

WESTWOOD



117th Town Report

Town of Westwood *117th Annual Report*

The online version of the Town of Westwood Annual Report is made up of several PDFs due to the size of the electronic document.

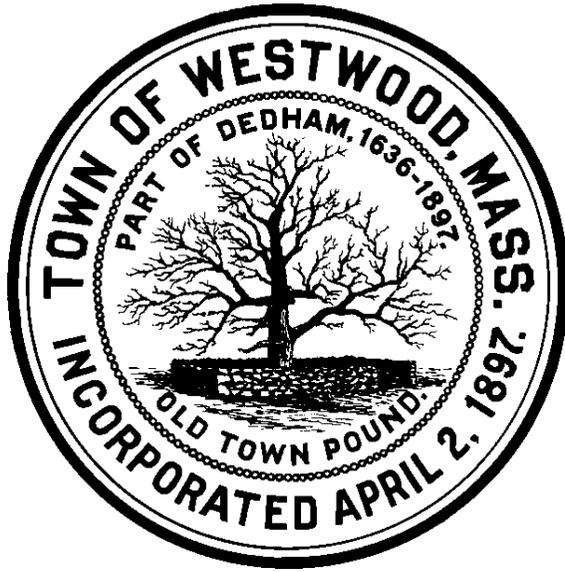
Please download the following PDFs for a complete report:

2013 Town Report ONLINE Part 1 of 4.pdf

2013 Town Report Appendix A ONLINE Part 2 of 4.pdf

2013 Town Report Appendix B ONLINE Part 3 of 4.pdf

2013 Town Report Appendix C ONLINE Part 4 of 4.pdf



Town of Westwood
117th Annual Report
For Year Ending December 31, 2013

In Memoriam

Donald Cole

IN MEMORIAM



Donald A. Cole, Jr.

**Conservation Commission
1973-1996**

**Cemetery Commission
1990-1995**

**Personnel Board
1967-1972**

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Available at www.townhall.westwood.ma.us

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Town of Westwood 117th Annual Report

For Year Ending December 31, 2013



General Interest

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

Population: 14,618 (based on the 2010 Federal Census)

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: \$3,705,750,870

Tax Rate	Class	Tax Rate
FY13	Residential	\$14.89
	Commercial	\$27.28
	Industrial	\$27.28
	Personal Property	\$27.28

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 a.m. to 4:30 p.m.;

Tuesday, 8:30 a.m. to 7:00 p.m.;

Friday, 8:30 a.m. to 1:00 p.m.

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 (781) 326-8661 for the hours.

Town of Westwood 117th *Annual Report*

For Year Ending December 31, 2013

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

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 fifty (\$50.00) dollars to be paid by the owners who license said dog or dogs after March 31st, 2014. 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. Residents with more than (4) dogs, three (3) months or older, are required to obtain a Kennel License per Westwood Zoning bylaws. See Section 2.0 for definition. All kennels in residential zoning districts must obtain a special permit through the Zoning board of Appeals per Westwood Zoning bylaws Section 4.3.3.9.

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.

Citizen Volunteer Form

Are you interested in serving on any Town boards? Would you like more information? If you have a hankering to be involved, please complete this form and select your method of getting in touch!

Via mail or in person:
Selectmen's Office
c/o Town Hall
580 High Street

You can also scan and email to:
cemccarthy@townhall.westwood.ma.us

Fax it in:
781-329-8030

Or call:
781-326-4172

Name: _____ Telephone: _____

Address: _____

Area(s) of interest: _____

Availability (e.g. nights, weekends, hours per month): _____

Comments: _____

Information received will be made available to all boards, committees, and departments for their reference in filling vacancies.

Commission on Disability
Historical Commission
Cultural Council
Recycling Committee
Housing Partnership
Veterans' Affairs
Recreation
Other _____

Environmental Action Committee
Council on Aging
Cemetery Commission
Conservation Commission
Long Range Planning Committee
Human Services
Town Clerk/Elections

Other _____

Officers of the Town

Elected by Voters

Board of Selectmen

Philip N. Shapiro – 2014
Patrick J. Ahearn – 2016
Nancy C. Hyde – 2015

Town Moderator

Anthony J. Antonellis – 2014

Board of Assessors

Michael P Krone – 2016
Mark F. Murphy – 2014
Maureen Bleday - 2015

Town Collector

Albert F. Wisalko – 2014

Town Treasurer

James J. Gavin – 2015

Town Clerk

Dorothy A. Powers – 2016

Planning Board

Steven M. Rafsky – 2015
Steven H. Olanoff – 2015
John J. Wiggin – 2016
Bruce H. Montgomery – 2016
Christopher Pfaff - 2014

Sewer Commission

Anthony J. Antonellis - 2015
Frank X. MacPherson - 2014
James M. Connors - 2016

School Committee

Josepha Anne Jowdy - 2014
Brian T. Kelly – 2015
Carol Lewis - 2016
Ellen R. Mason – 2014
John J. O'Brien – 2016

Regional Vocation School District Commission

Charles W. Flahive – 2016

Library Trustees

Karen Coffey – 2016
Mary Feeley – 2014
Richard Wade - 2016
Dan Lehan – Resigned 09/24
Mary Masi-Phelps – 2014
Mary Beth Persons – 2014
Jane Wiggin – 2015

Housing Authority

John J. Cummings – 2014
Jason C. Lee – 2018
Juliet W. Onderdonk – 2016
Jerrold B. Wolfe – 2015
State Rep VACANT - 2012

Town Moderator *Appointments*

Finance Commission

David Blessing – 2015
Richard Cocivera – 2016
Barbara Delisle – 2016
Margery Eramo Young – 2014
Craig Foscaldo – 2014
George Hertz – 2015
Peter Kane - 2016
Marianne LeBlanc – 2015
Thomas Looney – 2015
Mary Masi-Phelps – 2014
Kevin McManus - 2014
Denise Murphy – 2016
Peter Neville – 2016
Raymond G. Sleight, Jr.-2014
Robert Uek - 2015

Permanent Building Committee

Paul Colantuoni – 2015
John Cronin, Jr. – 2014
John Cummings – 2015
Thomas Erickson – 2014
Judy Frodigh - 2016
Peter Paravalos - 2016

Personnel Board

Joseph Emerson, Jr. – 2014
Douglas Hyde – 2014
Robert Shea – 2015
Pamela Smith – 2015
Louis Valentine II - 2014

Appointed by the Board of Selectmen

Aid to the Elderly Infirm

Patrick Ahearn – 2013
Patricia Carty-Larkin – 2013
Leo Crowe – 2013
Pamela Dukeman – 2013
James Gavin – 2013
Janice Polin – 2013
Al Wisalko – 2013
Joseph Jowdy – 2013
Michael Krone – 2013
Leo Crowe – 2013

Alcohol Review Committee

Michael Jaillet – 2013
Thomas McCusker – 2013
Louise Rossi – 2013
William Scoble – 2013
Linda Shea – 2013
Ex Officio
Christine McCarthy – 2013

Americans with Disabilities Act Coordinator

Michael Jaillet – 2013

Audit Committee

Susan Flanagan Cahill – 2015
Thomas Metzold – 2014
Frederick Steeves, III – 2013
Associate Member
Michael Papetti – 2013

Board of Health

Carol Ahearn – 2013
James O'Sullivan – 2014
Tarah Somers – 2015

Building Survey Board

William Scoble – 2013

Cemetery Commission

Thomas Aaron – 2014
John Lynch – 2015
Linda Walter – 2013
Ex Officio
Michael Jaillet – 2013
Todd Korchin – 2013
Brendan Ryan – 2013

Central Norfolk Regional Emergency Planning Committee

Linda Shea – 2013

Chief Procurement Officer

Michael Jaillet – 2013

Commission on Disability

Jean Barrett – 2014
Anne Berry Goodfellow – 2013
Michelle Fiola-Reidy – 2014
Frances MacQueen – 2013
Jette Meglan – 2013
Jude O'Hara – 2015
Jan Randlett – 2014
Constance Rizoli – 2013
Mary Sethna – 2014
Associate Member
Jane Forsberg – 2013
Nuala Barner – 2013
Ex Officio
MaryAnne Carty – 2013
Patricia Carty-Larkin – 2013

Communications & Technology Advisory Board

Steve Anderson – 2015
Christopher Gervais – 2014
Steve Greffenius – 2014
Mark Hichar – 2013
Ayman Mahmoud – 2015
Ex Officio
Michael Jaillet – 2013
Donna McClellan – 2013

Appointed by the Board of Selectmen

Compensation Agent

Michael Jaillet – 2013

Comprehensive Planning Committee

Maureen Bleday – 2013

John Cummings – 2013

Peter Kane – 2013

Pat Larkin – 2013

Mary Masi-Phelps – 2013

John Masterson – 2013

Peter Paravalos – 2013

Barbara Shea – 2013

Diane Thornton – 2013

Jack Wiggin – 2013

Jerrold Wolfe – 2013

Mike Jaillet – 2013

Nora Loughnane – 2013

Mary Beth Persons – 2013

James O'Sullivan – 2013

Charles Pare – 2013

Alternate

Karon Skinner-Catrone – 2013

Craig Foscaldo – 2013

Dottie West – 2013

Eric Gutterson – 2013

Joyce Cannon – 2013

Conservation Commission

Leo Crowe – 2014

Joseph Previtera – 2015

William Stowe – 2014

Michael Terry – 2013

John Masterson – 2013

Steven Woodworth – 2013

Charles Pare – 2014

Associate Member

Ex Officio

Karon Skinner-Catrone – 2013

Conservation Specialist

Karon Skinner-Catrone

Council on Aging

Betty Connors – 2013

Margaret Dullea – 2013

Robert Folsom – 2013

William Galvin – 2013

Mary Gens – 2014

Irene MacEachern – 2015

Edith McCracken – 2014

Colleen Messing – 2014

COA Director

Patricia Carty-Larkin

DPW Director

Todd Korchin – 2013

Dedham Westwood Water Commission

James J. Galvin – 2013

Robert E. McLaughlin, Jr. – 2014

Joseph Carter – 2015

Economic Development Advisory Board

Greg Agnew – 2013

Alokparna Sarkar-Basu – 2013

James Elcock – 2014

James Ferraro – 2014

Barbara Shea – 2015

Maria Salvatore – 2015

John Wight – 2015

Gary Yessallian – 2015

Edward Dewolf – 2014

Ex Officio

Philip Shapiro – 2013

Michael Jaillet – 2013

Election Officers

Patricia Aaron – 2013

Claire Asbrand – 2013

Ann Bean – 2013

Betty Connors – 2013

Gerald Cronin – 2013

Leo Crowe – 2013

Denise Crowe – 2013

Thomas Daly – 2013

Appointed by the Board of Selectmen

Election Officers, continued

Elsa Delaplace – 2013
Elaine DeReyna-2013
Claudia Duff – 2013
Priscilla Draper Wallace – 2013
Stella Easland – 2013
Margery Eramo – 2013
Charles Flahive – 2013
Maureen Foley – 2013
Marilyn Foxx – 2013
Carolyn Ganim – 2013
Joseph Gearon – 2013
Charles Harper – 2013
Jennifer Kinnear – 2013
Jean Lemieux – 2013
Beverly Lowery – 2013
Frances MacQueen – 2013
Judy McDonald – 2013
Karen McGilly – 2013
Marie McGrail – 2013
Ann Neville – 2013
Paula Scoble – 2013
Priscilla Shaughnessy -2013
Diane Snyder – 2013

Emergency Management Agency

Philip Shapiro – 2013
Robert Angelo – 2013
Ken Aries – 2013
Pam Dukeman – 2013
Michael Jaillet – 2013
William Scoble – 2013
Linda Shea – 2013

Fair Housing Director

Michael Jaillet – 2013

Fire Chief

William Scoble

Forest Warden

William Scoble – 2013

Hearing Officer of Buildings and Fire

Michael Jaillet – 2013

Health Care Review Committee

Carolyn Collins – 2013
Sheree Rau – 2013
Denise Singleton – 2013
Frank Chillemi – 2013
Daniel Fafara – 2013
Heath Petracca – 2013
John Antonucci – 2013
Matthew Gillis – 2013
Pamela Dukeman – 2013
Russell Lavoie – 2013
Marie O’Leary – 2013
Sandra Warnick – 2013
Robert Velluzzi – 2013
Michael Jaillet – 2013
Mary Beth Bernard – 2013

Historical Commission

Nancy Donahue – 2013
Peter Paravalos – 2015
Lura Provost – 2014
Mary Jo Hogan – 2014
Kristi Noone – 2013
Joseph Clancy – 2013

Housing Partnership Fair Housing Committee

Philip Shapiro – 2013
Pamela Kane – 2013
Barbara Shea – 2013
Steven Rafsky – 2013
Jerrold Wolfe – 2013
Alternate
Christopher Pfaff – 2013
Ex Officio
Michael Jaillet – 2013

Appointed by the Board of Selectmen

Human Rights Committee

Christopher Dodge – 2013
Aida Hamdan – 2013
Carol Lewis – 2013
Barbara Shea – 2015
Anne Consoletti Schultz – 2013
Jill Onderdonk – 2015
Ex Officio
Patricia Carty-Larkin – 2013
David Burnes – 2013
Nancy Hyde – 2013
Michael Jaillet – 2013
Paul Sicard – 2013
Danielle Sutton – 2013

John J. Cronin Public Service Award Committee

John J. Cronin Jr. – 2013
John Patterson – 2013
Howard Messing – 2014
Louis Rizoli – 2015
Ex Officio
Philip Shapiro – 2013
Pamela Dukeman – 2013
Michael Jaillet – 2013
Christine McCarthy – 2013

Local Emergency Planning

Nancy Hyde – 2013
Philip Shapiro – 2013
Patrick Ahearn – 2013
Michael Jaillet – 2013
William Scoble – 2013
Linda Shea – 2013
Todd Korchin – 2013
Paul Jolicuer – 2013
Joseph Doyle – 2013
Ken Aries – 2013
Donna McClellan – 2013
Jan Randlett – 2013
Robert Eiben – 2013
Donna Kilburne – 2013
Cynthia Butters – 2013

Local Emergency Planning Committee

Kathleen Merrigan – 2013
Carmen Agresti – 2013
David Bethoney – 2013
William Polin – 2013
Richard Hillman – 2013
David Lawson – 2013
Alternate
Michael Reardon – 2013
Jeff Task – 2013
Patrick Coleman – 2013
Robert Lexander – 2013
Paul Sicard – 2013
Robert Angelo – 2013
Mary Beechinor – 2013
George Popovici – 2013
Caroline Haviland – 2013
Len Chadbourne – 2013
John Antonucci – 2013
Pamela Dukeman – 2013
James Gavin – 2013
Joseph Jowdy – 2013
Michael Krone – 2013
Mary Masi-Phelps – 2013
Bruce Montgomery – 2013
Barbara Shea – 2013
Heath Petracca – 2013
Al Wisialko – 2013
Robert Uek – 2013
Barb Delisle – 2013
Maureen Bleday – 2013

MAPC Representative

Steve Olanoff – 2013
Alternate
Jack Wiggin – 2013

MBTA Advisory Board Representative

Jack Wiggin – 2013
Alternate
Steve Olanoff – 2013

Appointed by the Board of Selectmen

MWRA Advisory Board

Robert Angelo – 2013
Chris Gallagher – 2013

National Organization on Disability – Westwood Rep

Anne Berry Goodfellow – 2013

Noise Abatement Subcommittee of Norwood

Dennis Cronin – 2013

Norfolk County Selectmen's Association

Patrick Ahearn – 2013

OPEB Liability Task Force

Philip Shaprio – 2013
James Gavin – 2013
Maureen Bleday – 2013
Matthew Gillis – 2013
Michael Krone – 2013
Robert Valluzzi – 2013
Russ Lavoie – 2013
Peter Neville – 2013
Brian Kelly – 2013
John Bertorilli – 2013
Ex Officio
Michael Jaillet – 2013
Pam Dukeman – 2013
John Antonucci – 2013
Heath Petracca – 2013
Mary Beth Bernard – 2013

Parking Clerk

Michael Jaillet – 2013

Pedestrian & Bike Safety Committee

Michael Kraft – 2013
Steve Olanoff – 2014
Virginia Lester – 2015
Wendy Muellers – 2013
George Lester – 2015
Steve Harte – 2013
Enkelejda Klosi – 2015
John Craine – 2014
Christopher Giovino – 2014
Ex Officio
Chris Gallagher – 2013
Michael Jaillet – 2013
Paul Sicard – 2013
Nora Loughnane – 2013

Interim Police Chief

Jeffrey Roy – 2013

Recreation Commission

Timothy Adams – 2014
Joyce Cannon – 2013
Elizabeth Phillips – 2014
Diane Thornton – 2015
Paul Tucceri – 2015
Paul Aries – 2015
David Reilly – 2013
Associate Members
Ann Delaney – 2013
PJ Vande Rydt – 2013

Regional Transportation Advisory Council

Steve Olanoff – 2013
Alternate
Bruce Montgomery – 2013

Registrar of Voters

Alice E. Moore – 2014
David O'Leary – 2013
Dorothy A. Powers – 2013
Lawrence B. Roche – 2015

Appointed by the Board of Selectmen

Roy London Award Committee

Pamela Dukeman – 2013
Barb Delisle – 2013
Margery Eramo – 2013
Nancy Hyde – 2013
Michael Jaillet – 2013
Lisa Lehan – 2013
Megan Licameli – 2013
Danielle Sutton – 2013
Todd Danforth – 2013
Ex Officio
Christine McCarthy – 2013

Storm Water Management Committee

Robert Angelo – 2013
Joseph Doyle – 2013
Lynne Fielding – 2013
Chris Gallagher – 2013
David Harrison – 2013
Michael Jaillet – 2013
Nora Loughnane – 2013
Heath Petracca – 2013
William Scoble – 2013
Linda Shea – 2013
Todd Korchin – 2013
Brendan Ryan – 2013

Three River Interlocal Council Representative

Christopher Pfaff – 2013
Alternate
Steve Olanoff – 2013

Town Administrator

Michael Jaillet – 2013

Town Bylaw Review Committee

Thomas Daly – 2013
Kenneth Foscaldo – 2013
Margery Eramo – 2013
Paul Fitzgerald – 2013
Charles Flahive – 2013

Town Bylaw Review Committee, continued

Ex Officio
Michael Jaillet – 2013
Dorothy Powers – 2013

Town Counsel

Thomas McCusker – 2013

Veterans Day / Memorial Day Committee

Harry Aaron – 2013
Richard Paster – 2013
Ex Officio
Chris McKeown – 2013
Dorothy Powers – 2013
Paula Scoble – 2013
Paul Sicard – 2013

WestCAT Representative

Mel Bernstein – 2013

Westwood Cultural Council

Melanie Guerra – 2015
Kathleen Purpura – 2013
Jeanne Shapiro – 2014
Lisa Walker – 2014
Debbie Wells – 2015

Westwood Environmental Action Committee

Thomas Philbin – 2013
Pamela Kane – 2013
Peter Kane – 2014
Maria Constantini – 2014
Wendy Muellers – 2013
Claire Sullivan – 2013
Jan Galkowski – 2015
Ex Officio
Ken Aries – 2013
Christopher Gallagher – 2013
Nancy Hyde – 2013
Karon Skinner Catrone – 2013

Appointed by the Board of Selectmen

Youth & Family Services

Domenic Cianciarulo – 2013

Joan Courtney-Murray – 2014

Arlene Kasarjian – 2013

Jan Midiri – 2015

Brad Pindel – 2013

Karen Poreda – 2014

David Russell – 2013

Patricia Tucke – 2014

Student Members

Christine Casavant – 2013

Celia Condrick – 2015

Jake Greenberg – 2015

Margaret Holler – 2013

Stephanie Mace – 2013

Kiernan Somers – 2013

Angela Wicket – 2015

Zoning Board of Appeals

David Krumsiek – 2013

John Lally – 2014

Doug Stebbins – 2015

Associate Members

Gregory Donovan – 2013

Michael Flynn – 2014

Robert Rossi – 2014

Charles Reilly – 2015

David Belcher – 2015

Danielle Button – 2013

Town Administrator *Appointments*

Affirmative Action Officer

Mary Beth Bernard – 2014

Animal Control Officer

Paul Jolicoeur – 2014

Assistant Building Inspector

Michael McLean – 2014

Assistant Plumbing/Gas Inspector

William F. Jacobs – 2014

Joseph Jacobs – 2014

Assistant Wiring Inspector

James Naughton – 2014

John Malloy – 2014

Assistant Electrical Inspector

Paul Angus – 2014

Building Commissioner

Joseph Doyle, Jr. – 2014

Burial Agent

Robert Folsom – 2014

Dottie Power – 2014

Teresa Riordon – 2014

Conservation Specialist

Karon Skinner-Catrone -2014

Constable

Robert O'Donnell – 2014

Paul Sicard – 2014

Contract Compliance Officer

Anne Marie McIntyre – 2014

Custodian Tax Title

James Gavin – 2014

Economic Development Officer

Peter Heckenbleikner – 2014

Finance Director

Pamela Dukeman – 2014

Forest Warden

William Scoble – 2014

Hazardous Waste Coordinator

Linda Shea – 2014

Keeper of the Lock Up

Jeffrey Silva – 2014

Keeper of the Pound

Brendan Ryan – 2014

Plumbing Inspector

John F. O'Malley – 2014

Purchasing Administrator

Anne Marie McIntyre – 2014

Facilities Manager

James McCarthy – 2014

Right To Know Coordinator

Linda Shea – 2014

Recreation Director

Nicole Banks – 2014

Sewer Superintendent

Robert Angelo – 2014

Solid Waste Coordinator

Chris Gallagher – 2014

Town Administrator *Appointments*

Highway Superintendent

Brendan Ryan – 2014

Town Accountant

Marie O’Leary – 2014

Town Planner

Nora Loughnane – 2014

Tree Warden

Brendan Ryan – 2014

Veteran’s Service Director (Ceremonial)

Chris McKeown – 2014

West Suburban Health Group

Mary Beth Bernard – 2014

Alternate

Pamela Dukeman – 2014

Wiring Inspector

Kevin Malloy – 2014

Youth & Family Services Director

Danielle Sutton – 2014

Other Appointments

Appointed by the Fire Chief

Fire Department Officers

Michael F. Reardon, Dep. Chief
Richard J. Cerullo, Captain
Steven A. Lund, Captain
Colin McCarthy, Captain
Robert V. Valluzzi, Captain
Michael S. Ford, Lieutenant
Luigi Molinaro, Lieutenant
David R. Pond, Lieutenant
Andrew Mahan, 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
Assistant Town Clerk	\$14,000

Senators in Congress

Elizabeth Warren
Edward Markey

Representative in Congress

Ninth Congressional District,
Stephen F. Lynch

State Senator

Norfolk & Suffolk, Michael F. Rush

Representative in General Court

Eleventh Norfolk, Paul McMurtry

Norfolk County Officers

County Commissioners

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

Other Appointments

Norfolk County Officers, continued

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

Michael W. Morrissey

Registrar of Probate

Patrick McDermott

Sheriff

Michael G. Bellotti

General Government

Board of Selectmen *Annual Report*

Nancy C. Hyde, Chairman
Philip N. Shapiro, Clerk
Patrick J. Ahearn, Third Member

Staff

Michael Jaillet, Town Administrator
Pamela Dukeman, Finance Director
Christine McCarthy, Executive Assistant
Ellen Hurley, Support Staff

Mission

It is a pleasure to report on the efforts, accomplishments and initiatives that occurred in 2013. When the Board of Selectmen reorganized in May of 2013, Nancy Hyde was elected Chairman, Philip Shapiro was elected Clerk and Patrick Ahearn was elected to his sixth term and was named Third Member.



2013 Board of Selectmen

The Board of Selectmen is empowered by general law, town charter and town bylaws to serve as the Chief Executive Authority on all matters involving the Town. The Board of Selectmen approves a balanced budget, which incorporates decisions of individual department requests, capital expenditures, and allocation of funds; prepares the warrants for Annual and Special Town Meetings; prepares and approves ballot questions for the town election if there is a general override, debt exemption, and/or capital exclusion requests; and meets with engineering consultants to review and coordinate Town projects and with legal counsel to review matters involving collective bargaining, employee relations, litigation and other legal matters. The Board of Selectmen has an open door policy, hearing requests and complaints of Town residents and businesses and taking appropriate action and schedules hearings and informational meetings on matters of importance to the community.

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 established the Roy London Humanitarian Award to be given annually in recognition of exceptional service within the Westwood community. The 2013 recipients were Joseph Gantert, Larry Walsh, Paula McLaughlin and the Westwood Food Pantry.



John Cronin Public Service Award

The John Cronin Public Service Award, which is named after the former Town Treasurer, is given in honor of John Cronin's long and dedicated service to the Town. Margery Howe Eramo was awarded the John Cronin Public Service Award in 2013. Margery has displayed devoted service, dedication and commitment to the Town of Westwood through her service on various boards and organizations. Marge has served on the Charter Study Review Committee, Westwood Youth Commission, School Education Review Committee, as an Election Officer, the Medical Reserve Corps, the Government Study Task Force and the Roy London Humanitarian Award Committee. Beyond her town service, Marge worked for and continues to participate on the Board of Directors for the Massachusetts Department of Public Health.

Senior Center Dedication

The Board of Selectmen celebrated Patricia Carty-Larkin's twenty-years of service as the much beloved Council on Aging Director by naming the Senior Center in her honor. The Board held a dedication ceremony on November 13, 2013. The ceremony was attended by department heads, friends and family of Pat.

Finance

With advice from Pamela Dukeman, Finance Director, the Board of Selectmen oversaw the development and approval of an annual operating budget that provided the same level of service to the community and allocated and/or borrowed funds to augment the Town's financial reserves and reinvest in its capital stock. The approved budget included significant appropriations to reserve accounts, including the newly established Other Post Employment Benefit (OPEB) Account, which holds the Town's financial commitment to address the unfunded liability from the obligation to provide post-retirement health care benefits to its employees and retirees.

The Board of Selectmen continued to encourage and support the Long Range Financial Planning Committee in its efforts to initiate and improve long term financial practices. This past year the committee was involved in initiating a study of the Town's public safety services and facilities in advance of the construction of the approved University Station Project and to address the limitations of the existing police and fire stations. The Committee recommended the Town Meeting approval of significant financial contributions to the Stabilization Reserves and Other Post Retirement Benefit (OPEB) Trust Funds. The Board of Selectmen established OPEB Task Force, which was tasked to reduce the unfunded liability through modification of eligibility requirements and identifying sustainable funding sources, reviewed the updated liability report and recommended appropriate action.

The Audit Committee reported that the external auditors had no findings in the audit of the Town's financial operations and statements.. The Tax Collector's office remains one of the leading collection departments in the Commonwealth with a tax collection rate of 96%. The Treasurer's Office effectively managed the Town's Tax Title accounts and the successful issuance of a \$4.6 million bond for road improvement and equipment bonds and the bond funds for the Deerfield School roof. Once again, the Town received a national award for its

Board of Selectmen *Annual Report*

Comprehensive Annual Financial Report (CAFR). The Assessing Department updated property values as required. 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 tax burdens.

Bylaw Update

The Town Bylaw Review Committee, appointed by the Board of Selectmen, recommended modifications to the General Bylaw related to the Personnel Department and Board as well as other minor modifications to update the bylaw to be consistent with the new Town Charter. All edits were brought to the Annual and Fall Town Meeting and ultimately approved for adoption. The Bylaw Review Committee continues to review the Town's bylaws each year and make recommended edits to Town Meeting.

Facilities Improvements

The Board of Selectmen supported the Permanent Building Committee's and Library Trustees' efforts overseeing the completion of the New Library. The New Library opened its doors on July 1, 2013. Patron use of the Main Library reached record levels during July and August. 66,000+ people visited the Library, an increase of more than 200% over previous years and more than half the annual attendance in some years.

On November 5, 2013, the Historical Society unanimously voted to terminate any interest in the agreement reached in March 2005 between the Westwood Historical Society and the Town of Westwood pertaining to a lease of the premises located at 909 High Street, Westwood MA which is currently occupied by the Obed Baker House. The Board of Selectmen established an Obed Baker House Reuse Task in December to prepare, evaluate and seek responses to a Request for Proposals for the sale and/or lease of the house and plans to bring this back to the 2013 Annual Town Meeting for vote.



The Recreation Department, with approval from Town Meeting, was able to bid, construct and open a Family Changing Room for the pool facility. The changing room opened in December of 2013 and is a happy addition benefitting the clients of the pool.

Public Safety

The Board of Selectmen and Police Association agreed on terms to hire new officers and promote outside Civil Service, eventually removing the Department from Civil Service. This will enhance the number of candidates that can be considered for filling vacancies and significantly streamline the hiring and promotion processes.

The Town Administrator working with the Fire Chief engaged Emergency Services Consulting International to study the town's fire and ambulance services under current conditions and post construction of University Station. This report, which reviewed facility, equipment and staffing needs once University Station is fully occupied, will serve as the basis of the Board's efforts to increase staffing and improve both Fire Department facilities.

The Selectmen also established a Public Safety Facilities Task Force to explore the options for locating and constructing new and/or renovating existing public safety facilities. In addition to the changes necessary for both Fire Department facilities, the Police Department also needs a more current and larger facility in order to serve the needs of the community in the 21st century.

Public Works

The Department of Public Works completed many road improvement projects including, but not limited to, the installation of traffic calming measures in the High Rock, Dover, Conant, Country Lane neighborhoods, completed the plans and worked with MassDOT on the upcoming reconstruction of the signal at Lowder Brook Drive, and continued its pavement management plans for FY13 through FY14. The Department also responded to 15 snow events in 2013.

The Cemetery Division of the Department of Public Works worked with the Cemetery Commission to open a new phase of the cemetery and begin planning for future expansion. The Cemetery Commission engaged a consultant to revise the Cemetery Rules and Regulations which were subsequently presented to and adopted by the Board of Selectmen.

Culture, Recreation and Human Services

Westwood Day 2013 was organized and coordinated by the Recreation Department staff. Employees from many town municipal departments and the School Department, and volunteers from the entire community made this a memorable event. The celebration began on Friday, October 4 with an exciting football game in which Westwood prevailed over Holliston in double overtime. Fans and residents had cause to celebrate in the post-game fireworks. Beginning early on Saturday October 5, the 5K road race followed by the fun-run kicked off a day of celebration that ended with boys and girls high school soccer games on Flahive Field in the early evening under the lights. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment, food from 15 vendors, 30 different activities for all ages, and over 100 vendors and organizations displaying wares.

Economic Development

In September, Peter Heckenbleikner was appointed as Interim Economic Development Officer. The Economic Development Office is in the process of review. The office will be focusing not only on the University Station Project, but small business growth and streamlining the involvement of economic development in the Land Use and Permitting Departments.

Culminating a year of review, the May 2013 Special Town Meeting approved the University Station Project. Since then, the development team has been completing the onsite infrastructure improvements including the installation of site utilities and relocation of Rosemont Road. The core retail and residential building pads have been prepared, which involved a significant amount of blasting and leveling of the construction area. Building Permits for vertical construction will be issued in the spring 2014 for the Hanover Residential units and the core retail establishments including Wegmans and Target. Projected occupancy is mid-2015.

Two additional components have been added to the first phase of University Station. On December 17, 2013, the Planning Board issued its approval for the Life Time Fitness, an upscale fitness facility that includes a three-story building with approximately 125,643 sq. ft. of floor area. This establishment will be used for fitness, training, sports, educational, and personal services activities, and will include indoor and outdoor swimming pools. This portion of the proposed development will include surface parking for 568 cars and 16 bicycles.

The Planning Board also received an application for Bridges by Epoch, an assisted care facility, for 64 memory care assisted living apartments. This development will consist of four identical wings that will include resident apartments and shared dining areas, libraries, living rooms and activity areas, and a central core that will include a kitchen, administrative offices and shared amenities such as a lobby and main activity room.



Bridges by Epoch Assisted Care

The University Station project has also served as a catalyst to address various much needed traffic improvements including, but not limited to:

Board of Selectmen *Annual Report*

The construction of the new Blue Hill Drive off-ramp from I-95 south and the University Avenue intersection. This construction project is designed to accommodate the expected increase the traffic coming off of I-95 to the development and MBTA/Amtrak parking garage and station and includes an extension to the sound wall. Blue Hill Drive will become a dead end just west of the off-ramp.

The Commonwealth has awarded the Town of Westwood a \$5.5 million MassWORKS grant for the reconstruction of the intersection of University Avenue / Canton Street / Dedham Street. The reconstruction of this intersection will widen each of the approaches in order to accommodate dedicated turning lanes so that the intersection can more efficiently handle an increase in capacity.

The developer and the state are finalizing the I-Cubed funding of the widening and signalization of University Avenue, the main roadway serving the new development. The roadway will be widened to two lanes in each direction and include the installation of traffic signals at the intersection of Harvard Street and University Avenue as well as upgrading the signals at the intersection of Rosemont Road and University Avenue. NStar has committed to installing a new gas main and upgraded shut-off valve system along the entire length of University Avenue, improving its gas service to the area.



The Town has prepared plans for traffic calming on the county ways of Canton and Everett Streets to be presented to the Norfolk County Commissioners for approval. Once the County Commissioners issues its approval for these traffic calming measures, the Town will conduct tests before beginning construction in the summer 2014.

Citizen Initiatives

Secretary of Executive Office of Energy and Environmental Affairs Richard Sullivan, and the Commissioner of Department of Energy Resources Mark Sylvia along with other Green Community staff members visited the Town of Westwood to celebrate Westwood's designation as one of the seven communities becoming a Green Community in 2012. A check of \$138, 875 was presented to the Town for the energy reduction measures being proposed within the Town's schools.

New Employees

The Board of Selectmen, in May 2013, appointed Jeffry Silva to serve as the Police Chief following the retirement of Chief William Chase in February. Chief Silva comes to Westwood from the City of New Bedford where he was a highly decorated Lieutenant.

The Board of Selectmen, in November 2013, welcomed Nicole Banks to serve as the Recreation Director after the resignation of David Burnes in August. Nicole comes to Westwood from Milford, New Hampshire where she was the Recreation Director.

Board of Selectmen *Annual Report*

The Board of Selectmen welcomed Peter Heckenblienker as the Interim Recreation Director in August and subsequently the Interim Economic Development Officer in November. Peter is the retired Town Manager in Reading where he served over 25 years.

Appreciation

On behalf of the Board of Selectmen, I would like to thank all the dedicated Town employees, Town officials and volunteers who offer 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 C. Hyde, Chairman

Town Administrator *Annual Report*

Michael Jaillet, Town Administrator

Staff

Pamela Dukeman, Finance Director
Christine McCarthy, Executive Assistant
Anne Marie McIntyre, Purchasing Agent
Ellen Hurley, Support Staff

Mission

In 2013 the primary focus of municipal government was to consider the major economic development proposed as University Station, a substantial increase in funding of the Town's financial reserves and capital, and prepare for expected future new growth in tax revenue.

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 Town Planner and the Town Administrator, continue to meet every other week to discuss and implement the overall plan for municipal administration.

Recruitment and Hiring

The Town Administrator participated in the recruitment and selection of a new Police Chief who was hired in May. The Town Administrator, with the assistance of various screening committees, recruited and hired, an Interim Recreation Director, an Interim Economic Development Officer, a Recreation Director, a Youth & Family Service Counselor, an Operator/Laborer in the DPW, an Assistant Electrical Inspector, Staff Accountants in the Treasurer and Accounting Offices. The Fire Department also recruited and hired two new Firefighters which will attend the academy in the spring.

Removal of Police Department from Civil Service

At the Fall Town Meeting, the Town voted to remove the Police Department from Civil Service. The Town's goal is to build a high profile, professional police force consistent with policies and philosophy of the Town and to foster professional development, promotional opportunities and growth. The Strategy will incorporate utilizing the Town's professional reputation and our focus on a highly trained professional police force to attract qualified candidate from local police departments and universities, maintaining a presence on law enforcement recruitment sites and public safety career fairs.

Document Archival

King Information Systems returned to assist the Town in achieving its annual archival of documents, and began a reorganization of the Building Departments in enhancing its document archival and storage by preparing for the increase in volume of documents that will come in from the University Station.

Green Communities

The Town was named a Green Community which has provided the Town with \$140,000 in funds to implement energy reduction programs through the School Department. The

Town Administrator Annual Report

Westwood Environmental Action Committee worked closely with the School Department to begin to upgrade the Deerfield and Hanlon Lights and the Deerfield Boiler system to be energy efficient. The entire grant is expected to be spent and completed by spring of 2014.

Applicant Tracking System

The Human Resources Department purchased and implemented an applicant tracking system which allows for all open positions and individuals to apply online allowing personnel to track the application process through the filling of the position.

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.

Comprehensive Annual Financial Report (CAFR)

The joint efforts of the Financial staff resulted in the fourteenth approved Comprehensive Annual Financial Report (CAFR) for 2013, 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.



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

Town Treasurer & Bonds

Jim Gavin, the Town Treasurer, and Patricia Conley and Kathy Foley, Assistant Town Treasurers continued to maximize the Town's tax title and tax department accounts resulting in excellent collection rates. The Treasurer's Office also began the important work of investing funds in the Town's OPEB Trust Account. The Treasurer and staff, along with Pam Dukeman, the Finance Director, will prepare to issue bonds in 2014 for \$2.9 million for pending outstanding debt.

Town Collector Reports Collection Rates

Al Wisialko, the Town Collector, and Janice Polin, Assistant Tax Collector, were responsible for keeping the Town of Westwood's collection rate on its receivables among the highest in the Commonwealth -- 96% for real estate, 99% for personal property, 99% for motor vehicle excise and 68% for ambulance fees, which is an extremely good collection rate.

Town Assessor Property Values

The Board of Assessors and Debbie Robbins, the Town Assessor, provided adjusted values of property for the current year, including the land formerly proposed as the Westwood

Town Administrator Annual Report

Station Project and recommended a commercial/residential tax rate for the Board of Selectmen's consideration and adoption.

Annual Budget

Pam Dukeman, the Finance Director, prepared a comprehensive presentation on the current status of the Town's finances and proposed annual Budget FY14. This presentation, which was given to a variety of town boards and commissions, all of which were aired on WestCAT, provided necessary information for enlightened decisions by the boards, commissions and electorate. Pam's work on the FY14 Budget led the Board of Selectmen to recommend a balanced budget that maintained the existing level of Town services, significantly improved the Town's funding of its stabilization reserves and OPEB Trust and significantly increased the Town's financial commitment important capital needs and sewer infrastructure.

Planning and Economic Development

Support Redevelopment of University Avenue

Given town meeting approval of the master plan, overlay district and first phase of the development plan known as University Station, the town's efforts will be focused on assisting and supporting the construction of the first phase (core 650,000 square feet of retail and 350 units of housing), including but not limited to joining in the application for ICubed funding, arranging and conducting inspectional services of public infrastructure and private facilities, finalizing land takings, establishment of Rules and Regulations, acceptance of Operations and Maintenance plans, and supporting the licensing and permitting of several restaurants.

The Fall Town Meeting approved the land takings for University Avenue for the reconstruction of the Canton/Dedham Street intersections. The town should also remain open to proposed plans to move forward with other aspects of the project, including but not limited to hotel and/or office buildings and possibly of offering incentives.

Economic Development Officer

In September, an Interim Economic Development Officer, Peter Heckenblikner, was appointed. The Economic Development Office has been in the process of review and overhaul. The office will be focusing not only on the University Station Project, but small business growth and streamlining the involvement of economic development in the Land Use and Permitting Departments.

Redevelopment of Route 1/Everett Street

Consistent with the Town's interest to support the redevelopment of the Route 1 / Everett Street area and the Town's recent passage of a new Flexible Zoning Overlay District to replace the Planned Overlay District, and the recently constructed Progressive offices (which was designed to permit a future access easement that would allow the town to create a new access road from Everett Street into the 50-acre commercially zoned area), the EDAB and Planning Board will continue to work with landowners and businesses to facilitate a coordinated redevelopment of the area in a manner that is consistent with the character of the community and beneficial to the landowners.

Town Administrator Annual Report

Farmer's' Market

The Town, primarily through the Selectmen and the Economic Development Advisory Board, successfully located and established a Farmer's Market at the senior center. All efforts and support should be extended to make the third year even more successful.

Redevelopment of East/Washington/School Intersection

There is a long standing desire to redevelop the Islington Center area into a village commercial area. A Task Force was established comprised of town officials, including the Selectmen, EDAB, Planning Board, Finance and Warrant Commission, Long Range Financial Planning, and Assessors; staff of these boards and commissions; and area residents to explore and discuss the various alternatives. This effort will be coordinated with the Town's facility study and comprehensive master plan update.

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 like the Progressive Office Building and University Station met with the Land Use Committee early in the design process to determine problems and major issues that may result from their proposed project.

Facilities Improvements

New Library

The Board of Selectmen supported the Permanent Building Committee's and Library Trustees' efforts overseeing the completion of the New Library. The New Library opened its doors on July 1, 2013. Patron use of the Main Library reached record levels during July and August. 66,000+ people visited the Library, an increase of more than 200% over previous years and more than half the annual attendance in some years

Facilities Plan

The Town has engaged a consultant and architect to develop a comprehensive facility plan for the municipal operations, which will provide a sequential build out plan to augment the Town's facilities necessary to address existing overcrowding and resulting growth in staff as University Avenue is redeveloped. The primary focus is on the location and funding of public safety facilities, equipment and staffing. The overall plan should continue to provide a clear understanding of the sequence and events that will provide the most efficient means of addressing existing and future office programming, service, meeting, and space for archiving documents. Finally, the plan will also update the overall and annual maintenance plan for the existing and proposed facilities.

Obed Baker Sale and Reuse

On November 5, 2013, the Historical Society unanimously voted to terminate any interest in the agreement reached in March 2005 between the Westwood Historical Society and the Town of Westwood pertaining to a lease of a portion of the premises. The Board of Selectmen established an Obed Baker House Reuse Task in December to prepare, evaluate,

Town Administrator Annual Report

seek and respond to a Request for Proposals for the sale and/or lease of the house and plans to bring this back to the 2014 Town Meeting for vote

Implementation of Consolidate Building Maintenance within the DPW

The Department of Public Works continued its efforts to centralized Building Maintenance Operation carried out by a full-time staff person hired to conduct specific maintenance projects and when outside contractors are needed, to serve to scope out the project, select appropriate contractors and ensure work performance.

Public Safety

Staffing of Fire Department

The Board of Selectmen augmented subsequently the staffing during the peak call periods (between 8:00am and 8:00pm) by ensuring that seven (7) staff are working. The Board of Selectmen approved the hiring of four (4) additional firefighters in order to meet current and expected increases in service calls due to the build out of University Station. The Board should continue to work with the Public Safety Facilities Task Force to continue to conduct an analysis of the station options in order to provide timely service to the University Station project and assess the impact that will have on department staffing beyond the commitment to add mentioned above.

Emergency Operating Center (EOC)

The Westwood Emergency Management Agency (WEMA) decided to establish an Emergency Operating Center (EOC) during the February Blizzard of 2013 as a real time exercise which provided inside into improvements that needed to be made especially to the equipment and facilities. The Town compiled a list of recommendations on the operations of the center during an emergency, all of which have been implemented.

East Street Bridge & Washington Intersection

The number of accidents that occur at the East Street bridge and complaints related to traffic flow through the Washington Street East Street intersection have increased in recent years, including the severity of the MBTA bus accident with the bridge and a recent head on collision involving a student driver (who wasn't at fault). The Town has conducted an engineering review of and identified and installed improved signage. The town initiated a meeting with the MBTA to discuss their concerns, not only with the height of the East Street Bridge, but also the width and the lack of adequate pedestrian and vehicular safety when traveling under the bridge. After several emails containing statistical information pertaining to accidents, actual video capturing some of the more recent accidents, and several phone calls inquiring about the status of reconstructing a new bridge, MassDOT informed the town the East Street bridge is now on its priority list and it will be procuring consultants for bridge design.

Public Works

Comprehensive Road Maintenance Plan

The Department of Public Works obtained authorization for the issuance of a \$2.4 million Road Improvement Bond to continue its listed road improvement priorities including but not limited to, drainage and resurfacing projects, implementation of the Storm Water

Town Administrator Annual Report

Management system, and the conduct of a road maintenance and resurfacing program that would maintain at least a B rating of the Town's road system over the next 5 years.

Sidewalk Plan

The Town of Westwood has been involved with the Mass DOT Safe Routes to School program for several years. The Downey School has worked to increase the pedestrian traffic to the school. Mass DOT has awarded the Town of Westwood with funding to complete safety improvements to sidewalks around the Downey School. The Town plans to have this plan including the temporary and permanent easements necessary at the 2014 Annual Town Meeting.

Drainage Program

There is a federal requirement to protect and enhance water quality in our drainage systems in cities and town as a means of protecting water supply. Although the federal mandates have not required an extraordinary expenditure of funds to date, the DPW has assessed the requirements to assure that the regulations are met, as non-compliance results in significant fines, and is proceeding on planning for drainage improvement, especially those that might reduce the potential flooding in certain neighborhoods.

Recapitalization of the Department of Public Works

The Department of Public Works received a \$2 million capital equipment and vehicle bond as a commitment to restore the Department of Public Works equipment and vehicles that allowed the department to achieve a more acceptable condition of its rolling stock. Over the course of the first year, it expended \$1.4 million to acquire equipment and vehicles that were listed for replacement in the article submitted to Town Meeting.

Recycling Coordinator

The implementation of the automatic collection of solid waste and recycling product has been highly successful in diverting a significant portion of the solid waste into recycling. Since recycled goods do not generally require a tipping fee to be disposed of and can, at times, actually generate a source of revenue, the Town developed an education and monitoring program to divert even more waste from the solid waste stream into recycling. The Department drafted and is preparing for a part-time consultant to assist the community with public education and monitoring of the Town's recycling activity.

Cemetery Rules and Regulations

The Department of Public Works hired a consultant to revise the Rules and Regulations as well as providing consultation to the Town for any changes needed for our cemetery operations and procedures which had not been revised since 1993 and lot prices have remained the same since 2001. These new changes allow for better operational management and will help with consistency as we move forward. Many of the changes pertain to what is allowed at a gravesite and will keep the cemeteries safer, consistent, and more aesthetically pleasing. The revised Rules and Regulations, new lot price structure, and new forms were approved by the Cemetery Commission and Board of Selectmen.

Town Administrator *Annual Report*

Culture, Recreation and Human Services

Housing

The 2013 Annual Town Meeting approved the construction of 350 units of housing in two separate buildings. One building containing 220 units will be 25% affordable and the other building containing the remaining 150 units will be 10% affordable. As a result of this approval, the Town will achieve the 10% requirement set forth by Chapter 40B, MGL.

Recreation

In August, David Burnes announced his departure after two years as Director. Peter Heckenblikner, former Reading Town Manager, served as Interim Recreation Director until the appointment of Nicole Banks, Recreation Director, from Milford, New Hampshire to serve.

The Westwood Day 2013 was organized and coordinated by the dedicated Recreation Department staff. Employees from many Town Departments, the School Department, and volunteers from the entire community made this a memorable event. The celebration began on Friday, October 4 with an exciting football game in which Westwood prevailed over Holliston in double overtime, followed by the post-game fireworks. Beginning early on Saturday October 5, the 5K road race followed by the fun-run kicked off a day of celebration that ended with boys and girls high school soccer games on Flahive Field in the early evening under the lights. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment, food from 15 vendors, 30 different activities for all ages, and over 100 vendors displaying wares.

The Recreation Department, with approval from Town Meeting, was able to bid, construct and open a Family Changing Room for the pool facility. The changing room opened in December of 2013 and is a happy addition to the clients of the pool.

Council on Aging

The Board of Selectmen celebrated Patricia Carty-Larkin's twenty-years of service as the much beloved COA Director by naming the Senior Center the Patricia Carty-Larkin Senior Center in her honor. The Board held a dedication ceremony on November 13, 2013. The ceremony was attended by department heads, friends and family of Pat.

Senior and Veteran Tax Work Off Program

As approved by Town Meeting, the Town managed and expand the number of opportunities for participation in the Senior and approved Veteran Tax Work Off Programs and implemented tax exemption program for Veterans during their overseas service from 2001 to 2013.

Collaboration Among Departments in Support of Youth & Family Services

The Youth & Family Service Department reviewed data collected in a community wide youth survey conducted in FY13 to develop ways that municipal and school departments and community groups can collaborate appropriate actions to address issues including, but not limited to, substance abuse education and awareness, prevention and resources.

Town Administrator *Annual Report*

Energy Efficiency

Secretary of Executive Office of Energy and Environmental Affairs Richard Sullivan, and the Commissioner of Department of Energy Resources Mark Sylvia along with other Green Community staff members visited the Town of Westwood to celebrate Westwood's designation as one of the seven communities designated a Green Community in 2012 and to present us a check of \$138, 875 for the energy reduction measures being proposed for implementation within the Town's schools.

Appreciation of Dedicated Employees

Margery Eramo became the eleventh 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 his sixth term on the Board of Selectmen which reorganized itself selecting Nancy Hyde to serve as Chairman, Philip Shapiro to serve as Clerk and Patrick Ahearn as Third Member.

Best wishes to Patricia Conley on her retirement as the Assistant Town Treasurer. Pat worked for the Town of Westwood in the Treasurer's Office for over 30 years.

Best wishes to Tracey Gabriel on her new position in the Town of Framingham. Tracey worked for the Town for four years as the Youth Counselor in the Youth and Family Services Department.

Best wishes to David Burnes after his resignation as the Recreation Director. David worked for the Town for two years.

Best wishes to Raymond Balabanis on his retirement from the Department of Public Works. Ray worked as the Senior Foreman in the DPW for over 56 years.

Best wishes to Rose Wallace on her retirement from the Assessor's Office. Rose worked as the Clerk in the Assessor's Office and also in the School Department for over 45 years.

Condolences

Condolences to family of Donald Cole. Don was an active member of local government for 29 years serving as a former Cemetery Commissioner, Conservation Commission member and Personnel Board member.

Special Thanks

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



Procurement Department *Annual Report*

Michael A. Jaillet, *Town Administrator Chief Procurement Officer*

Anne Marie McIntyre, *Purchasing Administrator/Contract Compliance Officer*

Mission

The Procurement Department, now in its fifty-second year operates under the provisions of Chapter 41, Section 103, Massachusetts General Laws, as amended. This statute provides that the Procurement Officer shall purchase all supplies for the Town and for every department.

The Procurement Department provides a unified purchasing system that ensures integrity and fairness with a centralized responsibility for oversight of solicitations, vendor selection, negotiation, award, contract management, reporting, disposal of surplus property and emergency logistical support for the benefit of all Town Departments.

Procurement and Contracts

All procurement activity is regulated by Massachusetts General Laws and Town By-Laws. The type of purchase/project and estimated value determine which law(s) apply in a particular purchase. The Town of Westwood is subject to MGL Chapter 30B for goods and services, MGL Chapter 30, 39M for public works projects, and MGL Chapter 149 for building maintenance, repair and projects.

The Procurement Department monitors departmental procurement practices and facilitates contract administration to ensure compliance with applicable laws governing procurement of supplies, services, equipment, and capital improvements involving public works, building construction and design services.

The Town of Westwood is subject to Massachusetts Prevailing Wage laws. 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. Weekly payroll records must be collected from all contractors and kept on file.

The Town is eligible to use Commonwealth Procurement and Solicitation System (Comm-PASS), it is the official procurement record system for the Commonwealth of Massachusetts. All Statewide Contracts are the result of a competitive bidding process, municipalities can purchase goods and services using the Statewide contract without having to conduct their own competitive procurement process. The Town requires that departments execute the appropriate contract documents.

The Town also participates in State approved Cooperative Purchasing programs, which provides competitive prices and contracts to participating Massachusetts municipalities.

Procurement Department *Annual Report*

Town Department Solicitations

Thirty-four formal solicitations were processed.

Category	Department	Number Processed
General Gov't	Selectmen	3
	Finance	1
	Human Resources	3
	Town Clerk E&R	1
Public Safety	Fire (Includes Ambulance)	2
	Building Inspection	1
Health	Health Education	
Human Svc.	Recreation	1
Planning & Engineering	Planning	1
DPW	Public Works	15
	Cemetery	2
	Sewer	1
	Capital Equipment	3

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*

Anne Marie McIntyre, *Purchasing Administrator/Contract Compliance Officer*

Town Counsel *Annual Report*

Thomas McCusker

In the past year, Town Counsel has represented various town agencies before the Norfolk Superior Court, Dedham District Court, Land Court, Appeals Court, Supreme Judicial, 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 in matters 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

Affirmative Action *Annual Report*

Mary Beth Bernard, *Affirmative Action Officer*

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 2013, the Town began using an Applicant Tracking System to advertise and process applications for open positions. This allows the Town to expand its recruitment strategy to encourage a broader and more diverse candidate pool for the Town of Westwood's workforce.

The Human Resources Director, Mary Beth Bernard, the Town's Affirmative Action Officer, is a certified MCAD Trainer. In 2013, the HR Director attended seminars on Harassment Prevention through the Society of Human Resource Management and completed an Investigations class through the Massachusetts Commission Against Discrimination. Ms. Bernard continues to conduct training on Prevention of Harassment and Discrimination in the Workplace for employee groups and to distribute the Policy to all Town and School employees on an annual basis.

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*.

Health Care Review Committee *Annual Report*

John Antonucci
Carolyn Collins
Matthew Gillis
Marie O'Leary
Denise Singleton

Mary Beth Bernard, Committee Chair
Pamela Dukeman
Michael Jaillet
Heath Petracca
Robert Velluzzi

Frank Chillemi
Daniel Fafara
Russell Lavoie
Sheree Rau
Sandra Warnick

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

The Health Care Review Committee was formed in 2008. Members are appointed by the Board of Selectmen to review the Town's health care options for purchasing affordable healthcare for all employees and retirees. The Committee will make a recommendation to the Board of Selectmen.

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

The group negotiated a unilateral change to Rate Saver Plans through the West Suburban Health Group. The Rate Saver Plans mirror the traditional HMO and EPO plans, but include a lower monthly premium and higher co-pays for employees. This resulted in substantial savings for the Town and the employees. The agreement is in place through FY15.

In 2013 the group reviewed the Town's Self-Pay Dental Insurance options and discussed Health Reimbursement Account (HRA) plans to mitigate out-of-pocket health care costs.

Health Care Review Committee Members for 2013 included:

John Antonucci, Mary Beth Bernard, Committee Chair; Frank Chillemi; Carolyn Collins; Pamela Dukeman; Daniel Fafara; Matthew Gillis; Michael Jaillet; Russell Lavoie; Marie O'Leary; Heath Petracca; Sheree Rau; Denise Singleton; Robert Velluzzi and Sandra Warnick.

West Suburban Health Group *Annual Report*

Mary Beth Bernard, *Human Resources Director*, WSHG Board Steering Committee Representative

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. WSHG employers pool risk, and WSHG self-funds most health plans with reinsurance protection for high cost claims.

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.

Member communities as of December, 2013, were the Towns of Ashland, Dedham, Dover, Holliston, Natick, Needham, Sherborn, Shrewsbury, Walpole, Wayland, Wellesley, Westwood and Wrentham. Also participating in were the following districts: Accept Educational Collaborative, Dover-Sherborn RSD, The Education Cooperative and South Middlesex Regional Vocational Tech.

2013 Plan Offerings

The WSHG Board actively participates in the process of health plan design and prescription drug options, for over 11, 000 contracted subscribers, resulting in a total of over 21,000 insured members. Westwood had 737 subscribers in FY13.

Rate Saver Plans

The following plan offerings were available to eligible subscribers in 2013: **Harvard Pilgrim Rate Saver, Tufts Navigator Rate Saver, Blue Choice Rate Saver, Fallon Direct and Fallon Select Rate Saver Plans.**

Retiree Plans

The following plan offerings were available to Medicare eligible retirees in 2013: **Blue Cross Blue Shield Medex III, BCBS Managed Blue for Seniors, Harvard Pilgrim Medicare Enhance, Fallon Senior Plan, Tufts Medicare Plus, Tufts Medicare Preferred HMO.**

Other Plans

The Town also offered the **Harvard Pilgrim PPO** and **Tufts POS** in 2013.

Information

The Human Resources Department communicates open enrollment information and hosts two Health Fairs per year. An Employee Benefit Fair in April and a Retiree Health Fair in November. Every eligible employee and retiree is notified, and the applicable rate sheets and plan information are posted on the Human Resources website and are available at the Health Fair. Health plan representatives and Human Resources staff attend the Health Fairs

West Suburban Health Group *Annual Report*

to answer questions and discuss the options of each plan directly with interested employees and retirees. Attendees at each Health Fair were invited to participate in various health screenings offered by health insurance providers.

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 A recent 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.*” *Good Health Gateways Diabetes Reward Program and the myMedication Advisor* educational and support program for insured employees. The WSHG funded the following Town of Westwood employee wellness programs in 2013: Weight Watchers at Work; Lunchtime Yoga, Demonstration; Breast Cancer Awareness, Diabetes Awareness and Holiday Bowling.

Compliance and Administration

The Human Resources Department administers the provisions of MGL Chapter 32B Section 18, which was adopted at the 2008 Annual Town Meeting. In addition, the HR Office administers the Town’s Flexible Spending (FSA) and (HRA) programs. The Benefits

Coordinator administers all Town employee and retiree health plans. In addition, the HR Assistant maintained the required recordkeeping and ongoing compliance for the Massachusetts Health Care Reform and Fair Share Contribution filing for 2013.

The Town has prepared for Federal Affordable Care Act (ACA) changes in 2013 put polices in place for adherence to The PPACA (Affordable Care Act) of 2010. The Human Resources department maintains compliance with HIPAA, COBRA and .

A change in senior plans will take place in January 2014 to incorporate subsidies into the retiree plans to ensure coverage at an affordable price for retirees.

Submitted by

Mary Beth Bernard,

Human Resources Director, WSHG Board Steering Committee Representative

Personnel Board *Annual Report*

Louis C. Valentine II, *Chair*
Joseph A. Emerson, Jr., *Vice-Chair*
Douglas K. Hyde

Robert M. Shea
Pamela A. Smith

Mission

To maintain fair and equitable Personnel Policies and to establish a personnel administration system based on merit principles to ensure a uniform, fair and efficient application of Personnel Policies.

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

Personnel Board Members

The Personnel Board consists of five members, each appointed by the Town Moderator to overlapping three-year terms. The 2013 Board has extensive experience in the areas of municipal law, personnel placement, employment law, labor law & technology management.

Program/Service Areas

The Personnel Board provides five major programs/services which are implemented through the Human Resources Department: Personnel Policy Administration; Benefits Administration, in accordance with Personnel Policies and federal and state regulations; Labor Relations; Performance Review System and Employee Development; and Risk Management.

Major responsibilities of the Personnel Board include:

- Establish and maintain the Town of Westwood Personnel Policies, a Personnel Administration System, and a Performance Management Process to ensure a uniform, fair and equitable application of policies;
- Conduct periodic employee performance reviews and adjust job descriptions and compensation plans to make certain there is equity within the Town's Compensation and Classification system and market comparability;
- Ensure fair recruiting, interviewing and hiring practices for Town employees;
- Maintain a centralized personnel data and record keeping system in accordance with state and federal requirements;
- Maintain a performance review system that emphasizes employee performance goals and facilitates supervisor feedback.
- With the Town Administrator, monitor the implementation and practices of the Town's Personnel Policies;
- Oversee compliance with provisions of applicable sections of MGL Ch. 32B; Civil Service requirements; and federal, state, and local employment laws.

2013 Personnel Board Activity Overview

- Conducted 9 regularly scheduled meetings; addressed employee requests, policy clarifications, new hire and promotional salary placements, position classifications and approval of compensation plans; discussed and advised on procedural actions;

Personnel Board *Annual Report*

- Reviewed extensive revisions to the Personnel Policies that resulted from changes to sections in the Town Charter that intersected with the Personnel Bylaw; drafted revisions where necessary to additional sections of the Personnel Policies; prepared Policies for Board of Selectmen approval;
- Studied and approved a new Compensation Plan for Department of Public Works Part-Time Seasonal Employees;
- Reviewed and classified 12 job descriptions; studied and revised DPW union jobs.
- Researched, appropriated and implemented an on-line Applicant Tracking System to increase marketing of job opportunities, facilitate recruiting methods, and simplify tracking and communication with applicants in a cost efficient and eco-friendly manner.

The Human Resources Department

Overview

Under the policy direction of the Personnel Board and Town Administrator, the Human Resources Department serves to ensure that the Town's mission and values are embodied in the business practices of its employees. The department promotes a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect in accordance with the Town of Westwood Personnel Bylaw, policies and procedures. The Human Resources Department administers employee classification and compensation plans; advises department managers, supervisors and employees on personnel matters; maintains compliance with employment and labor laws and labor agreements; manages the recruitment and promotion of the best qualified people; and conducts and manages benefits enrollment and administration. The Human Resources Director oversees personnel actions of all Town departments, provides management and employee training to ensure a safe and discrimination/harassment free environment, conducts Workers' Compensation trainings, and participates in labor negotiations and contract administration.

The Staff

The HR Department is staffed by a full-time Human Resources Director, a full-time Benefits Coordinator, and a part-time Human Resources Assistant. The staff services the Human Resources needs of approximately 200 Town employees, 600 School employees and 400 Retirees.



Human Resources Department employees left to right: Linda Unger, Human Resources Assistant; Mary Beth Bernard, Human Resources Director, SPHR; and Carolyn Collins, Benefits Coordinator.

Personnel Board *Annual Report*

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. Under the policy direction of the Personnel Board, the Human Resources Department maintains equity, consistency and open communication in upholding employment initiatives and policy. The HR Department is committed to providing employees a stable work environment with equal opportunity for learning and personal growth. The department is accessible to staff and supervisors with regard to interpreting policy and responding to employment or benefit questions or concerns. The HR Director serves as the Town's Hiring Officer in all aspects of the employment process. The Human Resources Assistant provides administrative support to the Personnel Board and the Town Moderator; assists with job postings, applicant tracking and communication with applicants; processes new hires and terminations; maintains employee files and monitors paperwork to ensure legal compliance; 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 budgeting for Wellness initiatives.

Benefits Administration

The HR Office administers and communicates benefit plans and all benefit-related policies to eligible School and Municipal employees. This includes health; dental; life insurance; flexible spending; LTD; deferred compensation; FMLA administration; and Wellness programs. It also includes retirement benefits and Medicare B reimbursements for eligible retirees.

The Benefits Coordinator manages health insurance offerings for more than 700 insured Town and School employees and retirees; organizes the annual Employee and Retiree Health Fairs; delivers Open Enrollment communications; and manages employee and dependent health and dental benefit changes. During 2013, the Benefits Coordinator oversaw the onboarding of all new School and Town employees and created electronic personnel records for new hires to ensure accurate and timely payroll disbursements. In addition, approximately 400 health and dental benefit changes were processed for active and retired employees.

The Human Resources Department oversees compliance with Massachusetts Health Care Reform MGL Ch. 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 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. Also, the HR Director, by appointment of Board of Selectmen, serves on the OPEB (Other Post Employment Benefit) Task Force. The Task Force reviews and considers the Town's current and future unfunded liability related to the post-employment benefits provided to employees, and makes recommendations on ways to reduce and fund the liability.

The HR Department remains committed to promoting employee well being. The Human Resources Newsletter, a semi-annual publication approaching its seventh year, highlights employee events, recognizes employee accomplishments, and provides a menu of Wellness

Personnel Board *Annual Report*

programs sponsored by Town departments and WSHG. Wellness offerings are designed to target employee health and lifestyle awareness, while positively impacting health insurance costs. Examples include Lee National Denim Day, a popular Wellness event held in October that focuses on Breast Cancer Awareness, and Jeans for Joslin, a day earmarked to educate employees and support Diabetes awareness and prevention.



LEE NATIONAL DENIM DAY

Support a worthwhile cause

FRIDAY, OCTOBER 25, 2013

This year marks the 18th anniversary of Lee National Denim Day, which has raised more than \$89 million to fund breast cancer research and community-based support programs for the fight against breast cancer.

Labor Relations

In 2013 the Health Care Review Committee, chaired by the Human Resources Director, discussed and approved the continuation of a Health Reimbursement Account, a mitigation fund to alleviate out-of-pocket health expenses for high cost claims. The Committee consists of union leaders, Town and School administrators, and Board representatives, whose mission is to come together to make sound health insurance decisions.

The Town engaged in contract negotiations with six collective bargaining units during 2013. The Westwood Police Association, Massachusetts Coalition of Police, AFL-CIO Local 174 settled its contract effective through June 30, 2016, achieving fair and equitable resolution for members, while eliminating Civil Service hiring and promotional requirements. The Human Resources Director is the Personnel Board's designee in contract negotiations, as well as the liaison to Labor Counsel, Union Representatives and Civil Service.

Organizational and Employee Development

The Human Resources Department focuses on training, development and implementation of programs to promote individual success and increase the overall growth of the organization while facilitating improved productivity and employee relations.

During the first quarter of 2013 the Human Resources Director collaborated with the Town Administrator to hire an Interim Police Chief, while conducting an extensive search and interview process to secure a well-qualified, permanent Police Chief. In the second half of 2013, transition in the Recreation Department created an opportunity, once again, to utilize an Interim Recreation Director until the end of the year while conducting a search for a full-time Recreation Director.

Human Resources continued to provide hands-on assistance with the hiring of seasonal employees in the Recreation Department and DPW. Through the HR Department, the Town received Seasonal Employer status, which limits the liability for unemployment insurance claims by seasonal employees.

Personnel Board *Annual Report*

The HR Director conducted a refresher training session in early June for supervisory personnel on the revised Performance Evaluation document, focusing on goal setting and feedback.

During 2013 the ATP Tuition Assistance Program remained in place under the administration of the Personnel Board. Three employees on the management team enrolled in and successfully completed a nine-month graduate certificate program in Municipal Leadership at Suffolk University. In addition, three employees received tuition assistance for courses completed with a grade of B or higher.



Pictured left to right: Michael Jaillet, Town Administrator; Mary Beth Bernard, Human Resource Director; Danielle Sutton, Youth and Family Services Director; Todd Korchin, Department of Public Works Director, and Nancy Hyde, Board of Selectmen

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; and Department of Transportation CDL Standards. The HR Director participates in the MIIA Safety Committee, a quarterly meeting designed to discuss safety issues, review compliance, and ensure risk management best practices.

Over the past year, the HR Department conducted Anti-Harassment and Discrimination Training to Police and Civil Communications Officers, DPW employees, and 80 seasonal and staff members in the Recreation Department; Workers' Compensation and Safety training was held for School cafeteria and Recreation Department employees and managers. The HR Director, as Certified MCAD Trainer, served as the trainer for these programs.

Personnel Board *Annual Report*

The Town utilizes the Criminal Offender Record Investigation (CORI) and Affirmative Action policy and conducts CORI checks on applicable hiring positions. The Town is currently reviewing the Sex Offender Record Investigation (SORI) process for possible adoption.

2013 Human Resources Accomplishments

- Reviewed Town of Westwood Personnel Policies which incorporated Town Charter changes and drafted additional policy revisions in preparation for Public Hearing and Board of Selectmen adoption of revised Personnel Policies.
- Implemented an Applicant Tracking System to maximize efficiency and effectiveness of HR processes and to reach a broader workforce, thereby enabling diversity in recruitment practices. Managed recruitment, hiring and on-boarding process.
- Participated in Town's OPEB Task Force for review of Town's Other Post Employment Benefits and developed cost-reducing recommendations.
- Continued involvement in the Health Insurance Review Committee which will extend the Health Reimbursement Account for Rate Saver plans and monitors ongoing legislation changes in Health Insurance Reform.
- Maintained leadership role in West Suburban Health Group to advocate for best health insurance options for Town and School employees and Retirees.
- Conducted a job description review for the Department of Public Works positions to ensure accuracy, ADA compliance and market comparability.
- Initiated an SEIU job audit and classification study to provide an update of the Town's clerical positions and market competitiveness of the SEIU Compensation Plan.
- Conducted nine regularly scheduled Personnel Board meetings during the year.
- The HR Department supported the Personnel Board's review and evaluation of 12 Town job descriptions for update and classification.
- Participated in on going Collective Bargaining with the SEIU; DPW; IAFF; Police Superiors; and Traffic Supervisors.
- Settled Collective Bargaining Agreement with The Westwood Police Association, MassCOP, AFL-CIO Local 174 and negotiated a removal from civil service for the Westwood Police Department; negotiated a promotional process for future promotions outside of civil service. The Agreement was accepted by voters at the Fall Town Meeting.
- Managed the hiring process for two director-level positions; structured and implemented an organizational plan utilizing highly-skilled interim directors to cover the vacancies in these departments.
- Transitioned to a new Occupational Health provider to ensure accuracy, efficiency, and thoroughness with pre-placement, occupational health and fit-for-duty services.
- Remained eco-friendly with enrollment and benefit forms available online for new hires and current employees; continued web updates for benefit and employment information.
- Provided five Anti-Harassment and Discrimination Training sessions to Town and School employees; Conducted Safety and Workers' Compensation Training to the Recreation Department and School Cafeteria employees.
- Communicated with Retirees on changes to prescription drug benefit within their health care plans; provided one-on-one customer service to Retirees on follow-up calls and office visits.

Personnel Board *Annual Report*

- Conducted Employee Health Fair and Retiree Health Fair, and corresponding open enrollments.
- Posted, interviewed and filled the following positions: Police Chief; Aquatics Specialist; Children's Librarian; COA Outreach Worker; COA Van Drivers; Seasonal Office Support Staff; Library Custodian; Library Technical Services Assistant; Library Assistant; Fire Apparatus Maintenance Specialist; Assistant Town Treasurer; DPW Laborer; Youth Services Counselor; Recreation Director; Dispatchers; Water Safety Instructor; Lifeguards; Administrative Assistant.
- Worked with Westwood Special Education Department to create vocational program for students to develop office skills.
- Collaborated with the Westwood Police Department to administer multiple sessions of Public Safety Dispatcher exams during the recruitment process for dispatchers.

Town Accountant *Annual Report*

Marie O'Leary, 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 collaborate with the financial management team to ensure 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, providing 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

Town Accountant *Annual Report*

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 and biweekly 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 withholdings and deductions on a timely basis.
- Coordinate the timely distribution of W-2s 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 1099s 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.

