Town of Westwood

Finance and Warrant Commission

2016 Annual Report

Warrant and Recommendations for Annual Town Meeting

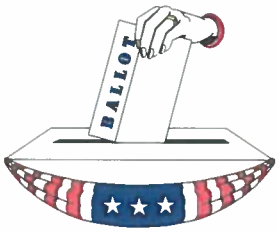
ANNUAL TOWN MEETING

Monday, May 2, 2016

7:30 PM

Westwood High School Auditorium

Islington Fire Station



Westwood's Annual Town Election
Tuesday, April 26, 2016
Polls Open From 7:00 A.M. to 8:00 P.M.

Precinct One - Senior Center, 50 Nahatan Street
Precinct Two - William E. Sheehan School, 549 Pond Street
Precinct Three - Paul R. Hanlon School, 790 Gay Street
Precinct Four - Downey School, 250 Downey Street

Vote for the following persons to wit:

ONE ASSESSOR FOR THREE YEARS
ONE HOUSING AUTHORITY FOR FIVE YEARS
TWO LIBRARY TRUSTEES FOR THREE YEARS
ONE MODERATOR FOR ONE YEAR
TWO PLANNING BOARD MEMBERS FOR THREE YEARS
TWO SCHOOL COMMITTEE MEMBERS FOR THREE YEARS
ONE SELECTMAN FOR THREE YEARS
ONE SEWER COMMISSIONER FOR THREE YEARS

ANNUAL TOWN MEETING

MONDAY, MAY 2, 2016

6:30pm Check-in begins

7:00pm Recognitions

7:30pm Business portion

WESTWOOD HIGH SCHOOL AUDITORIUM

Note from the Town Moderator….

In order to ensure that amendments to articles are lawful and in order, the amendment must be submitted in writing to the Moderator a week in advance of the Town Meeting.

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Finance and Warrant Commission Membership
Appointments Made by Town Moderator

Terms Expiring in 2016

Julianne Bride
Barbara Delisle
James Ferraro
Peter Kane
Peter Neville

Terms Expiring in 2017

Paul Bierden
Cynthia Buckley
Craig Foscaldo
Michael O'Hara
Margery Eramo Young

Terms Expiring in 2018

Marianne LeBlanc Cummings
George Hertz
Peter Lentz
Michael Powers
Robert Uek

Jane O'Donnell, Administrator

WESTWOOD FINANCE AND WARRANT COMMISSION

A MESSAGE TO RESIDENTS
FROM CHAIRMAN MARIANNE LEBLANC CUMMINGS

Dear Resident,

I hope that you will attend the Annual Town Meeting on May 2, 2016.

Consistent with our Town Charter, the annual operating budget and many other important warrant articles will be discussed and voted this year at the Spring Town Meeting. Your engagement in this process is essential to the good governance of our town.

The Finance and Warrant Commission ("FinCom") consists of 15 members, representing a cross-section of our community, who have been appointed by the Town Moderator to advise residents on the Town Meeting Warrant. We are a completely independent body and our deliberations are fully open and transparent. FinCom members have spent considerable time and effort in considering and commenting on the issues currently before the Town. In addition to our work at regularly scheduled public meetings, FinCom has established several subcommittees to further study the proposed budget allocations and other issues facing our schools and municipal departments, in addition to issues concerning the development of University Station, public safety facilities, capital investments, zoning articles, and the Town's Other Post-Employment Benefits Liability ("OPEB").

While it has always been important to the FinCom to understand the immediate and long-term fiscal impact that each individual warrant article and budget item might have, this year we established a new subcommittee specifically tasked with studying each article in the context of the Town's long-term priorities. This subcommittee, which is called the Long Range Planning Subcommittee, works with various other town boards and officials, most notably the Finance Director and the Town's Long Range Financial Planning Committee (which reports to the Board of Selectmen and is comprised of people from many different boards and functions within town government).

The subcommittee's objectives are to:

- Understand the long-range context of fiscal decisions to be made in the current year;
- Understand the sources (including new tax revenue) and uses of town funds applied to the proposed and future budgets;
- Bring to the FinCom's attention significant future expenses or budgetary risks on the horizon and help the Town begin to prepare for them; and
- Consider and discuss competing short-term and long-term budgetary priorities.

The subcommittee attended the town's Long Range Planning Committee meetings, a budget steering committee meeting and other relevant meetings during the year, and reviewed a variety of documents containing proposed and projected budgetary items, including departmental capital requests. The subcommittee also focused on the Town's balance sheet items, particularly its stabilization fund, capital stabilization fund, reserve account and free cash balances. The subcommittee paid particularly close attention this year to projected new tax revenue (property and excise tax) related to the University Station project and the allocation of these funds among various town priorities.

Among other observations, our Long Range Planning Subcommittee noted that the University Station project and the Town's strong financial management over many years has enabled it to do several important things in this budget cycle:

Fund municipal and school ordinary capital at a strong level;

- Fund the Town's OPEB obligation at the "fully funded" level;
- Adequately fund the Town's "rainy day" accounts;
- Provide for meaningful growth and investment in our school and municipal operating budgets while also providing tax relief for residents;
- Fund the proposed new police building without the need to go outside of Proposition 2 ½ (which is unusual for large municipal building projects); and
- Use non-taxation sources of revenue to fund parts of the operating budget, thereby accomplishing the above without growing taxes significantly.

We applaud these developments and are pleased with the way the FY 2017 budget came together. FinCom unanimously voted to approve the FY '17 budget. Going forward, the subcommittee urges the town to pay careful attention to the following items:

- Major capital projects, including any proposal to consolidate schools;
- The upcoming renewal of town labor contracts, each of which expires June 2016;
- Opportunities for further new tax revenue growth; and
- Non-operating and non-capital items such as health benefits, retirement benefits, rainy day funds, free cash and the Town's bond rating.

This year's Warrant includes an article which, if approved, would authorize the construction of a new police station. FinCom has been studying this proposed project, through its various phases, in conjunction with presentations made by Police Chief Jeffrey Silva, the Public Safety Facilities Task Force, the Board of Selectmen, the Town Finance Director, and the consultants employed by the Town for this project. FinCom voted unanimously in approval of this article. Extensive town-wide outreach regarding this project has taken place over the past couple of years, and the need to replace the existing police station has been well-documented. The proposed new police station has been designed to meet the needs of Westwood's Police Department, which has changed dramatically in its size and scope of service since the existing station was built over 50 years ago. The cost for the project, in the amount of $13,205,00, is lower than had been originally estimated and is proposed to be funded within Proposition 2 ½, without the need for an override. A detailed description of the subject article and the project may be found on page 27. FinCom recognizes and thanks the community members and Town employees who have generously served on the Public Safety Facilities Task Force for the past three years in order to provide the Town with thoughtful, well-researched proposals for our public safety facilities.

FinCom conducted public hearings on the Town Warrant on March 7, 8, and 28 to solicit input from residents prior to voting our recommendations. Although FinCom meetings and public hearings are later televised by WestCAT (and available on the Town website), we strongly encourage residents to attend and participate in our ongoing meetings so that we may have an even more robust discussion on the issues facing Westwood. The reports of our subcommittees, in addition to our substantive descriptions of the articles and our voting thereon, are contained within.

This year we were pleased to have more public participation in our hearings than in recent memory, and the process has been that much better for it. To quote a recent statement from our Superintendent of Schools, Dr. John Antonucci, Westwood is indeed poised for great things. Our schools, which enjoy the fervent support of residents, continue to provide our children with a first-rate education. We applaud Superintendent Antonucci for his leadership, along with the dedicated work of his entire team of talented administrators, teachers and staff who work to provide our children with the best education possible. We are very pleased that the proposed FY '17 budget fully funds the needs and priorities expressed by our School Department. The Town's public services continue to meet and in many cases exceed the changing needs of the Town. We especially thank Police Chief Silva and Fire Chief Scoble, and all of our dedicated police officers and firefighters, for keeping our families safe. Further economic development in town, which is the result of thoughtful and careful planning, will do much to sustain all that makes Westwood the great community in which we live.

On behalf of the Finance and Warrant Commission, I would like to thank and acknowledge the dedicated staff in Westwood's Town Administration, Municipal, Public Works, and School Departments. Town Administrator Mike Jaillet, Finance Director Pam Dukeman, Director of Community and Economic

Development Nora Loughnane, Town Clerk Dottie Powers, Fire Department Chief William Scoble, Police Chief Jeffrey Silva, Department of Public Works Director Todd Korchin, Energy Manager Tom Philbin, and Superintendent of Schools John Antonucci have all regularly appeared before FinCom to assist us with our inquiry; we specifically thank all of them, in addition to all of their many department heads and employees for their assistance to FinCom and their dedicated work for the Town. We also thank our Town Planner, Abby McCabe, and the entire Planning Board, for their professionalism and commitment in working with FinCom in a collaborative fashion. We thank Alice Moore, Town Moderator, the Board of Selectmen, the Long Range Financial Planning Committee, and all other elected and appointed officials and boards for their dedication and work throughout the year.

I wish to thank the chairs of the FinCom subcommittees, Paul Bierden (Zoning Articles Subcommittee), Julie Bride (Municipal Subcommittee), Barbara Delisle (Education Subcommittee), Mike O'Hara (Long Range Planning Subcommittee), and Peter Neville (OPEB Subcommittee), for their leadership in chairing the substantial work of these subcommittees. In addition, I wish to thank member Peter Kane, who serves as FinCom's Energy Liaison, who had greatly informed the planning and design of public safety facilities, and George Hertz, who has served as FinCom's representative on the Public Safety Facilities Task Force for the past three years. George, along with all of the other members of this Task Force, has performed a tremendous public service for the Town. I would like to recognize and thank all the members of the FinCom for their dedication to their duties to the Town this season. We look forward to continuing to work collaboratively with all other Town officials and boards as we conduct our independent assessment of the questions to be placed before all residents in Westwood. We are grateful to Jane O'Donnell, Finance and Warrant Commission Administrator, for her energy and attention to detail which has served FinCom so well this year.

Thomas Jefferson called town meetings "the wisest invention ever devised by the wit of man for the perfect exercise of self-government, and for its preservation." We look forward to joining you to discuss and vote on the important issues pertaining to Westwood on May 2.

Sincerely,

Marianne LeBlanc Cummings
Chairman,
Westwood Finance and Warrant Commission

JULIANNE BRIDE, CHAIR
PETER KANE
PETER LENZ
ROBERT UEK

MUNICIPAL SUBCOMMITTEE REPORT

Municipal Budget Overview

The municipal budget for fiscal year 2017 ("FY17") includes the staffing and operational needs for the Police, Fire, Public Works, Library, Recreation, Human Services, and other General Government departments. The Municipal Subcommittee of the Finance and Warrant Commission ("Fincom") has reviewed the budget material for each department, and met with the department heads and the town Finance Director in order to provide an informed opinion regarding the appropriateness of the budgets and adequacy of the services provided.

The proposed FY17 municipal operating budget of $18,835,800 is a 3.7% increase over the FY16 budget. The breakdown of spending by department is shown below:

Function	Amount	% of Muni Budget
Public Safety (Fire & Police)	$7,680,558	41%
Department of Public Works	$4,776,968	25%
General Government	$3,107,623	17%
Library, Recreation, Human Services and Other	$3,270,651	17%

In FY15 the Town used $565,000of new tax revenue from University Station to fund municipal budget costs associated with direct services such as staff for public safety; $461,000in FY16. In FY17 the Municipal budget will be augmented with $272,000 in University Station revenue (above 2 ½%). The FY17 municipal operating budget increase is mostly attributed to cost of living salary adjustments for all departments and incremental additions to staffing General Government. Staffing for Police and Fire have been increased over the last couple of years to support development at University Station. For FY17 there are no planned additions to staff for public safety, although the Fire Department may consider adding to staff when operations have moved to Fire Station #2. Details of departmental budgets are included in Appendix D.

The Town continues to invest a significant amount each year in ongoing capital items such as building maintenance, roadways, sewer, vehicles and equipment. Capital expenses have primarily been funded on a "pay as you go" basis within the budget. Town financial policies target 3-5% of the general fund operating budget, net of debt, to be maintained for capital maintenance and replacement. The FY17 budget provides for a base level capital budget of $850,100. Key capital investments include equipment for the Department of Public Works, a down payment for two new fire engines, the replacement of police vehicles and a new boiler at the Library. Other articles relate to municipal capital investment, such as the construction of the police station which will be funded within Proposition 2 ½, and voted on at Town Meeting. The estimated cost of this project is $13,205,000 and will be financed through long-term borrowing with debt service payments estimated between $678,988 and $868,228 annually.

Thank you to all the Department Heads, Town Administration and the Finance Director for preparing operational performance data, detailed reports and information to support the FY17 budget. It is clear there is careful planning and forward-thinking around capital needs for each area, which raises awareness and enables robust planning and prioritization of town capital investment. Long-term planning, coupled with strong financial policies, will ensure continued success for the Town as new revenue from University station continues to grow.

Public Safety

The Municipal budget encompasses a wide range of services to the community. The biggest portion of the budget is for public safety services -Police and Fire Departments- that are provided 24 hours per day, 7 days a week to safeguard the Town and its residents. Westwood's area and configuration, the nature of the cross-town road system and the amount of major roadways (Rt. 95, Rt. 1 and Rt. 109), result in a high number of traffic accidents relative to comparably sized towns. Both the Police and

Fire Departments are staffed to respond to emergencies within a critical timeframe along with an increased volume of calls from the commercialization of University Station. Operational budgets for Police and Fire will increase 3.7% and 2.3% respectively

Department of Public Works

The Department of Public Works (DPW) has a broad range of responsibilities including the management, maintenance, and upgrade of the Town's roads, sidewalks, storm water drainage system, sewer system, cemetery, parks, sports fields and swimming pool. The DPW also manages snow and ice removal, vehicle fleet repair and maintenance, and the Town's waste collection and recycling contract. The Town's Energy Manager continues to advance efforts to gain energy efficiency and savings. He was instrumental in obtaining a $240,000 Green Communities grant and $90,000 in utility incentives. Through LED street light conversion for the Town; LED lights for the Library; and new building controls at both the Downey School and the Library, the Town is projected to save $63,000 in annual utility expenses. The FY17 budget of $4,776,968 represents an increase of 3.6% over FY16.

Library

Westwood's Public Library provides high quality resources with diverse and creative activities for residents of all ages to satisfy their recreational and educational interests with a broad collection of materials and programs. The library also serves as a community-meeting place for residents, municipal bodies and civic organizations. This year, the main library's ceiling tiles were replaced which had been an issue since the construction of the library. A relatively small number of lighting and ceiling construction "punch list" items remain, but they do not affect the day-to-day operations. The total library budget for FY17 is $1,217,089, an increase of 4.0% over FY16. The budget increase contemplates similar staffing levels vs. FY16, and increases in expenses such as Books, Audio Visual and Periodicals in order to maintain certification from the Massachusetts Board of Library Commissioners.

Recreation

The Recreation Department is comprised of four areas – Aquatics, Business, Programs, and Sports and Fitness. Together they offer a variety of activities such as American Red Cross swimming lessons, Summer Days camp program, adult sports leagues and fitness activities, and our annual Westwood Day. The Recreation Department's budget increased 4.9%, for FY17 to $313,360, primarily due to expected salary increases. Over the past year the Recreation Department generated $746,000 in revenue through aquatics, programs and fields. This money is accrued to a revolving account the department uses to fund upgrades to the pool area and facility maintenance.

General Government

The General Government offices ensure the legal, financial and business aspects of running the town are operating efficiently. The proposed FY17 operational budget will increase $128,510 or 4.3%. Most of the increase is to account for both cost of living wage increases as well as increases to staffing.

BARBARA DELISLE,
CHAIR
CYNTHIA BUCKLEY
MICHAEL POWERS

EDUCATION SUBCOMMITTEE REPORT

Introductory Note
The School Department has voted to approve an operating budget (included as part of **Article 4 FY17 Town Salary and Expense Budget)** of $41,830,053 for fiscal year 2017 (FY17). This amount represents an increase in the School Department operating budget of $1,938,917 or 4.8% over FY16.

Since first presented, the Finance and Warrant Commission's Education Subcommittee has spent considerable time reviewing the proposed increases in the school budget. In addition the Subcommittee met with the Superintendent, key members of his staff and School Committee members in order to fully understand the proposed budget, and has attended School Committee meetings, which has allowed the Subcommittee to evaluate and give an informed recommendation of the FY17 budget.

The FY17 School Spending Request
The proposed FY17 operational budget request is broken down in the table below. The actual operational spending of the Department is higher, as funding sources of $2,738,588, principally representing Federal Special Education (SPED) grants, State SPED Circuit Breaker reimbursement and user fees are used to offset specific programs. While this request does not reflect the initial proposed budget, through discussions with the Selectmen and the Finance Department, a compromise was reached which resulted in all the initial requests of the School Department being funded while the base operating budget increased at a more sustainable level.

	FY16 Budget	Proposed FY17 Budget	Increase ($)	Increase (%)
Total Salary	$33,338,876	$35,055,736	$1,716,860	4.4%
SPED (non-salary)	$ 1,817,631	$ 1,996,593	$ 178,962	31.9%
Utilities	$ 1,432,650	$ 1,432,650	$ -	-
O&M/Other Non salary	$ 3,301,979	$ 3,345,074	$ 43,095	1.3%
Total Requested	**$39,891,136**	**$41,830,053**	**$1,938,917**	**4.86%**
Offsets	$ 2,758,588	$ 2,738,588	($ 20,000)	(0.7%)
Total Operational Spending	$42,649,724	$44,568,641	$1,918,917	4.5%

In summary, this budget:

- Provides funding for all existing programs and services
- Addresses enrollment needs through additional staff
- Accommodates teacher contract negotiations
- Funds increased contractual expenses
- Addresses specific Special Education needs

Items not in the operating budget, but found elsewhere in the municipal budget include:

- School capital budget (addressed below)
- School employee benefits (health insurance and OPEB obligations)
- Crossing guards
- School field maintenance and improvements, including the Flahive Field and track
- Resource officer
- DPW services/plowing
- Blue Hill Regional assessment
- Debt service related to school projects
- McKinney Vento transportation costs

The vast majority (85%) of expenses are in salaries. Expenditures on SPED are almost 25% of the budget, which is in line with spending in other districts. The number of Full Time Equivalent (FTE) personnel is increased by 9.65 in this budget. Of these increases, 2.1 FTE are related to SPED needs, 3.45 FTE are related to class size mitigation and 4.1 FTE represent new initiatives.

Specific significant additions to the budget include:

- $1.25 million to provide existing personnel with contractual Step/Lane raises ($401,891) and Collective Bargaining COLA increases, subject to contract negotiations ($848,549)
- SPED out of district tuition additions and resultant transportation, funding for Lesley University SPED interns, and $126,000 for 2.1 FTEs to create a SPED program at the High School accommodating students matriculating from Thurston.
- $168,000 in personnel (2.8 FTE) at the High School in Social Studies, Music, English and the Senior Independent Project Program which will expand program offerings while addressing class sizes.
- A Social Worker ($60,000) to join existing guidance and psychological staff as a resource to provide interagency collaboration and student specific support.
- Additional 1.0 FTE computer science/engineering teacher at Thurston to expand the program instituted last year.
- 1.5 FTE ($90,000) elementary science coordinator and science content specialist which will add leadership and instructional coaching in the 5 elementary schools.

Additional "one time" budget requests were funded outside of the operating budget. These include:

- $129,050 in Fixtures, Furniture and Equipment (FFE), funding a multi year replacement of student furniture at Thurston, and the expansion of the 1:1 Chromebook program to the 7th grade. This can be found in the School Department's capital budget.
- $64,800 for a bus to accommodate an additional route encompassing University Station residents. This is being viewed as direct services related to University Station and is being covered there.
- There are approximately 10 students from the University Station development. To cover the "costs." $150,000 of the base budget is being funded from the direct services account. (The actual incremental cost per student is not $15,000 but for calculation purposes the average cost per pupil was used to determine this.)
- SPED out of district tuition costs are not certain until nearer the beginning of the school year, but well after budgets are voted. $100,000 in potential tuition costs were removed from the budget and will be covered by a SPED mitigation reserve account through the municipal budget.

School Budget Funding

Funding of the School budget comes from 3 sources: local property taxes, State Chapter 70 funding ($4.86m), and offsets including a) user fees (bus, kindergarten tuition, athletic fees) ($1.2m) and b) grants (State Circuit Breaker for Special Education and 94-142 Federal Grants for Special Education)($1.55m)

School Capital Budget (Article 6)

	FY15	FY16	FY17
Technology	$100,000	$140,000	$225,000
FF&E	-	-	$129,050
HVAC	-	-	$ 96,000
Roofing	$306,000	$170,000	$100,000
Repair & Maintenance -		$270,000	$275,000
Copiers -		$ 60,000	$ 60,000
Vehicles	-	$116,000	$ -
Total	**$406,000**	**$756,000**	**$885,050**

This year's capital budget, funded from Free Cash, represents a 17% increase over FY16, solely because of the addition of funding of the FFE budget. Projects covered here include Chromebook replacements, boilers at the Thurston and Sheehan, patching of the Hanlon roof, and a variety of smaller repair and maintenance projects throughout the system.

