and inserting in its place the following:

“Effective January 1, 2011, the term of any license issued by the Town Clerk shall be for the period of January 1st to December 31st. The Town may charge a late fee of twenty-five (\$25.00) dollars to be paid by the owners who license said dog or dogs after January 31st”.

ARTICLE 17

The Finance Commission recommended and the Town voted unanimously in favor to accept the provisions of paragraph 9 of Section 1 of MGL, Chapter 60A.

ARTICLE 18

The Finance Commission recommended and the Town voted 107 YES to 106 NO , to amend the Home Rule Petition adopted as Article 1 of the Special Town Meeting held on October 21, 2008 by deleting the words “located in a commercially zoned district” from the second from the last line of Section 1 of said Article and substituting therefore the following words: “be lawfully operating as a commercial business.” A motion to reconsider failed.

ARTICLE 19

The Finance Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to approve certain amendments related to Special Residential Development, including the following:

- 1) Remove Section 8.5 [Major Residential Development] in its entirety, and renumber sections as appropriate.
- 2) Amend Section 4.1 [Principal Uses], Sub-section 4.1.3 [Residential Uses] by deleting Sub-section 4.1.3.4 [Major Residential Development per Section 8.5] in its entirety, and renumber as appropriate.
- 3) Amend Section 4.1 [Principal Uses], Sub-section 4.1.3 [Residential Uses] by changing the section reference number for Senior Residential Development from “8.6” to “8.5” in Sub-section 4.1.3.5, so that the amended Sub-section reads as follows:

4.1.3.5 Senior Residential Development per Section 8.5

- 4) Amend Section 4.1 [Principal Uses], Sub-section 4.1.3 [Residential Uses] by changing the section reference number for Residential Retirement Community from “8.7” to “8.6” in Sub-section 4.1.3.6, so that the amended Sub-section reads as follows:

4.1.3.6 Residential Retirement Community per Section 8.6

5) Amend Section 4.2 [Notes for Table of Principal Uses], note 9, by deleting the words “Section 8.5, Major Residential Development (MRD)”, and by changing the section reference number for Senior Residential Development from “8.6” to “8.5”, so that the amended note reads as follows:

⁹ The Planning Board shall be the Special Permit Granting Authority for an Earth Material Movement special permit application in connection with 1) the construction of streets and the installation of municipal services as shown on a subdivision plan; or 2) a plan submitted pursuant to Section 7.2, Major Business Development (MBD), Section 7.3, Environmental Impact Design Review (EIDR), Section 8.5, Senior Residential Development (SRD), or Section 9.5, Planned Development Area Overlay District (PDAOD).

6) Amend Section 6.1 [Off-Street Parking], Sub-section 6.1.3 [Residential Uses] by deleting Sub-section 6.1.3.4 [Major Residential Development per Section 8.5] in its entirety, and renumber as appropriate.

7) Amend Section 6.1 [Off-Street Parking], Sub-section 6.1.3 [Residential Uses] by changing the section reference number for Senior Residential Development from “8.6” to “8.5” in Sub-section 6.1.3.5, so that the amended Sub-section reads as follows:

6.1.3.5 Senior Residential Development per Section 8.5

8) Amend Section 6.1 [Off-Street Parking], Sub-section 6.1.3 [Residential Uses] changing the section reference number for Residential Retirement Community from “8.7” to “8.6” in Sub-section 6.1.3.6, so that the amended Sub-section reads as follows:

6.1.3.6 Residential Retirement Community per Section 8.6

9) Amend Section 7.1 [Earth Material Movement], Subsection 7.1.1 [Special Permit Required], by deleting the words “Section 8.5, Major Residential Development (MRD)”, and by changing the section reference number for Senior Residential Development from “8.6” to “8.5”, so that the amended sub-section reads as follows:

7.1.1 **Special Permit Required.** No soil, loam, sand, gravel, topsoil, borrow, rock, sod peat, humus, clay, stone or other earth material shall be exported, imported and/or regraded on any premises within the Town unless such export, import and/or regrading will constitute an exempt operation as hereinafter provided or is done pursuant to a special permit therefor granted by the Board of Appeals. The Planning Board shall be the Special Permit Granting Authority for the export, import and/or regrading of earth material on any parcel of land in connection with 1) the construction of streets and the installation of municipal services as shown on a subdivision plan; or 2) a plan submitted pursuant to Section 7.2, Major Business Development (MBD), Section 7.3, Environmental Impact and Design Review (EIDR), Section 8.5, Senior Residential Development (SRD), or Section 9.5, Planned Development Area Overlay District (PDAOD).

10) Amend Section 9.6 [Mixed Use Overlay District], Subsection 9.6.4 [Special Permit Required], by deleting the words “Section 8.5, Major Residential Development (MRD)”, and by changing the section reference number for Residential Retirement Community from “8.7” to “8.6” and the section reference number for Senior Residential Development from “8.6” to “8.5”, so that the amended Sub-section reads as follows:

9.6.4 Special Permit Required. Development under MUOD provisions requires special permit approval of an Area Master Plan by the Planning Board in compliance with the provisions of this section. Application for any special permits which may otherwise be required pursuant to this Bylaw, except for the special permit required under Section 8.6, Residential Retirement Community and Section 9.3, Water Resource Protection Overlay District, may be consolidated into a MUOD Area Master Plan special permit application. Such consolidated special permit application may be acted upon by the Planning Board in accordance with the requirements of Section 9.6.12 by issuance of an Area Master Plan special permit, regardless of which board is designated as the Special Permit Granting Authority in the applicable sections of this Bylaw. Special permits pursuant to Section 5.5.6, Creation of Ways, Section 6.3.2 Buffer Areas in Nonresidential Districts, Section 6.5, Floor Area Ratio Limitation, Section 7.2, Major Business Development (MBD), and Section 8.5, Senior Residential Development (SRD) shall not be required for development under a MUOD Area Master Plan.

ARTICLE 20

The Finance Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to amend Section 6.1 [Off-Street Parking] by deleting Sections 6.1.16 and 6.1.17 in their entirety, and inserting a new Section 6.1.16 addressing landscape requirements for parking areas with fewer than ten parking spaces, and a new Section 6.1.17 addressing landscape requirements for parking areas with ten or more parking spaces, to read as follows:

6.1.16 Parking Areas with Fewer Than Ten Parking Spaces. Parking lots designed for fewer than ten (10) parking spaces shall provide such landscaping as may be required under Section 6.3 of this Bylaw pertaining to enclosure, screening and buffering requirements.

6.1.17 Parking Areas for Ten or More Parking Spaces. The following requirements shall apply to all new parking areas containing ten (10) or more parking spaces, and to existing parking areas containing ten (10) or more parking spaces which are being subjected to Section 7.3 of this Bylaw pertaining to Environmental Impact and Design Review. Any additional requirements set forth in Section 6.3 of this Bylaw pertaining to enclosure, screening and buffering requirements shall also apply.

6.1.17.1 Landscape Design Requirements. All parking areas applicable to this section shall conform to the following design requirements:

6.1.17.1.1 Areas Adjacent to Buildings. Landscaped areas at least five (5) feet in depth shall be provided adjacent to buildings on every side of such buildings that has a public access point, and shall contain trees and shrubs.

6.1.17.1.2 Perimeter Planting Areas. Parking lots shall be bordered on all sides, exclusive of driveways, with a minimum five (5) foot wide planting area, within which trees shall be spaced not more than twenty-seven (27) feet on center and no tree shall be planted less than two (2) feet on center from

curbing or sidewalks. In all cases, plantings shall be located so as not to obstruct vehicle sight distances, entrances and exits.

6.1.17.2 Additional Requirements for Parking Areas for Forty or More Parking Spaces. The following additional requirements shall apply to all new parking areas containing forty (40) or more parking spaces, and to existing parking areas containing forty (40) or more parking spaces which are being subjected to Section 7.3 of this Bylaw pertaining to Environmental Impact and Design Review.

6.1.17.2.1 Landscaped Islands. Landscaped islands shall be located so as to divide a parking lot into sections not exceeding one hundred forty (140) cars per section, to provide visual relief, shade, and wind interruption within the parking area, and to assure safe patterns of internal circulation. Landscaped islands shall be either divider islands or terminal islands, or a combination thereof. Divider islands are defined as landscaped islands along the length of one or more rows. Terminal islands are defined as landscaped islands within or at the end of one or more rows.

6.1.17.2.1.1 General Standards. Each landscaped island shall have a minimum area of one hundred fifty (150) square feet and shall consist of pervious landscaping. Curbing, at least six (6) inches in height, shall surround each landscaped island as protection from vehicles. No tree shall be planted less than four (4) feet on center from curbing.

6.1.17.2.1.2 Standards for Divider Islands. The following additional design standards shall apply to divider islands:

At least one (1) divider island shall be provided for every four (4) parallel rows of parking.

Trees shall be spaced not more than twenty-seven (27) feet on center.

At least one (1) shrub shall be provided for every five (5) linear feet, or one (1) shrub per thirty-five (35) square feet of ground area, whichever results in a greater number of shrubs.

6.1.17.2.1.3 Standards for Terminal Islands. The following additional design standards apply to terminal islands:

Terminal islands shall be used either (1) to separate parking spaces from driveways and other vehicular travel lanes, or (2) to break up large numbers of parking spaces in a single row of spaces.

Terminal islands shall be provided at the ends of rows of parking where such rows are adjacent to driveways or vehicular travel lanes. In addition, terminal islands shall separate groups of parking

spaces in a row, such that no continuous line of adjoining spaces contains more than twenty-five (25) parking spaces.

Terminal islands shall contain at least one (1) tree and at least two (2) trees when abutting a double row of parking spaces.

Terminal islands shall contain evergreen shrubs planted three (3) feet or less on center, in order to prevent damage due to pedestrian traffic.

6.1.17.2.1.4 **Impervious Surface.** A landscaped island may be up to thirty-three percent (33%) impervious surface, provided that all such area is used for pedestrian walkways and that such walkways are adequately buffered from the parking areas.

6.1.17.3 **Landscape Materials.** All planted trees shall be of a species tolerant of conditions generally found in a parking lot, and shall have a minimum caliper size of four (4) inches (measured four feet above grade level). Shrubs shall be a mix of deciduous and evergreen varieties, tolerant of conditions generally found in a parking lot, and shall be at least twenty-four (24) inches in height at time of planting. To the fullest practicable extent, existing trees and vegetation shall be preserved. Snow storage areas shall be planted with shrubs that are tolerant to weight and extended duration of snow cover. Planting shall be done in accordance with proper landscaping practices. Trees, shrubs, grass and ground cover which die or become diseased shall be replaced by the property owner within six (6) months of such death or disease.

6.1.17.4 **Site Plan Requirements.** All parking areas applicable to this section shall be shown on a site plan which shall be prepared by a professional engineer or landscape architect and shall show the following:

6.1.17.4.1 Boundaries of the new or expanded parking area and all parking spaces, bicycle parking, loading areas, access and egress areas;

6.1.17.4.2 Existing topography, including any proposed grading changes;

6.1.17.4.3 Proposed storm drainage system and calculations of storm drainage runoff to demonstrate compliance with the stormwater management standards as adopted and amended from time to time by the Massachusetts Department of Environmental Protection;

6.1.17.4.4 Utilities, signage, outdoor storage and trash/recycling disposal areas;

6.1.17.4.5 Existing and proposed planting, landscaping and screening; and

6.1.17.4.6 Exterior lighting.

6.1.17.5 **Reduction of Landscaping Requirements.** The Planning Board may modify or reduce the requirements of Section 6.1.17 where in its judgment, for topographic or engineering reasons, these requirements could not reasonably be met.

ARTICLE 21

The Finance Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to amend Section 6.1 [Off-street Parking] to revise certain minimum parking requirements as follows: A motion to amend the article failed.

Amend Section 6.1.4.1 [Use of land or structures for religious purposes] by adding the words “in principal assembly area” at the end of the section so that the amended section reads as follows:

6.1.4.1 Use of land or structures for religious purposes	One (1) space per each four (4) seats, or where benches are used, one (1) space per eight (8) lineal feet of bench, in principal assembly area
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Amend Section 6.1.4.5 [Agricultural Use, Exempt] by deleting the words “Not applicable” and replacing with the words “Sufficient parking spaces to accommodate under all normal conditions the vehicles of occupants, employees, members, customers, clients or visitors of the premises, as determined by the Planning Board. Such space shall be deemed inadequate if the off-street parking area is often substantially full and there is frequent parking of such cars in access drives or on streets near the premises in question.” so that the amended section reads as follows:

6.1.4.5 Agricultural Use, Exempt	Sufficient parking spaces to accommodate under all normal conditions the vehicles of occupants, employees, members, customers, clients or visitors of the premises, as determined by the Planning Board. Such space shall be deemed inadequate if the off-street parking area is often substantially full and there is frequent parking of such vehicles in access drives or on streets near the premises in question.
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Amend Section 6.1.4.7 [Municipal Facilities] by deleting the words “Not applicable” and replacing with the words “Sufficient parking spaces to accommodate under all normal conditions the vehicles of occupants, employees, members, customers, clients or visitors of the premises, as determined by the Planning Board. Such space shall be deemed inadequate if the off-street parking area is often substantially full and there is frequent parking of such cars in access drives or on streets near the premises in question.” so that the amended section reads as follows:

6.1.4.7 Municipal Facilities	
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	Sufficient parking spaces to accommodate under all normal conditions the vehicles of occupants, employees, members, customers, clients or visitors of the premises, as determined by the Planning Board. Such space shall be deemed inadequate if the off-street parking area is often substantially full and there is frequent parking of such vehicles in access drives or on streets near the premises in question.
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Amend Section 6.1.5.1 [Agricultural Use, Non-exempt] by deleting the words “Not applicable” and replacing with the words “Sufficient parking spaces to accommodate under all normal conditions the vehicles of occupants, employees, members, customers, clients or visitors of the premises, as determined by the Planning Board. Such space shall be deemed inadequate if the off-street parking area is often substantially full and there is frequent parking of such cars in access drives or on streets near the premises in question.” so that the amended section reads as follows:

6.1.5.1 Agricultural Use, Non-exempt	Sufficient parking spaces to accommodate under all normal conditions the vehicles of occupants, employees, members, customers, clients or visitors of the premises, as determined by the Planning Board. Such space shall be deemed inadequate if the off-street parking area is often substantially full and there is frequent parking of such vehicles in access drives or on streets near the premises in question.
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ARTICLE 22

The Finance Commission recommended and the Town voted unanimously in favor to approve certain housekeeping amendments, including the following:

- 1) Replace the word “cars” with the word “vehicles” wherever such word appears in Section 6.1 [Off-Street Parking Requirements].
- 2) Reorganize and group uses having identical parking requirements in Section 6.1.3 [Off-Street Parking Requirements – Residential Uses] and renumber sections as appropriate.
- 3) Reorganize and group uses having identical parking requirements in Section 6.1.4 [Off-Street Parking Requirements – Exempt and Institutional Uses] and renumber sections as appropriate.

- 4) Reorganize and group uses having identical parking requirements in Section 6.1.5 [Off-Street Parking Requirements – Commercial Uses] and renumber sections as appropriate.
- 5) Reorganize and group uses having identical parking requirements in Section 6.1.6 [Off-Street Parking Requirements – Industrial Uses] and renumber sections as appropriate.
- 6) Reorganize and group uses having identical parking requirements in Section 6.1.7 [Off-Street Parking Requirements – Other Uses] and renumber sections as appropriate.

ARTICLE 23

The Finance Commission recommended and the Town voted unanimously in favor to adopt a new Official Zoning Map showing district designations of all town-owned properties, and incorporating certain minor corrections to zoning district boundary lines.

ARTICLE 24

The Finance Commission recommended and the Town voted unanimously to approve certain amendments to Section 2.0 [Definitions], Section 4.1 [Principal Uses], Section 4.3 [Accessory Uses], and Section 6.1 [Off-street Parking] including the following:

Add new Section 2.31 [Coffee Shop] to read as follows, and renumber sections as appropriate:

2.31 Coffee Shop An establishment where the primary activity is the retail sales of coffee, tea, and/or similar products for consumption on or off the premises.

Add new Section 2.66 [Ice Cream Parlor] to read as follows, and renumber sections as appropriate:

2.66 Ice Cream Parlor An establishment where the primary activity is the retail sales of ice cream, frozen yogurt and/or similar products for consumption on or off the premises.

Add new Section 2.109 [Retail Take-out Counter] to read as follows, and renumber sections as appropriate:

2.109 Retail Take-out Counter A counter accessory to a retail establishment, engaged in the dispensing of prepared food and/or beverage to persons carrying food and beverage away for consumption elsewhere.

Amend Section 2.51 [Fast Order Food Establishment] by adding the following sentence to the end of the definition: “The term ‘fast order food establishment’ shall not include ‘coffee shop’, ‘ice cream parlor’ or ‘retail take-out counter’ as herein separately defined.”