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 of Westwood has been recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY12 Comprehensive Annual Financial Report (CAFR). The Town has received this prestigious award annually since FY97 placing the Town in the top tier of Massachusetts communities in the category of financial excellence. The Town also

Town Accountant *Annual Report*

maintained an unqualified audit opinion for the FY13 audit and assisted the auditors with the annual audit of financial grants. The Town maintained a high credit rating which is a strong reflection on the financial condition of the Town. Collaborative efforts included the implementation of the new procurement card program. 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 FY13 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 FY12 CAFR.
- Assisted the finance team with the preparation of the FY13 CAFR.
- Assisted with the OPEB revaluation as required to ensure regulatory compliance.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY13 balance sheet required for the timely certification of the Town's available free cash.
- Maintained and distributed updated financial information related to capital projects including University Station.
- Assisted the employee safety committee with addressing and promoting safety issues.
- Successfully processed in house vendor 1099s, and coordinated the timely distribution of W2s to all employees.
- Participated in the MIIA Rewards Program which resulted in premium savings.

FY2014 Service Plan

The Accounting Department is committed in FY2014 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the timely submission of the FY14 CAFR as well as monitor the implementation of the financial policies approved by the Town. The department will continue to assist with the annual audit of Federal grants and collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

Specific Goals

- Maintain the Town's unqualified opinion for the FY2014 audit.
- Assist with the preparation of the FY14 CAFR
- Assist the independent auditors with the annual audit of Federal grant funds.
- Assist Finance team with maintaining the Town's high credit rating.
- Assist with OPEB regulatory compliance.
- Assist with the review and continued implementation of new financial applications.
- Participate in the MIIA Rewards Insurance Program.

The following financial statements for the year ended June 30, 2013 are respectfully submitted to the Town for review. See Appendix A.

Marie O'Leary, *Town Accountant*

Town Treasurer *Annual Report*

Jim Gavin, *Town Treasurer*
Kathy M. Foley, *Assistant Town Treasurer*
Lee Ann Coté, *Staff Accountant, P.T.*



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, 2013. 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, 2012 and ended on June 30, 2013 are as follows:

Cash and Investments

General Fund	– 7/01/12	\$24,689,700.
Trust Fund	– 7/01/12	2,663,104.
Agency Fund	– 7/01/12	25,217.
Student Activities and Scholarship Funds		572,076.
Balance 07/01/12		\$27,950,099.
General Fund	– 6/30/13	\$23,513,790.
Trust Fund	– 6/30/13	3,786,698.
Agency Funds	– 6/30/13	25,241.
Student Activities and Scholarship Funds		536,413.
Balance 06/30/13		\$27,862,142.

Town Treasurer *Annual Report*

Cash Management

The total investment income earned for both the General Fund and the Trust Fund was \$55,182. for FY 2013. Interest rates averaged 0.27% to June 2013. These banking rates reflect the low interest rate environment. The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments were specifically avoided.

Accomplishments

- Issued a new \$4,635,000 G.O.B on December 20, 2012 to Fidelity Capital Markets at an interest rate of 1.44% for 10 years. This debt includes \$1,500,000 for Roadway, \$1,500,000 for DPW Equipment, \$935,000 for School Roof, \$460,000 for Departmental Equipment and \$240,000 for Drainage Improvements, as authorized by Town Meeting.
- Moody's assigned credit rating of Aa1, and S&P AA+.
- 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, student activity bank accounts and the high school scholarship funds.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2013.
- Received notice of the award for the Town's 2012 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Subsequent and new tax title accounts in FY13 increased by \$201,947. The interest applied to tax title receipts totaled \$64,830. Received total payments of \$403,439. The outstanding tax title balance as of June 30, 2013 was \$404,713.
- Maintained the confidential file of tax deferral property in fiscal year 2013. Tax deferrals increased by \$99,944 during FY 2013 for an ending balance of \$352,880 on June 30, 2013. This ending balance reflects principal/interest payments of \$27,116 in FY13.

Investment Income Summary

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
General Fund Investment Income	91,403	74,289	46,728
Trust Fund Investment Income	7,955	4,469	8,454
Tax Title Outstanding Balance	2,787,235	542,138	404,713
Tax Deferral Outstanding Balance	295,574	279,308	352,880

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 thank Pat Conley for her 30

Town Treasurer *Annual Report*

years of service to the Town of Westwood and her years of service as Assistant Treasurer. We wish Pat the best of luck in retirement. We would like to express our thanks to all of our fellow constituents whose collective efforts assist this office in meeting its responsibilities.

James J. Gavin, *Town Treasurer*

Kathryn M. Foley, *Assistant Town Treasurer*

Lee Ann Coté, *Staff Accountant, P.T.*

Town Tax Collector *Annual Report*

Albert Wisialko, Collector of Taxes

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 2013 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$2,304,743 or a 98% collection rate on the total commitment of \$2,342,912.

Real Estate Tax

- Total collections of \$55,829,614 or a 99% collection rate on the total commitment of \$56,039,722.

Personal Property Tax

- Total collections of \$1,286,816 or a 99% collection rate on the total commitment of \$1,291,855.

Ambulance Fees

- Total collections of \$535,571 or a 64% collection rate on the total commitment of \$833,375.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$596,821.

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 has been 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. We are in the process of implementing Invoice Cloud. This will give the Taxpayers the ability to pay real estate taxes, excise taxes, personal property taxes and sewer taxes on line. This can be set up as a recurring payment. It will also enable town residences to view all their accounts which are updated daily. Additionally, the revenue is deposited into the Town Coffers next business day.

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.

Respectfully submitted,
Albert F. Wisialko
Collector of Taxes

From the Town Clerk

Vital Statistics, Elections and Town Meetings *Annual Report*

Dottie Powers, *Town Clerk*

Teresa Riordan, *Assistant Town Clerk*

Vital Statistics 2013

Births	110
Deaths	167
Marriage Intentions Filed	66
Marriages Registered	66
Special State Primary	April 30, 2013
Annual Town Election	April 30, 2013
Special Town Meeting	May 6, 2013
Annual Town Meeting	May 6, 2013
Special State Election	June 25, 2013
Fall Town Meeting	November 18, 2013

See Appendix B for Town Meeting and Election Results



Dottie Powers, *Town Clerk*

Economic Development Department *Annual Report*

The members of the Economic Development Advisory Board (EDAB) as of 12-31-13 are:

Greg Agnew	Alokparan Sarkar-Basu
James Elcock	James Ferraro
Maria Salvatore	John Wight
Gary Yessalian	Edward DeWolfe
Philip Shapiro (Ex Officio)	Michael Jaillet (Ex Officio)

Staff

Peter Hechenbleikner – Interim Economic Development Officer
Chris McKeown – University Station Project Manager
Louise Rossi – Alcohol Licensing Coordinator

Mission

The Economic Development Office fosters responsible economic growth and development within Westwood by acting as an advocate for the interests of the business community and by projecting a positive, business friendly attitude to developers as well as existing and prospective businesses considering a Westwood expansion, location, or relocation.

Economic Development Officer (EDO)

The Office of Economic Development is currently staffed by a part time Interim Economic Development Officer (EDO). The Town has made several unsuccessful attempts at hiring a full time Economic Development Officer, and the Town Administrator has contracted with a part time Interim EDO to conduct the necessary and priority functions of the position, evaluate how the Town approaches economic development, recommend organizational changes required for the position and for economic development efforts of the community, and assist in recruiting a permanent EDO by the end of 2014. While the EDO position is in transition, and some of the goals and directions may change between now and the end of 2014, some of the major functions include:

- Serves as point of contact for any applicants seeking to develop or occupy land for commercial use in Westwood;
- Provides service/point of contact to existing Westwood businesses and residents with issues involving businesses;
- Serves as staff to the Economic Development Advisory Board, and assists the EDAB in providing policy recommendations to the Board of Selectmen, Town Meeting, and the community;
- Analyzes problems and researches alternative regulatory and non-regulatory solutions for eliminating barriers to successful business entry and operations in Westwood;
- Proposes and undertakes implementation of approved solutions;
- Works with surrounding communities and regional entities to address regional issues affecting economic development;
- Serves as representative to the Neponset Valley TMA which provides transportation enhancements to the University Avenue area;
- Directs and maintains the development of updated databases relating to existing businesses and pertinent business information, including information on all commercial properties.
- Serves as member of the Alcohol Review Committee.

Economic Development Department *Annual Report*

In addition to the Interim EDO, the Town has retained the services of a part-time University Station Project Manager to assist with the remainder of the approval process for the first stages of the University Station project. The salary for that position is reimbursed to the Town by the University Station developer.

University Station - Construction is Underway

The economic development efforts of the Town of Westwood have rightly been focused in recent years on the approval and implementation of the University Station mixed use development project in the easternmost portion of the Town at the interchange of I-93 and I-95. Redevelopment of this site has been pending for over a dozen years, and the Town's perseverance and creativity have been rewarded. In November 2013, a formal groundbreaking was held for the project.



Development team and Town and State Officials (left to right Jack Wiggin, Planning Board, Douglas Karp and Steven Fischman New England Development, Richard Davey, MassDOT, Governor Deval Patrick, Stephen Karp, New England Development, Nancy Hyde, Board of Selectmen and Daniel Doherty III, Eastern Development...) "break ground" for University Station mixed use development.

Massachusetts Governor Deval Patrick addresses those in attendance, complimenting Westwood and the development team on their commitment to a smart growth mixed use development at University Station.



Westwood High School Jazz Combo entertained at the ground breaking ceremony.

Economic Development Department *Annual Report*

Infrastructure construction at University Station is well underway, and planning approvals have been granted for the first phases including major retail development, the first phase of residential development, and Life Time Fitness. Plans are pending for the Bridges by Epoch Senior Assisted Living segment of the project.



The “new” Rosemont Rd. west of University Avenue, slated to open (weather permitting) in late January or early February 2014.

Colburn School

The sale, redevelopment, and re-use of the former Colburn School was a highly complex project requiring rezoning and coordination with the development of the new Library (completed in 2013) on the adjacent site. While this project has had its usual ups and downs, the occupancy of the first floor by People’s Federal Savings Bank was pending in late 2013, and the 6 residential apartments on the second and third floors were well into construction with occupancy expected in the first quarter of 2014.



This challenging project incorporated a public bid process for the Town’s sale of the former school and School Department offices; re-zoning of the property once a successful bidder had been identified; coordination of public and on-site improvements with the High Street improvements and the new Library project; and historic preservation and enhancement of the exterior and many interior elements.

The result is an outstanding commercial and mixed use presence in the heart of Westwood, perhaps establishing a model for ongoing improvements to this area of the community.

Islington Center

At the end of 2013 Islington Center is poised for significant change which should prove to be positive for this area of Westwood. Islington Center, focused on the area around the intersection of Washington Street and School Street/East Street underwent significant improvement in public infrastructure several years ago (streetscape improvements). Recently, Morrison Park improvements, spearheaded by Westwood Little League, have had a significant impact on the area. In late 2013, the Wild Blossom Asian restaurant opened its doors at the intersection of Washington and School Streets. The Westwood Planning Board is in the process of developing and proposing to Town Meeting the modification of the Local Business B zoning that comprised the heart of Islington Center, allowing for flexible mixed use smart growth development.

Obed Baker House



The Obed Baker house, constructed in 1812, was moved to the 909 High Street in 2001 with the thought in mind of restoring the building and utilizing it for Town offices. This concept was later dropped in favor of turning it over to the Westwood Historical Society for use as an historical resource center for Westwood and surrounding areas. Following several years of attempts at raising money for the renovation of the site, the Society returned the property to the Town of Westwood in the fall of 2013 with the hope that the exterior of

the building and some of the interior would be preserved and that an appropriate use would be found for the property.

Understanding the comments at Town Meeting, the Board of Selectmen established a task force to develop an RFP for the sale or long term lease of the property and in securing a viable proposal or proposals for the re-use of the house. The Board of Selectmen intends to take the necessary article(s) to Town Meeting for approval.



Everett/Glacier area

There has been increased and significant interest in two sections of the area known as Everett/Glacier, with is the commercial area at the north-west quadrant of the Providence Highway (Route 1) and Everett Street, and bounded by the elevated rail line. A flexible development overlay district has been approved for the area to encourage mixed use master planned concept that can include housing, retail and office uses. There have been discussions with potential users in recent months that are encouraging.

Farmers Market

The Town of Westwood has hosted a Farmers Market at the Senior for the past 2 years. At the end of the 2013 season, the Town was informed by the coordinator that she would no longer be coordinating the Westwood Farmers Market, citing slow business and personal circumstances.

The Interim Economic Development Officer is currently exploring a different location and bringing some of the same vendors plus additional ones back to Westwood for 2014, creating an invigorated and vibrant weekly event.

Small Business Assistance

The Economic Development Officer offers ongoing assistance to current or potential businesses which wish to open or expand in Westwood. In addition, assistance is offered to property owners who are or wish to develop or expand business buildings.

The following is a list of some of the small business activity taking place in 2013;

- Copper Kettle Bakery – looking for space for cooking and selling their product at retail.

Economic Development Department *Annual Report*

- Peoples Federal Savings Bank in the ground floor of the former Colburn School building at 670 High Street.
- Wild Blossom restaurant, 301 Washington Street, Westwood (Islington) – opening the new restaurant, and getting their liquor license; addressing sign issues.
- Stagecoach building at 725-745 High Street – plans for façade renovations and re-occupying vacant space with a new restaurant and a replacement use for the former convenience store.



Alcohol License Coordination

The Town of Westwood has an employee who coordinates the process of reviewing and securing approvals and renewals of alcohol beverage licenses. The Coordinator facilitates all work with the Alcohol Review Committee on reviewing new applications and renewals of licenses and making recommendations on modifications of the Alcohol Regulations to the Board of Selectmen. The Coordinator also performs other functions in the Town, and is therefore available between 8:30 AM to 4:30 PM Monday through Wednesday, and until 7 PM on Tuesdays and on Fridays 8:30AM to 1:00PM.

The following is a list of the class, number and fees for liquor licenses issued in the Town of Westwood during 2013:

<u>Class of Licenses for 2013:</u>	<u>Number</u>	<u>Fee for One Year</u>	<u>Total Fees Paid</u>
All Alcohol – Restaurant	3	\$5000	\$15,000.00
All Alcohol – Club	1	\$500	\$500.00
Wine & Malt Beverages Only - Restaurant	1	\$2500	\$2,500.00
Food Store Licenses – Wine and Malt Beverages Only	3	\$2500	\$7, 500.00
<u>Total Fees Collected for Alcohol Licenses for Calendar Year 2013:</u>			\$25,500.00

One (1) additional Section 12, All Alcoholic Beverages Restaurant License was granted in December 2013 to become effective January 2014 upon ABCC approval

Economic Development Department *Annual Report*

There was one alcohol violation in the Town for the calendar year 2013. Victoria's Cucina Italiana was cited for Sale or Delivery of Alcoholic Beverage to an Intoxicated Person (2 counts) on January 22, 2013. At a Board of Selectmen hearing held on March 18, 2013, the Board voted to suspend their alcohol license for three days; with 2 days held in abeyance pending future infractions within a year. The suspension took place on April 9, 2013. The Board also required Victoria's to review and rewrite their alcohol service policy which they did. They did not renew their license for 2014, and have moved from Westwood.

In addition, the following constitutes the major activity during the year:

- Change to the violation policy to allow the Board of Selectmen more flexibility in issuing penalties
- The Selectmen granted the first One Day License for a fundraiser followed by a second request
- The Selectmen granted an All Alcoholic Beverages license for a sushi restaurant - Wild Blossom at 301 Washington Street
- One license granted to Victoria's Cucina Italiana in 2005 was surrendered when it moved to Norwood

The following chart summarizes the current status (effective 12-31-13) of liquor license availability in Westwood:

<u>2013</u>	<u>Section 12 All Alcohol Restaurant Licenses</u>	<u>Section 12 Beer & Wine Restaurant Licenses</u>	<u>Section 15 Package Store Licenses</u>	<u>Section 15 Package Store License over 100,000 s.f.</u>
Total Licenses Available	15	5	3	1
In Use	4	1	3	0
Reserved for University Station	7	2	0	1
Total <u>remaining</u> licenses available excluding University Station	4	2	0	0

Economic Development Department *Annual Report*

Economic Development Department Next Years' Service Plan

The major work of the Economic Development Department for 2014 will include:

- Monitor the construction of the Phase I of the University Station project;
- Encourage and assist in the permitting of future phases of the University Station project;
- Proactively support the premise that “Westwood is Open for Business”.
 - Facilitate redevelopment of Southwest Park;
 - Facilitate the redevelopment of University Avenue properties that are not incorporated in to the University Station project ;
 - Facilitate the redevelopment of Route 1 corridor to foster additional economic development, with a focus on the Everett/Glacier area;
 - Encourage Islington Center renewal working with private property owners and public agencies including consideration of Town property;;
 - Work on a process to facilitate the disposition of the Obed Baker house.
 - Identify opportunities in the High Street commercial corridor for redevelopment, improvement of development, and assistance on location of commercial uses.
- Coordinate with state officials to obtain state business development incentives
- Seek out and meet with people looking to develop or locate businesses in Westwood; review their proposed plans and make recommendations to appropriate boards;
- Work with representatives from surrounding communities on regional coordination of transportation needs, water needs, public safety needs and any other infrastructure or service issues affecting economic development on a region wide basis especially proposed highway improvement projects for I95 and I93.
- Continue participation in the I93/I95 interchange task force.

Planning Board *Annual Report*

Bruce H. Montgomery, *Chairman*
Steven M. Rafsky, *Vice Chairman*
Steven H. Olanoff, *Secretary*
John J. Wiggin
Christopher A. Pfaff

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

Mission

- To provide for conscientious and orderly land use development through Comprehensive Planning, Subdivision Control and Zoning Bylaw and Zoning Map review;
- To development 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.



Architect's Rendering of University Station

Land Use Development Review

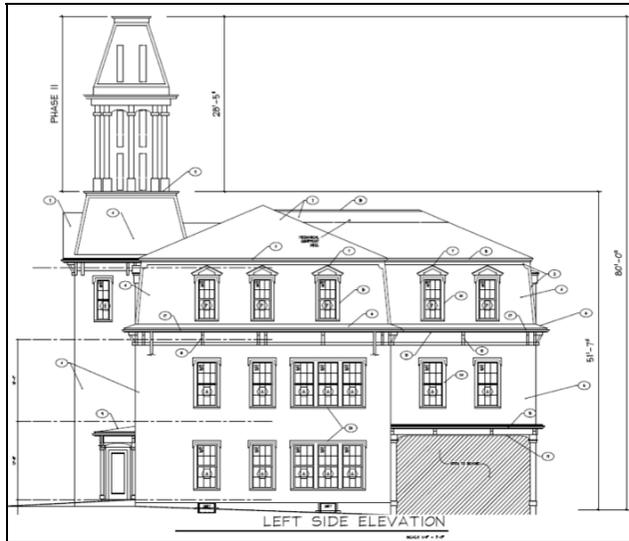
For the past several years, the Planning Board has worked extensively with other Town boards and departments, to encourage redevelopment of commercial and industrial areas throughout Westwood.

This year, the Planning Board put considerable time and effort into the review of plans related to the development of University Station, and the drafting of the University Avenue Mixed-Use District (UAMUD) section of the Westwood Zoning Bylaw. The UAMUD bylaw section and the University Station Master Development Plan were overwhelmingly approved by the May 2013 Town Meeting. Since that time, the Planning Board has continued to review plans and documents related to University Station, including an Operations and Maintenance Plan, Construction Management Plan, Close-out memo, and Signage Package for this development. The Planning Board granted Project Development Review Approval for a Life Time Fitness facility, and began consideration of a Project Development Review proposal for a Bridges by Epoch Assisted Care facility, both of which have been proposed for construction at University Station.

Planning Board Annual Report

In 2013, the Planning Board issued the following decisions pursuant to the Subdivision Control Law:

- Reviewed and endorsed five Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, Section 41P.
- The board reviewed and approved two Definitive Subdivision applications pursuant to M.G.L. Chapter 41, including a two-lot subdivision at 600 Clapboardtree Street, and modifications to the previously approved 10-lot Morgan Farm Subdivision.
- The Planning Board considered five Environmental Impact and Design Review (EIDR) applications and issued four approval decisions pursuant to Section 7.3 of the Zoning Bylaw for the following projects: Xaverian Brothers High School Wellness Center and Gymnasium at 880 Clapboardtree Street; modifications to the EIDR Approval for Morrison Park Fields Renovation at 300 Washington Street; modifications to the EIDR Approval for the Westwood Public Library at 660 High Street; modifications to the EIDR Approval for Bibi's Café at 920 High Street. The fifth application for EIDR Approval of alterations to 323-325 Washington Street was withdrawn by the property owner.
- The board considered and approved three applications for review of alterations and additions to existing Wireless Communication Overlay District (WCOD) special permits pursuant to Section 9.4 of the Zoning Bylaw, including alterations to wireless facilities at 213 Fox Hill Street, 20 East Street, and 100-200 Lowerbrook Road.



Historic Rehabilitation and Reuse of the Colburn School Building

- The board considered eight minor applications for special permits pursuant to various sections of the Zoning Bylaw and issued seven approval decisions, including three separate modifications to the Upper Story Residential Overlay District (USROD) Special Permit for the Colburn School Building at 668 High Street pursuant to Section 9.7; three separate modifications to the Senior Residential Development (SRD) Special Permit for Reynolds Farm at 1561 High Street pursuant to Section 8.4; and a one-year extension to

Planning Board *Annual Report*

the Shared Driveway Special Permit for 480 Summer Street pursuant to Section 6.1.26 of the Zoning Bylaw. The eighth application for a special permit to allow for reduced parking requirements at 323-325 Washington Street pursuant to Section 6.1.8 was withdrawn by the property owner.

- The Planning Board also reviewed and approved four Scenic Road Approval applications for work on Mill Street, Everett Street, Canton Street, and Dover Road.

Activity	2013	2012	2011	2010	2009	2008	2007
Approval Not Required Plans	5	2	5	5	4	4	5
Preliminary Subdivision Plans	0	0	0	0	0	0	0
Definitive Subdivision Plans	2	4	3	2	2	5	0
Site Plan Review Applications	8	14	10	7	11	14	5
Special Permit Applications	8	5	6	5	2	2	3
Scenic Roads Applications	4	2	2	0	1	1	1

Comprehensive Planning

The Planning Board and Comprehensive Plan Steering Committee continued work necessary for an update of town’s 2000 Comprehensive Master Plan. The board engaged Philip B. Herr and Associates to provide consultant services to the Planning Board and Steering Committee. After a brief hiatus necessitated by board member and staff commitments to the University Station project, the Steering Committee has re-engaged and is progressing in its efforts to assess current conditions and draft appropriate updates to various sections of the Comprehensive Plan.

In 2013, the board continued its comprehensive revision of all Planning Board rules and regulations, including those for the Subdivision of Land, for Scenic Road Approvals, for EIDR Approvals, and for all Special Permits which may be issued by the Planning Board. The board adopted new UAMUD Rules and Regulations, and new Bicycle Parking Design Guidelines, and continued to work on the remaining sets of rules and regulations.

Annual Town Meeting

The Planning Board sponsored five warrant articles for the May 2013 Special and Annual Town Meeting, all of which were recommended by the Finance Commission, and all of which were approved by vote of Town Meeting. Each of these articles involved amendments to the Zoning Bylaw, as follows:

1. Adoption of Section 9.8 [University Avenue Mixed Use District (UAMUD)].
2. Modifications to Section 9.4 [Wireless Communication Overlay District (WCOD)].
3. Amendments to various sections of the Zoning Bylaw to address Medicinal Marijuana Dispensaries.
4. Modifications to Section 6.2 [Signs].
5. Clarifications and corrections to various minor inconsistencies and errors throughout the Zoning Bylaw.

The Planning Board sponsored six warrant articles for the November 2013 Fall Town Meeting, all of which were recommended by the Finance Commission, and all of which were approved by vote of Town Meeting. Each of these articles involved amendments to the Zoning Bylaw, as follows:

Planning Board *Annual Report*

1. Modifications to the Section 8.4 [Senior Residential Development (SRD)].
2. Modifications to the Section 8.3 [Open Space Residential Development (OSRD)].
3. Modifications to the Section 8.1 [Conversion of One-family Dwelling].
4. Amendments to various sections of the Zoning Bylaw to address Pet Care Facilities and Kennels.
5. Corrections to the Official Zoning Map.
6. Clarifications and corrections to various minor inconsistencies and errors throughout the Zoning Bylaw.



Planning Board members: Christopher Pfaff, Steven Olanoff, Jack Wiggin, Steven Rafsky, and Chairman Bruce Montgomery

Collaboration and Outreach

The 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.

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.

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 University Station information generated as part of the Planning Board review process.

Zoning Board of Appeals *Annual Report*

Regular Members

David W. Krumsiek, Chairman
John F. Lally, Clerk
Douglas C. Stebbins

Associate Members

Charles D. Reilly
Robert J. Rossi
Michael E. Flynn

Associate Members

Gregory J. Donovan
David M. Belcher
Danielle L. Button

Mission

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 limitations, legal filings and the General Laws. The ZBA hears appeal petitions from decisions of the Building Commissioner and requests for zoning relief; be they special permits or variances allowed under the Town Zoning By-law which is adopted and subject to amendment by Town Meeting.

This year was on par with last year as to the number of applications filed. They were for smaller improvements to homes rather than large projects and several were for special permits to increase garage space. This is becoming more prevalent as children move back home after schooling. The third Wednesday of the month continues as the regular meeting time which serves the needs of the Town.

Hearing Activity	2013	2012	2011	2010	2009
Total Applications	29	28	33	33	31
Special Permits requested	27	23	32	29	26
Variances Requested	4	7	1	4	8
Appeals	0	1	3	4	3
Decisions Rendered	26	24	35	28	37

Some of the recent decisions reflect the Board’s objective to enhance and protect the Town.

A request to move a single family home located at 1561 High Street to 10 North Street and convert it to a two family home was reviewed. The hearing extended over two meetings, and the Board spent a great deal of time on the petition in an effort to be sensitive to the neighborhood. The circumstances of this property justified the conversion and will be a good addition to the housing stock in Town.

The business property located 5 Church Street was vacated by a heavily trafficked business and a new tenant requested a variance from the Town parking requirements in order to locate a small kitchen and bath showroom on the premises. This low impact business appears to be just the sort that will reduce parking build-up on this unusually shaped property.

New signage was approved for the office complex at 690 Canton Street and Mercedes Benz was again granted an annual special permit to store excess inventory in the parking lot of the business buildings at 90 Glacier Drive.

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.

Zoning Board of Appeals *Annual Report*

There have been many positive comments from residents and contractors on the location of all the Land Use Departments in one convenient building.

The Board looks forward to continuing to provide service to the Town within the legal constraints placed upon it by both state and Town regulation.



*From left: Jack Lally,
Dave Krumsiek - Chairman,
Danielle Button*



Assessors Office *Annual Report*

Michael P. Krone, *Chairman*
Mark F. Murphy, *Clerk*
Maureen H. Bleday, *3rd Member*

The Assessors office had an active year with standard tasks and procedures. All property records cards for residential, commercial and personal property have been updated for ownership, building permit and adjustment to valuation. The office continues to fill all requests from residents, commercial inhabitants, and other Town offices for abutters and motor vehicle abatements in a timely manner. The Department of Revenue certified the values and set the tax rate. All Quarterly tax commitments and warrants for collection of taxes were generated on time. All personal exemptions were reviewed and granted.

The Assessors office also worked extremely hard with the Office of Veteran Affairs developing the Citizen Soldier Exemption which would authorize the Board of Assessors to grant abatements to certain military personnel.

A major change in the Assessors office this year came with the retirement of Rose Marie Wallace. Rose has worked for the Town of Westwood for over 43 years with 33 of those being in the Assessors office. Rose's knowledge of the Town was an asset that is irreplaceable. Her dedication and service to residents and town employees alike will truly be missed.

The Board of Assessors and the office staff of Debbie Robbins (Assessor) and Lisa Ciampa (Office Coordinator) are committed to responding to all inquires, requests and concerns about assessment, motor vehicle excise, exemption or abatements with a courteous and professional manner.

Board of Assessors
Michael P. Krone, *Chairman*
Mark F. Murphy, *Clerk*
Maureen H. Bleday, *3rd Member*

Permanent Building Commission *Annual Report*

John Cronin, Jr., *Chairman* - 2014
Judy Frodigh - 2016
John Cummings - 2015

Thomas Erickson - 2014
Paul Colantuoni – 2015
Peter Paravalos - 2016

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 completion of the New Library.

Respectfully submitted,
John Cronin, Jr., *Chairman*
Permanent Building Commission

County of Norfolk Fiscal Year 2013

County Commissioners *Annual Report*

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

To the Citizens of Norfolk County:

As your elected Board of County Commissioners, we respectfully submit this annual report, including the County Treasurer's report pursuant to Massachusetts General Laws Chapter 35 section 34, and reports of County departments.

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.

Norfolk County's administrative offices are located at 614 High Street in Dedham. The County Commissioners are assisted by staff under the supervision of an appointed County Director. Principal County departments include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, and Wollaston Recreational Facility.

County revenues are directly impacted by the real estate and credit markets. In FY 2013, the County faced continued fiscal challenges. The County has minimized operating expenditures while seeking to maintain and improve services.

With support from the Massachusetts School Building Authority, construction has progressed on major renovations and expansion at Norfolk County Agricultural High School in Walpole.

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- 234-3430 Facsimile: 781-326-6480 E-mail: info@norfolkcounty.org

Norfolk County Registry of Deeds *Annual Report*

William P. O'Donnell, *Register*
649 High St., Dedham, MA 02026

2013 Annual Report to the Town of Westwood

The Registry of Deeds is the principle office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents each year, and is a basic resource for title examiners, mortgage lenders, municipalities, homeowners, and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In over two hundred years of continuous operation, the Registry's objectives have remained the same; accuracy, reliability and accessibility for the residents, businesses and communities of Norfolk County.

In over two hundred years of continuous operation, the Registry's objectives have remained the same; to maintain the accuracy, reliability and accessibility of our communities land records for the residents and businesses of Norfolk County.

2013 Registry Achievements

- Register William P. O'Donnell and his staff continue to visit town halls, senior centers and civic groups across Norfolk County. Register O'Donnell held office hours at the Westwood Municipal Building on May 9th.
- The Registry of Deeds full service telephone and walk-in Customer Service and Copy Center continues to provide the residents and businesses of Norfolk County with quality real time customer assistance in all area of Registry operations.
- Electronic recording continues to expand with 31,639 documents recorded electronically and 7.26 million in recording fees collected in 2013.
- The internet library of images accessible to the public through the Registry of Deeds online research system at <http://www.norfolkdeeds.org> continues to expand as all documents back to the first documents recorded in Norfolk County in 1793 are available for viewing.
- Multiple technological improvements were implemented in FY13 including ongoing upgrades to the registry server and the introduction of an improved Registry of Deed's website. The Registry's website <http://www.norfolkdeeds.org> is regularly updated and enhanced to include recent news, resources for homeowners, real estate statistics, media information and answers to frequently asked questions.
- Improvements to the physical and structural appearance of the historic Registry Building continued with the installation of new central air conditioning throughout the facility and additional shelving units which will serve to meet the demands of future record book storage.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands on training to members of the public and trade groups on land record research using the Registry's new website technology.

Norfolk County Registry of Deeds *Annual Report*

Real estate activity in Westwood, MA during 2013 saw decreases in sales and sales volume along with reductions in foreclosure activity.

There was a 20% decrease in documents recorded at the Norfolk County Registry of Deeds for Westwood during 2013 at 4,057 which was 1,026 fewer documents than the 2012 total of 5,083.

The total volume of real estate sales in the Town of Westwood during 2013 was \$147,263,600.00 which showed a 36% decrease from 2012. The average sale price of deeds over \$1,000 (both residential and commercial properties) was down in Westwood by 29% in 2013 at \$725,436.45 which showed a \$303,013.06 decrease from 2012.

The number of mortgages recorded on Westwood properties in 2013 was down by 26% from 2012 at 1,039 while total mortgage indebtedness decreased by 6% to \$546,822,438.00 during 2013.

There were 3 foreclosure deeds filed in Westwood during 2013 which showed a 25% reduction in filings, while the number of notice to foreclose mortgage filings decreased to 8 notices in 2013 compared to 11 in 2012 which was 27% fewer notices.

Finally, homestead activity decreased slightly in Westwood during 2013 with 322 homesteads filed representing a 15% decrease from the 2012 total of 377.

The modernization and business improvements that have enhanced our ability to provide first rate customer service to residents and businesses of Norfolk County will continue. I have been and always will be committed to an efficient customer service oriented operation here at the Registry. It is a privilege to serve as your Register of Deeds.

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds

Housing Authority *Annual Report*

Housing Authority Board Members:

John J. Cummings
Juliet W. Onderdonk
Jerrold A. Wolfe
Vacant (State Appointee)

Westwood Affordable Housing Associates, Inc.

(Waha) Members:

John J. Cummings Barbara S. McDonald
Frank B. Jacobs Juliet Onderdonk
Pamela R. Kane Jerrold B. Wolfe

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

All of the units owned by Westwood Affordable Housing Associates continue to be rented and leased to income qualified tenants. We continue to serve families in our six two-bedroom units, our two three-bedroom units and the two single family houses.

Interested applicants are urged to apply to the Dedham Housing Authority (DHA) for a Section 8 voucher. We work with DHA to generate a list of income qualified applicants if a vacancy occurs. They give Local Preference status to Westwood applicants as part of their administrative plan.

Housing Authority *Annual Report*

FY 2014 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.
- 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 to advocate for appropriate linkage fees from affordable housing developers for future affordable family housing development.
- Monitor the Lottery Program for designated affordable rental units in the University Station development.

Housing Authority Board Members:

John J. Cummings

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

Barbara S. McDonald

Juliet Onderdonk

Jerrold B. Wolfe

Housing Partnership/Fair Housing Committee Annual Report

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

Housing Partnership/Fair Housing Committee *Annual Report*

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

- Members of the Housing Partnership worked with community groups and developers in the University Station Project and gained a percentage of the rental units that will become available for rental in Spring of 2015. A lottery for those affordable units is expected to take place in the Fall of 2014.
- An application for Local Action Units, to apply the University Station units to the Town's Subsidized Housing Inventory will be submitted in January 2014.

FY 2013 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 and Highland 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.

Information Technology Department *Annual Report*

Donna McClellan, *Director of 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 Director 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

Information Technology Department *Annual Report*

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 and 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 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).
- Continued support for the web student and parent portal, increasing information available to both groups, including online course selection for high school students.
- Replaced all network node switches at all town locations.
- Upgraded storage servers as well as the email server.
- Provided a virtual desktop solution which allows remote access of town applications. This is currently being used by both town and school personnel.

Information Technology Department *Annual Report*

- Updated GIS maps and also updated the Official Zoning Map twice to accommodate changes approved at both Town Meetings (May and November).
- Worked with the Building Department to review scanned plans for accuracy.
- Implemented an Emergency Operations Center dashboard and catch basin clean form using PeopleForms.
- Implemented an online Preschool registration process using PeopleForms.
- Migrated Assessing Server Software to a new server and updated the software to a new version.
- Worked with School Administration to implement a staff attendance program.
- Supported IT activities associated with the new library construction.

FY2015 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.
- Provide a centralized backup solution with sufficient storage capacity to support all town servers.
- Implement a new permitting solution which will be used by all land use departments in support of the increased University Station activities.
- Implement a fleet management solution.
- Implement a document management solution.
- Continue to expand the use of PeopleForms.

Donna McClellan,
Director of Information Technology

Regional Councils and Boards *Annual Report*

Metropolitan Area Planning Council
Three Rivers Interlocal Council

Regional Transportation Advisory Council
MBTA Advisory Board

Metropolitan Area Planning Council

MAPC is the regional planning agency serving the 101 cities and towns in the Greater Boston region. With a mission to promote smart growth and regional collaboration, MAPC's work is being guided by its regional plan, "MetroFuture: Making a Greater Boston Region." Founded in 1963, MAPC celebrated its 50th Anniversary this year.

MAPC continues to lead in environmental, land use, and transportation planning. It augments more traditional planning with projects in clean energy, public health, economic development, and housing planning. MAPC is well positioned to help our region stay at the forefront of equity and sustainability.

Some of MAPC's most vital work this year has been in implementing MetroFuture, as funded by the final phase of its Sustainable Communities grant, and in collaboration with the Metro Boston Consortium for Sustainable Communities. The consortium has grown considerably: it is now 170 members strong, and it includes municipalities that are home to nearly 80% of the region's population.

As the grant comes to a close in June 2014, more than 60 projects have been or will be completed. They cover areas as varied as state policy campaigns, community organizing, transit-oriented development (TOD) planning, and bicycle and pedestrian network analysis.

Among the Sustainable Communities grants was the Dedham and Westwood Bicycle and Pedestrian Network Plan which was written by MAPC staff in collaboration with the two towns. The purpose of the plan is to encourage accommodations for biking and walking in the communities of Dedham and Westwood. Meetings took place with various boards in the two towns as well as joint meetings with representatives from both towns. The plan has been endorsed by the Selectmen, the Pedestrian Bicycle Safety Committee, and the Planning Board. It will also be submitted for endorsement by Town Meeting in order to familiarize residents with the plan and build support for its implementation.

Planning Board member Steve Olanoff and Town Planner Nora Loughnane represented the Town at MAPC meetings. Steve Olanoff also serves on the MAPC Legislative Committee.

More information about MAPC's accomplishments, its services, and its ongoing activities is available on its website at www.mapc.org.

Three Rivers Interlocal Council

TRIC is one of the eight subregions of MAPC and it meets monthly to discuss issues such as community development, planning, and transportation that are of mutual interest to its thirteen municipal members. The name comes from the Canoe, Charles, and Neponset Rivers. TRIC is comprised of the towns of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood.

The annual TRIC Legislative Breakfast was held in February of 2014, bringing together municipal staff and elected officials for informal contact with their State Representatives and Senators.

Regional Councils and Boards *Annual Report*

Westwood and other TRIC towns, in a joint project with TRIC, completed GIS mapping of land use designation in each town that show the individual town desires for land use for preservation, development, and housing. This information can be used for planning and permitting on all governmental levels.

An important function of TRIC is presenting local and regional transportation priorities to the Boston Region Metropolitan Planning Organization (MPO) for formation of its Long Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program. The highest priority from TRIC for these plans has always been the reconstruction of the I-95/I-93/University Avenue/Dedham Street Interchange Project which this past year has been advanced in these plans and will be starting a phased construction schedule as early as this next construction season. Early phases will provide improved access to the new University Station project in Westwood.

Planning Board members Chris Pfaff and Steve Olanoff represented the Town at TRIC meetings and events. Steve Olanoff is also an alternate member of the MPO from the TRIC region.

Regional Transportation Advisory Council

The Town of Westwood is also a member of the Regional Transportation Advisory Council. The Advisory Council meets monthly and provides the MPO with public input from its 101 municipalities, state and local agencies, and independent advocacy organizations. The Advisory Council is a full-voting member of the MPO where it participates in all MPO activities, deliberations, and decisions. It formally comments on all MPO plans and programs, and has in more recent years emphasized the importance of freight activity and distribution in our regional transportation system.

Steve Olanoff represents the Town on the Advisory Council where he recently finished serving two one-year terms as its Chair.

MBTA Advisory Board

The MBTA Advisory Board is composed of the 175 municipalities served by the Massachusetts Bay Transportation Authority. It provides public oversight of the MBTA as well as technical assistance and information on behalf of the member communities and the transit riding public. It advises the MBTA on both its operating and capital budgets.

This past year, long-awaited state transportation financing legislation has enabled the T to avoid its yearly budget crisis, but many transportation advocates believe that the increased roadway and transit funding is not sufficient to achieve the region's transportation goals for coming years. An MBTA fare increase is scheduled for this year to meet the provisions of the new legislation calling for modest and regularly-scheduled fare increases to maintain reasonable rider support.

Jack Wiggin and Steve Olanoff served as Westwood's designees to the MBTA Advisory Board.

Public Safety

Westwood Police Department *Annual Report*

Jeffrey P. Silva, *Chief of Police*

Mission

The mission of the Westwood Police Department is to enforce the law and to protect life and property by engaging in proactive problem solving partnerships with our community to reduce crime, the fear of crime and social disorder to promote a better quality of life for all.

Personnel

The Westwood Police Department is comprised of 26 sworn police officers, 6 full-time and 4 part-time public safety dispatchers, 1 full-time animal control officer, 1 part-time animal control officer, two administrative clerks and 13 crossing guards. 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 Sergeants	4	4
Traffic Safety Officer	1	1
Patrol Officers	16	15
Detectives	1	1
Court Prosecutor	1	1
School Resource Officer	1	1
Dispatch		
Personnel	6 full-time 4 part-time	6 full-time 4 part-time
Clerical Staff	2	2
Animal Control and Building Maintenance	1 full-time 1 part-time	1 full-time 1 part-time
Crossing Guards	13 part-time	13 part-time

In December 2012, Chief William Chase retired and Interim Chief Jeffrey Roy was appointed until Chief Jeffrey Silva was selected as his permanent replacement in May 2013. Chief Silva worked for the New Bedford Police Department for 22 years where he held every position from Police Cadet, Chief of Detectives, and Director of Public Affairs to the Commander of the Downtown District Platoon (the historic district encompassing the National Whaling Park) before coming to Westwood.

After the appointment of Chief Silva and with the help of the police officers' union, the Police Department was removed from Civil Service. This change allows for more contemporary hiring practices needed to face the opportunities and challenges faced by University Station and the growing needs of the community. The Police Department also replaced 2 full time public safety dispatch positions, hiring Dorothy Mucciarone and Andrea Fernez, as well as 1 part time vacancy filled by Brandon Pelchat.

Westwood Police Department *Annual Report*



*Chief Jeffrey Silva being publicly sworn in by
Selectman Nancy Hyde, Chairman of the Board of Selectmen*

These hirings allowed the Police Department to place qualified, experience candidates in place with little to no start up delay saving time and financial resources for upcoming hirings. These positions are needed to address the demand for the consolidated police, fire and medical dispatch services performed by the Police Department in addition to the anticipated demand for service caused by University Station.

Dispatcher Mucciarone worked previously as a full and part time dispatcher in Westwood and most recently as a Dispatch Supervisor for the Massachusetts State Police. Dispatcher Fernez worked both in medical facilities and most recently as a Supervisor for Brewster Ambulance Service. Dispatcher Pelchat gained his knowledge of the Town and the Police Department volunteering as a Westwood Police Explorer.

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

Westwood Police Department *Annual Report*

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.

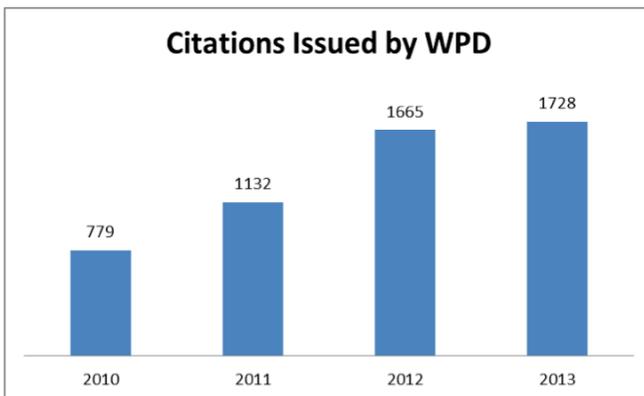
Investigations

The Department’s investigating detective assisted by our detective assigned as the Court Prosecutor conducted follow-up investigations on cases initiated by patrol officers. The manner in which cases are handled by our investigators vary from case to case, but consistently require significant investments of time requiring extensive allocation of personnel hours and investigative resources. The caseload is also impacted by self-initiated investigations which can include drug investigations, fraudulent activity, and quality of life issues Detective Derrick Stokes assisted by our Court Prosecutor, Detective Paul Toland conducted hundreds of investigations resulting in the arrests, prosecutions and convictions of numerous criminals and the return of thousands of dollars in property to victims.

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 and traffic control devices, 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 safety issues in making the roads of Westwood safe, we place significant value in driver education which we conduct on a daily basis through varied officer interactions.

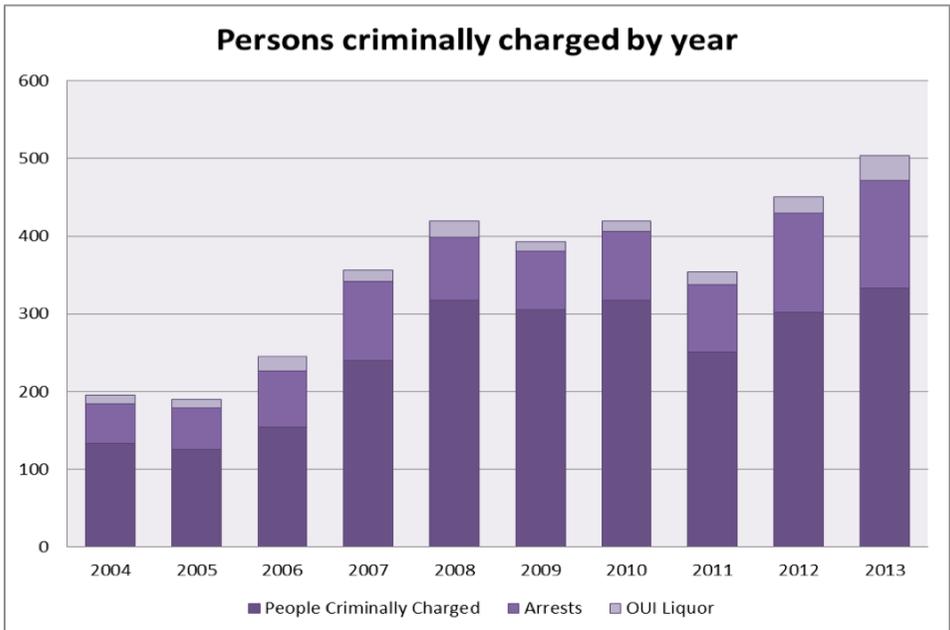
The Department has two traffic enforcement speed trailers that are often deployed along major travel routes to advise motorists of the speed at which they are traveling, in an effort to boost voluntary compliance with speed limits.



Westwood Police Department *Annual Report*

Crime Statistics

	2012	2013
Murder	0	0
Rape	6	3
Robbery	2	4
Arson	0	0
Aggravated Assault	12	10
Burglary & Attempts	52	17
Larceny-Theft	85	86
Motor Vehicle Theft	6	7
Theft from Motor Vehicle	39	21
Alarms	770	949
Accidental 911 Calls	530	519
Missing Persons	17	9
Motor Vehicle Crashes	417	513
Disturbances	302	255
Identity Fraud	53	44



Westwood Police Department *Annual Report*

Grants

The police department was successful in the Governor’s Highway Safety grant for the “Click it or Ticket” campaign as well as Operating Under the Influence enforcement.

Funding Source	Amount	Purpose
Governors Highway Safety	\$ 3000.00	Traffic Enforcement Campaigns
E-911	\$39,100.00	Training & Technology

Goals and Accomplishments

The Police Department made several exciting accomplishments with many more planned for the year ahead including:

- Establishment and implementation of a police bicycle patrol unit utilized at Westwood Day, community events and in special applications such as University Station
- Adoption of safer, more comfortable police uniforms designed for traffic direction and control and improved crossing guard uniforms and equipment to enhance employee and motorist safety
- Implementation of the 1st hybrid police vehicle for significantly enhanced fuel economy with and a drastically reduced carbon footprint
- Acquisition of All Wheel Drive 6-cylinder police vehicles achieving almost 30% improved fuel economy over their 8-cylinder predecessors with dramatically enhanced serviceability to respond to citizen needs during inclement weather
- Total redesign of the Police Department web site to enhance transparency, improve communication and embrace our cyber citizens through our web page as well as our Twitter page
- Implementation of advanced mental health training as part of all officers annual in-service training curriculum
- Replaced outdated and inefficient traffic safety devices with more functional but less expensive equipment
- Installation of safer, more efficient in-cruiser computer systems that meet the highest standards for officer safety and air bag compliance for the 1st time
- Continue revision of the WPD Policy Manual to ensure compliance with all state and federal laws consistent with the best practices of the law enforcement industry

I truly believe that Westwood is a community that recognizes progress and professionalism in its Police Department to better serve our community.

We the members of your Police Department remain committed to service and to this community by providing the level of services our community so richly deserves. We pride ourselves on working collaboratively with the community to maximize our effectiveness and efficiency while reducing crime, social disorder and disruption.

The Westwood Board of Selectmen, all of our town departments, our Finance Committee, town boards, and you – the residents – have always been supportive of your Police

Westwood Police Department *Annual Report*

Department's needs. Your support goes neither unnoticed nor unappreciated and I look forward to the accomplishments in the years ahead so that collectively we can face the challenges that individually would not be possible.

Jeffrey P. Silva
Chief of Police



Chief Silva, Lt Sheehy, Sgts Saleda and Sicard (not pictured), Ofcs DiLalla, Aylward, Fafara, Pillai, Daher, Murphy along with Dispatcher Brian Kamp at the Senior Center



Officer Don Murphy on bicycle patrol at Westwood Day

Parking Clerk *Annual Report*

Michael Jaillet, Parking Clerk

Mission

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 emergency parking hours, the overnight parking ban that takes effect each year on December 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 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.

Under the newly revised Town Charter, the Town Administrator, as the Emergency Management Director, has the ability to enforce a Snow and Ice Emergency Parking Ban which would require all vehicles to be cleared off the roads during the event of an emergency. This Snow and Ice Parking Ban will be advertised through the Town's Connect CTY and published on the Town's website for the duration of the emergency.

2013 Report

In 2013, the Town of Westwood issued 172 parking tickets, which equaled fines totaling \$2,225, including penalties incurred. 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.

Parking Clerk Annual Report

Breakdown of Parking Tickets by Type	
Type of Parking Ticket	# Tickets
Handicap Parking Violations	6
Blocking Handicapped Ramp	0
Parking in Public Safety / Fire Lanes	13
Restricted Place or Prohibited Area	28
Obstructed Driveway	1
Obstructed Crosswalk	2
Obstructed Sidewalk	4
Within 20 Ft. of an Intersection	0
Within 10 Feet of Fire Hydrant	1
Wrong Direction	7
Over 1 Ft. from Curb	1
Obstructing Snow Removal	0
Overtime Parking	0
All Night Parking	101
Other	8
Column Total:	172

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.

Pedestrian and Bicycle Safety Committee *Annual Report*

Michael Kraft, *Chairman*
John Craine, *Secretary*
Wendy Muellers, *Vice Chairman*
Steve Harte, *Secretary emeritus*
Chris Giovino

Kela Klosi
George Lester
Virginia Lester
Steve Olanoff
Nora Loughnane

Paul Sicard
Todd Korchin
David Atkins
David White
Lucy Maroun

Mission

The Pedestrian and Bicycle Safety Committee (PBSC) was created by the Board of Selectmen in 2009 to help make Westwood a more pedestrian and bicycle friendly community by engaging residents and Town departments in a sustainable and ongoing process of identifying needs, designing solutions and implementing improvements. Since its inception, the Committee has been researching ideas on how to encourage walking and biking by consulting with neighboring towns, hearing presentations from local agencies and our own Department of Public Works, and by seeking input from Westwood residents.

About the Committee

The PBSC is a cross-functional committee comprised of Westwood residents and representatives from the Westwood Planning Department, Westwood Department of Public Works, Westwood Police Department, and Westwood Town Administration. The PBSC provides a forum for residents concerned about traffic, pedestrian and bike safety issues to discuss their concerns directly with town officials empowered to take action. The PBSC is a sub-committee of the Westwood Planning Board and regularly meets on the fourth Thursday of the month in the Champagne Room at 50 Carby Street. Information about the PBSC, including meeting minutes and listserv signup, can be found on the Westwood town website under PUBLIC SAFETY.

Committee Members

Michael Kraft <i>Chairman</i>	John Craine <i>Secretary</i>	Wendy Muellers <i>Vice Chairman</i>	Steve Harte* Secretary emeritus
Chris Giovino	Kela Klosi	George Lester	Virginia Lester
Steve Olanoff	Nora Loughnane	Paul Sicard	Todd Korchin
David Atkins	David White	Lucy Maroun	

* Service ended July 2013

2013 Work

Highlights

- Westwood's first shared lane markings (sharrows) painted on Gay and Hartford Streets
- Bike helmet giveaway on Westwood Day
- East Street Bridge project approved by MBTA for design phase
- PBSC added three new members

Pedestrian and Bicycle Safety Committee *Annual Report*



Westwood's first "share the road" arrows (also known as Sharrow) incorporated into road improvements along Gay Street and Hartford Street

January - discussions related to: refining the MAPC pedestrian and bicycle plan; bike lanes on the Route 109/95 overpass were initiated with Dedham and MassDOT as well as safety concerns related to the construction. A proposal for advisory lanes on Thatcher Street was shelved.

February - discussions related to: the Safe Routes to School project at Downey School; parking and pedestrian safety on Church St.; revision of the MAPC ped/bike plan in anticipation of Town Meeting approval; pedestrian and bicycle safety at University Station.

March - discussions related to: MAPC ped/bike plan revisions; strategic initiatives for the Ped/Bike Safety Committee

April - discussions related to: Route 109/95 bridge completion; town wide sidewalk maintenance and improvement; safety and traffic calming at Clapboardtree/Nahatan streets intersection.

May - discussions related to: Route 109/95 bridge completion; Route 109 bicycle lane markings between Westwood and Dedham; Thatcher Street lane striping plan; Clapboardtree/Nahatan streets intersection; East Street bridge; traffic calming on Dover Rd; Westwood Day plans.

June - discussions related to: Westwood Day plans; pedestrian access from University Station to Neponset River Watershed trail system

Pedestrian and Bicycle Safety Committee *Annual Report*

July - discussions related to: pedestrian access from University Station to Neponset River Watershed trail system; procuring bike racks from Pan Mass Challenge for use on Westwood Day; MAPC ped/bike plan revisions; engaging more effectively with DPW.

August - discussions related to: Routes 93/95 interchange; bike racks acquired from Pan Mass Challenge for Westwood Day; safer pedestrian crossings on Oak Street at Spruce and Martha Jones; repaving and striping of Gay and Hartford Streets.

September - discussion related to: Dover/Conant traffic calming; sharrows and lane markings on Gay, Hartford, Burgess and Milk Streets; East Street Bridge communication with MBTA; 2014 paving schedule; 25 bike helmets donated by Breakstone, White and Gluck PC for Westwood Day giveaway.

October - discussion related to: shared lane markings and educational signage on Gay and Hartford Streets; MAPC pedestrian and bike plan revisions;

November - Public forum held to discuss traffic on Church and Grove Streets. Discussions related to: adding PBSC line in Planning Board budget for 2014; MAPC plan updates; East Street Bridge; Route 9 overpass; pedestrian safety on Oak and Spruce; Downey School Safe Routes; conversion to LED street lights; bicycle markings and signage. The PBSC voted to become members of the Westwood Comprehensive Plan Task Force Transportation Subcommittee.

December - discussions related to: radar monitoring of traffic speeds on Church and Oak Streets; MBTA approval of East Street Bridge design phase; Boston Region Metropolitan Planning Organization intention to study the intersections at High / Nahatan and High / Pond.

Future Goals

- continue seeking input from residents through public forums around pedestrian, bike and traffic safety
- monitor progress of ongoing projects
- improve Westwood Day outreach and activities

Westwood Fire Department *Annual Report*

William P. Scoble, *Chief of Department*



Firefighters working a 3 alarm fire on Dover Road.

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 Assistant
1 Part-time Apparatus Maintenance Specialist

Westwood Fire Department *Annual Report*

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

2013 Statistics

Fires:

In Structures.....	98
Vehicles	15
Brush/Grass	20
Other Fires	10

Ems/Rescue Service:

Ambulance.....	1578
Lock In/Out	59
Vehicle Accidents.....	248
Searches	2
Technical Rescues	3

Hazardous Conditions	29
Service Calls	162
Assist Police Dept.	13
Mutual Aid/Line Coverage	29
Good Intent Calls.....	76
Smoke Investigations	28
Electrical Emergencies	79
Hazardous Materials Incidents.....	39
False Alarms	5
Alarm System Malfunctions	178
Unintentional Alarms	129
<u>Carbon Monoxide Detector Investigations</u>	<u>62</u>

Total Emergency Responses.....2862

Open Burning Permits	349
Inspections & Permits	1376

Westwood Fire Department *Annual Report*

Revenues Generated For 2013

Ambulance Service	\$561,166.00
Smoke Detectors.....	\$7,960.00
Permit Fees	\$9,370.00
Fire Alarm Fees	\$5,300.00
Misc. Reports.....	\$190.00
Plan Review	\$1,000.00
Total	\$584,987.00

2013 Areas of Note

- Much time was spent by the Chief and the Deputy Chief with the Public Safety Task Force planning for the future of the Fire Department regarding staffing and facilities.
- Specifications were developed and a contract was awarded for the purchase of a new ladder truck. This will enable the Department to have a ladder truck at both stations and will assist in serving the University Station Project now under construction.
- The Department applied for and was awarded a grant in the amount of \$6,904 from the S.A.F.E. Program Grant to continue our Fire Prevention Programs in the schools and will allow an expansion to serve the Town's senior citizens.
- In January, Fire Mechanic Bill Miller passed away suddenly. Billy had been a member of the Department for 22 years and is greatly missed.
- Mark Whitman and Ronald Kolozie were hired as Firefighter/Paramedics. Firefighters Whitman & Kolozie will be attending the Massachusetts Firefighting Academy in Stow.
- 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. For more specific information visit us online, call 781-320-1060, or stop by Fire Headquarters.
- Two members of the Department continued their training as part of a county technical rescue team. This team is available to all towns in the county, providing specialized rescue skills including high angle, structural collapse and confined space rescue.
- Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses were also provided, included in this training were quality control rounds, conducted with the Department's medical control Doctor reviewing previous cases.
- The Department continued working with the Dedham-Westwood Water District for the systematic addition of fire hydrants including planning for new water mains and hydrants in the School St. and Pine Lane neighborhood.
- Several members of the Department participated in People Forms training. People Forms software is a data collection tool that also allows reporting to be done from the field.

Westwood Fire Department *Annual Report*

- The Department Training Officer, Captain Richard Cerullo coordinated Search & Rescue Training in conjunction with the Massachusetts Firefighting Academy. The Academy provided the Department with their SCBA Maze Trailer and additional staff. Capitan Cerullo also conducted “Live Burn” Training for Department members.
- The Department held First Aid and CPR classes for Recreation Department employees.
- Members of the Department demonstrated home fire safety to elementary students by utilizing the State’s SAFE Trailer.
- Hazardous materials inspections were performed in conjunction with the Board of Health to ensure compliance with the Town’s Hazardous Materials Bylaw.
- Fire Department Officers attended professional development training which included risk/benefit analysis.
- The Department participated in the meetings of the Westwood Lodge Task Force.
- The Fire Department worked with the Recreation Department to provide Foam Day for the Town’s children.
- Captain Lund continued to work with the State’s Hazardous Materials Response Team, responding to many incidents around the State and attending advanced level training sessions.
- In June, Jeffrey Wade was hired as the Department Mechanic. In addition to working part-time for the Department, Jeff is also a full-time Firefighter for the Town of Needham.
- The Department spent a great deal of time on site plan review and monitoring the actual site work and blasting for the University Station Project.
- 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:
 - Fire damaged an outside structure on Clapboardtree Street.
 - The Fire Department responded to a large number of calls during a blizzard in February.
 - A Fire caused extensive damage in a commercial building on Dartmouth St.
 - A 3 alarm fire destroyed a large home under construction on Dover Road.
 - There was an extensive brush fire off of Nahatan St.
 - A Med-Flight helicopter was required for an automobile accident on Route 95/128.
 - A serious accident resulting in multiple injuries under the East St. Bridge.
 - A diesel fuel spill of over 200 gallons occurred near the rest area on Route 95/128.
 - Fire Department crews assisted the State Police with a search for evidence on Route 95/128.
 - A Med-Flight helicopter was required for a serious injury on Parker St.
 - A fire damaged an out building on Webster St.
 - Firefighters participated in an extended search for a lost person on High St. The search resulted in a difficult rescue of an individual from a swampy area.
 - A brush fire off of Glacier Dr. started as the result of a downed power line.
 - A Med-Flight helicopter was required on University Avenue for a serious injury resulting from a train accident.
 - There was a major gas line break requiring evacuations on University Avenue.
 - A Med-Flight helicopter was needed for a motor vehicle accident on Nahatan Street.
 - A fire damaged a commercial structure on Blue Hill Drive.

Westwood Fire Department *Annual Report*

2014 Outlook:

- Maintain, and increase where appropriate, as high a level of service as possible.
- Continue to pursue opportunities to expand shared Fire/EMS on regional basis.
- Hire and train recruit firefighters to fill new positions that have been approved by the Board of Selectmen to increase the size of the Fire Department.
- Apply for State and Federal Grants.
- Continue building improvement projects
- Draft specifications for, and complete purchases of capital items
- Prepare specifications for and purchase new ambulance.
- Continue to prepare for University Station Project including the reassignment of personnel to deal with plan review and required inspections during the construction phase of the project.
- Continue to work with the Public Safety Task Force to plan for the replacement of Station 2.

The Fire Department works closely with many other departments and boards within the Town and appreciates their cooperation and professionalism, especially the Building Department, Police Department and the Board of Health.

William P. Scoble, *Chief of Department*



Flag waving from the ladder truck on Memorial Day.

Building Department *Annual Report*

Joseph F. Doyle, Jr., *Building Commissioner*

Mission

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

Duties

The Building Department is responsible for issuing building, electrical, plumbing, gas, and mechanical 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.

Programs/Services

The Building Inspection Department provides (4) major programs/services. These are:

1. Issue Permits in six diverse categories.
2. Inspections.
3. Zoning Enforcement.
4. Administration.

Permit Application Process

- Review all applications for compliance with the State Building Code and the Zoning Bylaw, determine applicable fees and issue building, electric, gas, plumbing, and mechanical permits
- State statute requires that applications be reviewed and acted upon within 30 days of submittal
- Deny permits when relief under the Zoning Bylaw is necessary or when plans do not meet the requirements of the State Building Code

Inspections

A minimum of ten inspections are required for most building permits. Due to the size of many residential and commercial projects, twenty to thirty inspections may be required as approval is granted on a progressive schedule. All inspections are performed on an on-call basis and are arranged through the office clerical staff. Most inspections are accomplished within a 24 hour period from the time the request is received. Inspections must be completed within 48 hours of a request.

Zoning Enforcement

Investigate zoning violations and take appropriate action including court appearances when necessary. Ensure zoning compliance prior to the building permit being issued. Zoning enforcement is also carried out in response to complaints from residents or observations of violations by the Building Department staff.

Building Department *Annual Report*



Colburn School @ High Street



Bibi's 1 Church Street

Building Department *Annual Report*

Administration

- Prepare department annual budget
- Prepare department payroll and accounts payable
- Represent Building Department with clientele both in person and on the telephone
- Prepare correspondence for other departments and agencies at the Town and State levels
- Prepare monthly reports to Executive Secretary, State and Federal governments
- Insure that records and files are up to date and are in compliance with requirements of State Law
- Attend various interdepartmental meetings

Activities and Accomplishments

The Building Department issued the following permits during 2013:

Building Permits	743
Electrical Permits	606
Gas Fitting Permits	329
Plumbing Permits	453
Sprinkler/Mechanical	85
New Dwellings	26

Of the twenty six new dwelling permits issued eleven were for new houses on non-conforming lots after the existing structures were removed. The Building Department continues to be very busy as a result of the volume of renovations to residential homes. Applications have been submitted for several buildings at the University Station Development with the expectation construction will begin in the spring. The medical building at 40 Allied Drive and the claims center for Progressive Insurance Company at 62 Everett Street have been completed. Bibi's at the corner of High and Church Streets, the former Ann's Lunch location, is expected to open in the spring

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 Massachusetts Stretch Energy Code has been enforced since January 1, 2013. This is a series of amendments to the 2009 International Energy Conservation Code and has required changes in construction and renovations that will result in more energy efficient construction.

The Building Department continues to update the web page on the Town's Internet site and will 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 *Annual Report*

Building Department Personnel

Building Commissioner – Joseph F. Doyle, Jr.

Assistant Building Inspector – Michael P. McLean

Wiring Inspector - Kevin Malloy

Assistant Wiring Inspector – Paul Angus

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 Department welcomes Paul Angus as an assistant electrical inspector, replacing Dan McIntyre who has retired to Arizona.

The Building Department would also like to extend its thanks to all the Town Departments that have assisted us this past year especially the members of the Land Use Committee.

Education

Westwood School Department *Annual Report*

John J. Antonucci, *Superintendent of Schools*
Ellen Mason, *School Committee Chairman*

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 3200 students in PreK-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 – academics, 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. Westwood High School had one semi-finalist and seven letters of commendation from the National Merit Scholarship Program. Eighty students received AP Scholar Awards. Two were National AP Scholars; Thirty-eight were Scholar with Distinction; Sixteen were Scholar with Honors; and, Twenty-four students were Scholar. 384 AP exams were administered in 19 subjects. 93% of the score were 3 or above. 96% of the Class of 2013 took the SAT and 78% of the Class of 2013 took the ACT. The Art Department announced that 40 students had won awards at the prestigious 2014 Boston Globe Scholastic Art Awards. For Westwood High School there were 8 Gold Key winners, 11 Silver Key winners and 14 received Honorable Mentions. Caleigh Donahue, Erin Fallon, Kat Heidelberger, Halley Husted (2), William Kimball, Colette Schissel, and Isabelle Xu won gold medals. Ben Adjami, Caitlin Cassidy, Emma Craine, Alison Giovino, Meghan Herbert, Brian Shi, Sasha Stone, Taylor Sweeney, Virginia Walsh, Sadie Webb-Johnson and Isabelle Xu won silver medals. For Thurston Middle School there were 1 Gold Key winners, 4 Silver Key winners and 2 received Honorable Mentions. Jeffrey Wong won Gold Key and Elizabeth Good, Brenna McQuade, Marissa Solomon and Christine Adame won Silver Keys. The Academic Decathlon team finished third in the small school division. Many students performed at the Seventh Annual Eastern District Senior Concert. Greg Campion, Baritone Saxophone; Heather Jeong, Clarinet I; Ohana Turbak, French Horn IV; Derek Shue, Clarinet III; Elizabeth Firmin, String Bass; and, Timothy Hoeller, Trumpet. The football team won their second straight TVL title. Ian Marten, Robert Fallon (Xaverian HS), Gregory Campion, Steven Harrington, Noel Moscaritolo, and John Foley all achieved the rank of Eagle Scout. Westwood High School graduates students who are prepared and eager to continue their education. 95% of the students in the graduating class of 2013 are continuing their education; 93% at four-year colleges of universities and 2% at two-year colleges.

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. This year reviews were conducted in Social Studies, Performing Arts and Technology. Abby Hansom, Director of Student Services, presented an update on the Coordinated Program Review. Sean Bevan, High School Principal, presented the 1:1 Computer Initiative. The chromebook distribution marked a culmination of years of preparation. Greg Schwanbeck, high school science teacher, was named an “American Teacher Hero in the Classroom”.

The School Committee welcomed Jake Greenberg, a high school senior, 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 12

Westwood School Department *Annual Report*

was prominently displayed throughout the year in each school, the Superintendent's office and in public settings, such as the Public Library and Vello's Restaurant.

In 2013, we had 6 staff members retire after many years of dedicated service to students and town. The retirees were: Marla Adams, 7 years; Susan Barber, 26 years; Linda Hanlon, 32 years; Brian Hart, 33 years; Diane Kaiser, 19 years; and, Nancy Rothenberg, 14 years.

Finally, on behalf of our faculty and staff, we 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*

Ellen Mason, *School Committee Chairman*

Blue Hills Regional Technical School *Annual Report*

Avon	Francis J. Fistori	Milton	Festus Joyce
Braintree	Germano John Silveira	Norwood	Kevin L. Connolly
Canton	Aidan G. Maguire, Jr. (Chairman)	Randolph	Marybeth Nearen
Dedham	Joseph A. Pascarella	Westwood	Charles W. Flahive
Holbrook	Robert A. McNeil		

I am pleased to submit our Annual Report on Blue Hills Regional Technical School to the residents of the Town of Westwood.

Mr. James P. Quaglia is the Superintendent-Director. Mr. Charles Flahive is the Board Vice Chairman and Westwood Representative.

Blue Hills Regional Technical School continues its commitment to provide the highest caliber academic and vocational instruction to district students in grades nine through twelve, as well as postgraduate training. The nine towns in the district are Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, and Westwood.

Meetings are held on the first and third Tuesday of each month at 7:00 p.m. at the school.

Fifty members of the Class of 2013 were recipients of the John and Abigail Adams Scholarship, which is given to students whose combined English Language Arts and Math scores on the MCAS rank them in the top 25 per cent of students in the graduating class in their school. They are entitled to free tuition at participating state and community colleges in Massachusetts.

Eighty-two Blue Hills Regional students participated in the SkillsUSA District Competition at Greater New Bedford Regional Vocational Technical High School on March 15, 2013, and won 18 medals in various categories.

Blue Hills Regional participated in Westwood Day on October 5, 2013. Superintendent-Director James P. Quaglia was among the representatives of the school who manned the display, along with Co-Op Coordinator Kim Polisen, Communications Specialist Judy Bass, and members of the Blue Hills Booster Club.

Students in the Metal Fabrication and Joining Technologies program made a training prop for the Westwood Fire Department. This item, which was produced by Blue Hills for a fraction of its commercial cost, helps firefighters learn the correct technique for breaking down a door in an emergency, also called forcible entry. Chief William Scoble and Capt. Robert Valluzzi of the Westwood Fire Department thanked the students, faculty and staff of the school for their generosity and support.



A new training prop made by students in the Metal Fabrication and Joining Technologies program at Blue Hills Regional for the Westwood Fire Department is presented to Capt. Robert Valluzzi. Left to right are Blue Hills Director of Vocational Programs Frank Howley, Blue Hills Assistant Superintendent / Principal Michael J. Barrett, Capt. Valluzzi, Blue Hills Metal Fabrication instructor Matthew Siwik, student Tim Young, and Blue Hills Metal Fabrication Lead Teacher Brian Gearty.
Photo by Judy Bass.

Blue Hills Regional Technical School *Annual Report*

Capital improvements included repairing and remodeling the indoor pool area, including new HVAC and lighting; new baseball and softball fields, with new fencing dugouts and backstops; and a refurbished and modernized lecture hall with new seating, sound system and projection.

Our athletic programs continue to expand with high levels of participation and success. The school earned the Mayflower Athletic Conference Sportsmanship Award and the prestigious MIAA District D Sportsmanship Award. Championships were won in several sports but more important was the high level of student participation.

As of October 1, 2013, total enrollment in the school was 842 students. There were seven students from Westwood. We are working to encourage more Westwood parents and students to explore the opportunities and curriculum at Blue Hills Regional. Students can be admitted in grades nine and ten.

Adults are encouraged to explore the Practical Nursing Program, a full-time program of study provided on a tuition basis. The program earned accreditation in 2012 from the Council on Occupational Education.