Concerns for the Future

Managing the Economics of Special Education. In general the School Department devotes a quarter of its annual budget and a third of its staff to provide Special Education services to over 500 students or about 18% of the student population. Continuing efforts are underway to reduce costly out-of-district placements through the creation of in-house programs. This results in lower tuition costs, greater accountability of programs and keeping students closer to home. However, forecasting for these needs is very difficult, as just a few additional students with intensive needs could result in a significant increase in the budget. The creation of a Out of District Tuition mitigation account through the town will help smooth out the effect of these costs.

University Station For FY16 there have only been 10 students in the School District who live in University Station housing. These students have been spread throughout the system. This will continue to be monitored as the complex becomes fully leased and costs related to additions can be attributable to Direct Costs.

Contract Negotiations The Teachers' Contract expires on June 30, 2016 and while negotiations are underway, this is not expected to be finalized until after Town Meeting. The settlement will impact the school budget and its sustainability over the next few years.

Enrollment/Class Sizes Representing a major shift, all classes at the elementary level are anticipated to be within School Committee class size guidelines for FY17. The one exception will have an extra aide within the class. In general, elementary enrollment is down over 200 students from FY11. Population at Thurston is down slightly from an all time high but remains at full capacity. High School numbers continue to grow, with a population of 1024 anticipated for next year. Selective additions in teaching staff have been made over the past few years to address class sizes and this is the area where growth to the budget is most likely. This will need to be balanced against appropriately sizing elementary classes in the face of declining enrollment.

Capital Needs Faced with 3 elementary schools in need of significant systems renovations, and a declining elementary enrollment, the District commissioned a Space and Capital Needs Study which evaluated a range of physical plant upgrades and needs for education programs. A full range of possibilities including redistricting and consolidation are under consideration. Following an initial review of the scenarios, the School Committee has asked for further options to consider. It is imperative that a long term plan be adopted in order to allow the Town to create financing priorities. In addition, the longer a decision takes, the more capital expenditures will need to be made on facilities slated for renovation/demolition.

Reliance on Fees. The District currently takes in almost $1m in user fees including athletic, full day kindergarten and bus fees. These revenue sources have proven to be key components in achieving balanced budgets while maintaining programs. However there remains concern as to what level fees should be and still make participation in various activities and services affordable.

Conclusion
The Finance and Warrant Commission supports the Board of Selectmen's recommended School Department operating budget of $41,830,053 and the Capital Budget of $885,050.

This budget addresses long term goals of the School Department, expands existing programs, addresses specific student needs and enrollment issues and targets areas of academic need specifically STEM.

Historically, the residents of Westwood have supported the investments required to have one of the top school systems in the Commonwealth. Over the past several years, strategic decisions (responsible contracts, structuring of Special Education programs, management of enrollment issues) and funding availability (stable Chapter 70 funding, additional funding availability from the Town due to tax base growth) have enabled the School District to not only preserve core educational services within Proposition 2 1/2 but also to enhance programming.

To maintain this tradition of excellence in a sustainable manner, it is important for there to be an ongoing dialogue among all parties, including residents, on what Westwood wants and expects from its public schools, and how to fund these needs on an annual basis.

With Thanks
On behalf of the Finance and Warrant Commission, the Education Subcommittee would like to express our thanks to Superintendent John Antonucci, Director of Business and Finance Heath Petracca, Director of Student Services Abigail Hansom, Assistant Superintendent Emily Parks, Director of Technology Steve Ouelette, members of the School Committee, Finance Director Pam Dukeman and Finance and Warrant Commission Administrator Jane O'Donnell for their cooperation, assistance and availability during the budget review process. We urge all citizens to be actively involved in the full budgetary process so that they may collectively determine Westwood's priorities.

PETER NEVILLE, CHAIR
ROBERT UEK

OPEB SUBCOMMITTEE REPORT

Other Post Employment Benefits ("OPEB") Subcommittee Report

What is OPEB?
As part of their compensation, Westwood employees accrue benefits throughout their years of service that will not be received until after they retire. The most common type of these post employment benefits is a pension but other benefits like health care are grouped together under the category of "Other Post Employment Benefits" (OPEB).

In the past, most municipalities funded the outlays for OPEB in the year in which they are actually paid rather than setting aside funds during each year the benefits are actually earned. The amount that has been earned but not yet paid is referred to as the "unfunded liability" and over many years can build up to a significant amount. As of June 30, 2015, Westwood's unfunded OPEB liability was estimated to equal $35.6 million. This unfunded liability is substantially lower than the 2013 estimate of $55.9 million, primarily due to Westwood's intention to fully fund the liability over the next 30 years.

OPEB's Current Status
For the current fiscal year (2016), it is estimated that Westwood's annual required contribution to OPEB will total $3.3 million. In fiscal 2016, Westwood will pay approximately $1.9 million out of pocket for OPEB costs relating to former employees and fund $1.35 million to the OPEB Liability Trust Fund to cover the OPEB costs of current employees in the future. By the end of fiscal year 2016, the OPEB Liability Trust Fund will hold almost $3.1 million from primarily four years of funding.

For upcoming fiscal 2017, Westwood is expected to incur an OPEB liability of approximately $3.4 million. Westwood will pay approximately $2.0 million for current OPEB costs and is proposing to fund the OPEB Trust Fund with an additional $1.35 million. This will put Westwood in the position of essentially covering the new OPEB liability for fiscal years 2016 and 2017 and on the road to paying off the OPEB Liability over the next 30 years.

Looking forward:
The Board of Selectmen, the Finance Department and the OPEB Task Force have worked diligently towards eliminating the annual increase in the unfunded OPEB liability. A 30 year plan to pay off the Unfunded OPEB Liability has been created and is being followed. This plan requires an increase in funding the OPEB Liability Trust Fund from $1.35 million to $2.1 million over 30 years with approximately $110,000 increases in funding every four years. The Finance and Warrant Commission encourages the Board of Selectmen and Long Range Financial Committee to formally adopt this 30 year OPEB funding plan as part of Westwood's written fiscal policies.

Summary and Conclusion:
For fiscal 2017, Westwood is taking another positive step towards reducing our unfunded OPEB liability. Westwood is now fully funding its annual OPEB Liability and on track to eliminate the unfunded OPEB liability over the next 30 years. The Finance and Warrant Commission voted unanimously to support the funding of the OPEB Liability Trust Fund with $1,350,000 in fiscal year 2017 and supports the good work of the Board of Selectmen, Finance Department and the OPEB Task Force.

What Goes On At Town Meeting?

A Message from the Moderator

Our Town Meeting is conducted in accordance with the Town Bylaws (Article 3) and Massachusetts Law. Some major matters of procedure are summarized below.

General Information

- The moderator presides at the meeting and is responsible for ruling on procedural matters, overseeing orderly debate and preserving decorum.
- One hundred and seventy-five (175) registered voters constitute a quorum.
- Registered voters are entitled to attend, address the meeting and vote. Guests may attend the meeting, but can address the meeting only with the approval of the meeting.
- Warrant articles are presented in numerical order. A motion to take an article out of order requires a 2/3 vote of those present and voting.

Motions, Motions to Amend, and Votes Required

- An article in the warrant states a question for the town meeting to answer. A motion is a proposed answer to the question and must be within the scope (intent) of the article.
- The recommendation of the Finance and Warrant Commission is the first motion under an article and is considered the main motion.
- The motion of the Finance and Warrant Commission is open for discussion by the voters.
- Motions to amend the main motion, which are within the scope of the warrant article, may be made on town meeting floor.
- Ordinarily motions require a majority vote of the voters present and voting to pass. Certain motions require a 2/3, 4/5 or even a 9/10 due to provisions of Massachusetts law or the Town Bylaws. The moderator will announce the voting requirement before each vote is taken.

Motions for Indefinite Postponement and Motions to Reconsider

- A motion for indefinite postponement is equivalent to a motion that no action be taken under the article and such motion may not be amended.
- If the voters defeat the motion for indefinite postponement, favorable action on the subject matter of the article requires a motion to that effect.
- A motion to reconsider an article may only occur on the same night the article was voted and shall require a two-thirds (2/3) vote of those present and voting and shall not be made again.

Rules of Debate and Vote Counting

- A voter desiring to speak should rise, await recognition by the moderator, identify themselves when recognized and stand while speaking.
- All votes are taken in the first instance by voice vote and the moderator determines whether the motion carried or was lost. If the moderator cannot decide by the sound of voices, or if her announcement of the vote is doubted by seven (7) or more voters raising their hands for that purpose, the moderator shall without debate determine the vote by ordering a standing vote, or she may order a vote by secret written ballot.

Summary of 2016 Annual Town Meeting
Financial Articles

Article No.	Article Description	Amount	Description
1	FY16 Supplemental Budget	$225,000	Article will transfer funds from available funds or one FY16 budget account to another. No increase in cost to residents.
2	FY16 Supplemental Budget	$421,000	Article will transfer from available funds. No increase in cost to residents.
3	Unpaid Bills of Prior Years	None at this time.	If necessary, article will transfer funds from one budget account to another; no increase in cost.
4	Operating Budgets	$82,715,914	The FY2017 tax levy within Proposition 2 ½ will result in a 1% increase or $89 to the average home.
5	Municipal Capital	$850,100	
6	School Capital	$885,050	
7	Sewer Capital	$135,000	
9	Other Capital	$750,000	
10	Stabilization Fund	$100,000	
11	OPEB Liability Trust Fund	$1,350,000	
	Total FY2017 Appropriation Requests Within Proposition 2 ½	**$86,786,064**	
8	Sewer Capital	$666,000	Article will be funded through MWRA program. Of the $666K, $432K will be funded via from the MWRA grant program and $234K will be funded from the MWRA 5-year interest free loan.
12	Reduce Tax Levy	$500,000	Article will appropriate funds from free cash to reduce overall tax levy. Approximate $65 savings to the average home.
15	Construct New Police Headquarters	$13,205,000	Article will be funded as a borrowing article. Debt to be paid within future debt service budgets.
18	Sidewalk Design – Gay/High Streets	$90,000	Article will appropriate funds from free cash.

Norfolk ss:

To either of the Constables of the Town of Westwood in said County, GREETING.

In the name of the Commonwealth of Massachusetts you are hereby directed to notify the inhabitants of said Town who are qualified to vote in elections to vote at:

Precinct One - Senior Center
Precinct Two - William E. Sheehan School
Precinct Three - Paul R. Hanlon School
Precinct Four - Downey School

on the last Tuesday in April, it being the twenty-sixth (26) day of said month, A.D. 2016, from 7 a.m. to 8 p.m. for the following purpose:

To bring their vote for the following persons to wit:

ONE ASSESSOR FOR THREE YEARS
ONE HOUSING AUTHORITY FOR FIVE YEARS
TWO LIBRARY TRUSTEES FOR THREE YEARS
ONE MODERATOR FOR ONE YEAR
TWO PLANNING BOARD MEMBERS FOR THREE YEARS
TWO SCHOOL COMMITTEE MEMBERS FOR THREE YEARS
ONE SELECTMAN FOR THREE YEARS
ONE SEWER COMMISSIONER FOR THREE YEARS

and you are hereby further directed to notify the inhabitants of said Town of Westwood qualified to vote in elections and Town affairs to meet in the Westwood High School Auditorium, 200 Nahatan Street, in said Westwood, on Monday, May 2, 2016 at 7:30 in the evening, there and then to act on the following articles:

ARTICLE 1
To see if the Town will vote to appropriate by transfer from available funds the sum of Two Hundred Twenty-Five Thousand Dollars ($225,000) to supplement the following fiscal year 2016 appropriations, or take any other action thereon:

Transfer			
From Account	**Amount**	**To Account**	**Amount**
Reserve Account	$225,000	Snow and Ice	$225,000
Total	**$225,000**	**Total**	**$225,000**

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article makes adjustments in various budgets that may have increases in expenditures and therefore require a supplemental budget. The funds are generally transferred from available funds or budgets that have a projected surplus.

ARTICLE 2
To see if the Town will vote to appropriate by transfer from available funds the sum of Four Hundred Twenty-One Thousand Dollars ($421,000) to supplement the following fiscal year 2016 appropriations, or take any other action thereon:

Transfer			
From Account	**Amount**	**To Account**	**Amount**
Ambulance Receipts	$108,000	Ambulance Services/Equipment	$108,000
Conservation Receipts	$20,000	Conservation Expenses	$20,000
Free Cash	$293,000	School Capital Furniture, Fixtures, Equipment	$152,000
		McKinney-Vento School Transportation Costs	$41,000
		School SPED Out of District	$100,000
Total	**$421,000**	**Total**	**$421,000**

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article also makes transfers from available funds to various budgets which require supplemental funds.

ARTICLE 3
To see if the Town will vote to appropriate and/or transfer from available funds the sum of to pay the following unpaid bill of a prior fiscal year, or take any other action thereon:

Unpaid Bill	Amount	From Account

(Board of Selectmen)

At the time of printing this report, there were no unpaid bills. If necessary, a Finance and Warrant Commission recommendation will be made at Town Meeting.

ARTICLE 4
To see what sum(s) of money the Town will vote 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, 2016, through June 30, 2017, as set forth in Appendix D of the Finance and Warrant Commission's Report to the 2016 Annual Town Meeting, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by a vote of 14 in favor and 1 abstention, recommends that the Town vote 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, 2016, through June 30, 2017, as set forth in Appendix D of this report.

Town Budget
Appendix D – See Page 88

This article, traditionally, known as the Omnibus Article, compiles all Town budgets and groups them into related areas for presentation. The municipal and school budgets have been extensively reviewed by Finance and Warrant Commission subcommittees, and their reports are on pages 7 and 9 respectively.

During the Moderator's reading of Appendix D, voters wishing to question a particular budget may do so. Discussion may then take place. The Omnibus Budget Article also contains four additional appendices:

Appendix A *- The classification and compensation plan for Town employees, as presented by the Personnel Board. This is printed for information only.*

Appendix B *- The classification and compensation plan for School employees, as voted by the School Committee. This is printed for information only.*

Appendix C *- The classification and compensation plan for elected officials as recommended by the Finance and Warrant Commission. The Moderator will call for a vote on each of these positions.*

Appendix D *- As noted, the operating budget for all Town departments as recommended by the Finance and Warrant Commission.*

Appendix E *- The School Department Budget Summary.*

ARTICLE 5

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Fifty Thousand One Hundred Dollars ($850,100) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Van	Council on Aging	$80,000	Free Cash
End User Technology-All Departments	Information Technology	$60,000	Free Cash
Fire Equipment-SCBA Upgrade & Replacement/Other Fire Equipment	Fire	$45,000	Free Cash
Ladder Truck – Lease Payment – 4th of 5	Fire	$151,050	$83,100 Taxation/$67,950 Free Cash
Vehicle	Board of Health	$35,000	Free Cash
Replacement of Police Vehicles	Police	$154,050	Free Cash
Three Yard Front End Loader (L1)	DPW	$200,000	Free Cash
One Ton Dump Truck w/Plow (Truck 15)	DPW	$65,000	Free Cash
Municipal Facility Maintenance	DPW	$40,000	Free Cash
Library Branch Boiler Replacement	Library	$20,000	Free Cash
Total		**$850,100**	

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

Articles 5, 6, 7 and 8

These articles seek approval from Town Meeting to fund from available funds items critical to the operations and maintenance of several municipal, school and sewer departments. Although not the entire solution to the capital needs of the community, they represent an important component of an overall capital plan.

ARTICLE 6

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Eighty-Five Thousand Fifty Dollars ($885,050) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	School	$225,000	Free Cash
HVAC	School	$96,000	Free Cash
Roofing	School	$100,000	Free Cash
Repair & Maintenance	School	$275,000	Free Cash
Copiers	School	$60,000	Free Cash
Furniture, Fixtures, Equipment	School	$129,050	Free Cash
Total		**$885,050**	

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

Please see the Education Subcommittee report at page 7which addresses the school capital items.

ARTICLE 7
To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of One Hundred Thirty-Five Thousand Dollars ($135,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Sewer Service Truck	Sewer	$70,000	Sewer Retained Earnings
Sewer Truck	Sewer	$35,000	Sewer Retained Earnings
Stormwater Compliance	Sewer	$30,000	Sewer Retained Earnings
Total		**$135,000**	

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, or take any other action thereon.

(Sewer Commission)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

ARTICLE 8
To see if the Town will appropriate Six Hundred and Sixty Six Thousand Dollars ($666,000) to pay costs of engineering and construction services related to the development of plans and specifications for the reduction of infiltration and inflow into the Town's wastewater collection system, and for the payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to take any other action relative thereon.

This project will be part of the MWRA grant program. Of the $666,000, $432,000 will be funded from the MWRA grant program and $234,000 will be funded from the MWRA 5-year interest free loan.

(Sewer Commission)

The Finance and Warrant Commission, by unanimous vote of those present,

RECOMMENDS: That the Town appropriates $666,000 to pay costs of engineering and construction services related to the development of plans and specifications for the reduction of infiltration and inflow into the Town's wastewater collection system, and for the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount

under and pursuant to Chapter 44, Sections 7 and 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The amount authorized to be borrowed by this vote shall be reduced to the extent of any grants received by the Town on account of this project.

This project will be part of the MWRA grant program. Of the $666,000, $432,000 will be funded from the MWRA grant program and $234,000 will be funded from the MWRA 5-year interest free loan.

ARTICLE 9

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Seven Hundred Fifty Thousand Dollars ($750,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
High School Turf Field and Track	DPW/School	$650,000	Capital Stabilization Fund
Replace Fire Engines (2) – Lease Purchase Total Cost $1,160,000 (FY17 amount is down payment only)	Fire	$100,000	Ambulance Funds
Total		**$750,000**	

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, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article seeks approval from Town Meeting to fund from available funds two particular needs of the Town. The first is the replacement of the High School Turf Field and Track (Flahive Field), which is at the end of its expected useful life and poses a risk to student athletes if not repaired. The funds would also be used for a down payment for the lease purchase of two fire engines.

ARTICLE 10
To see if the Town will vote 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 5B, or take any other action thereon.

Purpose	Amount	Funding Source
Stabilization Fund	$100,000	Free Cash

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

The Town has an established policy to increase its Stabilization reserve, the Town's primary savings account. This policy is an important item in the bond rating reviews, which consider the Town's fiscal position when borrowing funds. The Town has been successful in maintaining an annual appropriation into this account to keep the Town on track with its policies.

ARTICLE 11
To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of One Million Three Hundred Fifty Thousand Dollars ($1,350,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20 or take any other action thereon

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	$1,350,000	Taxation

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

As of June 30, 2015, the OPEB actuarial accrued liability for Westwood was estimated to be $35.6 million. This is a reduction of approximately $20 million since June, 2013 primarily due to Westwood's intention to fully fund the OPEB liability. The Town of Westwood recognizes the importance of making a sustained effort to reduce this liability and this article appropriates funds for this purpose. This fiscal year's funding level is $1,350,000 which follows a long term plan to cover Westwood's annual OPEB costs and pay down the unfunded liability over the next 30 years. Additional detail is provided in the OPEB report on page 13.

ARTICLE 12

To see if the Town will vote to appropriate from Free Cash the sum of Five Hundred Thousand Dollars ($500,000) to reduce the tax levy in fiscal year 2017, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

In Massachusetts, a town's "free cash" is the remaining, unrestricted funds from operations from the previous fiscal year, and can include actual receipts in excess of revenue estimates (such as higher excise tax collections) and unspent amounts in departmental budgets for the year just ending, plus free cash left over from prior years.

The Massachusetts Department of Revenue encourages communities to generate and retain free cash in an amount equal to 3 percent to 5 percent of its annual budget, and Westwood follows this guideline by seeking to maintain a free cash balance of approximately 4 percent of its annual general operating budget, or about $2.4 million in FY 2017. Since free cash is a non-recurring revenue source, the DOR guides that a prudent use of free cash would be to fund one-time expenditures such as capital projects or a reserve account. Westwood strives to follow this guideline, too.

Free cash is not available for use until a balance sheet for the prior year is submitted by the town to, and certified by, the Mass. Department of Revenue. Once certified by the DOR, the use of free cash requires an appropriation by town meeting. In the fall of 2015, the DOR certified Westwood's free cash level at approximately $4.9 million as of June 30, 2015. Because this account has $2.5 million more than our policies suggest we retain, and because the Board of Selectmen see no reason why this balance will decrease when the DOR next certifies free cash, the Town now proposes to use the surplus free cash for a variety of reasons, most notably one-time capital expenditures (as shown in other warrant articles) and the $500,000 reduction to the tax levy requested by this Warrant article.

In large part due to the success of the University Station project, which has yielded meaningful tax revenues in excess of its direct operating costs and additional local receipts (like auto excise taxes), the town has been able to undertake important municipal projects, such as the new fire station in Islington, the new police station and other capital projects without seeking relief from Proposition 2 ½. It has also been able to responsibly fund its OPEB liability and other important accounts such as its general stabilization and capital stabilization funds, all while maintaining its municipal and school operating budgets at healthy levels. At Town Meeting in the Fall of 2015, a number of residents asked the Board of Selectmen to also prioritize tax relief, in addition to these important town goals.