Amend Section 2.105 [Restaurant] by deleting the last sentence of the definition, and replacing with the following: “The term ‘restaurant’ shall not include ‘fast order food establishment’, ‘coffee shop’ or ‘ice cream parlor’ as herein separately defined.”

Amend Section 4.1 [Principal Uses], Sub-section 4.1.5 [Commercial Uses] by adding a new Sub-section 4.1.5.15 to read as follows, with “Y” in columns under districts LBA, LBB, HB, I and IO, and with “N” in all other columns, and renumber sections as appropriate:

4.1.5.15 Coffee Shop

Amend Section 4.1 [Principal Uses], Sub-section 4.1.5 [Commercial Uses] by adding a new Sub-section 4.1.5.16 to read as follows, with “Y” in columns under districts LBA, LBB, HB, I and IO, and with “N” in all other columns, and renumber sections as appropriate:

Ice Cream Parlor

Amend Section 4.3 [Accessory Uses], Sub-section 4.3.4 [Accessory Uses in All Nonresidential Districts] by adding a new Sub-section 4.3.4.3 to read as follows, with “Y” in columns under districts LBA, LBB, HB, I and IO, and with “N” in all other columns:

Retail Take-out Counter

Amend Section 6.1.5.14 [Fast Order Food Establishment] by adding the words “, plus one (1) space per two (2) employees, plus three (3) spaces per take-out station” at the end of the section, so that the amended sub-section reads as follows:

6.1.5.14 Fast Order Food Establishment	One (1) space per each four (4) seats, or where benches are used, one (1) space per eight (8) lineal feet of bench, plus one (1) space per two (2) employees, plus three (3) spaces per take-out station
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Add new Sections 6.1.5.25 [Coffee Shop] and 6.1.5.26 [Ice Cream Parlor] to read as follows, and renumber sections as appropriate:

6.1.5.25 Coffee Shop 6.1.5.26 Ice Cream Parlor	One (1) space per each four (4) seats, or where benches are used, one (1) space per eight (8) lineal feet of bench, plus one (1) space per two (2) employees, plus three (3) spaces per take-out station
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All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 10:35 p.m.

Attest:

Dorothy A. Powers

Dorothy A. Powers
Town Clerk

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN									
Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 4+ to Maximum		
4	COA Van Driver	7/1/09 - 6/30/10	\$ 28,002	\$ 29,122	\$ 30,287	\$ 31,499	\$ 37,586		
		7/1/10 - 6/30/11	\$ 28,002	\$ 29,122	\$ 30,287	\$ 31,499	\$ 37,586		
5	<i>no positions assigned</i>	7/1/09 - 6/30/10	\$ 30,522	\$ 31,743	\$ 33,013	\$ 34,334	\$ 40,969		
		7/1/10 - 6/30/11	\$ 30,522	\$ 31,743	\$ 33,013	\$ 34,334	\$ 40,969		
6	COA Outreach Worker Recreation Programmer Town Service Representative	7/1/09 - 6/30/10	\$ 33,269	\$ 34,600	\$ 35,984	\$ 37,424	\$ 44,656		
		7/1/10 - 6/30/11	\$ 33,269	\$ 34,600	\$ 35,984	\$ 37,424	\$ 44,656		
7	Civilian Communications Officer Custodial Supervisor/Animal Control Officer Human Resources Assistant	7/1/09 - 6/30/10	\$ 36,264	\$ 37,714	\$ 39,223	\$ 40,792	\$ 48,675		
		7/1/10 - 6/30/11	\$ 36,264	\$ 37,714	\$ 39,223	\$ 40,792	\$ 48,675		
8	Finance Commission Administrator Solid Waste Coordinator/Facilities Mgr Supervisor of Fitness/Physical Programs	7/1/09 - 6/30/10	\$ 39,527	\$ 41,108	\$ 42,753	\$ 44,463	\$ 53,056		
		7/1/10 - 6/30/11	\$ 39,527	\$ 41,108	\$ 42,753	\$ 44,463	\$ 53,056		
9	COA Program Development Director Sanitarian/Food Inspector Youth Services Counselor	7/1/09 - 6/30/10	\$ 43,085	\$ 44,808	\$ 46,601	\$ 48,465	\$ 57,831		
		7/1/10 - 6/30/11	\$ 43,085	\$ 44,808	\$ 46,601	\$ 48,465	\$ 57,831		
10	Assistant Building Inspector Assistant Recreation Director Conservation Specialist Electrical Inspector Executive Assistant Gas/Plumbing Inspector Public Health Nurse	7/1/09 - 6/30/10	\$ 46,962	\$ 48,841	\$ 50,795	\$ 52,826	\$ 63,035		
		7/1/10 - 6/30/11	\$ 46,962	\$ 48,841	\$ 50,795	\$ 52,826	\$ 63,035		
11	Aquatics Manager Computer Systems Analyst Economic Development Officer Geographic Information Specialist	7/1/09 - 6/30/10	\$ 51,189	\$ 53,237	\$ 55,366	\$ 57,581	\$ 68,709		
		7/1/10 - 6/30/11	\$ 51,189	\$ 53,237	\$ 55,366	\$ 57,581	\$ 68,709		

NOTE: The annual salary levels above are based on full-time employment.

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN continued

Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 4+ to Maximum
12	Assessor Assistant Town Engineer Assistant Town Treasurer Construction Inspector (vacant) Council on Aging Director Director of Youth and Family Services Recreation Director Superintendent of Turf Management (vacant) Town Planner	7/1/09 - 6/30/10	\$ 55,796	\$ 58,028	\$ 60,349	\$ 62,763	\$ 74,892
		7/1/10 - 6/30/11	\$ 55,796	\$ 58,028	\$ 60,349	\$ 62,763	\$ 74,892
13	Building Commissioner Health Director Sewer Superintendent Superintendent of Highways/Cemeteries/Trees Town Accountant	7/1/09 - 6/30/10	\$ 60,818	\$ 63,250	\$ 65,780	\$ 68,412	\$ 81,633
		7/1/10 - 6/30/11	\$ 60,818	\$ 63,250	\$ 65,780	\$ 68,412	\$ 81,633
14	Deputy Fire Chief Library Director Police Lieutenant Project Manager Town Engineer	7/1/09 - 6/30/10	\$ 66,291	\$ 68,943	\$ 71,701	\$ 74,569	\$ 88,980
		7/1/10 - 6/30/11	\$ 66,291	\$ 68,943	\$ 71,701	\$ 74,569	\$ 88,980
15	Director of Information Technology Human Resources Director	7/1/09 - 6/30/10	\$ 72,258	\$ 75,148	\$ 78,154	\$ 81,280	\$ 96,988
		7/1/10 - 6/30/11	\$ 72,258	\$ 75,148	\$ 78,154	\$ 81,280	\$ 96,988
16	Director of Public Works Finance Director Fire Chief Police Chief	7/1/09 - 6/30/10	\$ 78,761	\$ 81,911	\$ 85,188	\$ 88,595	\$ 105,717
		7/1/10 - 6/30/11	\$ 78,761	\$ 81,911	\$ 85,188	\$ 88,595	\$ 105,717
17	Town Administrator	7/1/09 - 6/30/10	\$ 85,849	\$ 89,283	\$ 92,855	\$ 96,569	\$ 115,231
		7/1/10 - 6/30/11	\$ 85,849	\$ 89,283	\$ 92,855	\$ 96,569	\$ 115,231

NOTE: The annual salary levels above are based on full-time employment.

LIBRARY ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 4+ to Max.
L-4	Library Custodian	7/1/09 - 6/30/10	Annual \$28,001.63	\$29,051.70	\$30,141.13	\$31,271.42	\$37,591.37
		7/1/09 - 6/30/10	Hourly \$15.39	\$15.96	\$16.56	\$17.18	\$20.65
		7/1/10 - 6/30/11	Annual \$28,001.63	\$29,051.70	\$30,141.13	\$31,271.42	\$37,591.37
		7/1/10 - 6/30/11	Hourly \$15.39	\$15.96	\$16.56	\$17.18	\$20.65
L-5	Library Assistant Technical Services Assistant	7/1/09 - 6/30/10	Annual \$30,241.76	\$31,375.83	\$32,552.42	\$33,773.14	\$40,598.68
		7/1/09 - 6/30/10	Hourly \$16.62	\$17.24	\$17.89	\$18.56	\$22.31
		7/1/10 - 6/30/11	Annual \$30,241.76	\$31,375.83	\$32,552.42	\$33,773.14	\$40,598.68
		7/1/10 - 6/30/11	Hourly \$16.62	\$17.24	\$17.89	\$18.56	\$22.31
L-6	Library Bookkeeper	7/1/09 - 6/30/10	Annual \$32,661.10	\$33,885.90	\$35,156.62	\$36,474.99	\$43,846.58
		7/1/09 - 6/30/10	Hourly \$17.95	\$18.62	\$19.32	\$20.04	\$24.09
		7/1/10 - 6/30/11	Annual \$32,661.10	\$33,885.90	\$35,156.62	\$36,474.99	\$43,846.58
		7/1/10 - 6/30/11	Hourly \$17.95	\$18.62	\$19.32	\$20.04	\$24.09
L-7	Senior Library Custodian	7/1/09 - 6/30/10	Annual \$35,273.99	\$36,596.76	\$37,969.15	\$39,392.99	\$47,354.30
		7/1/09 - 6/30/10	Hourly \$19.38	\$20.11	\$20.86	\$21.64	\$26.02
		7/1/10 - 6/30/11	Annual \$35,273.99	\$36,596.76	\$37,969.15	\$39,392.99	\$47,354.30
		7/1/10 - 6/30/11	Hourly \$19.38	\$20.11	\$20.86	\$21.64	\$26.02
L-8	Branch Librarian Children's Librarian Circulation Supervisor Reference Librarian	7/1/09 - 6/30/10	Annual \$38,095.91	\$39,524.51	\$41,006.68	\$42,544.43	\$51,142.65
		7/1/09 - 6/30/10	Hourly \$20.93	\$21.72	\$22.53	\$23.38	\$28.10
		7/1/10 - 6/30/11	Annual \$38,095.91	\$39,524.51	\$41,006.68	\$42,544.43	\$51,142.65
		7/1/10 - 6/30/11	Hourly \$20.93	\$21.72	\$22.53	\$23.38	\$28.10
L-9	<i>no positions assigned</i>	7/1/09 - 6/30/10	Annual \$41,143.58	\$42,686.47	\$44,287.21	\$45,947.98	\$55,234.06
		7/1/09 - 6/30/10	Hourly \$22.61	\$23.45	\$24.33	\$25.25	\$30.35
		7/1/10 - 6/30/11	Annual \$41,143.58	\$42,686.47	\$44,287.21	\$45,947.98	\$55,234.06
		7/1/10 - 6/30/11	Hourly \$22.61	\$23.45	\$24.33	\$25.25	\$30.35
L-10	Head of Adult Services Head of Children's Services Head of Technical Services	7/1/09 - 6/30/10	Annual \$44,435.07	\$46,101.39	\$47,830.19	\$49,623.82	\$59,652.78
		7/1/09 - 6/30/10	Hourly \$24.41	\$25.33	\$26.28	\$27.27	\$32.78
		7/1/10 - 6/30/11	Annual \$44,435.07	\$46,101.39	\$47,830.19	\$49,623.82	\$59,652.78
		7/1/10 - 6/30/11	Hourly \$24.41	\$25.33	\$26.28	\$27.27	\$32.78

PART TIME SEASONAL POSITIONS	Date	Hourly range
Substitute Librarian	7/1/09 - 6/30/10	\$17.17 - \$19.48
	7/1/10 - 6/30/11	\$17.17 - \$19.48
Substitute Librarian Assistant	7/1/09 - 6/30/10	\$12.16 - \$14.64
	7/1/10 - 6/30/11	\$12.16 - \$14.64
Temporary Support Staff	7/1/09 - 6/30/10	\$9.00 - \$14.50
	7/1/10 - 6/30/11	\$9.00 - \$14.50

Annual Salary is based on a 35-hour work week.

SEIU CLERICAL EMPLOYEES										
Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
	<i>no positions assigned</i>									<i>10+ yrs. Service</i>
2		7/1/09 - 6/30/10 7/1/10 - 6/30/11	\$15.21 \$15.21	\$15.82 \$15.82	\$16.13 \$16.13	\$16.46 \$16.46	\$16.79 \$16.79	\$17.12 \$17.12	\$17.46 \$17.46	\$17.81 \$17.81
3	Department Clerk	7/1/09 - 6/30/10 7/1/10 - 6/30/11	\$16.42 \$16.42	\$17.08 \$17.08	\$17.42 \$17.42	\$17.77 \$17.77	\$18.13 \$18.13	\$18.49 \$18.49	\$18.86 \$18.86	\$19.23 \$19.23
4	Principal Clerk	7/1/09 - 6/30/10 7/1/10 - 6/30/11	\$17.74 \$17.74	\$18.45 \$18.45	\$18.82 \$18.82	\$19.19 \$19.19	\$19.58 \$19.58	\$19.97 \$19.97	\$20.37 \$20.37	\$20.78 \$20.78
5	Accounting Specialist Office Assistant Staff Accountant	7/1/09 - 6/30/10 7/1/10 - 6/30/11	\$19.34 \$19.34	\$20.11 \$20.11	\$20.52 \$20.52	\$20.93 \$20.93	\$21.34 \$21.34	\$21.77 \$21.77	\$22.21 \$22.21	\$22.65 \$22.65
6	Accounting Coordinator Administrative Assistant Benefits Coordinator Conservation Coordinator Payroll Coordinator	7/1/09 - 6/30/10 7/1/10 - 6/30/11	\$21.08 \$21.08	\$21.92 \$21.92	\$22.36 \$22.36	\$22.81 \$22.81	\$23.27 \$23.27	\$23.73 \$23.73	\$24.21 \$24.21	\$24.69 \$24.69
7	<i>no positions assigned</i>	7/1/09 - 6/30/10 7/1/10 - 6/30/11	\$22.97 \$22.97	\$23.89 \$23.89	\$24.36 \$24.36	\$24.85 \$24.85	\$25.35 \$25.35	\$25.86 \$25.86	\$26.37 \$26.37	\$26.90 \$26.90
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Purchasing Administrator/ Facilities Site Manager	7/1/09 - 6/30/10 7/1/10 - 6/30/11	\$25.04 \$25.04	\$26.04 \$26.04	\$26.56 \$26.56	\$27.09 \$27.09	\$27.63 \$27.63	\$28.19 \$28.19	\$28.75 \$28.75	\$29.32 \$29.32

*SEIU Clerical Union Employees who have completed Step 7 and have 10+ years of service shall qualify for Step 8
FY10 and FY11 CONTRACTS UNSETTLED AT TIME OF PRINTING

POLICE DEPARTMENT									
Grade	Title	Fiscal Year	Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Service Step
P-3									
	SERGEANT	7/1/09 - 6/30/10		\$59,982.29	\$61,181.94	\$62,405.58			10 yrs+
		7/1/10 - 6/30/11		\$59,982.29	\$61,181.94	\$62,405.58			10 yrs+
P-4									
	OFFICER	7/1/09 - 6/30/10		\$44,794.50	\$47,187.41	\$50,405.28	\$51,413.38	\$52,441.64	10 yrs+
		7/1/10 - 6/30/11		\$44,794.50	\$47,187.41	\$50,405.28	\$51,413.38	\$52,441.64	10 yrs+
P-5									
	STUDENT OFFICER*	7/1/09 - 6/30/10	\$42,398.13						
		7/1/10 - 6/30/11	\$42,398.13						

* Student Officer moves to P-4, Step 1 salary rate upon successful completion of graduation from police academy in accordance with CH 41, Sec 96B