Blue Hills Regional is proud to offer various services and programs to district residents, and in some cases, the general public. The Blue Hills Regional curriculum offers Cosmetology, Culinary, Early Education and Care, Electrical, Metal Fabrication, Construction services, Graphics and Automotive services. This allows students to gain practical, hands-on experience in conjunction with their classroom work.

Residents and town departments are reminded that students have built home additions, completed printing and graphic design projects (both large and small), and offered culinary services. Many Westwood residents enjoy full-course lunches at the “Chateau de Bleu,” which is open Monday through Friday during the school year. We encourage more Westwood citizens to avail themselves of these professional-quality services.

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

I am honored to serve as Westwood’s representative and strive to do what is best for our outstanding community.

Mr. Charles W. Flahive
Board Vice Chairman and Westwood Representative
Blue Hills Regional Technical School District
December 31, 2013

Public Works

Department of Public Works *Annual Report*

Todd Korchin, *Director of Public Works*
Brendan Ryan, *Superintendent of Streets and Cemeteries*
Chris Gallagher, *Assistant Director*
Robert Angelo, *Sewer Superintendent*

Department Mission

- To provide quality of life in Westwood by operating and maintaining the Town's infrastructure and assets in a sustainable, efficient manner to protect the public's health and well being; provide for the environmental, economic, and social needs of the community; and beautify our town.
- 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, vehicular and cycling traffic on Town roads, including paving, maintenance, drainage, street lighting and traffic control signals, traffic markings, sharrow markings, signs, and snow removal.
- 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.



Newest Plow/Slide-In-Sander Truck

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

Department of Public Works *Annual Report*

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 sewer 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

Working with the Planning Board, review submittals and assist with Inspecting developments under construction.

Working with the Board of Selectmen, make drainage and traffic recommendations and maintain a road inventory and management plan.

Working with the Conservation Commission, assist with inspection of developments under construction; and review studies as requested.

Public Building Maintenance

Provide for the maintenance and long term planning for Town Hall, the Carby Street Municipal Buildings, the Islington Community Center, the Council on Aging, and the Cemetery Garage. Custodial services are provided in the Town Hall, Islington Community

Department of Public Works *Annual Report*

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 needs to be developed for ongoing operating and long term 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 Public Works assets has now been developed. There is a need to do more and include the rest of the Town's fleet.

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. The costs of maintaining these lights is rising due to aging infrastructure.

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 Town has negotiated a new 5 year

Department of Public Works *Annual Report*

contract with Waste Management that expires June 30, 2017. The new contract will provide for fully automated trash and recycling pick-up, which will increase recycling, saving money, improving the environment and beautifying our community.

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 2014-15 is \$76.50 per ton.

Recycling

We have implemented the new fully automated trash and recycling system that will increase recycling in Westwood, saving money, improving the environment and beautifying our community. 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 improve the environment and save money.

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.

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 5,000 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.

Department of Public Works *Annual Report*

- 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

Continued to form a new Public Works Team; reorganized the Carby Street Facility and Cemetery Garage, and began implementing work management and long term planning to improve effectiveness and efficiency as well as create a positive work team environment.

Traffic Safety

- Completed traffic calming project in the High Rock, Dover, Conant, and Country Lane neighborhoods.
- Completed plans and worked with Mass DOT on the upcoming reconstruction of the signal at 109 and Lowder Brook in order to solve safety issues at the intersection.
- Installed a new flashing beacon on High St in the area of Highland Glen. The beacon is activated when vehicles are leaving the Highland Glen complex.
- Pavement Management
 - Crack sealed 30 streets, including placement of 200,000 sq. yd. of crack seal
 - Resurfaced Gay Street, Hartford Street, Burgess Ave, Oriole Road Neighborhood, and Woodland Road.
- Coordinated maintenance of Town owned traffic signals.
- 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.
- 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.



Bucket Truck

Department of Public Works *Annual Report*

- Continued to reduce dependency of tree removal contractor by utilizing the bucket truck to aid staff in tree removal, pruning, and limb removal.
- 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.
- Maintained traffic sign inventory to meet federal regulations

Drainage

- Completed the drainage project in the Pond Plain Neighborhood
- Conducted drainage assessment of Grove St
- Cleaned all catch basins and repaired those in need. Performed video inspection on systems as needed.
- Repaired and rebuilt over 60 catch basins, manholes and pipes, and constructed new drainage structures and pipes.

Snow and Ice

- Implemented the first DPW Public Snow Removal Policy.
- Salted and treated 95 miles of roadway.
- Provided crews to operate twenty-five pieces of Town equipment for sanding, salting and plowing; and oversaw one contract providing an additional twenty-nine pieces of equipment for plowing, and provided service for snow and ice events.
- Responded to 15 snow and ice events throughout the season.

Facilities

- Constructed exterior Town hall improvements including painting and landscaping
- Re-constructed the Cemetery staging area.
- Continued program for preventative maintenance of the backlog at all public buildings and completed numerous projects
- 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.
- Conducted a town wide facilities energy efficiency study and implemented and upgraded buildings as needed, including new lighting and energy management systems.

Fleet

- Developed a long term replacement planning tool for Public Works fleet to prepare for the future.
- Specified and purchased 2 sanding trucks, and 3 one ton dump trucks, as part of the fleet replacement plan through our fleet improvement bond approved at the annual town meeting.
- 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.
- Prepared a draft fuel efficient vehicle purchase policy.
- Continued our weekly reports from fleet maintenance to highway, fields and grounds crews for improved efficiency and effectiveness during snow & ice season.

Department of Public Works *Annual Report*

Fields and Grounds

- Maintained all athletic fields and encompassing grounds:
 - Mowing/edging
 - 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.
- Worked with Little League and outside contractors to begin field reconstruction of Morrison Park including new tennis court, new irrigation, relocating light poles, new fencing at both little league and softball field and snack/restroom facility.

Solid Waste

- New trash contract for fully automated trash and recycling pick up in Westwood that has resulted in more recycling, reducing the Town's tipping fees and promoting a neater community.
- Secured the services of a Hazardous Waste Contractor and held a Hazardous Waste Day in September 2013.
- Implemented 10 Fall and Spring curbside collection of leaves.
- The Environmental Action Committee held an ewaste collection event at Carby Street
- Collected Christmas trees curbside.
- Continued the implementation of bi-weekly curbside collection of recyclables – single stream.
- Hosted additional recycling drop off at the DPW during the holiday for additional cardboard.

Cemetery

- Opened a new phase of the cemetery and have been discussing projections for future expansion.
- Installed plantings and removed old plantings to enhance the landscape.
- Reconstructed the shed in the old cemetery
- Reconstruction to the Old Cemetery wall as well as the wall in the lower section of the New Cemetery.
- Insulated, blue boarded and plastered the new cemetery barn for safety
- Performed major cleanup of cemetery prior to Memorial Day by Town crews.
- Sold 61 burial rights in the Town's cemeteries and had 40 interments in calendar year 2012.
- Currently working with a consultant to review and update the cemetery rules and regulations.

Department of Public Works *Annual Report*

Sewer

- Planned and designed phase two of a project that will prevent infiltration into the critical portions of the sewer collection system.
- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Continued planning for the next phases of the sewer lining project.

FY15 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.
- To create a safe, positive and productive work environment
- To implement the new multi-year pavement plan that provides for improvement of Town roads, using pavement condition indices and sound pavement management and engineering practices.
- To construct drainage improvements on Grove Street. Paving projects will include the Baker/Bonney/French neighborhood, Pond Plain neighborhood, Grove Street, School Street, and Pine lane.
- To work with MassDOT to replace the Lowderbrook/109 traffic signal
- To implement a phase one traffic program for the Dover/Conant/High Rock neighborhood.
- To sustainably operate and maintain the Town's cemeteries, buildings and infrastructure, including planning for future expansion.
- To work with the Cemetery Commission and implement the revised Cemetery Rules and Regulations.
- To implement the new operations plan for snow and ice.
- To communicate with the community by following snow policies and provide 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 continue to revisit, update, add performance standards and improve service and public works contracts.
- To develop standard contracts for consulting services that establishes accountability and protects the Town's interest.
- To continue with the new solid waste collection contract that provides excellent customer service, increases recycling and contains costs.
- To increase the amount of material recycled by Westwood residents, further protecting the environment and decreasing costs.
- To continue to implement an annual fall HHW collection event.
- To continue to maintain athletic fields throughout Town.
- To work with the community to complete improvements to Morrison Park.

Department of Public Works *Annual Report*

- To operate the sewer collection system in a safe, healthy, efficient manner meeting all regulations.
- To construct Phase Two of the sewer lining project to reduce the major infiltration and inflow into the collection system and reduce treatment costs.
- To continue the aggressive program for the reduction of Infiltration and Inflow in the sewer collection system.
- To implement an effective storm water quality management program, complying with all water quality regulations.
- To continue to implement the new long term plan for the replacement of the Town's vehicles and equipment, improving the quality and applicability.
- Continue to work toward a long-term plan for the preventative maintenance and replacement of the Town's facility assets, including energy efficiency.

Todd Korchin, *Director of Public Works*

Brendan Ryan, *Superintendent of Streets and Cemeteries*

Chris Gallagher, *Assistant Director*

Robert Angelo, *Sewer Superintendent*

Board of Sewer Commissioners *Annual Report*

James Connors, *Chairman*
Francis X. MacPherson, *Clerk*
Anthony J. Antonellis, *Third Member*

Mission

To provide administration, planning, construction, and related services 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 4,292 buildings are connected to the system.
- Approximately 98% of all buildings with service available are connected to the system.
- Approximately 85% of all buildings in the Town are connected to the system.

Sewer Accomplishments

- Completed a project that will prevent infiltration into the most critical portions of the sewer collection system. The project lined 11,000 feet of pipe and 16 manholes and is estimated to reduce the volume treated by 150,000 gallons per day.
- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Continued planning for the next phases of the sewer lining project.



Pumping Station, Far Reach Road

Board of Sewer Commissioners *Annual Report*

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 2014 Annual Sewer System Maintenance Program is comprised of the following components:

- Lining 10,000 feet of pipe
- Rehabilitation of approximately 50 sewer manholes

The members of the Sewer Commission for 2013 were: James Connors, Chairman; Francis X. MacPherson, Clerk; and Anthony J. Antonellis, Third Member.

The personnel of the Sewer Commission are: Jeffrey Bina, *Town Engineer*; Patricia Healey, *Secretary to the Board*; Laura Fiske, *Account Specialist*; Richard Barry, *Head Pumping Station Operator*; and Shaun Degnan, *Pumping Station Operator*.

James Connors, *Chairman*

Francis X. MacPherson Jr.

Anthony J. Antonellis

Board of Sewer Commissioners

Storm Water Management Committee *Annual Report*

Robert Angelo
Karon Citrone
Joseph Doyle
Lynne Fielding
Chris Gallagher
Michael Jaillet

Todd Korchin
Nora Loughnane
Heath Petracca
Brendan Ryan
William Scoble
Linda Shea

The Storm Water Management Committee continued to work with the Neponset River Watershed Association in efforts to monitor and reduce polluted runoff. Two miles of the sanitary sewer system were lined to reduce inflow and infiltration. A year-end report was filed with both the EPA and Massachusetts DEP. The Committee has contracted with VHB, Inc. in anticipation of the EPA's release of 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
Michael Jaillet
Todd Korchin
Nora Loughnane
Heath Petracca
Brendan Ryan
William Scoble
Linda Shea

Dedham-Westwood Water District *Annual Report*

James J. Galvin (Westwood)
Robert E. McLaughlin, Jr. (Westwood)
Joseph S. Carter, Jr. (Westwood)

Kenneth C. Bragg (Dedham)
Steven M. Mammone (Dedham)
Robert N. Blume (Dedham)

Mission

The Dedham-Westwood Water District (DWWD) Board of Water Commissioners sets policy, prepares operating and capital budgets, and establishes rates along with rules and regulations for the Water District. The mission of the DWWD is to provide the residents and businesses of Westwood and Dedham with high quality drinking water for domestic purposes and for fire protection.

Water Supply

The District continues to conduct its operations towards providing high quality, safe drinking water, in compliance with all federal and State Drinking Water Regulations as well as actively pursue land use and regulatory measures that will serve to protect the water resources used to supply our drinking water. 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 that is available as a supplement, as well as for an emergency, to the District's existing water supply. The District conducted monitoring for lead and copper in the drinking water in the summer of 2013. The testing proved to the satisfaction of the Massachusetts Department of Environmental Protection that the water treatment has been optimized to prevent these harmful metals dissolving into the drinking water. A summary of all water quality test results is mailed annually to all DWWD customers.

Water System Infrastructure Improvements

This past year \$2.5MM was spent on capital improvements, which is a typical yearly investment. In total 19,013 feet of water main was installed or replaced in Pine and Mount Vernon Streets in Dedham and in School Street, Schaeffer Avenue and Pine Lane in Westwood as wells as various locations in both Towns by developers. The DWWD water main replacement work cost \$1.5MM. There are 212 miles of water pipe in the system. The DWWD generally replaces one to three miles of pipe each year. Still, there remains a significant amount of old unlined cast iron pipe to be replaced. A 2012 study of the system by Weston and Sampson Engineers recommended an annual investment into replacement water mains of at least \$1.4MM annually for the next twenty years.

Forty-six new water services were installed this year and we replaced fifty old services, generally coordinated with Town paving schedules.

Other capital improvements included four hydrant replacements and thirty-four new hydrants were set. We replaced 1150 meters with the new radio style. Approximately 92% of our customers now have the radio style meters, which greatly reduced the time needed to read the meters.

Plans and Specifications were engineered for the replacement of the emergency generator and heating system at the White Lodge Treatment Plant. Bids were solicited and the work is budgeted for 2014 at a cost of \$1.1MM. The capital budget approved for 2014 is \$4.5MM.

Dedham-Westwood Water District *Annual Report*



Bridge Street Treatment Plant and Pump Station

Water Conservation

Water conservation continues to be an integral part of the DWWD mission and day to day operations. Last fall we conducted another system wide accoustical survey of the water distribution system intended to find water leaks on mains, services and hydrants which are not surfacing. Finding what's called "unaccounted for water" has been a long standing challenge for the DWWD as it is for systems such as ours that started well over a century ago. Water meters are also methodically replaced to assure accuracy and take advantage of new technologies. To date, 12,089 customer meters have been replaced with radio style meters. Rebates continue to be offered to promote the upgrade of fixtures and appliances to new low flow versions. We expanded the rebate program to be available to commercial accounts. Lastly, we continue to offer water resource protection and water conservation education in both Dedham and Westwood Elementary Schools, community Green Fairs, Earth Day programs and Farmer's Markets. Aside from being the right thing to do, water conservation is necessary to continue to comply with MADEP issued water permits, without which we could not withdraw the water quantities needed from the Charles and Neponset river basins. Along with four other Public Water Systems, we recently participating in a MADEP pilot program to look at the impact of new watershed specific, mitagory based water permit regulations. We also received a MADEP grant to focus on the impact of the new regulations on the Neponset River Watershed communities.

Financial

DWWD continues to be a financially sound organization as evidenced by the recently completed financial audit conducted by the CPA firm of Melanson and Heath. The

Dedham-Westwood Water District *Annual Report*

Moody's Bond Rating is Aa2. Water rates are comparable to many Massachusetts communities. Each year, the DWWD replaces water mains and services, meters, pumps and motors and other equipment, needed to keep the water works reliably running.

Cross Connection Control Program

The DWWD Cross Connection Control Program, as mandated by the Department of Environmental Protection, is a key element of the Water System operation. Dedham-Westwood Water District is committed to protecting your public water system from contamination due to backflow or backsiphonage of connections containing non-potable water. Backpressure and cross contamination can occur when the pressure in equipment or a system is greater than the pressure in the drinking water system. Contamination can also occur when the pressure in the drinking water line drops due to occurrences such as main breaks and heavy water demand causing contaminants to be siphoned out from equipment and into the drinking water. Dedham-Westwood Water district's water system is protected by the control of actual or potential cross connections through two programs:

- 1. The elimination of existing or future cross connections through inspection and regulation of plumbing and water piping within a customer's premises.
- 2. The proper installation and maintenance and testing of backflow preventers on cross connections that have been approved.

Cross Connection surveys have been conducted at 173 commercial and municipal locations this year. 1280 tests have been performed this year on backflow preventer devices installed in many commercial and municipal facilities to make sure they work properly.

Conservation Commission *Annual Report*

Joseph Previtera, *Chairman*
Charlie Pare
Michael Terry
Jay MacMullan

Leo Crowe
John Masterson
William Stowe

The Town of Westwood Conservation Commission consists of a group of seven volunteer members, 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 27 Orders of Conditions in 2013 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 300 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.

Conservation Commission *Annual Report*

The Conservation Commission is currently looking at progressive ways to control loosestrife and other invasive plants that are overtaking Westwood's wetland resource areas. In fiscal year 2013, with the Commission's Pond Maintenance funding, efforts were started to eradicate invasive plants from Perry Crouse Pond and other ponds in Westwood.



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 Previterra, *Chairman*

Leo Crowe

Charlie Pare

John Masterson

Michael Terry

William Stowe

Jay MacMullan

Keeper of the Pound *Annual Report*

Brendan Ryan, *Keeper of the Pound*

The Town Pound has made it through the 2013 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.

Cemetery Commission *Annual Report*

Linda Walter
John Lynch
Thomas Aaron

In 2013 there were a total of 60 internments at the two town cemeteries. 31 rights of burial were sold.

The Commission has approved revisions made to its rules and regulations as well as updating prices and fees. These changes were implemented February 1, 2014. We are also in the process of selecting a hired consultant/cemetery architect to design our new expansion.

Improvements are ongoing in the beautification of both cemeteries. Spring and Fall cleanups were performed and daily maintenance included shrub trimming, grass mowing, tree pruning, and general aesthetic work each day. Foundations were constructed, repaired, and maintained.

Human Services

Board of Health *Annual Report*

Tarah S. Somers, R.N., M.S.N./M.P.H.
Carol Ahearn, R.N., B.S.N.
James M. O'Sullivan, J.D.

Mission

“To provide the residents of Westwood with sound public health, through education, the investigation and prevention of disease, ensuring compliance with sanitary and environmental laws and regulations, and promoting the tenets of emergency preparedness.”

The members of the Westwood Board of Health are residents from all walks of life who care about the well-being of the community. Westwood’s members are appointed by the Board of Selectmen to a term of 3 years on a rotating basis. Boards of Health are given the legal authority by MA General Laws to set policies and make regulations to protect the public and environmental health. Some of the Board’s responsibilities include:

- Issuing permits and licenses for a wide variety of businesses and activities throughout Westwood;
- Inspecting all licensed and permitted facilities;
- Enforcing applicable state and local regulations and statutes;
- Providing a comprehensive public health nursing service to residents;
- Investigating all reports of communicable diseases;
- Providing information and advice regarding environmental health issues;
- Taking part in regional programs such as mosquito and tobacco control programs, and emergency preparedness activities;
- Managing the Medical Reserve Corps and the Community Sheltering Team

Under Massachusetts General Laws, state and local regulations and community direction, Boards of Health are held responsible for disease prevention and control, and health and environmental protection and promoting a healthy community. Boards of Health serve as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. To fulfill their duties, they develop, implement and enforce health policies, oversee inspections to maintain minimum standards for sanitation in housing and food service, and assure that the basic health needs of the community are being met.

Health Department staff assist the Board of Health in meeting these responsibilities and consist of Health Director Linda Shea, R.E.H.S./R.S., Administrative Assistant Lorraine Donovan, Sanitarian/Food Inspector Cheryl Kelly, C.P.F.S. and Public Health Nurse Mary Beechinor, R.N., B.S.N.

Influenza

The Annual Family Flu Clinic was held on Saturday, October 19, 2013 for all residents 5 years of age and older. 850 individuals were immunized at the clinic and vaccine was available by appointment throughout flu season. This clinic was held as a drill for the Westwood Medical Reserve Corps (MRC) volunteers, who are committed to helping the Town of Westwood in an emergency.

Each year, the Health Department holds one large-scale clinic in the Westwood High School gymnasium, which is the town’s designated Emergency Dispensing Site. This yearly exercise reinforces how to open and close the site. Volunteers arrive early to unload

Board of Health *Annual Report*

supplies from the emergency trailer, help the staff set up the gym for the clinic and then break it down. Over lunch, volunteer's offer a critique on what was done correctly and what could be done better for next year. This year's exercise was very successful.

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 2013: 11 blood pressure clinics, 162 home visits, 628 office visits, and the investigation of 93 communicable diseases.

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.

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, 7 days-a-week coverage.

As such, Westwood has 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 health issues. MADPH distributes emergency preparedness funds through the regions.

Westwood continues to receive emergency preparedness grant money from Region 4b. In 2013, grant money was used to pay for sharps disposal, communication service, membership fees, conferences, educational materials and health and administrative supplies for clinics and the department.



Board of Health Emergency Supply Trailer

Board of Health Annual Report

The Health Department is actively recruiting residents to become members of the Community Sheltering Team. Members will be asked to help set up and staff the Town's shelter if it is opened for residents. Westwood's shelter is certified by the American Red Cross (ARC) and is located at the Westwood High School gymnasium. The Sheltering Team will be activated when the Town determines the need to open the shelter. Team members must be physically fit and must be willing to respond to help open Westwood's shelter.

The Health Department continues 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. Members participate in drills and exercises and help staff the annual flu clinics. Training and educational opportunities are additional benefits to becoming a volunteer. It's also a great way to meet fellow residents and gain a sense of civic pride in serving the Westwood community in such a meaningful capacity.

The Westwood Board of Health has continued working with the Norfolk County 7 (NC7), (towns of Canton, Dedham, Milton, Needham, Norwood, and Wellesley). NC7 formed a regional coalition to participate in emergency preparedness and public health activities. NC7 funds itself through grants from public health organizations. In 2013, NC7 received ~\$75,000 in grants.

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, fire service, 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.

Programs

Westwood Day

On October 5, 2013, the Health Department participated in Westwood Day. Seventeen food vendors were licensed and inspected by Health Department staff. The Department manned a booth with public health information and "give-a-ways."

Sharps Collection Program

The Westwood Sharps Collection Program has proven to be a very popular program. 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 Town Hall on High 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

Board of Health *Annual Report*

Senior Center, 60 Nahatan Street during regular business hours. We encourage all Westwood residents to take advantage of this program and protect our community from sharps dangers.

Medication Collection Program

The Westwood Board of Health and the Westwood Police Department have joined forces to collect expired prescription and over the counter medications for proper disposal. The Medication Collection Box is located in the lobby of the Police Station at 590 High Street and is available 24 hours a day, 7 days a week for residents.

Mercury Collection Program

The Westwood Board of Health has continued participating in the Mercury Recovery Program, sponsored by Wheelabrator Millbury Inc. The program is in place to remove mercury containing items from residential trash. The Health Department distributes digital thermometers in exchange for residents' mercury thermometers. Button batteries, mercury thermometers, thermostats, switches, and products that contain liquid mercury can be brought to the Board of Health office to be recycled properly. In 2013, the Health Department and the DPW worked together to locate a fluorescent bulb shed provided by Wheelabrator. The Town will now collect fluorescent bulbs at Household Hazardous Waste Day.

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 2013, 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 2013, 23 animals were quarantined. The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. No specimens were submitted for testing in 2013.

The Westwood Board of Health, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored a rabies clinic held on January 26, 2013, vaccinating 61 cats and dogs. State law requires all dogs and cats be vaccinated against rabies. 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 eleven (11) inspections were conducted in 2013.

Mosquito Control

The Town of Westwood is a member of the Norfolk County Mosquito Control District (The District). An integrated pest management four-pronged model consisting of Surveillance, Water Management, Larval Control and Adult Control is used to control mosquitoes. In 2013, Eastern Equine Encephalitis (EEE) and West Nile virus (WNV) isolates were detected in the surrounding communities. As a result, the ball fields and playgrounds were sprayed as a precaution.

Surveillance is used to detect disease. There were no isolates detected in 2013.

Board of Health *Annual Report*

Water Management is ongoing to prevent breeding of mosquitoes in existing drainage swales and systems. In 2013, 9,800 feet of drainage ditches were checked and cleaned. 890 catch basins were treated.

Larval Control is used to control mosquitoes before they become flying adults. The District conducts aerial applications of wetlands for nuisance control in the spring. In 2013, 321.2 acres were covered.

Adult Control (Adulthooding) involves the use of ultra-low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted when public health and/or quality of life is threatened by disease agents, overwhelming mosquito populations or both. In 2013, 10,997 acres were treated in Westwood.

Beginning in early June 2013, Spraying (ULV aerosol applications) was conducted in the evening, not in the early morning as in past years. Applications in Westwood were conducted on Wednesday evenings commencing after sunset instead of Monday mornings.

Mosquito spraying continues to be available to residents who request it on a weekly basis, weather permitting. In 2013, 629 residents requested service.

The District and the Board of Health cannot emphasize enough the importance of controlling mosquito breeding on your property. 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.

Visit the Districts website at www.norfolkcountymosquito.org.

Tobacco Control

Elliot Brown, the Tobacco Control Consultant for the Westwood Board of Health conducts tobacco compliance checks to make sure that licensed vendors are not selling tobacco products to minors in compliance with the Board of Health regulation entitled, *Regulation Restricting the Sale of Tobacco Products and Nicotine Delivery Products*. In 2013, 8 tobacco vendors were inspected for compliance with the local regulations and State Law by health department staff and were issued permits to sell tobacco. Mr. Brown conducted compliance checks in June and September 2013. There were no sales to minors either time.

Submitted by Linda R. Shea, *R.E.H.S./R.S, Health Director*



Public Health
Prevent. Promote. Protect.

Council on Aging *Annual Report*

Edie McCracken, Chairman
Robert Folsom, Vice Chairman
Patricia Carty-Larkin, COA Director

Betty Connors
Margaret Dullea
Carolyn Gamin

Mary Gens
Irene MacEachern
Colleen Messing

The Council on Aging administers their Programs and services through the Senior Center located at 60 Nahatan Street. The Senior Center Hours of Operations are 8:00 am to 4:00 pm, Monday-Friday.

Accomplishments

- 16, 505 Daily and Home Delivered meals were served at the Senior Center
- 7,098 Medical Van Trips
- 86 Families were assisted through the Food Pantry
- 323 Legal Assistance Services
- 89 Seniors worked in the Property Tax Work-Off Program

Programs

Area Meetings
Arts & Crafts
Bingo
Book Club
Bowling
Bridge
Coffee Hours
Computer Classes
Cooking Series
Exercise Classes
Financial Planning
Food Lectures
Health Series
Health Clinics
Knitting & Crocheting
Quilting
Tia Chi
Walking Group
Waxing
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
Community Care-
A-Vans

The Council on Aging provides transportation to and from medical appointments Monday – Friday. We also provide transportation to local grocery stores (Roche Bros., Shaw’s Market, Hannaford’s Market and Stop and Shop) every Friday and trips to local malls on Tuesdays. This service is available to seniors who do not drive. Transportation has become a very vital component for daily living for seniors who have no families and need transportation services to simply survive.

The Property Tax Work-Off Program now has 89 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

Council on Aging *Annual Report*

departments including: Town Hall, the Libraries, DPW, Board of Assessors, Schools – (Deerfield, Hanlon, Martha Jones, and the High School), Senior Center, HESSCO Nutrition Site and the Disability Commission.

The C.O.A. has 102 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 32,022 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 on going 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
 Caroylm Gamin
 Mary Gens
 Irene MacEachern
 Colleen Messing

Patricia Carty-Larkin, COA Director

COUNCIL ON AGING

Grant Amount	Purpose	Funding Agency
\$12,600	Nutrition Site Manager	Health & Social Services Consortium, Inc.
16,850	Friendly Visitor Coordinator	Executive Office of Elder Affairs
2,000	Tai Chi Instructor	Executive Office of Elder Affairs
1,800	Quilting Instructor	Executive Office of Elder Affairs
840	Intergenerational Coordinator	Executive Office of Elder Affairs
2,000	Exercise Instructor	Executive Office of Elder Affairs
1,200	Crafts Instructor	Executive Office of Elder Affairs
2,000	Painting Instructor	Executive Office of Elder Affairs
1,660	Yoga Instructor	Executive Office of Elder Affairs
1,200	Knitting Instructor	Executive Office of Elder Affairs

\$ 40,950 Total Staffing Grants
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Council on Aging *Annual Report*

Programs and Services

\$1,500	Volunteer Recognition Luncheon	Executive Office of Elder Affairs
75,500	Matching funds for Nutrition Site and Home Delivered Meals	Health & Social Services Consortium, Inc.
1,000	Senior Center Programs	Howland Foundation
3,500	Senior Center Programs	Roger Piece Foundation
2,000	Coffee for Senior Center	Star Bucks
2,500	Senior Citizens Resource Book	Dedham Savings Bank
2,500	Part Time Van Driver	Young Women's Club
1,800	Farmer's Market Program	Health & Social Services Consortium, Inc.
4,000	Food for Program Events	Roche Bros.
1,500	Senior Summer Supper's	Young Women's Club
500	Fuel Assistance	Mason's Lodge
1,500	Senior Center Programs	Johnson & Johnson
1,600	History Series	Arts Lottery
2,400	Arts & Craft Supplies	Westwood Residents
700	Programs and Services	Great Blue Hill Power Squadron
1,000	Senior Center Programs	Howland Foundation
1,000	Programs	Knights of Columbus
600	History Lecture	Westwood Educational Foundation
1,200	Intergenerational Programs	Westwood Educational Foundation
4,000	Senior Center Addition Fund	Bert & Betty Greene Foundation
2,800	Senior Center Programs	Memorial Accounts
500	Food Pantry	Lyons Club
18,500	Food Pantry Food Donations	Westwood Residents & Businesses
1,500	Food Pantry	Howland Foundation
5,000	Food Pantry	Copeland Foundation
500	Food Pantry	Norwood Hospital
1,200	Food Pantry	Women's Club
2,000	Food Pantry	Mother's Morning Out

\$142,300	Total Programs & Service Grants
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\$183,250	Grand Total
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Youth & Family Services Department *Annual Report*

David Russell, Chair
Domenic Cianciarulo, Vice Chair
Celia Condrick, Student Member
Joan Courtney Murray
Jillian Donlon, Student Member
Lucie Duffy, Student Member
Jake Greenberg, Student Member
Arlene Kasarjian

John Loughnane
Janica Midiri
Matthew, O'Connor, Student Member
Brad Pindel, Westwood Police
Karen Poreda, Westwood High School
Kathy Sullivan Wallace
Patricia Tucke, Westwood Council on Aging
Angela Wickett, Student Member

Mission

Westwood Youth & Family Services supports the healthy social and emotional development of residents by providing a variety of educational, social, and counseling and supportive services for children ages 4 to 18 and their parents or guardians. Through active collaboration and cooperation with the public schools, social service agencies, local law enforcement and juvenile justice professionals, as well as area human service and mental health professionals, Youth & Family Services enhances the healthy development of children and families through outreach in the Westwood community focused on primary prevention and family support

Goals and Responsibilities

- Assess the needs of children and families and develop programs to help meet these needs.
- Provide professional short-term counseling and assessment services for children and families.
- Advocate for appropriate long-term or specialized services in the area of family mental health and prevention.
- Provide information on existing state or local services to residents and area professionals working with youth and families.
- Collaborate with other town departments and community groups in addressing the needs of youth through the consideration or development of mutual efforts.
- Seek funding from outside sources to support services to Westwood residents.

Report

In our twenty-sixth 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. 2013 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.

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.

Current Services and 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

Youth & Family Services Department *Annual Report*

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 Community Chest, Westwood Food Pantry, Westwood Public Schools, and the Westwood Rotary.

Youth Volunteer Program/ "Mentor Program"

Established in 1987, the Mentor 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. The Mentor Program includes Body Safety Theater; Bullying Prevention Theater; Friends Network; Teen Center and Thurston Thursday Club.



High school aged volunteers in the Body Safety Theater Mentor Program and performing for Westwood students in the 3rd grade, April 2013.

Group Programs and Group Counseling

WY&FS provides group services for youth and families within the Westwood community. These include: Structured Play Groups for elementary school age children; Girls Only! Groups for 4th-6th and 6th-8th grade girls; 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 in providing educational programs and primary prevention programs to adults and children in the community. These programs include: Body Safety Theater (Grade 3); Bullying Prevention Theater (Grade 6); Stress and Anxiety Management Groups (Grades 9-12); ECC Parent Cafés.

Youth & Family Services Department *Annual Report*

Holiday Giving Program

The Holiday Giving Program, now in its thirteenth year, connects local sponsors with Westwood families in need of support during the holidays. Sponsors provide holiday gifts for children in a confidential program coordinated by the Youth & Family Services department.

Sponsors in 2013 included the Barnyard Child Care Center, Century 21 Commonwealth, Dedham Savings, Keller Williams, Tobin School, Westwood Girl Scouts and Westwood Rotary, as well as several individuals and families.

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. Recipients receive a certificate of appreciation and a gift, courtesy of the Westwood Rotary.

The recipients of the 2013 R.A.Y. Awards were: Andrew Brodsky and Patrick Comer.

Graduate Internship Program

Through the Graduate Internship Program at WY&FS, graduate students in mental health counseling and social work programs at local universities are placed at WY&FS for one academic year. Interns are supervised by WY&FS staff and provide clinical and program services to residents at no extra cost to the town.

From September 2012 to June 2013, WY&FS trained two Graduate Interns, Angela Ridgley, B.S. from Boston University School of Social Work and Noah Weisman, B.A. from Boston College Graduate School of Social Work.

Prior Year Accomplishments

- Westwood Youth & Family Services was one of only 40 communities featured in a report published by the National League of Cities entitled, "Municipal Leadership for Children and Families in Small and Mid-Sized Cities" The report (www.nlc.org/smallcities) highlighted promising municipal efforts to improve the lives of children, youth and families in communities with populations below 75,000.
- WY&FS provided 918 hours of clinical and consultation services to residents.
- More than 100 high school-aged Westwood residents volunteered as WY&FS Mentors
- WY&FS Mentors provided 1,526 volunteer hours to younger children in Westwood
- 1,368 Westwood children were served through WY&FS Mentor programs.
- WY&FS Graduate Interns provided 206 hours of clinical services were to Westwood residents at no cost, an estimated value of more than \$10,000 over the academic year.
- WY&FS received \$1,237 in gifts and grants for programming from local groups such as Westwood Young Women's Club and Mother's Morning Out, Inc.
- Clinical Staff from WY&FS collaborated with the Early Childhood Council to lead a Parent Café to provide support and connection to parents of young children.
- In October, WY&FS welcomed new Youth Services Counselor, Joanna Bengel, LICSW.
- In collaboration with the Westwood High School Guidance Department, WY&FS co-facilitated Stress and Anxiety Management Groups for students.

Youth & Family Services Department *Annual Report*

- WY&FS coordinated gift donations from local sponsors to 38 Westwood families in need, providing holiday gifts for 69 children.

Board and Committee Membership

The Staff of Westwood Youth & Family Services participated on a variety of boards and committees in 2013 at the local, regional and state levels.

- Westwood Community Chest
- Westwood Disability Commission
- Westwood Early Childhood Council
- Westwood High School Child Study Team
- Westwood High School Incident Management Team
- Westwood High School Legislative Council
- Westwood High School Site Council
- Westwood Human Rights Committee
- Westwood Lodge Task Force
- Deerfield Elementary School Site Council
- Roy London Humanitarian Award Committee
- Regional Internship Collaborative
- Massachusetts Youth Commission Collaborative

Aid to the Elderly and Infirm *Annual Report*

Patrick Ahearn
Michael Krone
Leo Crowe
Sharon Papetti
Albert Wisialko

James Gavin
Joseph Jowdy
Pat Larkin
Pamela Dukeman
Janice Polin

Mission

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.

Activity During 2013

In 2013, 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 \$325,000 over the 14 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 2013, there continued to be a high level of applicants. The Committee was able to distribute approximately \$31,000 in 2012 to approximately 43 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 50 years. The recipients received distributions ranging from \$250 to \$1,000, 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 2014 to provide this significant assistance to our elderly and disabled residents.

Commission on Disability *Annual Report*

Anne Berry Goodfellow, *Chairman*
Tom Barner
Jean Barrett
MaryAnne Carty
Michelle Fiola-Reidy
Pat Carty-Larkin
Jane Forsberg

Fran MacQueen
Jette Meglan, *Co-Chair*
Jude O'Hara
Jan Randlett
Connie Rizoli
Mary Sethna

The Commission on Disability had a very productive year collaborating with the Council on Aging, Westwood Public Schools, Westwood Department of Public Works and the Special Education Parent Advisory Council on a number of issues of great importance to Town residents with disabilities and their families.

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.

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. But it is also recommended that individuals plan to be as independent in their planning for an emergency as possible, so as to be less dependent on town services.

School Street Playground

The playground had a complaint filed, and two Commission members met with Police and DPW to resolve the issues. As a result, a new parking spot was moved next to the entrance and made 2 spaces wide, to allow for a Wheelchair van to load/off load a chair. The "foam path" making the playground accessible for a wheelchair was fixed. According to DPW a safety check of all Westwood playground equipment was to be performed.

Transportation

Based on a resident's complaint to the Commission about the lack of access to and from the platform at the RT 128 train station, the Town with the Commission as co-signer, sent a letter to the AMTRAK and MBTA regarding the out of service elevators and escalator. The Commission will continue to monitor this situation as it has yet to be resolved.

Housing

In the Commission's continuing focus on housing options for the over 22 disabled population, the Commission hosted Jeff Dugan from the Massachusetts Office of Disabilities (MOD) via conference call, talking to him about government programs that help citizens with disabilities live independently and about their civil rights. The final

Commission on Disability *Annual Report*

conclusion from the conversation was that there is a big gap in coverage for the over 22 adults especially the ones without DDS support.

As a continuation of the ongoing Housing activities, the Commission was invited to talk to Town Administrator Mike Jaillet, Selectman Nancy Hyde and other Town officials about the lack of housing for the disabled currently living in Westwood, and the need to create housing and job opportunities at Westwood Station in order to keep our disabled adults in the community close to their families and friends.

Building a Caring Community

The Commission held its fourth Caregiver Support meeting in April with the title “Building a Caring Community” with the focus on defining the options, exploring the process, and the procedures in the difficult task of securing community housing for the over 22 year old residents. Included in the conversation, was the area of Section 8 vouchers. As during the prior years, this evening was skillfully guided by HESSCO family care-giving specialist, Sheryl Leary. The other invited speaker for this evening was Alan White, Director of Residential Alternatives from TILL (Toward Independent Living), with Abby Hanscom from Westwood Public Schools and Selectman Pat Ahearn in attendance.



Anne Berry Goodfellow, *Chairman*
Tom Barner
Jean Barrett
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Jude O'Hara
Jan Randlett
Connie Rizoli
Mary Sethna

The Arc of South Norfolk, Inc. *Annual Report*

www.arcsouthnorfolk.org - Be sure to visit our website and online Gift Catalog !!



Achi eve wi th us.

Mission

Over the past year, The Arc of South Norfolk (formerly The South Norfolk County Arc or SNCARC) has provided advocacy and support to individuals diagnosed with intellectual and developmental disabilities (I/DD). The Arc of South Norfolk continues to carry out the organization's mission in promoting and protecting the human rights of people with I/DD and actively supporting their full inclusion and participation in the community throughout their lifetimes.

With funding through the Town of Westwood Health Department, The Arc of South Norfolk provides supports and services to citizens of Westwood who are disabled by I/DD including autism. The Arc of South Norfolk is a private, non-profit, membership-based organization founded in 1954 by local parents. For more than half a century The Arc of South Norfolk 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. 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 to the citizens of Westwood include:

Family Support and Respite Care:

The Arc 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/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 facility in Westwood. We are excited about our new Adult Foster Care program that is currently in progress for adults who cannot live safely alone but want to live in a family setting.

Family Autism Center:

Our 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.

The Arc of South Norfolk, Inc. *Annual Report*

Autism and Law Enforcement Education Coalition (ALEC)

ALEC is a nationally recognized training program for First Responders relative to Autism Spectrum Disorders (ASD). ALEC training helps foster a deeper understanding of ASD among public safety and law enforcement personnel. Training is available for police officers, ER and courtroom personnel, EMT's 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:

The Arc 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:

The Arc 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:

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

Residential Management:

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

Day Habilitation Program:

The Arc 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 I/DD. 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 The Arc of South Norfolk through its affiliate, Lifeworks:

Vocational Training and Job Placement Programs:

Lifeworks Employment Services provides vocational rehabilitation for people with I/DD 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.

The Arc of South Norfolk, Inc. *Annual Report*

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.

Respectfully submitted,

Daniel J. Burke

President and CEO

Veterans' Services *Annual Report*

Chris McKeown, *Veterans' Services Director*

Mission

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.

Veterans' Services Annual Report

Prior Year Accomplishments

- Welcomed home Westwood's Service men and women from active duty.
- Aided, assisted and advised veterans, dependents and others.
- 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.
- Assisted the American Legion Post 320 with Veterans Day services at Veterans Memorial Park
- 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.

FY2014 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 maintenance of the Veterans Memorial Park.
- Continue the installation of Veteran Memorial Bricks at Veterans' Memorial Park

Chris McKeown

Veterans' Service Director

Memorial Day Committee *Annual Report*

Veterans' Services
American Legion Post 320
Harry Aaron

Dottie Powers
Officer Paul Sicard

Mission

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

Goals and Responsibilities

- Organize parade and ceremonies
- Provide Veteran grave markers 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.

Memorial Day Committee Annual Report



*Left: POW/MIA chair prepped to be brought to the Memorial Day services.
Right: Carrying the POW-MIA chair to the services in the cemetery on Memorial Day.*

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

FY 2014 Service Plan

- Hold Memorial Day Events on Monday, May 26, 2014. 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

Culture and Recreation

Board of Library Trustees *Annual Report*

Mary Beth Persons, *Chair*
Karen Coffey, *Secretary*
Mary Feeley

Mary Masi-Phelps
Richard Wade
Jane Wiggin

This past year will be one that is well documented in Westwood’s history books. On July 1, 2013 the new Westwood Public Library opened its doors to a town eagerly awaiting a magnificent facility—beautifully designed, environmentally friendly, handicapped accessible, state of the art and soundly constructed. We projected an increase in visitors due to the new facility; however, the record setting response has been truly staggering. In six months of 2013, we surpassed an entire year’s worth of patron visits. We are thrilled that the public is enjoying all the facility has to offer.

On a beautiful fall day in September, we held the Official Ribbon Cutting Ceremony and Dedication for the \$13.8M building. Invited guests included State Senator Michael Rush, State Representative Paul McMurtry, State Library Commissioner George Comeau and other members of the Massachusetts Board of Library Commissioners who awarded Westwood a \$4M grant. Our local Selectmen, Town employees and members of the Friends of the Library, as well as hundreds of community residents made this a memorable day for all. We expressed our appreciation to the many people, including the taxpayers of Westwood, who made the project possible over the twelve years that it took to complete. Guests enjoyed a short speaker program after the ribbon cutting, followed by music, refreshments, and tours of the new facility.



Library ribbon cutting September 15, 2013

With over 115,000 visitors in just six months, it is evident that the library is truly a community gathering place. Besides a place to get books and attend programs, the Main

Board of Library Trustees *Annual Report*

library also has exceptional meeting room space. The Community Meeting Room and the conference room, as well as small group study rooms have been reserved consistently since the doors opened. The Gallery has also been a favorite for people to meet over a cup of coffee or to search the web using the wireless internet. Besides new meeting room policies, we have approved an art exhibit policy for the Gallery that allows groups or individuals to publicize their work to support lifelong learning and cultural enrichment.

The Islington Branch Library has always been a vital part of the Town's total library services. During the time the Main library was closed, the Branch was open six days a week to support the residents' library needs. The Branch has now resumed its normal three day schedule. The Trustees are tracking Main and Branch use to determine the best allocation of library services for the Town's future needs.

The Trustees would like to recognize Director Tom Viti and the entire Library staff for the professional manner in which they meet the demands of the project. In providing service from the Branch Library and efficiently instructing the record numbers of visitors to the new Library on the details of self-checkout and other features of the building, they did a tremendous job. Tom Viti graciously led the staff through a myriad of changes while keeping the needs of public as his top priority.

We are very pleased to report that the total construction costs for the completed project were within our projections. We have settled our obligation with the Town and have received most monies due to us. We still need to settle some remaining outstanding items; however, the project is in an excellent financial condition.

We would like to again recognize the Westwood Permanent Building Commission, the Board of Selectmen, and numerous other town employees and volunteers who have worked collectively to ensure that our tax dollars are spent prudently and to provide an exceptional town facility that will serve our residents for many years to come.

Mary Beth Persons, *Chair*
Board of Library Trustees

Library Director *Annual Report*

Thomas Viti, Library Director

Mission

The Westwood Public Library provides high quality resources, and diverse and creative opportunities for residents of all ages: to satisfy their recreational interests and find information on popular cultural and social trends; to use information on topics related to their work, school, and personal lives; to fulfill their need for personal growth and development; to develop an understanding of their heritage and that of other cultures; and to join the community to discuss issues of common interest.

New Main Library Opens

It was an auspicious year with the completion of the new Main Library ushering in a new era of service for Westwood. Opening on July 1, the 32,000 square foot building was an immediate hit with town residents. As the statistics show, use of the new facility exceeded all expectations. The Main Library was designed as a center for community activities and people embraced the possibilities for meetings, study, discussion groups and public programs. The Library was officially dedicated on September 15 with a joyful gathering of state and local officials and hundreds of community members.

Circulation for the year was over 196,000, with 68% coming at the Main Library. Attendance for the first six months at the Main was more than 115,000, which is nearly the total for a full year in the old library. Library cards were issued to more than 1,600 people with 66% of this new applications; the balance were replacement cards. After six months we found that 70% of in-house circulation at the Main was done at our new self-check stations. Our two new small study rooms were used over 400 times and there were more than 175 community meetings.



New library is warm and inviting

Library Director *Annual Report*



New library offers many quite spots

I am pleased that the Board of Selectmen, Finance Commission and Personnel Board held meetings at the Main Library. Special events like the Roy London Humanitarian Award, the swearing-in ceremonies for Police Chief Silva and programs sponsored by the Westwood Foundation for Education and the League of Woman Voters have all been held in the spacious Community Meeting and Conference Rooms.

The building project utilized the energy and talents of many people and I am deeply indebted to all for their professional and personal support. John Cronin Jr. and Tom Erickson spearheaded the Permanent Building Committee's oversight of the project. The Board of Selectmen contributed their expertise whenever needed. Town Administrator Mike Jaillet and Finance Director Pam Dukeman were likewise involved in many key decisions. Our inspection, safety and planning departments helped to insure that all appropriate standards were fully met.

My thanks go to all Town residents for the support and interest they showed during the many months of construction. The Trustees and I are deeply grateful to the many donors whose generosity helped make the new Library a reality. I especially appreciate the work and financial assistance of the Friends of the Westwood Public Library. Led by President Diane Parazin, the Friends underwrite library programs, museum passes and special projects. They provide the extra services and offerings that help our Library achieve an excellent level of service.

Other Highlights

In April, we said goodbye to the 'old' Main Library, which was demolished to make way for the re-located Colburn School. The move of the former School was completed without incident and renovations were still underway late in the year to prepare for the new tenants. It is gratifying that the Town was able to preserve the Colburn and its re-use is a healthy addition to the High Street business district.

Library Director *Annual Report*

- Annual circulation – 196,000+ with 68% of this coming from the Main Library
- Annual attendance – 115,000+ at the Main Library
- New Library cards issued – 1,600+
- Self-check at Main Library – 70% of all circulation
- Study Room Use – 400+ in six months
- Community meetings – 175+ in six months



Children's librarians in their new space

I am proud of the Library staff for the fantastic job they did in re-organizing departments, learning new routines and deploying new technology for the benefit of library users. With skill and good cheer they eagerly explained the building's layout and features. A number of long-time staff members retired in 2013. Head of Children's Services Loretta Eysie, Library Assistant Josie McCusker and Technical Assistant Helen Rezendes gave professional and friendly service to patrons for many years. New staff joining the Library last year were Library Assistants Karen Gallagher, Jenny Durant and Caroline Tighe; Technical Assistant Liz Keefe; Children's Librarian Hannah Gavalis. Appointed as Head of Children's Services was Elizabeth McGovern.

The Library Trustees and I spent many years on this project. Our vision was for a building that would serve as a library and also be a center for Town activities. It is highly rewarding to provide this new resource to the Town. I thank you for giving me this opportunity.

Respectfully submitted,
Thomas Viti
Library Director

Westwood Cultural Council *Annual Report*

Lisa Walker
Joan Murphy
Debbie Wells

Rhonda Kivlin
Jeannie Shapiro
Melanie Guerra

Mission

The mission of the Westwood Cultural Council is to promote excellence by accessing education and diversity in the arts, humanities and the interpretative 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 the 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. These criteria were examined in April 2012 during an open community input meeting that took place at the Westwood Historical Society. 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 \$20040 for the October 2013 cycle. The council allocated \$5,168 and distributed this amount as follows.

The Charles River Sinfonietta will perform a family concert at First Parish Church. It is an event that highlights Westwood trumpet musician, Jeff Hoeffler, and a Westwood high school musician. The concert will be held June 16, 2014.

We are pleased to fund a grant for our youngest students at the Westwood Integrated Preschool. They will welcome Kemp Harris, storyteller and musician in February 2014.

Sheehan School students, grades 2-5, have invited Westwood seniors to an assembly called "Arabiqua – Middle Eastern Dance." This is a cultural arts event that will take place in February 2014 to enrich and educate senior and youth communities about the Middle East. Martha Jones students will learn about immigration to America with a hands-on program in March 2014.

Westwood Historical Society presents "Man Against the Sea" in a series of three events featuring the author and a book talk in October 2013, January 2014 and March 2014.

We are pleased that the library is open and available for Peter Maichack's new pastel demonstration and workshop entitled "Sublime Flowers" scheduled for July 29, 2014.

Westwood Winds, directed by Westwood's Jim Giurleo, will perform concerts in Westwood past and present.

We were pleased to support Westwood artist and noted director of the Fuller Museum, Mr Fairbanks with funds to support the artsKitchen concert series at the Fuller Museum from January to December 2014.

We are most proud to fully fund a grant request from Westwood High School music teacher Heather Cote for a Westwood Jazz Night. This grant is two part: an educational workshop for students and faculty in January, and, a jazz concert at Westwood High School for residents in February 2014.

Westwood Cultural Council *Annual Report*

Residents are invited and encouraged to attend any program. Your support is always appreciated.

Respectfully submitted,

Lisa Walker

Rhonda Kivlin

Joan Murphy

Jeannie Shapiro

Debbie Wells

Melanie Guerra

Recreation Department *Annual Report*



Recreation Department and Commission

The Recreation Commission consists of seven residents appointed by the Board of Selectmen and two non-voting associate members. They serve as an advisory and a policy-making board responsible to the residents of Westwood. This board advises on and supports the year-round running of indoor and outdoor recreation activities for people of all ages. The Recreation Commission assists the department with the management and use of all fields and recreation facilities on Town sites. They also support the wide variety of community events and programs coordinated by the Recreation Department.

The Recreation Department comprises seven full-time year round staff. Two of these staff members operate the indoor swimming facility. There are also two program managers who coordinate recreation programs that are run either in-house or with outside contractors. The remaining three staff members perform administrative duties including providing customer service, marketing, long-term facilities planning, and all financial recordkeeping and reporting.

The entire Recreation staff works collaboratively on event planning and operations. They are assisted by the Recreation Commission members and other volunteers to ensure the highest quality experience for event guests.

The goals of the department and 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 Recreation Director Nicole Banks

The Recreation Commission and staff are pleased to present the department’s annual report. The department strives to provide affordable and engaging programming that meets the interests of the Westwood community. Parks and recreation participation helps foster a sense of community, positively impacts health (reducing health care costs), reduces crime, stimulates the economy, and most importantly improves overall quality of life. I have been serving as the Recreation Director since early December, but in this short time I have already seen the community’s embrace and support of recreation. The Recreation Department sends its gratitude to the previous Recreation Director, David Burns, who stepped down earlier this year to pursue a new opportunity in the private sector. David’s two years of service is highlighted by the successful re-launching of the Town’s annual Westwood Day celebration. Following David’s departure, Pete Hechenbleikner served as the Interim Recreation Director during the search and hiring process for a new director. Pete spearheaded a number of projects in his short time within the department and brought

Recreation Department *Annual Report*

insightful organizational and budgetary input and changes to the department given his extensive career as Town Manager of the city of Reading, MA. One highly visible project Pete initiated and oversaw was the installation of new Recreation Department signage which increases the visibility of the department to our guests. He also assisted the department staff in organizing the 2nd annual Westwood Day celebration. As Pete now serves as the Town's Economic Development Officer he has been accessible and supportive throughout my transition into the department.

As I have met with community groups and sport representatives I have been thoroughly impressed with the professionalism and strong commitment to improving park and recreation offerings in town. Such a strong volunteer presence coupled with the Commission, DPW, school officials, Town and Recreation staff gives me the utmost confidence that the Recreation Department will continue to bring high quality programming, events, and new park and field amenities to Westwood. I look forward to getting to know more people throughout the community and welcome input on ideas and suggestions that will help us to serve our mission.

Administration and Finance

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: \$14,679. program fees waived to assist Westwood residents in financial need.
- Westwood Community Chest: \$10,038. monies donated to assist 29 participants with summer recreation programs.
- Sponsors: Needham Bank sponsored \$3,000. for March Into Summer. Roche Bros. donated \$5,000. for New Year's Eve Fireworks. North Walpole Fish and Game and Westwood Permanent Firefighters Local 1994 sponsored the Fishing Derby.

Marketing and Special Events

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 marketing includes: seasonal brochures, listserv, website, online registration, Facebook, Twitter, Westcat, Our Common Place Westwood, school district bulletin, Westwood Press, Home Town Weekly, Preschool Network, Early Childhood Council, Integrated Preschool, PTO, flyers, posters, yard signs, email, phone, and office inquires.

2013 Special Events: March Into Summer, Fishing Derby, Todd J. Schwartz Softball Classic, Summer Band Concerts, Fireman's Foam, Westwood Day, and NYE Fireworks.



Fireman's Foam. A popular event every year.

Westwood Day

The Westwood Day 2013 celebration began on Friday, October 4 with an exciting football game in which Westwood prevailed over Holliston in double overtime. Fans and residents had cause to celebrate in the post-game fireworks. Beginning early on Saturday October 5, the 5K road race followed by the fun-run kicked off a day of celebration that ended with boys and girls high school soccer games on Flahive Field in the early evening under the lights. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment, food from 15 vendors, 30 different activities for all ages, and over 100 vendors displaying wares.



Special thanks to the many community businesses and organizations who generously donated money to offset the costs to organize and run Westwood Day. The support was so strong that we are exploring eliminating the guest admission fee.

Westwood Day 2013 was organized and coordinated by the dedicated Recreation Department staff. Hosting an event of this size requires a tremendous effort from the entire Recreation staff. Employees from many Town Departments, the School Department, and volunteers from the community assisted Recreation staff to make Westwood Day a memorable event for the town.

Important Facts

- Friday and Saturday, October 4 & 5, 2013
- Committees headed by Recreation Staff: Activities, Vendor Village, Food Court, Music/Entertainment, Sponsorships, Facilities, Volunteers, and Marketing.
- Event was self-sustaining and has a balance of \$18,000. to start 2014 planning.
- Over 4,000 people attended the event.
- 300 plus students and adult volunteers contributed.

Recreation Department *Annual Report*

Programming and Services

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.

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 Boy Scouts of America, AA Meetings, and the Commission on Disability, as well as providing space for parties and family events.

2013 Highlights

- Summer Days offered two, three and five day program options for ages 3-5, four and five day program option for ages 5 and older. Another very successful summer with a total of 1,450 total participants.
- Coordinated with the Westwood Public School Enrichment program staff and transported 50-65 participants to the 12:00-5:30 component of Summer Days.
- Leadership Development Program trained 45 future leaders with offering only two sessions for more consistency and training.
- Continued collaborations for the 2nd year with Westwood Integrated Preschool and Summer Days program.
- Purchased Adobe Illustrator for a new marketing tool.
- Musical theatre remained highly popular during the school year and preformed four full-to-capacity summer shows.
- Short Wednesday after-school programs continued at Downey and Sheehan with tennis at Downey for the first time.
- Incorporated high school varsity coaches and hired additional summer sports clinic staff. Sports clinics had over 1,050 participants.
- Instructed over 340 participants in the youth and adult tennis programs.
- Added additional seasonal programs in Sports & Fitness to include: baseball, basketball, fencing, golf lessons, kids yoga, adult kickboxing, soccer, pilates & zumba.
- Adult basketball league increased to 10 teams and the Schechter Academy in Norwood was rented out.
- New tennis court at Morrison officially opened as part of the Morrison Revitalization project.
- New field scheduling software, FacilityDude, was implemented.



Safety Town. A favorite special event for many years.

Recreation Department *Annual Report*

Parent/Child and Preschool Division

Programs for infants and toddlers include their families and/or caregivers. This provides the adults a supportive environment that nurtures friendships.

2013 Highlights

- New preschool class room at the Islington Community Center has been very well received with the amount of space for parent/child, preschool offerings.
- Parent and Child programs continue to be full each session.
- Vacation weeks were very popular throughout the year and stayed strong during the summer.

Aquatic Division

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

Specialized programs such as: Pool Parties, Master's Swimming, Underwater Hockey and Scuba Diving provide unique programming to the community. Additionally, daily open and lap swim allows individuals the opportunity to swim seven days a week year round.



Westwood Recreation Pool

2013 Monthly Statistics - Open & Lap Swim

Month	# Members	# Day Passes
January	1202	224
February	970	218
March	1178	256
April	1082	212
May	1403	159
June	1467	142
July	2386	243
August	1817	224

Recreation Department *Annual Report*

September	1267	136
October	1125	106
November	1118	225
December	1097	242
Totals	16112	2387

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

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

2013 Highlights

- Facilitated 35 pool parties.
- Offered new programs, Master's Swimming and Kid's Triathlon Club.
- Increased open swim opportunities by adding Senior Swim on Tuesday and Thursdays from 1:00-2:15 pm.
- High demand led to an increase of private lesson offerings, serving 139 individuals.
- Winter Swim Team had 236 participants ranging in age from 5-18 years who participated in the 18-week competitive swim program.
- The Summer Swim Team provided 80 swimmers the opportunity to experience competitive swimming in a relaxed environment.
- 1,590 participated in The Learn to Swim Program, Aqua Fitness, Master's Swimming and Triathlon Kids Club.
- Capital Improvement Project: Family Changing Room for the pool facility was approved at Town Meeting, constructed, and completed.

Respectfully submitted,
Westwood Recreation Department
Nicole Banks, *Recreation Director*

Recreation Commission Members
Diane Thornton, *Chair*
Tim Adams
Paul Aries
Joyce Cannon
Elizabeth Phillips
Dave Reilly
Paul Tucceri
Ann Delaney, Associate Member
Lynn Connors, Associate Member

Historical Commission *Annual Report*

Nancy Donahue
Mary Jo Hogan
Kristi Noone

Lura Provost
Peter Paravalos, Chairman

Mission

The mission of the Westwood Historical Commission (WHC) is to identify, document, and protect Westwood's historic resources, to increase public awareness of Westwood's heritage and the value of historic preservation, through the guidance and council of the Massachusetts Historical Commission, in cooperation with other Town boards and committees. The WHC endeavors to be a preservation information resource to all citizens of Westwood and the Commonwealth of Massachusetts by means of research, public meetings, and local media outlets.



The Westwood Historical Commission is appointed by the Board of Selectman. Pictured Left to Right: Kristi Noone, Lura Provost, Peter Paravalos, Nancy Donahue, and Mary Jo Hogan.

2013 In Review

In 2013, the Commission continued to focus its attention on the restoration and rehabilitation of the Colburn School Building; the centerpiece of the Colburn School High Street Historic District. Built in 1874, the School is listed on the National and State Historic Registers. The School was temporarily relocated in 2010, vacating its original site on High Street for make way for the construction of the Town's new public library which was completed in the summer of 2013.

After the new library was complete, the Colburn School building was moved back onto High Street, adjacent to its original site, and rotated 90-degrees to face the new library. The building is nearing the end of its exterior restoration, with a new addition to the rear of the building matching the original building in form and scale; an interior rehabilitation of the building will soon house a bank on the first floor and residential units in the two upper floors.

The Westwood Historical Commission continues to work in partnership with the Massachusetts Historical Commission, the Board of Selectman, the Planning Board, and the Library Trustees to make this project a successful example of collaboration in historic preservation and town planning for generations to come.

Historical Commission *Annual Report*



The Colburn School, pictured in February of 2014; an exterior restoration is nearing completion. The School Building now faces the new Westwood Public Library, and shares a common driveway entrance.



An addition to the rear elevation of the School accommodates a drive-thru for the bank, and additional space for the residential units above. Historic aspects of the original Colburn School have been added to the new addition, helping to unify the entire structure.

With the goal of raising awareness and celebrating Westwood's two National Register Historic Districts along High Street: *the Colburn School and the Fisher School Historic Districts*, the Commission is continuing its efforts in designing, fabricating, and erecting new historic signage to recognize Westwood's Historic Districts.

In the coming year, the Westwood Historical Commission will continue to work towards identifying and helping preserve Westwood's many cultural resources.

Westwood Environmental Action Committee *Annual Report*

Thomas Philbin
Pamela Kane
Peter Kane
Maria Constantini

Wendy Muellers
Claire Sullivan
Jan Galkowski

On April 1, 2013 Westwood was presented with a check for \$138,875 from Secretary of Energy and Environmental Affairs – Rick Sullivan Jr. and Department of Energy Resources Commissioner Mark Sylvia. The money was granted to Westwood because the Town met the criteria to become a Green Community. Over the course of the year, the Westwood Environmental Action Committee (WEAC) has worked with the school department and the DPW to invest this money in various energy efficiency upgrade projects. Over the next several years, WEAC will continue to work to reduce municipal energy use by 20% thereby saving the town money as well as reducing our carbon footprint.

Over the course of the past year, WEAC also worked on several other projects including the Electronics Recycling event in May and the town wide Earth week cleanup campaign in April. WEAC also manned a booth at the Westwood Day Fair in September. WEAC is now assisting the DPW in its efforts to collect energy use data for all town buildings in a more timely manner.

End of part 1 of 4
Please download the Appendices A, B, and C
For a complete archive of the 117th Annual Report.

Appendix A

Comprehensive Annual Financial Report

Comprehensive Annual Financial Report

Powers & Sullivan, LLC

Certified Public Accountants



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www.powersandsullivan.com

Independent Auditor's Report

To the Honorable Board of Selectmen
Town of Westwood, Massachusetts

Report on the Financial Statements

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 year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Comprehensive Annual Financial Report

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Westwood, Massachusetts' basic financial statements. The introductory section, combining and individual fund financial statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 5, 2013, on our consideration of the Town of Westwood, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements 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* in considering the Town of Westwood, Massachusetts' internal control over financial reporting and compliance.

Powers & Sullivan LLC

November 5, 2013

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, 2013. 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 unmodified 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 \$98.1 million (net position).
- At the close of the current fiscal year, the Town of Westwood's general fund reported an ending fund balance of \$9.6 million, an increase of \$1.3 million in comparison with the prior year. Total fund balance represents 13% of total general fund expenditures. Approximately \$7.3 million of this total amount is available for appropriation at the government's discretion, \$1.2 million is committed for capital articles approved by Town Meeting and \$1.1 million is assigned for encumbrances carried forward to the subsequent fiscal year.
- The Town of Westwood's total governmental debt increased by \$895 thousand during the current fiscal year. The Town issued \$4.6 million for various roadway, equipment and building improvement projects and paid \$3.7 million in principal payments.

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 are comprised of 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.

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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 position presents information on all of the Town of Westwood's assets and liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position 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 position changed during the most recent fiscal year. All changes in net position 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 financial statements focus on near-term inflows and outflows, and balances of spendable resources. Such information is useful in assessing the Town of Westwood's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

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.

In accordance with accounting standards, the Town reports fund balance components as nonspendable, restricted, committed, assigned and unassigned. Additionally, the Town's stabilization fund is reported within the general fund as unassigned.

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.

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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 of those funds are not available to support the Town of Westwood's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Westwood, government-wide assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$114.5 million at the close of fiscal year 2013.

Net position of \$108.7 million (95%) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town of Westwood's net position \$1.8 million (2%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$3.9 million (3%) may be used to meet the government's ongoing obligations to citizens and creditors.

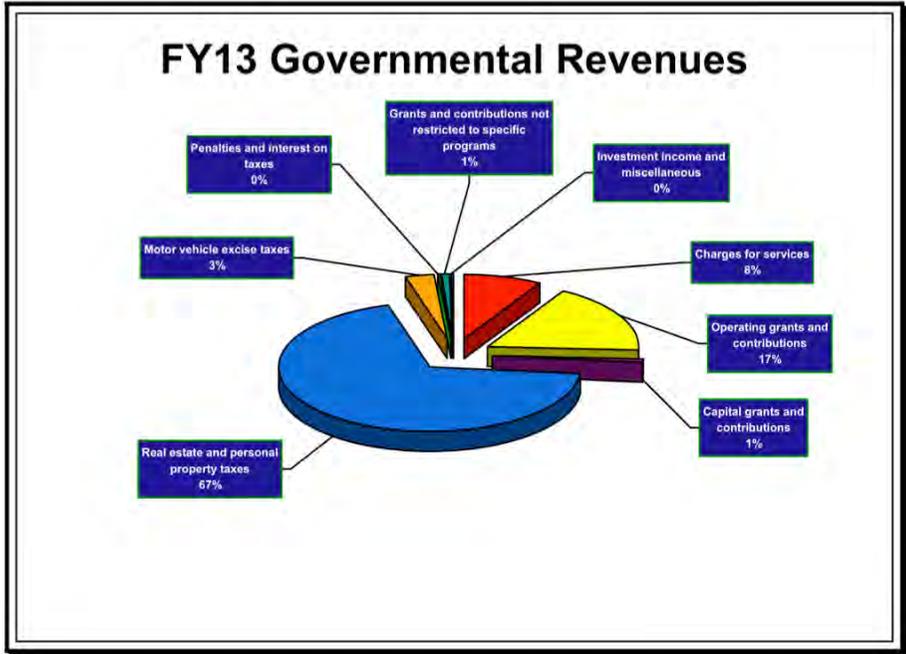
Governmental Activities:	Balance at June 30, 2013	Balance at June 30, 2012
Assets:		
Current assets.....	\$ 27,611,258	\$ 28,427,335
Noncurrent assets (excluding capital).....	11,207,142	10,954,000
Capital assets, not being depreciated.....	5,858,382	14,797,071
Capital assets, net of accumulated depreciation.....	<u>114,387,912</u>	<u>103,673,449</u>
Total assets.....	<u>159,064,694</u>	<u>157,851,855</u>
Liabilities:		
Current liabilities (excluding debt).....	5,573,172	5,316,905
Noncurrent liabilities (excluding debt).....	18,128,398	14,826,299
Current debt.....	3,817,917	3,352,917
Noncurrent debt.....	<u>33,401,249</u>	<u>33,049,166</u>
Total liabilities.....	<u>60,920,736</u>	<u>56,545,287</u>
Net Position:		
Net investment in capital assets.....	96,462,678	99,108,756
Restricted.....	1,806,455	1,878,233
Unrestricted.....	(125,175)	319,579
Total net position.....	<u>\$ 98,143,958</u>	<u>\$ 101,306,568</u>

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Governmental activities. The governmental activities net position decreased by approximately \$3.2 million during the current fiscal year. The underlying reason for the continued decrease in net position for the last several years is the adoption of GASB Statement #45 related to other postemployment benefits (OPEB). The increase in the OPEB liability was \$3.3 million this fiscal year which accounted for the entire reduction in net position. The increase in the OPEB liability is also the reason for the increase in noncurrent liabilities (excluding debt).

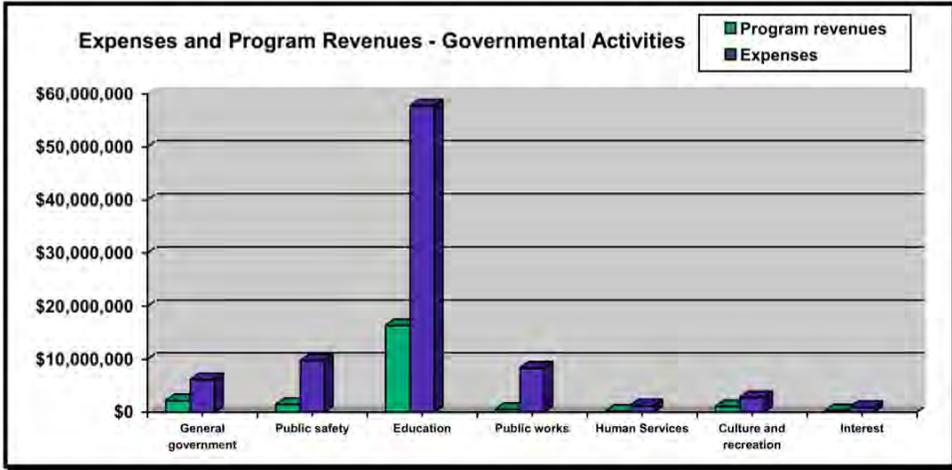
Governmental Activities:	Fiscal Year Ended June 30, 2013	Fiscal Year Ended June 30, 2012
	<u> </u>	<u> </u>
Program revenues:		
Charges for services.....	\$ 7,216,901	\$ 5,535,316
Operating grants and contributions.....	14,617,337	14,155,121
Capital grants and contributions.....	682,003	1,110,679
General revenues:		
Real estate and personal property taxes.....	57,531,776	55,088,302
Motor vehicle excise taxes.....	2,591,759	2,335,495
Penalties and interest on taxes.....	180,465	264,092
Nonrestricted grants and contributions.....	639,972	748,294
Unrestricted investment income.....	45,831	74,274
Gain on sale of capital assets.....	290,000	50,000
Total revenues.....	<u>83,796,044</u>	<u>79,361,573</u>
Expenses:		
General government.....	6,151,299	5,135,899
Public safety.....	9,735,929	9,391,010
Education.....	57,774,167	54,472,071
Public works.....	8,351,807	7,204,025
Human services.....	1,218,894	1,157,238
Culture and recreation.....	2,801,155	2,386,859
Interest.....	1,216,381	1,542,158
Total expenses.....	<u>87,249,632</u>	<u>81,289,260</u>
Excess (Deficiency) before transfers.....	(3,453,588)	(1,927,687)
Transfers.....	<u>290,978</u>	<u>290,978</u>
Change in net position.....	\$ <u>(3,162,610)</u>	\$ <u>(1,636,709)</u>

- Charges for services represent about 8% 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. Most of these resources apply to public safety and education operations, such as building permits, ambulance revenue, athletic receipts, kindergarten revenue and bus fees.
- Operating grants and contributions account for 17% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 1% of the governmental activities resources. When compared to fiscal 2012, revenue decreased 39% due to the library project nearing completion.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 67% of all resources. Other taxes and other revenues comprised a total of 4% of the governmental activities resources. These primarily include excise taxes, nonrestricted grants, and investment earnings.
- Education is by far the largest governmental activity of the Town with 66% of total governmental expenses. Program revenues of \$16.4 million provided direct support to education and \$41.4 million in taxes and other general revenue were needed to cover the remaining fiscal year 2013 operating expenses.
- General government, public safety and public works are significant activities of the Town. Program revenues for general government of \$ 2.2 million, public safety of \$1.5 million and \$553,000 in public works directly supported \$6.2 million, \$9.7 million and \$8.4 million of operating expenses, respectively. Taxes and other general revenue of \$20 million were needed to cover the remaining fiscal year 2013 operating expenses for general government, public safety and public works. Combined, they represent 28% of governmental activity expenses.