The Selectmen have responded to this request in two significant ways: (i) by not seeking to fund the new Police Station outside of Proposition 2 ½, which would have increased taxes for the duration of the associated bond payments by the amount of that building's cost and (ii) by using free cash as a source for funding operating budgets, instead of taxing residents and businesses to the fullest extent allowed under state law. These two initiatives stem the growth of our tax bills, while at the same time enabling us to invest in our municipal infrastructure, fund our future obligations and retain and invest in the exceptional services of our school and municipal departments.

The FinCom unanimously recommends this warrant article.

ARTICLE 13

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court in compliance with Clause (1), Section 8 of Article LXXXIX if the Amendments of the Constitution, to enact special legislation to allow the contribution of Town funds to the Aid to the Elderly and Infirmed account established by the community in accordance with Chapter 60, Section 3D, M.G.L. to assist qualified elderly and disabled residents with their annual property tax bills:

An act relative to assessment of local property taxes in the town of Westwood.

SECTION 1. Notwithstanding any general or special law to the contrary, the town of Westwood may appropriate funds to the aid to the elderly and disabled taxation fund, established pursuant to section 3D of chapter 60 of the General Laws.

SECTION 2. After appropriation, the funds may be distributed by the aid to the elderly and disabled taxation fund to residents who over the age of 60 or who are disabled, pursuant to said section 3D of said chapter 60. The funds may be distributed to residents who are unable to provide volunteer services to the town pursuant to section 5K of chapter 59 of the General Laws.

SECTION 3. This act shall take effect upon its passage.

(Board of Selectmen)

The Finance and Warrant Commission, by a vote of 8 in favor and 7 opposed, recommends that the Town so vote.

Majority Decision:
If approved, this article would allow the Town to establish an account to help qualified elderly and disabled residents defray the cost of their property taxes. However, this article is subject to Home Rule Petition and will require approval by the state legislature to move ahead. If approved by the Town and the State, the Town would then decide the funding level for this account.

An Aid to the Elderly Fund was established in 1999 and receives $25k in donations from Westwood residents per year. The Fund helps about 50 residents annually with payments averaging $250 - $2,000. Based on relief given annually through the current fund, the average recipient is 84 years old, has lived in the town for more than 50 years, lives in a home valued at less than $500k and receives aid through the fund for a short time (5-6 years). It's important to note these recipients are not candidates for the Town's program that allows seniors to work off some of their property taxes.

Over the years, the Fund has assisted many long-time residents who wish to remain in the Town in the homes they love. It is becoming increasingly difficult for these residents to afford living here on fixed incomes, particularly due to rising home heating costs and real estate taxes; and this fund can help. The FinCom members in favor of this article support Aid to the Elderly and see this as an opportunity to create a more systematic way to manage the fund and supplement

any donations, while also ensuring that processes and protocols are in place to distribute relief appropriately. We expect donations from residents will still be accepted going forward.

The demand for tax relief for elderly and disabled residents has outpaced donations in recent years and is unsustainable long-term. Having a predictable resource for funding would allow the town to keep pace with relief needs, would allow for a longer- term strategy, and provide security for current constituents, as well as any future residents who meet the criteria for aid. Oversight and controls will be maintained through a review committee responsible for assessing the needs of applicants based on established criteria for aid.

For broader tax relief, Article #12, if approved, would appropriate $500k of free cash to specifically reduce the tax rate for all residents of Westwood.

Minority Decision:
A minority of FinCom members believe that (i) while the intent of the warrant article is well intentioned, taxpayer funding of the Trust is not appropriate generally and such petition should not be made and/or (ii) that the current proposal lacks sufficient detail and mechanics for the town to make a fully informed decision on the issue.

The Trust is intended to ease the elderly and disabled residents' burden of the high real estate taxes by paying some of their real estate tax bill. Currently this has been achieved with the voluntary contributions to the Trust. This article, if passed would establish a mechanism whereby the Trust would be funded directly with the tax revenues raised by the Town - in essence, mandating that the taxpayer contribute to the Trust. Unfortunately the real estate taxes are a burden for more than just the elderly and disabled residents. Mandating that the Trust is funded with taxpayer dollars only serves to shift the burden of the taxes, offers no broad-based tax relief, and benefits the heirs of the elderly and disabled residents without benefit to the Town.

The funds are a "gift" to the eligible residents and not recoverable by the Town, whereby the ultimate beneficiary of the Town's benevolence would be the heirs of the elderly/disabled resident, since the heirs would inherit the property without any obligation to repay the Town. This is contrary to others who defer their real estate taxes or don't pay their real estate taxes whereby a lien is placed on the property and when the property is sold, the real estate taxes are then paid to the Town.

As the real estate taxes increase, likely so will the number of recipients and/or the amount paid out of the Trust to the recipient therefore requiring additional, annual funding at taxpayer expense and increasing the burden on the taxpayer.

The Selectmen have already proposed a tax relief warrant article that will benefit all home owners.

The members of the FinCom who did not support the warrant article as written believe this concept needs further discussion within the town regarding:

- *the appropriateness of shifting the property tax burden from one group of homeowners to another;*
- *the intended magnitude of taxpayer funding for the Trust;*
- *the possible recoupment through tax liens of contributions to the beneficiaries of the trust if and when their homes are sold or passed to heirs,;*
- *the criteria for selecting beneficiaries of the trust;*

- *Overseeing administration of the Trust; and*
- *Other avenues available to assist the elderly and disabled residents to help pay their real estate taxes.*

ARTICLE 14
To see if the Town will vote to increase the local room occupancy excise rate under G.L. c.64G, §3A from four percent (4%) to six percent (6%); further, that all collections of this revenue be reserved for appropriation in an account for future transfer by Town Meeting vote, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

Massachusetts imposes a hotel room occupancy excise tax of 5.7% and allows towns and cities to levy up to an additional 6% rate. Currently, Westwood levies a 4% local room occupancy rate, and this article would allow the Town to increase this local rate to the maximum of 6%.The increase in this tax is expected to have no significant negative impact on residents as it is imposed on guests staying at hotels in Westwood. As noted in the article, all collections of this revenue would be reserved for appropriation in an account for future transfer by Town Meeting vote.

ARTICLE 15
To see if the Town will vote to appropriate a sum of money to pay costs of constructing, originally equipping and furnishing the proposed Police Headquarters, including the payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to take any other action relative thereto.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present,

RECOMMENDS: That the Town appropriates $13,205,000 to pay costs of designing, constructing, originally equipping and furnishing the proposed Police Headquarters, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Westwood Finance and Warrant Commission recommends approval of Article 15 for the Construction of a new Police Headquarters. The total project cost of this new public safety facility is $13,205,000, based upon recent bids received by the Town. The Public Safety Task Force appointed by the Selectmen has been working on all phases of the Police Headquarters project for the past three years, has evaluated numerous sites, and has recommended approval of this project.

THE NEED*:*
The need for a new Police Headquarters in Westwood has been well documented. The current facility is more than 50 years old, does not meet the needs of a diverse workforce, is out of compliance with many state and federal regulations and is inadequate for the current requirements for record storage and retention. Several recent public hearings were held in town on March 10th at the Downey School and March 24th in the Library. Copies of these presentations, which provide more detail information on this project, are available on the Town's Website under the public safety tab for review.

PROJECT HISTORY*:*
In June of 2014, the Selectmen approved the siting for a new Police Headquarters. In the spring of 2014, Town Meeting approved $1.0 million in funding for design of the facility. In the fall of 2015, Town Meeting voted $2.1 million for Phase One of the Police Headquarters project now known as the Deerfield Road Extension Project. This phase of the project prepares the site for the construction of the new building, while meeting other public safety needs, and will be completed before the proposed new building construction start date of August 2016. Phase One incorporates many of the recommendations of local residents in terms of traffic mitigation and will make the street and walkway near the Deerfield School and behind Town Hall much safer. In addition, Town officials have worked with the school department and the Girl Scouts to build a new Scout House on property adjacent to the Hanlon School. The Fall 2015 town meeting authorized up to $400,000 for this relocation.

NEW BUILDING*:*
Members of the Finance and Warrant Commission have participated in numerous discussions with the Selectmen, Town finance and public safety staff including the Director of Finance and the Police Chief, and the engineering and architectural consultants hired to design and review this new building as part of our deliberation process. In addition, the Finance and Warrant Commission has a member appointed by the Selectmen who has served on the Public Safety Task Force for the past three years. In addition to meeting the needs of the Town's police force, which has more than doubled in size since the construction of the existing facility, this energy efficient building will provide for an Emergency Operations Center (EOC) which all town staff and officials may use in times of emergency such as major storms. Further, the building is designed to encourage and welcome public use and contains space that can be used for meetings and events. As with the new library, all new facilities are being designed to welcome and encourage public use of new facilities. The building is designed to complement the design of Town Hall and meet the Westwood's needs for at least the next 50 years.

CURRENT BIDS*:*
The town recently received a construction contract bid of $10,087,000 which is substantially below the preliminary construction target range of $11,200,000 to $12,880,000 used during the planning process. The final overall project cost of $13,205,000 includes a construction contingency reserve of 10% or $1,008,000. This bid is excellent news and indicative of the work done by the Selectmen, Public Safety Task Force, Architects and Engineering consultants to

develop a quality building that meets Town needs and can be funded with the limits of Proposition 2½.

RECOMMENDATION:
In conclusion, after significant project and financial reviews the Finance and Warrant Commission has unanimously recommended approval to Town Meeting of $13,205,000 as the total project cost for the new Police Headquarters.

ARTICLE 16
To see if the Town will vote to accept as Town Ways the streets listed below as laid out by the Selectmen or by MassDOT on a plan and taking documentation, or take any other action thereon.

Blue Hill Drive – from Lea Road to Whitewood Road

(Board of Selectmen)
The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

As this street has been certified as complete by the Town Engineer, the Finance and Warrant Commission unanimously votes in favor of the acceptance of Blue Hill Drive, from Lea Road to Whitewood Road, as a Town Way.

ARTICLE 17
To see if the Town will vote 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, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This recurrent article empowers the Board of Selectmen to apply for and accept state assistance should it become available. Historically, the Town has been successful in obtaining state funding. This success was due, in large part, to the diligence of employees who continually monitor all possible funding sources.

ARTICLE 18
To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds a sum of money to pay for the design of sidewalks along sections of Gay Street, High Street and others to be submitted to the Complete Streets Program for approval and Notice to Proceed, 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 sidewalk improvements; and to authorize the Board of Selectmen to make any necessary minor takings of land and/or easements to accomplish said sidewalk improvements; and to meet said appropriation, appropriate the sum of Ninety Thousand Dollars ($90,000) from Free Cash, or take any other action thereon

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article seeks to fund from free cash the design of a sidewalk along the length of Gay Street and the portion of 109 west bound from Pond Street to Mill Brook Road. Currently there is not a sidewalk along Gay Street or westbound side of 109 from Pond Street to Mill Brook Road.

This design of this project will be submitted for approval to the Complete Streets Program that Fall Town Meeting elected to adopt. Mass DOT funding is available state-wide for construction projects incorporating Complete Streets design principles. Plans must be submitted in order to be considered for Mass DOT funding.

ARTICLE 19
To see if the Town will vote to amend the Code of the Town of Westwood, by adding a new section entitled "Unattended Donation Container (UDC)", and by renumbering subsequent sections as appropriate in order that it be in compliance with the numbering format of the Code of Westwood, with such new section to read as follows:

Unattended Donation Container

Authority and Interpretation. This Bylaw is hereby declared to be remedial and protective, and is to be so construed and interpreted as to secure the beneficial interests and purposes defined in this Section of the Bylaw.

Purpose: The purpose of this Bylaw is to regulate and restrict the placement of Unattended Donation Containers (UDCs) in order to:

1. Protect and enhance the visual environment of the Town for purposes of safety, convenience and welfare of the residents;

2. Provide an alternative to disposal of certain waste into the waste stream, to reduce tipping fees, and to protect the environment of the Town;

3. Decrease the probability of accidents caused by distraction of attention or obstruction of vision or pedestrian or vehicular traffic; and

4. Reduce visual and informational conflict and regulation of the placement of a UDC on private property.

Non-conformance of an Existing UDC. Any non-conforming UDC legally erected prior to the adoption of this provision, may be continued and maintained subject to the requirement of obtaining a UDC License and annual renewals thereof from the Board of Selectmen. Any UDC rendered non-conforming through change or termination of activities on the premises, or through failure to obtain a UDC License or annual renewal thereof, shall be removed within thirty (30) days of order by the Building Commissioner. No existing UDC shall be replaced, enlarged, moved, redesigned, or altered in any way unless it conforms to the provisions contained herein. Any UDC which has been destroyed or damaged to the extent that the cost of repair or restoration will exceed one-third (1/3) of the replacement value as of the date of destruction shall not be repaired, rebuilt, restored or altered unless in conformity of this Bylaw.

Prohibition. UDCs are prohibited from being kept on or within the layout of any street, way or sidewalk or on other public property by any person or entity other than the Town of Westwood, except in the case of a UDC placed by a lessee, contractor or assign of the Town pursuant to a written agreement signed by the Town Administrator. UDCs are prohibited from being kept on any private property without first obtaining a License from the Board of Selectmen. UDCs are prohibited in all Residential Zones.

License for UDC. The applicant shall apply for a License for a UDC with the Board of Selectmen pursuant to that Board's UDC License Regulations and the provisions of this Bylaw. The UDC application shall be in conformance with the requirements of the Board of Selectmen's UDC License Regulations.

Placement of UDC. Placement of a UDC shall conform to the setback requirements for an accessory structure as set forth in the Westwood Zoning Bylaw for the particular district in which the UDC is located. The UDC shall be placed in a location such that there shall be safe and convenient pedestrian and/or vehicular access to the UDC.

The Board of Selectmen may deny any application for a UDC when it finds that the proposed UDC does not meet the purpose of this Section or when the proposed UDC otherwise fails to comply with the requirements of this Bylaw and/or the requirements of the Board's UDC License Regulations.

Cost of Said License. License fees shall be as set forth in the Board of Selectmen's UDC License Regulations. The Board of Selectmen may waive license fees for UDC License applications and renewal applications submitted by 501(c)(3) entities and /or 501(c)(3) organizations.

Refundable Deposit. The applicant shall provide a refundable deposit, in a reasonable amount as specified in the Board of Selectmen's UDC License Regulations, which deposit shall be used by the town if necessary to cover any town costs associated with overflow of a licensed UDC or the physical removal of the UDC pursuant to the terms of this Bylaw and said regulations. Any remaining portion of this deposit, shall be returned to the applicant following verification of the removal of the UDC.

Administration and Enforcement.

1. Enforcement – The Building Commissioner is hereby charged with the enforcement of this Bylaw.
    a. The Building Commissioner and his duly authorized agents shall, at reasonable times and upon presentation of credentials, have power to enter upon the premises on which any UDC is erected or maintained in order to inspect said UDC.

    b. The Building Commissioner is further authorized, upon notice as herein provided, to order the repair or removal of any UDC which in his judgment is prohibited or is likely to become dangerous, unsafe or in disrepair, or which is erected or maintained contrary to this Bylaw. The Building Commissioner shall serve a written notice and order upon the owner of record of the premises where the UDC is located and any advertiser, tenant, or other person known to him having control of or a substantial interest in said UDC, directing the repair or removal of the UDC within a time not to exceed seven (7) days after giving such notice. If such notice and order is not obeyed within such period of time, the Building Commissioner and his duly authorized agents shall, at reasonable times and upon presentation of credentials, have the power to enter upon the premises on which said UDC is erected or maintained and repair or remove, or cause to be repaired or removed, said UDC. All expenses incurred by the Building Commissioner and his duly authorized agents in repairing or removing any UDC shall be assessable against any person who failed to obey said notice and order and shall be recoverable in any court of competent jurisdiction if not paid within thirty (30) days after written notice of assessment is given by the Building Commissioner at any such person.

    c. Alternate penalties. If such UDC is not removed for non-compliance with the provision hereof or non-compliance with any license granted hereunder after seven (7) day notice from the Building Commissioner, a fine of three hundred dollars ($300.00) per day to the person or organization placing said UDC and a three hundred dollar ($300.00) per day to the property owner where UDC was placed may be issued and enforced in accordance with the provisions of MGL c. 40, §21D.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article seeks to add a bylaw regulating the use of Unattended Donation Containers (UDC). This by-law will provide for oversight of UDCs which will serve to protect the visual environment of the Town. With this change, Town officials will have record of the owners and be able to communicate with them should a bin need to be moved, is overflowing or is in a state of disrepair. Town officials will also be able to regulate where a UDC is placed in order to reduce the potential for hazards to drivers and pedestrians

ARTICLE 20

To see if the Town will vote to amend the Code of the Town of Westwood, Chapter 321 [Retail Stores], by expanding this chapter to apply to both retail establishments and restaurants, so that Chapter 321 reads as follows, or take any other action in relation thereto:

Chapter 321: Retail Stores and Food Establishments

§321-1 **Article 1: Retail Hours of Operation**

For the purpose of controlling and abating noise and illuminations and to protect and promote the nighttime tranquility, no person shall sell at retail, including the sale of food, shall serve food or drink, shall be open for transaction of retail business, shall accept deliveries, or shall allow the removal of solid waste between the hours of 12:00 midnight and 6:00 a.m., except as expressly permitted pursuant to a one-day permit granted by the Board of Selectmen in accordance with §321-2. Notwithstanding the foregoing, any restaurant, coffee shop, ice cream parlor, or fast order food establishment may serve food or drink and may be open for the transaction of business between the hours of 5:00 a.m. and 6:00 a.m., if specifically authorized to do so pursuant to the terms of a duly issued Common Victualler's License granted by the Board of Selectmen, but may not accept deliveries or allow the removal of solid waste between the hours of 12:00 midnight and 6:00 a.m. The term "food" as used by this bylaw shall include any article or commodity, however stored or packaged, intended for human consumption. 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 a.m., provided that (i) truck deliveries shall not occur during the hours of 12:00 midnight to 4:00 a.m.; (ii) during the hours of 4:00 a.m. to 6:00 a.m. 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 a.m.

§321-2 **Article 2: One-day Permit for Extended Hours of Operation**

The Board of Selectmen may, at the Board's sole discretion, grant a one-day permit to allow a retail store to remain open for the transaction of retail business between the hours of 12:00 midnight and 6:00 a.m. as part of a special event. The terms and conditions of said one-day permit shall be such as the Board of Selectmen determines necessary to protect public health and safety. No retail store may be granted a permit under this provision for more than 10 days in any calendar year. The Board of Selectmen may

adopt, and periodically amend, regulations, rules and/or written guidance relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of one-day permits.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article is intended to approve certain amendments to the Westwood General Bylaw Section 321 [Retail Stores] to expand the application of the provisions of that bylaw from Retail uses to Retail, Restaurant and Service uses. At the 2015 Fall Town Meeting residents approved an amendment to Section 321 of the Town's General Bylaws, which allowed retail and food operations to operate during the hours of 12:00 midnight and 6:00 am upon the issuance of a one-day permit issued by the Board of Selectmen, hours of operations that were previously prohibited. That Article was prompted by certain local retailers who want to have the option to open their stores in advance of Black Friday sales at midnight on Thanksgiving. This current article, if approved, would expand that provision to include restaurant and service uses. Notwithstanding the foregoing, any restaurant, coffee shop, ice cream parlor, or fast order food establishment may serve food or drink and may be open for the transaction of business between the hours of 5:00 a.m. and 6:00 a.m., if specifically authorized to do so pursuant to the terms of a duly issued Common Victualler's License granted by the Board of Selectmen, but may not accept deliveries or allow the removal of solid waste between the hours of 12:00 a.m. and 6:00 a.m.

ARTICLE 21

To see if the Town will vote 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, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Administrator approves amendments to the bill before enactment by the General Court. The Town Administrator is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO AUTHORIZING THE WESTWOOD BOARD OF SELECTMEN AS THE LOCAL LICENSING AUTHORITY TO GRANT A SPECIAL LICENSEPURSUANT TO CHAPTER 138, SECTION 15F FOR SALE OF WINE IN SEALED CONTAINERS, PRODUCED BY A FARMER-WINERY FOR OFF-PREMISE CONSUMPTION AS AUTHORIZED UNDER CHAPTER 138, SECTION 19B, AT AN INDOOR OR OUTDOOR AGRICULTURAL EVENT.

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Notwithstanding any general of special law to the contrary, the licensing authority of the Town of Westwood, pursuant to Chapter 138, Section 15F, may issue to an applicant authorized to operate a farmer-winery under Chapter 138, Section 19B or a farmer-distillery

under Section 19E, a special license for the sale of products produced by or for the licensee in sealed containers for off-premise consumption at an indoor or outdoor agricultural event.

SECTION 2. This act shall take effect upon its passage.

(Board of Selectmen)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article will allow agricultural venues, such as the Farmers Market, to sell wine made by local farmers. Wine vendors will serve as an anchor for the Farmers Market and is expected to attract more vendors. This in turn will help the Market to continue to grow and be successful in Westwood.

Oversight to include:

The sale of wine will be regulated by the Board of Selectman under the alcohol licensing procedures,

Vendors will be required to contract with the Town for the season,

Police supervision will be available to monitor sales.