FY10 and FY11 CONTRACTS UNSETTLED AT TIME OF PRINTING

FIRE DEPARTMENT

Grade	Title	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5	Service Step
F-2	CAPTAIN NON-EMT	7/1/09 - 6/30/10	\$63,896.20					10 yrs+
		7/1/10 - 6/30/11	\$63,896.20					10 yrs+
	CAPTAIN EMT - B	7/1/09 - 6/30/10	\$68,049.46					10 yrs+
		7/1/10 - 6/30/11	\$68,049.46					10 yrs+
	CAPTAIN EMT - P	7/1/09 - 6/30/10	\$72,202.71					10 yrs+
		7/1/10 - 6/30/11	\$72,202.71					10 yrs+
F-3	LIEUTENANT NON-EMT	7/1/09 - 6/30/10	\$56,907.56					10 yrs+
		7/1/10 - 6/30/11	\$56,907.56					10 yrs+
	LIEUTENANT EMT - B	7/1/09 - 6/30/10	\$60,606.55					10 yrs+
		7/1/10 - 6/30/11	\$60,606.55					10 yrs+
	LIEUTENANT EMT - P	7/1/09 - 6/30/10	\$64,305.54					10 yrs+
		7/1/10 - 6/30/11	\$64,305.54					10 yrs+
F-4	FIREFIGHTER NON-EMT	7/1/09 - 6/30/10	\$41,165.72	\$43,492.45	\$45,815.75	\$48,940.12	\$49,918.91	10 yrs+
		7/1/10 - 6/30/11	\$41,165.72	\$43,492.45	\$45,815.75	\$48,940.12	\$49,918.91	10 yrs+
	FIREFIGHTER EMT - B	7/1/09 - 6/30/10	\$43,841.49	\$46,319.46	\$48,793.77	\$52,121.22	\$53,163.63	10 yrs+
		7/1/10 - 6/30/11	\$43,841.49	\$46,319.46	\$48,793.77	\$52,121.22	\$53,163.63	10 yrs+
	FIREFIGHTER EMT - P	7/1/09 - 6/30/10	\$46,517.27	\$49,146.47	\$51,771.80	\$55,302.34	\$56,408.37	10 yrs+
		7/1/10 - 6/30/11	\$46,517.27	\$49,146.47	\$51,771.80	\$55,302.34	\$56,408.37	10 yrs+

FY10 and FY11 CONTRACTS UNSETTLED AT TIME OF PRINTING

DEPARTMENT OF PUBLIC WORKS												
Grade	Title	Fiscal Year	Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step		
D-6	Senior Working Foreman Grounds Fields Foreman	7/1/09 - 6/30/10	Weekly	\$943.53	\$962.76	\$982.43	\$1,002.47	\$1,022.52	\$1,042.97	\$1,063.83	10 yrs+	\$1,085.11
		7/1/10 - 6/30/11	Weekly	\$943.53	\$962.76	\$982.43	\$1,002.47	\$1,022.52	\$1,042.97	\$1,063.83	10 yrs+	\$1,085.11
D-5	Cemetery Foreman Foreman Head Mechanic	7/1/09 - 6/30/10	Weekly	\$917.21	\$933.56	\$951.60	\$973.32	\$992.79	\$1,012.65	\$1,032.90	10 yrs+	\$1,053.56
		7/1/10 - 6/30/11	Weekly	\$917.21	\$933.56	\$951.60	\$973.32	\$992.79	\$1,012.65	\$1,032.90	10 yrs+	\$1,053.56
D-4	Sewer Operations Suprvsr	7/1/09 - 6/30/10	Weekly	\$857.61	\$875.12	\$891.14	\$916.04	\$934.36	\$953.05	\$972.11	10 yrs+	\$991.55
		7/1/10 - 6/30/11	Weekly	\$857.61	\$875.12	\$891.14	\$916.04	\$934.36	\$953.05	\$972.11	10 yrs+	\$991.55
D-3	Heavy Equip Op/Mechanic Heavy Equipment Oper Sewer Pump Operator	7/1/09 - 6/30/10	Weekly	\$798.00	\$816.65	\$830.67	\$858.75	\$875.92	\$893.44	\$911.31	10 yrs+	\$929.53
		7/1/10 - 6/30/11	Weekly	\$798.00	\$816.65	\$830.67	\$858.75	\$875.92	\$893.44	\$911.31	10 yrs+	\$929.53
D-2	Operator-Laborer	7/1/09 - 6/30/10	Weekly	\$757.55	\$770.20	\$791.61	\$810.00	\$826.19	\$842.71	\$859.56	10 yrs+	\$876.75
		7/1/10 - 6/30/11	Weekly	\$757.55	\$770.20	\$791.61	\$810.00	\$826.19	\$842.71	\$859.56	10 yrs+	\$876.75
D-1	Building Custodian	7/1/09 - 6/30/10	Weekly	\$658.22	\$680.93	\$705.63	\$738.01	\$752.77	\$767.82	\$783.18	10 yrs+	\$798.84
		7/1/10 - 6/30/11	Weekly	\$658.22	\$680.93	\$705.63	\$738.01	\$752.77	\$767.82	\$783.18	10 yrs+	\$798.84

FY10 and FY11 CONTRACTS UNSETTLED AT TIME OF PRINTING

PART-TIME, SEASONAL AND OTHER POSITIONS		
July 1, 2010 - June 30, 2011		
DEPARTMENT / POSITION:	FY2010 SALARY 7/1/09 - 6/30/10	FY2011 SALARY 7/1/10 - 6/30/11
OFFICE OF THE TOWN CLERK		
Registrar of Voters	\$500 per year	\$500 per year
Election Warden	\$200 per day	\$200 per day
Election Clerk	\$180 per day	\$180 per day
Deputy Warden	\$150 per day	\$150 per day
Deputy Election Clerk	\$150 per day	\$150 per day
Deputy Election Inspector	\$150 per day	\$150 per day
INSPECTORS		
Inspector of Animals	\$500 per year	\$500 per year
Sealer of Weights and Measures	<i>vacant</i>	<i>vacant</i>
Assistant Plumbing, Wiring, Gas Inspectors	\$23.34 - \$29.71 per hour	\$23.34 - \$29.71 per hour
PUBLIC SAFETY		
Assistant Animal Control Officer	\$13.46 - \$18.07	\$13.46 - \$18.07
Fire Alarm Maintenance Specialist	\$27.92 per hour	\$27.92 per hour
Fire Apparatus Maintenance Specialist	\$27.92 per hour	\$27.92 per hour
Fire EMS Coordinator	\$1550 per year	\$1550 per year
Fire Training Officer	\$1550 per year	\$1550 per year
Police Matron	\$21.42 per hour	\$21.42 per hour
Traffic Supervisors:*		
Level 1	\$15.85 per hour	\$15.85 per hour
Level 2	\$17.09 per hour	\$17.09 per hour
Level 3	\$18.32 per hour	\$18.32 per hour
*FY11 CONTRACTS UNSETTLED AT TIME OF PRINTING		
RECREATION		
Coach / Specialized Instructor	\$9.57 - \$30.72 per hour	\$9.57 - \$30.72 per hour
Lifeguard	\$8.25 - \$18.44 per hour	\$8.25 - \$18.44 per hour
Recreation Assistant	\$8.25 - \$18.44 per hour	\$8.25 - \$18.44 per hour
Recreation Attendant	\$8.25 - \$15.22 per hour	\$8.25 - \$15.22 per hour
Recreation Instructor	\$8.25 - \$22.15 per hour	\$8.25 - \$22.15 per hour
Recreation Supervisor	\$9.30 - \$30.72 per hour	\$9.30 - \$30.72 per hour
MISCELLANEOUS POSITIONS		
Board / Commission Secretary	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
Engineering Intern	\$12.95 - \$16.00 per hour	\$12.95 - \$16.00 per hour
Seasonal Laborer - Highway	\$11.15 - \$12.77 per hour	\$11.15 - \$12.77 per hour
Temporary Support Staff	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
Town Counsel	\$83.00 per hour	\$83.00 per hour
Veterans Agent	\$1200 per year	\$1200 per year
Veterans Service Director	\$1800 per year	\$1800 per year

**Appendix B.
Salary Schedule for School Employees**

ADMINISTRATION

Superintendent	FY '10	\$ 162,089
	FY '09	\$ 162,089
Director of Business and Finance	FY '10	\$ 113,000
	FY '09	\$ 110,000
Director of Curriculum and Instruction	FY '10	\$ 138,954
	FY '09	\$ 135,954

PRINCIPALS

Senior High School	FY '10	\$ 137,155
	FY '09	\$134,466
Middle School	FY '10	\$ 115,719
	FY '09	\$ 114,389
Elementary	FY '10	\$99,758/\$116,243
	FY '09	\$99,758/\$111,729

NURSES

Step		Teachers Scale RN w/ Bachelors	Teachers Scale RN w/ Master's
A	FY '09	\$ 40,849	\$ 42,210
A	FY '10	\$ 41,203	\$ 42,577
B	FY '09	\$ 41,401	\$ 43,382
B	FY '10	\$ 42,851	\$ 44,280
4	FY '09	\$ 43,415	\$ 45,913
4	FY '10	\$ 44,565	\$ 46,051
5	FY '09	\$ 46,057	\$ 48,558
5	FY '10	\$ 46,348	\$ 47,893
6	FY '09	\$ 48,141	\$ 50,636
6	FY '10	\$ 48,202	\$ 49,809
7	FY '09	\$ 50,224	\$ 52,726
7	FY '10	\$ 50,130	\$ 51,801
8	FY '09	\$ 51,890	\$ 54,392
8	FY '10	\$ 52,135	\$ 53,873
9	FY '09	\$ 54,593	\$ 57,098
9	FY '10	\$ 54,220	\$ 56,028
10	FY '09	\$ 56,476	\$ 58,978
10	FY '10	\$ 56,389	\$ 58,270
11	FY '09	\$ 58,558	\$ 61,265
11	FY '10	\$ 58,645	\$ 60,600
12	FY '09	\$ 60,642	\$ 63,565
12	FY '10	\$ 60,991	\$ 63,024
13	FY '09	\$ 61,897	\$ 66,785
13	FY '10	\$ 63,430	\$ 65,545
14	FY '09	\$ 63,146	\$ 70,018
14	FY '10	\$ 65,967	\$ 68,167
15	FY '09	\$ 68,822	\$ 76,273
15	FY '10	\$ 70,113	\$ 77,704

FY11 figures not available. Contracts not settled.

Appendix B.
Salary Schedules for School Employees
(Continued)

Teachers

Year	Step	Bachelor	B+15	Masters	M+15	M+30	M+45	M+60	Doctorate
FY '09	A	40849	41643	42210	43623	45902	47986	50065	56860
FY '10	A	41203	42004	42577	44001	46301	48402	50499	57353
FY '09	B	41401	42592	43382	44614	47117	49196	51282	58074
FY '10	B	42851	43684	44280	45761	48153	50338	52519	59647
FY '09	4	43415	44661	45913	47370	49869	51959	54039	60834
FY '10	4	44565	45432	46051	47591	50079	52352	54620	62033
FY '09	5	46057	47511	48558	50011	52519	54593	56267	63061
FY '10	5	46348	47249	47893	49495	52082	54446	56805	64514
FY '09	6	48141	49598	50636	52100	54593	56683	58767	65560
FY '10	6	48202	49139	49809	51475	54166	56623	59077	67095
FY '09	7	50224	51684	52726	54181	56683	58348	60849	67640
FY '10	7	50130	51104	51801	53534	56332	58888	61440	69779
FY '09	8	51890	53344	54392	55848	58348	60432	62515	69308
FY '10	8	52135	53148	53873	55675	58586	61244	63897	72570
FY '09	9	54593	56057	57098	58767	61061	63352	65228	72021
FY '10	9	54220	55274	56028	57902	60929	63694	66453	75473
FY '09	10	56476	57513	58978	60431	62937	65018	67097	73891
FY '10	10	56389	57485	58270	60218	63366	66241	69111	78492
FY '09	11	58558	59547	61265	62515	65433	67097	69189	75981
FY '10	11	58645	59785	60600	62627	65901	68891	71876	81631
FY '09	12	60642	62515	63565	65018	67934	69567	71689	78482
FY '10	12	60991	62176	63024	65132	68537	71647	74751	84896
FY '09	13	61897	63863	66785	68461	70746	72708	74818	81613
FY '10	13	63430	64663	65545	67738	71278	74513	77741	88292
FY '09	14	63146	65211	70018	71899	73564	75856	77935	84731
FY '10	14	65967	67250	68167	70447	74129	77493	80851	91824
FY '09	15	68822	70737	76273	78399	80106	82457	84586	91534
FY '10	15	70113	72064	77704	79870	81609	84005	86173	93251

FY11 figures not available. Contract not settled.

Appendix B.
Salary Schedule for School Employees
(Continued)

Administrative Assistants

	Step	1	2	3	4	5
Classification 1	FY '10	\$ 802.40	\$ 886.80	\$ 941.20	\$ 976.80	\$1,012.80
	FY '09	\$ 779.20	\$ 861.20	\$ 914.00	\$ 948.40	\$ 983.20
Classification 2	FY '10	\$ 757.60	\$ 835.60	\$ 884.80	\$ 920.80	\$ 956.80
	FY '09	\$ 735.60	\$ 811.20	\$ 858.80	\$ 894.00	\$ 928.80
Classification 3	FY '10	\$ 736.40	\$ 802.40	\$ 849.60	\$ 885.20	\$ 921.20
	FY '09	\$ 714.80	\$ 779.20	\$ 824.80	\$ 859.20	\$ 894.40
Classification 4	FY '10	\$ 696.80	\$ 760.40	\$ 805.20	\$ 840.80	\$ 876.40
	FY '09	\$ 676.40	\$ 738.00	\$ 781.60	\$ 816.40	\$ 851.20
Longevity	FY '10 '09	Five Years		\$12.00/wk		
		Ten Years		\$18.00/wk		
		Fifteen Years		\$20.00/wk		
		Twenty Years		\$22.00/wk		
		Twenty five Years		\$24.00/wk		
		Thirty Years		\$26.00/wk		

SCHOOL CUSTODIANS

	Step	1	2	3	4	5	6
Jr. Building Custodian	FY '09	623.60	657.20	680.80	716.80	750.80	796.40
	FY '10	623.60	657.20	680.80	716.80	750.80	796.40
Head Grounds	FY '09	654.80	692.00	715.20	751.60	786.40	833.20
	FY '10	654.80	692.00	715.20	751.60	786.40	833.20
Sr. Building Custodian or Maintenance	FY '09	681.20	721.20	744.40	780.00	816.80	864.00
	FY '10	681.20	721.20	744.40	780.00	816.80	864.00

Night differential of \$0.55 / hour where applicable

Director of Operations

FY '10	\$ 76,875
FY '09	\$ 75,000

FY11 figures not available. Contracts not settled.

Appendix B.
Salary Schedule for School Employees
(Continued)

CAFETERIA EMPLOYEES

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lead Cook	FY '10	\$ 11.66	\$ 12.61	\$ 13.34	\$ 14.37	\$ 15.28	\$ 15.88
	FY '11	\$ 12.01	\$ 12.98	\$ 13.73	\$ 14.79	\$ 15.73	\$ 16.35
Cooks	FY '10	\$ 11.41	\$ 12.36	\$ 13.09	\$ 14.12	\$ 15.03	\$ 15.63
	FY '11	\$ 11.76	\$ 12.73	\$ 13.48	\$ 14.54	\$ 15.48	\$ 16.10
General Kitchen	FY '10	\$ 10.51	\$ 11.66	\$ 12.36	\$ 13.36	\$ 14.27	\$ 14.90
	FY '11	\$ 10.83	\$ 12.01	\$ 12.73	\$ 13.76	\$ 14.70	\$ 15.35

Seniority	FY '10	FY '11	Ten Years	\$ 1.63 per hour
			Fifteen Years	\$ 2.00 per hour
			Twenty Years	\$ 2.10 per hour

INSTRUCTIONAL ASSISTANTS

	Step 1	Step 2	Step 3	Step 4	Step 5
FY'11	13.81	14.55	15.28	16.12	16.94
FY'10	13.54	14.26	14.95	15.81	16.61

Seniority	FY '11	FY '10	Five years	\$1.10 per hour
			Ten years	\$2.10 per hour
			Fifteen years	\$3.10 per hour
			Twenty years	4.10 per hour

Appendix C

Salary Schedule for Elected Town Officers Fiscal Year July 1, 2010 – June 30, 2011

<i>Position</i>	<i>Fiscal Year 2010 Salary</i>	<i>Fiscal Year 2011 Salary</i>
<i>Town Clerk (Full Time)</i>	\$61,000	\$61,000
<i>Part Time Positions</i>		
<i>Assessor</i>	\$1,800	\$1,800
<i>Selectman</i>	\$2,000	\$2,000
<i>Sewer Commissioner</i>	\$1,800	\$1,800
<i>Tax Collector</i>	\$4,000	\$4,000
<i>Town Treasurer</i>	\$4,000	\$4,000