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Business-type activities. For sewer business-type activities, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$16.3 million at the close of fiscal year 2013. Net investment in capital assets totaled \$12.3 million (75%) while unrestricted net position totaled \$4 million (25%). There was a net decrease of \$597,000 in net position reported in connection with the sewer enterprise. Charges for services decreased from prior year by \$152,000 which was primarily due to decreases in sewer usage. Capital grants experienced a decrease which was due to the Town receiving a one-time MWRA capital grant of \$173,700 toward the Westwood Sewer System Rehabilitation Construction Project during fiscal 2012. The sewer fund also reported an increase in its operating costs as well as an increase in its liability for other postemployment benefits totaling \$46,000, which is a result of reporting a portion of the OPEB liability in accordance with GASB Statement #45.

Business-Type Activities:

	Balance at June 30, 2013	Balance at June 30, 2012
Assets:		
Current assets.....	\$ 4,103,179	\$ 4,597,592
Noncurrent assets (excluding capital).....	248,407	296,350
Capital assets, not being depreciated.....	350,850	350,850
Capital assets, net of accumulated depreciation.....	13,268,797	13,463,973
Total assets.....	17,971,233	18,708,765
Liabilities:		
Current liabilities (excluding debt).....	42,261	144,230
Noncurrent liabilities (excluding debt).....	237,244	190,934
Current debt.....	218,760	132,760
Noncurrent debt.....	1,091,680	1,310,440
Total liabilities.....	1,589,945	1,778,364
Net Position:		
Net investment in capital assets.....	12,309,207	12,371,623
Unrestricted.....	4,072,081	4,558,778
Total net position.....	\$ 16,381,288	\$ 16,930,401

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Business-Type Activities:	Fiscal Year Ended June 30, 2013	Fiscal Year Ended June 30, 2012
Program revenues:		
Charges for services.....	\$ 3,525,289	\$ 3,677,221
Operating grants and contributions.....	85,164	31,638
Capital grants and contributions.....	45,115	222,624
Total revenues.....	3,655,568	3,931,483
Expenses:		
Sewer.....	3,913,703	3,937,046
Excess (Deficiency) before transfers.....	(258,135)	(5,563)
Transfers.....	(290,978)	(290,978)
Change in net position.....	\$ (549,113)	\$ (296,541)

Financial Analysis of the Government's Funds

As noted earlier, The Town of Westwood uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Town of Westwood's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town of Westwood's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$19.8 million, a decrease of \$603,000 from the prior year. The majority of this decrease (\$3.5 million) is reported in the library capital project major fund as construction on the project progressed which spent funds received in prior years. The general fund reported an increase of \$1.3 million through positive budgetary results and the nonmajor governmental funds reported an increase of \$1.3 million related mainly to bond proceeds and bond premiums recorded in the nonmajor capital project funds for road improvements, school building renovations and facility renovations. For fund based reporting bond proceeds and premiums are reported as other financing sources.

The general fund is the Town's chief operating fund. The ending fund balance increased by \$1.3 million in comparison with prior year. The primarily reason for the increase is due to stronger than expected real estate and personal property collections during the current fiscal year, and budgetary turn-backs in employee benefits and the reserve fund. These increases were offset by the Town's planned use of available fund balance.

At the end of the current fiscal year, unassigned fund balance of the general fund totaled \$7.2 million, while total fund balance totaled \$9.6 million. The \$1.2 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$1.1 million of assigned fund balance represents amounts that have been encumbered at year end to meet contractual obligations at year end. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 9.8% of total general fund expenditures, while total fund balance represents 13% of that same amount.

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The Town also maintains a stabilization fund, which has been classified within the unassigned general fund balance in the governmental funds financial statements to remain compliant with GASB 54. The stabilization fund has a year-end balance of \$2.5 million which represents 3.4% of general fund expenditures. These funds can be used for general or capital purposes upon Town Meeting approval. Please refer to Note 11 for additional information on the Town's stabilization fund.

The University Station Project fund is used to account for funds received in connection with the University Station Project. At June 30, 2013, the University Station Project fund had a year-end balance of \$348,000. This balance increased by \$291,000 from prior year as the Town recognized \$1.6 million in revenue and recorded \$1.3 million in project expenditures.

The Library Project major fund is used to account for the construction of a new Town library. During fiscal year 2013, the Library Project fund has a year-end balance of \$213,000. This balance decreased by \$3.5 million from the prior year as the Town utilized funds received in prior years for construction costs in fiscal 2013. This fund also recognized \$149,000 in capital grant revenue from a state library grant and recorded \$3.6 million in project expenditures.

General Fund Budgetary Highlights

The final general fund appropriation budget totaled \$72 million, which included \$2.7 million in encumbrances and articles carried over from the prior fiscal year. The final budget also included the use of \$1.5 million in available funds which netted with positive budgetary results for an increase of \$705,000 on a budgetary basis.

General fund revenues came in over budget by \$1.2 million. The majority of this surplus (62%) was in real estate, personal property, and motor vehicle excise taxes.

Actual general fund expenditures and encumbrances are lower than final budget by 2%, with the majority of the variance occurring in employee benefits where expenditures were lower than the final budget by approximately \$479,000. This is partially due to health insurance plan design changes implemented by the Town. Additionally, the reserve fund turned back \$288,000, as reserve funds were not fully required to fund unanticipated events.

The \$1.2 million increase between the original budget and the final amended budget was primarily supplementary appropriations from free cash to fund the Town's stabilization fund and the High School litigation fund and appropriations from the ambulance and sale of lots and graves revolving funds and from additional state aid to fund the fire department budget, the cemetery department, and salary increases. Additionally the Town voted several transfers within budgetary line items during the fiscal year.

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 position 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 position during the construction phase of the project is neutral for assets acquired with debt since the Town

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increases its assets and associated liability by the same amount. In subsequent years the net position will be reduced through depreciation and will be increased by the revenues raised to support the debt principal payments. Net position is 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, 2013, totaled \$36.4 million of which, \$8.4 million is related to library projects, \$24.7 million is related to school projects, \$1.7 million is related to roadway improvements and \$1.6 million for department equipment.

The enterprise fund has \$1.3 million in sewer enterprise debt outstanding that is fully supported by the rates and does not rely on a general fund subsidy.

The most significant capital asset additions during the year included various school building improvements, public safety and public works vehicles, school computers and equipment, and roadway improvements. Also, current year expenditures for the new library have been capitalized as building improvements as of June 30, 2013.

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

	Cost of Capital Assets	Accumulated Depreciation at end of year	Capital Assets, net
Governmental activities:			
Land.....	\$ 5,858,382	\$ -	\$ 5,858,382
Buildings and improvements.....	106,701,907	(30,827,401)	75,874,506
Vehicles.....	7,332,090	(4,372,913)	2,959,177
Machinery and equipment.....	11,115,625	(9,036,207)	2,079,418
Furniture and fixtures.....	386,986	(298,326)	88,660
Infrastructure.....	86,646,634	(53,260,483)	33,386,151
Total governmental activities.....	<u>218,041,624</u>	<u>(97,795,330)</u>	<u>120,246,294</u>
Business-type activities:			
Land.....	350,850	-	350,850
Plant and infrastructure.....	26,464,464	(16,389,572)	10,074,892
Other buildings and improvements...	6,339,070	(3,467,935)	2,871,135
Vehicles.....	489,316	(405,711)	83,605
Machinery and equipment.....	510,212	(271,047)	239,165
Furniture and fixtures.....	35,323	(35,323)	-
Total business-type activities.....	<u>34,189,235</u>	<u>(20,569,588)</u>	<u>13,619,647</u>
Total capital assets.....	<u>\$ 252,230,859</u>	<u>\$ (118,364,918)</u>	<u>\$ 133,865,941</u>

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GOVERNMENTAL BONDS PAYABLE

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2012	Issued	Redeemed	Outstanding at June 30, 2013
Municipal Purpose Bonds of 2004.....	2013	\$ 42,103,000	2.50 - 5.38	\$ 2,255,000	\$ -	\$ (2,255,000)	\$ -
Municipal Purpose Bonds of 2008.....	2023	3,830,000	3.50 - 4.00	2,445,000	-	(340,000)	2,105,000
Municipal Purpose Bonds of 2009.....	2029	3,500,000	2.13 - 5.00	2,975,000	-	(175,000)	2,800,000
Municipal Purpose Bonds of 2010.....	2031	9,300,000	3.25 - 4.00	8,835,000	-	(465,000)	8,370,000
Municipal Purpose Refunding Bonds of 2012..	2023	61,198,000	2.00 - 4.00	19,035,000	-	(40,000)	18,995,000
Municipal Purpose Bonds of 2013.....	2022	4,635,000	2.00 - 3.00	-	4,635,000	(465,000)	4,170,000
Total Governmental Activities.....				\$ 35,545,000	\$ 4,635,000	\$ (3,740,000)	\$ 36,440,000

ENTERPRISE BONDS PAYABLE

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2012	Issued	Redeemed	Outstanding at June 30, 2013
Municipal Purpose Bonds of 1998.....	2019	\$ 3,220,700	3.88	\$ 1,230,900	\$ -	\$ (90,300)	\$ 1,140,600
MWRA Notes of 2012.....	2017	212,300	0.00	212,300	-	(42,460)	169,840
Total Enterprise Bonds Payable.....				\$ 1,443,200	\$ -	\$ (132,760)	\$ 1,310,440

The Town of Westwood has an "AA+" rating from Standard & Poor's and an "Aa1" from Moody's for general obligation debt.

Other Postemployment Benefits

In accordance with GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pension (OPEB)*, the government-wide activities have accumulated a liability for other postemployment benefits totaling \$17.8 million as of June 30, 2013 and have pre-funded future obligations totaling approximately \$527,000 during fiscal year 2013. The total assets set aside in trust for future benefits amounted to approximately \$612,000 at fiscal year-end.

Economic Factors and Next Year's Budget and Rates

For the fiscal year 2014 budget, the Town has projected modest improvement in major revenue categories over the previous year's budget. General tax revenues are expected to increase by approximately 3%, and our state aid is scheduled to be level funded. Economic driven local receipts; such as motor vehicle excise payments and buildings permits, have also been level funded for FY14 after stabilized collections from prior years.

The modest revenue increases and stabilizations have allowed the Town to make the following conservative budget decisions:

- The Town provided for an approximate 3% increase for the fiscal year 2014 school and municipal operating budgets. The overall municipal budget increased by 4% due to increased staffing in the Fire Department funded by ambulance receipts.
- Favorable settlement of labor contracts allowed the Town to remain within the 3% increase while maintaining current staffing levels.
- The fiscal year 2014 budget has level funded the base capital budgets and provides for important sewer system repair work through a new debt authorization of \$1.5 million.
- The fiscal year 2014 budget provides for a \$100,000 appropriation to the stabilizations reserve accounts, following a \$500,000 appropriation through one time revenue.

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- The FY14 budget provides for a \$503,000 appropriation to the OPEB Trust account. This is an ongoing appropriation funded with the budget.
- The FY14 commercial and residential tax rates are not yet finalized, but are expected to increase approximately 2.5%.

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

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STATEMENT OF NET POSITION

JUNE 30, 2013

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 23,875,308	\$ 2,329,997	\$ 26,205,305
Investments.....	15,723	-	15,723
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	541,864	-	541,864
Tax liens.....	770,371	-	770,371
Motor vehicle excise taxes.....	389,879	-	389,879
User charges.....	-	1,725,239	1,725,239
Departmental and other.....	133,011	-	133,011
Intergovernmental.....	1,885,102	47,943	1,933,045
Total Current Assets.....	27,611,258	4,103,179	31,714,437
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	11,207,142	248,407	11,455,549
Capital assets, not being depreciated.....	5,858,382	350,850	6,209,232
Capital assets, net of accumulated depreciation.....	114,387,912	13,268,797	127,656,709
Total Noncurrent Assets.....	131,453,436	13,868,054	145,321,490
TOTAL ASSETS.....	159,064,694	17,971,233	177,035,927
LIABILITIES			
CURRENT:			
Warrants payable.....	2,380,796	12,719	2,393,515
Accrued payroll.....	1,493,578	5,912	1,499,490
Accrued interest.....	261,186	7,630	268,816
Other liabilities.....	432,612	-	432,612
Compensated absences.....	1,005,000	16,000	1,021,000
Bonds payable.....	3,817,917	218,760	4,036,677
Total Current Liabilities.....	9,391,089	261,021	9,652,110
NONCURRENT:			
Compensated absences.....	517,000	-	517,000
Other postemployment benefits.....	17,611,398	237,244	17,848,642
Bonds payable.....	33,401,249	1,091,680	34,492,929
Total Noncurrent Liabilities.....	51,529,647	1,328,924	52,858,571
TOTAL LIABILITIES.....	60,920,736	1,589,945	62,510,681
NET POSITION			
Net investment in capital assets.....	96,462,678	12,309,207	108,771,885
Restricted for:			
Permanent funds:			
Expendable.....	193,692	-	193,692
Nonexpendable.....	356,034	-	356,034
Gifts.....	320,770	-	320,770
Grants.....	935,959	-	935,959
Unrestricted.....	(125,175)	4,072,081	3,946,906
TOTAL NET POSITION.....	\$ 98,143,958	\$ 16,381,288	\$ 114,525,246

See notes to basic financial statements.

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STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2013

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.....	\$ 6,151,299	\$ 2,388,224	\$ 68,194	\$ -	\$ (3,694,881)
Public safety.....	9,735,929	1,414,033	57,454	-	(8,264,442)
Education.....	57,774,167	2,444,072	13,936,206	-	(41,393,889)
Public works.....	8,351,807	20,165	-	533,144	(7,798,498)
Human services.....	1,218,894	71,898	127,852	-	(1,019,144)
Culture and recreation.....	2,801,155	878,509	64,355	148,859	(1,709,432)
Interest.....	1,216,381	-	363,276	-	(853,105)
Total Governmental Activities.....	<u>87,249,632</u>	<u>7,216,901</u>	<u>14,617,337</u>	<u>682,003</u>	<u>(64,733,391)</u>
<i>Business-Type Activities:</i>					
Sewer.....	<u>3,913,703</u>	<u>3,525,289</u>	<u>85,164</u>	<u>45,115</u>	<u>(258,135)</u>
Total Primary Government.....	<u>\$ 91,163,335</u>	<u>\$ 10,742,190</u>	<u>\$ 14,702,501</u>	<u>\$ 727,118</u>	<u>\$ (64,991,526)</u>

See notes to basic financial statements.

(Continued)

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STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2013

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net position:			
Net (expense) revenue from previous page.....	\$ (64,733,391)	\$ (258,135)	\$ (64,991,526)
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	57,531,776	-	57,531,776
Motor vehicle excise taxes.....	2,591,759	-	2,591,759
Penalties and interest on taxes.....	180,465	-	180,465
Grants and contributions not restricted to specific programs.....	639,972	-	639,972
Unrestricted investment income.....	45,831	-	45,831
Gain on sale of capital assets.....	290,000	-	290,000
Transfers, net.....	290,978	(290,978)	-
Total general revenues and transfers.....	61,570,781	(290,978)	61,279,803
Change in net position.....	(3,162,610)	(549,113)	(3,711,723)
<i>Net Position:</i>			
Beginning of year.....	101,306,568	16,930,401	118,236,969
End of year.....	\$ 98,143,958	\$ 16,381,288	\$ 114,525,246

See notes to basic financial statements.

(Concluded)

Comprehensive Annual Financial Report

GOVERNMENTAL FUNDS BALANCE SHEET

JUNE 30, 2013

ASSETS	GOVERNMENTAL FUNDS				
	General	University Station Project	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 13,077,491	\$ 348,438	\$ 601,039	\$ 9,848,340	\$ 23,875,308
Investments.....	-	-	-	15,723	15,723
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	541,864	-	-	-	541,864
Tax liens.....	770,371	-	-	-	770,371
Motor vehicle excise taxes.....	389,879	-	-	-	389,879
Departmental and other.....	8,788	-	-	124,223	133,011
Intergovernmental.....	12,284,000	-	-	808,244	13,092,244
TOTAL ASSETS.....	\$ 27,072,393	\$ 348,438	\$ 601,039	\$ 10,796,530	\$ 38,818,400
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Warrants payable.....	\$ 1,809,460	\$ -	\$ 388,748	\$ 182,588	\$ 2,380,796
Accrued payroll.....	1,493,578	-	-	-	1,493,578
Other liabilities.....	432,612	-	-	-	432,612
Deferred revenues.....	13,765,064	-	-	932,467	14,697,531
TOTAL LIABILITIES.....	17,500,714	-	388,748	1,115,055	19,004,517
FUND BALANCES:					
Nonspendable.....	-	-	-	356,034	356,034
Restricted.....	-	348,438	212,291	9,325,441	9,886,170
Committed.....	1,237,464	-	-	-	1,237,464
Assigned.....	1,085,504	-	-	-	1,085,504
Unassigned.....	7,248,711	-	-	-	7,248,711
TOTAL FUND BALANCES.....	9,571,679	348,438	212,291	9,681,475	19,813,883
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 27,072,393	\$ 348,438	\$ 601,039	\$ 10,796,530	\$ 38,818,400

See notes to basic financial statements.

Comprehensive Annual Financial Report

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION

JUNE 30, 2013

Total governmental fund balances.....		\$ 19,813,883
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		120,246,294
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....		14,697,531
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(261,186)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds		
Bonds payable.....	(37,219,166)	
Other postemployment benefits.....	(17,611,398)	
Compensated absences.....	<u>(1,522,000)</u>	
Net effect of reporting long-term liabilities.....		<u>(56,352,564)</u>
Net position of governmental activities.....		\$ <u>98,143,958</u>

See notes to basic financial statements.

Comprehensive Annual Financial Report

GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2013

	General	University Station Project	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 57,528,131	\$ -	\$ -	\$ -	\$ 57,528,131
Motor vehicle excise taxes.....	2,396,286	-	-	-	2,396,286
Charges for services.....	-	-	-	4,572,213	4,572,213
Penalties and interest on taxes.....	180,465	-	-	-	180,465
Fees and rentals.....	308,533	-	-	-	308,533
Licenses and permits.....	658,179	-	-	-	658,179
Fines and forfeitures.....	10,940	-	-	-	10,940
Intergovernmental.....	12,861,073	-	148,859	2,290,805	15,300,737
Departmental and other.....	254,599	1,601,661	-	718,088	2,574,348
Contributions.....	-	-	-	217,283	217,283
Investment income.....	50,190	-	-	3,102	53,292
TOTAL REVENUES.....	74,248,396	1,601,661	148,859	7,801,491	83,800,407
EXPENDITURES:					
Current:					
General government.....	2,687,636	1,310,832	-	450,886	4,449,354
Public safety.....	6,291,846	-	-	144,902	6,436,748
Education.....	35,170,627	-	-	6,534,911	41,705,538
Public works.....	4,400,302	-	-	2,631,115	7,031,417
Human services.....	791,381	-	-	48,821	840,202
Culture and recreation.....	1,283,378	-	3,626,915	698,688	5,608,981
Pension benefits.....	9,164,381	-	-	-	9,164,381
Property and liability insurance.....	325,755	-	-	-	325,755
Employee benefits.....	6,455,097	-	-	-	6,455,097
State and county charges.....	570,404	-	-	-	570,404
Capital outlay.....	1,964,049	-	-	-	1,964,049
Debt service:					
Principal.....	3,740,000	-	-	-	3,740,000
Interest.....	1,327,341	-	-	-	1,327,341
TOTAL EXPENDITURES.....	74,172,197	1,310,832	3,626,915	10,509,323	89,619,267
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	76,199	290,829	(3,478,056)	(2,707,832)	(5,818,860)
OTHER FINANCING SOURCES (USES):					
Issuance of long-term debt.....	-	-	-	4,635,000	4,635,000
Sale of capital assets.....	-	-	-	290,000	290,000
Transfers in.....	1,254,221	-	-	-	1,254,221
Transfers out.....	-	-	-	(963,243)	(963,243)
TOTAL OTHER FINANCING SOURCES (USES).....	1,254,221	-	-	3,961,757	5,215,978
NET CHANGE IN FUND BALANCES.....	1,330,420	290,829	(3,478,056)	1,253,925	(602,882)
FUND BALANCES AT BEGINNING OF YEAR.....	8,241,259	57,609	3,690,347	8,427,550	20,416,765
FUND BALANCES AT END OF YEAR.....	\$ 9,571,679	\$ 348,438	\$ 212,291	\$ 9,681,475	\$ 19,813,883

See notes to basic financial statements.

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**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, 2013

Net change in fund balances - total governmental funds.....	\$	(602,882)
<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.....	8,462,813	
Depreciation expense.....	<u>(6,687,039)</u>	
Net effect of reporting capital assets.....		1,775,774
<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>		
		(294,363)
<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 position. 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>		
Proceeds from bonds and notes.....	(4,635,000)	
Debt service principal payments.....	<u>3,740,000</u>	
Net effect of reporting long-term debt.....		(895,000)
<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.....	53,000	
Net change in accrued interest on long-term debt.....	110,960	
Net change in other postemployment benefits.....	<u>(3,310,099)</u>	
Net effect of recording long-term liabilities.....		<u>(3,146,139)</u>
Change in net position of governmental activities.....	\$	<u><u>(3,162,610)</u></u>

See notes to basic financial statements.

Comprehensive Annual Financial Report

PROPRIETARY FUNDS STATEMENT OF NET POSITION

JUNE 30, 2013

	Business-type Sewer Enterprise
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 2,329,997
Receivables, net of allowance for uncollectibles:	
User fees.....	1,725,239
Intergovernmental.....	47,943
Total current assets.....	<u>4,103,179</u>
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental.....	248,407
Capital assets, not being depreciated.....	350,850
Capital assets, net of accumulated depreciation.....	13,268,797
Total noncurrent assets.....	<u>13,868,054</u>
TOTAL ASSETS.....	<u><u>17,971,233</u></u>
LIABILITIES	
CURRENT:	
Warrants payable.....	12,719
Accrued payroll.....	5,912
Accrued interest.....	7,630
Compensated absences.....	16,000
Bonds payable.....	218,760
Total current liabilities.....	<u>261,021</u>
NONCURRENT:	
Other postemployment benefits.....	237,244
Bonds payable.....	1,091,680
Total noncurrent liabilities.....	<u>1,328,924</u>
TOTAL LIABILITIES.....	<u><u>1,589,945</u></u>
NET POSITION	
Net invested in capital assets.....	12,309,207
Unrestricted.....	4,072,081
TOTAL NET POSITION.....	<u><u>\$ 16,381,288</u></u>

See notes to basic financial statements.

Comprehensive Annual Financial Report

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

FISCAL YEAR ENDED JUNE 30, 2013

	Business-type Sewer Enterprise
OPERATING REVENUES:	
Charges for services	\$ 3,525,289
OPERATING EXPENSES:	
Cost of services and administration	690,204
MWRA assessment.....	2,317,405
Depreciation.....	803,696
TOTAL OPERATING EXPENSES	3,811,305
OPERATING INCOME (LOSS).....	(286,016)
NONOPERATING REVENUES (EXPENSES):	
Interest expense.....	(102,398)
Intergovernmental.....	85,164
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	(17,234)
INCOME/(LOSS) BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS.....	(303,250)
CAPITAL CONTRIBUTIONS:	
Sewer betterments.....	45,115
TRANSFERS:	
Transfers out.....	(290,978)
CHANGE IN NET POSITION.....	(549,113)
NET POSITION AT BEGINNING OF YEAR.....	16,930,401
NET POSITION AT END OF YEAR.....	\$ 16,381,288

See notes to basic financial statements.

Comprehensive Annual Financial Report

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2013

	Business-type Sewer Enterprise
CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts from customers and users.....	\$ 3,585,675
Payments to vendors.....	(2,657,172)
Payments to employees.....	(371,834)
	556,669
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Transfers out.....	(290,978)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Acquisition and construction of capital assets.....	(608,520)
Capital contributions.....	45,115
Principal payments on bonds and notes.....	(132,760)
Interest expense.....	(51,496)
	(747,661)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(747,661)
NET CHANGE IN CASH EQUIVALENTS.....	(481,970)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	2,811,967
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 2,329,997
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:	
Operating income (loss).....	\$ (286,016)
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Depreciation.....	803,696
Changes in assets and liabilities:	
User fees.....	60,386
Warrants payable.....	(64,951)
Accrued payroll.....	(1,756)
Accrued compensated absences.....	(1,000)
Other postemployment benefits.....	46,310
Total adjustments.....	842,685
NET CASH FROM OPERATING ACTIVITIES.....	\$ 556,669
NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:	
Intergovernmental debt service subsidy.....	\$ 85,164

See notes to basic financial statements.

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FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2013

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Fund
ASSETS			
Cash and cash equivalents.....	\$ 612,328	\$ 335,064	\$ 694,070
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	80,233
TOTAL ASSETS	612,328	335,064	774,303
LIABILITIES			
Warrants payable.....	-	-	1,015
Liabilities due depositors.....	-	-	773,288
TOTAL LIABILITIES	-	-	774,303
NET POSITION			
Held in trust for OPEB and other purposes.....	\$ 612,328	\$ 335,064	\$ -

See notes to basic financial statements.

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FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FISCAL YEAR ENDED JUNE 30, 2013

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer.....	\$ 611,336	\$ -
Private donations.....	-	97,395
Total contributions.....	611,336	97,395
Net investment income:		
Interest.....	992	2,596
TOTAL ADDITIONS.....	612,328	99,991
DEDUCTIONS:		
Educational scholarships.....	-	104,345
TOTAL DEDUCTIONS.....	-	104,345
CHANGE IN NET POSITION.....	612,328	(4,354)
NET POSITION AT BEGINNING OF YEAR.....	-	339,418
NET POSITION AT END OF YEAR.....	\$ 612,328	\$ 335,064

See notes to basic financial statements.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

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, 2013, the District has no significant unassigned fund balance and has no outstanding long-term bonds. 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 2013.

<u>Joint venture and address</u>	<u>Purpose</u>	<u>2013 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton, MA 02021	To provide vocational education	<u>\$ 49,358</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 position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government and its component units.

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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.

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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 *University Station Project fund* is used to account for the funds received in connection with the development and renovation of the new train station as well as residential, commercial, and retail units.

The *Library Project fund* is used to account for the funds used in the construction and development of the Town library.

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 and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental 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.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

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 *Other postemployment benefit trust fund* is used to account for and accumulate resources to provide funding for future OPEB (other postemployment benefit) liabilities.

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.

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 Fees

Sewer fees 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.

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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. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The Town did not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town did not have any items that qualify for reporting in this category.

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I. Net Position Flow Assumption

Government-Wide Financial Statements (Net Position)

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

J. Interfund Receivables and Payables

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

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances".

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

K. 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 activities. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Comprehensive Annual Financial Report

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.

L. Net Position and Fund Equity

Government-Wide Financial Statements (Net Position)

Net position 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 position 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 position has 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)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

"Nonspendable" fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

"Restricted" fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments' or that are imposed by law through constitutional provisions or enabling legislation.

"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Town Meeting is the highest level of decision making authority that can, by Town Meeting vote, commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a Town Meeting vote is taken to rescind the commitment.

"Assigned" fund balance includes amounts that are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed. The Town's by-laws authorize the Town Accountant to assign

Comprehensive Annual Financial Report

fund balance. Assignments generally only exist temporarily. Additional action does not have to be taken for the removal of an assignment.

"Unassigned" fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

M. 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 position. 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.

N. 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.

O. 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.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

P. 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.

Q. 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.

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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 in each institution 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 \$21,277,243 and the bank balance totaled \$22,209,671. Of the bank balance, \$2,000,000 was covered by Federal Depository Insurance, \$2,698,635 was covered by the Depositors Insurance Fund, \$85,064 was covered by the Share Insurance Fund, \$10,519,561 was collateralized and \$6,906,411 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2013, the Town had the following investments:

Equity Mutual Funds.....	\$	15,723
MMDT.....		<u>5,957,196</u>
Total Investments.....	\$	<u><u>5,972,919</u></u>

In addition to the Town's investments reported above, the OPEB Trust held \$612,328 at June 30, 2013, which was invested in MMDT.

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, 2013, 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.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

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, 2013.

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, to no more than 5% of an institution's assets and no more than 30% of the Town's total investments. At June 30, 2013, the Town did not have more than 5% of the Town's investments in with any one issuer.

NOTE 3 – RECEIVABLES

At June 30, 2013, receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Real estate and personal property taxes.....	\$ 541,864	\$ -	\$ 541,864
Tax liens.....	770,371	-	770,371
Motor vehicle excise taxes.....	458,879	(69,000)	389,879
Departmental and other.....	198,011	(65,000)	133,011
Intergovernmental.....	<u>13,092,244</u>	<u>-</u>	<u>13,092,244</u>
Total.....	<u>\$ 15,061,369</u>	<u>\$ (134,000)</u>	<u>\$ 14,927,369</u>

At June 30, 2013, receivables for the fiduciary funds consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Details.....	<u>\$ 80,233</u>	<u>\$ -</u>	<u>\$ 80,233</u>

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

At June 30, 2013, receivables for the enterprise fund consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Sewer fees.....	\$ 1,725,239	\$ -	\$ 1,725,239
Intergovernmental.....	296,350	-	296,350
Total.....	\$ 2,021,589	\$ -	\$ 2,021,589

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:

	General Fund	Nonmajor Governmental Funds	Total
Receivable type:			
Real estate and personal property taxes.....	\$ 312,026	\$ -	\$ 312,026
Tax liens.....	770,371	-	770,371
Motor vehicle excise taxes.....	389,879	-	389,879
Departmental and other.....	8,788	124,223	133,011
Intergovernmental.....	12,284,000	808,244	13,092,244
Total.....	\$ 13,765,064	\$ 932,467	\$ 14,697,531

NOTE 4 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund transfers for the fiscal year ended June 30, 2013, are summarized as follows:

Transfers Out:	Transfers In:
	General Fund
Nonmajor Governmental Fund.....	\$ 254,562 (A)
Nonmajor Governmental Fund.....	109,231 (B)
Nonmajor Governmental Fund.....	589,450 (C)
Nonmajor Governmental Fund.....	10,000 (D)
Sewer Enterprise Fund.....	290,978 (E)
Total.....	\$ 1,254,221

- (A) - Transfer from Special Revenue Bond Premiums Fund to support debt service expenditures.
- (B) - Transfer from Special Revenue Revolving Funds to support conservation expenditures and medicare expenditures.
- (C) - Transfer from Special Revenue Ambulance Receipts for ambulance operations.
- (D) - Transfer from Cemetary Perpetual Care Fund to support cemetery expenditures.
- (E) - Transfer from Sewer Fund to the General Fund for indirect cost reimbursements.

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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 \$6,376,000 for the fiscal year ended June 30, 2013, 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, 2013, 2012, and 2011 were \$2,749,247, \$2,619,736, and \$2,417,220, which equaled its required contribution for each fiscal year.

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.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2013, 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
Construction in progress.....	8,938,689	-	(8,938,689)	-
Total capital assets not being depreciated.....	<u>14,797,071</u>	<u>-</u>	<u>(8,938,689)</u>	<u>5,858,382</u>
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	92,438,395	14,263,512	-	106,701,907
Vehicles.....	6,515,157	1,682,268	(865,335)	7,332,090
Machinery and equipment.....	10,637,712	477,913	-	11,115,625
Furniture and fixtures.....	386,986	-	-	386,986
Infrastructure.....	85,668,825	977,809	-	86,646,634
Total capital assets being depreciated.....	<u>195,647,075</u>	<u>17,401,502</u>	<u>(865,335)</u>	<u>212,183,242</u>
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(28,261,805)	(2,565,596)	-	(30,827,401)
Vehicles.....	(4,510,334)	(727,914)	865,335	(4,372,913)
Machinery and equipment.....	(8,018,351)	(1,017,856)	-	(9,036,207)
Furniture and fixtures.....	(272,689)	(25,637)	-	(298,326)
Infrastructure.....	(50,910,447)	(2,350,036)	-	(53,260,483)
Total accumulated depreciation.....	<u>(91,973,626)</u>	<u>(6,687,039)</u>	<u>865,335</u>	<u>(97,795,330)</u>
Total capital assets being depreciated, net.....	<u>103,673,449</u>	<u>10,714,463</u>	<u>-</u>	<u>114,387,912</u>
Total governmental activities capital assets, net.....	<u>\$ 118,470,520</u>	<u>\$ 10,714,463</u>	<u>\$ (8,938,689)</u>	<u>\$ 120,246,294</u>

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

	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.....	25,916,432	548,032	-	26,464,464
Other buildings and improvements.....	6,339,070	-	-	6,339,070
Vehicles.....	506,331	33,985	(51,000)	489,316
Machinery and equipment.....	483,709	26,503	-	510,212
Furniture and fixtures.....	35,323	-	-	35,323
Total capital assets being depreciated.....	<u>33,280,865</u>	<u>608,520</u>	<u>(51,000)</u>	<u>33,838,385</u>
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(15,871,244)	(518,328)	-	(16,389,572)
Other buildings and improvements.....	(3,296,742)	(171,193)	-	(3,467,935)
Vehicles.....	(374,116)	(82,595)	51,000	(405,711)
Machinery and equipment.....	(239,467)	(31,580)	-	(271,047)
Furniture and fixtures.....	(35,323)	-	-	(35,323)
Total accumulated depreciation.....	<u>(19,816,892)</u>	<u>(803,696)</u>	<u>51,000</u>	<u>(20,569,588)</u>
Total capital assets being depreciated, net.....	<u>13,463,973</u>	<u>(195,176)</u>	<u>-</u>	<u>13,268,797</u>
Total business-type activities capital assets, net.....	<u>\$ 13,814,823</u>	<u>\$ (195,176)</u>	<u>\$ -</u>	<u>\$ 13,619,647</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$ 178,755
Public safety.....	367,686
Education.....	2,896,276
Public works.....	2,888,897
Human services.....	34,358
Culture and recreation.....	<u>321,067</u>

Total depreciation expense - governmental activities..... \$ 6,687,039

Business-Type Activities:

Sewer.....	<u>\$ 803,696</u>
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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

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 year 2013.

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, 2013, and the debt service requirements follow.

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2012	Issued	Redeemed	Outstanding at June 30, 2013
Municipal Purpose Bonds of 2004.....	2013	\$ 42,103,000	2.50 - 5.38	\$ 2,255,000	\$ -	\$(2,255,000)	\$ -
Municipal Purpose Bonds of 2008.....	2023	3,830,000	3.50 - 4.00	2,445,000	-	(340,000)	2,105,000
Municipal Purpose Bonds of 2009.....	2029	3,500,000	2.13 - 5.00	2,975,000	-	(175,000)	2,800,000
Municipal Purpose Bonds of 2010.....	2031	9,300,000	3.25 - 4.00	8,835,000	-	(465,000)	8,370,000
Municipal Purpose Refunding Bonds of 2012..	2023	19,095,000	2.00 - 4.00	19,035,000	-	(40,000)	18,995,000
Municipal Purpose Bonds of 2013.....	2022	4,635,000	2.00 - 3.00	-	4,635,000	(465,000)	4,170,000
Total Future Debt Service Requirements.....				35,545,000	4,635,000	(3,740,000)	36,440,000
Unamortized Premium on Bonds.....				857,083	-	(77,917)	779,166
Total Governmental Bonds Payable.....				36,402,083	4,635,000	(3,817,917)	37,219,166
Municipal Purpose Bonds of 1998 (MWPAT)..	2019	3,220,700	3.88	1,230,900	-	(90,300)	1,140,600
MWRA Notes 2012.....	2017	212,300	0.00	212,300	-	(42,460)	169,840
Total Enterprise Bonds Payable.....				1,443,200	-	(132,760)	1,310,440
Total General Obligation Bonds Payable.....				\$ 37,845,283	\$ 4,635,000	\$(3,950,677)	\$ 38,529,606

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

Debt service requirements for principal and interest for bonds payable in the general fund in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2014.....	\$ 3,740,000	\$ 1,292,572	\$ 5,032,572
2015.....	3,415,000	1,167,485	4,582,485
2016.....	3,330,000	1,074,590	4,404,590
2017.....	3,305,000	984,971	4,289,971
2018.....	3,140,000	856,152	3,996,152
2019.....	3,085,000	747,529	3,832,529
2020.....	3,070,000	620,578	3,690,578
2021.....	3,050,000	506,316	3,556,316
2022.....	3,010,000	403,530	3,413,530
2023.....	2,525,000	310,050	2,835,050
2024.....	640,000	187,988	827,988
2025.....	640,000	164,713	804,713
2026.....	640,000	140,276	780,276
2027.....	640,000	115,618	755,618
2028.....	640,000	89,582	729,582
2029.....	640,000	63,456	703,456
2030.....	465,000	37,200	502,200
2031.....	465,000	18,600	483,600
Total.....	\$ <u>36,440,000</u>	\$ <u>8,781,202</u>	\$ <u>45,221,202</u>

Debt service requirements for principal and interest for bonds payable in the sewer enterprise fund in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2014.....	\$ 218,760	\$ 48,124	\$ 266,884
2015.....	224,060	42,279	266,339
2016.....	229,560	32,554	262,114
2017.....	235,260	23,516	258,776
2018.....	198,500	10,451	208,951
2019.....	204,300	5,108	209,408
Total.....	\$ <u>1,310,440</u>	\$ <u>162,032</u>	\$ <u>1,472,472</u>

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 2013, approximately \$1,401,000 of such assistance was received. Approximately \$14,013,000 will be received in future fiscal years. Of this amount, approximately \$1,729,000 represents reimbursement of long-term interest costs, and approximately \$12,284,000 represents reimbursement of approved construction costs. Accordingly, a \$12,284,000 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.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

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 \$296,350 and interest costs for \$125,298. Net MWPAT loan repayments including interest are scheduled to be \$993,074. Since the Town is legally obligated for the total amount of the debt, such amounts have been recorded in the accompanying basic financial statements. During fiscal year 2013 there was no principal subsidy and the interest subsidy totaled \$85,164.

The Town is a member of the Massachusetts Water Resources Authority (MWRA) which offers its members interest free loans for various purposes. The Town has \$169,840 in loans outstanding at fiscal year 2013. The imputed interest on this loan is immaterial and has not been recognized by the Town.

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, 2013, the Town had the following authorized and unissued debt:

Purpose	Date Voted	Article	Amount Authorized and Unissued
Road Improvements.....	5/7/2012	13	\$ 900,000
DPW Capital Improvements.....	5/7/2012	14	500,000
Sewer Project.....	5/6/2013	14	<u>1,570,000</u>
Total.....			<u>\$ 2,970,000</u>

Changes in Long-Term Liabilities

During the fiscal year ended June 30, 2013, the following changes occurred in long-term liabilities:

	Balance at June 30, 2012	Additions	Retirements and Other	Balance at June 30, 2013	Current Portion
Governmental Activities:					
Long-Term Bonds.....	\$ 35,545,000	\$ 4,635,000	\$ (3,740,000)	\$ 36,440,000	\$ 3,740,000
Unamortized Premium on Bonds.....	857,083	-	(77,917)	779,166	77,917
Other Postemployment Benefits.....	14,301,299	5,083,210	(1,773,111)	17,611,398	-
Compensated Absences.....	<u>1,575,000</u>	<u>997,000</u>	<u>(1,050,000)</u>	<u>1,522,000</u>	<u>1,005,000</u>
Total Governmental Activities.....	<u>52,278,382</u>	<u>10,715,210</u>	<u>(6,641,028)</u>	<u>56,352,564</u>	<u>4,822,917</u>
Business-Type Activities:					
Long-Term Bonds.....	1,443,200	-	(132,760)	1,310,440	218,760
Other Postemployment Benefits.....	190,934	157,213	(110,903)	237,244	-
Compensated Absences.....	<u>17,000</u>	<u>16,000</u>	<u>(17,000)</u>	<u>16,000</u>	<u>16,000</u>
Total Business-Type Activities.....	<u>1,651,134</u>	<u>173,213</u>	<u>(260,663)</u>	<u>1,563,684</u>	<u>234,760</u>
Total.....	<u>\$ 53,929,516</u>	<u>\$ 10,888,423</u>	<u>\$ (6,901,691)</u>	<u>\$ 57,916,248</u>	<u>\$ 5,057,677</u>

Compensated absence liabilities and other postemployment benefit liabilities related to both governmental and business-type activities are normally paid from the general fund and sewer enterprise funds, respectively.

NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*, as part of its fiscal year 2011 reporting. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classification and the constraints imposed on the uses of those resource.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At fiscal year end the balance of the General Stabilization fund is \$2.5 million and is reported as unassigned fund balance within the General Fund.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

As of June 30, 2013, the governmental fund balance consisted of the following:

	GOVERNMENTAL FUNDS				
	General	University Station	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
FUND BALANCES					
Nonspendable:					
Permanent fund principal.....	\$ -	\$ -	\$ -	\$ 356,034	\$ 356,034
Restricted for:					
University station.....	-	348,438	-	-	348,438
Library project.....	-	-	212,291	-	212,291
Town grants and revolving funds.....	-	-	-	2,579,768	2,579,768
School lunch.....	-	-	-	82,128	82,128
Ambulance fund.....	-	-	-	794,903	794,903
School grants and revolving funds.....	-	-	-	4,136,945	4,136,945
Highway improvement fund.....	-	-	-	122,650	122,650
Expendable governmental trusts.....	-	-	-	104,909	104,909
Roadway improvements.....	-	-	-	1,013,740	1,013,740
School building renovations.....	-	-	-	35,692	35,692
Facility renovations.....	-	-	-	261,014	261,014
Cemetery.....	-	-	-	10,201	10,201
Other expendable trust funds.....	-	-	-	183,491	183,491
Committed to:					
General government.....	522,509	-	-	-	522,509
Public safety.....	535,461	-	-	-	535,461
Education.....	61,040	-	-	-	61,040
Public works.....	118,454	-	-	-	118,454
Assigned to:					
General government.....	23,635	-	-	-	23,635
Public safety.....	470	-	-	-	470
Education.....	1,041,499	-	-	-	1,041,499
Public works.....	16,949	-	-	-	16,949
Human services.....	441	-	-	-	441
Culture and recreation.....	2,510	-	-	-	2,510
Unassigned.....	7,248,711	-	-	-	7,248,711
TOTAL FUND BALANCES.....	\$ 9,571,679	\$ 348,438	\$ 212,291	\$ 9,681,475	\$ 19,813,883

NOTE 10 – 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 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 prorata share of a deficit, should one exist.

The Town negotiated to require every employee to move to cost-saver plans offered by West Suburban Health Group and to share the cost savings with the employees. The percentages paid by the Town and employees will

be adjusted each fiscal year in a manner that would allow any excess savings to the Town to be shared with the employees. To accomplish this, the health insurance split for fiscal 2013 was increased from 64/36 (Town/employee) to a 65/35 percent split.

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 2013 totaled \$169,299 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, 2013, and therefore is not reported.

The Town is self-insured for unemployment compensation. During fiscal year 2013, the Town appropriated \$107,000 to provide for anticipated costs of unemployment benefits. During fiscal year 2013, claims related to unemployment compensation totaled \$59,000. The liability for unemployment compensation was not material at June 30, 2013, and therefore is not reported.

NOTE 11 – STABILIZATION FUND

The Town has \$2.5 million in a stabilization fund classified as part of the general fund in the governmental funds financial statements. The stabilization fund may be used for general and/or capital purposes upon Town Meeting approval. During fiscal year 2013, the stabilization fund earned investment income of approximately \$4,400.

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

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 2013, the Town contributed approximately \$1.9 million 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.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

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:

Annual required contribution.....	\$ 5,143,808
Interest on net OPEB obligation.....	579,689
Amortization of net OPEB obligation.....	<u>(483,074)</u>
Annual OPEB cost (expense).....	5,240,423
Contributions made.....	<u>(1,884,014)</u>
Increase/(Decrease) in net OPEB obligation.....	3,356,409
Net OPEB obligation-beginning of year.....	<u>14,492,233</u>
Net OPEB obligation-end of year.....	<u>\$ 17,848,642</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 2011, 2012 and 2013 were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2013	\$ 5,240,423	36%	\$ 17,848,642
6/30/2012	4,966,914	35%	14,492,233
6/30/2011	4,551,079	25%	11,277,145

Funded Status and Funding Progress – As of June 30, 2011, the most recent actuarial valuation date, the actuarial accrued liability for benefits totaled \$59,054,291, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$37,620,046, and the ratio of the UAAL to the covered payroll was 157%.

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, 2011 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 4.0% investment return assumption, which is based on the

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 7.5% initially, graded to 4.5% inflation rate over 7 years, a 4.0% aggregate annual payroll growth and a 4.0% inflation rate. The UAAL is being amortized over a 30 year open period using a level percentage of projected payroll with amortization payments increasing at 4.0% per year. The remaining amortization period at June 30, 2013 is 28 years.

NOTE 13 – COMMITMENTS

University Station Project

The University Station project, the Town's high profile commercial development project, significantly advanced in FY13. The project is scheduled to include over two million square feet of new mixed use development including residential, commercial, hotel, office and retail components. The developer has demolished most of the existing structures and began the installation of all utilities and layouts of the new road systems. State approvals have been received for the project and construction is well under way with scheduled retail openings to occur in the spring, 2015. Advancement of this project will significantly enhance the Town's tax base.

Library

The Town has completed the construction of a new 32,000 square foot main library located adjacent to the current library. The project, at a cost of \$13.85 million, began in fiscal year 2011 and opened to the public in the summer of 2013. The project included relocating an historic building on this site, all costs associated with the construction of the new facility, and the demolition of the current library. The Town financed the project with a \$9.3 million bond and received approximately \$4 million from the Massachusetts Library and Green Incentive Grant. The new facility, with community meeting space, vibrant children's area and enhanced study rooms, has been well received by the public. The project is substantially complete as of June 30, 2013.

NOTE 14 – 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, 2013, 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, 2013, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2013.

NOTE 15 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2013, the following GASB pronouncements were implemented:

- GASB Statement #60, *Accounting and Financial Reporting for Service Concession Arrangements*. This pronouncement did not require additional disclosure and did not impact the basic financial statements.

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Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2013

- GASB Statement #61, *The Financial Reporting Entity: Omnibus*. This pronouncement did not require additional disclosure and did not impact the basic financial statements.
- GASB Statement #63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Financial statement changes include net assets changing to net position and invested in capital assets, net of related debt changing to net investment in capital assets. Notes to the basic financial statements were changed to provide additional disclosure on deferred outflows of resources and deferred inflows of resources.
- GASB Statement #66, *Technical Corrections – 2012, an amendment of GASB Statement No. 10 and No. 62*. This pronouncement did not require additional disclosure and did not impact the basic financial statements.

The following GASB pronouncements will be implemented in future fiscal years:

- The GASB issued Statement #65, *Items Previously Reported as Assets and Liabilities*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #67, *Financial Reporting for Pension Plans, an amendment of GASB Statement No. 25*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #68, *Accounting and Financial Reporting for Pensions, an amendment of GASB Statement No. 27*, which is required to be implemented in fiscal year 2015.
- The GASB issued Statement #69, *Government Combinations and Disposals of Government Operations*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, which is required to be implemented in fiscal year 2014.

Management is currently assessing the impact that the implementation of these pronouncements will have on the basic financial statements.

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***Required Supplementary
Information***

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***General Fund
Budgetary Comparison Schedule***

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

Comprehensive Annual Financial Report

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 56,822,755	\$ 56,822,755	\$ 57,302,993	\$ -	\$ 480,238
Motor vehicle excise taxes.....	2,135,000	2,135,000	2,396,286	-	261,286
Penalties and interest on taxes.....	80,000	80,000	180,465	-	100,465
Fees.....	222,000	222,000	308,533	-	86,533
Licenses and permits.....	350,000	350,000	658,179	-	308,179
Fines and forfeitures.....	12,000	12,000	10,940	-	(1,060)
Intergovernmental.....	6,534,790	6,534,790	6,484,718	-	(50,072)
Departmental and other.....	233,000	233,000	254,599	-	21,599
Investment income.....	60,000	60,000	45,831	-	(14,169)
TOTAL REVENUES.....	66,449,545	66,449,545	67,642,544	-	1,192,999
EXPENDITURES:					
SELECTMEN					
Salaries.....	426,856	426,856	422,740	-	4,116
Expenditures.....	47,300	47,300	46,162	168	970
TOTAL.....	474,156	474,156	468,902	168	5,086
FINANCE COMMISSION					
Salaries.....	39,289	50,489	50,420	-	69
Expenditures.....	21,763	21,763	16,419	-	5,344
TOTAL.....	61,052	72,252	66,839	-	5,413
ACCOUNTING					
Salaries.....	193,942	200,942	200,865	-	77
Expenditures.....	5,300	5,300	3,941	-	1,359
TOTAL.....	199,242	206,242	204,806	-	1,436
AUDIT-SCHOOL & MUNICIPAL FINANCIALS					
Professional Services.....	57,750	57,750	49,505	-	8,245
ASSESSORS					
Salaries.....	181,080	181,080	181,077	-	3
Expenditures.....	20,826	20,826	16,174	3,920	732
TOTAL.....	201,906	201,906	197,251	3,920	735
TREASURER					
Salaries.....	95,454	95,454	95,322	-	132
Expenditures.....	12,050	12,050	7,295	-	4,755
TOTAL.....	107,504	107,504	102,617	-	4,887
COLLECTOR					
Salaries.....	105,749	105,749	105,741	-	8
Expenditures.....	73,850	73,850	68,286	-	5,564
TOTAL.....	179,599	179,599	174,027	-	5,572
LEGAL					
Salaries.....	91,088	91,088	91,088	-	-
Expenditures.....	140,518	140,518	139,915	-	603
TOTAL.....	231,606	231,606	231,003	-	603

(Continued)

Comprehensive Annual Financial Report

GENERAL FUND
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
PERSONNEL BOARD					
Salaries.....	161,813	161,813	161,787	-	26
Expenditures.....	10,500	10,500	7,859	-	2,641
TOTAL.....	172,313	172,313	169,646	-	2,667
INFORMATION SYSTEMS					
Salaries.....	243,851	243,851	224,435	-	19,416
Expenditures.....	230,262	230,262	210,692	19,285	285
TOTAL.....	474,113	474,113	435,127	19,285	19,701
TOWN CLERK					
Salaries.....	136,325	136,325	127,216	-	9,109
Expenditures.....	55,200	55,200	45,411	-	9,789
TOTAL.....	191,525	191,525	172,627	-	18,898
CONSERVATION COMMISSION					
Salaries.....	44,099	44,099	44,072	-	27
Expenditures.....	8,280	8,280	3,110	262	4,908
TOTAL.....	52,379	52,379	47,182	262	4,935
PLANNING BOARD					
Salaries.....	126,120	126,120	87,595	-	38,525
Expenditures.....	3,050	3,050	2,423	-	627
TOTAL.....	129,170	129,170	90,018	-	39,152
ZONING BOARD OF APPEALS					
Salaries.....	26,411	26,411	26,410	-	1
Expenditures.....	1,867	1,867	529	-	1,338
TOTAL.....	28,278	28,278	26,939	-	1,339
ECONOMIC DEVELOPMENT TASK FORCE					
Salaries.....	107,767	107,767	45,783	-	61,984
Expenditures.....	1,150	1,150	64	-	1,086
TOTAL.....	108,917	108,917	45,847	-	63,070
OUTSIDE PROFESSIONAL SERVICES					
Expenditures.....	49,004	49,004	37,246	-	11,758
MASS HOUSING PARTNERSHIP					
Expenditures.....	15,000	15,000	14,983	-	17
HOUSING AUTHORITY					
Expenditures.....	10,000	10,000	9,360	-	640
OFFICE COMMUNICATIONS					
Expenditures.....	125,000	125,000	124,489	-	511
TRAINING					
Expenditures.....	6,750	6,750	6,600	-	150
CHARTER COMMISSION					
Expenditures.....	25,000	25,000	12,622	-	12,378
Total General Government.....	2,900,264	2,918,464	2,687,636	23,635	207,193

(Continued)

Comprehensive Annual Financial Report

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
PUBLIC SAFETY					
POLICE DEPARTMENT					
Salaries.....	2,850,166	2,850,166	2,803,302	350	46,514
Expenditures.....	219,009	219,009	215,047	120	3,842
TOTAL.....	3,069,175	3,069,175	3,018,349	470	50,356
ANIMAL CONTROL					
Salaries.....	46,453	46,453	45,944	-	509
Expenditures.....	7,500	7,500	5,987	-	1,513
TOTAL.....	53,953	53,953	51,931	-	2,022
CROSSING GUARDS					
Salaries.....	102,280	102,280	93,578	-	8,702
Expenditures.....	4,900	4,900	4,270	-	630
TOTAL.....	107,180	107,180	97,848	-	9,332
FIRE DEPARTMENT					
Salaries.....	2,569,031	2,690,031	2,671,332	-	18,699
Expenditures.....	187,831	187,831	187,787	-	44
TOTAL.....	2,756,862	2,877,862	2,859,119	-	18,743
BUILDING INSPECTION					
Salaries.....	263,809	263,809	242,234	-	21,575
Expenditures.....	33,025	33,025	21,559	-	11,466
TOTAL.....	296,834	296,834	263,793	-	33,041
CIVIL DEFENSE.....					
	2,000	2,000	806	-	1,194
Total Public Safety.....	6,286,004	6,407,004	6,291,846	470	114,688
EDUCATION					
PUBLIC SCHOOLS					
Salaries and expenditures.....	35,882,601	36,074,440	35,012,827	1,041,499	20,114
BLUE HILLS REGIONAL.....					
	49,358	49,358	49,358	-	-
Total Education.....	35,931,959	36,123,798	35,062,185	1,041,499	20,114

(Continued)

Comprehensive Annual Financial Report

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
PUBLIC WORKS					
DEPARTMENT OF PUBLIC WORKS					
Salaries.....	1,537,733	1,537,733	1,537,695	-	38
Expenditures.....	479,160	479,160	446,930	15,870	16,360
TOTAL.....	2,016,893	2,016,893	1,984,625	15,870	16,398
BUILDING MAINTENANCE					
Expenditures.....	651,559	651,559	627,445	1,079	23,035
MUNICIPAL & SCHOOL FIELD MAINTENANCE					
Expenditures.....	114,000	114,000	92,772	-	21,228
SNOW & ICE					
Expenditures.....	250,000	435,000	420,767	-	14,233
STREET LIGHTING					
Expenditures.....	140,000	140,000	120,592	-	19,408
WASTE/COLLECTION/DISPOSAL					
Expenditures.....	1,155,000	1,155,000	1,154,101	-	899
Total Public Works.....	4,327,452	4,512,452	4,400,302	16,949	95,201
HEALTH AND HUMAN SERVICES					
HEALTH DIVISION					
Salaries.....	206,753	208,353	208,334	-	19
Expenditures.....	8,723	8,723	7,875	-	848
TOTAL.....	215,476	217,076	216,209	-	867
OUTSIDE HEALTH AGENCIES.....					
	14,316	14,316	12,856	-	1,460
DISABILITY COMMISSION					
Expenditures.....	500	500	-	-	500
COUNCIL ON AGING					
Salaries.....	223,822	223,822	222,500	-	1,322
Expenditures.....	25,285	25,285	23,761	-	1,524
TOTAL.....	249,107	249,107	246,261	-	2,846
YOUTH COMMISSION					
Salaries.....	168,292	205,109	203,085	-	2,024
Expenditures.....	15,234	13,234	12,792	441	1
TOTAL.....	183,526	218,343	215,877	441	2,025
VETERANS SERVICES					
Salaries.....	27,738	27,738	27,007	-	731
Expenditures.....	88,905	88,905	73,838	-	15,067
TOTAL.....	116,643	116,643	100,845	-	15,798
Total Health and Human Services.....	779,568	815,985	792,048	441	23,496

(Continued)

Comprehensive Annual Financial Report

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
CULTURE AND RECREATION					
RECREATION					
Salaries.....	256,126	260,126	259,655	-	471
Expenditures.....	37,654	37,654	37,571	-	83
TOTAL.....	293,780	297,780	297,226	-	554
PUBLIC LIBRARY					
Salaries.....	823,797	823,797	760,729	-	63,068
Expenditures.....	219,071	219,071	216,399	2,510	162
Lost Books.....	1,500	1,500	1,343	-	157
TOTAL.....	1,044,368	1,044,368	978,471	2,510	63,387
MEMORIAL DAY					
Expenditures.....	10,350	10,350	7,014	-	3,336
Total Culture and Recreation.....	1,348,498	1,352,498	1,282,711	2,510	67,277
PENSION BENEFITS					
Contributory Pension.....	2,749,246	2,749,246	2,749,246	-	-
Non-Contributory Pension.....	61,613	61,613	38,780	-	22,833
Total Pension Benefits.....	2,810,859	2,810,859	2,788,026	-	22,833
INSURANCE					
General Liability.....	402,000	352,000	325,755	-	26,245
CAPITAL OUTLAY.....	2,413,704	3,210,654	1,964,049	1,237,464	9,141
EMPLOYEE BENEFITS.....	6,795,826	6,888,057	6,408,992	-	479,065
RESERVE FUND.....	625,000	288,000	-	-	288,000
STATE AND COUNTY ASSESSMENTS.....	560,670	560,670	570,404	-	(9,734)
DEBT SERVICE PRINCIPAL.....	3,700,000	3,740,000	3,740,000	-	-
DEBT SERVICE INTEREST.....	1,679,818	1,330,818	1,327,341	-	3,477
TOTAL EXPENDITURES.....	70,561,622	71,311,259	67,641,295	2,322,968	1,346,996
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(4,112,077)	(4,861,714)	1,249	(2,322,968)	2,539,995
OTHER FINANCING SOURCES (USES):					
Transfers in.....	741,040	1,254,221	1,254,221	-	-
Transfers out.....	(50,000)	(550,000)	(550,000)	-	-
NET CHANGE IN FUND BALANCE.....	(3,421,037)	(4,157,493)	705,470	(2,322,968)	2,539,995
BUDGETARY FUND BALANCE, Beginning of year.....	7,070,674	7,070,674	7,070,674	-	-
BUDGETARY FUND BALANCE, End of year.....	\$ 3,649,637	\$ 2,913,181	\$ 7,776,144	\$ (2,322,968)	\$ 2,539,995

See notes to required supplementary information.

(Concluded)

Retirement System Schedules of Funding Progress and Employer Contributions

The Retirement System Schedule of Funding Progress 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.

The Retirement System Schedule of Employer Contributions 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.

Comprehensive Annual Financial Report

NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM SCHEDULE OF FUNDING PROGRESS

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
01/01/10	\$ 600,790,835	\$ 1,001,881,055	\$ 401,090,220	60.0%	\$ 223,332,595	179.6%
01/01/08	596,157,147	907,719,124	311,561,977	65.7%	223,814,977	139.2%
01/01/07	533,077,948	855,677,413	322,599,465	62.3%	219,620,865	146.9%
01/01/05	467,186,566	762,900,650	295,714,084	61.2%	196,639,163	150.4%
01/01/03	415,150,776	675,275,257	260,124,481	61.5%	185,281,985	140.4%
01/01/00	371,646,793	533,959,970	162,313,177	69.6%	163,542,978	99.2%
01/01/97	258,771,070	392,463,080	133,692,010	65.9%	126,219,194	105.9%
01/01/93	151,546,609	291,472,940	139,926,331	52.0%	107,482,975	130.2%

The Town's share of the UAAL, as of January 1, 2010, is approximately 6.08%.

See notes to required supplementary information.

Comprehensive Annual Financial Report

NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM SCHEDULE OF EMPLOYER CONTRIBUTIONS

Plan Year Ended December 31	System Wide			Town of Westwood	
	Annual Required Contributions	(A) Actual Contributions	Percentage Contributed	(B) Actual Contributions	(B/A) Town's Percentage of System Wide Actual Contributions
2012	\$ 42,714,639	\$ 42,714,639	100%	\$ 2,749,247	6.44%
2011	41,206,587	41,206,587	100%	2,619,736	6.36%
2010	39,749,857	39,749,857	100%	2,417,220	6.08%
2009	38,920,499	38,920,499	100%	2,329,423	5.99%
2008	33,104,903	33,104,903	100%	2,135,190	6.45%
2007	32,877,890	32,877,890	100%	1,852,100	5.63%
2006	31,755,708	31,755,708	100%	1,810,830	5.70%
2005	28,238,996	28,238,996	100%	1,590,774	5.63%

The Town's Actual Contributions equaled 100% of its Required Contributions for each year presented.

See notes to required supplementary information.

Other Postemployment Benefits Plan Schedules

The Schedule of Funding progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions compares, overtime, the Annual Required Contributions to the Actual Contributions made.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

Comprehensive Annual Financial Report

OTHER POSTEMPLOYMENT BENEFITS PLAN
SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
6/30/2011	\$ -	\$ 59,054,291	\$ 59,054,291	0%	\$ 37,620,046	157.0%
6/30/2009	-	49,334,499	49,334,499	0%	39,100,816	126.2%
7/1/2006	-	53,091,156	53,091,156	0%	29,437,171	180.4%

Schedule of Employer Contributions

Fiscal Year Ended	Annual Required Contribution	Actual Contributions Made	Percentage Contributed
2013	\$ 5,143,808	\$ 1,884,014	37%
2012	4,891,733	1,751,826	36%
2011	4,502,956	1,156,674	26%
2010	4,260,901	1,078,212	25%
2009	5,973,531	1,302,000	22%

See notes to required supplementary information.

Comprehensive Annual Financial Report

OTHER POSTEMPLOYMENT BENEFITS PLAN ACTUARIAL METHODS AND ASSUMPTIONS

Actuarial Methods:

Valuation date.....	June 30, 2011
Actuarial cost method.....	Projected credit unit
Amortization method.....	30 year level percent of pay assuming a 4.0% annual increase, open.
Remaining amortization period.....	28 years as of June 30, 2013

Actuarial Assumptions:

Investment rate of return.....	4.0%, pay-as-you-go scenario
Inflation rate.....	4.0%
Projected salary increases.....	4.0%
Healthcare cost trend rate.....	7.5%, graded to 4.5% over 7 years.

Plan Membership:

Current retirees, beneficiaries, and dependents.....	370
Current active members.....	<u>629</u>
Total.....	<u>999</u>

See notes to required supplementary information.

Comprehensive Annual Financial Report

NOTE A – BUDGETARY BASIS OF ACCOUNTING

1. Budgetary Information

Municipal Law requires the Town to adopt a balanced budget that is approved by Town Meeting. The Finance Committee presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Special Town Meeting approval via a special article.

The majority of the Town's appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original fiscal year 2013 approved budget for the General Fund authorized approximately \$68 million in appropriations and other amounts to be raised and \$2.7 million in encumbrances and appropriations carried over from previous fiscal years. During fiscal year 2013, the Town increased the original budget by \$1.2 million, which was primarily due to fund a \$500,000 transfer to the stabilization fund, \$440,000 in litigation costs for the High School construction project, a \$92,000 transfer to the OPEB fund, and other supplementary appropriations for departmental budgets. The increases were funded through available fund balance and transfers in from Ambulance receipts and other Special Revenue funds.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the Town's accounting system.

2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth of Massachusetts (Commonwealth)) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the General Fund for the fiscal year ended June 30, 2013, is presented below:

Comprehensive Annual Financial Report

Notes to Required Supplementary Information

Fiscal Year Ended June 30, 2013

Net change in fund balance - budgetary basis.....	\$	705,470
<u>Perspective difference:</u>		
Activity of the stabilization fund recorded in the general fund for GAAP.....		508,254
<u>Basis of accounting differences:</u>		
Net change in recording 60-day receipts accrual.....		(139,881)
Net change in recording tax refunds payable.....		365,019
Net change in expenditure accruals.....		(108,442)
Recognition of revenue for on-behalf payments.....		6,376,355
Recognition of expenditures for on-behalf payments.....		<u>(6,376,355)</u>
Net change in fund balance - GAAP basis.....	\$	<u>1,330,420</u>

3. Appropriation Deficits

During fiscal year 2013, the Town reported appropriation deficits in the state and county assessment budget. This is based on state assessments which are not required to be raised.

NOTE B – PENSION PLAN

The Town contributes to the Norfolk County Contributory Retirement System ("Retirement System"), a cost-sharing, multiple-employer defined benefit pension plan ("Plan") administered by the Norfolk County Retirement Board. The Retirement System provides retirement, disability, and death benefits to members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the Plan. Plan members are required to contribute to the Retirement System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the Retirement System its share of the system-wide actuarially determined contribution which is apportioned among the employers based on active covered payroll.

The schedule of funding progress, presented as required supplementary information, 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, 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.

The following actuarial methods and assumptions were used in the Retirement System's most recent actuarial valuation:

Comprehensive Annual Financial Report

Notes to Required Supplementary Information

Fiscal Year Ended June 30, 2013

Valuation Date..... January 1, 2010
 Actuarial Cost Method..... Entry Age Normal Cost Method
 Amortization Method..... Increasing at 4.5% per year, level dollar for ERI liability for certain units
 Remaining Amortization Period..... 28 years remaining as of January 1, 2010
 Asset Valuation Method..... The actuarial value of assets is determined by projecting the actuarial value of assets as of the beginning of the prior plan year with the assumed rate of return during that year (8.25%) and accounting for deposits and disbursements with interest at the assumed rate of return. An adjustment is then applied to recognize the difference between the actual investment return and expected return over a five year period. This preliminary actuarial value is not allowed to differ from the market value of assets by more than 20%.

Actuarial Assumptions:

Investment rate of return..... 8.25%
 Projected salary increases..... 4.00%
 Cost of living adjustments..... 3.00% of the lesser of the pension amount and \$12,000 per year

Plan Membership:

Retired participants and beneficiaries receiving benefits.....	2,557
Inactive participants.....	2,059
Disabled.....	313
Active participants.....	<u>5,526</u>
Total.....	<u><u>10,455</u></u>

NOTE C – OTHER POSTEMPLOYMENT BENEFITS

The Town administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare for eligible retirees and their spouses through the Town’s health insurance plan, which covers both active and retired members, including teachers.

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis. As a result, the funded ratio (actual value of assets expressed as a percentage of the actuarial accrued liability) is 0%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress presents multiyear trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents multi-year trend information for required and actual contributions relating to the plan.

Projections of benefits for financial reporting purposes are based on the substantive plan and included the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit cost 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.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

***Other Supplementary
Information***

Combining and Individual Fund Statements and Schedules

The combining financial statements provide a more detailed view of the "Basic Financial Statements" presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

Nonmajor Governmental Funds

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than permanent funds or major capital project funds) that are restricted by law or administrative action to expenditures for specific purposes. The Town's special revenue funds are grouped into the following categories:

- **School Lunch Fund** – accounts for the operations of the public school lunch program.
- **Ambulance Fund** – accounts for the fees collected for ambulance services which can legally only be appropriated for costs to provide the service, such as Emergency Medical Technician firefighter stipend and ambulance supplies.
- **Departmental Grants/Other Revolving Funds** – accounts for various grants and legally restricted revenues for special programs administered by Town departments.
- **Educational Grants Funds** – accounts for all educational programs specially financed by grants and other restricted revenues.
- **Educational Revolving Funds** – accounts for educational programs financed by non-grant revenues and gifts.
- **Expendable Governmental Trusts** – accounts for contributions where both principal and investment earnings may be spent to support the government.
- **Highway Improvement Fund** – accounts for funds received from the State Highway Department which is used for construction, reconstruction and improvements of roadways.

Capital Projects Funds

Capital Projects Funds are used to account for financial resources to be used for the acquisition, construction or improvement of major capital assets (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

- **Roadway Improvements** – accounts for construction, reconstruction and improvements of roadways, streets and sidewalks. Funding is provided primarily by bond proceeds, various grants and legally restricted revenues for special programs administered by Town departments.
- **School Building Renovations** – accounts for renovation, improvements and capital equipment associated with public school buildings.
- **Facilities Renovations** – accounts for renovation, improvements and capital equipment associated with town buildings and facilities.

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Permanent Funds

Permanent Funds are 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 reporting government's programs.

- **Cemetery Fund** – accounts for contributions associated with cemetery care and maintenance.
- **Other Nonexpendable Trust Funds** – accounts for various contributions associated with the public library, schools and veterans services.