ARTICLE 22

To see if the Town will vote to amend the Code of the Town of Westwood to adopt a Historic Structure Demolition Bylaw as a separate General Bylaw, and by renumbering subsequent sections as appropriate in order that it be in compliance with the numbering format of the Code of Westwood, with such new section to read as follows:

Historic Structure Demolition Bylaw

Intent and Purpose. The purpose of this Bylaw is to maintain the character of the Town of Westwood, protecting its historic and aesthetic resources built on or before December 31, 1910 by surveying, preserving, rehabilitating, researching, or restoring whenever possible, buildings or structures which constitute or reflect distinctive features of the architectural, cultural, or historic resources of the Town, thereby promoting the public welfare and preserving the cultural heritage of Westwood. The intent of this Bylaw is to encourage owners to seek alternative options to preserve historic buildings rather than complete demolition. This Bylaw authorizes the Westwood Historical Commission to advise the Building Commissioner with respect to demolition permits for historic properties regulated by this Bylaw.

Definitions. As used in this Bylaw, the following terms shall have the meanings indicated:

Applicant - Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

Application - An application for a demolition permit filed by the owner of record of the premises, or the holder of a bona fide purchase and sale agreement for such premises. The application must be signed by both the applicant and (if different) the owner of record at the time of application. An applicant may withdraw an application without prejudice at any time prior to a decision by the Commission.

Building - A structure enclosed by exterior walls or firewalls, built, erected and framed of a combination of any materials, whether portable or fixed, having a roof, to form a structure for the shelter of persons, animals or property. For the purposes of this definition, "roof" shall include an awning or any similar covering, whether or not permanent in nature.

Commission - The Westwood Historical Commission.

Commissioner - The Building Commissioner of the Town of Westwood.

Demolition - Any act of pulling down, destroying, removing or razing a building and/or structure or commencing the work of total or substantial destruction with the intent of completing the project; "substantial" herein shall mean either half the volume of the structure or half the assessed value. Demolition regulated hereunder shall NOT INCLUDE replacement of roofing materials, siding, stairs, railings, windows, or similar features, nor shall it include demolition of non-historic additions or accessory structures.

Demolition Permit - The permit issued by the Commissioner as required by the State Building Code for the demolition or removal of a building or structure.

Historic or Architecturally Significant Structure - Any building or structure which is:

a. Importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic, or social history of the Town of Westwood, the Commonwealth of Massachusetts, or the United States of America; or which is

b. Historic or architecturally important by reason of period, style, method of construction, or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures.

Preferably Preserved - Any historic or architecturally significant structure individually or in context which, because of the important contribution made by such structure to the Town's historic or architectural resources, is in the public interest to preserve, rehabilitate, or restore.

Premises - The parcel of land on which an historic or architecturally significant structure exists.

Structure - An assembly of materials forming a construction for occupancy or use including among others, buildings, stadiums, gospel and circus tents, reviewing stands, platforms, staging, observation towers, communication towers, flag poles, water tanks, trestles, piers, wharfs, open

sheds, coal bins, shelters, fences and display signs, tanks in excess of 500 gallons used for the storage of any fluid other than water and swimming pools.

Regulated buildings and structures. The provisions of this Bylaw shall apply to only the following buildings and structures:

Buildings and structures listed on the National Register of Historic Places or the State Register of Historic Places, including contributing properties within the Colburn School Historic District and the Fisher School Historic District.

Buildings and structures which in whole or in part were constructed on or before December 31, 1910.

Procedure.

Upon receipt of an application for a demolition permit for a building or structure regulated by this Bylaw, the Commissioner shall within seven (7) days transmit a copy thereof to the Commission. No demolition permit shall be issued except in conformance with the provisions of this section.

A public hearing shall be conducted by the Commission within twenty (20) days of receipt of the application for demolition permit by the Commission, and shall be closed within ten (10) days of the opening of said hearing. Failure to open or close the hearing within these prescribed time periods shall be deemed to constitute constructive approval by the Commission, and in such case, the Commissioner shall, subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations, issue the demolition permit.

The Commissioner shall give notice of the public hearing by publishing at least five (5) days before the hearing an announcement in a local newspaper of the time, place, and purpose of the hearing. The Commissioner shall also transmit a copy of said notice to the applicant, to the owner of record (if different from the applicant), to the owners of all properties within three hundred (300) feet of the subject property, to the Westwood Historical Society, and to any others the Commissioner deems necessary to notice. In cases where it is known that additional approvals will be required for the proposed redevelopment of the premises, including zoning variances, special permits, and/or subdivision approvals, notice of the Commission's public hearing shall be provided to the authority responsible for granting said approvals.

If, following the public hearing, the Commission determines that the building or structure proposed for demolition is not an historic or architecturally significant structure, or that the proposed demolition of the building or structure would not be detrimental to the purposes protected by this Bylaw, the Commission shall notify the Commissioner within five (5) days of such determination. Upon receipt of such notification, or upon the expiration of five (5) days from the close of the hearing without such notification, the

Commissioner shall, subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations, issue the demolition permit.

If, following the public hearing, the Commission determines that (1) the building or structure is an historic or architecturally significant structure and (2) the demolition of this historic or architecturally significant structure would be detrimental to the historic or architectural resources of the Town, the Commission shall declare the building or structure a preferably preserved historic or architecturally significant structure. In making such a determination, the Commission will consider any information submitted by the property owner or its representative outlining a significant hardship, financial, or otherwise, resulting from any delay that may be caused by the employment of this Bylaw. The Commission shall notify the applicant and the Commissioner within five (5) days of such determination. If the Commission determines the building or structure to be a preferably preserved building or structure, then no demolition permit shall be issued for up to six (6) months from the date of the original Application. Furthermore even if the owner or the owner's representative fails to accord the Commission with that which the Commission desires or requires for determination (such as, but not limited to, entry into the structure), if six (6) months from the date of the original Application have passed, a demolition permit shall be promptly issued by the Building Commissioner subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations.

Notwithstanding the above, prior to the expiration of the six (6) month waiting period, the Commissioner may issue a demolition permit for a preferably preserved historic or architecturally significant structure after receipt of written notice from the Commission that (a) the structure has been fully documented (At no cost to the property owner) to the satisfaction of the Commission, and that (b) all salvageable and valuable artifacts and materials have been or will be removed and preserved (At no cost to the property owner) to the satisfaction of the Commission, and that (c) any of the following applies:

> The Commission is satisfied that there is no reasonable likelihood that the applicant, owner, or some other reasonable person or group is willing to purchase, preserve, rehabilitate, restore, or relocate said building structure; or
>
> The Commission is satisfied that for up to (6) months from the date of the original Application, including periods of time prior to the date of submission of an application for demolition permit, the owner has made continuing, bona fide, and reasonable efforts to locate a purchaser to preserve, rehabilitate, restore, or relocate said building or structure, and that such efforts have been unsuccessful; or
>
> The Commission is satisfied that the proposed demolition may be conducted in a manner that is not detrimental to the historic or architectural resources of the Town.

A decision by the Commission expires two (2) years from the date of the decision and is transferable to a new property owner during this time period. If demolition has not occurred prior to the expiration of the Commission's decision, a new application for a demolition permit must be filed with the Commissioner, and reviewed by the Commission in accordance with the provisions of this section, prior to any subsequent demolition.

If a building or structure is determined to be a preferably preserved historic or architecturally significant structure, the owner shall be responsible for properly securing such building or structure, if vacant, to the satisfaction of the Commission. Should the owner fail to properly secure such building or structure, a subsequent destruction of such building or structure at any time during the period of the demolition delay through fire or other cause which could have been prevented by properly securing such building or structure, shall be considered a voluntary demolition in violation of this Bylaw and shall be subject to Section 1.6.2.

Commission's review and recommendation on other applications.

Upon receipt of an application for an Environmental Impact and Design Review (EIDR) Approval, a Flexible Multiple Use Overlay District (FMUOD) Special Permit, an Earth Material Movement (EMM) Special Permit, a Definitive Subdivision Approval, a Senior Residential Development (SRD) Special Permit, or an Open Space Residential Development (OSRD) Approval involving a parcel of land containing a building or structure regulated under Section 1.3, the granting authority shall transmit to the Commission a copy of the application for review and recommendation. Failure of the Commission to respond to the granting authority within thirty (30) days of its receipt of such application shall be deemed to signify its lack of opposition to the project.

Enforcement, remedies and appeals.

The Commission and the Commissioner are each authorized to institute any and all proceedings in law or in equity as they deem necessary and appropriate to obtain compliance with the requirements of this Bylaw or to prevent a violation thereof.

No building permit shall be issued with respect to any premises upon which an historic or architecturally significant structure has been voluntarily demolished in violation of this Bylaw for a period of two (2) years after the date of the start or completion of such demolition.

Appeals to Court. A person aggrieved by a decision of the Commission may appeal to a court of competent jurisdiction within twenty (20) days after the Commission's decision has been filed with the Town Clerk. Notice of such action with a copy of the complaint shall be filed with the Town Clerk within said twenty (20) days.

Pre-determination

Any property owner or their designee may submit a pre-determination request directly to the Commission, in order to determine significance of their property prior to initiating a demolition permit application with the Building Inspector. Once a determination is made by the Commission, they shall submit their decision in writing to the Building Inspector's Department and the applicant. Such determination shall be recorded by the Building Inspector's Department with the intent of allowing any future application to proceed promptly through the demolition process in the case of a pre-determination that the structure is not significant. Such written pre-determinations shall be considered valid, barring any relevant future changes to this Bylaw regarding historic structures.

Severability

If any section, paragraph, or part of this Bylaw be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.

or take any other action thereon.

(Historical Commission)

The Finance and Warrant Commission, by a vote of 12 in favor and 3 opposed, recommends that the Town so vote.

This article seeks to put in place a demolition delay mechanism for structures built before December 31, 1910 or those contributing properties within specified historic districts. Sponsored by the Historic Commission, this article is intended to protect the historic character of Westwood by delaying the potential demolition of a significant structure for up to six months with the hope that the building can be preserved. During this delay documentation and preservation of the assets of the structure will take place at no cost to the owner, and owners will be encouraged to seek out alternative options to demolitions.

Various forms of this bylaw are in place in over 120 communities in Massachusetts with an average delay period of 8 months.

Following indefinite postponement of a proposed Demolition Bylaw at the May 2015 Town Meeting, the Historical Commission made significant changes to the bylaw to address the concerns raised by the Finance and Warrant Commission. The process was tightened up such that the overall delay is now a maximum of 6 months, inclusive of notifications, hearings and announcements. Each property (212 in all) affected by this bylaw has been identified and affected property owners were contacted by mail and invited to an information session held in early March. Additional provisions for a predetermination of the significance of a property, hardship cases and transferability have been added. A majority of the Finance Commission found that these changes sufficiently satisfied their concerns as to the prior iteration of the article. A minority of the Finance Commission opposed this bylaw, principally on the grounds that it restricts individual property rights, hardship is a subjective determination, and involvement should be voluntary.

ARTICLE 23

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 8.3 [Open Space Residential Development (OSRD)] to provide for age-restricted housing, amend the application procedures, and delete in its entirety Section 8.4 [Senior Residential Development (SRD)].

1) Delete Section 8.4 [Senior Residential Development (SRD)] in its entirety and renumber subsequent sections as appropriate.

2) Amend Section 8.3 to read as follows:

8.3 OPEN SPACE RESIDENTIAL DEVELOPMENT

8.3.1 **Purposes.** The purposes of Open Space Residential Development (OSRD) are as follows:

8.3.1.1 to conserve natural, hydrological and wetlands resources, wildlife habitat, scenic corridors and views, agriculture, horticulture and forestry operations, cultural resources and other natural and man-made features of value to the community;

8.3.1.2 to lessen the amount of disturbance to soils, topography and vegetation on the site, and to provide roads and infrastructure in more efficient and less intrusive ways than with conventional subdivisions;

8.3.1.3 to provide the opportunity for more flexibility and imagination in the design of residential developments;

8.3.1.4 to assure that the 4-step Design Process (as defined in 8.3.12) guides the design of an OSRD by identifying the resources and amenities to be protected, prior to laying out buildings, roadways, and lots;

8.3.1.5 to offer greater housing choice by allowing varied mixes of housing type, compatible with community character.

8.3.1.6 to encourage senior housing development, affordable housing development, historic preservation, and greater conservation of open space.

8.3.2 **Definitions.** For the purposes of this Section, the following terms are defined:

8.3.2.1 **Single-family Attached Dwelling Units.** Single-family Attached Dwelling Units shall mean buildings where two (2) or more individual single-family dwelling units are physically connected to like dwellings for

at least a portion of one or more of their exterior walls. Single-family Attached Dwelling Units may include townhouses in traditional row or other configuration or shape; or individual single-family dwelling units meeting at a common lot line. Single-family Attached Dwelling Units shall not include any building where any dwelling unit is located above or below any other dwelling unit.

8.3.2.2 **Cluster.** Cluster shall mean a distinct area or "pod" of housing within an OSRD development, separated physically and visually from other clusters of housing by open space and/or other facilities or common areas.

8.3.2.3 **Tract.** Tract shall mean the boundaries and area of the original parcel of land proposed for the OSRD, prior to further division.

8.3.2.4 **Age-Restricted Dwelling Units.** Age-Restricted Dwelling Units shall mean dwelling units where occupancy shall be restricted in perpetuity to households where at least one person has reached fifty-five (55) years of age.

8.3.3 **Eligible Districts.** An OSRD shall be permitted only within the Single Residence B (SRB), Single Residence C (SRC), and Single Residence E (SRE) districts, pursuant to the requirements of this Section.

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.

8.3.5 **Uses Allowed As of Right.** The following uses are allowed as of right in an OSRD:

8.3.5.1 Detached Single-family Dwelling Units.

8.3.6 **Special Permit Uses.** The following uses are only allowed by OSRD Special Permit in an OSRD:

8.3.6.1 Single-family Attached Dwelling Units;
8.3.6.2 Bonus Dwelling Units.

8.3.7 **Facilities and Amenities.** The following facilities and amenities are allowed in an OSRD:

8.3.7.1 Common open space areas for active or passive recreation, preservation of habitat and natural resources, maintenance of scenic amenities, buffering between uses, both within the site and from abutting properties,

connecting greenways to abutting protected open space, lawn and landscaped areas within the site, pedestrian and bicycle trails, and similar features;

8.3.7.2 Recreational amenities primarily for residents of the OSRD, including but not limited to: a community center, swimming pool, beach, tennis court, or children's playground;

8.3.7.3 Accessory uses necessary to the operation and maintenance of the development, including but not limited to detached structures for parking, sheds for equipment and tool storage, structures housing heating/ventilating and air conditioning, pumping stations or similar facilities, and energy generating facilities allowed by this bylaw.

8.3.8 **Planning Board Approvals Required.**

8.3.8.1 **Subdivision Approval Required.** When applicable under M.G.L. c. 41, § 81K through § 81GG and the Westwood Rules and Regulations Governing the Subdivision of Land, an OSRD shall require a Definitive Subdivision Plan approval. No building permit shall be issued for any new structure within an OSRD subdivision prior to the recording of an endorsed Definitive Subdivision Plan with the Norfolk Registry of Deeds.

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.

8.3.8.3 **Uses Requiring Special Permit.** An OSRD containing one or more structures of Single-family Attached Dwelling Units, and/or one or more 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.

8.3.9 **Density and Dimensional Requirements.**

8.3.9.1 **Base Density from Underlying District.** The base number of dwelling units allowed in an OSRD shall be determined by the minimum lot size in the underlying district, SRB, SRC, and SRE, except as provided in Section 8.3.9.4 herein in regard to Bonus Dwelling Units.

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, and shall be submitted on a preliminary basis as part of a preliminary review meeting, as provided for in Section 8.3.14 and Section 8.3.15 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 round down to the previous whole number 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:

Step Four Result	Added Units
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.

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 Perimeter Tract Setback	30'	30'
8.3.9.3.5 Front Setback on existing street	100% of front setback in underlying district	100% of front setback in underlying district
8.3.9.3.6 Front Setback on an interior drive	20'	10'
8.3.9.3.7 Side setback for principal structure	10'	10'
8.3.9.3.8 Rear setback for principal structure	10'	10'
8.3.9.3.9 Side and rear setbacks for accessory structures	5'	5'

8.3.9.3.10 **Lot Frontage and Lot Width Reduction.** The Planning Board may reduce the minimum frontage and lot width requirements if dwelling unit dimensions, location on curved frontage or a street terminus, or other conditions justify doing so, provided the reduction is consistent with the intent of this Section. Reduced frontage lots shall be located on streets and interior site drives fronting within the interior of the OSRD tract, unless the Planning Board finds that location on a way exterior to the tract is not detrimental to the neighborhood.

8.3.9.3.11 **Front Setback in Multiple Districts.** In cases where an OSRD lies in more than one eligible district, if the tract lies 2/3 or more in one district, the front setback for that district shall apply in total. In cases where the OSRD lies less than 2/3 in one district, the frontage shall be the average of the required minimum front setbacks in the two districts.

8.3.9.3.12 **Side Yard Setback Reduction.** This setback requirement shall apply to Detached Single-family Dwelling Units and end units of structures containing Single-family Attached Dwelling Units. The Planning Board may reduce the side yard requirement if dwelling unit dimensions or other conditions justify doing so, provided the reduction is consistent with the intent of this Section.

8.3.9.3.13 More than one principal structure may be allowed on one lot.

8.3.9.4 **Bonus Dwelling Units Allowed by Special Permit.** The Planning Board may grant one or more Bonus Dwelling Units beyond the maximum base number of dwelling units allowed pursuant to the Yield Calculation in Section 8.3.9.2, using one or more of the following options:

8.3.9.4.1 **Age-Restricted Housing.** Where all dwelling units within an OSRD are restricted to meet the definition of Age-Restricted Dwelling Units in Section 8.3.2.4, then a bonus equal to three times (3) the maximum base number of dwelling units may be allowed. Where all dwelling units within an OSRD cluster are restricted to meet the definition of Age-Restricted Dwelling Units in Section 8.3.2.4, then a bonus equal to three times (3) the number of dwelling units in that cluster may be allowed. All Bonus Dwelling Units allowed under this provision must be Age-Restricted Dwelling Units.

8.3.9.4.2 **Affordable Housing.** For every one (1) dwelling unit restricted in perpetuity to meet the definition of Affordable Housing in Section 2.0, over and above the minimum number of affordable dwelling units required pursuant to the Affordability Requirements in Section 8.3.11, a bonus equal to two (2) additional market rate dwelling units may be allowed.

8.3.9.4.3 **Moderate Income Housing.** For every one (1) dwelling unit restricted in perpetuity to meet the definition of

Moderate Income Housing in Section 2.0, a bonus equal to one (1) additional market rate dwelling unit may be allowed.

8.3.9.4.4 **Historic Preservation.** Where an OSRD preserves a historically significant building or historically significant major structure, including a barn or other accessory structure, a bonus equal to one (1) additional dwelling unit may be allowed. The determination of historical significance and the suitability of preservation initiatives shall be made by the Planning Board, which may choose to consult with the Westwood Historical Commission.

8.3.9.4.5 **Additional Open Space.** For each additional five (5) percent of the tract protected as common open space above the minimum required below in Section 8.3.10.1, a bonus equal to ten (10) percent of the maximum base number of dwelling units may be allowed. Where the calculation of Bonus Dwelling Units results in a fraction, 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 to the previous whole number for fractions less than .5.

8.3.9.4.6 **Aggregate Yield.** The Aggregate Yield for an OSRD shall be based on any combination of the bonuses listed above, provided that all other conditions required in Section 8.3 are met. The total number of Bonus Dwelling Units for the OSRD shall not exceed, in the aggregate, fifty (50) percent of the maximum base number of dwelling units allowed pursuant to the Yield Calculation in Section 8.3.9.2, except in cases where all Bonus Dwelling Units exceeding fifty (50) percent of the maximum base number of dwelling units are Age-Restricted Dwelling Units permitted pursuant to Section 8.3.9.4.1.

8.3.9.4.7 **Fiscal Impact.** In all cases, the maximum allowable number of Bonus Dwelling Units shall be determined by the Board, in its sole discretion, following the Board's acceptance of a fiscal impact report demonstrating that said units will have no significant negative fiscal impact on the town.

8.3.10 **Common Open Space Requirements.**

8.3.10.1 **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.

8.3.10.2 **Limitations on Composition of Open Space.** In no case shall more than seventy-five (75) percent of the land area used to satisfy the minimum open space requirement consist of wetlands or other non-buildable land area.

8.3.10.3 **OSRD Open Space Standards.** The landscape shall be preserved in its natural state. When necessary for utilities, roadways and similar purposes which cannot be avoided, or where desirable improvements to the landscape will be made, disturbances shall be minimized, by keeping to a minimum the removal of tree and forest vegetation, the excavation and removal of soil and the major alteration of existing topography. The massing and shape of the open space shall be designed to maximize its functionality for wildlife habitat and conservation, passive recreation, agriculture, horticulture, forestry, and equestrian use. Cultural and historical resources and scenic amenities may also be incorporated into the open space.