Appendix D
Proposed FY2011 Departmental Salary/Expense Budgets

Description	Expended FY2009	Current FY2010 Budget	Proposed FY2011 Budget	\$ Change FY11 vs FY10 vs	% Change FY11 vs FY10	Funding Source
Selectmen Department						
1. Salaries	392,876	397,732	400,275	2,543	0.6%	Taxation
2. Expenses	42,399	50,000	47,457	(2,543)	-5.1%	Taxation
	<u>435,276</u>	<u>447,732</u>	<u>447,732</u>	<u>0</u>	<u>0.0%</u>	
Finance Commission						
3. Salary	33,287	33,389	33,414	25	0.1%	Taxation
4. Expenses	21,901	22,038	22,013	(25)	-0.1%	Taxation
	<u>55,188</u>	<u>55,427</u>	<u>55,427</u>	<u>0</u>	<u>0.0%</u>	
Accounting Department						
5. Salaries	162,636	168,885	169,791	906	0.5%	Taxation
6. Expenses	3,904	4,800	4,800	0	0.0%	Taxation
	<u>166,539</u>	<u>173,685</u>	<u>174,591</u>	<u>906</u>	<u>0.5%</u>	
Audit - School & Municipal Financials						
7. Expenses	46,290	50,000	52,500	2,500	5.0%	Taxation
Assessors Department						
8. Salaries	164,447	165,637	166,685	1,048	0.6%	Taxation
9. Expenses	36,671	21,450	20,400	(1,050)	-4.9%	Taxation
	<u>201,118</u>	<u>187,087</u>	<u>187,085</u>	<u>(2)</u>	<u>0.0%</u>	
Treasurer's Department						
10. Salary	78,524	78,670	78,695	25	0.0%	Taxation
11. Expenses	6,635	15,130	15,105	(25)	-0.2%	Taxation
	<u>85,160</u>	<u>93,800</u>	<u>93,800</u>	<u>0</u>	<u>0.0%</u>	
Collector's Department						
12. Salaries	95,104	99,180	101,040	1,860	1.9%	Taxation
13. Expenses	66,641	66,950	73,850	6,900	10.3%	\$32,500 Amb.Receipts/Taxation
	<u>161,746</u>	<u>166,130</u>	<u>174,890</u>	<u>8,760</u>	<u>5.3%</u>	
Legal Department						
14. Salary	86,610	86,645	86,670	25	0.0%	Taxation
15. Expenses	112,337	123,500	123,475	(25)	0.0%	Taxation
	<u>198,947</u>	<u>210,145</u>	<u>210,145</u>	<u>0</u>	<u>0.0%</u>	
Personnel Board						
16. Salary	113,962	129,319	134,167	4,848	3.7%	Taxation
17. Expenses	17,798	8,395	8,395	0	0.0%	Taxation
	<u>131,761</u>	<u>137,714</u>	<u>142,562</u>	<u>4,848</u>	<u>3.5%</u>	
Information Systems Department						
18. Salaries	203,341	207,597	208,001	404	0.2%	Taxation
19. Expenses	210,000	207,812	217,812	10,000	4.8%	Taxation
	<u>413,341</u>	<u>415,409</u>	<u>425,813</u>	<u>10,404</u>	<u>2.5%</u>	

**Appendix D
Proposed FY2011 Departmental Salary/Expense Budgets**

Description	Expended FY2009	Current FY2010 Budget	Proposed FY2011 Budget	\$ Change FY11 vs FY10 vs	% Change FY11 vs FY10	Funding Source
Town Clerk Department						
20. Salaries	126,083	131,212	130,939	(273)	-0.2%	Taxation
21. Expenses	40,007	45,000	51,242	6,242	13.9%	Taxation
	166,090	176,212	182,181	5,969	3.4%	
Conservation Commission						
22. Salary	38,384	39,749	39,774	25	0.1%	\$17,000 Consv. Receipts/ Taxation
23. Expenses	2,750	5,450	5,425	(25)	-0.5%	
	41,134	45,199	45,199	0	0.0%	
Planning Board						
24. Salaries	40,816	90,490	90,490	0	0.0%	Taxation
25. Expenses	3,288	3,715	3,715	0	0.0%	Taxation
	44,104	94,205	94,205	0	0.0%	
Zoning Board of Appeals						
26. Salaries	23,114	23,638	24,136	498	2.1%	Taxation
27. Expenses	828	2,865	2,367	(498)	-17.4%	Taxation
	23,942	26,503	26,503	0	0.0%	
Economic Development Task Force						
28. Salaries	31,216	70,581	81,700	11,119	15.8%	Taxation
29. Expenses	200	3,800	1,400	(2,400)	-63.2%	Taxation
	31,416	74,381	83,100	8,719	11.7%	
Outside Professional Services						
30. Expenses	36,106	38,000	38,000	0	0.0%	Taxation
Mass Housing Partnership						
31. Expenses	14,826	15,000	15,000	0	0.0%	Taxation
Housing Authority						
32. Expenses	10,000	10,000	10,000	0	0.0%	Taxation
Communications Systems						
33. Expenses	115,568	121,000	121,000	0	0.0%	Taxation
Training/Professional Development						
34. Expenses	7,379	6,000	7,500	1,500	25.0%	Taxation
Total General Government	2,385,931	2,543,629	2,587,233	43,604	1.7%	

Appendix D
Proposed FY2011 Departmental Salary/Expense Budgets

Description	Expended FY2009	Current FY2010 Budget	Proposed FY2011 Budget	\$ Change FY11 vs FY10 vs	% Change FY11 vs FY10	Funding Source
Police Department						
35. Salaries	2,618,944	2,500,900	2,500,900	0	0.0%	Taxation
36. Expenses	196,111	217,150	217,150	0	0.0%	Taxation
	<u>2,815,055</u>	<u>2,718,050</u>	<u>2,718,050</u>	<u>0</u>	<u>0.0%</u>	
37. Public Safety Funding	136,475	166,944	166,944	0	0.0%	Taxation
Auxiliary Police/Civil Defense						
38. Expenses	0	2,000	2,000	0	0.0%	Taxation
	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0.0%</u>	
Animal Control						
39. Salary	41,718	41,927	41,927	0	0.0%	Taxation
40. Expenses	6,078	7,500	7,500	0	0.0%	Taxation
	<u>47,796</u>	<u>49,427</u>	<u>49,427</u>	<u>0</u>	<u>0.0%</u>	
Fire Department						
41. Salaries	2,379,720	2,393,239	2,393,239	0	0.0%	\$304,000 Amb. Receipts/Taxation
42. Expenses	174,846	174,950	174,950	0	0.0%	\$40,000 Amb. Receipts/Taxation
	<u>2,554,567</u>	<u>2,568,189</u>	<u>2,568,189</u>	<u>0</u>	<u>0.0%</u>	
Building Inspection Department						
43. Salaries	236,287	238,923	240,675	1,752	0.7%	Taxation
44. Expenses	24,770	34,950	33,450	(1,500)	-4.3%	Taxation
	<u>261,057</u>	<u>273,873</u>	<u>274,125</u>	<u>252</u>	<u>0.1%</u>	
Total Public Safety	5,814,950	5,778,483	5,778,735	252	0.0%	

**Appendix D
Proposed FY2011 Departmental Salary/Expense Budgets**

Description	Expended FY2009	Current FY2010 Budget	Proposed FY2011 Budget	\$ Change FY11 vs FY10 vs	% Change FY11 vs FY10	Funding Source
Department of Public Works						
45. Salaries - admin	178,007	181,917	182,795	878	0.5%	Taxation
46. Salaries - operations	1,386,658	1,284,473	1,283,595	(878)	-0.1%	\$10,000 Perp Care/Taxation
47. Expenses	414,327	415,500	415,500	0	0.0%	Taxation
	1,978,992	1,881,890	1,881,890	0	0.0%	
Building Maintenance						
48. Salaries				0		
48. Expenses	579,894	601,470	601,470	0	0.0%	Taxation
		601,470	601,470	0	0.0%	
Municipal & School						
49. Field Maintenance	120,195	112,044	112,044	0	0.0%	Taxation
50. Snow & Ice	618,941	250,000	250,000	0	0.0%	Taxation
51. Street Lighting/ Traffic Light Maint	132,702	140,000	121,000	(19,000)	-13.6%	Taxation
52. Waste Collection/Disposal Expenses	1,172,913	1,275,000	1,225,000	(50,000)	-3.9%	Taxation
Total Public Works	4,603,637	4,260,404	4,191,404	(69,000)	-1.6%	
Health Department						
53. Salaries	174,178	174,750	175,356	606	0.3%	Taxation
54. Expenses	9,615	10,200	9,650	(550)	-5.4%	Taxation
	183,793	184,950	185,006	56	0.0%	
55. Outside Health Agencies	11,756	14,316	14,316	0	0.0%	Taxation
56. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
Council On Aging						
57. Salaries	193,836	192,983	197,415	4,432	2.3%	Taxation
58. Expenses	22,941	25,535	25,535	0	0.0%	Taxation
	216,777	218,518	222,950	4,432	2.0%	
Youth and Family Services Commission						
59. Salaries	149,750	154,285	154,285	0	0.0%	Taxation
60. Expenses	15,282	15,282	15,282	0	0.0%	Taxation
	165,032	169,567	169,567	0	0.0%	
Veterans Services Department						
61. Salaries	24,093	25,185	25,623	438	1.7%	Taxation
62. Expenses	73,781	60,800	83,800	23,000	37.8%	Taxation
	97,874	85,985	109,423	23,438	27.3%	
Total Human Services	675,232	673,836	701,762	27,926	4.1%	

Appendix D
Proposed FY2011 Departmental Salary/Expense Budgets

Description	Expended FY2009	Current FY2010 Budget	Proposed FY2011 Budget	\$ Change FY11 vs FY10 vs	% Change FY11 vs FY10	Funding Source
Public Library						
63. Salaries	736,936	742,527	747,839	5,312	0.7%	Taxation
64. Expenses	212,187	208,801	203,489	(5,312)	-2.5%	Taxation
65. Lost Books	924	850	850	0	0.0%	Taxation
	<u>950,047</u>	<u>952,178</u>	<u>952,178</u>	<u>0</u>	<u>0.0%</u>	
Recreation Department						
66. Salaries	234,541	232,725	234,621	1,896	0.8%	Taxation
67. Expenses	36,102	41,550	39,654	(1,896)	-4.6%	Taxation
	<u>270,643</u>	<u>274,275</u>	<u>274,275</u>	<u>0</u>	<u>0.0%</u>	
Memorial/Veteran's Day						
68. Expenses	4,446	6,700	6,700	0	0.0%	Taxation
Total Culture and Recreation	1,225,136	1,233,153	1,233,153	0	0.0%	
Other						
69. Operating Equipment & Projects	135,000	57,316	54,534	(2,782)	-4.9%	Taxation
			20,000			FY11 Items
			7,200			Police - Radio infrastructure
			12,000			Fire - Radio and replacement
			15,334			Fire - Rescue equipment
						Fire - Breathing apparatus
Total Other	135,000	57,316	54,534	(2,782)	-4.9%	
Total Municipal Budget	14,839,885	14,546,821	14,546,821	0	0.0%	

**Appendix D
Proposed FY2011 Departmental Salary/Expense Budgets**

Description	Expended FY2009	Current FY2010 Budget	Proposed FY2011 Budget	\$ Change FY11 vs FY10 vs	% Change FY11 vs FY10	Funding Source
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Fixed Costs Budgets - School and Municipal

Municipal Employee Benefits/Costs

Retirement Assessment	1,494,903	1,630,909	1,692,885	61,976	3.8%	Taxation
Non-Contrib Pension	54,740	56,383	58,076	1,693	3.0%	Taxation
Worker's Compensation	53,267	65,827	65,827	0	0.0%	Taxation
Unemployment Compensation	9,966	12,000	12,000	0	0.0%	Taxation
Health Insurance	1,221,530	1,170,513	1,250,107	79,594	6.8%	Taxation
Life Insurance	3,012	4,200	4,200	0	0.0%	Taxation
Pre-Hire/EAP/Payroll	65,737	74,244	75,331	1,087	1.5%	Taxation
Public Safety Medical/111F ins	56,270	54,064	63,326	9,262	17.1%	Taxation
Medicare Part B Refund	32,246	35,100	53,365	18,265	52.0%	Taxation
Social Security Tax	8,433	23,000	15,000	(8,000)	-34.8%	Taxation
Medicare Payroll Tax	132,319	124,178	142,842	18,664	15.0%	Taxation
OPEB			8,000	8,000	#DIV/0!	Taxation
Municipal Employee Benefits/Costs	3,132,424	3,250,418	3,440,959	182,541	5.9%	

School Employee Benefits/Costs

Retirement Assessments	640,283	698,514	725,058	26,544	3.8%	Taxation
Worker's Compensation	103,459	139,779	139,779	0	0.0%	Taxation
Unemployment Compensation	59,845	75,000	75,000	0	0.0%	Taxation
Health Insurance	2,751,730	3,402,412	3,633,776	231,364	6.8%	Taxation
Life Insurance	6,203	7,550	7,550	0	0.0%	Taxation
EAP/Payroll service	17,541	21,226	22,293	1,067	5.0%	Taxation
Medicare Part B Refund	83,338	90,150	120,672	30,522	33.9%	Taxation
Social Security Tax	13,137	30,000	18,000	(12,000)	-40.0%	Taxation
Medicare Payroll Tax	338,370	363,380	381,549	18,169	5.0%	Taxation
OPEB			12,000	12,000		Taxation
School Employee Benefits/Costs	4,013,904	4,828,011	5,135,677	307,666	6.4%	

70. **Total Benefits/Costs** 7,146,328 8,078,429 8,576,636 498,207 6.2%

Insurance/Reserves

Comprehensive And Liability Insurance - School & Municipal

71. Expenses	317,418	402,000	402,000	0	0.0%	Taxation
72. Energy/Utility Reserve Fund*	0	225,000	225,000	0	0.0%	\$110,000 Free Cash/Taxation
73. Special Town Mtg/Charter Review	0	25,000	25,000	0	0.0%	Taxation
74. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
Total Ins./Reserve	317,418	1,052,000	1,052,000	0	0.0%	

Total Fixed Costs Budget	7,463,746	9,130,429	9,628,636	498,207	5.5%	
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Reserve Accounts - Actual expenditures are shown in the budgets to which transfers were made.

* This energy reserve account has been established in order to handle FY10/FY11 utility costs.

This reserve fund budget will be transferred if needed to the respective budgets upon vote by the Board of Selectmen .

Debt Service Budget

Municipal Related						
75. Debt Service	862,545	744,525	716,426	(28,099)	-3.8%	Taxation
School Related						
76. Debt Service	5,498,300	5,382,816	5,183,172	(199,644)	-3.7%	\$2,760,163 sch bld reimb/\$29,662 Bond Premium/Taxation
Total Debt Budget	6,360,845	6,127,341	5,899,598	(227,743)	-3.7%	

FY11 Debt Change

Change in Debt within Prop 2 1/2	(\$93,056)
Change in Debt-outside Prop 2 1/2	(\$134,687)
Total Debt Change	(\$227,743)

**Appendix D
Proposed FY2011 Departmental Salary/Expense Budgets**

Description	Expended FY2009	Current FY2010 Budget	Proposed FY2011 Budget	\$ Change FY11 vs FY10 vs	% Change FY11 vs FY10	Funding Source
Westwood Public Schools						
Salaries		24,979,061	26,037,631	1,058,570	4.2%	
Expenses		7,509,623	6,451,055	(1,058,568)	-14.1%	
77. School salaries & exps	32,396,076	32,488,684	32,488,686	2	0.0%	Taxation
78. Blue Hills Regional School	173,379	173,379	185,683	12,304	7.1%	Taxation
Crossing Guards						
79. Salaries	89,011	101,667	99,226	(2,441)	-2.4%	Taxation
80. Expenses	3,186	4,900	4,900	0	0.0%	Taxation
	92,197	106,567	104,126	(2,441)	-2.3%	
Total School Budgets	32,661,652	32,768,630	32,778,495	9,865	0.0%	

Sewer Enterprise

81. Salaries	311,623	336,040	336,040	0	0.0%	Sewer Enterprise Funds
82. Expenses	115,039	116,900	116,900	0	0.0%	Sewer Enterprise Funds
83. Pumping Stations	141,309	150,900	150,900	0	0.0%	Sewer Enterprise Funds
84. MWRA Assessment	1,964,562	2,114,039	2,157,463	43,424	2.1%	Sewer Enterprise Funds
85. Mandated Inspections	116,827	120,000	120,000	0	0.0%	Sewer Enterprise Funds
Indirect Costs	290,978	0	0	0	#DIV/0!	Sewer Enterprise Funds
86. Sewer Debt & Int	438,777	311,873	305,053	(6,820)	-2.2%	Sewer Enterprise Funds
87. System Ext./Repairs	25,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds

Total Sewer Enterprise**	3,404,116	3,174,752	3,211,356	36,604	1.2%	Note: Sewer revenue will be operating budget + \$290,978 for indirect costs - total \$3,502,334.
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Total Operating Budget	64,730,244	65,747,973	66,064,906	316,933	0.5%	
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Exhibit 1
FY'10 vs. FY '11 Budget Summary by Major Category

	FY'10 Appropriation	FY'11 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
I. INSTRUCTIONAL				
Salary	\$ 23,245,109	\$ 23,690,487	\$ 445,378	1.92%
Non-Salary	2,283,262	2,095,848	(187,414)	-8.21%
<i>Instructional Sub-total</i>	\$ 25,528,371	\$ 25,786,335	\$ 257,964	1.01%
II. CENTRAL ADMINISTRATION				
Salary	859,758	\$ 861,649	\$ 1,891	0.22%
Non-Salary	260,975	260,975	-	0.00%
<i>Administration Sub-total</i>	\$ 1,120,733	\$ 1,122,624	\$ 1,891	0.17%
III. OPERATIONS				
Salary	1,449,778	\$ 1,485,495	\$ 35,717	2.46%
Non-Salary	2,260,295	2,251,503	(8,792)	-0.39%
<i>Operations Sub-total</i>	\$ 3,710,073	\$ 3,736,997	\$ 26,924	0.73%
Sub-Total Sections I.-III.	\$ 30,359,177	\$ 30,645,956	\$ 286,779	0.94%
IV. SPED TUITION AND TRANSP.				
Out-of-district Tuition	1,458,699	\$ 1,208,699	\$(250,000)	-17.14%
Sped Transportation	670,810	634,031	\$(36,779)	-5.48%
<i>Spec. Ed. Tuition and Transp. Sub-total</i>	\$ 2,129,509	\$ 1,842,730	\$(286,779)	-13.47%
Sub-Total Section IV.	\$ 2,129,509	\$ 1,842,730	\$(286,779)	-13.47%
TOTAL OPERATING BUDGET	\$ 32,488,686	\$ 32,488,686	\$ (0)	0.00%



**Westwood Records
Special Town Meeting March 8, 2010**

The meeting was called to order at 7:38 p.m. by Moderator, Anthony J. Antonellis who declared the presence of a quorum. The Return on Warrant was read, after which all stood for the Pledge of Allegiance to the Flag.