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NONMAJOR GOVERNMENTAL FUNDS COMBINING BALANCE SHEET

JUNE 30, 2013

ASSETS	Special Revenue Funds								Sub-total
	School Lunch	Ambulance	Departmental Grants/ Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement		
Cash and cash equivalents.....	\$ 86,927	\$ 794,903	\$ 2,637,542	\$ 819,435	\$ 3,405,187	\$ 104,909	\$ 122,650	\$ -	\$ 7,971,553
Investments.....	-	-	-	-	-	-	-	-	-
Receivables, net of uncollectibles:									
Departmental and other.....	-	124,223	-	-	-	-	-	-	124,223
Intergovernmental.....	-	-	-	-	-	-	808,244	-	808,244
TOTAL ASSETS.....	\$ 86,927	\$ 919,126	\$ 2,637,542	\$ 819,435	\$ 3,405,187	\$ 104,909	\$ 930,894	\$ -	\$ 8,904,020
LIABILITIES AND FUND BALANCES									
LIABILITIES:									
Warrants payable.....	\$ 4,799	\$ -	\$ 57,774	\$ 27,027	\$ 60,650	\$ -	\$ -	\$ -	\$ 150,250
Deferred revenues.....	-	124,223	-	-	-	-	808,244	-	932,467
TOTAL LIABILITIES.....	4,799	124,223	57,774	27,027	60,650	-	808,244	-	1,082,717
FUND BALANCES:									
Nonspendable.....	-	-	-	-	-	-	-	-	-
Restricted.....	82,128	794,903	2,579,768	792,408	3,344,537	104,909	122,650	-	7,821,303
TOTAL FUND BALANCES.....	82,128	794,903	2,579,768	792,408	3,344,537	104,909	122,650	-	7,821,303
TOTAL LIABILITIES AND FUND BALANCES...	\$ 86,927	\$ 919,126	\$ 2,637,542	\$ 819,435	\$ 3,405,187	\$ 104,909	\$ 930,894	\$ -	\$ 8,904,020

(Continued)

Comprehensive Annual Financial Report

Capital Projects Funds				Permanent Funds			Total Nonmajor Governmental Funds
Roadway Improvements	School Building Renovations	Facilities Renovations	Sub-total	Cemetery	Other Nonexpendable Trust Funds	Sub-total	
\$ 1,013,740	\$ 68,030	\$ 261,014	\$ 1,342,784	\$ 356,034	\$ 177,969	\$ 534,003	\$ 9,848,340
-	-	-	-	-	15,723	15,723	15,723
-	-	-	-	-	-	-	124,223
-	-	-	-	-	-	-	808,244
<u>\$ 1,013,740</u>	<u>\$ 68,030</u>	<u>\$ 261,014</u>	<u>\$ 1,342,784</u>	<u>\$ 356,034</u>	<u>\$ 193,692</u>	<u>\$ 549,726</u>	<u>\$ 10,796,530</u>
\$ -	\$ 32,338	\$ -	\$ 32,338	\$ -	\$ -	\$ -	\$ 182,588
-	-	-	-	-	-	-	932,467
-	32,338	-	32,338	-	-	-	1,115,055
-	-	-	-	345,833	10,201	356,034	356,034
1,013,740	35,692	261,014	1,310,446	10,201	183,491	193,692	9,325,441
1,013,740	35,692	261,014	1,310,446	356,034	193,692	549,726	9,681,475
<u>\$ 1,013,740</u>	<u>\$ 68,030</u>	<u>\$ 261,014</u>	<u>\$ 1,342,784</u>	<u>\$ 356,034</u>	<u>\$ 193,692</u>	<u>\$ 549,726</u>	<u>\$ 10,796,530</u>

(Concluded)

Comprehensive Annual Financial Report

NONMAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2013

	Special Revenue Funds							Sub-total
	School Lunch	Ambulance	Departmental Grants/ Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	
REVENUES:								
Charges for services.....	\$ 662,548	\$ 535,571	\$ 730,022	\$ -	\$ 2,444,072	\$ -	\$ -	\$ 4,572,213
Intergovernmental.....	134,073	-	61,274	2,095,458	-	-	-	2,290,805
Departmental and other.....	-	-	718,088	-	-	-	-	718,088
Contributions.....	-	-	133,588	-	74,595	-	-	208,183
Investment income.....	-	-	-	-	-	172	-	172
TOTAL REVENUES.....	996,621	535,571	1,642,972	2,095,458	2,518,667	172	-	7,789,461
EXPENDITURES:								
Current:								
General government.....	-	-	449,607	-	-	-	-	449,607
Public safety.....	-	-	144,902	-	-	-	-	144,902
Education.....	1,052,880	-	-	2,132,337	2,363,832	-	-	5,549,049
Public works.....	-	-	7,887	-	-	-	-	7,887
Human services.....	-	-	48,821	-	-	-	-	48,821
Culture and recreation.....	-	-	696,747	-	-	-	-	696,747
TOTAL EXPENDITURES.....	1,052,880	-	1,347,964	2,132,337	2,363,832	-	-	6,897,013
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(56,259)	535,571	295,008	(36,879)	154,835	172	-	892,448
OTHER FINANCING SOURCES (USES):								
Proceeds from bonds and notes.....	-	-	-	-	-	-	-	-
Sale of capital assets.....	-	-	290,000	-	-	-	-	290,000
Transfers out.....	-	(589,450)	(363,793)	-	-	-	-	(953,243)
TOTAL OTHER FINANCING SOURCES (USES)...	-	(589,450)	(73,793)	-	-	-	-	(663,243)
NET CHANGE IN FUND BALANCES.....	(56,259)	(53,879)	221,215	(36,879)	154,835	172	-	229,205
FUND BALANCES AT BEGINNING OF YEAR.....	138,387	848,782	2,358,553	829,287	3,189,702	104,737	122,650	7,592,098
FUND BALANCES AT END OF YEAR.....	\$ 82,128	\$ 794,903	\$ 2,579,768	\$ 792,408	\$ 3,344,537	\$ 104,909	\$ 122,650	\$ 7,821,303

(Continued)

Comprehensive Annual Financial Report

Capital Projects Funds				Permanent Funds			Total Nonmajor Governmental Funds
Roadway Improvements	School Building Renovations	Facilities Renovations	Sub-total	Cemetery	Other Nonexpendable Trust Funds	Sub-total	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,572,213
-	-	-	-	-	-	-	2,290,805
-	-	-	-	-	-	-	718,088
-	-	-	-	9,100	-	9,100	217,283
-	-	-	-	900	2,030	2,930	3,102
-	-	-	-	10,000	2,030	12,030	7,801,491
-	-	1,279	1,279	-	-	-	450,886
-	-	-	-	-	-	-	144,902
-	985,862	-	985,862	-	-	-	6,534,911
890,432	-	1,732,796	2,623,228	-	-	-	2,631,115
-	-	-	-	-	-	-	48,821
-	-	1,200	1,200	-	741	741	698,688
890,432	985,862	1,735,275	3,611,569	-	741	741	10,509,323
(890,432)	(985,862)	(1,735,275)	(3,611,569)	10,000	1,289	11,289	(2,707,832)
1,500,000	935,000	2,200,000	4,635,000	-	-	-	4,635,000
-	-	-	-	-	-	-	290,000
-	-	-	-	-	(10,000)	(10,000)	(963,243)
1,500,000	935,000	2,200,000	4,635,000	-	(10,000)	(10,000)	3,961,757
609,568	(50,862)	464,725	1,023,431	10,000	(8,711)	1,289	1,253,925
404,172	86,554	(203,711)	287,015	346,034	202,403	548,437	8,427,550
\$ 1,013,740	\$ 35,692	\$ 261,014	\$ 1,310,446	\$ 356,034	\$ 193,692	\$ 549,726	\$ 9,681,475

(Concluded)

Agency 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.

Comprehensive Annual Financial Report

AGENCY FUND
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

	July 1, 2012	Additions	Deletions	June 30, 2013
ASSETS				
Cash and cash equivalents.....	\$ 779,338	\$ 1,047,728	\$ (1,132,996)	\$ 694,070
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	48,902	521,892	(490,561)	80,233
TOTAL ASSETS.....	\$ 828,240	\$ 1,569,620	\$ (1,623,557)	\$ 774,303
LIABILITIES				
Warrants payable.....	\$ -	\$ 1,015	\$ -	\$ 1,015
Liabilities due depositors - Student Activities.....	232,658	516,334	(547,642)	201,350
Liabilities due depositors - Planning Deposits.....	595,582	1,052,271	(1,075,915)	571,938
TOTAL LIABILITIES.....	\$ 828,240	\$ 1,569,620	\$ (1,623,557)	\$ 774,303

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Statistical Section

*Ten Year History of the Following
Major Categories:*

*Expenditures
Revenues
Property Tax Collections
Debt*

Town Demographics and Economic Information

General Information



Westwood Town Hall

Statistical Section

This part of the Town of Westwood comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

Financial Trends

These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

Debt Capacity

These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts

Net Position By Component

Last Ten Fiscal Years

	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Governmental activities:										
Invested in capital assets.....	\$ 92,686,112	\$ 95,230,650	\$ 98,408,025	\$ 99,291,275	\$ 98,219,632	\$ 97,986,113	\$ 97,375,492	\$ 99,380,376	\$ 99,367,799	\$ 96,462,678
Restricted.....	2,396,038	2,040,497	1,964,324	2,460,440	2,422,271	2,591,376	2,172,033	1,735,851	1,876,233	1,806,455
Unrestricted.....	8,079,192	6,906,276	7,056,149	6,676,163	8,255,277	4,689,882	2,354,269	1,827,050	60,536	(125,175)
Total governmental activities net position.....	\$ 103,161,342	\$ 104,177,423	\$ 107,428,498	\$ 107,427,878	\$ 108,897,180	\$ 105,267,371	\$ 101,901,794	\$ 102,943,277	\$ 101,306,568	\$ 98,143,958
Business-type activities:										
Invested in capital assets, net of related debt.....	12,576,170	13,031,429	13,291,362	13,471,826	13,521,282	13,678,560	13,318,644	12,998,106	12,371,623	12,309,207
Unrestricted.....	3,674,751	3,125,801	3,151,996	3,067,928	3,813,896	3,620,615	3,871,320	4,228,836	4,556,778	4,072,081
Total business-type activities net position.....	\$ 16,250,921	\$ 16,157,230	\$ 16,443,358	\$ 16,539,754	\$ 17,335,178	\$ 17,299,175	\$ 17,189,964	\$ 17,226,942	\$ 16,930,401	\$ 16,381,288
Primary government:										
Invested in capital assets.....	105,262,282	108,262,079	111,699,387	111,763,101	111,740,914	111,664,673	110,694,136	112,376,482	111,739,422	108,771,885
Restricted.....	2,396,038	2,040,497	1,964,324	2,460,440	2,422,271	2,591,376	2,172,033	1,735,851	1,876,233	1,806,455
Unrestricted.....	11,753,943	10,032,077	10,208,145	9,744,091	12,069,173	8,310,497	6,225,589	6,055,886	4,619,314	3,946,906
Total primary government net position.....	\$ 119,412,263	\$ 120,334,653	\$ 123,871,856	\$ 123,967,632	\$ 126,232,356	\$ 122,566,546	\$ 119,091,758	\$ 120,170,219	\$ 118,236,989	\$ 114,525,246

Comprehensive Annual Financial Report

	Town of Westwood, Massachusetts									
	Changes in Net Position									
	Last Ten Fiscal Years									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Expenses										
Governmental activities:										
Public safety.....	\$ 3,635,830	\$ 3,637,013	\$ 4,050,919	\$ 6,876,348	\$ 8,302,072	\$ 7,964,596	\$ 4,745,598	\$ 4,670,650	\$ 5,135,869	\$ 6,151,299
Education.....	6,832,516	6,788,670	6,681,974	7,571,002	7,851,039	8,779,769	8,450,129	8,669,089	9,391,010	9,735,529
Police.....	33,726,237	37,194,249	40,438,835	41,522,952	45,462,795	52,008,397	52,200,467	52,489,500	54,472,071	57,774,167
Fire.....	6,686,700	6,686,700	6,686,700	6,686,700	6,686,700	6,686,700	6,686,700	6,686,700	6,686,700	6,686,700
Human services.....	6,686,700	7,691,616	6,686,700	8,333,965	9,442,577	10,551,189	11,659,801	12,768,413	13,877,025	14,985,637
Culture and recreation.....	1,660,585	1,714,349	1,476,621	1,860,631	2,376,794	2,468,819	2,378,042	2,371,884	2,366,869	2,801,155
Interest.....	2,887,074	2,260,112	2,115,474	1,965,558	1,965,305	1,750,493	1,475,733	1,475,733	1,542,158	1,216,381
Total governmental activities expenses.....	50,026,827	59,450,783	62,306,653	66,867,170	74,052,781	80,950,514	78,043,388	78,496,634	81,289,260	87,249,632
Business-type activities:										
Sewer.....	3,346,728	3,670,564	3,472,503	3,944,791	3,724,263	3,761,813	3,670,498	3,653,546	4,140,346	3,913,703
Total business-type activities.....	3,346,728	3,670,564	3,472,503	3,944,791	3,724,263	3,761,813	3,670,498	3,653,546	4,140,346	3,913,703
Total primary government expenses.....	\$ 59,373,555	\$ 63,161,347	\$ 65,781,156	\$ 70,812,961	\$ 77,827,044	\$ 84,752,327	\$ 81,713,886	\$ 82,150,180	\$ 85,429,606	\$ 91,163,335
Program Revenues										
Governmental activities:										
Public safety.....	\$ 1,362,886	\$ 1,670,661	\$ 2,046,074	\$ 2,381,378	\$ 2,448,852	\$ 2,182,038	\$ 2,360,978	\$ 2,364,652	\$ 2,465,709	\$ 2,444,072
Education.....	849,255	1,117,709	979,855	1,032,522	1,200,205	1,282,996	1,004,513	1,217,831	1,177,994	1,414,003
Police.....	748,324	897,929	1,674,457	1,694,574	5,001,007	4,866,297	1,810,482	1,709,581	1,801,613	3,350,796
Fire.....	10,367,910	10,367,910	10,367,910	10,367,910	10,367,910	10,367,910	10,367,910	10,367,910	10,367,910	10,367,910
Human services.....	10,228,880	206,686	3,880,225	3,880,225	404,240	404,240	419,866	2,752,202	1,110,070	663,000
Total governmental activities program revenues.....	23,930,026	14,331,728	20,066,148	19,010,166	23,260,498	24,176,389	19,832,664	22,811,150	20,801,116	22,516,241
Business-type activities:										
Charges for services.....	3,657,703	3,402,779	3,682,473	3,788,725	4,276,866	3,620,568	3,756,083	3,896,027	3,677,221	3,529,289
Capital grants and contributions.....	114,779	174,094	76,156	72,022	52,683	47,675	96,182	40,912	222,624	45,115
Total business-type activities program revenues.....	3,772,482	3,576,873	3,758,629	3,860,747	4,329,549	3,726,810	3,852,265	3,937,939	3,931,463	3,655,568
Total primary government program revenues.....	\$ 27,162,508	\$ 17,908,601	\$ 23,884,773	\$ 22,870,913	\$ 27,790,047	\$ 27,903,203	\$ 23,684,929	\$ 26,509,652	\$ 24,732,579	\$ 26,171,809
Net (Expense)/Program Revenue										
Governmental activities.....	\$ (30,677,500)	\$ (43,199,844)	\$ (40,252,204)	\$ (47,677,004)	\$ (50,832,283)	\$ (56,816,121)	\$ (58,210,724)	\$ (55,884,494)	\$ (60,488,144)	\$ (64,733,391)
Business-type activities.....	426,754	(53,691)	286,128	98,396	795,424	(98,003)	181,767	327,956	(9,563)	(258,135)
Total primary government net (expense)/program revenue.....	\$ (30,250,746)	\$ (43,253,535)	\$ (39,966,076)	\$ (47,578,608)	\$ (50,036,859)	\$ (56,852,124)	\$ (58,028,957)	\$ (55,556,538)	\$ (60,497,707)	\$ (64,991,526)
General Revenue and other Changes in Net Position										
Rent, real estate and personal property taxes.....	\$ 4,929,460	\$ 4,250,416	\$ 4,184,700	\$ 4,374,481	\$ 4,826,949	\$ 4,871,536	\$ 5,146,201	\$ 5,336,772	\$ 5,088,302	\$ 5,731,776
net of tax refunds payable.....	2,166,249	2,059,210	2,059,210	2,166,249	2,166,249	2,166,249	2,166,249	2,166,249	2,166,249	2,166,249
net of income tax payments.....	110,524	80,885	56,946	67,230	96,970	98,349	105,662	122,466	294,092	188,465
net of other income taxes.....	700,468	700,263	789,487	942,762	962,617	886,885	721,199	647,232	748,294	639,972
net of other taxes.....	494,835	462,335	680,659	701,250	616,366	230,971	111,151	91,440	50,000	290,000
Gain of sale of capital assets.....	511,355	6,810	69,957	69,531	64,833	-	-	-	-	-
Transfers.....	46,906,958	46,175,136	45,463,580	47,676,364	52,301,585	53,186,312	54,845,147	56,929,967	58,851,435	61,570,781
Total governmental activities.....	46,906,958	46,175,136	45,463,580	47,676,364	52,301,585	53,186,312	54,845,147	56,929,967	58,851,435	61,570,781
Business-type activities:										
Transfers.....	-	-	-	-	-	-	-	-	-	-
Total business-type activities.....	-	-	-	-	-	-	-	-	-	-
Total primary government general revenues and other changes in net position.....	\$ 46,906,958	\$ 46,175,136	\$ 45,463,580	\$ 47,676,364	\$ 52,301,585	\$ 53,186,312	\$ 54,845,147	\$ 56,929,967	\$ 58,851,435	\$ 61,570,781
Changes in Net Position										
Business-type activities.....	\$ 16,228,368	\$ 2,975,292	\$ 5,210,288	\$ (620)	\$ 1,469,302	\$ (3,620,809)	\$ (3,365,577)	\$ 1,041,453	\$ (1,636,709)	\$ (3,162,610)
Governmental activities.....	426,754	(53,691)	286,128	98,396	795,424	(98,003)	181,767	327,956	(9,563)	(258,135)
Total primary government changes in net position.....	\$ 16,655,122	\$ 2,881,601	\$ 5,496,416	\$ 95,736	\$ 2,264,726	\$ (3,665,812)	\$ (3,474,788)	\$ 1,079,461	\$ (1,633,250)	\$ (3,371,723)

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Fund Balances, Governmental Funds
Last Ten Fiscal Years

	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General Fund										
Committed.....	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,479	\$ 1,518,171	\$ 1,237,464
Assigned.....	1,363,820	919,078	545,225	795,859	1,041,648	1,450,831	1,855,781	1,350,412	1,172,866	1,085,504
Unassigned.....	3,576,642	2,845,975	3,111,460	2,393,588	3,145,155	2,939,926	2,347,670	4,588,530	5,550,222	7,248,711
Total general fund.....	\$ 4,940,462	\$ 3,765,053	\$ 3,656,685	\$ 3,179,447	\$ 4,189,803	\$ 4,390,757	\$ 4,203,451	\$ 6,789,421	\$ 8,241,259	\$ 9,571,679
All Other Governmental Funds										
Reserved.....	\$ 260,154	\$ 264,878	\$ 276,663	\$ 292,110	\$ 300,298	\$ 314,274	\$ 325,949	\$ -	\$ -	\$ -
Unreserved, reported in:										
Special revenue funds.....	5,275,639	5,113,969	5,513,725	5,402,561	6,408,669	6,945,755	6,867,072	-	-	-
Capital projects funds.....	6,064,002	(687,108)	738,508	(686,881)	1,661,627	4,536,063	1,356,217	-	-	-
Permanent funds.....	219,535	96,550	104,165	205,104	214,874	210,544	200,920	-	-	-
Nonspendable.....	-	-	-	-	-	-	-	346,050	346,034	356,034
Restricted.....	-	-	-	-	-	-	-	17,789,174	11,829,474	9,686,170
Total all other governmental funds.....	\$ 11,819,330	\$ 4,788,269	\$ 6,631,061	\$ 5,212,894	\$ 8,585,488	\$ 12,006,636	\$ 8,750,198	\$ 18,115,224	\$ 12,175,508	\$ 10,242,204

The Town implemented GASB 54 in fiscal year 2011. Fund balances prior to fiscal year 2011 have been reported in the pre-GASB 54 format.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts Changes in Fund Balances, Governmental Funds Last Ten Fiscal Years

	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Revenues:										
Real estate and personal property taxes.....	42,885,534	42,597,285	41,696,689	43,390,323	48,329,364	48,655,987	50,545,249	53,892,828	54,944,965	57,528,131
net of tax refunds.....	2,273,662	2,309,888	2,398,852	2,135,754	2,213,371	2,242,922	2,131,252	2,382,329	2,274,942	2,396,286
Motor vehicle excise taxes.....	2,051,950	3,117,619	3,353,356	4,126,579	4,391,067	4,615,000	4,615,000	4,366,066	4,798,942	4,572,215
State and Federal grants.....	-	-	-	-	-	-	-	-	-	-
University Station guaranteed tax payment.....	-	-	-	-	-	811,079	-	-	-	-
University Station building permits.....	109,524	80,653	55,045	67,239	96,970	96,949	105,602	122,486	264,062	180,465
Fees and rentals.....	193,662	138,377	159,315	310,687	279,096	251,898	233,430	277,893	521,268	308,533
Donations and permits.....	3,016	3,016	5,910	4,810	4,810	4,810	4,810	4,810	4,810	6,019
Interest.....	20,100	18,555	20,100	20,350	18,825	17,921	17,921	15,129	10,537	10,540
Intergovernmental.....	9,278,949	11,003,129	18,939,179	14,204,828	15,026,293	15,663,177	15,877,013	18,448,749	17,766,594	16,300,737
Departmental and other - University Station.....	315,548	510,053	423,943	989,150	1,130,706	862,412	522,011	630,779	788,592	2,574,348
Special assessments.....	2,279	2,196	695,000	279	3,853,037	2,508,971	424,882	168,734	-	-
Concessions.....	28,712	18,812	27	227	219	94	295,741	295,741	294,810	217,935
Investment income.....	526,102	462,815	737,541	879,775	788,519	316,376	121,794	99,361	78,741	53,292
Total Revenue.....	59,040,890	60,929,668	69,763,237	68,962,196	77,837,670	79,281,389	75,961,473	81,357,656	82,241,368	83,800,407
Expenditures:										
General government.....	2,375,437	2,325,420	2,198,819	2,733,190	2,650,320	3,496,046	2,670,152	2,786,594	3,344,287	2,946,533
General government - University Station.....	5,553,718	5,319,769	5,532,508	5,864,064	6,028,392	6,152,959	5,920,412	6,263,889	59,244	1,310,832
Education.....	27,272,432	29,897,234	31,290,271	32,129,154	34,626,723	36,694,935	37,717,566	37,617,989	38,924,906	41,347,249
Public works.....	3,653,892	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779
Police.....	3,653,892	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779	4,147,779
Culture and recreation.....	1,387,503	1,426,902	1,226,874	1,607,006	2,097,742	2,079,125	1,969,012	1,931,934	1,930,615	1,982,066
Pension benefits.....	4,914,630	5,532,520	6,087,190	6,521,911	6,705,488	7,294,027	7,557,081	8,065,476	8,708,603	9,164,381
Property and liability insurance.....	273,966	298,824	324,298	335,255	371,053	317,418	278,318	271,221	291,839	325,755
Employee benefits.....	3,073,485	3,318,828	3,662,780	4,346,031	4,788,339	5,233,520	5,453,228	5,616,358	5,624,542	6,455,097
Capital expenditures.....	1,939,906	8,895,320	5,327,301	4,163,245	3,920,736	4,367,254	6,093,652	5,167,049	10,196,200	8,462,813
Debt service:										
Principal.....	4,028,000	4,415,000	4,165,000	4,165,000	4,165,000	4,165,000	4,295,000	4,290,000	4,810,000	3,740,000
Interest.....	3,258,430	2,307,778	2,140,218	1,988,350	1,959,070	1,810,846	1,776,034	1,609,598	1,696,931	1,327,341
Total Expenditures.....	76,341,917	69,138,116	68,028,833	71,063,223	77,308,940	79,249,290	79,696,235	79,234,963	87,155,244	89,619,267
Excess of revenues over (under) expenditures.....	(17,301,027)	(8,208,450)	1,734,404	(2,081,027)	528,930	32,099	(3,734,762)	1,122,693	(4,913,876)	(6,818,860)
Other Financing Sources (Uses)										
Issuance of debt refunding.....	2,862,000	-	-	-	3,830,000	3,500,000	-	9,300,000	19,095,000	4,635,000
Premium from issuance of refunding bonds.....	-	-	-	-	-	-	-	-	2,274,135	-
Payments to refunded bond escrow agents.....	-	-	-	-	-	-	-	-	(21,375,114)	-
Premium from issuance of bonds.....	511,354	-	-	-	-	90,023	-	217,365	110,987	290,000
Sale of capital assets.....	428,846	-	-	185,622	24,000	-	-	-	50,000	-
State financing.....	1,197,433	1,523,180	543,198	433,671	535,221	676,859	1,598,609	790,140	814,165	1,254,221
Transfers in.....	(1,197,433)	(1,523,180)	(543,198)	(433,671)	(535,221)	(676,859)	(1,307,631)	(499,162)	(523,187)	(963,243)
Transfers out.....	-	-	-	-	-	-	-	-	-	-
Total other financing sources (uses).....	3,202,200	-	-	185,622	3,854,000	3,590,023	290,978	9,808,343	445,996	5,215,976
Net change in fund balance.....	(14,098,827)	(8,206,450)	1,734,404	(1,895,405)	4,382,930	3,622,122	(3,443,764)	11,931,036	(4,407,880)	(602,882)
Debt service as a percentage of noncapital expenditures.....	12.78%	11.16%	10.06%	9.20%	8.34%	8.45%	8.25%	7.97%	8.46%	6.24%

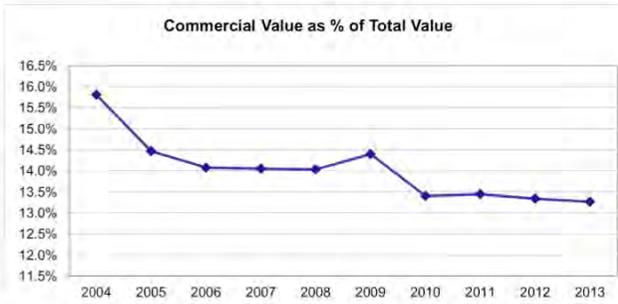
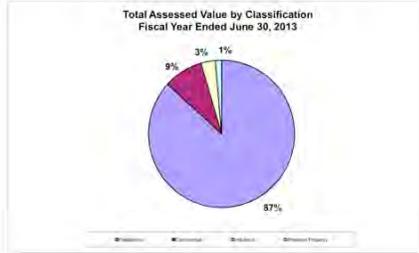
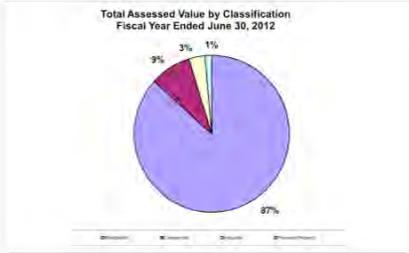
Comprehensive Annual Financial Report

Town of Westwood, Massachusetts

Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates

Last Ten Fiscal Years

Fiscal Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2004	\$2,485,356,400	\$12.86	\$220,842,100	\$190,054,500	\$55,705,659	\$486,702,258	\$23.38	15.8%	\$14.80	\$2,952,068,658
2005	\$2,777,182,391	\$11.97	\$257,451,131	\$175,308,750	\$36,935,683	\$489,693,564	\$20.97	14.5%	\$13.27	\$3,246,875,955
2006 (1)	\$3,135,347,507	\$10.37	\$270,425,345	\$192,667,650	\$50,618,745	\$513,711,740	\$18.85	14.1%	\$11.56	\$3,649,069,247
2007	\$3,147,514,446	\$10.73	\$271,807,104	\$190,849,800	\$51,962,800	\$514,619,704	\$19.81	14.1%	\$12.01	\$3,662,134,150
2008	\$3,175,772,814	\$11.74	\$272,818,535	\$193,747,600	\$51,965,500	\$518,521,635	\$21.67	14.0%	\$13.13	\$3,694,294,449
2009 (1)	\$3,197,768,457	\$12.01	\$325,730,795	\$164,387,500	\$47,764,400	\$537,882,695	\$22.25	14.4%	\$13.48	\$3,735,651,152
2010	\$3,088,616,907	\$13.07	\$313,502,764	\$116,181,450	\$48,381,900	\$478,066,014	\$23.98	13.4%	\$14.53	\$3,566,682,921
2011	\$3,014,069,261	\$13.83	\$303,956,994	\$111,888,000	\$52,502,700	\$468,347,094	\$25.38	13.4%	\$15.38	\$3,482,416,355
2012 (1)	\$3,019,444,695	\$14.48	\$298,952,742	\$116,563,050	\$49,223,000	\$464,738,792	\$28.55	13.3%	\$16.09	\$3,484,183,487
2013	\$3,025,447,435	\$14.89	\$305,246,315	\$110,035,850	\$47,438,600	\$462,720,665	\$27.28	13.3%	\$16.53	\$3,488,168,100



(1) Revaluation year.
 Source: Assessor's Department, Town of Westwood
 All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding fiscal year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Principal Taxpayers
Current Year and Nine Years Ago

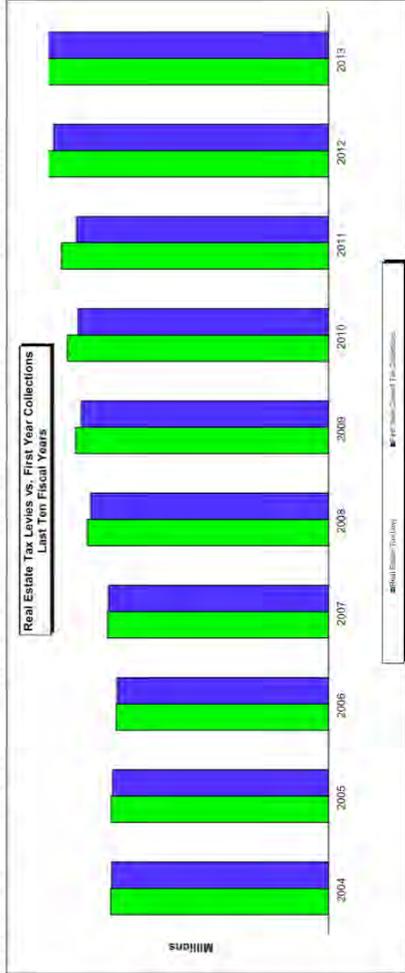
Name	Nature of Business	2013			2004		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
Westwood Marketplace Holdings	Office Building/Warehouse	\$ 83,655,000	1	3.9%	-	-	-
Foxhill Village Homeowner Corp.	Residential Community	\$ 80,112,200	2	2.2%	\$ 81,095,000	1	2.6%
Medical Information Tech Inc.	Office Building/Medical Info	\$ 47,530,400	3	2.2%	\$ 50,161,000	3	2.6%
Natar Electric Company	Office Building	\$ 47,044,800	4	2.2%	-	-	-
GR-Highland/Westwood Glen LP	Residential Community	\$ 44,832,850	5	1.2%	-	-	-
LAB CIP 690 Canton St LLC	Office/Research & Development	\$ 17,758,700	6	0.8%	-	-	-
Metropolitan Life Insurance Co.	Office Building	\$ 15,881,100	7	0.8%	-	-	-
Fairlane Westwood LLC	Office Building	\$ 11,312,500	8	0.5%	-	-	-
346 University LLC	Office Building	\$ 9,737,100	9	0.5%	-	-	-
Campanelli - Trigate Westwood	Office Building	\$ 9,279,500	10	0.4%	-	-	-
Boston Edison Company	Office Building	-	-	-	\$ 50,360,000	2	2.6%
Perry and Walker	Office Building/Financial Services	-	-	-	\$ 40,993,000	4	2.3%
ATC Westwood	Office Building	-	-	-	\$ 31,300,000	5	1.2%
Westwood Glen LP	Residential Community	-	-	-	\$ 25,250,000	6	0.8%
Pravano, John A. Trustee	Warehouse Storage	-	-	-	\$ 12,350,000	7	0.7%
Uniaue Two Ltd Partnership	Office Building/Research & Development	-	-	-	\$ 10,142,000	8	0.6%
Glacier Limited Partnership	Office Building	-	-	-	\$ 9,737,000	9	0.5%
Wells Avenue Senior Holdings LLC	Office Building/Research & Development	-	-	-	\$ 9,448,000	10	0.5%
Totals		\$367,124,150		14.7%	\$320,636,000		14.6%

Source: Town of Westwood, Assessor Department

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts Property Tax Levies and Collections Last Ten Fiscal Years

Fiscal Year	(2) Total Tax Levy	Less Abatements & Exemptions	(2) Net Tax Levy	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2004	\$43,112,384	\$304,176	\$42,808,208	\$42,644,456	99.62%	\$73,971	\$42,718,427	99.79%
2005	\$43,092,347	\$398,683	\$42,693,664	\$42,455,987	99.44%	\$13,692	\$42,469,679	99.48%
2006	\$42,197,020	\$492,206	\$41,704,814	\$41,549,899	99.63%	\$207,375	\$41,757,274	100.13%
2007	\$43,967,446	\$535,530	\$43,431,916	\$43,236,824	99.55%	\$353,812	\$43,590,636	100.37%
2008	\$48,519,937	\$1,084,368	\$47,435,569	\$46,745,693	98.55%	\$320,455	\$47,066,148	99.22%
2009	\$50,373,089	\$688,159	\$49,684,930	\$48,566,011	97.75%	\$182,656	\$48,755,667	98.14%
2010	\$51,832,246	\$23,010	\$51,309,236	\$49,220,471	95.93%	\$367,183	\$49,587,654	96.64%
2011	\$53,571,227	\$1,121,203	\$52,450,024	\$49,595,302	94.44%	\$287,125	\$49,822,427	94.99%
2012	\$56,060,374	\$612,932	\$55,447,442	\$54,002,524	97.39%	\$219,517	\$54,222,041	97.79%
2013	\$57,671,932	\$849,177	\$56,822,755	\$55,653,030	97.94%	\$0	\$55,653,030	97.94%



(1) Revaluation year.
 (2) Includes tax liens.
 (3) Source: Town of Westwood Collectors Department and Town Records
 (4) If the actual abatements and exemptions are lower than the estimate the actual collections can exceed the net levy.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts

Ratios of Outstanding Debt and General Bonded Debt Last Ten Fiscal Years

Fiscal Year	Governmental Activities Debt						
	Population Estimates	Personal Income	Assessed Value	General Obligation Bonds	Capital Leases	Per Capita	Percentage of Assessed Value
2004	15,165	\$598,643,683	\$2,952,058,658	\$54,670,000	\$ 869,865	\$3,662	1.88%
2005	15,229	\$632,810,637	\$3,246,875,955	\$50,255,000	\$ 605,479	\$3,340	1.57%
2006	15,418	\$764,022,810	\$3,649,059,247	\$46,090,000	\$ 245,668	\$3,005	1.27%
2007	15,485	\$813,383,500	\$3,662,134,150	\$41,925,000	\$ 185,622	\$2,719	1.15%
2008	15,648	\$871,262,158	\$3,694,294,449	\$41,590,000	\$ 146,004	\$2,667	1.13%
2009	15,680	\$925,426,513	\$3,735,651,152	\$40,575,000	\$ 74,737	\$2,592	1.09%
2010	15,715	\$983,141,729	\$3,566,682,921	\$36,280,000	\$ -	\$2,309	1.02%
2011	14,618	\$969,383,375	\$3,482,416,355	\$41,290,000	\$ -	\$2,825	1.19%
2012	14,618	\$1,027,546,378	\$3,484,183,487	\$35,545,000	\$ -	\$2,432	1.02%
2013	14,618	\$1,059,322,606	\$3,488,168,100	\$36,440,000	\$ -	\$2,483	1.04%

Fiscal Year	Business-type Activities (1)				Total Primary Government			
	General Obligation Bonds	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Personal Income	Percentage of Assessed Value	Per Capita	Percentage of Assessed Value
2004	\$4,823,582	\$ -	\$60,363,447	\$3,980	10.08%	2.04%		
2005	\$3,854,664	\$ -	\$54,715,143	\$3,593	8.65%	1.69%		
2006	\$3,440,498	\$ -	\$49,776,166	\$3,228	6.52%	1.36%		
2007	\$3,022,828	\$ -	\$45,133,450	\$2,915	5.55%	1.23%		
2008	\$2,600,875	\$ -	\$44,336,879	\$2,833	5.09%	1.20%		
2009	\$2,175,125	\$ -	\$42,824,862	\$2,731	4.63%	1.15%		
2010	\$1,865,287	\$ -	\$38,145,287	\$2,427	3.88%	1.07%		
2011	\$1,550,600	\$ -	\$42,840,600	\$2,931	4.42%	1.23%		
2012	\$1,443,200	\$ -	\$36,988,200	\$2,530	3.60%	1.06%		
2013	\$1,310,440	\$ -	\$37,750,440	\$2,562	3.56%	1.08%		

(1) Sewer Fund
Sources: Audited Financial Statements, U. S. Census

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Direct and Overlapping Governmental Activities Debt

As of June 30, 2013

<u>Town of Westwood, Massachusetts</u>	Debt Outstanding	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
Debt repaid with property taxes			
Norfolk County.....	\$ 12,860,000	3.16%	\$ 406,119
Town direct debt.....			36,440,000
Total direct and overlapping debt.....			\$ 36,846,119

Source: Town of Westwood, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Computation of Legal Debt Margin

	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Equalized Valuation.....	\$ 3,415,448,600	\$ 3,415,448,600	\$ 3,834,008,100	\$ 3,834,008,100	\$ 3,906,162,100	\$ 3,906,162,100	\$ 3,845,002,400	\$ 3,845,002,400	\$ 3,702,302,900	\$ 3,702,302,900
Debt Limit -5% of Equalized Valuation.....	\$ 170,772,430	\$ 170,772,430	\$ 191,700,405	\$ 191,700,405	\$ 195,308,105	\$ 195,308,105	\$ 192,250,120	\$ 192,250,120	\$ 185,115,145	\$ 185,115,145
Less:										
Outstanding debt applicable to limit.....	\$ 59,493,582	\$ 54,109,664	\$ 49,530,498	\$ 44,947,828	\$ 44,190,875	\$ 42,750,125	\$ 38,145,287	\$ 42,840,600	\$ 36,988,200	\$ 37,750,440
Authorized and unissued debt.....	\$ 5,833,340	\$ 7,023,340	\$ 3,445,000	\$ 3,865,000	\$ 4,535,000	\$ 1,150,000	\$ 9,450,000	\$ 910,000	\$ 6,245,000	\$ 2,970,000
Legal debt margin.....	\$ 105,445,508	\$ 109,639,426	\$ 138,724,907	\$ 142,887,577	\$ 146,582,230	\$ 151,407,890	\$ 144,654,833	\$ 148,499,520	\$ 141,881,945	\$ 144,394,705
Total debt applicable to the limit as a percentage of debt limit.....	38.25%	35.80%	27.63%	25.46%	24.95%	22.48%	24.76%	22.76%	23.35%	22.00%

Source: Town of Westwood, Finance Department

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts Demographic and Economic Statistics Last Ten Fiscal Years

Fiscal Year	Population Estimates	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2004	15,165	\$ 668,819,563	\$ 44,103	41.0	2,830	2.1%
2005	15,229	\$ 711,940,673	\$ 46,749	41.0	2,867	3.3%
2006	15,418	\$ 764,022,810	\$ 49,554	41.0	2,915	2.7%
2007	15,485	\$ 813,383,500	\$ 52,527	41.0	3,023	3.0%
2008	15,648	\$ 871,262,158	\$ 55,679	41.0	3,008	2.7%
2009	15,680	\$ 925,426,513	\$ 59,020	41.0	3,012	5.7%
2010	15,715	\$ 983,141,729	\$ 62,561	41.0	3,184	6.1%
2011	14,618	\$ 969,383,375	\$ 66,314	41.0	3,180	4.5%
2012	14,618	\$ 1,027,546,378	\$ 70,293	41.0	3,019	4.3%
2013	14,618	\$ 1,059,322,606	\$ 72,467	41.0	3,206	4.1%

Source: U. S. Census, Division of Local Services

Median age is based on most recent census data
MA Department of Elementary and Secondary Education
School and Town Clerk Departments, Town of Westwood
MA Office of Workforce Development

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Principal Employers (excluding Town)
Current Year and Nine Years Ago

Employer	Nature of Business	2013			2004		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Nstar	Power Company	1,115	1	17%	1,100	1	16%
State Street Bank	Financial Services	700	2	11%	750	2	11%
Meditech, Inc.	Medical Information	435	3	7%	450	3	7%
New York Life Insurance	Life Insurance	325	4	5%			
Roche Brothers	Supermarkets	280	5	4%	390	4	6%
Turbine, Inc.	Video Games	250	6	4%			
ADE Corporation	Measurement Technology	200	7	3%	300	7	4%
MIB	Medical Information	176	8	3%	200	9	3%
Northrop Grumman	Military Electronics	150	9	2%			
Clair Motors	Car Dealer	111	10	2%			
LTX Corporation	Test Equipment for Computer Components	-	-	-	350	5	5%
RCN	Communications	-	-	-	300	6	4%
General Motors Corp	Auto Parts Distribution	-	-	-	200	8	3%
Quebecor	Print Production	-	-	-	130	10	2%
Total		3,742		57%	4,170		62%

Source: Massachusetts Workplace Development

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts

Full-time Equivalent Town Employees by Function

Last Ten Fiscal Years

Function	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General government.....	18	20	20	21	21	22	22	22	22	22
Public Safety.....	68	68	66	69	69	70	70	70	72	72
Education.....	379	396	431	488	493	513	512	476	479	496
Public works.....	28	28	28	28	29	29	29	29	29	30
Human services.....	6	6	6	6	6	6	6	6	6	9
Culture and recreation.....	9	9	9	9	9	10	10	10	13	13
Total	508	527	560	621	627	650	649	613	624	642

Source: Town Records

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts Operating Indicators by Function/Program Last Ten Fiscal Years

Function/Program	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
General Government										
Population.....	14,885	15,196	15,418	15,485	15,648	15,680	15,584	14,618	14,618	14,618
Registered Voters, Annual Town Election.....	9,032	8,999	9,323	9,353	9,584	10,040	10,162	9,450	9,926	10,553
Town Births										
Births.....	176	152	135	158	143	117	113	94	111	105
Marriages										
Marriages.....	49	41	44	36	42	42	36	47	73	56
Deaths										
Deaths.....	153	141	146	145	156	145	154	154	142	162
Dogs licensed										
Dogs licensed.....	997	1,109	1,000	1,138	1,098	1,239	1,213	1,331	1,382	1,387
Police										
Documented calls for police services.....	15,408	15,858	15,300	15,993	16,234	12,819	14,464	12,913	12,800	14,089
Uniform crimes reported.....	210	262	214	238	263	237	254	259	191	235
Arrests.....	147	NA	126	155	153	90	76	69	86	127
Police tickets issued.....	1,025	1,025	1,025	2,105	2,105	1,810	2,105	1,810	1,810	1,810
Police tickets issued.....	343	356	42	129	71	46	46	14	54	42
False burglary alarms.....	1,261	1,245	1,135	1,091	846	829	788	843	912	769
Total number of animal complaints.....	888	861	621	572	458	467	938	372	415	478
Fires										
Inspections.....	840	852	839	939	840	716	701	736	779	839
Plan reviews.....	111	125	96	105	106	75	69	81	77	106
Permits/certificates issued.....	563	547	408	418	242	362	330	405	524	566
Emergency responses.....	2,658	2,793	2,798	2,680	2,767	3,015	2,841	3,039	3,064	2,837
Building Department										
Permits issued.....	1,764	1,782	1,784	1,992	1,899	1,897	1,601	1,821	1,823	1,935
Education										
Public school enrollment.....	2,573	2,720	2,867	3,023	3,008	3,024	3,079	3,178	3,213	3,209
Public Works										
Cemetery										
Lots sold.....	26	47	60	36	51	32	54	32	43	70
Interments.....	62	68	68	62	66	72	76	69	72	51
Resident burial participants.....	1,862	1,862	1,734	1,865	1,865	1,691	1,385	1,385	1,385	1,819
Historical Waste Day Participants.....	300	479	513	339	344	276	282	343	256	187
Human Services										
Board of Health										
Permits issued.....	348	359	343	354	375	324	317	356	326	376
Inspections.....	475	427	426	506	422	431	321	300	286	284
Council on Aging										
Home delivered meals served.....	15,040	14,625	15,888	19,603	19,576	19,878	19,888	19,638	19,404	19,528
Medicavan trips.....	2,832	2,945	2,347	4,182	6,088	6,088	8,422	6,876	7,025	7,132
Libraries										
Books in collection.....	112,017	119,325	109,304	111,646	120,148	115,214	111,114	115,131	115,131	128,680
Circulation.....	235,300	247,321	243,811	235,964	242,464	265,772	268,241	280,422	277,941	192,958
Program attendance.....	12,500	14,907	12,274	11,217	11,136	11,522	10,824	10,958	8,791	5,776
Youth & Family Services										
Illis resident clinical consultation hours.....	1,268	1,320	1,590	683	822	726	677	889	887	1,003
Recreation										
Participants.....	7,105	6,632	6,950	7,967	7,327	7,877	8,327	8,013	7,264	8,248
Special Events Participants.....	-	-	-	-	-	-	-	-	-	4,850

NA: Information not available
Note: 2013 information not available
Source: Various Town Departments

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Capital Asset Statistics by Function/Program
Last Ten Fiscal Years

Function/Program	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General Government										
Number of Buildings.....	3	3	3	3	3	3	3	3	3	3
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Education										
Number of elementary schools.....	5	5	5	5	5	5	5	5	5	5
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	1	1	1	1	1	1	1	1	1	1
Human Services										
Senior Center Facility.....	1	1	1	1	1	1	1	1	1	1
Culture and Recreation										
Libraries.....	2	2	2	2	2	2	2	2	2	2
Conservation land (acreage).....	N/A	N/A	N/A	700	700	700	700	700	700	700

Source: Various Town Departments

Comprehensive Annual Financial Report

How Does Westwood Compare with Other Communities?

In determining the list of communities with which to compare Westwood, three factors were considered: location, population, and per capita equalized valuation (EQV).

Location - Communities within a 30 mile radius of Westwood were considered.

Population - Towns with a population significantly smaller than Westwood probably do not have similar service demands; one larger in population will have increased service delivery demands.

Per Capita Equalized Valuation (EQV) - This factor measures the relative "wealth" of a community by dividing property valuations by population. Per capita valuation is directly related to the amount of revenue that a community can raise via the property tax. It offers some comparison of a community's "ability to pay."

Source: MA Department of Revenue

Municipality	Miles from Westwood	2010 Population	2013 EQV Per Capita	2013 Income Per Capita
Canton	8	21,561	\$203,433	\$43,709
Concord	24	17,668	\$314,836	\$88,072
Holliston	14	13,547	\$160,495	\$42,892
Medfield	6	12,024	\$202,634	\$64,433
Sharon	9	17,612	\$169,594	\$51,095
Sudbury	21	17,659	\$241,012	\$79,004
Wayland	17	12,994	\$253,042	\$89,710
Weston	15	11,261	\$514,825	\$211,789
Westwood		14,618	\$263,032	\$72,467

Fiscal Year 2013				
Municipality	Residential Tax Rate	Commercial Tax Rate	Tax Levy	Taxes As % of Total Revenue
Canton	12.30	24.99	\$60,155,267	67.91
Concord	14.07	14.07	\$71,123,429	79.77
Holliston	18.62	18.62	\$37,858,724	64.56
Medfield	15.73	15.73	\$35,459,410	68.40
Sharon	20.45	20.45	\$54,141,915	72.55
Sudbury	17.99	23.52	\$71,026,410	78.53
Wayland	17.89	17.89	\$52,016,190	69.96
Weston	12.40	12.40	\$64,423,334	73.71
Westwood	14.89	27.28	\$57,671,932	78.69

Municipality	Fiscal Year 2013			Fiscal Year 2012	2013
	Average Single Family Tax Bill	2013 State Hi-Lo Rank	7-1-12 Free Cash	Stabilization Fund	Moody's Bond Rating*
Canton	\$5,729	73	\$3,234,349	\$3,463,814	Aa1 (2011)
Concord	\$11,802	7	\$9,357,662	\$2,709,196	Aaa
Holliston	\$7,090	47	\$1,819,966	\$1,049,045	Aa2
Medfield	\$8,859	22	\$2,269,154	\$2,965,328	Aa1
Sharon	\$8,583	24	\$1,522,531	\$378	Aa2
Sudbury	\$11,205	8	\$2,388,556	\$1,956,224	Aa1 (2011)
Wayland	\$10,529	10	\$6,023,697	\$1,531,570	Aaa
Weston	\$16,921	1	\$3,853,659	\$0	Aaa
Westwood	\$9,287	17	\$2,547,593	\$1,219,595	Aa1

Some Facts About Westwood

Form of Government	Board of Selectmen, Executive Secretary, Open Town Meeting			
Population Trends	2000		2010	
	14,117		14,618	
Registered Voters (2012)	Total	Democrats	Republicans	Unenrolled/Other
	10,553	2,749	1,653	6,151

Westwood Schools

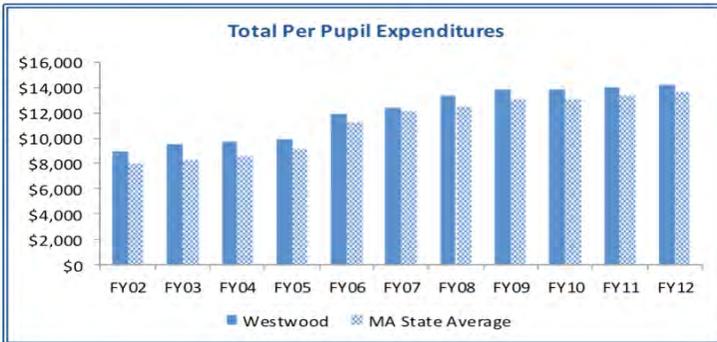
In April, 2005 the new high school and recreational sports fields were opened for students. The new school features beautiful classroom facilities, a state of the art media center, and a new performing arts facility.



2012 National Blue Ribbon School of Excellence



Westwood High School was named a 2012 National blue Ribbon High School by U. S. Secretary of Education Arne Duncan on September 7, 2012. The school is one of just 38 high schools nationwide to be identified as "Exemplary High Performing," a designation reserved for schools that are among their state's highest performing schools.





Visit Westwood's Web Site!
<http://www.townhall.westwood.ma.us/>

Important Links...

- About Westwood
- Address & Phone Directory
- Community Resources Links
- Employment Opportunities
- Forms, Documents, Minutes
- How Do I?
- New Residents
- News and Announcements
- Photo Gallery
- Traffic Updates
- Upcoming Events

Sources: MA Department of Revenue
MA Department of Education
U. S. Census
Town Clerk – Town of Westwood
Board of Assessors – Town of Westwood

End of part 2 of 4
Please download the Appendices B, and C
For a complete archive of the 117th Annual Report.

Appendix B

Town Meetings

State Elections

Town Elections

Annual Town Election Results

April 30, 2013

2013 ANNUAL TOWN ELECTION RESULTS							
Tuesday, April 30, 2013							
ASSESSOR - For Three Years	(1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	128	172	169	185	654	28.19%
	MICHAEL P. KRONE						
	38 Storrow Circle - Candidate for re-election	402	468	404	390	1664	71.72%
	All Others	0	2	0	0	2	0.09%
	TOTAL	530	642	573	575	2320	100%
HOUSING AUTHORITY - For Five Years	(1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	143	186	179	179	687	29.61%
	JASON C. LEE						
	69 Endicott Street - Candidate for re-election	387	453	393	396	1629	70.22%
	All Others	0	3	1	0	4	0.17%
	TOTAL	530	642	573	575	2320	100%
LIBRARY TRUSTEE - For Three Years	(2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	322	412	413	465	1612	34.74%
	KAREN A. COFFEY						
	390 Weatherbee Drive-Candidate for re-election	399	438	394	393	1624	35.00%
	RICHARD V. WADE						
	104 Margery Lane	339	432	339	292	1402	30.22%
	All Others	0	2	0	0	2	0.04%
	TOTAL	1060	1284	1146	1150	4640	100%
MODERATOR - For One Year	(1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	94	133	121	167	515	22.20%
	ANTHONY J. ANTONELLIS						
	21 Gay Street-Candidate for re-election	436	507	452	406	1801	77.63%
	All Others	0	2	0	2	4	0.17%
	TOTAL	530	642	573	575	2320	100%
PLANNING BOARD - For Three Years	(2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	322	407	404	472	1605	34.59%
	BRUCE H. MONTGOMERY						
	89 Highview Street-Candidate for re-election	373	427	370	354	1524	32.84%
	JOHN J. WIGGIN						
	55 Gloucester Road-Candidate for re-election	365	446	371	322	1504	32.41%
	All Others	0	4	1	2	7	0.15%
	TOTAL	1060	1284	1146	1150	4640	100%
SCHOOL COMMITTEE - For Three Years	(2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	321	392	393	440	1546	33.32%
	CAROL S. LEWIS						
	47 Ellis Street - Candidate for re-election	372	444	376	336	1528	32.93%
	JOHN J. O'BRIEN, JR.						
	91 Hawktree Drive - Candidate for re-election	367	440	377	374	1558	33.58%
	All Others	0	8	0	0	8	0.17%
	TOTAL	1060	1284	1146	1150	4640	100%
SELECTMAN - For Three Years	(1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	103	134	134	173	544	23.45%
	PATRICK J. AHEARN						
	103 Church Street-Candidate for re-election	427	503	439	401	1770	76.29%
	All Others	0	5	0	1	6	0.26%
	TOTAL	530	642	573	575	2320	100%
SEWER COMMISSIONER - For Three Years	(1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	132	167	165	191	655	28.23%
	JAMES M. CONNORS						
	44 Whitney Avenue-Candidate for re-election	398	473	407	384	1662	71.64%
	All Others	0	2	1	0	3	0.13%
	TOTAL	530	642	573	575	2320	100%
TOWN CLERK - For Three Years	(1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	73	107	97	121	398	17.16%
	DOROTHY A. POWERS						
	9 Hedgerow Lane-Candidate for re-election	457	535	476	454	1922	82.84%
	All Others	0	0	0	0	0	0.00%
	TOTAL	530	642	573	575	2320	100%

Annual Town Election Results

	No. of Voters Registered	No. of Voters Who Voted	Percent
Precinct 1	2,710	530	20%
Precinct 2	2,729	642	24%
Precinct 3	2,713	573	21%
Precinct 4	2,487	575	23%
TOTAL	10,639	2320	22%

Special State Primary Elections

April 30, 2013

**THE COMMONWEALTH OF MASSACHUSETTS SPECIAL STATE PRIMARY
TOWN OF WESTWOOD
TUESDAY, APRIL 30, 2013**

DEMOCRATIC PARTY						
SENATOR IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	1	0	1	2	0.10%
STEPHEN F. LYNCH	240	304	247	288	1079	53.76%
EDWARD J. MARKEY	249	242	282	150	923	45.99%
All Other Votes	1	0	1	1	3	0.15%
TOTAL	490	547	530	440	2007	100%

REPUBLICAN PARTY						
SENATOR IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	3	2	0	0	5	0.64%
GABRIEL E. GOMEZ	104	106	111	79	400	51.41%
MICHAEL J. SULLIVAN	53	65	70	60	248	31.88%
DANIEL B. WINSLOW	31	22	35	34	122	15.68%
All Other Votes	0	1	1	1	3	0.39%
TOTAL	191	196	217	174	778	100%

Precinct	Registered	Voted	Percent
1	2,710	681	25%
2	2,729	743	27%
3	2,713	747	28%
4	2,487	614	25%
TOTAL	10,639	2,785	
TOTAL PERCENTAGE OF VOTERS:			26%

Special Town Meeting *Minutes*

Monday, May 6, 2013
Westwood High School Gymnasium



WESTWOOD RECORDS SPECIAL TOWN MEETING MONDAY MAY 6, 2013

Pursuant to a warrant dated April 1, 2013, signed by Selectmen, Patrick J. Ahearn, Nancy C. Hyde and Philip N. Shapiro, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Westwood High School Gymnasium on Monday, May 6, 2013 at 7:30 p.m.

The meeting was called to order at 7:56 pm. By Moderator Anthony J. Antonellis who declared the presence of a quorum.

The Moderator recognized the victims of the Boston Marathon bombings with a moment of silence. The Return of Warrant was read, after which all stood for the Pledge of Allegiance to the Flag.

The next order of business was the swearing of those Town Officials who were elected to office on Tuesday, April 30, 2013, by Town Clerk, Dorothy A. Powers.

Two resolutions were presented and read;

The first Resolution was presented to Gerard J. Cronin by Town Clerk, Dorothy A. Powers.

WHEREAS, Gerard J. Cronin has served as an Election Officer beginning in 1997 at Precinct 4, the Downey School, and moving to Precinct 3, the Hanlon School, where he became the Election Warden in 2003 until the announcement of his retirement at the conclusion of the 2013 Annual Town Election/Special State Primary.

WHEREAS, in the role as Warden he has been the chief Election Officer for Precinct 3, the Hanlon School. His responsibilities included supervising all Election Officers before, during, and after the polls closed; tabulating election results and reporting any discrepancies encountered during the day to the Town Clerk. He also maintained order at his precincts and handled any violations of Election laws properly and with professionalism.

WHEREAS, under Gerard's leadership, Election Officers worked hard to assist every registered voter in casting a ballot and ensure it was safely secured until the close of polls. His welcoming personality, patience, and kindness created a pleasant and positive experience for voters and staff. He treated everyone with dignity and respect at all times. We were fortunate to have Gerard serve the community in this important role and are proud of his wonderful service in Election administration.

WHEREAS, we are fortunate to have had Gerard's many years of service with Election support as well as his many volunteer hours on various appointed Town Boards and Committees.

BE IT THEREFORE RESOLVED, that the Town of Westwood, by vote of those present at the 2013 Annual Town Meeting, officially recognize and express its gratitude to Gerard Cronin for his dedicated service to the Town, and

Special Town Meeting *Minutes*

BE IT FURTHER RESOLVED that this Resolution be placed in the official records of the Town of Westwood and a copy be given to Gerard J. Cronin.

The second Resolution was presented to Eric Gutterson by Selectmen, Patrick Ahearn.

WHEREAS, Eric Gutterson served on the Board of Library Trustees for fifteen years from 1998 through 2013, and

WHEREAS, during his terms on the Library Trustees, he was elected to several terms as Chairman and Clerk, representing the Trustees at various Board of Selectmen and Finance and Warrant Commission meetings throughout his service, and

WHEREAS, his advocacy for library services to Town residents was marked by exemplary standards of integrity and openness, and an unwavering commitment to literacy, and

WHEREAS, Eric was the first President of the Westwood Public Library 21st Century Fund, Inc., a non-profit corporation to provide support for the construction of the new public library where funds were raised to be used by the Town of Westwood to defray some of the project's cost and provide resources to help maintain the facility, and

WHEREAS, as a resident of Westwood, he is also involved in a variety of organizations and endeavors throughout the community, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by vote of those present at the 2013 Annual Town Meeting, officially recognizes and expresses its gratitude to Eric Gutterson 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 Eric Gutterson.

The John J. Cronin Public Service Award was then presented to Margery H. Eramo for her exemplary service, dedication, and commitment to the Town of Westwood by Philip Shapiro, Chairman of the Board of Selectmen

The Moderator began the business portion of the meeting at 8:20 p.m. with 1300 registered voters in attendance. The Special Town Meeting Warrant contained 7 articles relating to the University Station project. Residents were given an overview of the project by Philip Shapiro, Chairman of the Board of Selectman followed by John J. Wiggin, Chairman of the Planning board. Upon conclusion of the presentations, each article was presented by the Moderator and residents were given the opportunity to comment. All seven articles were approved by the registered voters who were in attendance.

The votes were as follows:

Special Town Meeting, Article 1. The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw (the "Zoning Bylaw") and Official Zoning Map (the "Zoning Map"), and to approve a Master Development Plan for the so-called University Station project, as follows:

Special Town Meeting *Minutes*

- (i) To amend the Zoning Bylaw by adopting a new bylaw Section 9.8, entitled University Avenue Mixed Use District (“UAMUD”):

9.8 UNIVERSITY AVENUE MIXED USE DISTRICT (UAMUD)

9.8.1 **Purpose.** The University Avenue Mixed Use District (UAMUD) is an overlay district established to encourage the development of mixed use projects in an area that provides proximate access to major highways and public transportation. The UAMUD provisions are intended to promote creative, efficient, and appropriate solutions for the development of complex sites, and facilitate the development of a mix of complementary land uses, including both residential and nonresidential development, that will address Town and regional interests in additional employment, housing, and tax revenue.

9.8.2 **Location.** The UAMUD boundary is as shown on a map of land entitled “University Avenue Mixed Use District,” filed with the Town Clerk, which map, together with all explanatory matter thereon, is hereby incorporated in and made a part of this Bylaw.

9.8.3 **Master Development Plan.** The project developed pursuant to this Section 9.8 must have a Master Development Plan adopted by a two-thirds vote of a town meeting in accordance with the procedures for adoption or change of zoning ordinances or by-laws set forth in M.G.L. Chapter 40A, section 5. As used in this Section 9.8, the term “UAMUD project” refers to the project that is depicted on this Master Development Plan, entitled “University Avenue Mixed Use District Master Development Plan,” prepared by Tetra Tech, dated November 30, 2012, revised December 11, 2012, further revised March 22, 2013, the term “UAMUD project area” refers to the geographic area for the project delineated on the Master Development Plan, and the term “proponent” refers to the proponent or developer of the proposed UAMUD project or any phase or portion thereof.

9.8.3.1. **General Plan Requirements.** The package of Master Development Plan materials submitted for approval at Town Meeting shall include the following information, which shall be on file with the Town Clerk and available for review:

- (a) The area of land proposed to be developed under this Section 9.8.
- (b) A plan of existing conditions showing the topography and features, including wetlands and water bodies, if any, of the land to be developed, as well as the boundaries of the Water Resource Protection Overlay District (WRPOD) in relation to the land to be developed.
- (c) Plans showing the location and width of the existing and proposed roads and ways that will serve the land to be developed, together with a description of the means by which the proposed roads and ways are to be laid out, including whether such roads and ways are to be created through the Subdivision Control Law and/or as public ways to be laid out through town meeting approval.

Special Town Meeting *Minutes*

- (d) Bicycle and pedestrian pathways, including the expected circulation routes.
- (e) A mix of complementary land uses, including both residential and nonresidential development.
- (f) A summary plan showing the location of permissible building areas, with the following indicated for each: designated Use Type(s), as defined in Section 9.8.3.4; maximum building height for buildings in each development area (i.e., each area restricted to certain Use Types as identified on the plan); maximum floor area ratio (FAR) for the overall development; a schedule showing the overall number of parking spaces to be provided for the development, subject to adjustment based upon use changes and tenancy requirements; and aggregate maximum developable gross floor area and unit count, as applicable, for each use category for the entire UAMUD project.
- (g) The location, size, and designated use of dedicated open space, recreational, and buffer areas, including the general nature of the proposed buffer.
- (h) Illustrated descriptions of amenities and design features, such as streetscape improvements, landscaping, and signage, to be included as part of the proposed development.
- (i) Illustrations of the general architecture of the proposed structures. For structures located within 300 feet of residentially-zoned areas, the illustrations must show the height of the proposed structures in relation to surrounding buildings and topography.
- (j) Accompanying technical reports and studies, consisting of a (i) stormwater and drainage report, (ii) fiscal impact study (including the impact on tax revenue of the proposed mix of commercial and residential uses), (iii) traffic study, (iv) noise study, and (v) utilities report.
- (k) A summary of the proposed mitigation and traffic improvements, including concept plans for proposed offsite mitigation, exactions, financial contributions, easements, land grants, alternative affordable housing arrangements, if applicable, and other items to be addressed through the Development Agreement required to be entered into with the Town.

9.8.3.2. **Core Development Area Requirements.** The Master Development Plan shall delineate a Core Development Area (CDA), which shall include Open Space Uses in addition to Retail/Service Uses and other Use Types,

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as defined in Section 9.8.3.4 below. With respect to the CDA, the Master Development Plan submittals shall show the following additional details:

- (a) The location of the CDA, together with the location of buildings within that area.
- (b) A narrative describing all significant details of the CDA.
- (c) The layout of parking, loading, and landscaped areas, and pedestrian and bicycle paths.
- (d) Roadway, drainage and utility infrastructure servicing the CDA.
- (e) Architectural elevations or perspectives of all buildings and parking structures.
- (f) With respect to any proposed residential development, (i) the location of residential building(s), (ii) the total number of units allocated by bedroom type in each residential building, (iii) the number of Affordable Housing units in each residential building, and (iv) the number of dwelling units designed for inclusion on the Massachusetts Department of Community Development (DHCD) Subsidized Housing Inventory.
- (g) The FAR of the CDA.
- (h) A description of the anticipated use(s) of each building within the CDA, including identification of any anticipated uses that would require a special permit, which shall be provided for informational purposes only.
- (i) Documentation, including, without limitation, plans, letters, and/or memoranda, that any proposed work within the WRPOD complies with the requirements of Section 9.8.5.
- (j) An initial estimated development timeline for the CDA, which shall be provided for informational purposes only.
- (k) A list of the sustainable development measures to be included in the project.
- (l) The titles and dates of all submittals intended to satisfy the requirements of this Section 9.8.3.2.

9.8.3.3. **Additional Details for Non-CDA Areas.** To the extent available, the Master Development Plan shall include the type of details required for the CDA pursuant Section 9.8.3.2 for the non-CDA portions of the Master Development Plan.

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- 9.8.3.4. **Use Types.** For the purposes of this Section 9.8, the UAMUD Use Types set forth below shall be established and identified on the Master Development Plan where applicable. Multiple Use Types may be contained within a single building or structure or on a single lot.
- 9.8.3.4.1. **Retail/Service Use Type.** Includes uses that involve the sale of goods and/or provision of services to the public, which uses are typically found in a shopping center or mixed-used development with a retail component.
- 9.8.3.4.2. **Restaurant/Entertainment Use Type.** Includes uses that involve preparation, service, and sale of meals for consumption by the public and/or that otherwise provide recreational or entertainment opportunities to the public.
- 9.8.3.4.3. **Office/R&D Use Type.** Includes uses that involve the provision of office space to individuals and businesses, including businesses that are involved in research and development, which uses are typically found in an office building or mixed-used development with an office component.
- 9.8.3.4.4. **Hotel/Commercial Lodging Use Type.** Includes commercially-oriented lodging and senior living uses, such as conventional and extended-stay hotels, assisted living, memory care and nursing or convalescent facilities (including hospice care).
- 9.8.3.4.5. **Residential Use Type.** Includes multi-family dwellings.
- 9.8.3.4.6. **Municipal Use Type.** Includes all facilities that are owned or operated by or for benefit of the Town of Westwood or other governmental authority.
- 9.8.3.4.7. **Open Space Use Type.** Includes all green, landscaped, and open space areas, wellhead protection areas, and stormwater management areas designed to serve stormwater control, recreational, buffering and/or open space purposes. Such areas may include, without limitation, underground utilities, stormwater control infrastructure, and sidewalks and paths to be used for pedestrian and/or bicycle circulation and/or active or passive recreation.
- 9.8.4 **Permitted Uses.** The land and buildings shown on an approved Master Development Plan may be used for any use permitted as of right or by special permit as set forth below, provided that the use is located in an area where the applicable Use Type is designated on the Master Development Plan (subject to the exceptions identified below as being

Special Town Meeting *Minutes*

allowed anywhere on the Master Development Plan). Multiple uses may be contained within a single building or structure or on a single lot, provided that each such use is either permitted by right or has been granted a special permit where required by this Section 9.8.4.

9.8.4.1. **Principal Uses Permitted By Right**

9.8.4.1.1. **Retail/Service Use Type.** See Section 9.8.3.4.1

- a. Bank or Financial Institution, including Drive-Through Service
- b. Business Services Establishment
- c. General Services Establishment
- d. Personal Services Establishment
- e. Professional Services Establishment
- f. Printing/copy/publishing establishment
- g. Retail sales and services establishment, including pharmacy with Drive-Through Service

9.8.4.1.2. **Restaurant/Entertainment Use Type.** See Section 9.8.3.4.2

- a. Coffee Shop, which may include Drive-Through Service, provided that any Coffee Shop located in Development Area A, as shown on the Master Development Plan, shall be accessory to, and located within the same building as, an Office/R&D Use.
- b. Fast Order Restaurant, provided that any Fast Order Restaurant located in Development Area A shall be accessory to, and located within the same building as, an Office/R&D Use.
- c. Fitness or Health Club, provided that any Fitness or Health Club with an outdoor recreation component shall be located solely within Development Area C.
- d. Ice Cream Parlor, provided that any Ice Cream Parlor located in Development Area A shall be accessory to, and located within the same building as, an Office/R&D Use.
- e. Restaurant with or without entertainment, less than 10,000 square feet, provided that any Restaurant less than 10,000 square feet located in Development Area A shall be accessory to, and located within the same building as, an Office/R&D Use.

9.8.4.1.3. **Office/R&D Use Type.** See Section 9.8.3.4.3

- a. Business Services Establishment
- b. Data Storage Facility
- c. Educational Use, Non-Exempt
- d. General Office

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- e. Medical Center or Clinic
- f. Office of Health Care Professional
- g. Professional Services Establishment
- h. Research and Development

9.8.4.1.4. **Hotel/Commercial Lodging Use Type.** See Section 9.8.3.4.4

- a. Assisted Living Residence
- b. Memory Care Facility
- c. Motel or Hotel
- d. Nursing or Convalescent Home (including hospice care)

9.8.4.1.5. **Residential Use Type.** See Section 9.8.3.4.5

- a. Multi-Family Dwelling in accordance with Section 9.8.4.5, Residential Use Requirements, provided that no more than 350 units total are permitted without a special permit.

9.8.4.1.6. **Municipal Use Type.** See Section 9.8.3.4.6

- a. Municipal Facilities

9.8.4.1.7. **Uses Allowed Anywhere on the Master Development Plan**

- a. Commercial Parking Garage
- b. Child Care Facility
- c. Cultural Facility
- d. Educational Use, Exempt
- e. Essential Services
- f. Shuttle Service

9.8.4.2. **Uses Permitted By Special Permit**

9.8.4.2.1. **Retail/Service Use Type.** See Section 9.8.3.4.1

- a. Drive-Through Service, unless identified in Section 9.8.4.1, provided that the later addition of Drive-Through Service to a Bank or Financial Institution, a pharmacy, or a Coffee Shop shall require Project Development Review pursuant to Section 9.8.12.2.2 of this Bylaw if the building containing such use was not originally built so as to provide Drive-Through Service.

9.8.4.2.2. **Residential Use Type.** See Section 9.8.3.4.5

- a. Multi-family Dwelling in accordance with Section 9.8.4.5, Residential Use Requirements.

Special Town Meeting *Minutes*

- 9.8.4.2.3. **Restaurant/Entertainment Use Type.** See Section 9.8.3.4.2
- a. Restaurant with or without entertainment, 10,000 square feet or more
 - b. Commercial Recreation, Indoor, except for Fitness or Health Club, which is allowed by right pursuant to Section 9.8.4.1.2.c. Such uses include, but are not limited to, movie theater, music venue, bowling alley, and other entertainment uses that are not accessory to a use permitted by right.
 - c. Commercial Recreation, Outdoor

Notwithstanding any other provision of this Zoning Bylaw, the Planning Board shall be the special permit granting authority for all uses set forth above.