The open space shall be contiguous to the maximum extent possible. Connectivity between open space areas within the development tract, and to open space areas external to it, shall be incorporated wherever possible. No open space area shall be less than 50 feet in its smallest dimension. Open space traversed by a roadway may be considered by the Planning Board to be connected. Not more than five (5) percent of the open space areas may be covered by pavement or paved roads and allowable accessory structures.

Structures located within the common open space shall only include those structures used to support proper use of the open space, including but not limited to equipment storage, temporary shelters, sanitary facilities, and trail information stations. New or existing trails or walkways shall be constructed or retained, as applicable, for the purpose of providing reasonable access to the open space. No cluster, at its nearest point, shall lie farther than three-hundred (300) feet from the closest point of the open

space, with the exception of minor adjustments allowed by the Planning Board where compliance with this standard is impractical. Underground utilities, stormwater management facilities, and shared wastewater treatment systems serving the site may be located within the common open space. Surface collection systems such as retention and detention ponds shall not count toward the minimum common open space requirement. Existing or proposed utility easements shall not be counted as common open space unless allowed by the Planning Board.

8.3.10.4 **Ownership, Protection and Maintenance of the Open Space.**

8.3.10.4.1 **Conveyance.** The common open space may be conveyed to any of the following entities:

1) The Town of Westwood or its Conservation Commission.
2) A non-profit organization whose primary purpose is to conserve and maintain open space.
3) A corporation or trust owned jointly or in common by the owners residing in the OSRD. When the open space is conveyed to said corporation or trust, maintenance of the open space shall be guaranteed in perpetuity. The corporation or trust shall provide for mandatory assessments of each lot and unit for maintenance purposes. Each individual deed, and the deed or trust or articles of incorporation, shall include provisions to affect these requirements. Documents creating such homeowners association, trust or corporation shall be submitted to the Planning Board for approval, and shall thereafter be recorded.

8.3.10.4.2 **Conservation Restrictions.** When common open space is not conveyed to the Town or to its Conservation Commission, a conservation restriction or agricultural or forest preservation restriction enforceable by the Westwood Conservation Commission or other board under M.G.L. c. 184, § 31, is required, in compliance with the standards of the Massachusetts Executive Office of Energy and Environmental Affairs, Division of Conservation Services, or Department of Agricultural Resources, or their successor agencies. Said restriction shall be recorded in the manner provided by statute. The Board of Selectmen is hereby authorized to accept such restrictions if the Conservation Commission declines to do so. The common open space shall be perpetually kept in an open state, shall be preserved exclusively for the purposes set forth in this

Section, and shall be maintained in a manner which will ensure its suitability for its intended purposes.

8.3.10.4.3 **Conservation Covenants.** Any common open space that does not qualify for inclusion in a conservation restriction or agricultural preservation restriction, or that is rejected from inclusion in these programs by the Commonwealth of Massachusetts, shall be subject to a restrictive covenant, which shall be approved by the Planning Board and Board of Selectmen, and which shall be duly recorded at the Registry of Deeds and subject to the Extension of Period provisions in Sections 27 and 28 of M.G.L. chapter 184. The Town of Westwood shall retain the right to enforce such covenants.

8.3.10.4.4 **Special Maintenance Provisions.** The Town shall be granted an easement over the common open space in all cases, to ensure its perpetual maintenance as open space consistent with the purposes of this Section. Such easement shall provide that in the event the corporation, trust, or other owner fails to maintain the open space in good functional condition, the Town may, after notice to the owners and a public hearing, enter the common open space to provide reasonable maintenance, in order to prevent or abate a nuisance. The cost of such maintenance shall be assessed against the properties within the development and/or to the owner of the common open space. The Town may file a lien against the lot or lots to ensure payment of such maintenance.

8.3.11 **Affordability Requirements**. Where any project authorized under a OSRD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the OSRD unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. 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 dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

Total Number of Dwelling Units	Minimum Number of Affordable Dwelling Units
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

8.3.12 **OSRD 4-step Design Process.** The application shall contain graphic and written material sufficient to demonstrate to the Planning Board that the four-step design process set forth below was performed by a registered landscape architect, or a team which includes a registered landscape architect, in establishing the layout of open space, housing units and clusters, streets, and lots.

Step One: **Identification of Conservation Areas.** The first step in the design process shall be to identify, analyze, and incorporate in the plans the natural, hydrological and wetlands resources, wildlife habitat, scenic corridors and views, agriculture, horticulture and forestry operations, cultural resources and other natural and man-made features of value to the community that exist on the OSRD tract and immediate vicinity. In addition, the OSRD concept design shall be considered in the larger context of neighborhood character, transportation and transit services, district land use patterns, cultural issues and other factors that might affect, or be affected by, the OSRD. The outcome of Step One is both to identify likely open space protection areas, and to identify in a preliminary way the potentially developable parts of the OSRD tract.

Step Two: **Location of Housing Sites (Clusters).** The second step shall be to locate the approximate siting of residential structures within the potentially developable areas, including the delineation of private yards and shared amenities so as to reflect an integrated community. The number of dwelling units with direct access to the natural and man-made amenities of the OSRD should be maximized.

Step Three: **Alignment of Streets, Interior Drives, and Trails.** The third step shall be to align streets and interior drives in order to provide access to the housing clusters and residential structures. New trails should be laid out to create internal and external connections to existing and/or potential streets, interior drives, sidewalks, and trails.

Step Four: **Drawing of Lots and Easement Lines.** The final step shall be to draw in the lot lines depicting the subdivision of the OSRD tract, including all easements and deed restrictions shown on the plan. In the case of condominium or cooperatives without individual lot ownership, assumed lot lines for illustrative purposes may be depicted on the plans.

8.3.13 **Design Standards.** The following minimum design standards shall apply to any OSRD site plan and shall guide the design of the site as an OSRD:

8.3.13.1 **Landscape Preservation.** Insofar as practicable, an OSRD shall preserve the landscape in its natural state by minimizing tree and vegetative cover removal and alterations to the pre-development natural topography. Mature trees of six (6) inch caliper or greater, measured four feet above average grade level, shall in particular be retained to the maximum practical extent. The location and orientation of housing sites or clusters shall be such as to maintain maximum natural topography. This design-with-the-land approach shall be employed in all site planning, wherein retention of natural topographic and vegetative features, views and natural drainage courses shall be treated as fixed determinants of housing cluster locations or interior drive layouts, rather than altering the site to accommodate a fixed development plan.

8.3.13.2 **Roadway and Infrastructure Design.** The standards for all OSRDs, whether involving a definitive plan approval or not, shall be those of the Westwood Rules and Regulations Governing the Subdivision of Land, in regard to the alignment, width, length, and design of streets and interior drives in an OSRD, as well as all related infrastructural elements within and along rights of way. Streets and interior drives in an OSRD shall be designed to be in compliance with the locational and dead end standards in those Rules and Regulations. Related infrastructural elements shall include, but not be limited to, the following: sewage collection, water distribution, stormwater management, power and energy transmission, and telecommunications. However, applicants are encouraged to consider alternate designs for interior drives and other infrastructural elements that might involve variations to those standards, including but not limited to narrower rights of way and paved travel lanes, as long as adequate grade, width and construction are maintained. The Planning Board may grant design waivers in accordance with prescribed procedures.

In all cases, streets and interior drives shall be designed and located in such a manner as to maintain and preserve natural topography, significant landmarks, and trees; to minimize cut and fill; and to preserve and enhance views into and within the development site.

8.3.13.3 **Pedestrian and Bicycle Circulation.** Where appropriate, walkways and/or multi-purpose trails shall be provided within the OSRD to connect dwellings with parking areas, recreation facilities and open space, and adjacent land uses.

8.3.13.4 **Visibility of Open Space.** Open space in the OSRD shall be designed to add to the visual amenities of the area by maximizing its visibility for persons passing the site or overlooking it from nearby properties.

8.3.13.5 **Architectural Design and Neighborhood Compatibility.** In overall scale, architectural detailing, building massing, height, exterior materials, and roofline articulation, residential structures in an OSRD shall be reasonably compatible with existing structures in surrounding residential areas, when there is a functional or visual relationship between the surrounding structures and the proposed structures. The Planning Board may limit and/or redistribute the number of dwelling units contained in a single structure, if it determines that the proposed structure would otherwise compromise or obstruct desired views from abutting properties or from public ways, or if the proposed configuration has a negative environmental impact upon any abutting property.

8.3.13.6 **Cultural Resources.** The removal or disruption of historic or archaeological resources or traditional or significant uses, structures, or architectural elements shall be minimized.

8.3.13.7 **Stormwater Management.** To the extent practicable, the use of low impact development and soft drainage techniques shall be employed in the design of an OSRD, subject to compliance with all applicable local and state standards and requirements.

8.3.13.8 **Off-Street Parking.** All off-street parking in an OSRD shall comply with the requirements of Section 6.0 in this bylaw, except in the case of an age-restricted OSRD, or age-restricted OSRD cluster, where parking requirements shall be as provided in Section 8.3.13.10.4.

8.3.13.9 **Mix of Housing Types.** Any mix of one or more of the allowed housing types, shall be permitted in an OSRD, up to the maximum number of dwelling units permitted under this Section.

8.3.13.10 **Design Standards for Age-Restricted Dwelling Units.** Where Age-Restricted Dwelling Units within an OSRD, or within an OSRD cluster, are developed pursuant to Section 8.3.9.4.1, such dwelling units shall be located and designed in such a manner as to 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. The following additional design standards for Age-Restricted Dwelling Units shall apply:

8.3.13.10.1 **Coordinated Development.** The age-restricted OSRD, or age-restricted OSRD cluster, shall be developed as a coordinated unit, under common management and serving a common function.

8.3.13.10.2 **Accessibility.** All Age-Restricted 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.

8.3.13.10.3 **Limit on Number of Bedrooms.** There shall be not more than two (2) bedrooms in any Age-Restricted 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.

8.3.13.10.4 **Off-Street Parking.** Off-street parking may be reduced to one and one-half (1 ½) parking spaces per Age-Restricted Dwelling Unit at the discretion of the Board. At least one parking space shall be reserved for each Age-Restricted Dwelling Unit and located within one hundred fifty (150) feet thereof. Adequate provisions shall be made for additional visitor parking spaces, in a manner and amount deemed appropriate by the Board.

8.3.13.10.5 **Community Facilities.** The age-restricted OSRD, or age-restricted OSRD cluster, shall contain appropriately designed on-site community facilities to serve the recreational and social needs of residents, unless the Board determines that such is unnecessary due to location of the development in close walking distance to similar off-site facilities.

8.3.14 **Pre-application Review by Land Use Committee.** All OSRD special permit applicants are required to meet informally for a Pre-application Review with the Town's Land Use Committee prior to submitting a Preliminary OSRD Special Permit Application to the Planning Board, and to accompany this discussion with a Sketch Plan and Project Narrative pursuant to the provisions of Section 8.3.14.1 and 8.3.14.2. OSRD-EIDR applicants are encouraged, but not required, to participate in a Pre-application Review

with the Land Use Committee. The purposes of a Pre-application Review are to solicit guidance from the Town's review staff, which consists of but is not limited to, the Director of Community & Economic Development, Town Planner, Town Engineer, Health Director, Public Works Director, Fire Chief, Building Commissioner, Zoning Board Administrator, Police Chief, Public Safety Officer, Conservation Agent, Housing Administrator, Licensing Administrator and Land Use Specialist at the earliest possible stage in the process, in order to identify site design issues and to establish an approximate number of allowed residential dwelling units, thereby keeping the applicant's costs for landscape design, site engineering and other technical expertise to a minimum. The Land Use Committee shall prepare a written non-binding Preliminary Recommendation to the Planning Board, including an initial determination of compliance with the Zoning Bylaw and the Planning Board's Subdivision Rules and Regulations, and including comments on the suitability of the proposed location, density, and traffic impacts. The Land Use Committee's Preliminary Recommendation shall be a required component of a Preliminary OSRD Special Permit Application.

8.3.14.1 **Sketch Plan.** A Sketch Plan shall be submitted in advance of the Pre-application Review meeting with the Land Use Committee. The Sketch Plan shall be a minimally detailed, schematic drawing of the proposed OSRD that contains sufficient information in regard to existing and proposed conditions to allow the Land Use Committee to understand the nature and physical impact of the development on the land. Site constraints that figure into the analysis may be delineated from existing secondary sources such as local wetlands maps, Massachusetts Department of Environmental Protection Wetlands Conservancy Program maps, Natural Heritage maps, MA Geographic Information system resources, USDA soils maps, information from deed documentation, and other governmental, institutional and private sources.

8.3.14.2 **Project Narrative.** A Project Narrative shall be submitted in advance of the Pre-application Review meeting with the Land Use Committee. The Project Narrative shall contain sufficient information in regard to the proposed OSRD to allow the Land Use Committee to understand the nature of the proposed development, including but not limited to the number and type of proposed base and Bonus Dwelling Units, and information related to the anticipated environmental and traffic impacts of the proposed development.

8.3.15 **Preliminary Review by Planning Board**. All OSRD Special Permit applicants shall submit a Preliminary OSRD Application for the Planning Board's review. The submission of a preliminary application allows the Applicant, the Planning Board, the Board of Health, the Conservation Commission, the Public Works and Public Safety Departments, other Town agencies, boards, committees, and property abutters to consider and discuss issues and clarify the details of such proposal before a full OSRD Application is filed. The primary purpose of the preliminary application shall be to determine the

suitability of the land, and to confirm the maximum base number of dwelling units and maximum number of Bonus Dwelling Units, if any.

8.3.15.1 **Submission Requirements**. Any person wishing to submit a Preliminary OSRD Application shall file with the Planning Board an application form, Project Narrative, Preliminary OSRD Plan, and a written recommendation from the Land Use Committee pursuant to Section 8.3.14. The number of copies and filing fee shall be in accordance with the Board's rules and regulations. The Preliminary OSRD Plan shall include the designation "Preliminary OSRD Plan", north point, scale, date, legend, zoning classification, major site features including fences, buildings, trees with 10 inches caliper or larger, topography of the land showing five foot contours, existing boundaries, the approximate boundary lines of proposed lots with approximate building footprint areas and dimensions, wetland boundaries, and the yield calculation.

8.3.15.2 **Public Hearing.** The Planning Board's review of the Preliminary OSRD Application shall be in the course of a duly noticed public hearing in accordance with the Board's Rules and Regulations.

8.3.15.3 **Planning Board Preliminary Review Action.** The Planning Board shall hold a public hearing within forty-five (45) days after submission of a complete Preliminary OSRD Application and act on the application within thirty (30) days of the close of the hearing. The action of the Board shall be by vote of a simple majority of the Board, and shall be recorded in the form of a written Preliminary Review Action. The Board's Preliminary Review Action shall constitute a determination of the maximum project density. If the Board requires plan modifications or disapproves the Preliminary OSRD Application, it shall state its reasons for doing so in the Preliminary Review Action. An affirmative Preliminary Review Action, with or without modifications to the Preliminary OSRD Plan, does not constitute approval of the Final OSRD Plan, but facilitates that Applicant's preparation of the Final OSRD Application submission. In the event of disapproval, the Board shall state its findings as to how the Preliminary OSRD Application does not meet the purposes and requirements of this bylaw. An affirmative Preliminary Review Action shall be required prior to the submission of a Final OSRD Application.

8.3.16 **Final Review by Planning Board**. All applicants seeking OSRD-EIDR Approval or OSRD Special Permit Approval shall submit a Final OSRD Application for the Planning Board's review and consideration.

8.3.16.1 **Submission Requirements**. Any applicant wishing to submit a Final OSRD Application shall file with the Planning Board an application form, Project Narrative, Final OSRD Plan, Demonstration of OSRD 4-step Process pursuant to Section 8.3.12, Traffic Impact Report, Fiscal Impact

Report, and a copy of an affirmative Preliminary Plan Action pursuant to Section 8.3.15.3. The number of copies and filing fee shall be in accordance with the Board's Rules and Regulations. The Final OSRD Plan shall include the designation "Final OSRD Plan", north point, scale, date, legend, zoning classification, major site features including fences, buildings, trees with 10 inches caliper or larger, topography of the land showing five foot contours, existing boundaries, the boundary lines of proposed lots with approximate building footprint areas and dimensions, wetland boundaries, and the yield calculation.

8.3.16.2 **Public Hearing.** A duly noticed public hearing in accordance with the Board's Rules and Regulations shall be conducted by the Planning Board within sixty-five (65) days of submission of the Final OSRD Application and plans.

8.3.16.3 **OSRD-Environmental Impact and Design Review (EIDR) Requirements.**

8.3.16.3.1 **General.** All OSRD applications shall be subject to the EIDR process in Section 7.3 of this bylaw. In the case of an application for an OSRD Special Permit, the EIDR component shall be consolidated within the Board's OSRD Special Permit review pursuant to Section 8.3.16.4. The Planning Board may waive particular submission requirements for OSRD's if they are determined to be inapplicable or unnecessary for EIDR review purposes, provided that doing so is consistent with the purposes of this Section.

8.3.16.3.2 **OSRD-EIDR Decision.** In the case of an application for OSRD-EIDR Approval, the Board shall render a written OSRD-EIDR decision within ninety (90) days of the close of the public hearing. Said decision shall be based upon a determination by the Planning Board that the OSRD application meets the criteria below.

1) Consistency with the purposes of Section 8.3.

2) Demonstration of proper and complete application of the OSRD 4-step design process.

3) General consistency with all applicable elements of the EIDR standards in Section 7.3.7.

4) Responsiveness to all applicable elements of the Design Standards in Section 8.3.13.

5) Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.

8.3.16.4 **OSRD Special Permit Review Requirements.**

8.3.16.4.1 **General.** All OSRD applications for projects including Single-family Attached Dwelling Units as defined in Section 8.3.2.1 and/or requesting Bonus Dwelling Units pursuant to Section 8.3.9.4, shall require OSRD Special Permit Approval by the Planning Board.

8.3.16.4.2 **OSRD Special Permit Decision.** The Board shall render a written OSRD Special Permit decision within ninety (90) days of the close of the public hearing. Said decision shall be based upon consideration by the Planning Board of the OSRD special permit criteria below. Failure to take action within the 90 day period shall be deemed to constitute constructive approval of the OSRD Special Permit application.

8.3.16.4.2.1 **OSRD Special Permit Decision for Single-family Attached Dwelling Units**. 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:

1) Consistency with the purposes of Section 8.3.

2) Demonstration of proper and complete application of the OSRD 4-step design process.

3) General consistency with Section 10.3 [Special Permits] of the Zoning Bylaw.

4) Compatibility with the scale, visual character and amenities in the surrounding neighborhood.

5) Compatibility of the Single-family Attached Dwelling Units 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.

6) Responsiveness to all applicable elements of the Design Standards in Section 8.3.13.

7) Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.

8.3.16.4.2.2 **OSRD Special Permit Decision for Bonus Dwelling Units.** 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 meets one or more of the allowed bonuses in Section 8.3.9.4 and demonstrates consistency with the standards below:

1) Conformance with the Aggregate Yield requirements of Section 8.3.9.4.6.

2) Demonstration of no significant negative fiscal impact to the town.

3) Consistency with the purposes of Section 8.3.

4) Demonstration of proper and complete application of the OSRD 4-step design process.

5) Compatibility with the scale, visual character and amenities surrounding neighborhood.

6) General consistency with Section 10.3 [Special Permits] of the Zoning Bylaw.

7) Responsiveness to all applicable elements of the Design Standards in Section 8.3.13.

8) Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.

9) Suitability of the proposed design, location, and layout of the overall OSRD, and of each individual dwelling unit and all proposed common facilities, to uniquely serve the physical and social needs of the residents.

10) Impact on the quantity and quality of the available housing choices for the residents of the affordable dwelling units, moderate income dwelling units, and/or residents fifty-five (55) years of age or older, with a range of income levels and physical abilities, and demonstrated market for all proposed Age-Restricted Dwelling Units.

8.3.17 **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.

8.3.18 **Regulations.** The Planning Board may adopt OSRD rules and regulations consistent with this Zoning Bylaw and the laws of the Commonwealth.

(Planning Board)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This proposed amendment modifies the Zoning Bylaws to create a new mechanism to allow for senior housing in Westwood.
Currently, there are two sections in Westwood's Zoning Bylaws that focus primarily on senior housing - the Senior Residential Development Bylaw (SRD) and the Residential Retirement Community Bylaw (RRC). This proposal would integrate elements of the existing SRD (and delete the rest) into the OSRD (Open Space Residential Development Bylaw) as well as modify sections of the OSRD.

This amendment addresses density and the application process, as follows:

Density: This amendment allows an additional density increase in the number of dwelling units on a lot. The base number of dwelling units allowed on a lot will determined by the minimum lot size in the underlying district, plus the Planning Board may grant Bonus Dwelling Units beyond this maximum up to three times (3) the maximum base number of dwelling units if all units are restricted to meet the definition of Age-Restricted.