ARTICLE 1

The Finance Commission recommended and the Town voted unanimously to renumber and recaption the General Bylaws of the Town by (a) assigning a chapter number to each of the General Bylaws; (b) renumbering each section of each bylaw accordingly; (c) inserting chapter, article and section titles; and (d) updating internal references to reflect the new numbering system, all as set forth in the document on file in the office of the Town Clerk titled "Code of the Town of Westwood Massachusetts" dated January 2010.

ARTICLE 2

The Finance Commission recommended and the Town voted unanimously to appropriate by transfer from available funds the sum of Three Hundred Thirty-Three Thousand Dollars (\$333,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Ambulance Receipts	\$333,000	Ambulance Purchase/Ambulance Equipment	\$333,000
Total	\$333,000	Total	\$333,000

ARTICLE 3

The Finance Commission recommended and the Town voted unanimously to rescind the \$1,000,000 balance of the \$4,500,000 authorized by vote of the Town under Article 20 of the Warrant at the May 5, 2008 Town Meeting to pay costs of purchasing and installing modular classrooms at the Thurston Middle School, which amount is no longer needed to pay costs of completing the project for which it was approved, or to take any other action relative thereto.

ARTICLE 4

The Finance Commission recommended and the town voted by a 2/3 vote declared by the Moderator to borrow the sum of Nine Million Three Hundred Thousand Dollars (\$9,300,000) to construct and equip a new Westwood Public Library, and for the payment of all other costs necessary and incidental thereto, and to authorize the Library Trustees to apply for and accept any State or Federal grant or assistance, or both, that may be available for this project, said appropriation to be contingent upon a vote of the Town by ballot on April 27, 2010 which vote will exempt the amounts required to repay any bonds or notes issued for this purpose from the limitations of Proposition 2 1/2, or to take any other action relative thereto.

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 10:45 p.m.

Attest:

Dorothy A. Powers

Dorothy A. Powers
Town Clerk

THE COMMONWEALTH OF MASSACHUSETTS SPECIAL STATE ELECTION

TOWN OF WESTWOOD

TUESDAY, JANUARY 19, 2010

SENATOR IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	0.00%
SCOTT P. BROWN - Republican 70 Hayden Woods, Wrentham	1144	1125	1083	1123	4475	59.75%
MARTHA COAKLEY - Democrat 46 Coolidge Road, Medford	760	798	811	594	2963	39.56%
JOSEPH L. KENNEDY - Liberty 20 Hyde Park Street, Dedham	13	7	9	18	47	0.63%
Write-ins	1	0	0	4	5	0.07%
TOTAL	1918	1930	1903	1739	7490	100%

Precinct	Registered	Voted	Percent
1	2,561	1918	74.89%
2	2,573	1930	75.01%
3	2,563	1903	74.25%
4	2,442	1739	71.21%

TOTAL PERCENTAGE OF VOTERS: 73.84%

2010 ANNUAL TOWN ELECTION

Town of Westwood

Tuesday, April 27, 2010

ASSESSOR - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	200	266	276	176	918	33.80%
MICHAEL P. KRONE 38 Storrow Circle-Candidate for re-election	418	529	508	332	1787	65.80%
Miscellaneous Write-ins	2	1	6	2	11	0.41%
TOTAL	620	796	790	510	2716	100%
HOUSING AUTHORITY - For Five Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	213	267	296	186	962	35.42%
JERROLD B. WOLFE 39 Hoover Avenue-Candidate for re-election	405	526	490	322	1743	64.18%
Miscellaneous Write-ins	2	3	4	2	11	0.41%
TOTAL	620	796	790	510	2716	100%
LIBRARY TRUSTEE - For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	398	533	597	386	1914	35.24%
KAREN A. COFFEY 390 Weatherbee Drive-Candidate for re-election	413	533	508	355	1809	33.30%
ERIC N. GUTTERSON 9 Salisbury Drive-Candidate for re-election	427	525	474	276	1702	31.33%
Miscellaneous Write-ins	2	1	1	3	7	0.13%
TOTAL	1240	1592	1580	1020	5432	100%
MODERATOR - For One Year (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	165	221	231	160	777	29%
ANTHONY J. ANTONELLIS 21 Gay Street-Candidate for re-election	451	573	553	347	1924	71%
Miscellaneous Write-ins	4	2	6	3	15	1%
TOTAL	620	796	790	510	2716	100%
PLANNING BOARD - For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	447	600	667	454	2168	39.91%
BRUCE H. MONTGOMERY 89 Highview Street-Candidate for re-election	383	484	457	284	1608	29.60%
JOHN J. WIGGIN 55 Gloucester Road	406	507	452	279	1644	30.27%
Miscellaneous Write-ins	4	1	4	3	12	0.22%
TOTAL	1240	1592	1580	1020	5432	100%
PLANNING BOARD - For One Year (to fill a vacancy) (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	226	303	328	205	1062	39.10%
CAROL E. CHAFETZ 120 Birch Tree Drive	392	492	461	303	1648	60.68%
Miscellaneous Write-ins	2	1	1	2	6	0.22%
TOTAL	620	796	790	510	2716	100%
SCHOOL COMMITTEE - For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	247	251	334	196	1028	18.92%
JOHN J. O'BRIEN JR. 91 Hawktree Drive-Candidate for re-election	324	425	367	341	1457	26.82%
JOHN J. CUMMINGS III 4 Chickadee Lane	236	318	354	165	1073	19.75%
CAROL LEWIS 47 Ellis Street	372	480	452	201	1505	27.71%
STEVEN W. MAGGIACOMO 11 Westdale Road	61	118	72	116	367	6.76%
Miscellaneous Write-ins	0	0	1	1	2	0.04%
TOTAL	1240	1592	1580	1020	5432	100%

SELECTMAN - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	172	216	235	170	793	29.20%
PATRICK J. AHEARN 103 Church Street-candidate for re-election	443	576	550	336	1905	70.14%
Miscellaneous Write-ins	5	4	5	4	18	0.66%
TOTAL	620	796	790	510	2716	100%
SEWER COMMISSIONER - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	177	172	205	86	640	23.56%
JAMES M. CONNORS 44 Whitney Avenue	295	434	358	178	1265	46.58%
JASON C. LEE 69 Endicott Street	148	189	224	239	800	29.46%
Miscellaneous Write-ins	0	1	3	7	11	0.41%
TOTAL	620	796	790	510	2716	100%
TOWN CLERK - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	144	187	213	110	654	24.08%
DOROTHY A. POWERS 9 Hedgerow Lane-Candidate for re-election	471	605	576	399	2051	75.52%
Miscellaneous Write-ins	5	4	1	1	11	0.41%
TOTAL	620	796	790	510	2716	100%

Question: Shall the Town of Westwood be allowed to exempt from the provisions of Proposition two and one-half, so called, the amounts required to pay the principal of and interest on the \$9,300,000 bond issued in order to construct and equip a new Westwood Public Library, and for the payment of all other costs necessary and incidental thereto?

	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Total	Percent
Blanks	84	113	121	88	406	14.95%
YES VOTE	363	443	453	221	1480	54.49%
NO VOTE	173	240	216	201	830	30.56%
TOTAL	620	796	790	510	2716	100%

	No. of Voters Registered	No. of Voters Who Voted	Percent
Precinct 1	2,573	620	24%
Precinct 2	2,582	796	31%
Precinct 3	2,550	790	31%
Precinct 4	2,428	510	21%
TOTAL	10,133	2716	27%

A true copy Attest:

Dorothy A. Powers
Town Clerk

**THE COMMONWEALTH OF MASSACHUSETTS STATE PRIMARY
TOWN OF WESTWOOD
TUESDAY, SEPTEMBER 14, 2010
Official Results**

DEMOCRATIC PARTY						
GOVERNOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	124	150	121	188	583	34.21%
DEVAL L. PATRICK	287	290	309	208	1094	64.20%
All Other Votes	7	4	5	11	27	1.58%
TOTAL	418	444	435	407	1704	100%
LIEUTENANT GOVERNOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	130	146	126	167	569	33.39%
TIMOTHY P. MURRAY	288	297	308	240	1133	66.49%
All Other Votes	0	1	1	0	2	0.12%
TOTAL	418	444	435	407	1704	100%
ATTORNEY GENERAL	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	126	146	109	152	533	31.28%
MARTHA COAKLEY	287	293	324	250	1154	67.72%
All Other Votes	5	5	2	5	17	1.00%
TOTAL	418	444	435	407	1704	100%
SECRETARY OF STATE	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	124	138	109	144	515	30.22%
WILLIAM FRANCIS GALVIN	294	304	324	263	1185	69.54%
All Other Votes	0	2	2	0	4	0.23%
TOTAL	418	444	435	407	1704	100%
TREASURER	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	59	63	57	63	242	14.20%
STEVEN GROSSMAN	237	238	241	194	910	53.40%
STEPHEN J. MURPHY	122	143	137	150	552	32.39%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	418	444	435	407	1704	100%
AUDITOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	82	91	69	90	332	19.48%
SUZANNE M. BUMP	176	171	178	126	651	38.20%
GUY WILLIAM GLODIS	75	91	93	88	347	20.36%
MIKE LAKE	85	91	95	103	374	21.95%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	418	444	435	407	1704	100%
REPRESENTATIVE IN CONGRESS - NINTH DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	15	18	19	22	74	4%
STEPHEN F. LYNCH	207	255	241	238	941	55%
MACDONALD K. D'ALESSANDRO	196	171	175	147	689	40%
All Other Votes	0	0	0	0	0	0%
TOTAL	418	444	435	407	1704	100%
COUNCILLOR - SECOND DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	80	94	84	97	355	20.83%
KELLY A. TIMILTY	212	221	241	196	870	51.06%
ROBERT L. JUBINVILLE	126	129	110	114	479	28.11%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	418	444	435	407	1704	100%
SENATOR IN GENERAL COURT - SUFFOLK & NORFOLK DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	30	32	41	17	120	7.04%
MICHAEL F. RUSH	137	157	133	93	520	30.52%
MICHAEL F. WALSH	251	255	261	297	1064	62.44%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	418	444	435	407	1704	100%
REPRESENTATIVE IN GENERAL COURT - ELEVENTH DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	147	143	124	151	565	33.16%
PAUL MCMURTRY	271	299	310	256	1136	66.67%
All Other Votes	0	2	1	0	3	0.18%
TOTAL	418	444	435	407	1704	100%

DISTRICT ATTORNEY - NORFOLK DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	77	96	80	80	333	19.54%
MICHAEL CHINMAN	79	56	60	60	255	14.96%
JOSEPH R. DRISCOLL, JR.	154	163	169	154	640	37.56%
MICHAEL W. MORRISSEY	108	129	126	113	476	27.93%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	418	444	435	407	1704	100%
SHERIFF - NORFOLK COUNTY	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	148	162	139	157	606	35.56%
MICHAEL G. BELLOTTI	270	281	295	249	1095	64.26%
All Other Votes	0	1	1	1	3	0.18%
TOTAL	418	444	435	407	1704	100%
COUNTY COMMISSIONER - NORFOLK COUNTY	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	176	178	163	184	701	41.14%
PETER H. COLLINS	242	266	271	223	1002	58.80%
All Other Votes	0	0	1	0	1	0.06%
TOTAL	418	444	435	407	1704	100%

REPUBLICAN PARTY						
GOVERNOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	12	12	7	15	46	5.41%
CHARLES D. BAKER	194	183	235	182	794	93.30%
All Other Votes	5	2	2	2	11	1.29%
TOTAL	211	197	244	199	851	100%
LIEUTENANT GOVERNOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	34	31	39	33	137	16.10%
RICHARD R. TISEI	174	166	204	165	709	83.31%
All Other Votes	3	0	1	1	5	0.59%
TOTAL	211	197	244	199	851	100%
ATTORNEY GENERAL	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	171	147	196	154	668	78.50%
Guy A. Carbone	10	6	14	13	43	5.05%
James P. McKenna	26	44	31	27	128	15.04%
All Other Votes	4	0	3	5	12	1.41%
TOTAL	211	197	244	199	851	100%
SECRETARY OF STATE	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	56	42	44	53	195	22.91%
WILLIAM C. CAMPBELL	155	155	200	146	656	77.09%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	211	197	244	199	851	100%
TREASURER	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	53	43	51	46	193	22.68%
KARYN E. POLITO	158	153	193	153	657	77.20%
All Others	0	1	0	0	1	0.12%
TOTAL	211	197	244	199	851	100%
AUDITOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	23	21	21	26	91	10.69%
MARY Z. CONNAUGHTON	176	169	207	164	716	84.14%
KAMAL JAIN	12	7	15	8	42	4.94%
All Others	0	0	1	1	2	0.24%
TOTAL	211	197	244	199	851	100%
REPRESENTATIVE IN CONGRESS - NINTH DISTR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	38	35	39	35	147	17%
VERNON M. HARRISON	104	95	121	111	431	51%
KEITH P. LEPOR	69	67	84	52	272	32%
All Other Votes	0	0	0	1	1	0%
TOTAL	211	197	244	199	851	100%
COUNCILLOR - SECOND DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	65	57	66	62	250	29.38%
STEVEN M. GLOVSKY	146	140	178	136	600	70.51%
All Other Votes	0	0	0	1	1	0.12%
TOTAL	211	197	244	199	851	100%
SENATOR IN GENERAL COURT - SUFFOLK & NO	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	52	52	49	52	205	24.09%
BRAD WILLIAMS	158	145	195	147	645	75.79%
All Other Votes	1	0	0	0	1	0.12%
TOTAL	211	197	244	199	851	100%
REPRESENTATIVE IN GENERAL COURT - ELEVE	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	211	196	244	198	849	99.76%
All Other Votes	0	1	0	1	2	0.24%
TOTAL	211	197	244	199	851	100%
DISTRICT ATTORNEY - NORFOLK DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	204	197	240	190	831	97.65%
All Other Votes	7	0	4	9	20	2.35%
TOTAL	211	197	244	199	851	100%
SHERIFF - NORFOLK COUNTY	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	68	63	67	57	255	29.96%
WILLIAM J. FARRETTA	143	134	177	142	596	70.04%
Write-ins	0	0	0	0	0	0.00%
TOTAL	211	197	244	199	851	100%
COUNTY COMMISSIONER - NORFOLK COUNTY	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL %
Blanks	209	197	244	197	847	99.53%
All Others	2	0	0	2	4	0.47%
TOTAL	211	197	244	199	851	100%