9.8.4.3. **Prohibited Uses**

Any use(s) not expressly allowed pursuant to Sections 9.8.4.1 or 9.8.4.2 shall be prohibited unless the Building Commissioner, in consultation with the Town Planner, determines that a proposed use is substantially similar in both its characteristics and its impact on abutting properties to either a use listed as permitted by right or a use listed as permitted by special permit, and provided further that if the use is substantially similar to a use listed as permitted by special permit, a special permit shall be required, and the Planning Board shall be the special permit granting authority. Prohibited uses include, but are not limited to, the following uses.

- 9.8.4.3.1. Earth removal or mining operations, except for site work and excavation activity in connection with the construction of buildings and structures, including building pads, roadway construction, or the installation of utilities or other development infrastructure
- 9.8.4.3.2. Junkyard or Automobile Graveyard
- 9.8.4.3.3. Landfills and open dumps, as defined in 310 CMR 19.006
- 9.8.4.3.4. Landfilling of sludge and septage
- 9.8.4.3.5. Light Manufacturing
- 9.8.4.3.6. Manufacturing
- 9.8.4.3.7. Motor Vehicle General Repairs and Body Repair
- 9.8.4.3.8. Motor Vehicle Light Service
- 9.8.4.3.9. Motor vehicle sales and rentals; motor vehicle general and body repairs; motor vehicle light service
- 9.8.4.3.10. Self-Storage or Mini-Storage Facilities
- 9.8.4.3.11. Stockpiling and disposal of snow and ice containing sodium chloride, calcium chloride, chemically treated abrasives or other chemicals used for the removal of snow

Special Town Meeting *Minutes*

or ice which has been removed from roadways located outside of the UAMUD project area

- 9.8.4.3.12. Warehouse, wholesale, or distribution facility with or without outdoor storage, provided that warehouse-type retail sales and home improvement stores are a permitted Retail/Service Use Type. An existing warehouse, Light Manufacturing, wholesale, or distribution facility within the UAMUD project area that is in existence as of the date of adoption of this Section 9.8 is an allowed use, provided that any expansion of the building containing this use requires a special permit issued by the Planning Board pursuant to Section 10.3, Special Permits.

9.8.4.4. **Accessory Uses.** Any use that is incidental to, or customarily used in connection with, any principal use permitted within the UAMUD project shall be permitted as an accessory use, provided that such use would not be prohibited within the UAMUD project as a principal use. Without limiting the foregoing, the following accessory uses shall be permitted:

9.8.4.4.1. **Accessory Uses Permitted By Right**

- a. Outdoor display, storage, sales, and seating, provided that the requirements of Section 9.8.7.3 are met
- b. Automated Teller Machines (ATMs)
- c. Sales, service, and installation of mobile automotive audio provided in connection with a principal retail use
- d. Medical Center or Clinic in connection with a principal retail use
- e. Pet grooming, veterinary services, and boarding provided in connection with a principal retail use
- f. Retail Take-Out Counter
- g. Uses within an office building that support office uses, including, without limitation, health and fitness centers, restaurants/cafeterias, dry cleaner drop-off service, and small-scale retail stores

9.8.4.4.2. **Accessory Uses Permitted By Special Permit**

- a. Within the area off Harvard Street shown as Development Area C on the Master Development Plan, and upon the issuance of a special permit by the Planning Board pursuant to Section 10.3, Special Permits, sales and installation of automotive tires, batteries, and similar accessories provided in connection with a principal retail use, provided that no general repair of automobiles, including body work and oil/lubrication services, shall be permitted; provided further that, if such accessory automotive use is located within the WRPOD, then the applicable special permit

Special Town Meeting *Minutes*

shall be issued pursuant to Section 9.3, with the Planning Board designated as the special permit granting authority.

- b. Storage of calcium chloride, chemically treated abrasives or other chemicals, but not sodium chloride, solely to be used for the removal of snow or ice on the roadways, walkways, or parking lots within the UAMUD project area, provided that these chemicals are stored in a structure with an impermeable cover and impervious surface with a drainage system sufficiently designed to prevent the discharge of contaminated runoff or leachate into the soil, groundwater, or surface water.
- c. With the exception of (i) outdoor commercial recreation and (ii) entertainment accessory to restaurant of less than 10,000 square feet, any accessory use that would require a special permit if conducted as a primary use shall also require a special permit if conducted as an accessory use.

Notwithstanding any other provision of this Zoning Bylaw, the Planning Board shall be the special permit granting authority for all accessory uses set forth above.

9.8.4.4.3. **Accessory Use Not Located on the Same Lot as Principal Use.** An accessory use may be located on a different lot from its associated principle use provided that the accessory use remains reasonably proximate to the principal use. The location of an accessory use on a different lot than the principal use shall require the Planning Board's determination, at an administrative meeting, that such accessory use is generally compatible with the surrounding development area.

9.8.4.5. **Residential Use Requirements.** All residential components of a UAMUD project shall comply with the below provisions. Except as provided in Section 9.8.4.5.3.b below, for purposes of this Section 9.8.4.5, an Assisted Living Residence, Memory Care Facility, and Nursing or Convalescent Home shall not be considered a residential component, with the exception of any such facilities that are independent dwelling units because they have independent kitchens and bathrooms or any such facilities that contain multiple independent dwelling units within one structure.

9.8.4.5.1. **Dwelling Units.** The aggregate of all residential components shall not exceed a maximum of 650 dwelling units. A maximum of 350 dwelling units shall be allowed

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by right. Any dwelling units above the 350 dwelling units allowed by right shall require a special permit from the Planning Board pursuant to Section 9.8.4.5.4.

9.8.4.5.2. **Design.** All residential components shall be appropriately integrated with the overall development through the use of sidewalks, crosswalks, and other pedestrian connections, and shall be of a scale and character that both enhances and complements the overall development and ensures the advancement of smart growth initiatives so as to enable safe, attractive, and comfortable access and travel for all users, including pedestrians, bicyclists, motorists and public transport users of all ages and abilities.

9.8.4.5.3. **Affordable Housing.** All of the following requirements for affordable housing must be satisfied:

- a. Of the three hundred and fifty (350) residential units allowed by right in the CDA, a minimum of two hundred and twenty-one (221) units plus ten percent (10%) of all units in excess of two hundred and twenty-one (221) must, in the determination of the Planning Board, be designed for inclusion on the DHCD Subsidized Housing Inventory.
- b. A minimum of ten percent (10%) of total dwelling units in excess of the 350 dwelling units allowed by right, if any, must be Affordable Housing units. In addition, if the units within any Assisted Living Residence, Memory Care Facility, or Nursing or Convalescent Home are included in the Town's total number of housing units on the DHCD Subsidized Housing Inventory, then ten percent (10%) of these units shall be Affordable Housing units, unless the proponent satisfies the alternative requirements provided in Section 9.8.4.5.3.c below.
- c. In the alternative to Section 9.8.4.5.3.b above, for each Affordable Housing unit required but not included within the UAMUD project, the Planning Board, in its discretion, may allow the proponent: (i) to provide an Affordable Housing unit at an off-site location; or (ii) to make a payment to the Town's Affordable Housing Trust Fund in an amount that the Planning Board determines adequate to offset the lack of the Affordable Housing unit within the UAMUD project area.

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- d. All Affordable Housing units provided under this Section 9.8.4.5.3 must be permanently encumbered so as to be maintained as Affordable Housing units in perpetuity.

9.8.4.5.4.

The Special Permit Requirement. Development of dwelling units above the initial 350 dwelling units requires a special permit to be issued by the Planning Board pursuant to this Section 9.8.4.5.4. No special permit for such additional residential development shall be issued until at least 60% of the initial 350 dwelling units have been occupied.

- a. **Application and Administrative Requirements.** The requirements of Sections 10.3.2 and 10.3.4 through 10.3.9 of this Bylaw shall apply to any special permit required under this section provided that the Planning Board shall have the discretion to waive applicable filing requirements based upon information already provided to the Planning Board in connection with prior UAMUD project reviews.
- b. **Decision.** A special permit shall be granted by the Planning Board only upon its written determination that the adverse effects of the proposed residential component will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site and of the proposal in relation to that site. In making this determination, the Planning Board may make such findings as are deemed relevant by the board for consideration of the potential adverse effects and beneficial impacts associated with a particular project. However, no special permit shall be granted unless the board finds, at a minimum, that:
 - 1. The residential use is physically and functionally integrated with surrounding uses and provides appropriate access to public transportation infrastructure.
 - 2. The residential use is one component of a larger, coherent plan for a project component in which it shares public spaces, amenities, and pedestrian circulation.

3. The residential use is part of, supports, or complements a predominantly nonresidential project component.
4. The dwelling units diversify the housing choices within the UAMUD project area and the community.
5. With the inclusion of the residential component, the overall UAMUD project still results in net fiscal benefits to the Town, and the proponent has adequately mitigated any adverse fiscal impacts of the proposed residential use.
6. The residential use adequately accommodates and addresses traffic flow and safety, is adequately serviced by utilities and other public services, and does not pose unacceptable and unmitigated impacts on the environment.
7. The residential use meets the affordable housing requirements of Section 9.8.4.5.3.

9.8.4.6. **Determination of Permitted Uses.** All individual uses shall be subject to the requirements of Sections 9.8.4, including special permit requirements where applicable. In the event of an uncertainty as to whether an individual use is included within a Use Type set forth in Section 9.8.3.4, which Use Type is specified as a Permitted Use Type for the relevant section of the Master Development Plan, the Building Commissioner, after consultation with the Town Planner, shall make a determination as to whether such use is appropriately included.

9.8.5 Water Resources Protection Overlay District (WRPOD) Requirements

9.8.5.1. **Special Permit Granting Authority.** Except as provided in Section 9.8.5.2 below, any use allowed pursuant to Section 9.8.4 shall, if located within the WRPOD, satisfy the requirements of Section 9.3 of this Bylaw. Where a WRPOD special permit is required under the provisions of this section, the Planning Board shall be the special permit granting authority, and the requirements of Sections 9.3.8 through 9.3.12 shall apply to such special permits, except that all references to the Board of Appeals in those sections shall, for purposes of this provision, be deemed references to the Planning Board.

9.8.5.2. **WRPOD Standards and Requirements.** To the extent the requirements of Section 9.3, Water Resource Protection Overlay District (WRPOD), are inconsistent with the requirements of this Section 9.8.5.2, the requirements of this section shall govern a UAMUD project.

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- 9.8.5.2.1. **Storage.** The following storage uses shall not require a special permit pursuant to Section 9.3.5 or be subject to the requirements of Section 9.3.7.5, unless expressly stated otherwise, provided that they satisfy the general requirements of Section 9.8.5.2.10.
- a. Hazardous Materials. The storage of Hazardous Materials in greater than household quantities solely for sale at the same retail store where these materials are stored. For purposes of this provision, Hazardous Materials shall include liquid petroleum products packaged for consumer use.
 - b. Liquid Petroleum Products. The storage of liquid petroleum products solely for use in an emergency or back-up generator. In addition, liquid petroleum products in the fuel tanks of vehicles parked in parking structures or on lots within the UAMUD project area shall not be considered the storage of liquid petroleum products pursuant to Section 9.3.5.2 or the storage of hazardous materials pursuant to Section 9.3.7.5.
 - c. Commercial Fertilizers. Storage of commercial fertilizers and soil conditioners solely for sale at the same retail store where these materials are stored.
 - d. Snow or Ice Removal Chemicals. Storage of sodium chloride, calcium chloride, chemically treated abrasives or other chemicals used for the removal of snow or ice solely for sale at the same retail store where these materials are stored.
- 9.8.5.2.2. **Construction-Related Excavation.** The removal of soil, loam, sand, gravel or any other mineral substances for excavation for construction-related activities in conformance with approved plans, including the construction of roadways, utilities, and other infrastructure, shall be permitted by right and shall not be restricted in any way by Section 9.3.6.6.
- 9.8.5.2.3. **Minimum Lot Area.** Minimum lot area for a lot within the WRPOD shall be the minimum lot area required in Section 9.8.7.1.
- 9.8.5.2.4. **Drainage.** The requirements for the recharge of storm drainage may be met across the aggregate of all land within

the UAMUD project area, but do not have to be met on each individual lot. All drainage shall meet the stormwater management standards adopted by the Massachusetts Department of Environmental Protection (DEP). The WRPOD is a “critical area” under these standards.

- 9.8.5.2.5. **Vegetation.** No less than twenty percent (20%) of the overall UAMUD project area shall be maintained as a green or vegetated area. Such green or vegetated area may be provided (a) within the UAMUD project area and/or (b) within areas outside such UAMUD project area, but within the UAMUD, that are or will be subject to a recorded easement, restriction or covenant, or other instrument deemed appropriate by the Planning Board.
- 9.8.5.2.6. **Impervious Areas.** If a UAMUD project includes areas both within and outside of the WRPOD, then all stormwater runoff from buildings shall be directed to recharge systems anywhere within the UAMUD project area, in accordance with applicable DEP regulations, and all other runoff shall be required to comply with the stormwater management standards adopted by DEP.
- 9.8.5.2.7. **Public Water Supply.** The location and use of new buildings, structures, parking areas, disposal facilities, point source discharges, and other infrastructure within the Zone I area that extends outward in a 400-foot radius from any public water supply well shall be reviewed and approved as part of the approval of the Master Development Plan and, to the extent outside of the CDA, as part of Project Development Review pursuant to Section 9.8.12.2.2 of this Bylaw and shall not require a special permit pursuant to Section 9.3.5; provided that the Planning Board may, in its discretion, require a special permit pursuant to Section 9.3.5 if it determines that any changes to the approved Master Development Plan within the Zone I area may pose material adverse impacts to water quality. A special permit shall not be required for minor adjustments in the location and configuration of the buildings, parking areas and other site features which are considered de minimis by the Building Commissioner.

Within the Zone I area, the following limitations shall apply. To the extent that any other provisions of the Bylaw are inconsistent with the limitations set forth below, the limitations set forth below shall control.

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- a. No portion of a building containing a home improvement store or any retail use that will store or sell toxic or hazardous materials regulated under Section 9.3 of the Zoning Bylaw on substantially the same scale as, or in similar quantity to, a home improvement store shall be located within the Zone I area.
- b. No fertilizers, herbicides, or insecticides shall be used within the Zone I area, except for organic and/or low-phosphorous alternatives that are appropriate for use in sensitive areas and have been approved in writing by the Town Planner after consultation with the Dedham Westwood Water District.
- c. Any commercial dumpsters or commercial compactors located outdoors within the Zone I shall have an impermeable lid or cover integral to the dumpster or compactor itself and shall be located on an impervious surface with a drainage system sufficiently designed to prevent the discharge of contaminated run-off or leachate into the soil, groundwater, or surface water.
- d. Stockpiling and disposal of snow and ice containing sodium chloride, calcium chloride, chemically treated abrasives or other chemicals is prohibited within the Zone I area.
- e. No emergency or back-up generators, nor storage of liquid petroleum products for use in an emergency or back-up generator, shall be located within the Zone I area.

9.8.5.2.8. **Storage and Use of Snow Removal Materials.** Within any portion of the UAMUD project area within the WRPOD, the storage of calcium chloride, chemically treated abrasives or other chemicals used for the removal of snow or ice on roadways, but not sodium chloride, may be allowed by special permit, consistent with Section 9.8.4.4.2.b, provided that these chemicals are stored in a structure with an impervious cover and on an impervious

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surface with a drainage system sufficiently designed to prevent the discharge of contaminated run-off or leachate into the soil, groundwater, or surface water. In addition, only calcium chloride shall be used in such areas, provided that the Town Planner, after consultation with the Dedham Westwood Water District, may approve in writing the use of a snow removal agent shown to be less harmful to the environment.

9.8.5.2.9. **Wastewater.** All UAMUD uses located within the WRPOD requiring wastewater disposal shall be connected to a public sewer system or be served by a local area or on-site treatment facility approved by the Planning Board by special permit pursuant to Section 10.3, Special Permits.

9.8.5.2.10. **General Requirements within the WRPOD**

- a. Hazardous Materials, commercial fertilizers and soil conditioners, and sodium chloride, calcium chloride, chemically treated abrasives or other chemicals offered for sale at a retail store must be individually packaged in household quantities within covered, leak-proof containers designed for consumer purchase and use. Except as provided in subsection (b) below, such retail containers must be stored above-ground within a fully-enclosed structure with an impervious cover and on an impervious surface with a drainage system sufficiently designed to prevent the discharge of contaminated run-off or leachate into the soil, groundwater, or surface water.
- b. Commercial fertilizers and soil conditioners offered for sale may be stored within the garden center or similar section of a home improvement store or similar retail operation, provided that they are sited in a structure with an impervious cover and on an impervious surface with a drainage system sufficiently designed to prevent the discharge of contaminated run-off or leachate into the soil, groundwater, or surface water.
- c. Liquid petroleum products used for emergency or back-up generators must comply with Section 9.3.7.5, Storage of Hazardous Materials.

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- d. Any home improvement store, and any retail use that will store or sell toxic or hazardous materials regulated under Section 9.3 on substantially the same scale as, or in similar quantity to, a home improvement store, shall file with the Building Commissioner a Spill Prevention and Contingency Plan to prevent, contain, and control the spill of oil and/or hazardous materials. Any such store shall also (a) maintain an emergency services agreement with a licensed hazardous materials clean-up contractor to respond to a release at a store location, including any loading dock or outdoor loading area associated with the store location, and (b) ensure that its employees receive such hazardous material training as is required by law.
- e. All loading docks shall be fully sealed so that loading and unloading activities occur within the applicable building. Loading dock areas shall benefit from a drainage system sufficiently designed to prevent the discharge of contaminated run-off or leachate into the soil, groundwater, or surface water, to include catch basins with oil/gas/sand interceptors providing at least 200 gallons of storage. Shut-off valves on proposed drain lines must be accessible above ground, clearly labeled, properly maintained, and located so as to prevent accidental damage. Spill response requirements must be posted within the loading dock. Employees using the loading dock shall receive training in the use of shut-off valves and the containment of spills.

9.8.5.2.11. **Building Commissioner Review.** Prior to issuance of a Certificate of Occupancy for any use subject to this Section 9.8.5, the Building Commissioner shall review and confirm compliance with the foregoing standards and requirements. Nothing in this provision shall preclude the Planning Board from reviewing compliance with these standards and requirements as part of its Project Development Review.

9.8.6 **Protection of Existing Uses.** Except for existing warehouse uses as provided in Section 9.8.4.3.12, the requirements of this Section 9.8 shall not apply to any existing building(s) within the Master Development Plan project area unless such building(s) are redeveloped, expanded, or changed in use as part of the UAMUD project, and such existing buildings and the existing use(s) thereof shall be treated as nonconforming uses and structures in accordance with Section 4.5, Nonconforming Uses and Structures.

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9.8.7 **Dimensional Standards and Requirements.** The alternative dimensional and other requirements set forth in this Section 9.8.7 shall be used for a UAMUD project rather than the requirements provided elsewhere in this Bylaw, including, without limitation: Section 5.2, Table of Dimensional Requirements; Section 5.3, Notes for Table of Dimensional Requirements; Section 5.4, Height Regulations; Section 5.5.4, Corner Clearance; Section 5.5.5, Uses within Setbacks; Section 5.5.6, Creation of Ways; Section 6.3.2, Buffer Areas in Nonresidential Districts; Section 6.3.9, Screening Standards; Section 6.5, Floor Area Ratio Limitation; and Section 7.1, Earth Material Movement.

9.8.7.1 **Table of Dimensional Requirements**

Minimum Lot Area	15,000 square feet
Maximum Building Height ^ *	
Development Area A ⁺	70 feet
Development Area B	80 feet
Development Area C	60 feet
Development Area D	60 feet
Core Development Area 1	60 feet
Core Development Area 2	70 feet
Core Development Area 3	60 feet
Core Development Area 4	60 feet
Maximum Floor Area Ratio**	1.0

^ In no event shall the height of a building exceed one hundred seventy-eight and one-half (178½) feet above the North American Vertical Datum of 1988 (NAVD88).

* Unoccupied mechanical features such as chimneys, clock towers, ventilators, skylights, tanks, bulkheads, penthouses, antennae, green energy infrastructure, rooftop screening elements, and functional, decorative, or architectural features carried above the roof line are exempted from the limitations on building height

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provided they do not collectively cover more than thirty percent (30%) of the roof area of the building, provided that no such features exceed one hundred seventy-eight and one-half (178½) feet above NAVD88. Upon issuance of a special permit by the Planning Board pursuant to Section 10.3, Special Permits, an increase in building height to a maximum of 120 feet shall be permitted in the development area located to the south/east of University Avenue, identified as Development Area B on the Master Development Plan, provided that no building, including unoccupied mechanical structures, shall exceed one hundred seventy-eight and one-half (178½) feet above NAVD88.

+ Development Areas and Core Development Areas are shown on the Master Development Plan.

** The floor area ratio on individual lots within the UAMUD project area may exceed the limits set forth herein, provided that the aggregate FAR of all lots in the overall UAMUD project otherwise complies with such limit.

9.8.7.2 The buffer and screening requirements set forth in Sections 6.3.2 through 6.3.10 of this Bylaw shall not apply. Instead, wherever the UAMUD project area abuts or is within twenty (20) feet of the boundary line of any Residential District, there shall be a buffer area with a minimum width of one hundred (100) feet. Said buffer area may include streets, access drives, and other means of public access comprising no more than ten percent (10%) of the applicable buffer area, and shall be used to minimize visual impact on any adjacent residential uses through the use of plantings, berms, and/or fencing, or alternatively may be developed as a publicly accessible open space area with walkways and other opportunities for passive recreation.

9.8.7.3 Outdoor seating for retail use, restaurants, and other uses shall not be subject to Section 6.3.1, Enclosure Requirements in Highway Business and Industrial Districts. However, the following standards shall apply to all outdoor seating, sales, and display areas within a UAMUD project:

- (a) In all cases, sufficient clearance of at least six (6) feet shall be maintained for safe and efficient public access along sidewalks, access drives, and roadways.
- (b) Such areas shall be appropriately separated from streets and sidewalks by means of fencing, plantings, or other similar measures.
- (c) Outdoor sales and display areas shall be maintained in a neat and orderly condition at all times.

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All proposed outdoor seating, sales, and display areas within an UAMUD project must be approved in writing in advance by the Building Commissioner and, once implemented, shall be reconfigured upon the order of the Building Commissioner as the Building Commissioner deems necessary to address public safety, convenience, order, or appearance.

- 9.8.7.4 More than one (1) building shall be permitted on any lot.
- 9.8.7.5 The owner of any lot shown on the approved Master Development Plan shall be entitled to lawfully divide such lot, including without limitation by virtue of plans endorsed by the Planning Board pursuant to M.G.L. Chapter 41, section 81P, without modifying the approved Master Development Plan and without the need for other approvals under this Bylaw, provided that any such lot must have minimum frontage of 50 feet at the street line. To the extent consistent with the Subdivision Control Law, M.G.L. Chapter 41, section 81K, et seq., lots within an approved UAMUD project may be separated by a public or private way.
- 9.8.7.6 Except where otherwise expressly provided in this Section 9.8.7, all dimensional requirements applicable to a UAMUD project shall be calculated across the entire UAMUD project area, irrespective of individual lot lines within the UAMUD development. Consistent with typical site configurations for larger, complex mixed-use developments, individual buildings within the UAMUD development may be located immediately adjacent to individual lot line boundaries. Without limiting the foregoing, there shall be no minimum corner clearance, lot width, setback requirements, minimum non-wetland area, maximum building coverage, maximum impervious surface, or lot coverage requirements for a project developed under this Section 9.8, provided that a minimum setback and corner clearance may be required by the Planning Board to preserve acceptable sightlines for traffic safety.
- 9.8.8 **Parking and Loading.** The alternative parking requirements set forth in this Section 9.8.8 shall be used for a UAMUD project rather than the requirements applicable to the underlying district as provided under applicable Planning Board regulations and/or elsewhere in this Bylaw, including, without limitation, Sections 6.1.1 through 6.1.26.
 - 9.8.8.1 Expected parking requirements for the UAMUD project shall be as set forth on a schedule included with the Master Development Plan (the “Parking Schedule”), rather than by reference to Section 6.1.2. The number of parking spaces within a UAMUD project or any portion thereof shall be approved by the Planning Board as part of a Conformance Determination, as defined in Section 9.8.12.2.1, or as part of a Project Development Review (PDR) Approval, as defined in Section 9.8.12.2.2, as applicable, and the actual aggregate number of spaces approved by the Planning Board may vary from the Parking Schedule. The number of spaces contained within the UAMUD project may change from time to time, based upon changes in use and tenant requirements. Such adjustments in spaces may be accomplished without the

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need for further Planning Board review or approval, unless on-site parking has been deemed inadequate by the Building Commissioner. Such parking shall be deemed inadequate if the on-site parking area is often substantially full and there is frequent parking of vehicles in access drives or on streets within or near the UAMUD project area. In such case the Planning Board shall review the issues at an administrative meeting and determine whether to require PDR Approval for parking modifications.

- 9.8.8.2 If accepted by the Planning Board as part of a Conformance Determination, as defined in Section 9.8.12.2.1, or as part of a PDR Approval, as defined in Section 9.8.12.2.2, for other phases or areas shown on the Master Development Plan, shared off-street parking arrangements, which may include structured parking, shall be permitted and may be located on contiguous lots or on separate lots that are within the UAMUD Project area.
- 9.8.8.3 There shall be no minimum parking setback requirements as required in Section 6.1.18 except at any boundary line at the perimeter of the overall Master Development Plan area. The number of entrances and exits shall be the minimum necessary for safe and efficient traffic circulation.
- 9.8.8.4 Parking lot landscaping, both internal and perimeter, for a UAMUD project shall be substantially as shown on the approved Master Development Plan and as accepted by the Planning Board as part of a Conformance Determination, as defined in Section 9.8.12.2.1, or as part of a PDR Approval, as defined in Section 9.8.12.2.2. Where provided, trees shall be spaced, on average, not more than twenty-seven (27) feet on center.
- 9.8.8.5 Parking may be provided through any combination of at grade, on street, and/or structured parking facilities, both stand-alone and part of other buildings. Parking for cars and bicycles shall be as accepted by the Planning Board as part of a Conformance Determination, as defined in Section 9.8.12.2.1, or as part of a PDR Approval, as defined in Section 9.8.12.2.2. Bicycle racks for parking shall comply with standards adopted by the Planning Board in the Rules and Regulations promulgated under this Section 9.8.
- 9.8.8.6 Sidewalks or multipurpose pedestrian ways and facilities shall connect each parking lot or facility to buildings, public spaces, or other destination points within the development.
- 9.8.8.7 Adequate loading areas shall be provided for all businesses and other applicable uses containing more than ten thousand (10,000) square feet of net floor area. When exclusive loading areas are provided, such areas shall be designed so as to have unobstructed access and shall be configured so that no trucks or other vehicles are parked on a public street while loading or unloading, or while waiting to load or unload.

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- 9.8.9 **Transportation Demand Management (TDM).** A TDM program, satisfactory to the Planning Board, shall be provided, including the following:
- (a) The appointment of a TDM Coordinator for the project, or separate TDM Coordinators for individual components of the project;
 - (b) The submission of a TDM plan for the project, or separate TDM plans for individual components of the project, to include programs and techniques designed to reduce single-occupancy vehicle use, and to facilitate the use of alternative means of transportation, and which may include membership in the Neponset Valley Transportation Management Association or its successor, or a similar organization approved by the Planning Board.
- 9.8.10 **Signage.** The alternative sign requirements set forth in this Section 9.8.10 shall be used for a UAMUD project rather than the signage requirements applicable to the underlying district as provided elsewhere in this Bylaw. All signs shall be as defined in Section 9.5.11.1.
- 9.8.10.1. **Development Identification Sign.** A UAMUD project shall be allowed to install and maintain development identification signs in the vicinity of each substantial gateway(s) or entrance(s) to the project from neighboring streets, which signs may be installed at on-site and/or off-site locations. Such development identification sign may include the name and/or logo of the development project, as well as the names and/or logos of any occupants within the development. Development identification signs may have two (2) faces, each of which shall not exceed two hundred (200) square feet of copy area, excluding frame and borders. Development identification signs shall not exceed twenty-five (25) feet in height. Development identification signs shall include appropriate materials and landscaping to ensure an attractive entrance(s) to the development.
- 9.8.10.2. **Wall or Awning Signs.** Any combination of Wall Signs and Awning Signs shall be permitted such that the aggregate of all such Wall Signs and Awning Signs associated with each individual business establishment shall not exceed two (2) square feet of signage for each one (1) linear foot of facade associated with said establishment, measured across the longest facade in the case of establishments with more than one street facade. Logos and/or graphic representations shall be counted toward the maximum permitted sign area. Awning Signs shall have at least 8 feet clearance above the pedestrian grade.
- 9.8.10.3. **Projecting Signs.** One Projecting Sign may be permitted for any individual business establishment. A projecting sign shall have two (2) legible faces, each of which shall not exceed sixteen (16) square feet in area. Logos and/or graphic representations shall be counted toward the maximum permitted sign area. Projecting Signs must have at least eight (8) feet of clearance above the pedestrian grade, and shall not project more than six (6) feet from a building facade.

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- 9.8.10.4. **Window Signs.** Window Signs shall be permitted such that the aggregate of all such Window Signs associated with an individual business establishment shall not exceed a total of one (1) square foot of signage for each one (1) linear foot of facade associated with said establishment, measured across the longest facade in the case of establishments with more than one street façade, up to a maximum of fifty (50) square feet of window signage per business establishment. Logos and/or graphic representations shall be counted toward the maximum permitted sign area.
- 9.8.10.5. **Directional Signs.** Directional Signs shall be allowed throughout a development. The number of such signs, and the size of each sign, shall be the minimum necessary to ensure traffic safety. Directional Signs shall not exceed four (4) square feet in area and shall have a maximum height of eight (8) feet above ground. Directional Signs may be post-mounted, ground-mounted, or mounted on a building or structure, and shall provide adequate clearance for vehicular and/or pedestrian traffic.
- 9.8.10.6. **Way Finding Signs.** Way Finding Signs shall be allowed throughout a development, and may be allowed both on site and at off-premises locations. The number of such signs, and the size of each sign, shall be the minimum necessary to ensure traffic and pedestrian safety. Way Finding Signs shall be post-mounted, ground-mounted, or mounted on a building or structure, and shall not exceed thirty-two (32) square feet in area and shall have a maximum height of eight (8) feet above ground. All Way Finding Signs located throughout a development shall be consistent in material, color and lettering style. Way Finding Signs shall not contain individual business identification logos. Way Finding Signs may include electronically changed lettering as appropriate to provide directions and/or indicate availability of public parking. Such changeable signs must be static displays that do not flash, or exhibit changes in lighting levels, or offer multiple messages on a cyclical basis.
- 9.8.10.7. **Directory Sign.** One or more Directory Signs shall be permitted within the UAMUD project area. Directory Signs shall not exceed thirty-five (35) square feet in area and shall have a maximum height of eight (8) feet above ground.
- 9.8.10.8. **Temporary Construction Signs.** Temporary Construction Signs for both owners and occupants of lots within the approved Master Development Plan shall be permitted. Temporary Construction Signs shall not exceed thirty-two (32) square feet in area and shall have a maximum height of six (6) feet above ground. Temporary Construction Signs shall be removed within thirty (30) days of the completion of construction.
- 9.8.10.9. **Prohibited Signs.** Roof signs, flashing signs, variable lit signs, variable message signs, except as permitted in Section 9.8.10.6, flags, balloons, streamers, pennants, banners, strings of lights, ribbons, spinners and other similar devices, shall be prohibited in any UAMUD project. Temporary signs are prohibited except as provided in Section 9.8.10.8 or in connection with

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special events and seasonal displays. No sign which indicates the time, date and temperature shall be considered a flashing sign provided such sign meets all other provisions of this Section 9.8.10.

- 9.8.10.10. **Sign Materials.** Signs shall be manufactured using industry standard materials that are consistent with a high quality project. Structurally necessary brackets, posts or other supports may be visible if compatible with the appearance of the sign they support. Conduit, tubing, raceways, conductors, transformers and similar equipment shall be concealed from view.
- 9.8.10.11. **Sign Illumination.** Indirect illumination of a sign by properly shielded light fixtures, or by edge-lighting, or by halo lighting, or internal illumination of only the lettering, wording or insignia portions of a sign, shall be permitted. In all cases indirect illumination shall only be permitted by steady white light. Notwithstanding the above, Awning Signs shall not be internally illuminated.
- 9.8.10.12. **Project-Specific Signage Alternative.** In recognition of the interrelated nature of signage systems in complex, mixed-use projects, and the importance of clear, adequate, and effective signage to the safe and efficient operation of such projects, notwithstanding the provisions of Sections 9.8.10.1 through 9.8.10.11 of this Bylaw, the Planning Board may, as part of its Conformance Determination for the CDA or PDR Approval for all other areas and phases of the UAMUD project, approve an alternative signage package or alternative signs for the UAMUD project, provided that the Planning Board finds that the alternative adequately addresses the needs of the development and traffic safety while appropriately balancing any impacts on the surrounding environment.

9.8.11 Design and Performance Standards. The following design and performance standards shall apply to UAMUD projects. These standards shall be reflected in the Master Development Plan submittals for the CDA and, to the extent practicable, for the non-CDA areas. The standards and requirements set forth in this Section 9.8.11 shall override any other standards and requirements imposed elsewhere in this Bylaw, except as expressly provided in Section 9.8.

9.8.11.1. **Building Design**

- (a) **General.** Structures shall be designed to create a visually pleasing, unifying and compatible image for the development as a whole. Any combination of architectural design elements may be employed to meet this standard, including building color, texture, materials, scale, height, setbacks, roof and cornice lines, signs, and elements such as door and window size and location, and door and window detailing.
- (b) **Exterior Materials.** Exterior walls for the project shall use a combination of architectural masonry materials, including but not

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limited to brick, glass, stone, stucco, exterior insulation and finishing system (EIFS), high quality siding and shingles, precast concrete architectural panels, stainless steel, split face block. No standard scored or flat face block will be allowed. Stainless steel shall be used solely as accents at entrances or windows, unless otherwise approved by the Planning Board as part of its Conformance Determination or PDR Approval. Colors shall be medium values of natural building materials such as earth, stone, etc. Extremes of colors shall not be used except as accents at entrances.

- (c) **Facade Treatments.** To avoid long unbroken expanses of wall, the architecture shall incorporate, as appropriate, design features providing horizontal and vertical relief including projections, building jogs, elements of transparency or windows, architectural detailing, and changes in surface materials. The design of public entrance ways shall incorporate architectural features and elements to emphasize the entrance locations and interrupt long stretches of building facade. The facades of parking structures shall be designed to a standard of architectural finish consistent with other buildings within the project. All exterior walls shall be designed and finished with materials that maintain a consistent architectural character with adjoining buildings. Complementary use of public pedestrian spaces may also be considered as a contributory element.
- (d) **Relationships Among Structures and Components.** Buildings and parking structures shall be designed with common elements that both create a sense of unity and express a relationship to the interior. An example is using ornamentation to reflect floor levels. These elements may include the horizontal spacing of bays, columns, and windows; and the vertical alignment and spacing of floors. Structures shall relate harmoniously to the existing landscape and to the scale and architecture of existing buildings that have a functional and/or visual relationship to the proposed structures. Special attention shall be paid to reduce the effect of shadows on an abutting property, public open space or street, or to otherwise lessen any negative visual impacts of a proposed structure.
- (e) **Detailing.** Architectural detailing and surface textures and colors of adjoining components of the UAMUD project, such as anchor stores, residential structures, and parking structures, should be related and contribute to an overall sense of cohesion within the project. While a variety of design treatments is encouraged to avoid monotony, individual components shall be designed to avoid overly strong contrasts.

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- (f) **Rooftops.** Rooftop mechanical features, heating and air conditioning units, vents, stacks, mechanical penthouse(s) shall be screened by use of parapet walls or similar elements

- 9.8.11.2. **Visual Mitigation and Screening of Infrastructural Elements.** Exposed storage areas, exposed machinery or electric installations, common service areas, truck loading areas, utility structures, trash/recycling areas and other elements of the project infrastructure shall be subject to reasonable visual mitigation requirements, including, but not limited to, screen plantings or buffer strips, combinations of visually impermeable fencing and plantings, or other screening methods necessary to assure an attractive visual environment.

- 9.8.11.3. **Utilities.** All new, permanent utilities such as electricity, telephone, gas, and fiber optic cable to be installed in connection with the UAMUD development shall be placed underground. All UAMUD developments, and all principal buildings within them, shall be connected to the public water supply. Sewage collection shall be by the public sewage collection system or by a local area or on-site treatment facility approved by the Planning Board by special permit pursuant to Section 10.3, Special Permits. Access easements to any utility connections shall be granted to the Town to assure maintenance and emergency repair.

- 9.8.11.4. **Land Uses and Common Areas.** Open space or publicly-accessible common areas shall be included within the development, to encourage pedestrian activity and to visually separate buildings or groups of buildings. When reasonably feasible, independently sited common areas shall be connected to other nearby open space and common areas by use of pathways and other similar pedestrian connections.

- 9.8.11.5. **Street Design.** Streets, interior drives and related infrastructure within the proposed development shall be designed in accordance with applicable engineering standards, and shall be designed with sufficient capacity to accommodate anticipated trip generation and turning movements, to provide for adequate access by public safety vehicles and maintenance equipment, and to safely maintain and encourage pedestrian and bicycle circulation.

- 9.8.11.6. **Circulation, Traffic Impact & Public Street Access.** A UAMUD development shall provide for a comprehensive, interconnected, safe and efficient system of circulation that adequately incorporates varied transportation modes, both vehicular and non-vehicular. This system shall include the layout of roadways, interior drives, automobile and bicycle parking facilities and shall include pedestrian and bicycle circulation and directional signage. Review of site circulation shall include: entrances and approaches, ramps, walkways, interior drives, and parking access. Traffic planning shall consider the surrounding system of public streets, the

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existing and future vehicular trip volume, the number and location of proposed access points to public streets, and existing and proposed traffic controls and management measures. The impact of volume increases on adjacent residential districts and business areas shall be mitigated to the satisfaction of the Planning Board using traffic engineering and traffic calming techniques. Drive-Through Services shall not impede the circulation of traffic on roadways or within parking lots in a way that gives rise to congestion or safety hazards. The proponent shall provide plans identifying potential locations for future shuttle or bus stops in the event that a shuttle or public bus service becomes available.

- 9.8.11.7. **Public Safety.** UAMUD projects shall be designed and located so as not to endanger their occupants or the public. The design shall include adequate water supply distribution and storage for fire protection. Vehicular circulation shall consider the access needs of emergency and public safety vehicles.
- 9.8.11.8. **Stormwater Management.** Stormwater management systems serving the proposed development shall be designed in conformance with DEP Stormwater Standards, as amended from time to time, to efficiently collect runoff from all impervious surfaces, roofs, and canopies in a manner that avoids adverse drainage impact on any neighboring property. A plan for controls that are appropriate and specific to the site and the project, and which includes both pre-construction and post-development measures, shall be employed to mitigate erosion and sedimentation impacts. Where space, topography, soils, and the character of the proposed development make it practical, low impact designs (LID) that capture and recharge runoff to the groundwater shall be used as an alternative to closed systems.
- 9.8.11.9. **Outdoor Lighting.** Lighting shall be designed so as to avoid any material light trespass and glare on adjacent neighborhoods, business areas, and streets. Exterior lighting fixtures shall be of the full-cutoff type, and hoods and shields shall be incorporated as needed to prevent light trespass and glare. Lighting in minimally-used areas shall be reduced after business hours. The project shall incorporate lighting practices and systems that will reduce light pollution and conserve energy, while maintaining reasonable nighttime safety and security. Section 6.4 shall not be applicable to a UAMUD project.
- 9.8.11.10. **Mixed Uses and Activities.** A UAMUD project must contain a mix of uses. Proponents are strongly encouraged to include a beneficial mix of commercial and non-commercial uses. Compatibility between uses shall take into account peak hours of use and parking for individual components.
- 9.8.11.11. **Energy Efficiency.** A UAMUD project shall incorporate energy-efficient technology in building materials, lighting, heating, ventilating and air

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conditioning systems, as well as use of renewable energy resources, and shall adhere to the principles of energy-conscious design with regard to building orientation, shading, landscaping and other elements. Efforts shall be made to harmonize energy-related components with the character of a building and its surroundings and to prevent adverse effects on the energy consumption of neighboring structures and on the environment.

- 9.8.11.12. **Sustainability.** Tenants shall be encouraged to adopt energy-efficient construction methods and technologies using a Tenant Energy Efficiency Manual that identifies green requirements, initiatives, and goals for the UAMUD project. The Tenant Energy Efficiency Manual is to be prepared by the proponent and provided to each tenant within the UAMUD project. The UAMUD project shall also voluntarily submit to a state-level review of its greenhouse gas impacts, and, in connection with such review, shall incorporate sustainable measures and practices, potentially including white roofing, daylighting, photovoltaics, LED technology, water using fixtures that meet WaterSense or equivalent standards, and similar measures, that demonstrate a measurable reduction in such impacts.
- 9.8.11.13. **Public Gathering Areas.** A UAMUD development shall include one or more areas, exclusive of wetlands, to which the public has at least visual access, and preferably physical access, including landscaped areas and features such as pedestrian walks, landscaped pedestrian spaces and plazas, and incidental support structures, but excluding vehicular travelways, driveways, and parking surfaces. These public gathering areas shall be designed to maximize visibility for persons passing the site or viewing it from nearby properties.
- 9.8.11.14. **Air Quality, Noise, Vibration, Etc.** The approved project, when open, shall comply with applicable DEP standards as to the project's environmental impacts. Under no circumstances shall the project result in "noxious" impacts to the environment or the community, and the air quality, noise, and vibration impacts associated with the project shall be appropriate for the project and the character of surrounding uses, with the sole exception of any temporary impacts associated with public gatherings or special events, emergency and public safety vehicle operations, construction, and similar activities. Section 6.6 shall not be applicable to UAMUD projects.
- 9.8.11.15. **Construction Solid Waste Management.** The proponent shall make arrangements for the disposal of tree stumps and debris resulting from construction, and shall arrange for appropriate on-site storage of refuse pending its removal. Such on-site storage shall be screened from public view, secure from birds or other animals, protected from wind and other weather conditions, and located so as to present minimal hazard in the event of fire and minimal threat to water quality in the event of container failure.

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- 9.8.11.16. **Water Quality.** The requirements with respect to uses and structures within the WRPOD are addressed in Section 9.8.5.
- 9.8.11.17. **Spill Prevention and Response.** The proponent shall provide an operation and maintenance plan and an emergency response and contingency plan that identify design and operational controls and measures to prevent and respond to potential releases, discharges, and spills of oil and/or hazardous material within the UAMUD project area that are appropriate in view of the proximity to public water supply.
- 9.8.11.18. **Water Efficiency.** A UAMUD project shall incorporate water-efficient technology in building materials, air conditioning systems, irrigation systems, and plumbing fixtures and appliances, and shall, where reasonably feasible, utilize EPA WaterSense or equivalent labeled toilets, faucets, urinals, showers, pre-rinse nozzles and irrigation controllers.

9.8.12 Administration

- 9.8.12.1. **Development Agreement.** A UAMUD project shall mitigate the impacts of the development to the satisfaction of the Town both through seeking grants and incentives from state and/or federal agencies and the proponent's mitigation commitments and contributions. The mitigation and other general project commitments of the proponent shall be memorialized in a Development Agreement entered into between the proponent and the Board of Selectmen. No building permit shall be issued until the Development Agreement has been executed.
- 9.8.12.2. **Project Review**
 - 9.8.12.2.1. **Conformance Determination.** The CDA shall undergo Conformance Determination review simultaneously with the Planning Board's review and recommendation of this Section 9.8 for purposes of Town Meeting approval. In the event that the Planning Board requires additional information or materials prior to approving the CDA, and the proponent is not able to deliver such materials sufficiently in advance of Town Meeting, then the CDA shall undergo Conformance Determination following the receipt of such materials by the Planning Board. All other areas and phases of the approved UAMUD project shall undergo Project Development Review in accordance with Section 9.8.12.2.2 below. The Planning Board shall issue the Conformance Determination if it finds that the final plans and materials (i) materially conform to the approved Master Development Plan materials, and (ii) are otherwise compliant with the standards and requirements set forth in this Section 9.8. The Conformance Determination shall be

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conclusive evidence of such findings. No building permit shall be issued with respect to the CDA prior to the issuance of a Conformance Determination for the CDA.

9.8.12.2.2. **Project Development Review.** Following approval of the Master Development Plan for a UAMUD project by Town Meeting, the proponent shall undergo Project Development Review for any phase or area of the approved UAMUD project other than the CDA prior to issuance of a building permit for such phase or area. The Planning Board shall issue a Project Development Review (PDR) Approval for a phase of the UAMUD project if it finds that the following criteria have been met with respect to the project or the phase thereof for which a building permit is being sought:

- (a) Conformance. The project or applicable phase thereof materially conforms to the approved Master Development Plan submittals submitted pursuant to Section 9.8.3, as the same may be modified pursuant to this Bylaw.
- (b) Impact. (i) Any previously-developed portion of the UAMUD project has not resulted in material adverse impacts that have caused a condition that does not comply with applicable regulatory requirements or, in the opinion of the Planning Board, is substantially detrimental to the public health or safety or the environment; (ii) the project or applicable phase thereof does not pose new material adverse impacts or materially exacerbate existing adverse impacts to any adjacent property or the proximate neighborhood that have not already been addressed through mitigation required by the Development Agreement, as the same may be amended from time to time, or a prior PDR Approval; and (iii) the project component for which PDR Approval is sought results in net fiscal benefits to the Town and the proponent has adequately mitigated any adverse fiscal impacts.
- (c) Design. The project or applicable phase thereof complies with the standards and requirements set forth in this Section 9.8, including but not limited to the performance and design standards set forth in Section 9.8.11.

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The findings required under paragraphs (b) and (c) above may be satisfied through the Planning Board's imposition of mitigation measures and other requirements pursuant to Section 9.8.12.2.5 that, if satisfied, will cause the project or applicable phase thereof to conform to these criteria.

A PDR Approval shall be conclusive evidence of the Planning Board's findings under this section.

- 9.8.12.2.3. **Submittal Requirements.** An application for a Conformance Determination or PDR Approval shall be filed with the Town Clerk, and copies shall be submitted to the Planning Board in the manner and quantity specified in the Rules and Regulations adopted pursuant to Section 9.8.12.6 of this Zoning Bylaw (the "Rules and Regulations").
- 9.8.12.2.4. **Review Procedure.** The Planning Board's review and consideration of an application for a CDA Conformance Determination or PDR Approval shall be in accordance with the Rules and Regulations.
- 9.8.12.2.5. **Supplemental Development Standards and Mitigation.** In issuing a PDR Approval, the Planning Board may include, as part of its written report, mitigation measures, supplemental development standards, requirements, safeguards, limitations, and specifications that address specific components of the approved development, such as lighting, signage, and landscaping. The Planning Board may include requirements for post-approval monitoring of certain development impacts, as well as performance guarantees, self-reporting commitments, and other measures to ensure compliance with the approved plans and submittals.
- 9.8.12.2.6. **Waivers.** In connection with a PDR Approval, the Planning Board, in its discretion, may waive the dimensional requirements of Section 9.8.7, except for height and FAR, if it determines that (i) the waiver will substantially improve the UAMUD project; (ii) the project or applicable phase thereof satisfies the performance and design standards set forth in this Section 9.8; and (iii) the granting of a waiver will not nullify or substantially derogate from the intent or purpose of this Section 9.8. A waiver shall not be granted if it would cause the UAMUD project to become inconsistent with the approved Master

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Development Plan submittals pursuant to Section 9.8.3 of this Bylaw.

9.8.12.2.7. **Denial.** In the event that the Planning Board denies a Conformance Determination, PDR Approval, or waiver, the proponent shall either (i) withdraw the development proposal; (ii) modify its plans to make them consistent with the Planning Board's findings and submit the modified plans to the Planning Board for reconsideration of the Conformance Determination, PDR Approval, or waiver; (iii) seek approval of a modification of the Master Development Plan by the Planning Board pursuant to Section 9.8.12.12 or Section 9.8.12.13, followed by a Conformance Determination for the CDA or a PDR Approval for development outside of the CDA; or (iv) seek, at its option, either (a) a Special Permit for modification of the Master Development Plan pursuant to Section 9.8.12.14 of this Bylaw or (b) approval of a revised Master Development Plan by a majority vote at Town Meeting. Additionally, where a Conformance Determination is denied, the proponent may, at its option, submit additional materials and undergo full Project Development Review in accordance with Section 9.8.12.2.2.

9.8.12.3. **Phased Development.** An approved UAMUD project may be constructed in one or more phases, provided that such phased development complies with the requirements of Section 9.8.12.2.1, with respect to the CDA, or the requirements of Section 9.8.12.2.2 with respect to other phases or areas shown on the approved Master Development Plan. Upon the granting of a Conformance Determination for the CDA or a PDR Approval for any other phase of the approved UAMUD project, such phase shall be deemed to be in compliance with the requirements of this Bylaw at the time such finding is made, notwithstanding the status of any other phase of the development and/or any noncompliance of such other phase with the requirements of this Section 9.8.

9.8.12.4. **Application of Requirements to Individual Lots.** The requirements of Section 9.8 of this Bylaw shall not be applied to the individual lots or ownership units within an approved UAMUD project, but shall be applied as if the entire plan area were a single conforming lot, whether or not the same is in single or multiple ownership. Any violation of this Bylaw by an owner or occupant of a single lot or ownership unit or demised premises within an approved UAMUD project shall not constitute a violation by any other owner or occupant; provided, however, that the foregoing shall not be deemed to affect the Planning Board's right to impose

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conditions on development phases subsequent to the CDA to address adverse project impacts related to any previous phase.

- 9.8.12.5. **Relationship to Underlying Districts and Regulations.** The UAMUD is established as an overlay district superimposed over, rather than replacing, the applicable underlying zoning district(s). Except as otherwise noted in this Section 9.8, the provisions and requirements of other applicable overlay districts, including, without limitation, Section 9.5, Flexible Multiple Use Overlay District (FMUOD), and Section 9.6, Mixed Use Overlay District (MUOD), and any rules and regulations or design standards of the Planning Board, shall not apply to any project developed pursuant to this Section 9.8.

Except as provided elsewhere in this Section 9.8, special permit and similar approvals/criteria otherwise required under this Bylaw shall not be required for a UAMUD development, including, without limitation, any such approvals/criteria required pursuant to: Section 7.1, Earth Material Movement; Section 7.2, Major Business Development (MBD); Section 7.3, Environmental Impact Design Review (EIDR); Section 8.4, Senior Residential Development (SRD); Section 8.5, Residential Retirement Community (RRC); and Section 9.2, Flood Area Overlay District. The requirements of Section 9.3, Water Resource Protection Overlay District, as applied to a UAMUD project are addressed elsewhere in this Section 9.8.

Upon approval of a Master Development Plan, the use regulations of the underlying zoning district(s) shall not apply to the area within the Master Development Plan, but all other regulations of the underlying zoning district(s) shall apply except to the extent that they are inconsistent with, supplemented by, or modified by the provisions of this Section 9.8. In the event of any conflict or inconsistency between the other provisions of this Bylaw and this Section 9.8, the provisions of this Section 9.8 shall prevail.

Development of any or all lots within an approved Master Development Plan may be pursued under other applicable underlying zoning and overlay districts, subject to receipt of approvals, if any, required under such other regulations only if the Planning Board, in its discretion, votes to release the lot or lots from the Master Development Plan.

- 9.8.12.6. **Rules and Regulations.** The Planning Board may adopt rules and regulations for the administration of this section, which shall be limited to defining the application and submittal requirements, fees, reimbursement for consultants, performance guarantees, and

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procedural requirements for any approvals required pursuant to Section 9.8. The Planning Board may also adopt bicycle rack standards required by Section 9.8.8.5.

- 9.8.12.7. **Enforcement.** The Building Commissioner shall have jurisdiction to enforce compliance with the standards and requirements of a Conformance Determination for the CDA and PDR Approval for all other areas and phases of the approved UAMUD project, both before and after construction, and may institute legal proceedings or take such other actions as are necessary to ensure compliance.
- 9.8.12.8. **Issuance of Building Permit.** Following the Planning Board's issuance of a Conformance Determination for the CDA or PDR Approval for all other areas and phases of the approved UAMUD project, the proponent shall submit copies of the Planning Board's Conformance Determination or PDR Approval and accompanying reports to the Building Commissioner, along with other required building permit application materials and fees, and a building permit may thereafter be issued for the approved project, or any individual component thereof, without the need for any further approvals under this Bylaw, except where this Section 9.8 specifically requires further approval. Building permits may be sought and issued for individual components of an approved project, and nothing in this Section 9.8 shall obligate the proponent to construct all of the improvements shown on an approved Master Development Plan, except that all construction associated with public roadways, infrastructure, utilities, and open space shall be substantially complete prior to the issuance of any building permit for a building outside of the CDA unless adequate performance guarantees have been incorporated into the Development Agreement.
- 9.8.12.9. **Issuance of Occupancy Permit.** All construction associated with public roadways, infrastructure, utilities, and open space shall be substantially complete prior to the issuance of any occupancy permit for a building within the CDA unless adequate performance guarantees have been incorporated into the Development Agreement.
- 9.8.12.10. **Transfer of UAMUD Approvals.** UAMUD approval of a project, or any individual portion thereof, may be freely transferred between lots and between owners, provided that the transferee complies with the provisions of this Section 9.8.
- 9.8.12.11. **Post-Construction Development Review.** Following completion of construction of any portion of the UAMUD project, PDR Approval from the Planning Board pursuant to Section 9.8.12.2.2

shall be required for the following within such UAMUD area: (i) construction of any new building not previously approved; (ii) an expansion of an existing building that increases the gross floor area of such building by 3,000 square feet or more or by 10% or more of the existing gross floor area, whichever is less; or (iii) any exterior alteration to an existing building that is deemed by the Planning Board not to constitute a minor modification because it would have the effect of materially changing the overall character of the applicable portion of the UAMUD project.

- 9.8.12.12. **Minor Modifications of the Master Development Plan.** Once a Master Development Plan has been approved at Town Meeting, the Planning Board may, in its discretion, approve a minor modification of the Master Development Plan by a majority vote at a public meeting. For purposes of this subsection, a plan modification is “minor” if the changes proposed, considered in the aggregate with all minor modifications previously approved:
- (a) Are consistent with the requirements and standards set forth in this Section 9.8 and do not have a material adverse effect on the overall design and implementation of the UAMUD project;
 - (b) Do not increase by more than ten percent (10%) the maximum gross floor area limitations for each category of use as noted in the approved Master Development Plan or the size of any individual permissible building area;
 - (c) Do not result in the aggregate floor area ratio of all lots on the approved Master Development Plan exceeding 1.0;
 - (d) Do not increase the land area included within the Master Development Plan by more than ten percent (10%);
 - (e) Do not adversely affect the storm water quality of the development;
 - (f) Do not increase projected vehicle trips by more than five percent (5%), unless it is demonstrated that such increase (i) for any intersection in the vicinity of the development that operates at LOS D or better would not result in a reduction of overall intersection level of service below LOS D and (ii) would not otherwise cause vehicular traffic to operate in an objectively unsafe manner, or cause queue lengths that block intersections, unless any such impacts are addressed with adequate traffic mitigation, as certified by the proponent’s Registered Traffic Engineer and approved by the Planning Board; and

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- (g) Do not include any residential dwelling units in excess of the limits established by this Section 9.8.

Minor adjustments in the location and configuration of the buildings, parking areas, and other site features within an approved development area, shall not require further Planning Board approval, as long as such adjustments are considered de minimis by the Building Commissioner, do not exceed individual gross floor area requirements, and would not have the effect of changing the overall character of the applicable portion of the UAMUD project.

- 9.8.12.13. **Permitted Modifications to Retail and Office Uses.** In addition to minor modifications pursuant to Section 9.8.12.12, the Planning Board may, in its discretion, approve modification of the Master Development Plan by a majority vote at a public meeting if the modification meets one of the following criteria:
 - (a) An increase in Office/R&D Uses to a maximum of 550,000 square feet and/or increase in Retail/Service and Restaurant/Entertainment Uses to a maximum of 900,000 square feet, provided that (i) the increase does not trigger any of the thresholds in Section 9.8.12.12, with the exception of the limits set forth in Sections 9.8.12.12(b) and (d), which may be exceeded with the approval of the Planning Board; and (ii) any traffic and parking impacts attributable to any such increase(s) are mitigated to the satisfaction of the Planning Board.
 - (b) Substitution of Office/R&D Uses for any other uses outside of the CDA, except Open Space Uses, provided that (i) the substitution does not trigger any of the thresholds in Section 9.8.12.12, with the exception of the limits set forth in Sections 9.8.12.12(b) and (d), which may be exceeded with the approval of the Planning Board; and (ii) any traffic and parking impacts attributable to any such increase(s) are mitigated to the satisfaction of the Planning Board.
- 9.8.12.14. **Master Development Plan Special Permit.** In the event that the Planning Board determined that a proposed change in the Master Development Plan does not meet the requirements for approval pursuant to Section 9.8.12.12 or Section 9.8.12.13, or in the event that the Planning Board exercised its discretion not to approve a proposed modification pursuant to those sections, then the proponent shall have the option of seeking either (A) an amendment of the Master Development Plan at Town Meeting, or (B) a special permit for modification of the Master Development Plan pursuant to Section 10.3 of this Bylaw authorizing the final

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development plans to be implemented as proposed. The Planning Board shall be the special permit granting authority for any such special permit.

9.8.12.15. **Lapse.** A Master Development Plan approval shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within three (3) years following the date of approval by Town Meeting. The Planning Board may extend such approval, for good cause, upon the written request of the proponent. Substantial use, including, without limitation, the filing of a building permit application for construction, of any portion of the approved Master Development Plan shall permanently vest the Master Development Plan and it shall not thereafter lapse for any reason.

- (ii) To amend Section 2.0 [Definitions] to remove all subsection numbers, and to add the following new definitions to the list of previously included definitions, in the appropriate alphabetical order: Commercial Parking Garage; Cultural Facility; Data Storage Facility; Educational Use, Exempt; Fast Order Restaurant; Fitness or Health Club; General Office; Medical Center or Clinic; Memory Care Facility; Office of Health Care Professional; Shuttle Service.

Commercial Parking Garage A structure or portion of a structure that provides for parking within, below, or on top of the structure which is open to the general public and is not accessory to a particular commercial or industrial establishment.

Cultural Facility Any building or structure used for programs or activities involving the arts, humanities, and/or sciences or other endeavors that encourage refinement or development of the mind through observation and interaction, including art galleries or museums, but excluding movie theaters and venues for the performing arts such as music venues or stage theaters.

Data Storage Facility A building that houses computing and communications systems and hardware that provide off-site records and media storage, backup services, and data retrieval, delivery, and destruction services.

Educational Use, Exempt Use of land or structures for educational purpose on land owned or leased by the commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination, or by a nonprofit educational corporation

Fast Order Restaurant A Restaurant that serves Fast Order Food, excluding Fast Order Food Establishments that have Drive-Through Service or that customarily have Drive-Through Service even if such Drive-Through Service would not be provided at the location in question.

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Fitness or Health Club A use providing exercise equipment and athletic and recreational facilities for use by patrons, including individualized personal training, sports fields, playing courts, climbing walls, and group exercise classes based on aerobics, cycling (spin cycle), boxing, yoga, pilates, weightlifting, muscle training, and similar activities. A Fitness or Health Club may include a sauna, steam shower, spa services, wellness areas, swimming pool, accessory health-shops, snack bars, child-care facilities, and member lounges and cafes. Outdoor exercise facilities and activities may be included provided that they are accessory to the indoor uses. The inclusion of accessory retail uses shall not cause a Fitness or Health Club to be considered a retail use.

General Office A building in which one or more establishments conducts business, clerical, or professional activities on a regular basis and which does not come within the definitions of Business, Services Establishment, General Services Establishment, and Professional Services Establishment.

Medical Center or Clinic A building designed and used for the diagnosis and treatment of human patients that does not include substance rehabilitation or overnight care facilities

Memory Care Facility A facility that provides housing and specialized care for residents needing memory care for dementia, Alzheimer's or other cognitive impairments.

Office of Health Care Professional An office for a medical doctor, dentist, psychologist, chiropractor, acupuncturist, or similar physical or mental health care professional, including clinical and laboratory analysis activities directly associated with such medical office use, but excluding offices within Medical Centers or Clinics.

Shuttle Service The operation of buses or similar motor vehicles designed for the transport of groups of people, together with a covered garage for parking shuttle vehicles and shelters at shuttle stops.

- (iii) To amend the Zoning Map to include a new UAMUD overlay district, the boundaries of which are shown on the plan entitled, "University Avenue Mixed Use Overlay District," prepared by Tetra Tech, as most recently filed with the Town Clerk; and

(As described in Section 9.8.2 above)

- (iv) To approve the Master Development Plan, entitled, "University Station – University Avenue Redevelopment, Master Development Plan," prepared by Tetra Tech, as most recently filed with the Town Clerk, for the UAMUD project area.

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Special Town Meeting, Article 2. The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to take the following several actions in furtherance of public necessity and convenience and in conjunction with certain improvements, changes and alterations to the location lines of a new roadway layout and underlying infrastructure existing or planned to serve the so-called University Station project (the “Project”):

- (A) To authorize the Board of Selectmen to take and acquire, at no expense to the Town, by purchase, gift, eminent domain or otherwise, such land or other interests in land, and to lay out as Town ways, on terms acceptable to the Board of Selectmen, the ways shown as University Avenue, Harvard Street, Rosemont Road, and Nstar Way on the layout plans prepared by Tetra Tech, as most recently filed with the Town Clerk (the “Layout Plans”), and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town.
- (B) To authorize the Board of Selectmen to accept right of way easements for public travel and infrastructure facilities over any land necessary within the area shown on the plan entitled, “University Avenue Mixed Use Overlay District,” prepared by Tetra Tech to serve, for any length of time, as rights of way until completion of applicable portions of infrastructure and roadway realignment, and to amend, terminate or release all or any aspect of any such easements as may currently exist.
- (C) To authorize the Board of Selectmen to discontinue a portion of Westwood Station Boulevard as shown on the Layout Plans, to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said discontinuance.
- (D) To authorize the Board of Selectmen to acquire, at no expense to the Town, by purchase, gift, eminent domain or otherwise, and thereafter to abandon or dispose of any private interests in land within the bounds of the following town ways (as now existing or previously discontinued): University Avenue, Rosemont Road, Marymount Avenue, NStar Way and Harvard Street, and related private slope easements and rights pertaining to said town ways substantially as shown on the Layout Plans, on terms acceptable to the Board of Selectmen, said abandonment or disposal being for no consideration, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town.
- (E) To authorize the Board of Selectmen to acquire, at no expense to the Town, by purchase, gift, eminent domain or otherwise, and thereafter to abandon, dispose of or relocate, certain easements, rights and interests in land related to rights of way, utilities, signs, drainage, sewer and slopes shown on the Layout Plans, so as to conform to the new roadway layout and infrastructure design approved in connection with the Project, said abandonment, disposal, or relocation being for no consideration, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town.
- (F) To authorize the Board of Selectmen to discontinue, abandon and/or relocate, at no expense to the Town and for no consideration, those certain roadway, sidewalk, landscape, signage, drainage, sewer and infrastructure easements and rights held by the Town depicted on the Layout Plans, and to acquire, at no expense to the Town, by purchase, gift, eminent domain or otherwise, certain land and easements, rights and interests in land, on terms acceptable to the Board of Selectmen, related to mitigation of project impacts and new sewer, drainage and

Special Town Meeting *Minutes*

other municipal infrastructure so as to conform to the new roadway and intersection layouts and infrastructure design approved in connection with the Project, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town.

- (G) To authorize the Board of Selectmen to grant, release, amend, and/or accept, on behalf of the Town, such rights of access, easements, restrictive covenants, and other interests as may be required in connection with the Project, on terms acceptable to the Board of Selectmen, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town.

Special Town Meeting, Article 3. The Finance and Warrant Commission recommended and the Town voted by a Majority vote in favor declared by the Moderator to authorize the Board of Selectmen to negotiate and execute a “development agreement” related to development of the so-called University Station project (the “Project”), and to negotiate and execute such other agreements with the proponents of the Project as may be deemed necessary or appropriate by the Board of Selectmen.

Special Town Meeting, Article 4. The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to amend Section 321-1 of the General Bylaws of the Town of Westwood by adding the following sentence at the end of said Section 321-1:

Notwithstanding the foregoing, nothing contained within this Chapter 321 shall be deemed to prohibit or limit a retail business from conducting interior activities that are accessory to the operation of the retail business, such as cleaning, stocking, food preparation and other supporting operations between the hours of 12:00 midnight and 6:00 am, provided that (i) truck deliveries shall not occur during the hours of 12:00 midnight to 4:00 am; (ii) during the hours of 4:00 am to 6:00 am truck deliveries shall be made solely to sealed loading docks, with no exterior loading or unloading permitted; and (iii) waste removal shall in all events not occur between 12:00 midnight and 6:00 am.

Special Town Meeting, Article 5. The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to amend Section 179-1 of the General Bylaws of the Town of Westwood by inserting a new subsection 179-1(C), as follows:

(C) Notwithstanding any general, zoning, or other bylaw, rule or regulation to the contrary, the provisions of this Chapter 179 shall not apply to the service or consumption of alcohol within any Licensed Premises, inclusive of outdoor seating areas, that are located within the University Avenue Mixed Use District, and subject to an approved Master Development Plan under Section 9.8 of the Westwood Zoning Bylaw.

Special Town Meeting, Article 6. The Finance and Warrant Commission recommended and the Town voted by a Majority vote in favor declared by the Moderator to authorize the Board of Selectmen to approve an amendment and restatement of that certain Tax Increment Financing Agreement dated May 25, 2007, which was approved by the Massachusetts Economic Assistance Coordinating Council approval of the “Certified Project,” in connection with the so-called University Station project, on terms acceptable to the Board of Selectmen.

Special Town Meeting, Article 7. The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to take the following actions, in connection with a new or amended and restated Economic Development Proposal to be submitted by the Board of Selectmen and the proponents of the so-called University Station project (the “Project”) in accordance

Special Town Meeting *Minutes*

with Sections 5 through 12 of Chapter 293 of the Acts of 2006 (as amended) (“I-Cubed”), to obtain funding for infrastructure improvements that are necessary in connection with the Project:

- (i) To approve a new or amended and restated Economic Development Proposal (the “Proposal”) consisting of roadway, utility, and other public infrastructure improvements required in connection with the construction of the Project;
- (ii) 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 of the Project (the “Developer”), the Commonwealth, and the Massachusetts Development Finance Agency as are necessary to implement the Proposal as the Board of Selectmen, following consultation with the Westwood Finance Commission, determine to be in the best interests of the Town;
- (iii) To acknowledge the financial obligations that the Town would be assuming in connection with the I-Cubed funding, as set forth in the Economic Development Proposal, which obligations shall not exceed \$10,000,000;
- (iv) 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
- (v) To approve the acquisition or acceptance of any property interest in the public infrastructure improvements associated with the Project to be conveyed upon completion of such improvements.

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 10:01 p.m.

Attest:



Dorothy A. Powers, CMC, CMMC
Westwood Town Clerk

Annual Town Meeting *Minutes*

Monday, May 6, 2013
 Westwood High School Gymnasium
 Annual Town Meeting began following the adjournment of the Special Town Meeting



WESTWOOD RECORDS ANNUAL TOWN MEETING MAY 6, 2013

Pursuant to a warrant dated April 1, 2013, signed by Selectmen, Patrick J. Ahearn, Nancy C. Hyde and Philip N. Shapiro, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Westwood High School Gymnasium on Monday, May 6, 2013 for the Annual Town Meeting which began following the adjournment of the Special Town Meeting.

Moderator, Anthony J. Antonellis who declared the presence of a quorum from the previous, Special Town Meeting, called the Annual Town Meeting to order at 10:01 p.m. The return on warrant was read and the Town voted unanimously on the Selectmen's move to dispense the reading of the articles and full warrant.

ARTICLE 1

The Finance and Warrant Commission recommended and the town voted unanimously in favor to appropriate by transfer from available funds the sum of Eight Hundred Ninety Three Thousand Nine Hundred Fifty Dollars (\$893,950) to supplement the following fiscal year 2013 appropriations.

Transfer			
From Account	Amount	To Account	Amount
Ambulance Receipts	\$212,950	Ambulance Equipment	\$68,500
Youth Expense	\$2,000	Ambulance Rescue Equipment	\$63,450
Bond Premium	\$208,000	Fire Salary	\$121,000
Debt & Interest	\$309,000	Youth Salary	\$16,000
Comprehensive Insurance	\$50,000	High School Litigation	\$440,000
Reserve Account	\$112,000	Snow and Ice	\$185,000
Total	\$893,950	Total	\$893,950

ARTICLE 2

The Finance and Warrant Commission recommended and the town voted unanimously in favor to appropriate by transfer from available funds the sum of Two Hundred Thirty-Six Thousand Four Hundred Fifty-Six Dollars (\$236,456) to supplement the following fiscal year 2013 appropriations.

Transfer			
From Account	Amount	To Account	Amount
Overlay Surplus (FY13 additional state aid)	\$236,456	School Operating Budget	\$191,839
		Municipal Salary Accounts:	
		Finance & Warrant Commission	\$11,200
		Accounting	\$7,000
		Board of Health	\$1,600
		Youth	\$20,817
		Recreation	\$4,000
Total	\$236,456	Total	\$236,456

Annual Town Meeting *Minutes*

ARTICLE 3

The Finance and Warrant Commission recommended and the town voted unanimously in favor to raise and appropriate and/or transfer from available funds the sum of Ninety-Two Thousand Two Hundred Thirty-One Dollars (\$92,231) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20.

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	\$92,231	FY13 Retirement Drug Subsidy

ARTICLE 4

The Finance and Warrant Commission recommended and the town voted unanimously in favor to transfer from available funds the sum of Five Hundred Thousand Dollars (\$500,000) to the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B.

Purpose	Amount	Funding Source
Stabilization Fund	\$500,000	Free Cash

ARTICLE 5

The Finance and Warrant Commission recommended and the town voted unanimously in favor to rescind the \$210,000 balance of the \$450,000 authorized by vote of the Town under Article 11 of the Warrant at the May 2, 2011 Town Meeting to install the Brook Street Culvert Flood Prevention Project, which amount is no longer needed to pay costs of completing the project for which it was approved.

ARTICLE 6

There being no unpaid bills of the previous year, no action was taken on this article.

ARTICLE 7

The Finance and Warrant Commission recommended and the town voted unanimously in favor 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, 2013, through June 30, 2014, as set forth in Appendix D of the Finance Commission's Report to the 2013 Annual Town Meeting.