This density provision creates an incentive for developers to provide senior housing, but also considers the usability of the land and sets a clear maximum as an indicator of when a property is being overdeveloped.
Application Procedure: The proposal revises the application process. First, the applicant would meet with the Town's Land Use Committee who would provide a written, non-binding recommendation to the Planning Board. The next step for an applicant is a preliminary review with the Planning Board. The purpose of the preliminary review is to determine the suitability of the land and to confirm the maximum density prior to the submission of the full application which includes the fiscal report, drainage report, traffic study and many other elements. Finally, after preliminary approval, applicants can file a full Special Permit application. This proposed process compels applicants to review all development options at an early stage. The Bylaw is designed to create quality design and improve the review process.

The Finance and Warrant Commission voted unanimously to support these amendments.

ARTICLE 24
To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw to allow commercial outdoor seating as a permitted accessory use in association with permitted commercial uses by adding a new use category to Section 4.3.1 [Table of Accessory Uses].

1) Add a new Section 4.3.2.5 to read as follows:

	SRA	**SRB**	**SRC**	**SRD**	**SRE**	**GR**	**SR**	**LBA**	**LBB**	**HB**	**I**	**IO**	**ARO**
4.3.2.5 Commercial Outdoor Seating in association with permitted commercial uses pursuant to Section 4.4.2	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y

2) Add a new Section 4.4.2 to read as follows:

4.4.2 **Commercial Outdoor Seating.** Outdoor seating for restaurants, fast order food establishments, coffee shops, ice cream parlors, retail take-out counters, professional

service establishments, research and development facilities, or other similar allowed use may be permitted upon review and approval, subject to the conditions in Sections 4.4.2.1 through 4.4.2.7 below. Residential uses are exempt and not regulated under this section.

4.4.2.1 Plans for all proposed outdoor seating must be approved by the Town Planner, in writing, in advance of implementation.

4.4.2.2 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.

4.4.2.3 Outdoor seating areas shall be appropriately separated from streets and sidewalks by means of fencing, plantings, or other similar measures, and where necessary, shall be protected from vehicles by means of curbing, curb stops, bollards, or other similar buffering and protection measures.

4.4.2.4 Outdoor seating areas shall at all times comply with the requirements of Section 6.6 [Noise] and Section 6.4 [Exterior Lighting] of this Bylaw.

4.4.2.5 A sufficient number of off-street parking spaces shall be provided to meet the minimum parking requirements for the associated business, including parking spaces related to the outdoor seats.

4.4.2.6 Outdoor seating areas shall be maintained in a neat and orderly condition at all times and shall be managed in such a manner as to not negatively affect any adjacent properties.

4.4.2.7 Once implemented, outdoor seating areas shall be reconfigured upon the order of the Building Commissioner, as the Building Commissioner deems necessary to address public safety, convenience, order, or appearance.

3) Delete Note 6 in Section 4.2 [Notes for Table of Principal Uses] in its entirety and renumber subsequent notes as appropriate.

(Planning Board)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article proposes a Westwood Zoning bylaw amendment allowing not only "sit down" restaurants but other establishments, including ice cream shops, coffee shops, and retail takeout counters, to have outdoor seating for customer use. This amendment addresses issues of noise, exterior lighting, parking and keeping the area neat and orderly in such a way as to not negatively affect and adjacent property.

The Finance and Warrant Commission voted unanimously to accept this amendment. This bylaw amendment will add to the enjoyable experience of people coming to Westwood, and controls are in place to keep any outdoor seating well-run.

ARTICLE 25

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw to further define how to calculate the required number of affordable housing units in various sections of the Zoning Bylaw, including without limitation Section 8.3 [Open Space Residential Development], Section 8.4 [Senior Residential Development], Section 9.5 [Flexible Multiple Use Overlay District], and Section 9.7 [University Avenue Mixed Use District].

1) Add a new Section 8.3.11 to read as follows, and renumber subsequent sections as appropriate:

8.3.11 **Affordability Requirements.** Where any project authorized under a OSRD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the OSRD unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. 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 dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

Total Number of Dwelling Units	**Minimum Number of Affordable Dwelling Units**
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

2) Amend Section 8.4.3.6 to read as follows:

8.4.3.6 **Affordability Requirements.** Where any project authorized under a SRD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the SRD unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. 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 dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

Total Number of Dwelling Units	**Minimum Number of Affordable Dwelling Units**
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

3) Amend Section 9.5.14 to read as follows:

9.5.14 **Affordability Requirements.** Where any project authorized under a FMUOD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the FMUOD Project unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. 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 dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under

Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

4) Amend Section 9.7.4.5.3 to read as follows:

Total Number of Dwelling Units	Minimum Number of Affordable Dwelling Units
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

9.7.4.5.3

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), rounded up to the next whole number, must, in the determination of the Planning Board, be designed for inclusion on the DHCD Subsidized Housing Inventory and remain affordable in perpetuity.

b. A minimum of ten percent (10%) of total dwelling units in excess of the 350 dwelling units allowed by right, if any, rounded up to the next whole number, must be Affordable Housing units and remain affordable in perpetuity. 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, rounded up to the next whole number, shall be Affordable Housing units, unless the proponent satisfies the alternative requirements provided in Section 9.7.4.5.3.c below.

(Planning Board)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This Article proposes to amend the Westwood Zoning Bylaw establishing a formula to determine the minimum number of affordable units required in a specific zoning district AND to permanently classify such units as "affordable" dwellings to count towards Westwood's requirements under Massachusetts General Law Chapter 40B Sections 20-23. The Finance & Warrant Commission voted unanimously to accept these changes, concluding that these amendments were in the best interest of the Town to preserve its stock of affordable dwellings while maintaining compliance with Massachusetts General Law Chapter 40B Sections 20-23.

ARTICLE 26

To see if the Town will vote to amend the Westwood Zoning Bylaw to add a new Section 9.4.5.5 under Permits Required in the Wireless Communications Overlay District to allow an administrative process for minor alterations.

1) Add a new Section 9.4.5.5 to read as follows:

9.4.5.5 **Administrative Review and Approval of Minor Alterations.** Minor alterations of an existing wireless communications facility operating under a valid WCOD Special Permit and/or WCOD EIDR Approval, which alterations will result in no visible exterior changes to an existing wireless facility, or which will result in visible exterior changes to an existing wireless facility which are determined by the Building Commissioner to be sufficiently minor in nature, may be permitted upon the issuance of an Administrative WCOD EIDR Approval pursuant to Section 7.3.6 [Administrative Review and Approval for Minor Alterations] of this Bylaw.

(Planning Board)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This proposed Zoning Bylaw amendment would establish an Administrative Review process for minor alterations to existing wireless communications facilities which were previously approved by the Planning Board pursuant to either a Wireless Communications Overlay District (WCOD) Special Permit or a Wireless Communications Overlay District Environmental Impact and Design Review (WCOD-EIDR) Approval. In cases where proposed alterations to a wireless facility would cause no significant visible exterior changes to that facility, and where such alterations are otherwise deemed to be minor in nature, the Building Commissioner would request Administrative Review by the Town Planner in place of full WCOD-EIDR Approval by the Planning Board.

This proposed Administrative Review procedure would allow for increased efficiency in the review and approval of routine updates to wireless facilities, such as the replacement of outdated equipment, antennas, radio units, and cables. For example, if a wireless carrier wished to replace antennas at a roof-top wireless communication facility, where neither the existing antennas nor the proposed antennas were visible from ground level, and where the number and dimensions of the proposed antennas were similar to the number and dimensions of the existing antennas, that request could be approved administratively by the Town Planner. The approval process would then be shortened from the standard four to six week timeframe for Planning Board EIDR Approval to a matter of days, and the applicant would be eligible to apply directly to the Building Commissioner for the necessary building permits immediately following receipt of the Town Planner's decision.
This proposed warrant article is intended to aid compliance with the intent of the Middle Class Tax Relief and Job Creation Act of 2012, which requires local governments to use reasonable procedures for the review and approval of modifications to existing wireless facilities which do not rise to the level of substantial alterations.

ARTICLE 27

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 6.1 related to Off-Street Parking.

1) Amend Section 6.1.2 to read as follows:

6.1.2 **Table of Parking Requirements.** The following table of Minimum Number of Required Parking Spaces for Principal Uses sets forth minimum on-site parking space requirements, provided, however, that joint/shared parking spaces conforming to the requirements of Section 6.1.10 or Section 6.1.11 may be allowed, and provided that fewer parking spaces may be authorized upon the grant of a special permit by the Planning Board pursuant to Section 6.1.9 or by grant of a waiver pursuant to Section 6.1.12, where parking is otherwise in compliance with the provisions of this Section.

2) Amend Section 6.1.9.3.4 to read as follows:

6.1.9.3.4 That the number of parking spaces otherwise required pursuant to Section 6.1.2 could be accommodated on the subject parcel or on nearby parcels, if a change in use or in the intensity or character of use ever requires an increase of parking pursuant to Section 6.1.8.2, and that sufficient provisions securing the continued availability of land for such additional parking, and the ability to construct such additional parking, are assured in a manner satisfactory to the Planning Board. Such provisions may include a demonstration of physical and financial ability to construct additional surface or structured parking spaces in compliance with the requirements of Section 6.1.2, or such other assurances as are satisfactory to the Planning Board.

3) Amend Section 6.1.10 to read as follows:

6.1.10 **Joint/Shared Off-Street Parking in Local and Highway Business Districts.** Joint/shared off-street parking facilities may be provided for two or more separate buildings or uses on the same parcel, or on parcels within four hundred (400) feet walking distance of the building entrance to be served, but in such case the total number of parking spaces required shall be the sum of the parking spaces required for the individual buildings or uses, unless a waiver is granted by the Planning Board pursuant to Section 6.1.12. In cases where parking spaces are provided on nearby parcels, a convenient pedestrian connection shall be provided, and the continued availability of said parking spaces shall be adequately assured in a manner satisfactory to the Planning Board, such as by permanent easement recorded on the title records of each affected property.

4) Amend Section 6.1.11 to read as follows:

6.1.11 **Joint/Shared Off-Street Parking in Administrative-Research-Office, Industrial and Industrial-Office Districts.** Joint/shared off-street parking facilities may be provided for two or more separate buildings or uses on the same parcel, or on parcels within six hundred (600) feet walking distance of the building entrance to be served, but in such case the total number of parking spaces required shall be the sum of the parking spaces required for the individual buildings or uses, unless a waiver is granted by the Planning Board pursuant to Section 6.1.12. In cases where parking spaces are provided on nearby parcels, a convenient pedestrian connection shall be provided, and the continued availability of said parking spaces shall be adequately assured in a manner satisfactory to the Planning Board, such as by permanent easement recorded on the title records of each affected property.

5) Amend Section 6.1.12 to read as follows:

6.1.12 **Reduction of Required Number of Joint/Shared Off-Street Parking Spaces for Existing Buildings.** If an Applicant has obtained all other necessary zoning permits and approvals, the Planning Board may, subject to the provisions of this Section, grant a waiver that would authorize a lesser number of joint/shared off-street parking spaces than would otherwise be required pursuant to Section 6.1.2 and Section 6.1.10 or Section 6.1.11. Said waiver may be granted by majority vote of the Board following a public hearing in accordance with the Board's Rules and Regulations, and only upon the Board's written determination of each of the following findings:

6.1.12.1 That the demand for the joint/shared off-street parking spaces differs significantly by time of day between the various uses; and

6.1.12.2 That a sufficient number of joint/shared off-street parking spaces are available to satisfy the parking demand for each use during the time period with the highest total combined parking demand; and

6.1.12.3 That the buildings associated with the requested waiver are pre-existing and that total floor area of those buildings is no greater than that which would be permitted absent the grant of a waiver pursuant to this Section; and

6.1.12.4 That satisfactory provisions have been made for an increase in the number of joint/shared parking spaces up to the minimum number otherwise required by Section 6.1.10 or 6.1.11, in the event that a change in use, or in intensity or character of use, results in an increased joint/shared parking demand. Such provisions may include a demonstration of physical and financial ability to construct additional surface or structured parking spaces in compliance with the requirements of Section 6.1.10 or 6.1.11, or such other assurances as are satisfactory to the Planning Board.

6.1.12.5 That the issuance of this waiver would not be inconsistent with the intent of this Bylaw.

(Planning Board)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

Section 6.1 of the Zoning Bylaw sets forth requirements for minimum numbers of parking spaces based on particular property uses. This section also contains provisions allowing the Planning Board to approve the shared use of parking spaces between two or more uses, and to issue special permits for reductions in the minimum required number of parking spaces in cases where applicants can justify lesser parking demands.
For example, this bylaw section requires a specified number of parking spaces for a retail establishment based on the size of the retail sales area and also requires a specified number of parking spaces for a restaurant based on the number of seats and number of restaurant employees. In the case of a commercial property with several different business establishments, the Planning Board has the ability to consider both the overall number of spaces and the pattern of use by customers and employees of each business. Where parking spaces are shared by two complementary uses, such as a retail business with peak morning hours and a restaurant with peak evening hours, this section allows the Planning Board to approve fewer than the combined number of parking spaces for the two complementary uses, as long as the minimum number of spaces available is sufficient to meet the needs of each business at the time of its peak parking demand.
This warrant article modifies the procedural requirements to allow the Planning Board to grant permission for certain reduced or non-standard parking arrangements in the form of a waiver, rather than a special permit, but only after applying appropriate standards of review and making all necessary findings of fact. The proposed amendment also adds language to make it clear that the Planning Board may permit the use of available parking spaces on adjacent parcels to count toward an applicant's parking requirement, if pedestrian access is available between parking locations, and clarifies that the board may look for assurances of both physical and financial ability to construct additional spaces, if needed in the future. These revisions are intended to improve the ability of the Planning Board to consider requests for reasonable and effective parking arrangements in the most efficient manner possible.

ARTICLE 28
To see if the Town will vote to approve certain housekeeping amendments to various sections of the Westwood Zoning Bylaw and official Zoning Map as may be necessary to correct any errors or inconsistences.

1) Amend Section 4.1.6.1 to read as follows:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.6.1 Earth Material Movement per Section 7.1	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB

2) Delete Note 10 in Section 4.2 [Notes for Table of Principal Uses] in its entirety, and renumber subsequent notes as appropriate.

3) Amend Section 6.1.5.13 to read as follows:

6.1.5 **COMMERCIAL USES**

6.1.5.13 Registered 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

4) Amend Section 6.1.19.5 to read as follows:

6.1.19.5 **Reduction of Landscaping Requirements.** The Planning Board may modify or reduce the requirements of Section 6.1.19 [Parking Areas for Ten or More Parking Spaces] where in its judgment, for topographic or engineering reasons, these requirements could not reasonably be met.

5) Amend Section 7.4.4 to read as follows:

7.4.4 **Referral of Application to Board of Health.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Board of Health, whereupon said Board may, at its discretion, review the proposed RMD project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Board of Health, or until said Board of Health has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report.

6) Amend Section 7.4.6 to read as follows:

7.4.6 **Referral of Application to Planning Board.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Planning Board, whereupon said Board may, at its discretion, review the proposed RMD project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Planning Board, or until said Planning Board has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report. Said Planning

Board report shall indicate the status of the proposed RMD's Environmental Impact and Design Review (EIDR) application which is required pursuant to Section 7.3 of this Bylaw. If the Board of Appeals shall vote to grant a RMD Special Permit prior to the Planning Board's issuance of an EIDR Approval for the RMD project, the Board of Appeals' decision shall be conditional upon the granting of such EIDR Approval by the Planning Board and subject to any conditions thereof.

7) Amend the Official Zoning Map to correct the depiction of the UAMUD (University Avenue Mixed Use Overlay) District by extending the delineation of UAMUD to cover a ~3,600 SF rear portion of a parcel of land on Whitewood Road near the intersection of the former Blue Hill Drive shown on Assessor's Parcel Map 33 as Lot 51, so that the Official Zoning Map is consistent with the previously adopted Master Development Plan referenced in Section 9.7 of the Zoning Bylaw, and to correct the depiction of zoning district boundaries to be coincidental with lot lines where appropriate, as shown on the revised Official Zoning Map dated May, 2016.

(Planning Board)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This Article proposes to correct errors and/or/inconsistencies in the zoning by-laws by:

Allowing the Planning Board to issue a special permit for the movement of earth material in section 4.1.6.1;

Deleting, as unnecessary, note 10 in section 4.2 and renumbering the notes accordingly;

Amending section 6.1.5.13 by creating a section for the parking requirements for "Registered Marijuana Dispensary" businesses;

Amending section 6.1.19.5 by permitting the Planning Board to modify or reduce parking area requirements, with ten or more parking spaces, when topographical or engineering issues are present;

Amending sections 7.7.4 and 7.4.6 to correct grammatical errors; and

Amending the Official Zoning Map to correct the depiction of the University Avenue Mixed Use Overlay District by extending the delineation to cover a 3600 sf rear portion of the parcel on Whitewood Road to be consistent with the Master Development Plan referenced in section 9.7 of the Zoning Bylaw.

The Finance and Warrant Commission voted unanimously to recommend these changes, concluding that these corrections were in the best interest of the Town and/or necessary to preserve the accuracy of the zoning bylaws.

ARTICLE 29

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 9.5.9.1 [Minimum Project Area] under the Flexible Multiple Use Overlay District (FMUOD-1) also known as the University Avenue Business District from 30 acres to 10 acres.

1) Amend Section 9.5.9 [Alternative Dimensions Table] to decrease the minimum project area in the FMUOD-1 from 30 acres to 10 acres by amending Section 9.5.9.1 to read as follows:

		FMUOD 1	**FMUOD 2**	**FMUOD 3**	**FMUOD 4**	**FMUOD 5**	**FMUOD 6**	**FMUOD 7**
9.5.9.1	Minimum Project Area[1]	10 acres	5 acres	10 acres	5 acres	5 acres	1 acre	1 acre

2) Add a footnote to Minimum Project Area in Section 9.5.9.1 to read as follows, and renumber subsequent footnotes as appropriate:

   1 Minimum project area shall include contiguous parcels and parcels separated by a roadway or railroad right-of-way that are effectively contiguous.

(Planning Board)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town so vote.

This article proposes an amendment to reduce the minimum project area in the University Avenue Business District (FMUOD-1) from 30 acres to 10 acres. This would allow for the finalization of a settlement agreement for a property in this district stemming from a land taking by the Town from the original Westwood Station project.

Also, this proposed amendment adds a footnote to the dimensional table in the FMUOD Section 9.5 clarifying that the minimum project area may include contiguous parcels and parcels separated by a road or railway. This would apply to all seven FMUOD zones.
The Finance and Warrant Commission voted unanimously to recommend these changes, concluding that they are in the best interest of the Town and the further development of University Station.

ARTICLE 30

To see if the Town will vote to authorize the Board of Selectmen to take by eminent domain, for public safety purposes, pursuant to M.G.L.A chapter 79, a certain parcel of land shown as an extension of Dover Terrace on a "Plan of Birch Tree Drive", E.W. Pilling, Engineer dated January 24, 1952, Book 3075, Page 402, being shown as Parcel 2 in a deed from Carol E. Chavetz to Shane Lawlor and Kathleen Lawlor on June 26, 2015 and recorded at the Norfolk County Registry of Deeds in Book 33252 at Page 539.

(Ardtide Cassarino – 38 Dover Terrace)

The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town vote Indefinite Postponement.

This article seeks Town Meeting approval to authorize the Board of Selectmen to take by eminent domain a parcel of land located at 120 Birch Tree Drive for the purpose of providing an easement for the residents of Dover Terrace. In the past, residents of Dover Terrance used this property to get to the center of town, thereby avoiding walking on Dover Road. Town Counsel has advised that the subject land has always been privately owned, was never a Town road, and no rights of way across the property have ever been granted. The Finance and Warrant Commission held an extensive public hearing on the article and heard from the Petitioner, the owner of the subject property and neighbors in the area. The Finance and Warrant Commission unanimously voted in favor of indefinite postponement, on the grounds that the taking of the subject property by eminent domain would pose an undue burden on the property rights of the subject landowner which is not justified by the public use it would allow.