LIBERTARIAN PARTY						
GOVERNOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
All Other Votes	0	0	0	1	1	50%
TOTAL	1	0	0	1	2	100%
LIEUTENANT GOVERNOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
All Other votes	0	0	0	1	1	50%
TOTAL	1	0	0	1	2	100%
ATTORNEY GENERAL	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	1	2	100%
All Other Votes	0	0	0	0	0	0%
TOTAL	1	0	0	1	2	100%
SECRETARY OF STATE	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
All Other Votes	0	0	0	1	1	50%
TOTAL	1	0	0	1	2	100%
TREASURER	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
Write-ins	0	0	0	1	1	50%
All Other Votes	1	0	0	1	2	100%
AUDITOR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
Write-ins	0	0	0	1	1	50%
TOTAL	1	0	0	1	2	100%
REPRESENTATIVE IN CONGRESS - NINTH DISTR	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
All Other Votes	0	0	0	1	1	50%
TOTAL	1	0	0	1	2	100%
COUNCILLOR - SECOND DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
All Other Votes	0	0	0	1	1	50%
TOTAL	1	0	0	1	2	100%
SENATOR IN GENERAL COURT - SUFFOLK & NO	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	0	1	50%
All Other Votes	0	0	0	1	1	50%
TOTAL	1	0	0	1	2	100%
REPRESENTATIVE IN GENERAL COURT - ELEVE	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	1	2	100%
All Other Votes	0	0	0	0	0	0%
TOTAL	1	0	0	1	2	100%
DISTRICT ATTORNEY - NORFOLK DISTRICT	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	1	2	100%
All Other Votes	0	0	0	0	0	0%
TOTAL	1	0	0	1	2	100%
SHERIFF - NORFOLK COUNTY	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	1	2	100%
All Other Votes	0	0	0	0	0	0%
TOTAL	1	0	0	1	2	100%
COUNTY COMMISSIONER - NORFOLK COUNTY	Pct. 1	Pct. 2	Pct. 3	Pct. 4	TOTAL	TOTAL
Blanks	1	0	0	1	2	100%
All Other Votes	0	0	0	0	0	0%
TOTAL	1	0	0	1	2	100%

Precinct	Registered	Voted	Percent
1	2,603	630	24.20%
2	2,585	641	24.80%
3	2,559	679	26.53%
4	2,436	607	24.92%
	10,183	2557	100%
TOTAL PERCENTAGE OF VOTERS:			25%

2010 STATE ELECTION
Town of Westwood
Tuesday, November 2, 2010

GOVERNOR AND LIEUTENANT GOVERNOR	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	3	8	21	11	43	0.59%
PATRICK and MURRAY - Democratic	757	806	810	577	2950	40.26%
BAKER and TISEI - Republican	1022	954	970	953	3899	53.21%
CAHILL and LOSCOCCO - Independent	93	96	73	126	388	5.29%
STEIN and PURCELL - Green-Rainbow	5	17	5	19	46	0.63%
All Other votes	2	0	0	0	2	0.03%
TOTAL	1882	1881	1879	1686	7328	100.00%
ATTORNEY GENERAL	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	34	47	52	47	180	2.46%
MARTHA COAKLEY - Democratic 46 Coolidge Rd., Medford	1026	1056	1061	872	4015	54.79%
JAMES P. MCKENNA - Republican 28 Miles St., Millbury	822	778	766	767	3133	42.75%
All Other votes	0	0	0	0	0	0.00%
TOTAL	1882	1881	1879	1686	7328	100.00%
SECRETARY OF STATE	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	82	89	95	77	343	4.68%
WILLIAM FRANCIS GALVIN - Democratic 46 Lake St., Boston	1070	1105	1101	920	4196	57.26%
WILLIAM C. CAMPBELL - Republican 45 Arlington Rd., Woburn	705	652	664	662	2683	36.61%
JAMES D. HENDERSON - Unenrolled 38 Brandymeade Cir., Stow	25	35	19	27	106	1.45%
All Other votes	0	0	0	0	0	0.00%
TOTAL	1882	1881	1879	1686	7328	100.00%
TREASURER	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	96	91	101	80	368	5.02%
STEVEN GROSSMAN - Democratic 30 Huntington Rd., Newton	859	889	894	714	3356	45.80%
KARYN E. POLITO - Republican 11 Coachman Ridge Rd., Shrewsbury	927	901	884	892	3604	49.18%
All Other votes	0	0	0	0	0	0.00%
TOTAL	1882	1881	1879	1686	7328	100.00%
AUDITOR	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	174	169	174	160	677	9.24%
SUZANNE M. BUMP - Democratic 409 North Plain Rd., Great Barrington	596	653	613	505	2367	32.30%
MARY Z. CONNAUGHTON - Republican 1 Tomkins Ln., Framingham	1053	995	1031	964	4043	55.17%
NATHANAEL ALEXANDER FORTUNE- Green-Rainbow 152 Westbrook Rd., Wately	59	64	61	57	241	3.29%
All Other votes	0	0	0	0	0	0.00%
TOTAL	1882	1881	1879	1686	7328	100.00%
REPRESENTATIVE IN CONGRESS - NINTH DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	76	76	79	71	302	4.12%
STEPHEN F. LYNCH - Democratic 56 G St., Boston	949	949	977	826	3701	50.50%
VERNON M. HARRISON - Republican 318 Plain St., Braintree	590	519	593	496	2198	29.99%
PHILIP DUNKELBARGER- Independent 125 Sunrise Rd., Westwood	265	337	230	293	1125	15.35%
All Other votes	2	0	0	0	2	0.03%
TOTAL	1882	1881	1879	1686	7328	100.00%

COUNCILLOR - SECOND DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	221	235	221	170	847	11.56%
KELLY A. TIMILTY - Democratic 103 Brookdale Ave., Dedham	808	836	849	751	3244	44.27%
STEVEN M. GLOVSKY - Republican 36 Shaw Dr., Wayland	779	741	748	696	2964	40.45%
RICHARD MITCHELL - Unenrolled 204 East Central St., Natick	74	69	61	69	273	3.73%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	1882	1881	1879	1686	7328	100.00%
SENATOR IN GENERAL COURT - SUFFOLK & NORFOLK DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	186	207	203	151	747	10.19%
MICHAEL RUSH- Democratic 65 Cass St., Boston	796	847	823	722	3188	43.50%
BRAD WILLIAMS- Republican 29 Furbush Rd., Boston	900	827	853	813	3393	46.30%
All Other Votes	0	0	0	0	0	0.00%
TOTAL	1882	1881	1879	1686	7328	100.00%
REPRESENTATIVE IN GENERAL COURT-ELEVENTH NORFOLK DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	744	730	752	649	2875	39.23%
PAUL McMURTRY - Democratic 7 South Stone Mill Dr., Dedham	1134	1138	1126	1015	4413	60.22%
All Other Votes	4	13	1	22	40	0.55%
TOTAL	1882	1881	1879	1686	7328	100.00%
DISTRICT ATTORNEY - NORFOLK COUNTY	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	246	235	250	219	950	12.96%
MICHAEL W. MORRISSEY - Democratic 111 Lansdowne St., Quincy	713	718	800	638	2869	39.15%
JOHN F. COFFEY - Independent 57 Parker Rd., Needham	923	926	829	827	3505	47.83%
All Other Votes	0	2	0	2	4	0.05%
TOTAL	1882	1881	1879	1686	7328	100.00%
SHERIFF - NORFOLK COUNTY	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	221	221	226	175	843	11.50%
MICHAEL G. BELLOTTI - Democratic 33 Bayberry Rd., Quincy	910	957	923	817	3607	49.22%
WILLIAM J. FARRETTA - Republican 38 House Rock Rd., Weymouth	751	700	730	694	2875	39.23%
All Other Votes	0	3	0	0	3	0.04%
TOTAL	1882	1881	1879	1686	7328	100.00%
COUNTY COMMISSIONER - NORFOLK COUNTY	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	832	827	878	771	3308	45.14%
PETER H. COLLINS - Democrat 5 Harbor View Park, Milton	1048	1046	1000	907	4001	54.60%
All Other Votes	2	8	1	8	19	0.26%
TOTAL	1882	1881	1879	1686	7328	100.00%
REGIONAL VOCATIONAL SCHOOL COMMITTEE-BLUE HILLS (4 YEARS) AVON	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	841	868	890	781	3380	46.12%
FRANCIS J. FISTORI - 71 West Spring St., Avon	1041	1013	989	904	3947	53.86%
All Other Votes	0	0	0	1	1	0.01%
TOTAL	1882	1881	1879	1686	7328	100.00%
REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) BRAINTREE	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	928	971	993	813	3705	50.56%
GERMANO JOHN SILVEIRA - 20 Tremont St., Braintree	543	505	487	520	2055	28.04%
ERIC C. ERSKINE - 93 Hobart St., Braintree	411	405	399	352	1567	21.38%
All Other Votes	0	0	0	1	1	0.01%
TOTAL	1882	1881	1879	1686	7328	100.00%

REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) CANTON	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	923	930	976	851	3680	50.22%
AIDAN G. MAGUIRE, JR. - 55 Strawberry Ln., Canton	959	951	903	834	3647	49.77%
All Other Votes	0	0	0	1	1	0.01%
TOTAL	1882	1881	1879	1686	7328	100.00%
REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) DEDHAM	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	903	930	950	811	3594	49.04%
JOSEPH A. PASCARELLA - 315 Cedar St., Dedham	979	951	923	874	3727	50.86%
All Other Votes	0	0	6	1	7	0.10%
TOTAL	1882	1881	1879	1686	7328	100.00%

QUESTION 1 LAW PROPOSED BY INITIATIVE PETITION State Sales Tax on Alcoholic Beverages and Alcohol	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	62	75	160	58	355	4.84%
YES VOTE	1006	997	860	953	3816	52.07%
NO VOTE	814	809	859	675	3157	43.08%
TOTAL	1882	1881	1879	1686	7328	100.00%

QUESTION 2 LAW PROPOSED BY INITIATIVE PETITION Comprehensive Permit	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	151	170	261	143	725	9.89%
YES VOTE	788	795	678	739	3000	40.94%
NO VOTE	943	916	940	804	3603	49.17%
TOTAL	1882	1881	1879	1686	7328	100.00%

QUESTION 3 LAW PROPOSED BY INITIATIVE PETITION State Sales and Use Tax Rates	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	67	78	157	70	372	5.08%
YES VOTE	823	849	758	846	3276	44.71%
NO VOTE	992	954	964	770	3680	50.22%
TOTAL	1882	1881	1879	1686	7328	100.00%

QUESTION 4 THIS QUESTION IS NOT BINDING Establish Health Care as a Human Right	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	292	290	389	273	1244	16.98%
YES VOTE	766	789	758	700	3013	41.12%
NO VOTE	824	802	732	713	3071	41.91%
TOTAL	1882	1881	1879	1686	7328	100.00%

Precinct	Registered	Voted	Percent
1	2,623	1882	71.75%
2	2,604	1881	72.24%
3	2,574	1879	73.00%
4	2,450	1686	68.82%
TOTAL	10,251	7328	71.45%

APPENDIX C

REPORT OF THE SCHOOL COMMITTEE

OF THE

TOWN OF WESTWOOD

YEAR ENDING

DECEMBER 31, 2010

SCHOOL COMMITTEE

- Mrs. Josepha A. Jowdy, Chairman
- Term Expires April 2011
- Mr. Brian T. Kelly, Vice-Chairman
- Term Expires April 2012
- Mr. John J. O'Brien, Jr., Clerk
- Term Expires April 2013
- Mrs. Carol S. Lewis
- Term Expires April 2013
- Mrs. Ellen R. Mason
- Term Expires April 2011

ADMINISTRATION

- John J. Antonucci, Superintendent of Schools
- Aprile Albertelli, Elementary Special Education Team Chair/Department Head
- Glen Atkinson, Elementary Special Education Team Chair/Department Head
- Avalin Green, Director of Curriculum, Instruction & Staff Development
- Heath Petracca, Director of Business & Finance
- Audrey Seyffert, Director of Student Services

SCHOOL HEALTH

- Karen A. Poreda, R.N. High School
- Terry Sweeney, R.N. Middle School
- Patricia DeAngelis, R.N. Deerfield School
- Ellen Nadeau, R.N. Downey School

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Celeste Mahoney, R.N. Martha Jones School
 Leslie Davie, R.N. Paul Hanlon School
 Lori Brown, R.N. Sheehan School
 Andrea Clifford, R.N. Preschool
 Paul Lilla Athletic Trainer

WESTWOOD PUBLIC SCHOOLS STAFF

<u>NAME</u>	<u>POSITION</u>	<u>DEGREE</u>	<u>YRS. IN TOTAL YRS. WESTWOOD</u>	<u>EXPERIENCE</u>	<u>EDUCATION</u>
Antonucci, John J.	Superintendent	B.A., M.B.A.	6	15	Tufts, Boston University, University of Mass
<u>DIRECTORS</u>					
Albertelli, Aprile	Elementary SPED Team Chair/Dept. Head	B.S., M.S., M.Ed.	1	27	Worcester State College, Northeastern Univ., Endicott College
Atkinson, Glen	Elementary SPED Team Chair/Dept. Head	B.S., M.Ed., Ph.D.	6	22	University of Mass., University of CT., Suffolk
Brunelli, Cynthia	Out-of-District Coordinator	B.S., M.Ed.	2	23	Fitchburg State College
Green, Avalin	Director of Curriculum, Instruction & Staff Development	B.A., M.Ed. Ph.D.	13	48	Middlebury, U. of VA. U. of PA.
Ouellette, Steve	Director of	B.S., M.A.T.	4	18	Boston Univ., WPI

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Technology & Math

Petracca, Heath	Director of Business & Finance	B.S.	11	14	University of MA.
Seyffert, Audrey	Director of Student Services	B.S., M.Ed.	4	43	Framingham State, Fitchburg State
<u>SPECIAL NEEDS STAFF</u>					
Adams, Marla	Speech	B.A., M.S.	5	38	University of Wisconsin
Alan, Marie	Dept. Head 6-8	B.S., M.Ed.	1	14	Rhode Island College, Fitchburg State
Anderson, Diane	Occupat. Therapy	B.S.	21	22	Boston University
Arcott, Deborah	Physical Therapy	B.S.	12	34	Boston University
Barry, Lauren	Special Needs	B.S.	2	2	Fitchburg State College
Bergiel, Lauren	Special Needs	B.A., M.Ed.	9	9	Boston College
Berkowitz, Melissa	Psychologist	B.A., M.A.	4	16	Hobart & William Smith College, Tufts
Blomquist, Bonnie	Special Needs	B.S., M.Ed.	24	25	Framingham State, Bridgewater State
Bowes, Laura	Speech	B.S., M.S.	3	6	College of the Holy Cross MGH Institute for health
Brody, Rebecca	Psychologist	B.S., M.A., Ph.D.	9	15	Union College, Tufts North Central University
Bruss, Mackenzie	Special Needs	B.S., M.S.	2	6	University of Michigan, Simmons
Cataldo, Jessica	Psychologist	B.A., M.S.	2	5	Northeastern University, Fairfield

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			C.A.G.S.				University
Collins, Denise	Special Needs	B.S., M.Ed.	7	16			Bridgewater State, Pennsylvania State
Corbin, Kristal	Psychologist	B.A., M.Ed.	3	6			University of Vermont College of William & Mary
Corrigan, Jennifer	Special Needs	B.A., M.Ed.	12	17			Providence, Framingham
Cournoyer, Amy	Special Needs	B.S., M.A., M.A.	7	8			University of CT., Bridgewater
Danforth, Thomas	Psychologist	B.A., M.A., Ph.D.	6	20			Boston College, Hamilton College
DeLuca, Susan	Special Needs	B.S., M.S.	12	12			Tufts, Wheelock
DiNatale, Joanne	Psychologist	B.A., M.S. Ph.D.	6	14			Hofstra Univ., St. John's University, Alfred Univ.
Eaton, Lauren	Special Needs	B.S., M.Ed.	12	13			Simmons, Brandeis
Fanning, Robert	Director 9-12	B.A., M.S.W. C.A.G.S.	12	24			Bridgewater, Boston College, U.of MA
Fass, Lisa	Occupational Therapist	B.S., M.S.	6	6			Boston University, Tufts
Feeley, Amy	Special Needs	B.A., M.Ed.	13	13			Boston College, Framingham State College
Finnerty, Dawn	Special Needs	B.S., M.Ed.	1	15			Bridgewater State, Cambridge College
Glovasky, Sarah	Occupational Therapist	B.S., M.S.	1	2			Worcester State College
Goldstein, Cheri	Special Needs	B.A., M.A., C.A.G.S., M.Ed.	6	16			Harvard, Univ. of Mass.