Appendix D is as follows:

Annual Town Meeting Minutes

Appendix D
FY2014 Departmental Salary/Expense Budgets

Description	Expended FY2012	Current FY2013 Budget	Proposed FY2014 Budget	\$ Change FY14 vs FY13 vs	% Change FY14 vs FY13	Funding Source
Selectmen Department						
1. Salaries	418,867	426,856	421,069	(5,847)	-1.4%	Taxation
2. Expenses	45,135	47,300	47,500	200	0.4%	Taxation
	464,002	474,156	468,509	(5,647)	-1.2%	
Finance Commission						
3. Salary	39,682	39,289	39,308	19	0.0%	Taxation
4. Expenses	21,172	21,763	21,763	0	0.0%	Taxation
	60,854	61,052	61,071	19	0.0%	
Accounting Department						
5. Salaries	182,554	193,942	198,689	4,747	2.4%	Taxation
6. Expenses	4,275	5,300	5,500	200	3.8%	Taxation
	186,829	199,242	204,189	4,947	2.5%	
Audit - School & Municipal Financials						
7. Expenses	45,505	57,750	57,750	0	0.0%	Taxation
Assessors Department						
8. Salaries	175,898	181,080	184,155	3,076	1.7%	Taxation
9. Expenses	19,199	17,200	17,200	0	0.0%	Taxation
	195,098	198,280	201,355	3,076	1.6%	
Treasurer's Department						
10. Salary	89,783	95,454	97,797	2,343	2.5%	Taxation
11. Expenses	7,559	12,050	12,250	200	1.7%	Taxation
	97,342	107,504	110,047	2,543	2.4%	
Collector's Department						
12. Salaries	103,728	105,749	107,349	1,600	1.5%	Taxation
13. Expenses	71,591	73,850	74,900	1,050	1.4%	532,500 Annu. Receipts/Taxation
	173,320	179,599	182,249	2,650	1.5%	
Legal Department						
14. Salary	89,219	91,088	91,113	25	0.0%	Taxation
15. Expenses	102,703	103,500	103,500	0	0.0%	Taxation
	191,922	194,588	194,613	25	0.0%	
Personnel Board						
16. Salary	154,537	161,813	165,693	3,880	2.4%	Taxation
17. Expenses	6,340	10,500	8,400	(2,100)	-20.0%	Taxation
	160,877	172,313	174,093	1,780	1.0%	
Information Systems Department						
18. Salaries	215,623	245,851	251,701	7,850	3.2%	Taxation
19. Expenses	215,794	225,500	243,500	18,000	8.0%	Taxation
	431,417	469,351	495,201	25,850	5.5%	

Annual Town Meeting *Minutes*

Appendix D
 . FY2014 Departmental Salary/Expense Budgets

Description	Expended FY2012	Current FY2013 Budget	Proposed FY2014 Budget	\$ Change FY14 vs FY13 vs	% Change FY14 vs FY13	Funding Source
Town Clerk Department						
20. Salaries	136,865	136,325	139,085	2,760	2.0%	Taxation
21. Expenses	31,810	55,200	55,500	300	0.5%	Taxation
	168,675	191,525	194,585	3,060	1.6%	
Conservation Commission						
22. Salary	42,079	44,099	45,223	1,124	2.5%	\$17,000 Conserv./Receipts/
23. Expenses	3,435	7,600	7,600	0	0.0%	Taxation
	45,514	51,699	52,823	1,124	2.2%	
Planning Board						
24. Salaries	95,920	106,120	107,264	1,144	1.1%	Taxation
25. Expenses	1,211	3,050	3,050	0	0.0%	Taxation
	97,131	109,170	110,314	1,144	1.0%	
Westwood Station/Land Use						
		\$0	\$0	0		
Zoning Board of Appeals						
26. Salaries	25,364	26,411	26,961	550	2.1%	Taxation
27. Expenses	573	1,867	1,867	0	0.0%	Taxation
	25,937	28,278	28,828	550	1.9%	
Economic Development Task Force						
28. Salaries	101,598	107,767	105,849	(1,918)	-1.8%	Taxation
29. Expenses	159	1,150	2,000	850	73.9%	Taxation
	101,758	108,917	107,849	(1,068)	-1.0%	
Outside Professional Services						
30. Expenses	35,643	38,000	40,050	2,000	5.3%	Taxation
MA Housing Partnership/Housing Authority						
31. Salary		24,000	23,400	(600)	-2.5%	Taxation
32. Expenses	23,921	1,000	1,000	0		Taxation
		25,000	24,400			
Communications Systems						
33. Expenses	120,980	125,000	130,000	5,000	4.0%	Taxation
Training/Professional Development						
34. Expenses	2,954	6,750	6,750	0	0.0%	Taxation
Total General Government	2,619,677	2,738,174	2,844,627	46,453	1.7%	

Annual Town Meeting Minutes

Appendix D
FY2014 Departmental Salary/Expense Budgets

Description	Expended FY2012	Current FY2013 Budget	Proposed FY2014 Budget	\$ Change FY14 vs FY13 vs	% Change FY14 vs FY13	Funding Source
Police Department						
35. Salaries	2,770,038	2,850,166	2,855,372	5,206	0.2%	Taxation
36. Expenses	211,018	218,900	222,215	3,515	1.5%	Taxation
	2,981,056	3,069,066	3,077,587	8,521	0.3%	
Auxiliary Police/Civil Defense						
37. Expenses	0	2,000	2,000	0	0.0%	Taxation
	0	2,000	2,000	0	0.0%	
Animal Control						
38. Salary	43,934	46,453	47,638	1,185	2.6%	Taxation
39. Expenses	5,603	7,500	7,730	230	3.3%	Taxation
	49,537	53,953	55,368	1,435	2.7%	
Fire Department						
40. Salaries	2,637,020	2,569,031	2,862,486	293,455	11.4%	\$484,000 Amb.Receipts/Taxation
41. Expenses	174,906	178,445	186,075	7,630	4.3%	\$40,000 Amb.Receipts/Taxation
	2,811,927	2,747,476	3,048,561	301,085	11.0%	
Building Inspection Department						
42. Salaries	244,009	263,809	269,904	6,095	2.3%	Taxation
43. Expenses	22,810	33,025	34,625	1,600	3.0%	Taxation
	266,819	296,834	303,929	7,095	2.4%	
Total Public Safety	6,109,338	6,169,329	6,487,465	318,136	5.2%	
Department of Public Works						
44. Salaries - admin	178,813	206,010	200,749	(5,261)	-2.6%	Taxation
45. Salaries - operations	1,288,471	1,331,723	1,324,052	(7,671)	-0.6%	\$1,000 Perp Care/Taxation
46. Expenses	455,461	463,100	462,100	(1,000)	-0.2%	Taxation
	1,902,745	2,000,833	1,986,901	(13,932)	-0.7%	
Building Maintenance						
47. Salaries			0	0		
48. Expenses	564,855	628,460	645,650	17,190	2.7%	Taxation
		628,460	645,650	17,190	2.7%	
Municipal & School						
49. Field Maintenance	110,686	114,000	114,000	0	0.0%	Taxation
50. Snow & Ice	207,952	250,000	250,000	0	0.0%	Taxation
51. Street Lighting/ Traffic Light Maint	104,423	140,000	140,000	0	0.0%	Taxation
Waste Collection/Disposal						
52. Expenses	1,174,390	1,155,000	1,180,000	25,000	2.2%	Taxation
Total Public Works	4,065,061	4,288,293	4,316,551	28,258	0.7%	

Annual Town Meeting *Minutes*

Appendix D
FY2014 Departmental Salary/Expense Budgets

Description	Expended FY2012	Current FY2013 Budget	Proposed FY2014 Budget	\$ Change FY14 vs FY13 vs	% Change FY14 vs FY13	Funding Source
Health Department						
53. Salaries	199,404	206,753	209,687	2,934	1.4%	Taxation
54. Expenses	8,615	8,723	8,973	250	2.9%	Taxation
	<u>208,019</u>	<u>215,476</u>	<u>218,660</u>	<u>3,184</u>	<u>1.5%</u>	
55. Outside Health Agencies	13,006	14,316	13,416	(900)	-6.3%	Taxation
56. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
Council On Aging						
57. Salaries	222,452	223,822	230,189	6,367	2.8%	Taxation
58. Expenses	25,037	25,285	25,285	0	0.0%	Taxation
	<u>247,489</u>	<u>249,107</u>	<u>255,474</u>	<u>6,367</u>	<u>2.6%</u>	
Youth and Family Services Commission						
59. Salaries	166,237	169,292	180,933	12,641	7.5%	Taxation
60. Expenses	14,255	14,567	15,000	433	3.0%	Taxation
	<u>180,492</u>	<u>183,859</u>	<u>195,933</u>	<u>13,074</u>	<u>7.1%</u>	
Veterans Services Department						
61. Salaries	26,590	27,738	28,349	611	2.2%	Taxation
62. Expenses	81,560	88,800	88,800	0	0.0%	Taxation
	<u>108,149</u>	<u>116,538</u>	<u>117,149</u>	<u>611</u>	<u>0.5%</u>	
Total Human Services	757,155	778,796	801,132	22,336	2.9%	
Public Library						
63. Salaries	771,258	823,797	833,756	9,959	1.2%	Taxation
64. Expenses	204,418	218,500	229,036	10,536	4.8%	Taxation
65. Lost Books	1,399	1,500	1,500	0	0.0%	Taxation
	<u>977,075</u>	<u>1,043,797</u>	<u>1,064,292</u>	<u>20,495</u>	<u>2.0%</u>	
Recreation Department						
66. Salaries	245,254	256,126	267,235	11,109	4.3%	Taxation
67. Expenses	37,584	37,654	38,784	1,130	3.0%	Taxation
	<u>282,838</u>	<u>293,780</u>	<u>306,019</u>	<u>12,259</u>	<u>4.2%</u>	
68. Expenses	6,576	10,350	10,675	325	3.1%	Taxation
Total Culture and Recreation	1,266,489	1,347,927	1,380,986	33,059	2.5%	
Other						
69. Operating Equipment & Projects	42,468	42,534	42,534	0	0.0%	Taxation
70. Contract Reserve/Other		44,617	257,000	212,383		Taxation
* This contract reserve budget may be transferred to the respective budgets upon vote by the Board of Selectmen.						
Total Other	42,468	87,151	299,534	212,383	243.7%	
Total Municipal Budget	14,870,183	15,469,670	16,130,295	660,625	4.3%	

Annual Town Meeting Minutes

Appendix D
FY2014 Departmental Salary/Expense Budgets

Description	Expended FY2012	Current FY2013 Budget	Proposed FY2014 Budget	\$ Change FY14 vs FY13 vs FY12 vs	% Change FY14 vs FY13	Funding Source
Fixed Costs Budgets - School and Municipal						
Municipal Employee Benefits/Costs						
Retirement Assessment	1,834,477	1,925,532	2,007,210	81,678	4.2%	Taxation
Non-Contrib Pension	58,074	61,613	33,000	(28,613)	-46.4%	Taxation
Worker's Compensation	61,354	65,827	65,827	0	0.0%	Taxation
Unemployment Compensation	13,975	13,200	13,860	660	5.0%	Taxation
Health Insurance	1,260,443	1,240,418	1,271,056	30,638	2.5%	Taxation
Life Insurance	3,388	4,725	5,000	275	5.8%	Taxation
Pre-Hire/Payroll	67,380	86,500	86,500	0	0.0%	Taxation
Public Safety/Medical/111F Ins	29,287	77,000	77,000	0	0.0%	Taxation
Medicare Part B	55,700	63,700	53,410	(9,690)	-15.4%	Taxation
Social Security Tax	11,084	12,000	11,000	(1,000)	-8.3%	Taxation
Medicare Payroll Tax	145,759	165,375	173,693	8,318	5.0%	Taxation
OFEB	11,000	15,000	44,000	29,000	193.3%	Taxation
Municipal Employee Benefits/Costs	3,551,921	3,730,290	3,841,566	111,266	3.0%	
School Employee Benefits/Costs						
Retirement Assessments	785,259	\$23,714	\$58,310	34,596	4.2%	Taxation
Worker's Compensation	116,984	139,779	139,779	0	0.0%	Taxation
Unemployment Compensation	65,897	93,500	98,125	4,625	5.0%	Taxation
Health Insurance	3,229,199	3,757,561	3,850,379	92,818	2.5%	Taxation
Life Insurance	4,601	8,400	9,000	600	7.1%	Taxation
Payroll service	17,548	19,000	19,000	0	0.0%	Taxation
Medicare Part B	115,575	142,800	134,000	(8,800)	-6.2%	Taxation
Social Security Tax	9,478	12,000	11,000	(1,000)	-8.3%	Taxation
Medicare Payroll Tax	391,875	420,657	441,689	21,032	5.0%	Taxation
OFEB	15,000	23,000	24,000	1,000	4.3%	Taxation
School Employee Benefits/Costs	4,781,416	5,440,411	5,585,332	144,921	2.7%	
71. Total Benefits/Costs	8,303,337	9,170,701	9,426,888	256,187	2.8%	
Insurance/Reserves						
Comprehensive And Liability Insurance - School & Municipal						
72. Expenses	291,839	402,000	402,000	0	0.0%	Taxation
73. Energy/Utility Reserve Fund*	0	225,000	225,000	0	0.0%	Taxation
74. Special Town Mtg/Charter Review	2,017	25,000	25,000	0	0.0%	Taxation
75. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
Total Ins./Reserve	293,856	1,052,000	1,052,000	0	0.0%	
Total Fixed Costs Budget	\$,597,193	10,222,701	10,478,888	256,187	2.5%	
Reserve Accounts - Actual expenditures are shown in the budgets to which transfers were made.						
* This energy reserve budget may be transferred to the respective budgets upon vote by the Board of Selectmen.						
Debt Service Budget						
Municipal Related Debt Service						
Municipal Related Debt Service	1,481,147	1,680,465	1,976,375	295,910	17.6%	\$20,378 Bond Premium/Taxation
School Related Debt Service						
School Related Debt Service	5,031,761	3,699,353	3,149,963	(549,390)	-14.9%	\$1,401,276 sch bld reimb/\$22,750 Bond Premium/Taxation
76. Total Debt Budget	6,512,908	5,379,818	5,126,338	(253,480)	-4.7%	

FY14 Debt Change
 Non Exempt (5141,924)
 Exempt (5111,556)
 Total (5253,480)

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Appendix D
FY2014 Departmental Salary/Expense Budgets

Description	Expended FY2012	Current FY2013 Budget	Proposed FY2014 Budget	\$ Change FY14 vs FY13 vs	% Change FY14 vs FY13	Funding Source
Westwood Public Schools						
Salaries		28,959,854	30,101,748	1,141,904	3.9%	Taxation
Expenses		6,069,790	6,082,043	(7,747)	-0.1%	Taxation
77. School salaries & exps	33,824,413	35,029,644	36,163,801	1,134,157	3.2%	
78. Blue Hills Regional School	151,228	49,358	101,646	52,288	105.9%	Taxation
Crossing Guards						
79. Salaries	89,791	102,280	107,064	4,784	4.7%	Taxation
80. Expenses	4,547	4,500	4,950	0	0.0%	Taxation
Total	94,338	107,180	111,964	4,784	4.5%	
Total School Budgets	34,069,984	35,186,182	36,377,411	1,191,229	3.4%	
Sewer Enterprise						
81. Salaries	339,189	372,032	372,642	610	0.2%	Sewer Enterprise Funds
82. Expenses	91,989	129,000	151,000	2,000	1.6%	Sewer Enterprise Funds
83. Pumping Stations	121,769	146,000	147,500	1,500	1.0%	Sewer Enterprise Funds
84. M/WRA Assessment	2,268,632	2,327,616	2,372,510	44,894	1.9%	Sewer Enterprise Funds
85. Mandated Inspections	21,129	120,000	120,000	0	0.0%	Sewer Enterprise Funds
86. Sewer Debt & Int	294,450	184,256	186,825	2,569	1.4%	Sewer Enterprise Funds
87. System Ext./Repairs	0	25,000	25,000	0	0.0%	Sewer Enterprise Funds
Total Sewer Enterprise**	3,137,178	3,303,904	3,355,477	51,573	1.6%	Note: Sewer revenue will be operating budget + \$290,978 for indirect costs - total \$3,646,455
Total Operating Budget	67,187,450	69,562,275	71,468,409	1,906,134	2.7%	

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ARTICLE 8

The Finance and Warrant Commission recommended and the town voted unanimously in favor to raise and appropriate and/or transfer from available funds the sum of One Hundred Thousand Dollars (\$100,000) for the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5.

Purpose	Amount	Funding Source
Stabilization Fund	\$100,000	Taxation

ARTICLE 9

The Finance and Warrant Commission recommended and the town voted unanimously in favor to raise and appropriate and/or transfer from available funds the sum of Four Hundred and Thirty Five Thousand Dollars (\$435,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20.

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	\$435,000	Taxation

ARTICLE 10

The Finance and Warrant Commission recommended and the town voted unanimously in favor 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:

Equipment/Project	Requesting Department	Cost	Funding Source
Municipal building maintenance	DPW	\$50,000	Free Cash
Municipal buildings - energy efficiency upgrades	DPW	\$10,000	Free Cash
Fire Station 1 renovations	Fire	\$100,000	\$61,500 Taxation/ \$38,500 Free Cash
Fire alarm truck	Fire	\$35,000	Free Cash
End user technology	Information Technology	\$50,000	Free Cash
Replacement of police vehicles	Police	\$132,000	Free Cash
Police speed trailers	Police	\$40,000	Free Cash
Total		\$417,000	

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.

ARTICLE 11

The Finance and Warrant Commission recommended and the town voted unanimously in favor 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:

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	School	\$242,000	\$61,500 Taxation/ \$180,500 Free Cash
HVAC	School	\$41,000	Free Cash
Repairs and maintenance	School	\$93,000	Free Cash
Copiers	School	\$30,000	Free Cash

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Total	\$406,000
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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.

ARTICLE 12

The Finance and Warrant Commission recommended and the town voted unanimously in favor to raise and appropriate and/or transfer from available funds the sum of Three Hundred Sixty-Five Thousand Dollars (\$365,000) 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>
Pool family/handicapped accessible changing area	Recreation	\$125,000	\$25,000 Taxation/ \$100,000 Free Cash
Cemetery expansion - design	DPW	\$70,000	Cemetery Lot Sales
Fire ladder truck (\$750,000 total)	Fire	\$170,000	2010 ATM, Article 2 Fire Capital
Total		\$365,000	

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. .

ARTICLE 13

The Finance and Warrant Commission recommended and the town voted unanimously in favor to raise and appropriate and/or transfer from available funds the sum of One Hundred Thousand Dollars (\$100,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Generators	Sewer	\$100,000	Sewer Retained Earnings

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.

ARTICLE 14

The Finance and Warrant Commission recommended and the town voted unanimously in favor to raise and appropriate and/or transfer from available funds, and/or borrow the sum of One Million, Five Hundred and Seventy Thousand dollars (\$1,570,000) for the Sewer Infiltration and Inflow Reduction Project, 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 to pay for the above cost.

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ARTICLE 15

The Finance and Warrant Commission recommended and the town voted unanimously in favor 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 expenditure of any funds allocated or to be allocated by the Commonwealth for the improvement of Chapter 90 and other 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 road improvement program.

ARTICLE 16

The Finance and Warrant Commission recommended and the town voted unanimously in favor to reconstruct Metcalf Road, to which the residents of said Metcalf Road will be responsible for betterment charges which will raise half the cost to reconstruct Metcalf Road; to authorize the selectmen to accept a grant of easement and accept said Metcalf Road as a public way once reconstructed; and to meet said appropriation, appropriate the sum of Fifty Thousand Dollars (\$50,000) from free cash.

ARTICLE 17

The Finance and Warrant Commission recommended and the town voted unanimously in favor to reconstruct an unaccepted portion of Fisher Street, to which the residents of said portion of Fisher Street will be responsible for betterment charges which will raise half the cost to reconstruct said portion of Fisher Street and to accept said portion as a public way once reconstructed; and to meet said appropriation, appropriate the sum of Eight Thousand Dollars (\$8000) from free cash.

ARTICLE 18

The Finance and Warrant Commission recommended and the town voted unanimously in favor to adopt the following amendments to the General By-laws:

Chapter 1, GENERAL PROVISIONS: §1-5 Penalty for Violation is amended by deleting said section in its entirety and replacing it with a new § 1-5 as follows:

§1-5 –Penalty for Violation: “Whosoever violates any by-law of the Town whereby any act or thing is enjoined, required or prohibited shall forfeit and pay a fine of \$100 for the first offense, \$200 for the second offense and \$300 for any subsequent offenses in any calendar year unless some other penalty is expressly provided by law, or some by-law of the Town. Whosoever violates any of the Traffic Rules and Regulations shall forfeit and pay for each offense a fine of \$50 unless some other penalty is expressly provided by law, or by some by-law of the Town.

Chapter 30, FINANCE: Article I. Finance; sections §30-1 Membership and composition; §30-2 Organization; § 30-6 Duties; §30-9 Voting record; §30-10 Delivery deadline; §122-7 Report; §138-8. Warrant Articles; § 138-15, D(1) and E are amended so that any reference to Finance Commission in those sections will now be Finance and Warrant Commission.

Chapter 30, FINANCE: § 30-7 Town Meeting warrants is amended by deleting said section in its entirety and replacing it with a new §30-7 as follows:

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provided by by-law, its advice, estimates, and recommendations for consideration by the Town Meeting, in accordance with the provision of the Town Charter.”

Chapter 30, Finance; §30-10 is amended by adding a new paragraph at the end of said section that reads as follows: Said Annual Report shall be published on the Town’s website and copies made available at the Town Clerk’s office, provided however, that while it is the intent of this by-law that every effort shall be made to distribute and post the report as set forth herein, failure to do so shall not invalidate the actions of the Annual Town Meeting.

Chapter 30, Article I. FINANCE: § 30-15 is amended by adding a new paragraph at the end of said section that will read as follows:

“The Town Administrator shall serve as the Chief Procurement Officer under chapter 30B of the General Laws and shall be responsible for the procurement and award of all contracts for supplies, services, materials and equipment other than those for the school department and the library; provided, however, that any contract over \$100,000 shall require the approval of the Board of Selectmen.

Chapter 80, OFFICERS AND EMPLOYEES:

Article I, General Provisions, §80-2 Public records is amended by deleting said section in its entirety and substituting therefore the following new§80-2 as follows:

“ Except as otherwise provided for by law, any person having custody of any Town records or books shall, during reasonable business hours and at their regular office or at some convenient place, permit such books and records to be inspected and examined under their supervision. Such officer shall furnish copies thereof on payment of a reasonable fee, as set forth by 950 CMR 32.06, however if the immediate furnishing of such copies would seriously interfere with the work upon which the officer is then engaged, any such copies shall be furnished pursuant to the state’s public records law, 950 CMR 32.05(2).”

Chapter 80, OFFICERS AND EMPLOYEES

Article I. General Provisions, §80-3. Vacancy in elected office is amended by deleting said section in its entirety and substituting a new §80-3, as follows:

“If a vacancy occurs in the office of Moderator, such vacancy shall be filled in accordance with the Town Charter section 2-9-2. A vacancy occurring in the office of Selectmen, Town Clerk, Town Treasurer or Tax Collector shall be filled in accordance with the provisions of the General laws. A vacancy in the office of Regional School Representative shall be filled by vote of the School Committee and Board of Selectmen in accordance with the provisions of the General laws.

Chapter 90 PERSONNEL: is deleted in its entirety and substituting therefore a new Chapter as follows:

§ 90-1. Purpose and Authorization

The purpose of the Personnel By-law is to establish fair and equitable personnel policies and to establish a system of personnel administration based on merit principles that ensures a uniform, fair and efficient application of personnel policies. This by-law is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and M.G.L. c. 41, § 108A and 108C.

§ 90-2. Application

All Town departments and positions shall be subject to the provisions of this by-law except elected officers, employees with personal contracts, and employees of the School Department. To the extent that

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any Town employee is subject to a collective bargaining agreement, in the event of a conflict and/or an inconsistency between said agreement and this by-law, then said agreement shall govern the terms and conditions of that employee's work.

§ 90-3. Town Administrator

Pursuant to Section 6-2-1(k) of the Town Charter, the Town Administrator is responsible for administering personnel policies, practices, rules and regulations, compensation and classification plan and related matters, in consultation with the Personnel Board, for all municipal employees and administering all collective bargaining agreements entered into by the Town.

Additionally, pursuant to Section 6-2-1(a)(i) of the Town Charter, the Town Administrator is authorized to appoint, discipline, suspend or remove town officers, department heads or principal deputies or agents of elected and appointed boards or officers, and other employees, including employees in civil service positions, for whom no other method of selection is provided by the charter or general or special laws, consistent with the Town's personnel policies and subject to the terms of any applicable collective bargaining agreements; provided, however, that the Town Administrator shall keep the chairman of the Board of Selectmen, or the chairman's designee, informed as to status of all personnel decisions made or to be made hereunder and shall consult with the appropriate department head or principal deputy or agent prior to hiring an employee for that department.

§90-4. Human Resources functions

The Town Administrator may organize human resources and personnel functions in a Human Resources Department. Subject to appropriation, the Town Administrator may, consistent with the provisions of Section 6-2-1(a) (i) and (ii) of the Charter, appoint a Human Resources Director to act by and for the Administrator to impartially and equitably oversee all personnel activities and responsibilities of the Town, other than employees of the School Department; provided, however, that the Town Administrator shall retain responsibility for all such delegated acts.

§90-5 Personnel Board

- A. **Composition; Mode of selection; Term of office: Qualifications.** The Moderator shall appoint a Personnel Board consisting of five persons for three-year overlapping terms as provided in Section 7-4-1 of the Town Charter. Each term of office shall commence 30 days following the adjournment of the business session of the Annual Town Meeting, and every member shall serve until a successor is qualified. Any registered voter of the Town may be appointed to the Board; provided, however, that no elected official of the Town or Town employee shall be appointed to the Board. The Board shall annually elect a Chairperson and a Vice Chairperson from its membership at the first meeting following the appointment of new members, and may reorganize as necessary or appropriate. Any three members of the Board shall constitute a quorum for the transaction of business. The affirmative vote of three members shall be necessary for any official act of the Board to be effective.

- B. **Powers and Duties.** The Board shall be responsible for formulating recommendations on and reviewing the classification and compensation plans, which plans shall be subject to such approval as required by law. The Personnel Board shall also evaluate classification of positions generally, including requests for reclassification, and cause a review of all positions in the classification plan at appropriate intervals in accordance with proper personnel practices. The Personnel Board shall also, in consultation with the Town Administrator, monitor the implementation and practices of the Town's personnel policies. Finally, the Personnel Board shall provide advice and assistance, to the extent requested, to the Town Administrator and Human Resources Director on any aspect of personnel policies and practices.

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§90- 6. Personnel System

A personnel system shall be established by promulgation of policies pursuant to section 5. The personnel system shall make use of current concepts of personnel management and may include but not be limited to the following elements:

- A. **Method of Administration.** A system of administration which assigns specific responsibility for all elements of the personnel system, including: maintaining personnel records, implementing effective recruitment and selection processes, maintaining the classification and compensation plans, monitoring the application of personnel policies and periodic reviews, and evaluating the personnel system.
- B. **Classification Plan.** A position classification plan for all employees subject to this by-law shall be established, based on similarity of duties performed and the responsibilities assumed so that the same qualifications may be reasonably required for, and the same schedule of pay may be equitably applied to, all positions in the same class. Nothing in the classification plan shall infringe upon or supersede an appointing authority's ability to hire an employee into a newly created position provided that the Town Administrator and Personnel Board are first consulted regarding an appropriate starting salary. As part of its regular review, the Personnel Board shall seek to update the Classification and Compensation Plans to include any new positions added during the prior year.
- C. **A Compensation Plan.** A compensation plan for all positions subject to this by-law shall consist of:
 - 1. A schedule of pay grades, including minimum, maximum and intermediate rates for each grade; and
 - 2. An official list indicating the assignment of each position to specific pay grades.
- D. **A Recruitment and Selection Policy.** A recruitment, employment, promotion and transfer policy which ensures that reasonable effort is made to attract qualified persons and that selection criteria are job related.
- E. **Personnel Records.** A centralized recordkeeping system which maintains essential personnel records.
- F. **Personnel Policies.** A series of personnel policies which establishes the rights, the benefits to which certain personnel employed by the Town are entitled, and the obligations of said employees to the Town.
- G. **Other Elements.** Other elements of a personnel system as deemed appropriate or required by law.

§ 90-7. Adoption and Amendment of Personnel Policies

The Board of Selectmen shall promulgate personnel policies defining the rights, benefits and obligations of certain employees subject to this by-law. Policies shall be adopted or amended as follows:

- A. **Preparation of Policies.** Any member of the Board of Selectmen, Personnel Board, the Town Administrator, or any three employees may suggest policies for consideration. The Town Administrator shall refer such policies to the Personnel Board, which Board need not consider any proposal already considered in the preceding 12 months. Any person proposing a new or amended policy shall provide the substance and the reason for the proposed policy in writing. The Personnel Board shall hold a public hearing on any proposed policies or amendments. Any

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proposed policies or amendments shall be posted at least five days prior to the public hearing in prominent work locations, copies of all proposals shall be provided to representatives of each employee collective bargaining unit, and a copy shall be submitted to the Board of Selectmen.

- B. **Public Hearing.** The entity responsible for suggestion of the proposed policy or amendment shall present the purpose of the proposal and the implication of any proposed change at the public hearing. Any person may attend the hearing, speak and present information. The Town Administrator and the Personnel Board shall, within -20 days after such public hearing, shall consider the proposed policies and recommend that the Board of Selectmen adopt the policies (with or without modifications), reject the policies, or indicate that further study is necessary.
- C. **Recommended Policies.** The Town Administrator, or the Personnel Board at the administrator's request, shall transmit recommendations in writing to the Board of Selectmen within 20 days of any recommendation on proposed personnel policies or amendments. The recommendations shall contain the text of the proposed policy or amended policy, an explanation of the policy and the implications of the policy. The Board of Selectmen shall consider recommendations of the Town Administrator and Personnel Board and may adopt, reject or return recommendations for further action. The Board of Selectmen need only act on proposed policies recommended for adoption. Policies shall become effective upon approval of the Board of Selectmen, unless some other date is specified.
- D. **Computation of Time.** In computing time (days) under this by-law only days when the Town Hall is open for business shall be counted.

§ 90-8. Severability

The provisions of this by-law and any regulations adopted pursuant to this by-law are severable. If any by-law provision or regulation is held invalid, the remaining provisions of the by-law or regulations shall not be affected thereby.

Chapter 138. TOWN MEETINGS: § 138-2. Annual Town Meeting is amended by deleting § 138-2 in its entirety and substituting therefore a new §138-2 Annual Town Meeting as follows:

"All business, except the election of officers and determination of such matters as by law are required or permitted to be upon the ballot, shall be considered at an adjournment thereof, as provided in the Town Charter. There shall also be a second business session Annual Town Meeting held in the last three months of the calendar year on a date to be determined by the Board of Selectmen, which meeting shall be an "Annual Town Meeting" for purposes of the General laws; provided however, that the Board of Selectmen may, at its discretion, cancel said Fall Annual Town Meeting, no later than September 15 in any year, so long as no more than ten petitioned articles have been submitted for inclusion on the warrant of said Fall Annual Town Meeting, as set forth in the Charter, 2-6-1. Business sessions shall be called for 7:30 p.m.

Chapter 138, TOWN MEETINGS: § 138-3. Town Meeting warrant is amended by deleting section 138-3, in its entirety and substituting therefore a new § 138-3 as follows:

"Every Town Meeting shall be called by a Warrant, directed by the Board of Selectmen to a constable or other duly appointed person, which shall be served by posting attested copies thereof online and in four public places equally distributed among the four precincts, and at least seven days before the time stated in the warrant for holding an Annual Town Meeting or at least 14 days before the time stated in the warrant for holding a Special Town Meeting.

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Chapter 138, TOWN MEETINGS: § 138-4. Publication and printing of warrant is amended by adding a new paragraph, as follows:

““The Finance and Warrant Commission shall distribute at least 30 days prior to the business session a summary of each article contained in the warrant of the Annual Town Meeting to the listed residence of each voter of the Town. A copy of the complete warrant shall be included in the Finance and Warrant Commission report for the Annual Town Meeting and shall also be distributed to the listed residence of each voter of the Town prior to such annual Meeting. Prior to each Special Town Meeting, the Finance and Warrant Commission shall distribute a summary of each article contained in the warrant for said meeting to the listed residence of each voter of the Town. The summaries and reports required hereunder shall be posted on the Town’s website and copies made available at the Town Clerk’s office provided however that while it is the intent of this by-law that every effort shall be made to distribute and post the summaries and reports as set forth herein, failure to do so shall not invalidate the action of the Town Meeting to which they relate.

Chapter 138, TOWN MEETINGS, §138-7, titled Voter initiative for Town Meeting action is amended by deleting said title in its entirety and substituting the following; § 138-7-1. “Petition.”

Chapter 138, Town Meetings, §138-7, is amended by adding a new §, 138-7-2 titled Pre-Petition to read as follows:

- A. Any five voters of the Town may submit to the Board of Selectmen or the Finance and Warrant Commission not less than 30 days prior to the closing of the warrant, a proposed warrant article and shall designate a “lead Petitioner” for the purposes of this section.
- B. The Board of Selectmen or the Finance and Warrant Commission shall include the proposed article on an agenda at a regular or special meeting for discussion and provide the lead petitioner with nonbinding guidance no later than seven days prior to the close of the warrant.
- C. Failure to submit an article under §138-7-2 shall not prevent the filing of a petition under § 138-7-1; provided however, that any guidance provided to the petitioners under § 138-7-2 shall not be binding on the Finance and Warrant Commission or Board of Selectmen in the event that a petition is submitted under §138-7-1”

Chapter 142. TOWN REPORT, ANNUAL §142-2, titled Distribution deadline is amended by deleting said section in its entirety and substituting the following:

“The Selectmen shall, on or about the 25th day of February, cause the Annual Town Report to be posted on the Towns website with copies available at Town offices. “

ARTICLE 19

The Finance and Warrant Commission recommended and the town voted unanimously in favor to amend Chapter 184 of the General by-laws, “Animals” by deleting said chapter in its entirety and substituting therefor the following:

CHAPTER 184

Article I. Animal Control

§ 184-1. Definitions.

The following terms shall have the meaning herein given:

AT LARGE

Means unaccompanied by a responsible person.

ANIMAL CONTROL OFFICER

Means that person appointed by the Selectmen or otherwise serving in the capacity of Animal Control Officer for the Town of Westwood.

OESTRUS CYCLE

Means the technical term for the common expression "in heat."

OUT OF CONTROL

Means accompanied by a person not exerting the proper supervision.

RESTRAINED

Means being kept leashed when outside the bounds, or fenced within the bounds of the property of the owner or keeper.

§ 184-2. Complaints.

If any person shall make a complaint in writing *Note: A supply of forms which may be used for this purpose shall be available from the Town Clerk, Animal Control Officer, or police station.* and under oath the Animal Control Officer of Westwood that any dog has committed a violation of any of the provisions listed in §184-4, the Animal Control Officer shall investigate such complaint and after finding such violation shall cause such dog to be impounded or restrained and cause the owner or keeper of such dog to receive a written warning or pay a penalty as set forth in §184-3. The Animal Control Officer shall keep a written record of each such investigation and shall provide a copy thereof to the owner or keeper of the dog and the complainant.

§ 184-3. Penalties.

The penalty imposed upon an owner or keeper of a dog which has committed a violation of any of the provisions listed in §184-4 except for those offenses set forth in §184-4A (5) and (6) shall be \$25 for the first offense, \$50 for the second offense and \$75 for each subsequent offense. The penalty for violations of any of the provisions listed in §184-4A (5) and (6) shall be a mandatory penalty of \$50 for the first offense and \$100 for each subsequent offense.

§ 184-4. Violations.

A. The Animal Control Officer shall cause penalties to be invoked for any of the following reasons:

- 1) If found without a license, collar, or tag as required by M.G.L. c. 140.
- 2) If found at large when in her oestrus cycle, or if creating a nuisance.
- 3) No dog shall be permitted to be unrestrained while in or near any school yard, public park, public playground, public cemetery, or public or school recreational field or facility. Further, no person shall permit a dog under that person's control to defecate on any school yard, public park, public playground, public cemetery, or public or school recreational field or facility or any public property abutting thereto. Further, no dog shall be permitted to be at large or out of control of a responsible person in any other public area not designated within this subsection.
- 4) If found at large or not in control of dog's owner.

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- 5) For having bitten, injured, or physically harmed any person or domestic animal; or having caused any person to be fearful for their safety by chasing, worrying, snapping, or otherwise frightening said person.
 - 6) For having bitten or injured any domestic animal.
 - 7) For chasing any vehicle or bicycle on a public way or way open to public traffic.
 - 8) If the dog is found to bark, howl, or in any other manner to basically disturb the quiet of any person.
 - 9) For having disturbed, spilled, or otherwise upset rubbish or trash.
 - 10) For having littered, defecated, or caused damage to the property of any person (except for the property of the owner/keeper of the dog).
 - 11) If found at large or out of control after having been ordered restrained by the Animal Control Officer.
- B. An impounded dog or domestic animal shall be released to its owner or keeper upon payment of the penalty as described in §184-3 and upon payment of the pound fees as provided for in M.G.L.c.140. The following conditions, if applicable, shall also apply:
- 1) In the case of a dog impounded under Subsection A. (1) above, upon the obtaining of a license as required by law.
 - 2) Except as hereinafter provided in § 184-5, in the case of a dog impounded under Subsection A.(2) above, upon the agreement of the owner or keeper to undertake such restrictions or controls of the animal to prevent violations of Subsection A.(2) as the Animal Control Officer shall reasonably require.
- C. Dogs impounded and unclaimed by the owner or keeper within seven days may be put up for adoption or euthanized in accordance with the M.G.L. c.140§151A.
- D. For purposes of Subsection C. above, no dog shall be obtained for the purpose of scientific experimentation, investigation, or instruction as discussed in M.G.L. c. 140, § 151.

§ 184-5. Control of dogs in oestrus cycle.

If the Animal Control Officer determines that a dog in her oestrus cycle is attracting other dogs to the area, which conditions cause disturbances on or damage to neighboring property or public areas, he may impound the dog for the duration of the oestrus cycle, releasing it thereafter to the owner or keeper upon payment of penalties, if applicable, and upon payment of pound fees; as an alternative, the Animal Control Officer may require that the owner, or keeper, place and keep such a dog, while in such cycle, in a kennel or remove it from the area so that the nuisance is abated.

§ 184-6. Control of dogs.

- A. Restraint of dogs. In addition to and not in limitation of any other remedies or penalties, the Animal Control Officer shall order the owner or keeper of a dog to restrain a dog for violation of any of the provisions listed in §184-4A. After a period of no less than 21 days, the Animal Control Officer may, at his discretion, remove an order of restraint if the owner or keeper of the dog satisfies him that the dog is unlikely to repeat the offense.

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- B. Permanent restraining or muzzling of dogs. If any person shall make a complaint in writing *Note: A supply of forms which may be used for this purpose shall be available from the Town Clerk, Animal Control Officer, or police station.* to the Animal Control Officer of Westwood that any dog is a nuisance by reason of vicious disposition, or by repeated violations of any of the provisions listed in §184-4A which are contrary to the safety and welfare of the community. The Animal Control Officer shall investigate such complaint, which may include an examination on oath of the complainant, the owner or keeper and witnesses, and upon finding that such dog is a nuisance as hereinbefore set forth shall order such dog to be permanently restrained and/or muzzled or request the Selectmen to banish and remove the dog from the Town of Westwood in accordance with M.G.L.c140.

§ 184-7. Enforcing officer.

This by-law shall be enforced the Animal Control Officer of Westwood and/or others who may be appointed from time to time by the Board of Selectmen of Westwood for such purpose.

§ 184-8. Validity.

- A. The invalidity of any section or provision of this by-law shall not invalidate any other section or provision thereof.
- B. This by-law is not intended to derogate or limit any powers, rights, or obligations set forth in M.G.L. c. 140 but is in addition thereto.

§ 184-9. Enforcement.

In addition to the foregoing and not in limitation thereof, the Animal Control Officer shall impound any dog found at large.

§ 184-10. Licensing; dogs worrying, maiming or killing livestock.

- A. No person shall own or keep a dog in the Town of Westwood which is not duly licensed as required by the provisions of M.G.L. c. 140, § 137 The registering, numbering, describing and licensing of dogs shall be conducted in the office of the Town Clerk of said Town. Any person who no longer owns a dog shall notify the Town Clerk immediately.
- B. When license fees for dogs are due in January of each year and the dog is a spayed female or neutered male, the spaying or neutering certificate must be presented at the time of license application. All rabies shot certificates must be shown before a new license can be issued.
- C. Notwithstanding the provisions of M.G.L. c. 140, § 139 or any other provision of law to the contrary, the annual fees charged for the issuance of licenses for dogs shall be established by the Town Clerk in accordance with the provisions of M.G.L. c. 40, § 22F. No license fee or part thereof shall be refunded because of the subsequent death, loss, spaying or removal from the Town or other disposal of said dog.
- 1) Effective January 1, 2011, the term of any license issued by the Town Clerk shall be for the period of January 1 to December 31. The Town may impose a late fee of not less than \$50 in accordance with the provisions of M.G.L.c.140,§141 to be paid by the owners who license said dog or dogs after April 1, of any given year.
- D. Notwithstanding the provisions of M.G.L. c. 140, § 147 or any other provision of law to the contrary, all money received from the issuance of dog licenses by the Town of Westwood, or recovered as fines or penalties by said Town under the provisions of M.G.L. c. 140 or by vote of

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the Town under Article 38 of the warrant for the 1981 Annual Town Meeting relating to dogs, shall be paid into the treasury of said Town and shall not thereafter be paid over by the Town Treasurer to Norfolk County.

- E. Notwithstanding the provisions of M.G.L. c. 140, § 160 or any other provision of law to the contrary, whoever suffers loss by the worrying, maiming or killing of his livestock or fowls by dogs, outside the premises of the owners or keepers of such dogs, shall, after investigation as provided in M.G.L. c. 140, § 161, be paid from the treasury of said Town.

ARTICLE 20

The Finance and Warrant Commission recommended and the town voted unanimously in favor to authorize the Blue Hills Regional Technical School District to establish a Stabilization Fund according to Chapter 71, Sections 16G.5 of the Massachusetts General Laws.

ARTICLE 21

The Finance and Warrant Commission recommended and the town voted unanimously in favor to authorize the Board Of Selectmen to accept and grant certain easements pursuant to a declaration of reciprocal easements and rights with The Colburn School LLC in order to clarify the rights and obligations concerning the use and maintenance of the Colburn Property and the Town Library Property.

ARTICLE 22

There was a motion from the floor to amend §9.4.2.2 of this article by removing parcels 27-022 and 27-221, which was then seconded. A majority vote was needed to carry this amendment. At such time a voice vote was taken which was in doubt by the Moderator and a standing vote was called. The motion to amend failed by a vote of 123 opposed and 97 in favor. The original article was then acted upon as follows:

The Finance and Warrant Commission recommended and the town voted by a 2/3 vote in favor declared by the moderator, to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Section 9.4 [Wireless Communication Overlay District (WCOD)], as set forth below:

- 1) Replace the existing Section 9.4 [Wireless Communication Overlay District (WCOD)] with a new Section 9.4 [Wireless Communication Overlay District (WCOD)] to read as follows:

9.4 WIRELESS COMMUNICATION OVERLAY DISTRICT (WCOD)

9.4.1 Purpose. The purpose of the Wireless Communication Overlay District (WCOD) is to permit and regulate the use of wireless communication facilities within the Town and to encourage their location and use in a manner which minimizes negative visual and environmental impacts. It is intended that this Section be in compliance with the Federal Telecommunications Act of 1996 in that the requirements of this section: (i) do not prohibit or have the effect of prohibiting the provision of wireless communication services; (ii) are not intended to discriminate unreasonably among providers of functionally equivalent services; and (iii) do not regulate wireless communication services on the basis of environmental effect of radio frequency emissions to the extent that the regulated services and facilities comply with the FCC's regulations concerning emissions. This Section does not apply to the construction or use of an antenna structure by a federally licensed amateur radio operator, as exempted by M.G.L. Chapter 40A, Section 3.

9.4.2 Location. The Wireless Communication Overlay District-- (WCOD 1) is herein established as an overlay district as shown on the Official Zoning Map and as described herein:

9.4.2.1 The WCOD shall comprise all land within the following zoning districts:

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Administrative-Research-Office (ARO)
Highway Business (HB)
Industrial (I)
Industrial-Office (IO)

- 9.4.2.2 The WCOD shall also include the following specific parcels, or discreet portions of parcels, as shown on the Westwood Board of Assessors' Map, as of January 1, 2014:

Parcel 04-001 (Hale Reservation, limited to existing utility easement);
Parcel 09-065 (Dedham-Westwood Water District water towers);
Parcel 14-046 (High Street Fire Station);
Parcel 14-071 (Town Hall);
Parcel 14-072 (Police Station);
Parcel 14-079 (Westwood Public Library);
Parcel 14-094 (Deerfield School);
Parcel 14-096 (St. John's Episcopal Church);
Parcel 14-140 (First Baptist Church);
Parcel 14-181 (Colburn School Building);
Parcel 16-005 (Hanlon School); Parcel 16-238 (St. Denis Church);
Parcel 16-250 (First Evangelical Free Church);
Parcel 20-072 (Baker Conservation Area, limited to portion so designated on plan entitled "Wireless Communications Overlay District, Parcel 20-072 (Baker Conservation Area), Westwood, Massachusetts", prepared by BETA Engineering, and dated April 15, 2013);
Parcel 21-044 (St. Margaret Mary Church);
Parcel 21-047 (Thurston Middle School);
Parcel 21-048 (Westwood High School);
Parcel 21-050 (First Parish of Westwood United Church);
Parcel 21-064 (First Parish of Westwood United Church);
Parcel 23-189 (Islington Community Center);
Parcel 23-215 (Islington Fire Station and Morrison Field);
Parcel 24-135 (Downey School);
Parcels 27-022 and 27-221 (June Street Conservation Area, limited to portion so designated on plan entitled "Wireless Communications Overlay District, Parcels 27-022 and 27-221 (June Street Conservation Area), Westwood, Massachusetts", prepared by BETA Engineering, and dated April 15, 2013);
Parcel 28-077 (Sheehan School);
Parcel 28-078 (Sheehan Fields, limited to portion so designated on plan entitled "Wireless Communications Overlay District, Parcel 28-078 (Sheehan Fields), Westwood, Massachusetts", prepared by BETA Engineering, and dated April 15, 2013);
Parcel 28-329 (Temple Beth David);
Parcels 29-123 (Westwood Lodge);
Parcel 35-089 (Martha Jones School); and
That abandoned portion of public right-of-way which extends from the intersection of Grove Street and Country Club Road to Route 128.

- 9.4.3 **Definitions.** For the purposes of this Section, the following definitions shall apply:

- 9.4.3.1 **Wireless communication facility.** Any tower, pole, antenna, receiving or transmitting equipment of any kind, and any equipment or structure related to wireless communication activities such as cellular telephone service, personal communication service (PCS), enhanced specialized mobile radio service, paging, light radio, and any other functionally equivalent service, including access ways, screening materials and landscaping associated with said facility.
- 9.4.3.2 **Minor wireless communication facility.** A wireless communication facility for which all components are located fully within a building or structure, and are not visible from the exterior of said building or structure, or for which any components located outside of, or attached to, an existing building or structure are less than ten (10) feet in height.
- 9.4.3.3 **Major wireless communication facility.** A wireless communication facility not meeting the limitations specified for a Minor wireless communication facility.
- 9.4.4 **Permitted Uses.** Except as otherwise provided herein and subject to the provisions of this Bylaw applicable to the underlying district, land and buildings in a WCOD may be used for any purpose permitted as of right or by special permit in the underlying district. Minor wireless communication facilities and Major wireless communication facilities may be permitted in the WCOD as set forth in this Section. Wireless communication facilities, whether Major or Minor, shall not be permitted outside the boundaries of the WCOD.
- 9.4.5 **Permits Required.**
 - 9.4.5.1 Minor wireless communication facilities to be located entirely within the interior of an existing building or structure, and not involving a change to the exterior size or appearance of the building or structure, or to be located entirely within the interior of an addition to an existing building where said addition is approved pursuant to Section 7.3 of this bylaw, and which facilities are not visible from the exterior, shall be a permitted use in the WCOD, provided that the wireless communication facility complies with FCC standards for radio frequency emissions and receives a building permit from the Building Inspector. However, any addition to an existing building which is designed primarily to house a wireless communication facility, shall require a WCOD EIDR Approval from the Planning Board in compliance with the provisions of this section and Section 7.3 of this bylaw.
 - 9.4.5.2 Minor wireless communication facilities to be located outside of, or attached to, an existing building or structure, including an existing communication facility, utility transmission tower or pole, water tower or related facility, shall be a permitted use in the WCOD, provided that the wireless communication facility is no more than ten (10) feet in height, adds no more than ten (10) feet in height to the building or structure, and receives a WCOD EIDR Approval pursuant to this section and Section 7.3 of this bylaw.
 - 9.4.5.3 Minor wireless communication facilities to be located entirely within the interior of a new building which is designed primarily to house a wireless communication facility, and which facilities are not visible from the exterior, shall be permitted

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in the WCOD only upon the issuance of a WCOD Special Permit from the Planning Board in compliance with the provisions of this section.

- 9.4.5.4 Major wireless communication facilities may be permitted in the WCOD only upon the issuance of a WCOD Special Permit from the Planning Board, which shall include a determination by the Planning Board that the location of the proposed facility would provide adequate screening and/or buffering such that the proposed facility would not be detrimental to the Town or to the general character or visual appearance of the surrounding neighborhood or abutting uses, and would be consistent with the intent of the Bylaw.
- 9.4.6 **Application and Submittal Requirements.** An application for a WCOD Special Permit or WCOD EDR Approval shall be filed in accordance with the Planning Board's Rules and Regulations for Wireless Communication Overlay District Special Permits, and shall include the following, except to the extent waived by the Planning Board:
- 9.4.6.1 Locus map at a scale of 1":200' which shall show all streets, landscape features, dwellings units and all other structures within five hundred (500) feet of the proposed wireless communication facility.
- 9.4.6.2 Site plan prepared by a Registered Professional Engineer at a scale of 1":40' which shall show the following information:
- 9.4.6.2.1 Location, size and height of the wireless communication facility, including the location, size and height of all accessory structures and equipment.
- 9.4.6.2.2 Property boundaries of the site.
- 9.4.6.2.3 Topographical site information, including existing and proposed elevations.
- 9.4.6.2.4 Fencing, landscaping, lighting and signage.
- 9.4.6.2.5 Areas to be cleared of vegetation and trees.
- 9.4.6.2.6 Location and identification of all existing buildings, structures and uses of land located on the site.
- 9.4.6.2.7 Location and identification of all existing buildings, structures and uses of land located within five hundred (500) feet of the property boundaries of the site.
- 9.4.6.3 Profile or elevation drawings to illustrate the view lines from the wireless communication facility to all nearby residences and public areas.
- 9.4.6.4 Color photograph or computerized rendition of the wireless communication facility and its components and accessory structures. For a Major wireless communication facility, a rendition shall also be prepared to illustrate the view lines from all neighboring streets.

- 9.4.6.5 Description of the wireless communication facility and the technical, economic and other reasons for the proposed location, height and design.
 - 9.4.6.6 Visual representation of the area of solid Radiofrequency Radiation (RFR) coverage and the area of marginal RFR coverage of the wireless communication facility, existing and proposed.
 - 9.4.6.7 Confirmation that the wireless communication facility complies with all applicable federal and state standards, regulations, statutes and other requirements. This shall include, if applicable, a written statement that the wireless communication facility is in compliance with, or is exempt from, applicable regulations administered by the Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission, and the Massachusetts Department of Public Health.
 - 9.4.6.8 A description of the wireless communication facility's capacity, including the number and type of panels, antennas and/or transmitter receivers that it can accommodate and the basis for these calculations.
 - 9.4.6.9 Documentation that the Applicant has the legal right to install and use the wireless communication facility.
 - 9.4.6.10 After the submittal of an application, the Planning Board may require that the Applicant perform a "balloon test" or other test in the field sufficient to illustrate the proposed height and location of the wireless communication facility in relation to the surrounding area.
- 9.4.7 **Development Standards.**
- 9.4.7.1 An Applicant proposing a wireless communication facility must demonstrate to the satisfaction of the Planning Board that the visual and aesthetic impacts of the wireless communication facility on nearby properties will be minimal. The Applicant must also demonstrate that the facility must be located at the proposed site due to technical, topographical or other unique circumstances, and that no reasonable combination of locations, techniques, or technologies will mitigate the height or visual impact of the proposed wireless communication facility.
 - 9.4.7.2 Co-location of wireless communication facilities is encouraged. To the extent possible, wireless communication facilities shall be located in or on existing buildings or structures, including, but not limited to, buildings, communication facilities, utility transmission towers or poles, water towers, and related facilities, provided that such installation preserves the character and integrity of these buildings or structures. The Applicant shall have the burden of demonstrating to the satisfaction of the Planning Board that a good faith effort has been made to co-locate on an existing building or structure, or on an existing Major or Minor wireless communication facility, that there are no feasible existing buildings or structures upon which to locate, and that no reasonable combination of locations, techniques or technologies will obviate the need for the proposed wireless communication facility.

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- 9.4.7.3 Major wireless communication facilities shall be designed and constructed to accommodate the maximum number of presently interested users that is technologically practical, except where the Planning Board determines that a reduction in the size or height of a facility would be preferable despite a negative effect on co-location opportunity. In addition, if the number of proposed users is less than four, the applicant shall provide a plan showing how the proposed tower can be expanded to accommodate up to four users. In the event that the Planning Board finds that co-location is preferable, the applicant must agree to allow co-location pursuant to commercially reasonable terms to additional users.
- 9.4.7.4 All new antenna support structures shall be buildings or monopoles. Where appropriate to the surrounding area, at the sole discretion of the Planning Board, monopoles shall be disguised as flag poles or trees.
- 9.4.7.5 The highest point of a Major wireless communication facility, including its antenna support structure and any component thereof or attachment thereto, shall not exceed one hundred (100) feet above ground level, except that this height limit may be increased, at the sole discretion of the Planning Board, subject to a finding that such increased height will have no significant adverse impact on the town and surrounding residential properties.
- 9.4.7.6 The maximum diameter or width of any Major wireless communication facility antenna support system shall be no more than three (3) feet, except that this diameter or width may be increased, at the sole discretion of the Planning Board, subject to a finding that such increased diameter or width will have no significant adverse impact on the town and surrounding residential properties.
- 9.4.7.7 All Major wireless communication facilities shall be setback from all property lines abutting any public way, including any sidewalk, a distance equal to one hundred percent (100%) of the height of the highest point of the wireless communication facility, except that this setback requirement may be reduced, at the sole discretion of the Planning Board, to allow the integration of a wireless communication facility into an existing or proposed building or structure.
- 9.4.7.8 No Major wireless communication facility shall be constructed within a distance equal to one hundred percent (100%) of the height of the highest point of the wireless communication facility from any existing residential dwelling or any proposed dwelling for which a building permit or subdivision approval has been issued. However, this regulation shall not prohibit the later development of any residential dwelling within said distance from an existing wireless communication facility.
- 9.4.7.9 All equipment enclosures and other improvements included within a wireless communication facility shall be architecturally designed to blend in with the surrounding environment and shall be maintained in good appearance and repair.
- 9.4.7.10 Unless waived by the Planning Board, fencing shall be provided to control access to the base of a Major wireless communication facility. The fencing shall be compatible with the scenic character of the Town, as determined by the Planning Board, and shall not consist of chain link, barbed wire or razor wire.

- 9.4.7.11 All exterior wireless communication facilities shall be painted, colored, molded, installed or otherwise screened to minimize their visibility to abutters, adjacent streets, views from scenic roads, and residential neighborhoods. Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood. Existing on-site vegetation shall be preserved to the maximum extent feasible.
- 9.4.7.12 All antennas on a Major wireless communication facility shall be single unit cross-polar antennas. Antennas shall be designed and mounted in such a manner as to present the smallest possible silhouette, profile, or cross-section.
- 9.4.7.13 Wireless communication facilities shall not be lighted unless required by the Federal Aviation Administration (FAA), or unless after consultation with the Police and Fire Chiefs, the Planning Board requires such lighting for public safety reasons, or unless the Planning Board requires the lighting of a monopole disguised as a flag pole.
- 9.4.7.14 Wireless communication facilities shall not interfere with nor have any negative effect on the Town's emergency radio communications.
- 9.4.7.15 Signs posted for advertisement or any other reasons shall not be allowed on or in the vicinity of a Major wireless communication facility, with the exception of one (1) sign not exceeding four (4) square feet in area at the facility which shall display the name and telephone number of the person and company responsible for the maintenance of the facility. The signage shall also display a 'No Trespassing' warning.
- 9.4.8 **Decision.** A WCOD Special Permit or WCOD EIDR Approval shall only be granted upon the determination of the Planning Board that the application meets the objectives cited herein. The Planning Board may impose reasonable conditions at the expense of the Applicant, including performance guarantees, to promote these objectives. Prior to the issuance of any WCOD Special Permit or WCOD EIDR Approval, the Planning Board shall make positive findings that:
- 9.4.8.1 The Applicant has demonstrated to the satisfaction of the Planning Board that there exists a significant gap in coverage and that said gap would be sufficiently reduced or eliminated by the proposed wireless communication facility.
- 9.4.8.2 The Applicant has demonstrated to the satisfaction of the Planning Board that the wireless communication facility must be located at the proposed site due to technical, topographical or other unique circumstances, in order to satisfy a demonstrated gap in coverage.
- 9.4.8.3 The Applicant has demonstrated to the satisfaction of the Planning Board that the visual and aesthetic impacts of the wireless communication facility on nearby properties will be minimal, and that no reasonable combination of locations, techniques or technologies will mitigate the height or visual impact of the proposed wireless communication facility.
- 9.4.8.4 The Applicant has demonstrated, in any case where a major wireless communication facility is permitted within the WCOD, that the location of the

proposed facility would provide adequate screening and buffering such that the proposed facility would not be detrimental to the Town or to the general character or visual appearance of the surrounding neighborhood or abutting uses, and would be consistent with the intent of the Bylaw.

9.4.8.5 The Applicant has demonstrated to the satisfaction of the Planning Board that the wireless communication facility will have no significant adverse impact on the town and surrounding residential properties.

9.4.9 **Discontinuance of Use.** A wireless communication facility, and all accessory equipment, shall be removed within six (6) months of abandonment or discontinuation of use. As a condition of any special permit for the placement, construction or modification of a Major wireless communication facility, the Applicant shall provide a bond, in a form acceptable to the Town, or shall place into escrow a sum of money sufficient to cover the costs of removing the facility from the subject property and said funds shall be held by an independent escrow agent to be appointed by the Applicant and the Planning Board. The amount of the surety shall be certified by a Registered Professional Engineer or Registered Professional Architect. The Applicant shall authorize and, as necessary, shall provide the authorization of the owner of the property to allow the Town or the escrow agent to enter upon the subject property to remove the facility when the facility has been abandoned or discontinued.

9.4.10 **Pre-existing Non-conforming Facilities.** Any wireless telecommunication facility legally in existence on the date of enactment of this section which does not comply in all respects with these provisions shall be deemed a pre-existing non-conforming use. Such wireless communication facilities may be renewed by vote of the Planning Board at a public meeting. Non-conforming Minor wireless communication facilities may be reconstructed, expanded and/or altered pursuant to the issuance of a WCOD EIDR Approval from the Planning Board in compliance with the applicable provisions of this section. Non-conforming Major wireless communication facilities may be reconstructed, expanded and/or altered pursuant to the issuance of a WCOD Special Permit from the Planning Board in compliance with the applicable provisions of this section. A new Minor wireless communication facility associated with a non-conforming Major wireless communication facility may be granted WCOD-EIDR Approval in compliance with the applicable provisions of this section.

9.4.11 **Time Limitation.** A special permit issued for a Major wireless communication facility over fifty (50) feet in height shall be valid for a period of five (5) years. At the end of this time period, the Major wireless communication facility shall be removed at the Applicant's expense unless the Applicant receives approval from the Planning Board to renew the WCOD Special Permit for an additional five (5) years.

- 2) Revise Official Zoning Map to reflect proper delineation of Wireless Communication Overlay District.

ARTICLE 23

The Finance and Warrant Commission recommended and the town voted unanimously in favor to approve certain amendments to the Westwood Zoning Bylaw related to signs, including amendments to Section 6.2 [Signs], and related amendments to Section 2.0 [Definitions], as set forth below:

- 1) Remove the existing Section 6.2.2.21, add a new Section 6.2.2.21 to read as follows, and renumber previous and subsequent sections as appropriate:

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- 6.2.2.21 Real Estate Open House Sign A temporary sign announcing a real estate open house during which an agent or owner will show property for sale or lease.
- 2) Replace the existing Section 6.2.2.26, with a new Section 6.2.2.26 to read as follows:
- 6.2.2.26 Special Events Sign A temporary sign that advertises a charitable, nonprofit or civic event, which event may include an open house, registration or similar event associated with a charitable, nonprofit or civic organization.
- 3) Replace the existing Section 6.2.3 with a new Section 6.2.3 to read as follows:
- 6.2.3 **Sign Permits.** No sign, including a temporary sign, shall be erected, displayed, altered or enlarged until a permit for such action has been issued by the Building Commissioner. Applications may be filed by the owner of the land, building or structure, or any person who has the authority to erect a sign on the premises. All applications shall include a scale drawing specifying dimensions, materials, illumination, letter sizes, color, support systems and location with all relevant measurements. The Building Commissioner shall act within thirty (30) days of receipt of such application and required fee. Sign permits shall be issued only if the Building Commissioner determines that the sign is in compliance with all provisions of this Section and the State Building Code. Notwithstanding the above, historic designation signs, temporary real estate signs, temporary political signs, temporary special event signs, real estate open house signs, and yard sale signs shall not require a sign permit.
- 4) Replace the existing Section 6.2.10.1.1 with a new Section 6.2.10.1.1 to read as follows:
- 6.2.10.1.1 Temporary signs may only be installed with the permission of the property owner. Temporary signs to be placed on Town property require the prior written permission of the Town Administrator, and shall be in full conformance with applicable town policy for said signs.
- 5) Replace the existing Section 6.2.10.4, with a new Section 6.2.10.4 to read as follows:
- 6.2.10.4 **Temporary Political Signs.** Temporary political signs shall be permitted in all Districts, and shall not require a permit from the Building Commissioner pursuant to Section 6.2.3.
- 6) Replace the existing Section 6.2.10.5, with a new Section 6.2.10.5 to read as follows:
- 6.2.10.5 **Temporary Banners.** Temporary banners announcing charitable, nonprofit, or civic events to be held within the geographic boundaries of the Town of Westwood, shall be permitted for a period of time not to exceed thirty (30) consecutive days prior to the event. All temporary banners shall be removed within ten (10) days after such event. Such banners may be erected across public ways with the prior written permission of the Town Administrator upon such terms and conditions as it shall determine, including size, location and design.

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- 7) Replace the existing Section 6.2.10.6, with a new Section 6.2.10.6 to read as follows:

6.2.10.6 **Temporary Special Event Signs.** Temporary special events signs, including off-premises temporary special event signs, shall be permitted for a period of time not to exceed fourteen (14) consecutive days prior to the advertised event. All temporary special event signs shall be removed within two (2) days after such event. Temporary special event signs shall be limited to no more than (6) square feet in area, and to no more than three (3) feet in height. No more than one (1) temporary special event sign shall be displayed on any property at any one time, and no more than four (4) temporary special event signs shall be displayed on any property during the course of a single calendar year. Temporary special event signs shall not require a permit from the Building Commissioner pursuant to Section 6.2.3.

- 8) Replace the existing Section 6.2.10.7, with a new Section 6.2.10.7 to read as follows:

6.2.10.7 **Real Estate Open House Signs.** Open house signs, not exceeding six (6) square feet in area, shall be permitted only on the property which is for sale or lease, and/or at nearby intersections to guide potential buyers to that location, and shall only be permitted during the hours of the open house. Real estate open house signs shall not require a permit from the Building Commissioner pursuant to Section 6.2.3.

ARTICLE 24

The Finance and Warrant Commission recommended and the town voted by a 2/3 vote in favor declared by the moderator to approve certain amendments to the Westwood Zoning Bylaw related to medicinal marijuana, including amendments to Section 4.1 [Principal Uses], Section 2.0 [Definitions], and Section 6.1.5 [Parking Requirements for Commercial Uses], and adoption of a new Section 4.6 [Interim Regulations for Medicinal Marijuana Use], as set forth below:

- 1) Add a new Section 4.1.5.37 to read as follows, with "BA" in columns under district ARO, and with "N" in all other columns:

4.1.5.37 **Medicinal Marijuana Dispensary**

- 2) Add a new Section 4.1.5.38 to read as follows, with "N" in all columns:

4.1.5.38 **Other Marijuana Facility**

- 3) Add new Sections 2.87 and 2.98 to read as follows, and renumber subsequent sections as appropriate:

2.87 Medicinal Marijuana Dispensary An establishment, lawfully permitted and licensed by the state Department of Public Health or other applicable state entity, that acquires, cultivates, possesses, processes, sells, dispenses, distributes, or administers products containing or derived from marijuana, including, without limitation, food, tinctures, aerosols, oils, ointments, or smokable, and/or marijuana-related supplies or materials, to qualifying patients or their personal caregivers.

2.98 Other Marijuana Facility Any acquisition, cultivation, possession, processing, sale, dispensing, distribution, or administration of products containing or derived from marijuana,

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including, without limitation, food, tinctures, aerosols, oils, ointments, or smokables, and/or marijuana-related supplies or materials, other than a Medicinal Marijuana Dispensary.

- 4) Amend Section 6.1.5 [Parking Requirements for Commercial Uses] by adding new Section 6.1.5.12 to read as follows, and renumber subsequent sections as appropriate:

6.1.5.12 Medicinal Marijuana Dispensary	One (1) space for each two hundred fifty (250) square feet of floor area or fraction thereof devoted to selling, storage, service and all other activities related to such use, exclusive of cellar and basement areas used only for storage or services incidental to the operation or maintenance of the premises
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- 5) Add a new Section 4.6 to read as follows:

4.6 INTERIM REGULATIONS FOR MEDICINAL MARIJUANA USE

4.6.1 Purpose. This Section is intended to provide restrictions that will allow the Town adequate time to consider regulations pertaining to facilities associated with the medicinal use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and to develop appropriate standards, criteria and conditions for the establishment and operation of such facilities. Given that a law permitting the medicinal use of marijuana in the Commonwealth of Massachusetts shall be in effect beginning January 1, 2013, and the Massachusetts Department of Public Health has yet to promulgate the regulations by which such facilities shall be registered and administered, a restriction on the establishment of such facilities shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations to appropriately address these considerations consistent with state regulations and permitting procedures.

4.6.2 Restriction on Applicability of Section 4.1.5.3.7. No medical marijuana dispensary shall be permitted by special permit pursuant to 4.1.5.37 so long as this Section 4.6 is effective, as set forth in Section 4.6.3.

4.6.3 Period of Restriction. The Section 4.6 shall be effective immediately and continuing through May 6, 2014.

ARTICLE 25

The Finance and Warrant Commission recommended and the town voted unanimously in favor to approve housekeeping amendments to various sections of the Westwood Zoning Bylaw and Official Zoning Map as may be necessary to correct errors or inconsistencies and to clarify such sections, as set forth below:

- 1) Replace the words “impermeable cover and surface which the Board of Appeals finds is so designed to prevent the generation” with the words “impermeable cover and impervious surface

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which the Board of Appeals finds is sufficiently designed to prevent the discharge” in existing Sections 9.3.5.3 and 9.3.5.4 so that the amended sections reads as follows:

- 9.3.5.3 Storage of commercial fertilizers and soil conditioners, as defined in M.G.L. Chapter 128, Section 64, but only in a structure with an impermeable cover and impervious surface which the Board of Appeals finds is sufficiently designed to prevent the discharge of contaminated run-off or leachate.
- 9.3.5.4 Stockpiling of animal manures, but only in a structure with an impermeable cover and impervious surface which the Board of Appeals finds is sufficiently designed to prevent the discharge of contaminated run-off or leachate.

ARTICLE 26

The Finance and Warrant Commission recommended and the town voted unanimously in favor to accept M.G.L. Chapter 59, Section 5, Clause Fifty-six, establishing a Citizen Solider Exemption in the Town of Westwood.

ARTICLE 27

The Finance and Warrant Commission recommended and the town voted unanimously in favor to adopt M.G.L.A. Chapter 59, Section 5N, which would entitle qualified Veterans as defined by in the Forty Third Clause of Section 7 of Chapter 4 M.G.L. to provide services to a city or town in exchange for a reduction in real estate property tax obligations at a rate of pay equal to the minimum wage of the Commonwealth per hour up to \$1,000 in any given year; the Town shall set aside up to \$10,000 as compensation for up to ten (10) veterans under this Veteran’s Work Off Program in fiscal year 2014 and every year thereafter.

ARTICLE 28

The Finance and Warrant Commission recommended and the town voted unanimously in favor to accept Chapter 137 of the Acts of 2003 Military Pay Differential Act relative to public employees serving in the Armed Forces of the United States.

ARTICLE 29

The Finance and Warrant Commission recommended and the town voted unanimously in favor to amend Chapter 338 – SOLICITING AND CANVASSING as follows:

§338-5. Application Requirements: by adding a new section C as follows:

- b. The application will be considered and acted upon within two business days of its submission. If not acted upon within two business days, the applicant shall be notified.

§338-6. Background check: by deleting this section in its entirety and inserting therefore the following:

§338-6 Subject to the provisions of the Massachusetts Criminal Records Offender Statute, M.G.L. c. 6, §167 et seq., regulations promulgated thereunder and Chapter 339 Fingerprint Based Criminal Record Background Checks, of the Code of the Town of Westwood, the Westwood Police Department shall conduct a criminal records check of each applicant for a Town of Westwood door-to-door sales permit to determine the applicant’s fitness and suitability to conduct door-to-door sales.

Annual Town Meeting *Minutes*

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 11:07 p.m.

Attest:

A handwritten signature in black ink that reads "Dorothy A. Powers". The signature is written in a cursive style with a large, prominent initial "D".