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
4	*no positions assigned*	7/1/15 - 6/30/16	Annual	$ 33,308	$ 34,141	$ 34,995	$ 35,869	$ 36,767	$ 37,686	$ 38,627	$ 39,593	$ 40,583	$ 41,598
		7/1/16 - 6/30/17	Annual	$ 33,891	$ 34,738	$ 35,608	$ 36,496	$ 37,410	$ 38,345	$ 39,303	$ 40,286	$ 41,293	$ 42,326
5	*no positions assigned*	7/1/15 - 6/30/16	Annual	$ 36,306	$ 37,214	$ 38,144	$ 39,098	$ 40,074	$ 41,077	$ 42,104	$ 43,157	$ 44,235	$ 45,341
		7/1/16 - 6/30/17	Annual	$ 36,941	$ 37,865	$ 38,812	$ 39,782	$ 40,776	$ 41,796	$ 42,841	$ 43,912	$ 45,009	$ 46,135
6	Aquatics Specialist												
	COA Van Driver/Custodian	7/1/15 - 6/30/16	Annual	$ 39,574	$ 40,563	$ 41,576	$ 42,617	$ 43,681	$ 44,774	$ 45,893	$ 47,040	$ 48,217	$ 49,422
	Construction Permitting Coordinator	7/1/16 - 6/30/17	Annual	$ 40,266	$ 41,273	$ 42,304	$ 43,362	$ 44,446	$ 45,558	$ 46,696	$ 47,863	$ 49,061	$ 50,287
	Town Service Representative												
7	Custodial Supv/Animal Control Officer												
	Custodial Supv/Facilities Maintenance												
	Finance & Warrant Comm. Admin.	7/1/15 - 6/30/16	Annual	$ 43,134	$ 44,214	$ 45,319	$ 46,451	$ 47,614	$ 48,803	$ 50,023	$ 51,274	$ 52,557	$ 53,870
	Public Safety Dispatcher	7/1/16 - 6/30/17	Annual	$ 43,889	$ 44,988	$ 46,112	$ 47,264	$ 48,447	$ 49,658	$ 50,898	$ 52,171	$ 53,476	$ 54,812
	Recreation Assistant												
	Planning & Land Use Specialist												
8	Human Resources Administrator												
	Public Safety Dispatch Supervisor	7/1/15 - 6/30/16	Annual	$ 47,016	$ 48,192	$ 49,397	$ 50,633	$ 51,898	$ 53,196	$ 54,525	$ 55,888	$ 57,286	$ 58,719
	Recreation Program Manager	7/1/16 - 6/30/17	Annual	$ 47,839	$ 49,035	$ 50,262	$ 51,519	$ 52,806	$ 54,127	$ 55,479	$ 56,866	$ 58,289	$ 59,746
	Solid Waste Coordinator/Facilities Mgr												
	Sports and Fitness Manager												
9	COA Outreach Counselor	7/1/15 - 6/30/16	Annual	$ 51,249	$ 52,530	$ 53,844	$ 55,189	$ 56,569	$ 57,984	$ 59,432	$ 60,918	$ 62,442	$ 64,003
	Sanitarian/Food Inspector	7/1/16 - 6/30/17	Annual	$ 52,146	$ 53,449	$ 54,786	$ 56,155	$ 57,559	$ 58,999	$ 60,472	$ 61,984	$ 63,535	$ 65,123
10	Assistant Building Inspector												
	Conservation Agent												
	Electrical Inspector												
	Facilities Manager	7/1/15 - 6/30/16	Annual	$ 55,861	$ 57,258	$ 58,689	$ 60,157	$ 61,660	$ 63,202	$ 64,782	$ 66,401	$ 68,062	$ 69,763
	Gas/Plumbing Inspector	7/1/16 - 6/30/17	Annual	$ 56,838	$ 58,260	$ 59,716	$ 61,209	$ 62,739	$ 64,308	$ 65,916	$ 67,564	$ 69,253	$ 70,983
	Operations Manager, COA												
	Public Health Nurse												
	Recreation Business Manager												
	Youth Services Counselor												
11	Aquatics Manager												
	Computer Systems Analyst	7/1/15 - 6/30/16	Annual	$ 60,889	$ 62,412	$ 63,972	$ 65,571	$ 67,211	$ 68,890	$ 70,612	$ 72,378	$ 74,187	$ 76,042
	Geographic Information Specialist	7/1/16 - 6/30/17	Annual	$ 61,955	$ 63,504	$ 65,092	$ 66,718	$ 68,387	$ 70,096	$ 71,848	$ 73,644	$ 75,486	$ 77,373
	Sewer Operations Manager												

NOTE: The annual salary levels above are based on full-time employment.

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
12	Assessor Assistant Town Treasurer Construction Inspector Council on Aging Director Deputy Building Commissioner Economic Development Officer Executive Assistant Procurement Officer Town Planner	7/1/15 - 6/30/16	Annual	$ 66,368	$ 68,028	$ 69,728	$ 71,471	$ 73,259	$ 75,090	$ 76,967	$ 78,892	$ 80,864	$ 82,885
		7/1/16 - 6/30/17	Annual	$ 67,530	$ 69,219	$ 70,948	$ 72,722	$ 74,541	$ 76,404	$ 78,314	$ 80,273	$ 82,279	$ 84,336
13	Building Commissioner Director of Youth and Family Services Health Director Recreation Director Sewer Superintendent Operations Mgr., Dept. Public Works	7/1/15 - 6/30/16	Annual	$ 72,342	$ 74,151	$ 76,004	$ 77,905	$ 79,852	$ 81,848	$ 83,894	$ 85,992	$ 88,142	$ 90,345
		7/1/16 - 6/30/17	Annual	$ 73,608	$ 75,448	$ 77,334	$ 79,268	$ 81,249	$ 83,281	$ 85,362	$ 87,496	$ 89,684	$ 91,927
14	Deputy Director of Public Works Deputy Fire Chief Library Director Police Lieutenant Project Manager Town Accountant Town Engineer	7/1/15 - 6/30/16	Annual	$ 81,023	$ 83,049	$ 85,125	$ 87,253	$ 89,434	$ 91,670	$ 93,962	$ 96,311	$ 98,719	$ 101,187
		7/1/16 - 6/30/17	Annual	$ 82,441	$ 84,502	$ 86,614	$ 88,780	$ 90,999	$ 93,275	$ 95,607	$ 97,997	$ 100,447	$ 102,958
15	Director, Econ. & Comm. Development Director of Information Technology Human Resources Director	7/1/15 - 6/30/16	Annual	$ 90,746	$ 93,015	$ 95,340	$ 97,724	$ 100,166	$ 102,671	$ 105,238	$ 107,868	$ 110,565	$ 113,330
		7/1/16 - 6/30/17	Annual	$ 92,334	$ 94,642	$ 97,008	$ 99,434	$ 101,919	$ 104,468	$ 107,080	$ 109,756	$ 112,500	$ 115,313
16	Director of Public Works Finance Director Fire Chief Police Chief	7/1/15 - 6/30/16	Annual	$ 101,635	$ 104,176	$ 106,780	$ 109,451	$ 112,187	$ 114,991	$ 117,866	$ 120,813	$ 123,833	$ 126,930
		7/1/16 - 6/30/17	Annual	$ 103,414	$ 105,999	$ 108,648	$ 111,366	$ 114,150	$ 117,003	$ 119,929	$ 122,927	$ 126,000	$ 129,151
17	Town Administrator	7/1/15 - 6/30/16	Annual	$ 130,160	$ 133,413	$ 136,750	$ 140,169	$ 143,673	$ 147,265	$ 150,946	$ 154,719	$ 158,588	$ 162,551
		7/1/16 - 6/30/17	Annual	$ 132,438	$ 135,748	$ 139,143	$ 142,622	$ 146,187	$ 149,842	$ 153,587	$ 157,427	$ 161,363	$ 165,396

NOTE: The annual salary levels above are based on full-time employment.

DEPARTMENT OF PUBLIC WORKS

Grade	Title	Fiscal Year		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step	
D-6	Senior Working Foreman	7/1/15 - 6/30/16	Bi-Weekly	$2,088.46	$2,131.02	$2,174.56	$2,218.92	$2,263.30	$2,308.56	$2,354.74	*10 yrs+*	$2,401.84
	Grounds Fields Foreman	7/1/16 - 6/30/17	Bi-Weekly	$2,088.46	$2,131.02	$2,174.56	$2,218.92	$2,263.30	$2,308.56	$2,354.74	*10 yrs+*	$2,401.84
D-5	Cemetery Foreman	7/1/15 - 6/30/16	Bi-Weekly	$2,030.20	$2,066.40	$2,106.32	$2,154.40	$2,197.48	$2,241.46	$2,286.28	*10 yrs+*	$2,332.00
	Foreman	7/1/16 - 6/30/17	Bi-Weekly	$2,030.20	$2,066.40	$2,106.32	$2,154.40	$2,197.48	$2,241.46	$2,286.28	*10 yrs+*	$2,332.00
	Head Mechanic											
D-4	Sewer Operations Suprvsr	7/1/15 - 6/30/16	Bi-Weekly	$1,898.28	$1,937.04	$1,972.48	$2,027.62	$2,068.18	$2,109.54	$2,151.72	*10 yrs+*	$2,194.76
		7/1/16 - 6/30/17	Bi-Weekly	$1,898.28	$1,937.04	$1,972.48	$2,027.62	$2,068.18	$2,109.54	$2,151.72	*10 yrs+*	$2,194.76
	Mechanic	7/1/15 - 6/30/16	Bi-Weekly	$1,766.34	$1,807.60	$1,838.66	$1,900.80	$1,938.82	$1,977.58	$2,017.14	*10 yrs+*	$2,057.48
D-3	Heavy Equipment Oper	7/1/16 - 6/30/17	Bi-Weekly	$1,766.34	$1,807.60	$1,838.66	$1,900.80	$1,938.82	$1,977.58	$2,017.14	*10 yrs+*	$2,057.48
	Sewer Pump Operator											
D-2	Operator-Laborer	7/1/15 - 6/30/16	Bi-Weekly	$1,676.80	$1,704.80	$1,752.18	$1,792.90	$1,828.74	$1,865.30	$1,902.60	*10 yrs+*	$1,940.64
		7/1/16 - 6/30/17	Bi-Weekly	$1,676.80	$1,704.80	$1,752.18	$1,792.90	$1,828.74	$1,865.30	$1,902.60	*10 yrs+*	$1,940.64
D-1	Building Custodian	7/1/15 - 6/30/16	Bi-Weekly	$1,456.94	$1,507.20	$1,561.88	$1,633.56	$1,666.22	$1,699.54	$1,733.54	*10 yrs+*	$1,768.20
		7/1/16 - 6/30/17	Bi-Weekly	$1,456.94	$1,507.20	$1,561.88	$1,633.56	$1,666.22	$1,699.54	$1,733.54	*10 yrs+*	$1,768.20

FY17 CONTRACT NOT SETTLED AT TIME OF PRINTING

FIRE DEPARTMENT

Grade	Title	Fiscal Year		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step		Service Step	
F-2	*CAPTAIN NON-EMT*	7/1/15 - 6/30/16	Annual	$74,022.54	$75,502.99					*10 yrs+*	$77,579.32	*15 yrs+*	$79,712.75
			Hourly	$33.71	$34.39						$35.33		$36.30
		7/1/16 - 6/30/17	Annual	$74,022.54	$75,502.99						$77,579.32	*15 yrs+*	$79,712.75
			Hourly	$33.80	$34.48						$35.43		$36.40
	CAPTAIN EMT-B	7/1/15 - 6/30/16	Annual	$79,574.23	$81,165.71					*10 yrs+*	$83,397.77	*15 yrs+*	$85,691.21
			Hourly	$36.24	$36.96						$37.98		$39.03
		7/1/16 - 6/30/17	Annual	$79,574.23	$81,165.71					*10 yrs+*	$83,397.77	*15 yrs+*	$85,691.21
			Hourly	$36.34	$37.06						$38.08		$39.13
	CAPTAIN *EMT-P*	7/1/15 - 6/30/16	Annual	$85,125.92	$86,828.43					*10 yrs+*	$89,216.22		$91,669.66
			Hourly	$38.77	$39.54						$40.63		$41.75
		7/1/16 - 6/30/17	Annual	$85,125.92	$86,828.43					*10 yrs+*	$89,216.21	*15 yrs+*	$91,669.66
			Hourly	$38.87	$39.65						$40.74		$41.86
F-3	*LIEUTENANT NON-EMT*	7/1/15 - 6/30/16	Annual	$65,926.32	$67,244.85					*10 yrs+*	$69,094.08	*15yrs+*	$70,994.17
			Hourly	$30.02	$30.62						$31.47		$32.33
		7/1/16 - 6/30/17	Annual	$65,926.32	$67,244.85					*10 yrs+*	$69,094.08	*15 yrs+*	$70,994.17
			Hourly	$30.10	$30.71						$31.55		$32.42
	LIEUTENANT EMT-B	7/1/15 - 6/30/16	Annual	$70,870.79	$72,288.21					*10 yrs+*	$74,276.14	*15yrs+*	$76,318.73
			Hourly	$32.28	$32.92						$33.83		$34.76
		7/1/16 - 6/30/17	Annual	$70,870.79	$72,288.21					*10 yrs+*	$74,276.14	*15 yrs+*	$76,318.73
			Hourly	$32.36	$33.01						$33.92		$34.85
	LIEUTENANT EMT-P	7/1/15 - 6/30/16	Annual	$75,815.27	$77,331.57					*10 yrs+*	$79,458.19	*15 yrs+*	$81,643.29
			Hourly	$34.53	$35.22						$36.19		$37.18
		7/1/16 - 6/30/17	Annual	$75,815.27	$77,331.57					*10 yrs+*	$79,458.19		$81,643.29
			Hourly	$34.62	$35.31						$36.28		$37.28
F-4	*FIREFIGHTER NON-EMT* (FF 5)	7/1/15 - 6/30/16	Annual	$46,299.56	$48,916.46	$51,529.50	$55,043.53	$56,419.62	$57,830.11	*10 yrs+*	$59,420.43	*15 yrs+*	$61,054.50
			Hourly	$21.09	$22.28	$23.47	$25.07	$25.69	$26.34		$27.06		$27.81
		7/1/16 - 6/30/17	Annual	$46,299.56	$48,916.46	$51,529.50	$55,043.53	$56,419.62	$57,830.11	*10 yrs+*	$59,420.43	*15 yrs+*	$61,054.50
			Hourly	$21.14	$22.34	$23.53	$25.14	$25.76	$26.41		$27.13		$27.88
	FIREFIGHTER EMT-B (FF 6)	7/1/15 - 6/30/16	Annual	$49,772.03	$52,585.20	$55,394.22	$59,171.79	$60,651.09	$62,167.36	*10 yrs+*	$63,876.97	15 yrs+	$65,633.58
			Hourly	$22.67	$23.95	$25.23	$26.95	$27.62	$28.31		$29.09		$29.89
		7/1/16 - 6/30/17	Annual	$49,772.03	$52,585.20	$55,394.22	$59,171.79	$60,651.09	$62,167.36		$63,876.97		$65,633.58
			Hourly	$22.73	$24.01	$25.30	$27.02	$27.70	$28.39		$29.17		$29.97
	FIREFIGHTER EMT-P (FF 7)	7/1/15 - 6/30/16	Annual	$53,244.49	$56,253.93	$59,258.93	$63,300.06	$64,882.56	$66,504.62	*10 yrs+*	$68,333.50	15 yrs+	$70,212.67
			Hourly	$24.25	$25.62	$26.99	$28.83	$29.55	$30.29		$31.12		$31.98
		7/1/16 - 6/30/17	Annual	$53,244.49	$56,253.93	$59,258.93	$63,300.06	$64,882.56	$66,504.62		$68,333.50		$70,212.67
			Hourly	$24.31	$25.69	$27.06	$28.91	$29.63	$30.37		$31.20		$32.06

Note: FY17 Hourly Rates Differ from FY16 Based on Non-Leap-Year Calculation

FY17 CONTRACT NOT SETTLED AT TIME OF PRINTING

LIBRARY ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

GR	POSITION TITLE	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
		7/1/15 - 6/30/16	Annual	$33,313.02	$34,145.85	$34,999.49	$35,874.48	$36,771.33	$37,690.63	$38,632.89	$39,598.71	$40,588.68	$41,603.40
L-4	Library Custodian		Hourly	$18.30	$18.76	$19.24	$19.70	$20.21	$20.71	$21.24	$21.76	$22.30	$22.86
		7/1/16 - 6/30/17	Annual	$33,896.00	$34,743.40	$35,611.98	$36,502.28	$37,414.83	$38,350.22	$39,308.96	$40,291.69	$41,298.99	$42,331.46
			Hourly	$18.62	$19.09	$19.57	$20.06	$20.56	$21.07	$21.60	$22.14	$22.69	$23.26
		7/1/15 - 6/30/16	Annual	$35,978.06	$36,877.52	$37,799.46	$38,744.43	$39,713.05	$40,705.87	$41,723.53	$42,766.61	$43,835.78	$44,931.67
L-5	Library Assistant		Hourly	$19.77	$20.26	$20.77	$21.30	$21.83	$22.37	$22.92	$23.50	$24.08	$24.69
	Technical Services Asst	7/1/16 - 6/30/17	Annual	$36,607.68	$37,522.87	$38,460.95	$39,422.46	$40,408.03	$41,418.22	$42,453.69	$43,515.02	$44,602.90	$45,717.97
			Hourly	$20.11	$20.62	$21.13	$21.66	$22.20	$22.76	$23.33	$23.91	$24.51	$25.12
		7/1/15 - 6/30/16	Annual	$38,856.32	$39,827.72	$40,823.41	$41,843.99	$42,890.10	$43,962.35	$45,061.41	$46,187.94	$47,342.64	$48,526.21
L-6	Library Bookkeeper		Hourly	$21.35	$21.88	$22.44	$22.99	$23.57	$24.16	$24.76	$25.38	$26.02	$26.66
		7/1/16 - 6/30/17	Annual	$39,536.30	$40,524.71	$41,537.82	$42,576.26	$43,640.67	$44,731.70	$45,849.99	$46,996.23	$48,171.14	$49,375.42
			Hourly	$21.72	$22.27	$22.82	$23.39	$23.98	$24.58	$25.19	$25.82	$26.47	$27.13
		7/1/15 - 6/30/16	Annual	$41,964.81	$43,013.94	$44,089.29	$45,191.50	$46,321.30	$47,479.33	$48,666.33	$49,882.97	$51,130.05	$52,408.30
L-7	Senior Library Custodian		Hourly	$23.05	$23.63	$24.23	$24.83	$25.46	$26.09	$26.73	$27.41	$28.08	$28.80
		7/1/16 - 6/30/17	Annual	$42,699.20	$43,766.69	$44,860.86	$45,982.35	$47,131.92	$48,310.22	$49,517.99	$50,755.92	$52,024.82	$53,325.45
			Hourly	$23.46	$24.05	$24.65	$25.27	$25.90	$26.54	$27.21	$27.89	$28.59	$29.30
L-8	Branch Librarian	7/1/15 - 6/30/16	Annual	$45,322.00	$46,455.04	$47,616.43	$48,806.84	$50,027.01	$51,277.68	$52,559.62	$53,873.62	$55,220.46	$56,600.97
	Children's Librarian		Hourly	$24.91	$25.52	$26.16	$26.81	$27.49	$28.17	$28.88	$29.60	$30.33	$31.10
	Reference Librarian	7/1/16 - 6/30/17	Annual	$46,115.14	$47,268.00	$48,449.71	$49,660.96	$50,902.49	$52,175.04	$53,479.41	$54,816.41	$56,186.82	$57,591.49
			Hourly	$25.34	$25.97	$26.62	$27.29	$27.97	$28.67	$29.38	$30.12	$30.87	$31.64
		7/1/15 - 6/30/16	Annual	$48,947.76	$50,171.47	$51,425.73	$52,711.39	$54,029.18	$55,379.90	$56,764.40	$58,183.51	$59,638.10	$61,129.05
L-9	*no positions assigned*		Hourly	$26.89	$27.57	$28.27	$28.97	$29.68	$30.41	$31.20	$31.98	$32.76	$33.59
		7/1/16 - 6/30/17	Annual	$49,804.34	$51,049.47	$52,325.68	$53,633.83	$54,974.69	$56,349.05	$57,757.78	$59,201.72	$60,681.77	$62,198.81
			Hourly	$27.37	$28.05	$28.75	$29.47	$30.21	$30.96	$31.74	$32.53	$33.34	$34.18
L-10	Head - Adult Services	7/1/15 - 6/30/16	Annual	$52,863.58	$54,185.15	$55,539.79	$56,928.29	$58,351.51	$59,810.27	$61,305.55	$62,838.17	$64,409.12	$66,019.36
	Head - Children's Srvcs		Hourly	$29.04	$29.77	$30.51	$31.28	$32.06	$32.87	$33.69	$34.53	$35.40	$36.27
	Head - Circulation Srvcs	7/1/16 - 6/30/17	Annual	$53,788.69	$55,133.39	$56,511.74	$57,924.54	$59,372.66	$60,856.95	$62,378.39	$63,937.84	$65,536.28	$67,174.70
	Head - Technology Srvcs		Hourly	$29.55	$30.29	$31.05	$31.83	$32.62	$33.44	$34.27	$35.13	$36.01	$36.91

Note: Annual salary is based on a 35-hour work week

LIBRARY PART-TIME SEASONAL COMPENSATION PLAN - FY16/FY17

POSITION	Date		Range
Substitute Librarian	7/1/15 - 6/30/16	Hourly	$18.36 - $21.55
	7/1/16 - 6/30/17	Hourly	$18.68 - $21.93
Sub Librarian Assistant	7/1/15 - 6/30/16	Hourly	$13.00 - $16.20
	7/1/16 - 6/30/17	Hourly	$13.23 - $16.48
Temporary Support Staff	7/1/15 - 6/30/16	Hourly	$9.34 - $15.31
	7/1/16 - 6/30/17	Hourly	$9.50 - $15.58