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Gopin, Candice	Speech Therapist	B.S.	8	11	Boston University
Houston, Paul	Special Needs	B.A., M.A.	7	8	Univ. of Notre Dame, Seattle University
Kuklantz, Matthew	Psychologist	B.A., M.S., C.A.G.S.	3	9	Boston University, Northeastern University
Lader, Sheera	Speech	B.A., M.S.	12	22	University of MA., Northeastern
Longoria, Elizabeth	Special Needs	B.A., M.S.	11	14	Simmons, St. Edward's University
Lund, Patricia	Special Needs	B.S., M.Ed.	18	22	Bridgewater State, Lesley
Marck, Jennifer	Special Needs	B.S., M.Ed.	6	8	Bentley College, Lesley
Matteson, Ann	Special Needs	B.S., M.Ed.	31	31	Emmanuel College, Bridgewater State Fitchburg Coll.
Maxwell, Sarah	Special Needs	B.A., M.Ed.	1	1	Saint Michael's College, Vanderbilt University
Mehigan, Seamus	Special Needs	B.A.	1	1	University of Vermont, Bridgewater State College
Menghi, Edward	Special Needs	B.A., M.S.	4	8	University of CT., Wheelock
Miles, Beth Anne	Behavior Specialist	B.S., M.A.	2	14	Lesley Univ., Emmanuel College
Miskella, Emily	Speech	B.A., M.S.	2	2	Wellesley College, MGH Institute of Health Professions
McMonagle, Kelly	Special Needs	B.S., M.Ed.	1	7	St. Joseph's University, Southern Connecticut State University
McNabb, Daniel	Special Needs	B.S., M.Ed.	7	13	Fitchburg State College

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Peters, Elizabeth	Special Needs	B.A.,M.A.	6	7	Providence College, Framingham State College
Peterson,Sally	Special Needs	B.A.,M.S.	12	14	Connecticut College Simmons
Poppenga, Ann	Behavior Specialist	B.A.,M.S.	1	12	Keene State College, Simmons College
Proulx, Allison	Special Needs	B.A., M.A.	9	9	Providence College
Raffol, Jaclyn	Special Needs	B.A.	2	2	Providence College
Rothenberg,Nancy	Special Needs	B.A.,M.Ed.	12	20	Beloit College, Boston College
Schoen, Carol	Speech	B.A., M.A.	2	31	University of CT., Hofstra Univ.
Schulte, Marybeth	Special Needs	B.S.,M.Ed.	11	11	Boston College, St. Joseph's University
Shores, Patricia	Speech	B.S.,M.A.	9	26	Elmira College,S.U.N.Y.
Small, Phyllis	Special Needs	B.A.	14	18	Boston College
Spadoni, Claire	Special Needs	B.A.	1	2	Merrimack College
Spigulis-DeSnyder, A.	Special Needs	B.A., M.S.	3	3	Trinity College, Framingham State College
Teebagy, Joan	Special Needs	B.A.,B.Ed.,M.S.	12	21	Brock Univ.,S.U.N.Y. at Buffalo
Toomajian,Susanne	Psychologist	B.S.,M.Ed., C.A.E.S.	27	31	Boston College,Harvard, Notre Dame,U. of Mass.
Tucceri, Sharyn	Speech	B.A., M.S.	3	11	Tufts, Wheelock, MGH Institute of Health

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Wallach, Jocelynn	Occupat. Therapy	B.A.,M.A.	13	18	S.U.N.Y. at Binghamton Virginia Commonwealth College
West, Eileen	Special Needs	B.S., M.S.	7	11	Bridgewater State, Simmons
Williamson, Nancy	Speech & Hearing	B.A.,M.Ed.	18	22	Northeastern, South Connecticut State Univ.
<u>WESTWOOD HIGH SCHOOL STAFF</u>					
Parks, Emily	Principal	B.A.,M.Ed.	17	17	Harvard University
Bevan, Sean	Assistant Principal	B.A., M.A.,	2	9	LaSalle Univ., Temple Univ.
Goodloe,Sheryl	METCO Director	B.A.,M.Ed.	18	20	Clafin College,Antioch, Northeastern Univ.
Aykanian, Nancy	French/Latin	B.A., M.A.	4	9	University of CA., Wellesley College
Baylor, Brian	Mathematics	B.A.	13	13	Wesleyan University
Bean, Douglas	Science	B.S., M.A.T.	4	7	SUNY at Cortland,Iona
Beisel, Teresa	Mathematics	B.A., M.Ed.	1	14	California State University, Boston College
Bognanno, Brianne	Math	B.A.	4	12	Emmanuel College
Bowe, Maryanne	Guidance	B.A., M.S., M.S., M.S. W.	9	15	University of Rochester, Bentley, Northeastern, Boston College
Brackman, Karen	English	B.A.,M.Ed.	10	13	Harvard, Bridgewater State, Oxford University
Braney, Mary	Library	B.A., M.S.L.S.,	3	33	Emmanuel College, Harvard

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	Director	C.A.S.				
Bresnick, Helena	English	B.A., M.A., M.A.T.	1	12	Case Western Reserve Univ., Worcester State, Anna Maria College	
Cable, Susan	Physics	B.S., M.S.	4	18	Clark University, U. of Mass. UNH, Bridgewater State	
Chatterton, Wayne	English Dept. Chair	B.A., M.A.T.	26	30	Brown Univ., Univ. of Massachusetts, Harvard Wellesley College	
Chu, Christine	Social Studies	B.A.	1	6	College of the Holy Cross, Bridgewater State	
Clifford, Katherine	Math	B.A.,	1	1	U. of Hartford, Emerson	
Cote, Heather	Director of Performing Arts	B.Music M. Music	9	9	Rhode Island College, University of MA	
Craig-O'Brien, Carol	Early Childhood Coordinator	B.S., M.Ed.	23	34	Boston College	
Davenport, Amy	English	B.A., M.A.	5	5	Boston College	
Delaporta, Aimee	English	B.A., M.Ed.	1	1	University of Massachusetts Universidad Complutense	
DeLeon, Andrea	Spanish	B.A., M.A.	3	13	Bates College	
Dolleman, Ethan	Social Studies	B.A.	6	8	Boston College, Univ. of MA	
Donahue, Alison	Social Studies	B.A., M.A.	12	12	Clark Univ., Brown Univ., Yale, S.U.N.Y., Bridgewater State, Univ. of Mass.	
Dore', David	Social Studies Director	B.A., M.A.T.	20	36	Univ. of Mass., Boston College, Boston Univ.	
Ducheneau, William	Foreign Language	B.A., M.A.	39	39		

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Felton, Jennifer	English	B.A., M.A., M.Ed.	8	12	Bates College, University Penn.
Ferguson, Tanya	Mathematics	B.S., M.A.	6	10	Columbia University, Univ. of Massachusetts
Feroli, Eavan	Mathematics	B.S.,M.S.	6	8	University of Limerick, Bridgewater
Flanagan, Eileen	Spanish	B.A.	3	3	College of the Holy Cross
Fogel, Karl	Athletic Director	B.A.,M.B.A.	7	31	Northeastern U., Colby College
Frasca, Suzanne	Biology	B.A.,M.A.T.	1	1	Wheaton College, Boston University
Furber, Mary	Business	A.A.,B.S.,M.Ed.	26	34	Suffolk Univ.,Aquinas Jr.College,Fitchburg, Northeastern University
Geary, Peter	Science	B.A.	37	39	Dartmouth,Framingham State,Fitchburg State
Gibb, Reen	Chemistry	B.S., M.S.	4	32	WPI, Tufts
Gillis, Matthew	Physical Ed.	B.A., M. Ed.	19	19	Bridgewater State
Grover, Lucy	Art	B.F.A., M.S.	3	10	Tufts University, Mass. College of Art, Cornell U.
Hanlon, Linda	English	B.A.,M.A.	30	34	Bridgewater State,Univ. of Mass.,Fitchburg State
Higgins, Caroline	Guidance	B.A., C.A.S.	3	6	Boston College, Harvard
Holthouse, Mark	Mathematics	B.S., M.B.A.	8	9	M.I.T., Boston University
Houston, Liza	Art	B.F.A.	9	9	Rhode Island School of Design

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Howard, James	Performing Arts	B.S., M.Ed	9	13	Emerson College
Jellinghaus, Kathryn	Art	B.A.,B.F.A., M.A., M.F.A.	1	11	Stanford Univ., National Academy of Art, Bulgaria
Kaczenski, Jeffrey	English	B.A.,M.A., M.S.T.	4	7	University of CT.,Pace, NY University
Kaiser, Diane	Art Director	B.A.,M.F.A.	17	32	Brandeis,Columbia, Syracuse
Keene, Nathan	Mathematics	B.A., M.A.	2	3	Rhode Island College
Kelly, Liam	Spanish	B.A.	2	8	College of the Holy Cross
Kop, Milton	Mathematics	B.S., B.S., M.Ed.	7	23	Harvard, Creighton Univ.
Lee, Kathy	Dept. Head Foreign Lang.	B.A., M.A., M.Phil., Ph.D.	1	10	Penn State, Yale University
Lilla, Paul	Athletic Trainer	B.S., M.S.	9	9	Boston University, Bridgewater State
Macuk, John	Physics	B.S.	1	10	University of Maryland
Magee, Allison	Science	B.S., M.A.T.	4	10	Davidson College, Brown
Mao, Michael	Mathematics	B.S.,M.S.	12	13	Rennesselear, Northeastern
Medsker, Lynn	Director Guidance	B.A., M.Ed.	11	18	Univ. of Maine, Univ. Of San Diego
Miller, Emily	Science	B.S., Ph.D.	2	2	University of MA.,M.I.T.
Misuta, Mary Alice	Instructional Technology	B.S.,M.Ed.	15	19	Boston College, Northeastern U.

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McEachern, Brian	Social Studies	B.A., M.A.	4	8	Holy Cross, Bridgewater, Univ. of Massachusetts
McGrath, Ashley	Mathematics	B.A., M.A.	7	9	College of the Holy Cross, Framingham State, Fitchburg
McGunagle, Mark	English	B.A., M.Ed.	7	7	Boston College, Fairfield
Percy, Elizabeth	Librarian	B.F.A., M.Ed., M.S.	6	18	Lesley, Simmons, Rhode School of Design
Peters, Susan	Physical Ed.	B.S.P.E.	29	29	Univ. of Massachusetts
Peyser, Claire	English	B.A., M.A.	1	1	University of Connecticut
Poreda, Karen	Nurse	B.S., R.N.	15	15	West Texas A & M Univ.
Rae, Charles	Guidance	B.S., M.Ed., M.A.	6	10	Anna Maria College, Univ. of Mass., Bridgewater State
Renoni, David	Music	B.M.	2	7	Anna Maria College
Ricard, Kathryn	Social Studies	B.A., B.S., M.A.	4	4	Boston University, Univ. of MA
Rocha, Corey	Social Studies	B.A., M.A.	4	14	University of MA, Providence
Russell, Ellen	Director Science	B.S., M.A.T., C.A.G.S.	7	22	Bridgewater State College
Schwanbeck, Gregory	Physics	B.S., B.S. M.Ed.	3	7	Union College, Harvard
Sherr, Jonas	History/ Psychology	B.A., M.Ed.	8	8	Bates College, Tufts
Shuman, Brian	Social Studies	B.A., M.A.	6	6	Bowdoin College, Tufts
Tapsell, Charles	English	B.A.	1	1	Boston University

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Testa, Katelyn	Spanish	B.S.	5	5	Fairfield University
Whelan,Caitlin	English	B.A.,M.A.,M.S.	10	11	Boston College, Fairfield, Miami University
Wilkinson, Whitney	Guidance	B.A., M.Ed.	3	4	Sulfolk Univ., Butler Univ.
Wilson, Angela S.	English	B.A., M.A.	6	12	Clark University
Witzburg, Ann Marie	Foreign Language	B.A., M.A.	9	9	Amherst College,Suffolk, Framingham State
Zarrow, Edward	Latin	B.A., M.S.T., M.A., Ph.D.	4	8	Boston College, Oxford, Yale
<u>MIDDLE SCHOOL STAFF</u>					
Borchers, Allison	Principal	B.A.,M.Ed.	13	13	Harvard, Lesley
Bernazzani, Richard	Asst. Principal	B.S.	36	36	Bridgewater State
Abate, Nicole	Performing Arts	B.A.,M.A.	8	9	Regis, Emerson College
Abramson, Marcie	Mathematics	B.S.,M.Ed.	29	32	Boston University,Univ. of Massachusetts
Amber, Maribeth	Art	B.A.	21	21	Framingham State,Mass. College of Art
Ballard, Kathryn	Grade 6	B.S.,M.A.	15	16	Lesley,Skidmore
Bolger,Cathleen	Library/Media	B.A.,M.Ed.	17	25	Bridgewater,Emmanuel
Bova, Robin	Social Studies	B.A., M.A.	6	9	Tufts University
Brown, Karolyn	Foreign Language	B.A.	24	31	Bridgewater & Boston State

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Bushey, Austin	Guidance	B.A., M.A.	2	2	SUNY, Suffolk University
Coffey, Linda	Mathematics	B.A.,M.S., M.Ed.	12	27	Boston State, W.P.I., Cambridge College
Coleman, Patrick	Science/ Social Studies	A.B.,M.Ed.	18	34	Northeastern,Harvard Boston State,Cambridge College
Costanza, Susan	Life Skills	B.S.	34	36	Univ. of Vermont
Donovan, Marian	Mathematics	B.A.,M.A.	14	14	Emmanuel,Simmons Fitchburg State
Edwards, Andrea	Math/Science	B.A.	2	3	Boston University
Fitzgerald, Margaret	Math	B.S., B.A., M.Ed., J.D.	1	1	Stonehill, Lesley, Suffolk
Frankenfield, T.A.	Social Studies	B.S.,M.Ed.	17	18	Harvard,Pennsylvania State
Franklin-Briggs, Jo-Ellen	Grade 6	B.A.,M.A.	22	26	Smith College,Lesley, Univ. of Mass.,Salem State
Frey, Leigh	Science	B.S.	3	10	University of Vermont, Framingham State, Boston College
Gruetzke-Blais, C.	Art	B.A., M.A.	4	10	Tufts University
Gudaitis, Michelle	Reading	B.S.,M.Ed.	18	32	Trenton State College, Bridgewater State
Hart, Brian	English	B.A.,M.S.	31	31	Framingham State, Bridgewater State, Fitchburg State
Hebner, Michelle	Physical Ed.	B.S., M.Ed.	13	13	Westfield, Fresno State Univ.

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Hochman, Peter	Physical Ed.	B.S., M.S.	4	12	SUNY at Cortland
Johnson, Naida	Science	B.A.	5	15	Connecticut College
Kiernan, Daniel	Science	B.S., M.A.	7	12	UNH
Kinsman, Kathleen	Inst. Tech.	B.S., M.Ed.	4	31	Bridgewater State, Lesley
Kulick, Neil	English	B.A., M.Ed., J.D.	17	17	Harvard, Yale
Lawlor, Joseph	English	B.A., B.A. M.A.	7	9	State University College At Oswego, Univ. of MA.
Legere, Diana	Music	B. of Music B. of Music B.A., M.A.	18	18	Univ. of Lowell, Boston University Plattsburgh State Univ., Univ. of Mass., Simmons, Fitchburg
Marchbanks, Tiffany	English		7	7	
Morgenlender, Barbara	Spanish	B.S.	12	23	Boston University
McCarthy, Michael	Science	B.S.	10	15	U. of Massachusetts
McHugh, Michelle	Mathematics	B.A., M.A.	12	12	Providence College University of MA
O'Reilly, Kathryn	Foreign Language	B.A., M.A.	5	18	Saint Anselm College Middlebury College
Palermo, Joan	Math	B.S., M.S.	3	4	Merrimack College, Fitchburg
Peppercorn, Daniel	Social Studies	B.A., M.Ed.	9	13	Harvard
Peterson, Deborah	English	B.A., M.Ed.	19	24	Univ. of New Hampshire
Riley, Lois	Guidance	B.A., M.Ed.	16	22	Northeastern, University of Massachusetts
Rivers-Wright, Meg	Reading	B.A., M.A.	4	10	Middlebury, Simmons

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Sanders, Allison	Music	B. of Music Masters	24	25	Univ. of Lowell, New England Conservatory of Music, Univ. of MA
Santabarbara, Donna	Computer	B.S., M.S.	22	29	S.U.N.Y., Central Connecticut State College
Scott, Maureen	English	B.A.	28	30	Northeastern, Brandeis, Lesley, Boston College, Univ. of Massachusetts
Shine, Matthew	Soc. Studies	B.A., M.A., M.A.	11	13	College of William & Mary Georgetown, Boston U.
Shoer, Gina	Drama	B.A., M.A.	5	6	Salem State College
Sweeney, Terry	Nurse	B.S.	10	13	Fitchburg State
Thress, Meghan	Science	B.S., M.A.	1	9	Trinity College, Duke Univ.
Walsh, Jennifer	Drama	B.A., M.A.	1	1	Emerson, Holy Cross
Wambolt, Kristina	Physical Ed.	B.S., M. Ed.	9	10	Bridgewater State, Cambridge College,
Weidenaar, Sharon	ELL	B.A.	3	4	Indiana University
Whelan, Brian	Phys. Ed./Health	B.S., M.Ed.	12	12	Stonehill, University of MA., Bridgewater
Wilkinson, Monika	English	B.S., M.Ed.	3	9	Florida State University, Harvard
Witt, Shawn	Spanish	B.A., M.Ed.	12	12	U.R.I., U. of MA.
Yettman, Lisa	Math	B.A., M.A.	10	13	Boston College, Lesley