Dorothy A. Powers, CMC, CMMC
Westwood Town Clerk

Special State Election Results

June 25, 2013

THE COMMONWEALTH OF MASSACHUSETTS
SPECIAL STATE ELECTION
TOWN OF WESTWOOD
TUESDAY, JUNE 25, 2013

SENATOR IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	1	1	0	2	0.05%
GABRIEL E. GOMEZ	552	621	525	512	2210	54.92%
EDWARD J. MARKEY	493	478	512	311	1794	44.58%
RICHARD A. HEOS	4	2	2	4	12	0.30%
All Other Votes	3	1	0	2	6	0.15%
TOTAL	1052	1103	1040	829	4024	100%

Precinct	Registered	Voted	Percent
1	2,716	1052	39%
2	2,743	1103	40%
3	2,721	1040	38%
4	2,496	829	33%
TOTAL	10,676	4,024	
TOTAL PERCENTAGE OF VOTERS:			38%

Fall Town Meeting *Minutes*

Monday, November 18, 2013
Westwood High School Auditorium



Pursuant to a warrant dated October 21, 2013, signed by Selectmen, Patrick J. Ahearn, Nancy C. Hyde and Philip N. Shapiro, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Westwood High School Auditorium on Monday November 18, at 7:30 p.m.

Acting Moderator, Paul Fitzgerald who declared the presence of a quorum with Two hundred and forty three (243) registered voters in attendance, called the meeting to order at 7:34 p.m. The return on warrant was read, after which all stood for the pledge of Allegiance to the Flag. The Town then voted unanimously on the Selectmen’s move to dispense the reading of the articles and full warrant, and to adjourn the meeting until 7:30 pm on Tuesday, November 19, 2013 if business was not completed by 10:45 pm.

ARTICLE 1

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator, to raise and appropriate the sum of One Hundred Sixty-One Thousand Four Hundred Forty-Four Dollars (\$161,444) for the operation of the municipal departments and public school system for the fiscal year July 1, 2013, through June 30, 2014, as set forth below.

Budget	Amount	Funding Source
School Operating Budget	\$146,858	FY14 State Aid
Municipal Operating Budget – Contract Reserve/Other	\$14,586	FY14 State Aid

ARTICLE 2

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator, to accept Nine Hundred and Twenty Five Thousand Dollars (\$925,000) and reserve building permit fees paid by the proponents of the University Station project to the Town of Westwood and appropriate and allocate said funds by vote of the Board of Selectmen for the cost associated with the resources, staffing and equipment needs and facility plans and land acquisition related to the permitting, inspection, legal, valuation and other services for the University Station Project prior, during and after construction.

ARTICLE 3

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator, to accept One Million Dollars (\$1,000,000) in mitigation payments related to the University Station Project and appropriate and/or transfer from available funds for the purpose of designing, engineering, bidding and installing University Station neighborhood traffic calming measures and other measures to address potential traffic issues; to authorize the Board of Selectmen to allocate said funds for the purpose, and further 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 this purpose.

ARTICLE 4

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator, to accept Two-Hundred and Fifty Thousand Dollars (\$250,000) in mitigation payments related to the University Station Project and appropriate and/or transfer from available funds for the purpose of studying and/or designing and installing University Station neighborhood traffic calming measures and to address potential traffic issues; and to authorize the Board of Selectmen to allocate said funds for this purpose, and further 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 this purpose.

ARTICLE 5

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator, to accept Nine Hundred Thousand Dollars (\$900,000) in mitigation payments related to the University Station and appropriate and/or transfer from available funds to defray Town costs including, hiring and training of additional police officers and firefighters and other expenses associated with the project; and to allocate said funds for this purpose, and further 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 this purpose.

ARTICLE 6

The Finance and Warrant Commission recommended and the Town voted by a 2/3 votes in favor declared by the Moderator, to take the following several actions in furtherance of public necessity and convenience and in conjunction with certain improvements, changes and alterations to the location lines of a new roadway layout and underlying infrastructure existing or planned to serve the so-called University Station project (the "Project"):

- (A) To authorize the Board of Selectmen to take and acquire, at no expense to the Town, by purchase, gift, eminent domain or otherwise, such land or other interests in land, and to lay out as Town ways, on terms acceptable to the Board of Selectmen, and to accept as town ways, the layouts of ways shown in the vicinity of and/or as part of University Avenue on certain layout plans, as most recently filed with the Town Clerk (the "Layout Plans");
- (B) To authorize the Board of Selectmen to take and acquire, at no expense to the Town, by purchase, gift, eminent domain or otherwise, on terms acceptable to the Board of Selectmen, such land or other interests in land as are necessary (i) to benefit from temporary or permanent right of way easements for public travel, (ii) to install, operate and maintain public sidewalks, street lighting, traffic signals, directional signage, and similar transportation-related amenities and controls; (iii) to relocate railroad beacons; and (iv) to perform grading and other site work and construction work related to the construction of public ways, public sidewalks, street lighting, traffic signals, directional signage, and similar transportation-related amenities and controls; and
- (C) To enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town.

Fall Town Meeting *Minutes*

ARTICLE 7

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator, to petition the Massachusetts General Court to enact the following special act:

AN ACT EXEMPTING THE POLICE DEPARTMENT OF THE TOWN OF WESTWOOD FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

Section 1: The police department in the Town of Westwood shall be exempt from the provisions of Chapter 31 of the General Laws.

Section 2: The provisions of Section 1 of this act shall not impair the Civil Service status of the present incumbent uniformed Police Department personnel holding such status on the effective date of this act.

Section 3: This act shall take effect upon its passage.

ARTICLE 8

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator, to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the amendments of the Constitution, for enactment of a special law substantially in the following form:

AN ACT EXEMPTING BARRY CANAVAN FROM THE MAXIMUM AGE REQUIREMENT AS A FIREFIGHTER IN THE TOWN OF WESTWOOD.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding sections 58, 61A and 61B of Chapter 31 of the General Laws or any other general or special law to the contrary, Barry Canavan of the Town of Rockland may have his name certified for original appointment to the position of firefighter in the Town of Westwood, notwithstanding having reached the age of 32 before taking any civil service examination in connection with such appointment. In all other respects, Barry Canavan shall be eligible for appointment to the position of firefighter in the Town of Westwood only insofar as he qualifies and is selected for employment under Chapter 31 of the General Laws, any regulations of the Civil Service Commission and any lawful hiring practices of the Town of Westwood.

SECTION 2. This act shall take effect upon its passage.

ARTICLE 9

The Finance Commission recommended that the town vote in favor of this article. The article failed to achieve a 2/3 vote declared by the Moderator. A motion from the floor was made for a counting vote with the required 7 people standing in favor of this. The article failed to get a 2/3 vote required by a vote of 81 No to 73 Yes. A motion for reconsideration was made and

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seconded. A standing vote was called by the Moderator. The article failed to get a 2/3 vote required by a vote of 77 No to 117 Yes to authorize the Board of Selectmen to sell or lease properties on Assessor Map 21, Parcels 042 and 043, to an entity responding to a Request for Proposal (RFP) to be issued by the Town.

ARTICLE 10

The Finance Commission recommended that the town vote in favor of this article. The article failed to achieve a 2/3 vote required by a vote of 104 No to 67 Yes to approve certain amendments to the Town of Westwood Official Zoning Map, to change the designation of a parcel, known as Assessor's Plot 21, Lot 43, from Single-family Residential C (SRC) District to Local Business A (LBA) District.

- 1) Replace the map entitled "Official Zoning Map, May 6, 2013" with the map entitled "Official Zoning Map, Version 2, November 18, 2013".

ARTICLE 11

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw, Section 8.4 [Senior Residential Development (SRD)] as set forth below.

- 1) Remove the existing Section 8.4 [Senior Residential Development] in its entirety and replace with a new Section 8.4 [Senior Residential Development] to read as follows:

8.4 SENIOR RESIDENTIAL DEVELOPMENT (SRD)

8.4.1 **Purposes.** The purposes of Senior Residential Development (SRD) are as follows:

- 8.4.1.1 to encourage the provision of independent living accommodations in the form of senior residential communities which are located and designed in such a manner as to uniquely serve the physical and social needs of senior residents, fifty-five (55) years of age and older, with a range of income levels and physical abilities;
- 8.4.1.2 to preserve and enhance Westwood's community character by ensuring design compatibility between new senior residential developments and existing neighborhoods; and
- 8.4.1.3 to preserve open space, protect natural and cultural resources, lessen disturbance to soils, topography and vegetation, and reduce the overall costs of developing high quality senior residential units by allowing for more efficient, compact layout than permitted under a conventional development.

8.4.2 **Special Permit Required.** A Senior Residential Development shall require the issuance of a special permit by the Planning Board in compliance with the provisions of this Section.

8.4.3 **Conditions.** A SRD shall be subject to the following conditions:

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- 8.4.3.1 Occupancy shall be limited to persons who have reached the age of fifty-five (55) years and any close relative residing with such person. For purposes hereof, “close relative” shall mean a spouse, child, parent, grandparent, brother, sister, aunt, uncle, niece or nephew, and shall include a person so related by legal adoption and by the half blood.
- 8.4.3.2 There shall be not more than two (2) bedrooms in any dwelling unit, nor shall there be any den, office, bonus room, loft, attic, or similar area which could be converted for use as a third bedroom.
- 8.4.3.3 The SRD shall be developed as a Coordinated Unit, which shall mean a building or group of buildings under common management and serving a common function.
- 8.4.3.4 Maximum building height requirements shall be as set forth in Section 5.4.1 of this bylaw unless the Planning Board determines, in its discretion, that any structure may exceed maximum height requirements by up to ten (10) additional feet without having any undue negative affect on surrounding properties.
- 8.4.3.5 All dwelling units shall be designed to accommodate suitable means of access and egress for people with disabilities in conformance with 521 CMR Section 9. Additionally, in cases where supplemental wheelchair ramps and/or lifts are necessary to achieve suitable means of access and egress, architectural plans for individual dwelling units shall demonstrate the location and means of incorporating such ramps and/or lifts. Such ramps and/or lifts shall be installed by the owner of any dwelling unit if required by a resident of said dwelling unit.
- 8.4.3.6 In any project authorized under a SRD Special Permit which will result in the development of more than ten (10) new residential units, a minimum of fifteen percent (15%) of total housing units shall be “affordable” as defined in the Rules and Regulations, unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town’s housing needs. The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said units shall count toward Westwood’s requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended.
- 8.4.4 **Types of Permissible Dwellings.** The following types of dwellings may be authorized by SRD Special Permit:

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- 8.4.4.1 single-family detached houses;
 - 8.4.4.2 two-family houses;
 - 8.4.4.3 two-family semi-detached houses;
 - 8.4.4.4 townhouse-type dwelling units; or
 - 8.4.4.5 any combination of such housing types or other housing types determined by the Planning Board to be appropriate for a SRD.
- 8.4.5 **Specific Restrictions.** A SRD shall also be subject to the following specific restrictions:
- 8.4.5.1 The number of dwelling units in an SRD Project shall be determined, at the Board's sole discretion, to allow between one (1) and ten (10) dwelling units per acre, but in no case shall the number of dwelling units be determined to be less than permitted for single-family dwelling units in the underlying district. When determining the maximum number of dwelling units permitted for the SRD Project, the Board shall take into account the amount of land in the development lot or parcel which may not be reasonably suited for residential development, including but not limited to wetlands, significant rock outcroppings, and areas with slopes in excess of 15%. The Board shall also take into account the amount of land necessary for access and egress, parking, buffer areas and dedicated open space, and shall base its determination of appropriate project density on the remaining developable area. The determination of appropriate project density shall be made by the Planning Board, which shall take into consideration the density of the surrounding properties, the visibility of the proposed development from abutting properties and public ways, and any graphic or analytic materials provided by the Applicant.
 - 8.4.5.2 Where proposed structures are to be developed on existing streets or direct extensions of existing streets, front yard setbacks may be reduced to not less than one hundred percent (100%) of the front setback requirement in the underlying district. Where proposed structures are to be developed on new interior drives, front yard setbacks may be reduced to not less than twenty (20) feet. There shall be no minimum side or rear setback between structures within a proposed SRD, however each proposed principal and accessory structure, driveway, and interior drive shall be set back a minimum of thirty (30) feet from the sides and rear of the perimeter of the SRD.
 - 8.4.5.3 There shall be provided at least one and one half (1-1/2) off-street parking spaces per dwelling unit, one of which is reserved for the use of such dwelling unit and within one hundred fifty (150) feet thereof, and provisions shall be made for additional visitor parking spaces, in an amount deemed appropriate by the Board.

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- 8.4.5.4 The maximum permitted lot coverage for a SRD shall be fifty percent (50%), including all structures, roadways, driveways and parking areas.
- 8.4.5.5 A SRD Project shall be subject to Environmental Impact and Design Review (EIDR) approval pursuant to Section 7.3 of this Bylaw, which shall be consolidated into a mandatory site plan approval component of the SRD Special Permit, and no separate EIDR Approval shall be required.
- 8.4.6 **Procedures.** An application for a SRD Special Permit shall be filed in accordance with the Planning Board's Rules and Regulations for Special Permits.
- 8.4.7 **Application and Submittal Requirements.** An application for a SRD Special Permit shall include plans in conformance with the Planning Board's Rules and Regulations for Special Permits.
- 8.4.8 **Decision.** A SRD Special Permit shall be granted by the Planning Board, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this Bylaw, the determination shall include consideration of each of the following:
 - 8.4.8.1 Impact on the quantity and quality of available housing choices for residents fifty-five (55) years of age and older, with a range of income levels and physical abilities, and demonstrated market for proposed age-restricted units;
 - 8.4.8.2 Proximity of the proposed development to public transportation, open space, neighborhood shopping and service facilities;
 - 8.4.8.3 Provision of appropriately designed on-site community facilities to serve the recreational and social needs of the proposed SRD Project's residents, unless the Board determines that such is unnecessary due to location of an SRD Project in close walking distance to similar off-site facilities;
 - 8.4.8.4 Impact on the natural environment;
 - 8.4.8.5 Impact on vehicular and pedestrian movement and safety, both within the development and on proximate roads;
 - 8.4.8.5 Compatibility of the proposed development with the surrounding neighborhood;
 - 8.4.8.7 Suitability of the proposed design, location, and layout of the overall SRD, and of each individual dwelling unit and all proposed common facilities, to uniquely serve the physical and social needs of senior residents.

8.4.9 **Compliance with Subdivision Rules and Regulations.** Nothing contained herein shall in any way exempt a proposed SRD involving a subdivision from compliance with the Planning Board's Rules and Regulations Governing the Subdivision of Land or the rules and regulations of any other Town board having jurisdiction. Nor shall this section in any way affect the right of the Board of Health and of the Planning Board to approve, with or without modifications, or disapprove a subdivision plan in accordance with the provisions of such rules and regulations and of the Subdivision Control Law.

ARTICLE 12

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw, Section 8.3 [Open Space Residential Development (OSRD)] as set forth below.

1) Remove the existing Section 8.3.4 [Minimum Tract Requirements] in its entirety and replace with a new Section 8.3.4 to read as follows:

8.3.4 **Minimum Tract Requirements.** The minimum tract of land for an OSRD shall consist of one parcel or two or more contiguous parcels, with a minimum area of 120,000 square feet in SRB, 200,000 square feet in SRC, and 400,000 square feet in SRE, prior to further division. The Planning Board may make a finding that two or more parcels separated by a road or other infrastructural element are effectively contiguous if such is consistent with the purposes of this Section.

2) Remove the existing Section 8.3.8.2 [Site Plan Approval Required] in its entirety and replace with a new Section 8.3.8.2 to read as follows:

8.3.8.2 **Site Plan Approval Required.** An OSRD Project shall be subject to Environmental Impact and Design Review (EIDR) approval pursuant to Section 7.3 of this bylaw, and no building permit shall be issued for any structure within the OSRD prior to the recording of the OSRD-EIDR Approval in the office of the town clerk.

3) Remove the existing Section 8.3.8.3 [Uses Requiring Special Permit] in its entirety and replace with a new Section 8.3.8.3 to read as follows:

8.3.8.3 **Uses Requiring Special Permit.** An OSRD containing one or more structures of single-family attached housing, and/or one of more density bonus dwelling units, shall require an OSRD Special Permit issued by the Planning Board. The OSRD Project shall be subject to EIDR approval pursuant to Section 7.3 of this Bylaw, which shall be consolidated into a mandatory site plan approval component of the OSRD Special Permit, and no separate EIDR Approval shall be required. No building permit shall be issued for any structure within the OSRD prior to the recording of the OSRD Special Permit in the office of the town clerk.

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- 4) Remove the existing Section 8.3.9.2 [Yield Calculation] in its entirety and replace with a new Section 8.3.8.3 to read as follows:

8.3.9.2 **Yield Calculation.** The maximum base number of dwelling units to which an OSRD is entitled shall be determined by the Planning Board following the submission of a Yield Calculation, as set forth below. The Yield Calculation shall be submitted as part of the OSRD-EIDR or OSRD Special Permit application, but may be submitted on a preliminary basis to the Planning Board, as part of an informal pre-application meeting, as provided for in Section 8.3.5.1 herein.

The Yield Calculation is determined by the following steps:

- Step One:** Subtract from the total original area of the development tract 100% of all wetlands and all such other land as may be determined by the Board to be unsuitable for development, including but not limited to, significant rock outcroppings and areas with slopes in excess of 15%.
- Step Two:** Reduce that result by 10%, as an infrastructure factor.
- Step Three:** Divide that result by the minimum lot size required in the underlying district.
- Step Four:** For results less than 2, eliminate any fractional part, and for results greater than 2, round up to the next whole number for fractions of .5 or greater, and down for fractions less than .5.
- Step Five:** The result shall then be adjusted by the addition of the following number of units, to attain general parity with that of a conventional subdivision:

<u>Yield</u>	<u>Added Units</u>
1 to 3 units	0
4 to 8 units	1
9 to 13 units	2
14 to 18 units	3
Over 18 units	4

Yield: The result is the maximum base number of dwelling units allowed, provided that all other conditions required in Section 8.3 are met.

- 5) Remove the existing Section 8.3.9.3 [OSRD Dimensional Requirements] in its entirety and replace with a new Section 8.3.9.3 to read as follows:

8.3.9.3 **OSRD Dimensional Requirements.** The following dimensional requirements shall apply within an OSRD, in place of the requirements set forth in Section 5.2, Table of Dimensional Requirements:

Minimum Dimensional Requirements in OSRD		
	Detached single-family dwelling units	Single-family attached dwelling units
8.3.9.3.1 Lot Size	10,000 sq. ft.	7500 sq. ft.
8.3.9.3.2 Lot Frontage on existing street	100% of lot frontage requirement in underlying district	100% of lot frontage requirement in underlying district
8.3.9.3.3 Lot Frontage on an interior drive	75'	75'
8.3.9.3.4 Front Setback on existing street	100% of front setback requirement in underlying district	100% of front setback requirement in underlying district
8.3.9.3.5 Front Setback on an interior drive	20'	10'
8.3.9.3.6 Side setback for principal structure	10'	10'
8.3.9.3.7 Rear setback for principal structure	10'	10'
8.3.9.3.8 Side and rear setbacks for accessory structures	5'	5'

6) Remove the existing Section 8.3.11.1 [Minimum Open Space Requirement] in its entirety and replace with a new Section 8.3.11.1 to read as follows:

8.3.11.1 **Minimum Open Space Requirement.** In the SRC and SRE districts, the OSRD shall protect in perpetuity at least fifty (50) percent of the total tract as common open space, or sixty (60) percent where the OSRD must employ shared or individual septic systems or other on-site treatment, because no public sanitary sewer collection system is available. In the SRB district, the OSRD shall protect in perpetuity at least sixty (60) percent of the total tract as common open space. The common open space shall not be further divided or subdivided, and a restriction to such effect shall be noted on the EIDR plans recorded at the Registry of Deeds.

7) Remove the existing Section 8.3.13 [EIDR Decision] in its entirety and replace with a new Section 8.3.13 to read as follows:

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8.3.13 **OSRD-EIDR Decision.** Approval shall be granted by means of a written OSRD-EIDR decision, based upon a determination by the Planning Board that the OSRD application meets the criteria below.

8.3.13.1 Consistency with the purposes of this Section.

8.3.13.2 Demonstration of proper and complete application of the OSRD 4-step design process.

8.3.13.3 General consistency with all applicable elements of the EIDR standards in Section 7.3.7.

8.3.13.4 Responsiveness to all applicable elements of the Design Standards in Section 8.3.12.

8.3.13.5 Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.

8) Remove the existing Section 8.3.14 [Special Permit Decision for Single-family Attached Housing] in its entirety and replace with a new Section 8.3.14 [OSRD Special Permit Decision for Single-family Attached Housing] to read as follows:

8.3.14 **OSRD Special Permit Decision for Single-family Attached Housing.** Approval shall be granted by means of a written OSRD Special Permit decision, based upon a finding by the Planning Board that the OSRD application demonstrates consistency with the standards below:

8.3.14.1 Consistency with the purposes of this Section.

8.3.14.2 Demonstration of proper and complete application of the OSRD 4-step design process.

8.3.14.3 General consistency with Section 10.3 [Special Permits] of the Zoning Bylaw.

8.3.14.4 Compatibility with the scale, visual character and amenities of the neighborhood.

8.3.14.5 Compatibility of the single-family attached housing with the other housing types and clusters within the OSRD, using site design, architectural elements, building massing, and open space and landscaping, thereby creating a unified development that succeeds in establishing a harmonious residential environment.

9) Remove the existing Section 8.3.15 [OSRD Special Permit Decision for Density Bonus Units] in its entirety and replace with a new Section 8.3.15 to read as follows:

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8.3.15 **OSRD Special Permit Decision for Density Bonus Units.** Approval shall be granted by means of a written OSRD Special Permit decision, based upon a finding by the Planning Board that the proposed density bonus meets one or more of the allowed bonuses in Section 8.3.9.4.

10) Remove the existing Section 8.3.16 [Special Conditions and Performance Guarantee] in its entirety and replace with a new Section 8.3.16 to read as follows:

8.3.16 **Special Conditions and Performance Guarantee.** The Planning Board may impose reasonable conditions as part of any OSRD-EIDR or OSRD Special Permit approval and may require suitable performance guarantees to assure compliance with those conditions.

ARTICLE 13

The Finance Commission recommended that the town vote in favor of this article. A motion from the floor was made in writing to strike clause 8.1.2. The motion failed to achieve a 2/3 vote declared by the Moderator. The original article passed by a 2/3 vote in favor declared by the Moderator.

One-Family Dwelling] as set forth below.

1) Remove the existing Section 8.1 [Conversion of One-Family Dwelling] in its entirety and replace with a new Section 8.1 [Conversion of One-Family Dwelling] to read as follows:

8.1 CONVERSION OF ONE-FAMILY DWELLING

8.1.1 **Purposes.** The purposes of this section are as follows:

8.3.1.1 to preserve culturally, historically, or architecturally significant residential structures of value to the community;

8.3.1.2 to encourage the preservation of community character through the maintenance of existing residential properties and their surrounding landscapes;

8.3.1.3 to offer greater housing choice by allowing varied mixes of housing type, compatible with community character.

8.1.2 **Special Permit Required.** Upon the grant of a special permit by the Board of Appeals, the conversion and/or use of a one-family dwelling to a dwelling for not more than two (2) families may be authorized, provided that such one-family dwelling was constructed on or before December 31, 1938, and provided that the exterior character of the property remains consistent with that of a single-family dwelling, and provided that no accessory apartment is in existence on the same property pursuant to Section 4.4.2 of this Bylaw.

8.1.3 **Alterations, Relocations, or Additions.** The Board of Appeals may allow for the alteration or relocation of a structure proposed for conversion under this section, and may allow for the construction of one or more additions to said structure, if in the Board's

determination, the proposed alteration, relocation, or addition does not significantly change the exterior character of the property.

- 8.1.4 All applications for a special permit pursuant to this Section shall be acted upon in the order in which they are filed. The maximum number of special permits to be issued and in effect shall not exceed one percent (1%) of the current number of single-family and two-family dwelling units in Town.

ARTICLE 14

The Finance and Warrant Commission recommended and the Town voted by a 2/3 votes in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw to distinguish between pet care facilities and commercial kennels, including amendments to Section 2.0 [Definition], Section 4.1 [Principal Uses], and Section 6.1 [Off-Street Parking] as set forth below.

- 1) Delete the definitions of “Kennel” and “Kennel, Commercial” under Section 2.0 in their entirety, and add new definitions for “Kennel”, “Commercial boarding and training kennel”, “Commercial breeder kennel”, “Personal kennel”, and “Veterinary kennel” to read as follows:

Kennel A pack or collection of dogs on a single premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel.

Commercial boarding or training kennel An establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed under MGL Chapter 129, Section 39A, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.

Commercial breeder kennel An establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration.

Personal kennel A pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.

Fall Town Meeting *Minutes*

Veterinary kennel A veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that "veterinary kennel" shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care.

- 2) Add a new definition for "Pet Care Facility" under Section 2.0 to read as follows:

Pet care facility A commercial establishment which caters to the needs, comfort, and/or benefit of pets, or which offers pet-oriented services including the grooming of dogs or domesticated animals, but which does not engage in the housing, breeding, boarding, training, or sales of such animals, and does not provide animal daycare.

- 3) Amend Section 4.1 [Principal Uses] by changing the title of the existing Section 4.1.5.17 [Kennel, Commercial] to "Commercial boarding or training kennel; Commercial breeder kennel; Veterinary kennel".
- 4) Amend Section 4.1 [Principal Uses] by adding a new Section 4.1.5.17 entitled "Pet Care Facility", with "Y" in columns under districts LBA, LBB, an HB, with "BA" in columns under districts I and IO, and with "N" in all other columns, and renumber subsequent sections as appropriate.
- 5) Amend Section 4.3 [Accessory Uses] by changing the title of the existing Section 4.3.3.9 [Kennel, or animal clinic or hospital, but only if located on the same premises as a dwelling unit and conducted by a resident thereof] to "Personal kennel, Veterinary kennel, or animal clinic or hospital, but only if located on the same premises as a dwelling unit and conducted by a resident thereof".
- 6) Amend Section 6.1.5 [Parking Requirements for Commercial Uses] by changing the title of the existing Section 6.1.5.9 [Kennel, Commercial] to "Commercial boarding or training kennel; Commercial breeder kennel; Veterinary kennel".
- 7) Amend Section 6.1.5 [Parking Requirements for Commercial Uses] by adding new Section 6.1.5.9 to read as follows, and renumber subsequent sections as appropriate:

6.1.5.9 Pet Care Facility	One (1) space for each two hundred fifty (250) square feet of floor area or fraction thereof devoted to selling, storage, service and all other activities related to such use, exclusive of cellar and basement areas used only for storage or services incidental to the operation or maintenance of the premises
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Fall Town Meeting *Minutes*

ARTICLE 15

The Finance and Warrant Commission recommended and the Town voted by a 2/3 votes in favor declared by the Moderator to approve certain amendments to the Town of Westwood Official Zoning Map, to correct errors or omissions.

- 1) Replace the map entitled "Official Zoning Map, May 6, 2013" with the map entitled "Official Zoning Map, Version 1, November 18, 2013".

ARTICLE 16

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve housekeeping amendments to various sections of the Westwood Zoning Bylaw and Official Zoning Map as may be necessary to correct errors or inconsistencies and to clarify such sections, as set forth below.

- 1) Amend Section 2.0 [Definitions], definition of "Essential Service" by replacing the word "overhand" with the word "overhead", so that the amended definition reads as follows:

Essential Services Services provided by a public service corporation or by governmental agencies through erection, construction, alteration or maintenance of gas, electrical, steam or water transmission or distribution systems and collection, communication, supply or disposal systems whether underground or overhead, but not including wireless communications facilities. Facilities necessary for the provision of essential services include poles, wires, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants and other similar equipment in connection therewith.

- 2) Amend Section 4.1.3.4 "Senior Residential Development" by replacing the referenced section number "8.5" with the section number "8.4".
- 3) Amend Section 4.1.3.5 "Residential Retirement Community" by replacing the referenced section number "8.6" with the section number "8.5".
- 4) Amend Section 4.1.5.26 "General Services Establishment" by replacing the letter "Y" in the "SRD" column with the letter "N".
- 5) Amend Section 4.1.5.27 "Campground, wildlife preserve, fishing grounds operated not for profit" by replacing the letter "N" in the "SRD" column with the letter "Y".
- 6) Amend Section 6.2.8.2 [Sign Height Requirements] by replacing the referenced section number "5.2" with the section number "5.4".
- 7) Amend Section 6.2.14 [Special Permit] by deleting the word "permitted" before the words "number of signs".

ARTICLE 17

The Finance and Warrant Commission recommended and the Town voted by a majority in favor declared by the Moderator to adopt the following amendments to the General Bylaws:

Fall Town Meeting *Minutes*

Chapter 80, OFFICERS AND EMPLOYEES ARTICLE 1., General Provisions : § 80-9,
Quarterly report by appointed boards, by deleting said section in its entirety and replacing it with
the following:

“§80-9. Minutes

*In Accordance with MGL ch.30A, §22c, Town Boards and Committees shall create and approve
minutes of all open sessions in a timely manner. Upon approval, said minutes shall within 10
days, be posted on the town 's website and filed with the Town Clerk.”*

ARTICLE 18

The Finance and Warrant Commission recommended and the Town voted by a majority in favor
declared by the Moderator to delete Town Bylaw 339-3(C) in its entirety and replacing it with the
following:

*“The Police Department shall determine whether the applicant is suitable after completing
fingerprint-based criminal record background checks and communicate their determination of
suitability to the licensing authority within the Town.”*

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 9:06
p.m.

Attest:



Dorothy A. Powers, CMC, CMMC
Westwood Town Clerk

End of part 3 of 4
Please download the Appendix C
For a complete archive of the 117th Annual Report.

Appendix C

Report of the School Committee (Staff)

Westwood School Committee *Annual Report*

Mrs. Ellen R. Mason, Chairman
Mrs. Carol S. Lewis, Vice-Chairman
Mrs. Josepha A. Jowdy, Clerk
Mr. Brian T. Kelly
Mr. John J. O'Brien, Jr.

Report of the School Committee of the Town of Westwood Year Ending December 31, 2013

School Committee

Mrs. Ellen R. Mason, Chairman

Term Expires April 2014

Mrs. Carol S. Lewis, Vice-Chairman

Term Expires April 2016

Mrs. Josepha A. Jowdy, Clerk

Term Expires April 2014

Mr. Brian T. Kelly

Term Expires April 2015

Mr. John J. O'Brien, Jr.

Term Expires April 2016

Westwood School Committee *Annual Report*

Administration

John J. Antonucci, Superintendent of Schools

Emily Parks, Assistant Superintendent

Glen Atkinson, Elementary Special Education Department Head

Robin Fabiano, Elementary Special Education Department Head

Abby Hanscom, Director of Student Services

Steve Ouellette, Director of Technology, Learning and Innovation

Heath Petracca, Director of Business & Finance

School Health

Karen A. Poreda, R.N.

Eileen McCarthy-Galvin

Terry Sweeney, R.N.

Patricia DeAngelis, R.N.

Ellen Nadeau, R.N.

Celeste Mahoney, R.N.

Leslie Davie, R.N.

Lori Brown, R.N.

Andrea Clifford, R.N.

Paul Lilla

High School

High School

Middle School

Deerfield School

Downey School

Martha Jones School

Paul Hanlon School

Sheehan School

Preschool

Athletic Trainer

Westwood School Committee *Annual Report*

Westwood Public Schools Staff

Name	Position	Degree	Yrs.In Westwood	Total Yrs. Experience	Education
Antonucci, John J.	Superintendent Ed.D	B.A., M.B.A.	9	18	Tufts, Boston University, University of Mass, Northeastern
Parks, Emily	Assistant Superintendent	B.A., M.Ed.	20	20	Harvard University
Directors/Coordinators					
Atkinson, Glen	Elementary SPED Dept. Head	B.S., M.Ed., Ph.D.	9	25	University of Mass., University of CT., Suffolk
Brunelli, Cynthia	Out-of-District Coordinator	B.S., M.Ed.	5	26	Fitchburg State College
Fabiano, Robin	Elementary SPED Dept. Head	B.A., M.A., C.A.G.S.	2	17	Univ. of MA, Simmons College, University of AZ
Freedman, Lisa	Professional Devel. Coordinator	B.A., M.Ed.	13	13	Lesley, University of PA
Hanscom, Abigail	Director of Student Services	B.A., M.Ed., MSW, C.A.G.S.	3	19	Boston University, University Massachusetts

Westwood School Committee *Annual Report*

Ouellette, Steve	Director of Technology	B.S., M.A.T.	7	21	Boston Univ., WPI
Petracca, Heath	Director of Business & Finance	B.S., M.B.A.	14	17	University of MA.
Special Needs Staff					
Anderson, Dianne	Occupational Therapist	B.S.	24	25	Boston University
Arscott, Deborah	Physical Therapy	B.S.	15	37	Boston University
Bennett, Maura	Special Needs	B.A., M.Ed.	2	7	College of the Holy Cross, Curry College, Univ. of MA., Endicott
Bergiel, Lauren	Special Needs	B.A., M.Ed.	12	12	Boston College
Berkowitz, Melissa	Psychologist	B.A., M.A.	7	19	Hobart & William Smith College, Tufts
Bowes, Laura	Speech	B.S., M.S.	6	9	College of the Holy Cross MGH Institute for Health
Brody, Rebecca	Psychologist	B.S., M.A., Ph.D.	12	18	Union College, Tufts North Central University
Cataldo, Jessica	Psychologist	B.A., M.S. C.A.G.S.	5	8	Northeastern University, Fairfield University

Westwood School Committee *Annual Report*

Cavanaugh, Kelly	Special Needs	B.A., M.Ed.	3	11	University of Mass., Bridgewater
Cecere, Bridget	ED/BD	B.A., M.A., M.Ed.	8	16	S.U.N.Y., University of MA., University of Hartford
Collins, Denise	Special Needs	B.S., M.Ed.	10	19	Bridgewater State, Pennsylvania State
Corbin, Kristal	Psychologist	B.A., M.Ed.	6	9	University of Vermont College of William & Mary
Corrigan, Jennifer	Special Needs	B.A., M.Ed.	15	20	Providence, Framingham
Danforth, Thomas	Psychologist	B.A., M.A., Ph.D.	9	23	Boston College, Hamilton College
DiNatale, Joanne	Psychologist	B.A., M.S. Ph.D.	9	17	Hofstra Univ., St. John's University, Alfred Univ.
Donelson, Carly	Special Needs	B.A., M.Ed. M.Ed.	2	2	Siena Heights U., Boston U., Bowling Green State Univ.
Eaton, Lauren	Special Needs	B.S., M.Ed.	15	16	Simmons, Brandeis
Fanning, Robert	Director 9-12	B.A., M.S.W. C.A.G.S.	15	27	Bridgewater, Boston College University of MA

Westwood School Committee *Annual Report*

Fass, Lisa	Occupational Therapist	B.S., M.S.	9	9	Boston University, Tufts
Feeley, Amy	Special Needs	B.A., M.Ed.	16	16	Boston College, Framingham State College
Finnerty, Dawn	Special Needs	B.S., M.Ed.	3	17	Bridgewater State, Cambridge College
Flynn, Sumner	Special Needs/ Behavior Analyst	B.A., M.S.	3	5	Suffolk University, Simmons College
Glovasky, Sarah	Occupational Therapist	B.S., M.S.	4	5	Worcester State College
Goldstein, Cheri	Special Needs	B.A., M.A., C.A.G.S., M.Ed.	9	19	Harvard, Univ. of Mass.
Gopin, Candice	Speech Therapist	B.S.	11	14	Boston University
Houston, Paul	Special Needs	B.A., M.A.	10	11	Univ. of Notre Dame, Seattle University
Kimbar, Whitney	Psychologist	B.A., M.A.	2	2	Suffolk University, Tufts
Kotwas, Susan	Special Needs	B.A., M.A.	2	6	Syracuse, Northeastern, Fitchburg, Univ. of MA.

Westwood School Committee *Annual Report*

Kuklantz, Matthew	Psychologist	B.A., M.S., C.A.G.S.	6	12	Boston University, Northeastern University
Lader, Sheera	Speech	B.A., M.S.	15	25	University of MA., Northeastern
Lickteig, Kelly	Special Needs Southern Connecticut State University	B.S., M.Ed.	4	10	St. Joseph's University,
Longoria, Elizabeth	Special Needs	B.A., M.S.	14	17	Simmons, St. Edward's University
Lund, Patricia	Special Needs	B.S., M.Ed.	21	25	Bridgewater State, Lesley
MacDonald, Lisa	Special Needs	B.S., M.Ed.	2	14	Rhode Island College, Endicott College, Johnson & Wales Univ.
Malatesta, Nancy	Psychologist	B.A., M.A., C.A.G.S.	2	15	Boston State, Northeastern, University of MA
Mansour, Tara	Occupational Therapist	B.S., M.S.	2	2	University of CT., Tufts
Marck, Jennifer	Special Needs	B.S., M.Ed.	9	11	Bentley College, Lesley
Matteson, Ann	Special Needs	B.S., M.Ed.	34	34	Emmanuel College, Bridgewater State Fitchburg College

Westwood School Committee *Annual Report*

McCorry, Nina	Speech Pathologist	B.A., M.S.	1	2	Providence College, MGH Institute of Health Professionals
McNabb, Daniel	Special Needs	B.S., M.Ed.	10	16	Fitchburg State College
Mehigan, Seamus	Special Needs	B.A.	4	4	University of Vermont, Bridgewater State College
Menghi, Edward	Special Needs	B.A., M.S.	7	11	University of CT., Wheelock
Miles, Beth Anne	Behavior Specialist	B.S., M.A.	5	17	Lesley Univ., Emmanuel College
Noland, Emily	Speech	B.A., M.S.	5	5	Wellesley College, MGH Institute of Health Professions
Novick, Shannon	Special Needs	B.A., M.Ed.	1	14	Boston College
Peters, Elizabeth	Special Needs	B.A., M.A.	9	10	Providence College, Framingham State College
Poppenga, Ann	Behavior Specialist	B.A., M.S.	4	15	Keene State College, Simmons College
Schoen, Carol	Speech	B.A., M.A.	5	34	University of CT., Hofstra Univ.

Westwood School Committee *Annual Report*

Scholl, Jessica	Special Needs	B.A., M.Ed.	3	3	Bay Path College, American International College
Schulte, Marybeth	Special Needs	B.S., M.Ed.	14	14	Boston College, St. Joseph's University
Seiler, Roberta	Speech	B.S., M.A.	2	15	The College of New Jersey, Emerson College
Shores, Patricia	Speech	B.S., M.A.	12	29	Elmira College, S.U.N.Y.
Simson, Adrienne	Special Needs	B.A., M.S.	1	3	Simmons College
Sleath-Crowley, Amber	Special Needs	B.S., M.S., M.Ed.	2	6	Lesley, Wheelock, U.R.I.
Small, Phyllis	Special Needs	B.A.	17	21	Boston College
Spadoni, Claire	Special Needs	B.A., M.A.	4	5	Merrimack College
Spigulis-DeSnyder, A.	Special Needs	B.A., M.S.	6	6	Trinity College, Framingham State College
St. Martin, Steven	Special Needs	B.S., M.Ed.	3	12	Assumption College, Salem State
Tannenbaum, Lisa	Special Needs	B.A., M.S.	3	9	Hamilton College, Wheelock
Teebagy, Joan	Special Needs	B.A., B.Ed., M.S.	15	24	Brock Univ., S.U.N.Y. at Buffalo

Westwood School Committee *Annual Report*

Tucceri, Sharyn	Speech	B.A., M.S.	6	14	Tufts, Wheelock, MGH Institute of Health
Turcotte-Shamski, W.	Special Needs	B.A., M.A.	1	10	Fitchburg State University
Ventura, Lorri	Dept. Head 6-8	B.A., M.Ed. Ed.D.	3	28	Simmons, Univ. of Vermont, University of Massachusetts
Wallach, Jocelynn	Occupational Therapist	B.A., M.A.	16	21	S.U.N.Y. at Binghamton, Virginia Commonwealth College
West, Eileen	Special Needs	B.S., M.S.	10	14	Bridgewater State, Simmons
Whitney, Ashley	Special Needs	B.A.	2	2	Providence College
Williamson, Nancy	Speech & Hearing	B.A., M.Ed.	21	25	Northeastern, South Connecticut State Univ.
Westwood High School Staff					
Bevan, Sean	Principal	B.A., M.A.,	5	12	LaSalle Univ., Temple Univ.
Harrigan, Brian	Asst. Principal	B.A., M.A., M.S., C.A.G.S.	2	19	Amherst College, Georgetown, Catholic University
Ricard, Kathryn	Dean of Students	B.A., B.S., M.A.	7	7	Boston University, Univ. of MA

Westwood School Committee *Annual Report*

Goodloe, Sheryl	METCO Director	B.A., M.Ed.	21	23	Clafin College, Antioch, Northeastern Univ.
Armstrong, Erin	Science	B.A., M.A.	1	1	Worcester Polytech, B.U.
Aykanian, Nancy	Foreign Language	B.A., M.A.	7	12	University of CA., Wellesley College
Baylor, Brian	Mathematics	B.A.	16	16	Wesleyan University
Bean, Douglas	Science	B.S., M.A.T.	7	10	SUNY at Cortland, Iona
Bhujle, Jennifer	English	B.A., M.A., M.Ed.	11	15	Bates College, University Pennsylvania
Bowe, Maryanne	Guidance	B.A., M.S., M.S., M.S.W.	12	18	University of Rochester, Bentley, Northeastern, Boston College
Brackman, Karen	English	B.A., M.Ed.	13	16	Harvard, Bridgewater State, Oxford University
Braney, Mary	Library Director	B.A., M.S.L.S., C.A.S.	6	36	Emmanuel College, Harvard Case Western Reserve Univ., Worcester State, Anna Maria College
Bresnick, Helena	English	B.A., M.A., M.A.T.	4	15	Clark University, U. of Mass.

Westwood School Committee *Annual Report*

Cable, Susan	Physics	B.S., M.S.	7	21	UNH, Bridgewater State
Chant, Tim	Physical Ed.	B.S.	8	8	University of Vermont
Chatterton, Wayne	English Dept. Chair	B.A., M.A.T.	29	33	Brown Univ., Univ. of Massachusetts, Harvard
Chu, Christine	Social Studies	B.A.	4	9	Wellesley College, Boston College
Clifford, Katherine	Mathematics	B.A.	4	4	College of the Holy Cross, Bridgewater State
Cote, Heather	Director of Performing Arts	B. Music M. Music	12	12	U. of Hartford, Emerson
Davenport, Amy	English	B.A., M.A.	8	8	Boston College
DeLeon, Andrea	Spanish	B.A., M.A.	5	15	University of Massachusetts Universidad Complutense
Dolleman, Ethan	Social Studies	B.A.	9	11	Bates College, Boston College
Donahue, Alison	Social Studies	B.A., M.A.	15	15	Boston College, Univ. of MA
Dore', David	Social Studies Dept. Chair	B.A., M.A.T.	23	39	Clark Univ., Brown University, Univ., Yale, S.U.N.Y., Bridgewater State, Univ. of Mass.

Westwood School Committee *Annual Report*

Ferguson, Tanya	Mathematics Dept. Chair	B.S., M.A.	9	13	Columbia University, Univ.of Massachusetts
Feroli, Eavan	Mathematics	B.S., M.S.	9	11	University of Limerick, Bridgewater
Flanagan, Aishleen	English	B.Ed.	1	1	University of Vermont
Flanagan, Eileen	Spanish	B.A.	6	6	College of the Holy Cross
Fredrickson, David	Guidance	B.S., M.Ed.	3	16	University of Hartford, Cambridge College
Furber, Mary	Business	A.A., B.S., M.Ed.	29	37	Suffolk Univ., Aquinas Jr. College, Fitchburg, Northeastern University
Geary, Peter	Science	B.A.	40	42	Dartmouth, Framingham State, Fitchburg State
Gibb, Reen	Chemistry	B.S., M.S.	7	35	WPI, Tufts
Gillis, Matthew	Athletic Director	B.A., M. Ed.	22	22	Bridgewater State
Goldman, Robert	Music	B.A.,B.S.	3	12	Berklee College of Music
Gulla-Devaney, Rebecca	English	B.S.	1	1	Boston University

Westwood School Committee *Annual Report*

Harackiewicz, Lucy	Art	B.F.A., M.S.	6	13	Tufts University, Mass. College of Art, Cornell U.
Hebner, Michelle	Physical Ed.	B.S., M.Ed.	16	16	Westfield, Fresno State Univ.
Higgins, Caroline	Guidance	B.A., C.A.S.	6	9	Boston College, Harvard
Hilton, Christopher	Social Studies	B.A., M.A.	3	9	Georgetown, Boston University
Holthouse, Mark	Mathematics	B.S., M.B.A.	11	12	M.I.T., Boston University
Houston, Liza	Art	B.F.A.	12	12	Rhode Island School of Design
Howard, James	Performing Arts	B.S., M.Ed	12	16	Emerson College
Jellinghaus, Kathryn	Art	B.A., B.F.A., M.A., M.F.A.	3	14	Stanford Univ., National Academy of Art, Bulgaria
Jibson, Daniel	Physics	B.A., M.A.T.	3	3	Brigham Young Univ., Boston University
Johnson, Kristina	Spanish	B.A., M.A.	3	10	Wheaton College, California State University
Kaczenski, Jeffrey	English	B.A., M.A., M.S.T.	7	10	University of CT., Pace, NY University
Keene, Nathan	Mathematics	B.A., M.A.	5	6	Rhode Island College

Westwood School Committee *Annual Report*

Kelly, Liam	Spanish	B.A.	5	11	College of the Holy Cross
Kilroy, Kara	Guidance	B.A., M.Ed.	1	6	College of Holy Cross, Univ. of MA., Cambridge College
Kop, Milton	Mathematics	B.S., B.S., M.Ed.	10	26	Harvard, Creighton Univ.
Lee, Kathy	Dept. Head Foreign Lang.	B.A., M.A., M.Phil., Ph.D.	4	13	Penn State, Yale University
Lilla, Paul	Athletic Trainer	B.S., M.S.	12	12	Boston University, Bridgewater State
Lucey, Janet	Early Childhood Coordinator	B.S., M.Ed.	2	13	North Adams State College, Framingham State College
MacEachern, Suzanne	Biology	B.A., M.A.T.	4	4	Wheaton College, Boston University
Mao, Michael	Mathematics	B.S., M.S.	15	16	Rennesselear, Northeastern
McCarthy-Galvin, Eileen	Nurse	B.S.N., M.S.N. F.P.N.	2	15	College of Mt. St. Vincent, Hunter College, Pace Univ.
McEachern, Brian	Social Studies	B.A., M.A.	7	11	Holy Cross, Bridgewater, Univ. of Massachusetts

Westwood School Committee *Annual Report*

McGarey, Thomas	Mathematics	B.A., M.P.A.	10	11	Washington University, New York University, U. of Cincinnati
McGrath, Ashley	Mathematics	B.A., M.A.	10	12	College of the Holy Cross, Framingham State, Fitchburg
McGunagle, Mark	English	B.A., M.Ed.	10	10	Boston College, Fairfield
Medsker, Lynn	Director of Guidance	B.A., M.Ed.	14	21	Univ. of Maine, Univ. of San Diego
Mehigan, Brianne	Math	B.A., M.Ed.	7	15	Emmanuel College, Providence
Miller, Emily	Science	B.S., Ph.D.	5	5	University of MA., M.I.T.
Misuta, Mary Alice	Instructional Technology	B.S., M.Ed.	18	22	Boston College, Northeastern U.
Parrish, Mark	Physics	B.S., M.A.	2	15	Duke, Univ. of Michigan
Penner-Hahn, Marie	French	B.A., M.Ed.	2	2	Univ. of Chicago, Boston College
Percy, Elizabeth	Librarian	B.F.A., M.Ed., M.S.	9	11	Lesley, Simmons, Rhode Island School of Design
Peysen, Claire	English	B.A., M.A.	4	4	University of Connecticut

Westwood School Committee *Annual Report*

Poreda, Karen	Nurse	B.S.,R.N.	18	18	West Texas A & M Univ.
Rocha, Corey	Social Studies	B.A., M.A.	7	17	University of MA, Providence College
Russell, Ellen	Director of Science	B.S., M.A.T., C.A.G.S.	10	25	Bridgewater State College
Schwanbeck, Gregory	Physics	B.S.,B.S. M.Ed.	6	10	Union College, Harvard
Sherr, Jonas	History/ Psychology	B.A., M.Ed.	11	11	Bates College, Tufts
Shuman, Brian	Social Studies	B.A., M.A.	9	9	Bowdoin College, Tufts
Sklarwitz, Ann Marie	Foreign Language	B.A., M.A.	12	12	Amherst College,Suffolk, Framingham State
Spollen, Lisa	Mandarin	B.A., M.A., M.B.A.	1	6	Colby College, Columbia U., Monterey Institute
Tapsell, Charles	English	B.A.	4	4	Boston University
Testa, Katelyn	Spanish	B.S., M.A.	8	8	Fairfield University, St. Louis University
Thurston, Kathryn	Art Director	B.A., M.A.	12	14	Framingham State, Bridgewater State

Westwood School Committee *Annual Report*

Whelan,Caitlin	English	B.A., M.A., M.S.	13	14	Boston College, Fairfield, Miami University
Wilson, Angela S.	English	B.A., M.A.	9	15	Clark University
Zarrow, Edward	Latin	B.A., M.S.T., M.A., Ph.D.	7	11	Boston College, Oxford, Yale
Middle School Staff					
Borchers, Allison	Principal	B.A., M.Ed.	16	16	Harvard, Lesley
Grady, Kyle	Asst. Principal	B.A., M.A.	2	8	Earlham College, Tufts
Abate, Nicole	Performing Arts	B.A., M.A.	11	12	Regis, Emerson College
Abramson, Marcie	Mathematics	B.S., M.Ed.	32	33	Boston University, Univ. of Massachusetts
Ballard, Kathryn	Grade 6	B.S., M.A.	18	19	Lesley, Skidmore
Bolger,Cathleen	Library/Media	B.A., M.Ed.	20	28	Bridgewater, Emmanuel
Bova, Robin	Social Studies	B.A., M.A.	9	12	Tufts University
Bushey, Austin	Guidance	B.A., M.A.	5	5	SUNY, Suffolk University
Campion, Kevin	Mathematics	B.A., M.Ed.	3	3	Furnham University, Cambridge College

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Charrette, Edmond	Mathematics	B.A., B.A., Ph.D.	1	4	Univ. of Colorado, M.I.T.
Cohutt, Anthony	Science	B.A., M.A.	12	15	Simmons, Univ. of MA
DelSignore, Kelly	Reading	B.S., M.S.	2	6	U.R.I., Bridgewater State
Donovan, Marian	Mathematics	B.A., M.A.	17	17	Emmanuel, Simmons Fitchburg State
Durant, Christina	ELL	B.A., M.A.	2	11	University of Michigan
Fedun, Ashley	Mathematics	B.A.	2	2	Stonehill College
Frankenfield, T. Andrew	Social Studies	B.S., M.Ed.	19	20	Harvard, Penn. State
Franklin-Briggs, Jo-Ellen	Grade 6	B.A., M.A.	25	29	Smith College, Lesley, Univ. of Mass., Salem State
Gudaitis, Michelle	Reading	B.S., M.Ed.	21	35	Trenton State College, Bridgewater State
Hochman, Peter	Physical Ed.	B.S., M.S.	7	15	SUNY at Cortland
Johnson, Naida	Science	B.A.	8	18	Connecticut College
Kiernan, Daniel	Science	B.S., M.A.	10	15	UNH
Kulick, Neil	English	B.A., M.Ed., J.D.	20	20	Harvard, Yale

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Langley, Jessica	Science	B.S., M.S.	3	3	Wentworth Institute, Lesley, Adams State
Lawlor, Joseph	English	B.A., B.A. M.A.	10	12	State University College at Oswego, Univ. of MA.
Legere, Diana	Music	B. of Music B. of Music	21	21	Univ. of Lowell, Boston University
Lucash, Seth	Social Studies	B.A., M.A.	1	2	Simmons College, S.U.N.Y.
Marchbanks, Tiffany	English	B.A., M.A.	10	10	Plattsburgh State Univ., Univ. of Mass., Simmons, Fitchburg
Mathur, Parul	Consumer Sciences	B.S., M.S.	3	10	Delhi University
McCarthy, Michael	Science	B.S.	13	18	U. of Massachusetts
McGrail, Kristin	Spanish	B.A., M.A.	1	6	Bates College, Univ. of MA
McHugh, Michelle	Mathematics	B.A., M.A.	15	15	Providence College University of MA
Morgenlender, Barbara	Spanish	B.S.	15	26	Boston University
Morrell, Andrea	Math/Science	B.A.	5	6	Boston University

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Ogletree, Julie	Adjustment Counselor	B.A., M.S.W.	2	8	Macalester College, Simmons
O'Reilly, Kathryn	Foreign Language	B.A., M.A.	8	21	Saint Anselm College Middlebury College
Palermo, Joan	Mathematics	B.S., M.S.	6	7	Merrimack College, Fitchburg
Peppercorn, Daniel	Social Studies	B.A., M.Ed.	12	16	Harvard
Peters, Susan	Physical Ed.	B.S.P.E., M.S.	32	32	Univ. of Massachusetts, Cambridge College
Peterson, Caitlin	English/ Social Studies	B.A., M.Ed.	1	2	Boston College
Peterson, Deborah	English	B.A., M.Ed.	22	24	Univ. of New Hampshire
Rivers-Wright, Meg	Reading	B.A., M.A.	7	13	Middlebury, Simmons
Rothschild, Loan	French	B.S., M.A.	1	14	Boston University, Harvard
Sanchez, Sarah	Art	B.A., M.A.T.	1	1	Smith College, Rhode Island School of Design
Sanders, Allison	Music	B. of Music Masters	27	28	Univ. of Lowell, New England Conservatory of Music, Univ. of MA

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Santabarbara, Donna	Computer	B.S., M.S.	25	32	S.U.N.Y., Central Connecticut State College
Schaffner, Elaine	Art	B.A.	7	10	Upper Iowa University
Scott, Maureen	English	B.A., M.A.	31	33	Northeastern, Brandeis, Lesley, Boston College, Univ. of Massachusetts, Suffolk Univ.
Shine, Matthew	Social Studies	B.A., M.A., M.A.	14	16	College of William & Mary Georgetown, Boston U.
Shoer, Gina	Drama	B.A., M.A.	8	9	Salem State College
Sweeney, Terry	Nurse	B.S.	13	16	Fitchburg State
Thress, Meghan	Science	B.S., M.A.	4	12	Trinity College, Duke Univ.
Van Dyke, Wendy	Science	B.A., M.Ed.	3	12	Colby College, Harvard
Walsh, Jennifer	Drama	B.A., M.A.	4	4	Emerson, Holy Cross
Wambolt, Kristina	Physical Ed.	B.S., M. Ed.	12	13	Bridgewater State, Cambridge College
Whelan, Brian	Phys.Ed./Health	B.S., M.Ed.	15	15	Stonehill, University of MA., Bridgewater
Whelan, Kathleen	English	B.A.	2	3	University of Vermont

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Whittlesey, William	Physical Ed.	B.S., B.S.	2	3	Gordon College, Bridgewater State
Witt, Shawn	Spanish	B.A., M.Ed.	15	15	U.R.I., U. of MA.
Wright, Emily	English	B.A., M.Ed.	3	4	Amherst College, Harvard
Yetman, Lisa	Mathematics	B.A., M.A.	14	16	Boston College, Lesley
Yim, Kelsey	Guidance	B.A., M.A.	3	5	Flagler College, Framingham State College
Preschool					
Albertelli, Aprile	Director of Preschool	B.S., M.S., M.Ed.	4	30	Worcester State College, Northeastern Univ., Endicott College
Brennan, Kristin	Teacher	B.A., M.A.	7	10	Providence College, Northeastern Univ.
Clifford, Andrea	Nurse	B.S., R.N.	8	16	Boston College
Fitzgerald, Kelly	Teacher	B.A., M.Ed.	2	3	Endicott College, Lesley
Weltman, Sally	Teacher	B.A., M.Ed.	8	12	University of Michigan, Lesley

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Deerfield School

Cameron, Allan	Principal	B.A., M.A., Ph.D.	6	16	University of Connecticut, Fairfield University
Bellan, Alison	Kindergarten	B.S.	6	7	Salve Regina University
Casey, Carolyn	Grade 3	B.S., M.Ed.	14	35	Framingham State, Lesley
Chen, Tien-Lih	Grade 3	B.A., M.A.T.	12	12	Brown University
D'Angelis, Patricia	Nurse	B.S.	12	16	Northeastern Univ.
Galante, Julie	Math Specialist	B.A., M.A.	16	20	Lesley, Boston College
Giovanangelo, Sara	Grade 1	B.A., M.S.	3	4	Franklin Pierce College, Wheelock
Greene, Robin	Kindergarten	B.A., M.Ed.	18	19	Lesley, Regis College
Hardy, Terese	Grade 2	B.A., M.Ed.	26	27	Tufts, Lesley, Wheelock, Fitchburg State
Hayes, Amy	Grade 5	B.A., M.Ed.	13	18	U. of New Hampshire
Krass, Julie	Library/Media	B.A., M.A.T. M.L.S.	14	15	Simmons, Northern Illinois University

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Mangiacotti, Karen	Literacy Specialist	B.S., M.Ed.	10	23	Bridgewater State, Framingham State
McCarty, Shauna	Grade 2	B.S., B.A., M.Ed.	22	22	Univ. of Massachusetts Lesley University
Saada-Smith, Deana	Music	B.M., M.M.	4	12	Ithaca College School of Music
Spellman, Jennifer	Grade 1	B.S., M.A.T.	7	8	Bentley College, Lesley
Sullivan, Judith	Grade 5	B.A., M.Ed.	19	19	Lesley, Miami University
Urquijo, Laura	Grade 4	B.A., M.Ed.	14	14	Tufts, Lesley
Waterman, Sarah	Grade 4	B.A., M.Ed.	4	5	Colby College, Lesley Univ.
Wine, Judith	Wellness Director	B.A., M.A.	22	25	Antioch, Boston Univ. Bridgewater and Salem State
Worth, Robert	Art	B.A., M.A.T.	1	2	Massachusetts College of Art, Tufts
Downey School Staff					
Gallagher, Debra	Principal	B.A., M.Ed., M.A.	5	16	Quinnipiac Univ., Simmons College, Saint Joseph College
Billini, Tara	Grade 2	B.S.	3	5	Bridgewater State College
Cantarella, Donna	Library	B.A.	25	33	Boston College, Lesley

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Carbone, Karen	Grade 4	B.A., M.Ed.	7	12	St. Michael's College, Cambridge College
Carey, Amy	Grade 5	B.A., M.Ed.	8	8	Boston Univ., University of New Hampshire
Carr, Kristin	Grade 1	B.A., M.Ed.	13	17	Middlebury College, Lesley
Endicott, Meghan	Grade 2	B.S., M.Ed.	8	9	University of New Hampshire
Giannitti, Jill	Grade 3	B.A., M.A.	3	8	Quinnipiac University
Goldman, Caitlin	Music	B.Music, M.Ed.	13	17	Boston University, Lesley
Gould, Kathleen	Grade 4	B.S., M.Ed.	2	6	Bridgewater, Salem State
Grant, Leanne	Grade 4	B.S., M.S.	11	19	S.U.N.Y.
Hoch, Molly	Grade 5	B.A, M.A.	1	1	Lesley University
Johnson, Heather	Grade 1	B.A., M.A.T.	9	14	Tufts University
Kress, Judith	Instructional Technology	B.A.	6	6	Cambridge College, Lesley University
Labedz, Lori	Music	B.M., M.M.	5	13	Wichita State University, University of Colorado

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Leahy, Christine	Grade 5	B.A., M.A.	14	14	Simmons
Marsh, Meredith	Grade 1	B.A., M.A.	4	4	Assumption College, Bridgewater State
Miller, Caron	Grade 5	B.A., M.A.	5	15	Providence College
Nadeau, Ellen	Nurse	B.S.	5	17	Salve Regina University
Odabashian, Marsha	Art	B.A., B.S. M.F.A.	13	13	University of New Orleans, Tufts
Pialtos, Ariana	Physical Ed.	B.S.	2	2	Bridgewater State College
Redlener, Jenna	Math Specialist	B.S., M.S.	1	7	Wheelock, Framingham State, University of MA.
Rocha, Kristin	Kindergarten	B.A., M.S.	8	21	Fordham University
Shea, Jennifer	Kindergarten	B.A.	1	1	University of MA
Starsiak, Catherine	Grade 3	B.A., M.Ed.	7	7	Wellesley College, Lesley
Worthen, Sidney	Literacy Specialist	B.A., M.A., J.D.	13	13	Wheelock, Brown University University of California

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Martha Jones Staff

Tobin, Donna	Principal	B.S., M.Ed.	2	10	University of Massachusetts
Aaron, Erin	Math Specialist	B.A., M.Ed.	2	10	Colby College, Lesley Univ.
Bartlett, Robert	Grade 4	B.A., M.A.	6	9	Univ. of Gloucestershire, UK Univ. of Exeter, UK, Fitchburg
Bass, Susan	Grade 1	B.A., M.A.	3	10	George Washington Univ., New York University
Carberry, Patricia	Art	B.A., M.A.	1	10	Catholic University, Camberwell College of Arts
Child, Jennifer	Literacy Specialist	B.S., M.Ed.	12	17	Framingham State
Dunn, Tiffany	Grade 1	B.S., M.A.	10	11	Simmons College
Foley, Patrick	Physical Ed.	B.S.	18	18	Plymouth State College
Goguen, Mark	Inst. Technology	B.S., M.S.	2	15	Univ. of RI, Emporia State University
Hartwell, Stacey	Grade 2	B.A., M.A.	14	19	Denison Univ., Lesley
Kyvelos, Carli	Grade 2	B.A., M.S.	7	10	Mercy College, Colby
Layton, Christine	Kindergarten	B.S., M.Ed.	16	16	Wheelock College

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Luskin, Jill	Grade 3	B.A., M.Ed.	14	16	Berklee School of Music Lesley College
MacDonald, Karen	Grade 3	B.A., M.A.T.	13	13	Simmons, Clark Univ.
Mahoney, Celeste	Nurse	B.S.	18	19	Salem State College
Marin, Katherine	Math Coordinator	B.A., M. Ed.	3	11	Boston College, Framingham State College
McDonough, Kristen	Grade 3	B.A., M.Ed.	18	18	Boston College
Moody, Mary	Library/Media	B.A., M.Ed.	16	21	Wheelock, Bridgewater, Univ. of Maine
Mundy, Mary	Grade 2	B.S., M.Ed.	19	19	Farifield Univ., Boston College
O'Toole, Mary	Grade 4	B.Ed.	27	27	Bridgewater, Lesley, Northeastern, Fitchburg
Parkhurst, Joseph	Grade 5	B.A., M.Ed.	3	14	Central Connecticut State U., Sacred Heart University
Pickering, Katelyn	Music	B.A., M.A.	6	10	UNH
Pontes, Mary Jane	Grade 5	B.A.	18	18	Univ. of Mass., Pine Manor College

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Schwartz, Janet	Kindergarten	B.A.	19	19	Simmons
Sees, Erin	Grade 4	B.A., B.S., M.Ed.	3	12	Lesley, Westfield State Fitchburg State
Size, Christine	Math Specialist	B.A., M.A.	4	15	Warren Wilson College Mercer University
Teahan, Jennifer	Grade 5	B.A., M.A.	8	9	Stonehill College, Lesley
Tierney, Pamela	Literacy Specialist	B.S., M.A.	12	23	S.U.N.Y., Bridgewater
Yennior, Joel	Music	B.Music, M.Music	3	6	University of Miami, N.E. Conservatory of Music
Paul Hanlon School Staff					
Herlihy, Elizabeth	Principal	B.A., M.Ed.	7	16	Tufts, Lesley
Arnold, Hildi	P.E.	B.A., M.Ed.	2	9	Hamilton College, Wheelock
Cavanagh, Laura	Grade 2	B.A., M.Ed.	8	14	Stonehill, Framingham State
Clifford, Gail	Grade 2	B.S., M.Ed.	18	24	Lesley, Boston State
Davie, Leslie	Nurse	B.S.N.	17	17	Albany Medical Center, Boston University

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Feuer-Beck, Stephanie	Grade 5	B.A., M.S.	4	4	Hunter College, Univ. of Massachusetts
Gillis, Jennifer	Math Specialist	B.A., M.S.	11	15	Brandeis, Wheelock
Kelly, Beth	Kindergarten	B.S.	12	13	Lesley University
O'Neil, Elizabeth	Grade 3	B.A., M.A., M.Ed.	18	22	Lesley, Boston College
Patterson, Rosana	Kindergarten	B.A., M.Ed.	25	27	Univ. of Massachusetts
Rizzi, Rena	Grade 4	B.S., M.Ed.	11	12	Boston Univ., Bates Lesley, Framingham
Sharpe, Valerie	Grade 1	B.A., M.Ed.	8	10	Brandeis University, Framingham State, Fitchburg State
Silverstein, Barbara	Librarian	B.S., M.S.	8	18	Wheelock, Penn State
St. Pierre, Tanea	Literacy Specialist	B.A., M.A.	7	7	University of MA, Framingham
Stygles, Jennifer	Grade 4	B.S., M.Ed.	7	7	Lesley University
Velluti, Kathryn	Grade 5	B.A., M.Ed.	6	7	Boston College

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Wolfe, Jeremy	Grade 3	B.A., M.Ed.	3	4	Assumption College, Boston College
William Sheehan School Staff					
Evans, Kristen	Principal	B.A., M.Ed.	6	19	Boston College, Lesley
Bast, Katherine	Grade 2	B.A., M.Ed.	14	15	Lesley, Providence
Bhide, Varsha	ELL	M.A., Ph.D.	7	16	University of Delaware
Blair, Christine	Grade 5	B.S., M.A.	4	5	University of Connecticut, Emmanuel College
Brown, Lori	Nurse	B.S.N.	14	14	Univ. of Massachusetts
Cain, Valerie	Grade 3	B.A., M.Ed., M.A.	3	11	Harvard, McMaster Univ., University of Toronto
Carpenter, Stephanie	Grade 1	B.Ed., M.Ed.	8	9	Salve Regina, Lesley
Comer, Mary	I.T.C.	B.S.	1	7	Lesley University
Cook, Jennifer	Physical Ed.	B.S., M.Ed.	12	12	Bridgewater State
Cormier, Beth	Math Specialist	B.A.	15	15	University of MA
Cusick, Doreen	Grade 4	B.S.	3	7	Bridgewater State College
DeMatteis, Lauren	Grade 4	B.A., M.A.	8	12	Union College, Simmons

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Dunn, Caitlin	Grade 5	B.A., M.Ed.	6	7	University of Massachusetts
Folcrom, Sarah	Grade 3	B.A., M.Ed.	4	5	Connecticut College, Lesley
Grenham, Paul	Grade 4	B.A., M.A.	14	18	Lesley, Merrimack
Guadagno, Erin	Math Specialist	B.A., M.Ed.	11	15	Boston College, Boston University
Hagel, Matthew	Art	B.A., M.Ed.	7	8	Art Institute of Boston, Lesley University
Harrison, Christy Stat	Grade 5	B.A., M.A.	9	9	Boston College, Framingham State College, Bridgewater
Lazazzero, Karlyn	Grade 1	B.Ed., M.Ed.	2	5	Boston College, Stonehill
Lindsay, Barbara	Literacy Specialist	B.A., M.Ed.	12	17	Boston College, S.U.N.Y.
Mann, Erin	Grade 2	B.A., M.Ed.	7	13	Bridgewater, Stonehill College
Michel, Erin	Grade 2	B.A., M.Ed.	10	12	Franklin & Marshall Coll., Boston College
Monteiro, Amy	Kindergarten	B.S., M.S.	12	13	Northeastern, Wheelock

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Peters, Deidre	Literacy Specialist	B.A., M.Ed.	10	12	Assumption College, Lesley, Framingham State College
Petrucci, Denise	Kindergarten	B.S., M.Ed.	8	18	Lesley, Fitchburg State
Purcell, Susan	Grade 3	B.S., M.Ed.	12	12	Philadelphia College of Textiles Lesley
Silva, Amanda	Grade 2	B.A.	2	2	Rhode Island College
Tenreiro, Ann	Library Media	B.A., M.L.S.	1	14	Boston College, University of North Texas
Truman, Tracey	Kindergarten	B.S., M.Ed.	11	11	Springfield, Lesley
Walkowicz, Mari	Grade 1	B.S.	21	21	Wheelock, Lesley
Yennior, Erica	Music	B.M., M.Ed.	9	9	Berklee School of Music Boston University

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Resignations

Name	Position	Yrs.In Westwood	Date of Resignation	Reason for Resignation
Adams, Marla	Speech	7	6/30/13	Retirement
Barber, Susan	Grade 3/Downey	26	6/30/13	Retirement
Condon, Cheryl	Math Specialist/Downey	6	6/30/13	Resignation
Corbin, Mark	Social Studies/TMS	2	6/30/13	Resignation
DelPozzo, Susan	Library/Sheehan	1	6/30/13	One Year Position
Derris, Amy	Literacy/PH	9	6/30/13	Leave of Absence
Frey, Leigh	Science/TMS	3	6/30/13	Resignation
Goodwin, Whitney	Guidance/HS	5	6/30/13	Resignation
Hall, Meredith	Art/MJ	1	6/30/13	Resignation
Hanlon, Linda	English/HS	32	6/30/13	Retirement
Hart, Brian	English/TMS	33	6/30/13	Retirement
Jaung, Sheila	Math/TMS	1	6/30/13	Resignation
Johnson, Andrea	Kindergarten/Downey	8	6/30/13	Leave of Absence

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Kaiser, Diane	Art Director/HS	19	6/30/13	Retirement
Kelly, Colleen	Chemistry	1	6/30/13	One-Year Position
Kennedy, Kelley	Teacher/Preschool	3	6/30/13	Resignation
Magee, Allison	Science/HS	6	6/30/13	Resignation
Montana, Shannon	Foreign Lang./TMS	1	4/12/13	Resignation
McDonald, Carolyn	S.S./TMS	2	6/30/13	Leave of Absence
Pearce, Katie	Art/LT Sub/HS	1	6/30/13	One Year Position
Proulx, Allison	SPED/TMS	10	6/30/13	Resignation
Raffoll, Jaclyn	SPED/HS	4	1/18/13	Resignation
Rothenberg, Nancy	SPED/Deerfield	14	6/30/13	Retirement
Tosches, Lindsey	Grade 4/Deerfield	2	6/30/13	Resignation
Thurston, Katherine	Library/Sheehan	3	6/30/13	Resignation
Wilson, Ashley	Grade 4/MJ	2	6/30/13	Resignation

End of part 4 of 4