PRESCHOOL

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Raymond, Sandra	Director of Preschool	B.A., M.S.	9	22	Univ. of MA., Univ. of Rhode Island
Brennan, Kristin	Teacher	B.A.	4	7	Providence College
Clifford, Andrea	Nurse	B.S., R.N.	5	13	Boston College
Kennedy, Kelley	Teacher	B.S., M.Ed.	1	4	University of Lowell, Framingham State College
Weltman, Sally	Teacher	B.A., M.Ed.	6	10	University of Michigan, Lesley
<u>DEERFIELD SCHOOL</u>					
Cameron, Allan	Principal	B.A., M.A., Ph.D.	3	13	University of Connecticut, Fairfield University
Bellan, Alison	Kindergarten	B.S.	3	4	Salve Regina University
Casey, Carolyn	Grade 3	B.S., M.Ed.	11	32	Framingham State, Lesley
Chen, Tien-Lih	Grade 3	B.A., M.A.T.	9	9	Brown University
D'Angelis, Patricia	Nurse	B.S.	9	13	Northeastern Univ.
Galante, Julie	Grade 5	B.A., M.A.	13	17	Lesley, Boston College
Gillis, Jennifer	Math Specialist	B.A., M.S.	8	12	Brandeis, Wheelock
Goldman, Caitlin	Music	B.Music, M.Ed.	10	14	Boston University, Lesley
Greene, Robin	Kindergarten	B.A., M.Ed.	15	16	Lesley, Regis
Hardy, Terese	Grade 2	B.A., M.Ed.	23	24	Tufts, Lesley, Wheelock, Fitchburg State
Hayes, Amy	Grade 5	B.A., M.Ed.	10	15	U. of New Hampshire

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Krass, Julie	Library/Media	B.A.,M.A.T. M.L.S.	11	12	Simmons, Northern Illinois University
Kunkel, Sarah	Grade 1	B.A., M.Ed.	1	2	Colby College, Lesley Univ.
Mangiacotti, Karen	Literacy	B.S., M.Ed.	7	20	Bridgewater State, Framingham State
McCarty, Shauna	Grade 2	B.S.,B.A.,M.Ed .	19	19	Univ. of Massachusetts Lesley University
Saada-Smith, Deana	Music	B.M., M.M.	1	9	Ithaca College School of Music
Schaffner, Elaine	Art	B.A.	4	7	Upper Iowa University
Spellman, Jennifer	Grade 1	B.S., M.A.T.	4	5	Bentley College, Lesley
Sullivan, Judith	Grade 4	B.A.,M.Ed.	16	16	Lesley,Miami University
Urquijo, Laura	Grade 4	B.A.,M.Ed.	11	11	Tufts, Lesley
Wine, Judith	Wellness Director	B.A.,M.A.	19	22	Antioch,Boston Univ. Bridgewater and Salem State
<u>DOWNNEY SCHOOL STAFF</u>					
Gallagher, Debra	Principal	B.A.,M.Ed., M.A.	2	13	Quinnipiac Univ., Simmons College, Saint Joseph College
Barber, Susan	Grade 3	B.S., M.Ed.	24	24	Framingham State College, Lesley
Cantarella, Donna	Library	B.A.	22	30	Boston College,Lesley
Carbone, Karen	Grade 4	B.A., M.Ed.	4	9	St. Michael's College, Cambridge College
Carey, Amy	Grade 5	B.A.,M.Ed.	5	5	Boston Univ., University

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Carr, Kristin	Grade 1	B.A., M.Ed.	10	14	Of New Hampshire Middlebury College, Lesley
Chant, Tim	P.E.	B.S.	5	5	University of Vermont
Condon, Cheryl	Math Specialist	B.S.	4	17	University of Vermont
Endicott, Meghan	Grade 2	B.S., M.Ed.	5	6	University of New Hampshire
Grant, Leanne	Grade 4	B.S., M.S.	8	16	S.U.N.Y.
Johnson, Andrea	Kindergarten	B.S., M.Ed., M.Ed.	5	6	Vanderbilt Univ., Harvard, Cambridge College
Johnson, Heather	Grade 1	B.A., M.A.T.	6	11	Tufts University
Kress, Judith	Instructional Technology	B.A.	3	3	Cambridge College
LaFlamme, Caron	Grade 5	B.A., M.A.	2	12	Providence College
Leahy, Christine	Grade 5	B.A., M.A.	11	11	Simmons
Marsh, Meredith	Grade 1	B.A., M.A.	1	1	Assumption College, Bridgewater State
Moore, Diane	Grade 2	B.A., M.A.	10	13	College of Wooster Bridgewater State
Munroe, Melissa	Grade 4	B.S.,	1	6	University of NH
Nadeau, Ellen	Nurse	B.S.	2	14	Salve Regina University
Odabashian, Marsha	Art	B.A., B.S. M.F.A.	10	10	University of New Orleans, Tufts
Rocha, Kristen	Kindergarten	B.A., M.S.	5	18	Fordham University

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Stark, Eric	Grade 2	B.A.	5	5	S.U.N.Y. at Potsdam
Starsiak, Catherine	Grade 3	B.A., M.Ed.	4	4	Wellesley College, Lesley
Worthen, Sidney	Literacy Specialist	B.A., M.A., J.D.	10	10	Wheelock, Brown University University of California
<u>MARTHA JONES STAFF</u>					
Scott, Margaret	Principal	B.A., M.S.	11	34	Hunter College, Bank Street College of Ed.
Bartlett, Robert	Grade 5	B.A., M.A.	3	6	Univ. of Gloucestershire, UK Univ. of Exeter, UK, Fitchburg
Buell, Nancy	Math Coordinator	B.A., M.Ed., C.A.G.S.	4	43	Boston Univ., Goucher, Lesley
Child, Jennifer	Literacy	B.S., M.Ed.	9	14	Framingham State
Cohutt, Anthony	Grade 5	B.A., M.A.	9	12	Simmons, Univ. of MA
Cote, Christine	Instructional Technology	B.A., M.A.	4	4	Lesley University, Northeastern University
Dunn, Tiffany	Grade 1	B.S., M.A.	7	8	Simmons College
Feintuck, Joseph	Grade 3	B.A., M.A.	2	3	Hartwick College, Lesley Univ.
Foley, Patrick	Physical Ed.	B.S.	15	15	Plymouth State College
Hartwell, Stacey	Grade 2	B.A., M.A.	11	16	Denison Univ., Lesley
Kyvelos, Carli	Grade 1	B.A., M.S.	4	7	Mercy College, Colby
Layton, Christine	Kindergarten	B.S., M.Ed.	13	13	Wheelock College
Luskin, Jill	Grade 3	B.A., M.Ed.	11	13	Berklee School of Music Lesley College

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MacDonald, Karen	Grade 3	B.A.,M.A.T.	10	10	Simmons, Clark Univ.
Mahoney, Celeste	Nurse	B.S.	15	16	Salem State College
Mann, Erin	Grade 2	B.A., M.Ed.	4	9	Stonehill, Bridgewater
Moody, Mary	Library/Media	B.A.,M.Ed.	13	18	Wheelock,Bridgewater, Univ. of Maine
Mundy, Mary	Grade 2	B.S., M.Ed.	16	16	Farfield Univ., Boston College
McDonough, Kristen	Grade 1	B.A.,M.Ed.	15	15	Boston College
O'Toole, Mary	Grade 4	B.Ed.	24	24	Bridgewater,Lesley, Northeastern,Fitchburg
Pickering, Katelyn	Music	B.A., M.A.	4	8	UNH
Pontes, Mary Jane	Grade 5	B.A.	15	15	Univ. of Mass., Pine Manor College
Reavey, Michael	Music	B. of Music M. of Music	6	6	Oberlin Conservatory Boston Conservatory
Schwartz, Janet	Kindergarten	B.A.	16	16	Simmons
Size, Christine	Math Specialist	B.A., M.A.	1	12	Warren Wilson College Mercer University
Skuse, Heather	Kindergarten	B.S.,M.Ed	5	9	Champlain College, Lesley
Teahan, Jennifer	Grade 4	B.A.,M.A.	5	6	Stonehill College, Lesley
Thurston, Kathryn	Art	B.A.,M.A.	9	11	Framingham State, Bridgewater State
Tierney, Pamela	Literacy Specialist	B.S.,M.A.	9	20	S.U.N.Y.,Bridgewater

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Wilson, Katherine	Grade 4	B.A., M.A.T.	5	5	Simmons, James Madison
<u>PAUL HANLON SCHOOL STAFF</u>					
Herlihy, Elizabeth	Principal	B.A., M.Ed.	4	13	Tufts, Lesley
Anzenberger, Enid	Literacy	B.A., M.Ed.	34	34	Boston College, Cardinal Cushing, Lesley, Wheelock
Carney, Linda	Grade 3	B.S., M.Ed.	26	31	Wheelock, Framingham State
Clifford, Gail	Grade 2	B.S., M.Ed.	15	21	Lesley, Boston State
Davie, Leslie	Nurse	B.S.N.	14	14	Albany Medical Center, Boston University
Derris, Amy	Grade 1	B.S., M.Ed.	6	6	Boston University Framingham State
Kelly, Beth	Grade 1	B.S.	9	10	Lesley University
McDonald, Jennifer	Grade 4	B.S., M.Ed.	4	4	Lesley University
Nichols, Laura	Grade 2	B.A., M.Ed.	5	11	Stonehill, Framingham State
Patterson, Rosana	Kindergarten	B.A., M.Ed.	22	24	Univ. of Massachusetts,
Rizzi, Rena	Grade 3	B.S., M.Ed.	8	9	Boston Univ., Bates Lesley, Framingham
Sharpe, Valerie	Grade 4	B.A., M.Ed.	5	7	Brandeis University, Framingham State, Fitchburg State
Silverstein, Barbara	Librarian	B.S., M.S.	5	15	Wheelock, Penn State
Velluti, Kathryn	Grade 5	B.A., M.Ed.	3	4	Boston College

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Walsh, Elizabeth	Kindergarten	B.A., M.A., M.Ed.	15	19	Lesley, Boston College
Weldon, Megan	Grade 5	B.A., M.A.	1	1	Boston College
Willey, Ellen	P.E.	B.S., M.Ed.	1	1	UNH, Boston University
<u>WILLIAM SHEEHAN SCHOOL STAFF</u>					
Evans, Kristen	Principal	B.A., M.Ed.	3	16	Boston College, Lesley
Bast, Katherine	Grade 2	B.A., M.Ed.	11	12	Lesley, Providence
Bhide, Varsha	ELL	M.A., Ph.D.	4	13	University of Delaware
Brown, Lori	Nurse	B.S.N.	11	11	Univ. of Massachusetts
Carpenter, Stephanie	Grade 1	B.Ed., M.Ed.	5	6	Salve Regina, Lesley
Cook, Jennifer	Physical Ed.	B.S., M.Ed.	9	9	Bridgewater State
Cormier, Beth	Math Specialist	B.A.	12	12	University of MA
Cote, Christine	Inst. Technology	B.A., M.A.	4	4	Lesley University Northeastern University
Folsom, Sarah	Grade 3	B.A., M.Ed.	1	2	Connecticut College, Lesley
Grenham, Paul	Grade 3	B.A., M.A.	11	15	Lesley, Merrimack
Guadagno, Erin	Grade 4	B.A., M.Ed.	9	13	Boston University, Boston College
Hagel, Matthew	Art	B.A., M.Ed.	4	5	Art Institute of Boston, Lesley University
Harrison, Christy	Grade 5	B.A., M.A.	6	6	Boston College, Framingham Stat State College, Bridgewater

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Labeledz, Lori	Music	B.M., M.M.	2	10	Wichita State University, University of Colorado
Lindsay, Barbara	Literacy	B.A., M.Ed.	9	14	Boston College, S.U.N.Y.
Michel, Erin	Grade 2	B.A., M.Ed.	7	9	Franklin & Marshall Coll., Boston College
Monteiro, Amy	Kindergarten	B.S., M.S.	9	10	Northeastern, Wheelock
Murphy, Carolyn	Grade 1	B.A., M.Ed.	15	20	Univ. of Mass, Lesley, Westfield State, Framingham State
Nicholson, Caitlin	Grade 5	B.A., M.Ed.	3	4	University of Massachusetts
Peters, Deidre	Literacy	B.A., M.Ed.	7	9	Assumption College, Lesley, Framingham State College
Petrucci, Denise	Kindergarten	B.S., M.Ed.	5	15	Lesley, Fitchburg State
Purcell, Susan	Grade 3	B.S., M.Ed.	9	9	Philadelphia College of Textiles, Lesley
Riley, Christine	Grade 5	B.S., M.A.	1	2	University of Connecticut, Emmanuel College
St. Pierre, Tanea	Grade 2	B.A.	4	5	University of MA
Themistos, Andrea	Grade 4	B.A., M.A.	1	1	University of MA., Springfield College
Thurston, Katherine	Library	B.A., M.L.S.	1	6	University of Mary Washington, Syracuse University
Troy, Lauren	Grade 4	B.A., M.A.	5	9	Union College, Simmons
Truman, Tracey	Kindergarten	B.S., M.Ed.	8	8	Springfield, Lesley

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Walkowicz, Mari	Grade 1	B.S.	18	18	Wheelock, Lesley
Yennior, Erica	Music	B.M., M.Ed.	6	6	Berklee School of Music Boston University

RESIGNATIONS

NAME	POSITION	YRS. IN WESTWOOD	DATE OF		REASON FOR RESIGNATION
			RESIGNATION	RESIGNATION	
Allen, Sherri	SPED/Thurston	3	6/30/10	6/30/10	Resignation
Cecere, Bridget	EDBD/Downey	4	6/30/10	6/30/10	Leave of Absence
Conroy, Patricia	Grade 2/Downey	20	6/30/10	6/30/10	Retirement
Dardia, Christine	Grade 4/Sheehan	2	6/30/10	6/30/10	Leave of Absence
Earls, Terrence	Dept. Head of English	38	6/30/10	6/30/10	Retirement
Fay, Krystla	SPED K-5 Director	2	6/30/10	6/30/10	Resignation
Federspiel, Seth	Science/Thurston	2	6/30/10	6/30/10	Resignation
Forgione, Erin	Preschool Teacher	1	6/30/10	6/30/10	Resignation
Frio, Deena	Guidance/Thurston	23	6/30/10	6/30/10	Retirement
Gatti, Olivia	Library/Downey	2	6/30/10	6/30/10	Resignation
Gerson, Alex	PE/PH	1	6/30/10	6/30/10	Non-Renewal
Ioannone, Lisa	Grade 3/Sheehan	10	6/30/10	6/30/10	Leave of Absence
Johnson, Laura	SPED/Downey	1	6/30/10	6/30/10	Resignation
Johnson, William	Technology Director	13	6/30/10	6/30/10	Retirement
Jourdan, Kahla	Library/Sheehan	6	6/30/10	6/30/10	Leave of Absence

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Keene, Courtney	SPED/Downey	1	6/30/10	Resignation
Kelsch, Stephanie	English/HS	33	9/30/10	Retirement
Kenney, Susan	Strings/Thurston	2	6/30/10	Position Eliminated
Lamb-Wanucha, D.	Art/HS	9	5/14/10	Retirement
Maresh, Meghan	Science/HS	6	6/30/10	Leave of Absence
Ming, Marcella	Speech/Deerfield	8	6/30/10	Resignation
Morelli, Ermanno	Social Studies/HS	2	6/30/10	Resignation
McGarey, Thomas	Math/HS	6	6/30/10	Leave of Absence
Nason, Shari	Social Studies/HS	3	6/30/10	Resignation
O'Donnell, Andrea	Grade 2/Deerfield	5	6/30/10	Resignation
Peters, Sara	Gr.5/MJ	4	6/30/10	Resignation
Peterson, Scott	Art/HS	1	6/30/10	Non-Renewal
Potus, Jacqueline	Science/HS	3	6/30/10	Resignation
Reinhart, Kelly	Gr. 5/PH	4	6/30/10	Resignation
Rich, Nichole	Preschool Director	2	6/30/10	Resignation
Riegel, Jana	Grade 3/Downey	1	6/30/10	Resignation
Roberts, Deborah	Dept. Head of Foreign Language	10	6/30/10	Retirement
Rosengarten, Carol	SPED/HS	33	6/30/10	Retirement
Scales, Kathleen	Preschool Teacher	12	4/17/10	Death

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Smith, Kevin	Grade 3/PH	33	6/30/10	Retirement
Snider, Rachel	Math/HS	3	6/30/10	Resignation
Sonneborn, Hayley	English/HS	8	6/30/10	Resignation
Stencel, Valerie	SPED/MJ	9	6/30/10	Retirement
Vogelgesang, Kerry	Math/HS	8	6/30/10	Leave of Absence
Wilcon, Susan	Music/Downey	20	6/30/10	Retirement
Yessenow, Sara	Kindergarten/Downey	5	7/31/10	Resignation



Town of Westwood

580 High Street

Westwood, MA 02090

781-326-6450

www.townhall.westwood.ma.us