POLICE DEPARTMENT

Grade	Title	Fiscal Year		Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (6 yrs+)	Service Step 1 (10 yrs+)	Service Step 2 (15 yrs+)
P-3												
	SERGEANT	7/1/15 - 6/30/16	Annual		$68,730.69	$70,105.33	$71,507.41				$74,010.19	$76,600.56
		7/1/16 - 6/30/17	Annual		$68,730.69	$70,105.33	$71,507.41				$74,010.19	$76,600.56
			Biweekly		$2,636.39	$2,689.12	$2,742.90				$2,838.90	$2,938.26
P-4												
	OFFICER	7/1/15 - 6/30/16	Annual		$50,321.33	$53,009.48	$56,624.40	$57,756.89	$58,911.99	$60,090.27	$62,193.43	$64,370.21
		7/1/16 - 6/30/17	Annual		$50,321.33	$53,009.48	$56,624.40	$57,756.89	$58,911.99	$60,090.27	$62,193.43	$64,370.21
			Biweekly		$1,930.24	$2,033.35	$2,172.01	$2,215.45	$2,259.76	$2,304.96	$2,385.63	$2,469.13
P-5												
	STUDENT OFFICER*	7/1/15 - 6/30/16	Annual	$46,467.61								
		7/1/16 - 6/30/17	Annual	$46,467.61								
			Biweekly	$1,782.42								

** Student Officer moves to P-4, Step 1 salary rate upon successful completion of graduation from police academy in accordance with CH 41, Sec 96B*

FY17 CONTRACT NOT SETTLED AT TIME OF PRINTING

POLICE DEPARTMENT

Grade	Title	Fiscal Year		Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (6 yrs+)	Service Step 1 (10 yrs+)	Service Step 2 (15 yrs+)
P-3												
	SERGEANT	7/1/15 - 6/30/16	Annual		$68,730.69	$70,105.33	$71,507.41				$74,010.19	$76,600.56
		7/1/16 - 6/30/17	Annual		$68,730.69	$70,105.33	$71,507.41				$74,010.19	$76,600.56
			Biweekly		$2,636.39	$2,689.12	$2,742.90				$2,838.90	$2,938.26
P-4												
	OFFICER	7/1/15 - 6/30/16	Annual		$50,321.33	$53,009.48	$56,624.40	$57,756.89	$58,911.99	$60,090.27	$62,193.43	$64,370.21
		7/1/16 - 6/30/17	Annual		$50,321.33	$53,009.48	$56,624.40	$57,756.89	$58,911.99	$60,090.27	$62,193.43	$64,370.21
			Biweekly		$1,930.24	$2,033.35	$2,172.01	$2,215.45	$2,259.76	$2,304.96	$2,385.63	$2,469.13
P-5												
	STUDENT OFFICER*	7/1/15 - 6/30/16	Annual	$46,467.61								
		7/1/16 - 6/30/17	Annual	$46,467.61								
			Biweekly	$1,782.42								

** Student Officer moves to P-4, Step 1 salary rate upon successful completion of graduation from police academy in accordance with CH 41, Sec 96B*

FY17 CONTRACT NOT SETTLED AT TIME OF PRINTING

SEIU CLERICAL EMPLOYEES

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
											10+ yrs. Service
2	*no positions assigned*	7/1/15 - 6/30/16	Hourly	$16.34	$17.00	$17.34	$17.68	$18.04	$18.40	$18.76	$19.14
		7/1/16 - 6/30/17	Hourly	$16.34	$17.00	$17.34	$17.68	$18.04	$18.40	$18.76	$19.14
3	*no positions assigned*	7/1/15 - 6/30/16	Hourly	$17.65	$18.35	$18.72	$19.09	$19.48	$19.86	$20.26	$20.67
		7/1/16 - 6/30/17	Hourly	$17.65	$18.35	$18.72	$19.09	$19.48	$19.86	$20.26	$20.67
4	Principal Clerk	7/1/15 - 6/30/16	Hourly	$19.63	$20.42	$20.82	$21.24	$21.67	$22.10	$22.54	$22.99
		7/1/16 - 6/30/17	Hourly	$19.63	$20.42	$20.82	$21.24	$21.67	$22.10	$22.54	$22.99
5	Accounting Specialist Office Assistant	7/1/15 - 6/30/16	Hourly	$21.40	$22.26	$22.71	$23.16	$23.62	$24.10	$24.58	$25.07
		7/1/16 - 6/30/17	Hourly	$21.40	$22.26	$22.71	$23.16	$23.62	$24.10	$24.58	$25.07
6	Accounting Coordinator Administrative Assistant Benefits Coordinator Conservation Coordinator Payroll Coordinator	7/1/15 - 6/30/16	Hourly	$23.33	$24.26	$24.75	$25.24	$25.75	$26.26	$26.79	$27.32
		7/1/16 - 6/30/17	Hourly	$23.33	$24.26	$24.75	$25.24	$25.75	$26.26	$26.79	$27.32
7	Staff Accountant Y&FS Administrative Asst.	7/1/15 - 6/30/16	Hourly	$25.42	$26.44	$26.97	$27.50	$28.05	$28.62	$29.19	$29.77
		7/1/16 - 6/30/17	Hourly	$25.42	$26.44	$26.97	$27.50	$28.05	$28.62	$29.19	$29.77
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Office Manager Purchasing Administrator	7/1/15 - 6/30/16	Hourly	$27.71	$28.82	$29.39	$29.98	$30.58	$31.19	$31.82	$32.45
		7/1/16 - 6/30/17	Hourly	$27.71	$28.82	$29.39	$29.98	$30.58	$31.19	$31.82	$32.45

SEIU Clerical Union Employees who have completed Level 7 and have 10+ years of service shall qualify for Level 8

FY17 CONTRACT NOT SETTLED AT TIME OF PRINTING

PART-TIME, SEASONAL AND OTHER POSITIONS		
OFFICE OF THE TOWN CLERK	**FY2016 SALARY**	**FY2017 SALARY**
Registrar of Voters	$500 per year	$500 per year
Election Warden	$15.00 per hour	$15.00 per hour
Election Clerk	$13.00 per hour	$13.00 per hour
Election Inspector	$11.00 per hour	$11.00 per hour
INSPECTORS	**FY2016 SALARY**	**FY2017 SALARY**
Inspector of Animals	$500 per year	$500 per year
Sealer of Weights and Measures	*vacant*	*vacant*
Assistant Plumbing, Wiring, Gas Inspectors	$24.52 - $31.21 per hour	$24.95 - $31.76 per hour
PUBLIC SAFETY POSITIONS	**FY2016 SALARY**	**FY2017 SALARY**
Assistant Animal Control Officer	$14.14 - $18.98 per hour	$14.39 - $19.31 per hour
Fire Alarm Maintenance Specialist	$33.83 per hour	$33.83 per hour
Fire Apparatus Maintenance Specialist	$31.00 - $40.00 per hour	$31.54 - $40.70 per hour
Fire EMS Coordinator	$1633 per year	$1633 per year
Fire Training Officer	$1633 per year	$1633 per year
Police Matron	$22.50 per hour	$22.50 per hour
Traffic Supervisors: *		
Level 1	$17.30 per hour	$17.30 per hour
Level 2	$18.65 per hour	$18.65 per hour
Level 3	$19.99 per hour	$19.99 per hour
PUBLIC WORKS POSITIONS	**FY2016 SALARY**	**FY2017 SALARY**
Engineering Intern	$13.25 - $16.30 per hour	$13.25 - $16.30 per hour
Seasonal Laborer - Highway	$11.35 - $13.25 per hour	$11.35 - $13.25 per hour
GOVERNMENT SERVICES POSITIONS	**FY2016 SALARY**	**FY2017 SALARY**
Board / Commission Secretary	$11.15 - $22.00 per hour	$13.00 - $23.00 per hour
COA Part-Time Van Driver	$15.74 - $19.65 per hour	$15.74 - $19.65 per hour
Temporary Support Staff	$11.15 - $22.00 per hour	$13.00 - $23.00 per hour
Town Counsel	$91.86 per hour	$93.47 per hour
Veterans Agent	$1200 per year	$1200 per year
Veterans Service Director	$1800 per year	$1800 per year
***Traffic Supervisors' FY17 Contract Not Settled at Time of Printing**		

RECREATION PART-TIME SEASONAL COMPENSATION PLAN*

Grade	Position Title	Calendar Year		Step 1	Step 2	Step 3	Step 4	Minimum Requirements
1	Assistant Leader	1/1/15 --12/31/15	Hourly	$9.00	$9.36	$9.73		2 yrs. CIT Experience or Similar Exp.with Children Strongly Preferred.
		1/1/16 --12/31/16	Hourly	$10.00	$10.20	$10.40	$10.61	First Aid, CPR, AED Certification Required.
2	WSA - Aquatics	1/1/15 - 12/31/15	Hourly	$9.25	$9.62	$10.00		Minimum Age 15+, LGT Required.
	(Water Safety Aide)	1/1/16 - 12/31/16	Hourly	$10.25	$10.46	$10.66	$10.88	First Aid, CPR, AED Certification Required.
3	Leader	1/1/15 - 12/31/15	Hourly	$10.00	$10.40	$10.82		2 yrs. Asst. Leader & Group Supervision Experience Required.
		1/1/16 - 12/31/16	Hourly	$11.00	$11.22	$11.44	$11.67	High School Graduate
								First Aid, CPR, AED Certification Required.
4	Lifeguard	1/1/15 - 12/31/15	Hourly	$10.50	$10.92	$11.36		Minimum Age 16+, LGT Required.
		1/1/16 - 12/31/16	Hourly	$11.25	$11.48	$11.70	$11.94	First Aid, CPR, AED Certification Required.
5	WSI	1/1/15 - 12/31/15	Hourly	$11.00	$11.44	$11.90		Minimum Age 16+, LGT, WSI Required.
	(Water Safety Instr.)	1/1/16 - 12/31/16	Hourly	$12.00	$12.24	$12.48	$12.73	First Aid, CPR, AED Certification Required.
6	Supervisor	1/1/15 - 12/31/15	Hourly	$12.50	$13.00	$13.52		HS Graduate, Minimum 3 yrs. Leader & Supervisory Experience.
		1/1/16 - 12/31/16	Hourly	$13.50	$13.77	$14.05	$14.33	First Aid, CPR, AED Certification Required.
								Aquatics: LGT Required
7	Specialist/ Coach	1/1/15 - 12/31/15	Hourly	$14.50	$15.08	$15.68		Assoc. Degree, Min. 3 yrs. Supervisory Experience.
		1/1/16 - 12/31/16	Hourly	$14.50	$15.08	$15.68	$16.31	First Aid, CPR, AED Certification Required.
								Aquatics: LGT Required; Coaching Experience Preferred.
8	Asst. Coordinator	1/1/15 - 12/31/15	Hourly	$17.00	$17.68	$18.39		Min Age 21+, Bachelors Degree Pref., Min. 3 yrs. Supervisory Exper.
	Senior Supervisor	1/1/16 - 12/31/16	Hourly	$17.00	$17.68	$18.39	$19.13	First Aid, CPR, AED Certification Required.
								Aquatics: LGT Required; 3 yrs. Supervisory Experience.
9	Coordinator	1/1/15 - 12/31/15	Hourly	$21.00	$21.84	$22.71		Bachelors Degree, Min. 4 yrs. Supervisor Experience.
		1/1/16 - 12/31/16	Hourly	$21.00	$21.84	$22.71	$23.62	First Aid, CPR, AED Certification Required.
Grade	Position Title			MIN		MAX		Minimum Requirements
10	Certified Instructor	1/1/15 - 12/31/15	Hourly	$20.00		$40.00		3 yrs. Experience & Certification in Subject Area
		1/1/16 - 12/31/16	Hourly	$20.00		$40.00		First Aid, CPR, AED Certification Required.
11	Master Instructor	1/1/15 - 12/31/15	Hourly	$40.00		$60.00		Subject Matter Expert; 5 yrs. Experience at College
		1/1/16 - 12/31/16	Hourly	$40.00		$60.00		or Professional Level

Compensation Plan reflects rates for calendar year 2016 due to changes in Minimum Wage Law on January 1, 2016.

Appendix B.
Salary Schedule for School Employees

ADMINISTRATION

Superintendent	FY '16	$ 199,216
	FY '15	$ 193,413
Assistant Superintendent	FY '16	$ 166,013
	FY '15	$ 161,177
Director of Student Services	FY '16	$ 138,385
	FY '15	$ 134,354
Director of Business and Finance	FY '16	$ 135,061
	FY '15	$ 131,127
Director of Technology	FY '16	$ 129,996
	FY '15	$ 126,210

		PRINCIPALS	ASSISTANT PRINCIPAL
Senior High School	FY '16	$ 139,323	$ 101,000
	FY '15	$ 135,265	$ 111,456
Dean of Students	FY '16	$ 82,400	
	FY '15	$ 74,633	
Middle School	FY '16	$ 138,925	$ 119,970
	FY '15	$ 134,879	$ 114,823
Elementary	FY '16	$115,360 - $131,638	
	FY '15	$112,000 - $127,803	

CAFETERIA EMPLOYEES

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lead Cook	FY '16	$ 13.00	$ 14.05	$ 14.85	$ 16.01	$ 17.02	$ 17.70
	FY '15	$ 12.75	$ 13.78	$ 14.56	$ 15.70	$ 16.69	$ 17.36
Cooks	FY '16	$ 12.75	$ 13.80	$ 14.60	$ 15.76	$ 16.77	$ 17.45
	FY '15	$ 12.50	$ 13.53	$ 14.31	$ 15.45	$ 16.44	$ 17.11
General	FY '16	$ 11.74	$ 13.03	$ 13.80	$ 14.92	$ 15.93	$ 16.63
	FY '15	$ 11.51	$ 12.77	$ 13.53	$ 14.63	$ 15.62	$ 16.30

Appendix B.
Salary Schedules for School Employees
(Continued)

TEACHERS and NURSES

Year	Step	Bachelor	B+15	Masters	M+15	M+30	M+45	M+60	Doctorate
FY '16	1	$ 46,352	$ 47,253	$ 49,498	$ 51,186	$ 52,873	$ 54,450	$ 56,810	$ 64,520
FY '16	2	$ 48,206	$ 49,143	$ 51,478	$ 53,233	$ 54,988	$ 56,628	$ 59,082	$ 67,101
FY '16	3	$ 50,134	$ 51,109	$ 53,537	$ 55,363	$ 57,188	$ 58,894	$ 61,445	$ 69,785
FY '16	4	$ 52,140	$ 53,153	$ 55,679	$ 57,577	$ 59,476	$ 61,249	$ 63,903	$ 72,576
FY '16	5	$ 54,225	$ 55,279	$ 57,906	$ 59,881	$ 61,854	$ 63,699	$ 66,459	$ 75,479
FY '16	6	$ 56,394	$ 57,490	$ 60,223	$ 62,276	$ 64,329	$ 66,247	$ 69,117	$ 78,498
FY '16	7	$ 58,650	$ 59,790	$ 62,631	$ 64,766	$ 66,902	$ 68,897	$ 71,882	$ 81,638
FY '16	8	$ 60,996	$ 62,182	$ 65,136	$ 67,357	$ 69,578	$ 71,653	$ 74,757	$ 84,904
FY '16	9	$ 63,436	$ 64,669	$ 67,742	$ 70,051	$ 72,361	$ 74,519	$ 77,748	$ 88,300
FY '16	10	$ 65,973	$ 67,256	$ 70,452	$ 72,854	$ 75,256	$ 77,500	$ 80,858	$ 91,832
FY '16	11	$ 68,612	$ 69,946	$ 73,270	$ 75,767	$ 78,265	$ 80,600	$ 84,092	$ 95,505
FY '16	12	$ 71,357	$ 72,744	$ 76,201	$ 78,798	$ 81,396	$ 83,824	$ 87,456	$ 99,326
FY '16	13	$ 74,211	$ 75,654	$ 79,248	$ 81,950	$ 84,652	$ 87,177	$ 90,954	$ 103,299
FY '16	14	$ 79,663	$ 81,880	$ 88,288	$ 90,749	$ 92,725	$ 95,448	$ 97,911	$ 105,952

FY17 CONTRACT NOT SETTLED AT TIME OF PRINTING

Appendix B.
Salary Schedule for School Employees
(Continued)

ADMINISTRATIVE ASSISTANTS

		Step 1	Step 2	Step 3	Step 4	Step 5
Classification 1	FY '16	$ 969.60	$ 1,008.40	$1,048.80	$ 1,090.80	$ 1,134.40
Classification 2	FY '16	$ 913.20	$ 950.00	$ 988.00	$ 1,027.60	$ 1,068.40
Classification 3	FY '16	$ 877.20	$ 912.40	$ 948.80	$ 986.80	$ 1,026.40

SCHOOL CUSTODIANS

Classification:		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Jr. Custodian	FY '16	$ 689.20	$ 726.40	$ 752.40	$ 792.40	$ 830.00	$ 880.00
Head Grounds/Senior/	FY '16	$ 752.80	$ 797.20	$ 822.00	$ 861.60	$ 902.40	$ 954.40

DIRECTOR OF OPERATIONS

FY '16	$ 91,794
FY '15	$ 89,120

INSTRUCTIONAL ASSISTANTS

	Step 1	Step 2	Step 3	Step 4	Step 5
FY '16	$ 14.95	$ 15.75	$ 16.54	$ 17.45	$ 18.34
FY '15	$ 14.66	$ 15.44	$ 16.22	$ 17.11	$ 17.98

FY17 CONTRACT NOT SETTLED AT TIME OF PRINTING

Appendix C

Salary Schedule for Elected Town Officers
Fiscal Year July 1, 2016 – June 30, 2017

Position	*Fiscal Year 2016 Salary*	*Fiscal Year 2017 Salary*
Town Clerk (Full Time)	$74,984	$78,204
	Part Time Positions	
Assessor	$1,800	$1,800
Selectman	$2,000	$2,000
Sewer Commissioner	$1,800	$1,800
Tax Collector	$4,000	$4,000
Town Treasurer	$4,000	$4,000

Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

	Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
	Selectmen Department						
1.	Salaries	483,262	554,318	560,924	6,606	1.2%	Taxation
2.	Expenses	47,758	50,250	51,500	1,250	2.5%	Taxation
		531,021	604,568	612,424	7,856	1.3%	
	Finance and Warrant Commission						
3.	Salary	65,245	14,679	15,248	569	3.9%	Taxation
4.	Expenses	24,042	21,950	32,213	10,263	46.8%	Taxation
		89,287	36,629	47,461	10,832	29.6%	
	Accounting Department						
5.	Salaries	208,434	232,156	241,624	9,468	4.1%	Taxation
6.	Expenses	4,748	5,300	5,300	0	0.0%	Taxation
		213,182	237,456	246,924	9,468	4.0%	
	Audit - School & Municipal Financials						
7.	Expenses	49,930	57,750	57,750	0	0.0%	Taxation
	Assessors Department						
8.	Salaries	200,176	202,924	206,436	3,512	1.7%	Taxation
9.	Expenses	12,742	17,400	17,400	0	0.0%	Taxation
		212,918	220,324	223,836	3,512	1.6%	
	Treasurer's Department						
10.	Salary	89,188	96,139	100,019	3,880	4.0%	Taxation
11.	Expenses	10,412	12,750	12,800	50	0.4%	Taxation
		99,600	108,889	112,819	3,930	3.6%	
	Collector's Department						
12.	Salaries	114,494	116,386	118,382	1,996	1.7%	Taxation
13.	Expenses	74,577	74,825	74,725	(100)	-0.1%	$32,500 Amb.Receipts/Taxation
		189,072	191,211	193,107	1,896	1.0%	
	Legal Department						
14.	Salary	94,792	96,104	97,806	1,702	1.8%	Taxation
15.	Expenses	103,699	104,500	104,500	0	0.0%	Taxation
		198,492	200,604	202,306	1,702	0.8%	
	Human Resources						
16.	Salary	197,761	206,386	211,500	5,114	2.5%	Taxation
17.	Expenses	2,608	7,500	7,500	0	0.0%	Taxation
		200,369	213,886	219,000	5,114	2.4%	
	Information Systems Department						
18.	Salaries	245,757	276,917	263,238	(13,679)	-4.9%	Taxation
19.	Expenses	61,351	67,250	69,500	2,250	3.3%	Taxation
		307,108	344,167	332,738	(11,429)	-3.3%	

Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

	Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
	Town Clerk Department						
20.	Salaries	140,170	153,405	157,728	4,323	2.8%	Taxation
21.	Expenses	51,895	55,700	68,300	12,600	22.6%	Taxation
		192,065	209,105	226,028	16,923	8.1%	
	Conservation Commission						
22.	Salary	47,063	48,917	67,924	19,007	38.9%	$17,000 Consv.Receipts/Taxation
23.	Expenses	3,004	5,600	5,600	0	0.0%	Taxation
		50,067	54,517	73,524	19,007	34.9%	
	Planning Board						
24.	Salaries	74,137	120,610	124,687	4,077	3.4%	Taxation
25.	Expenses	2,819	3,100	3,100	0	0.0%	Taxation
		76,956	123,710	127,787	4,077	3.3%	
	Zoning Board of Appeals						Combine with Housing
26.	Salaries	27,414	29,483	48,649	19,166	65.0%	Taxation
27.	Expenses	493	1,867	2,800	933	50.0%	Taxation
		27,907	31,350	51,449	20,099	64.1%	
	MA Housing Partnership/Housing Authority						Combine with Zoning
28.	Salary	24,080	25,726	8,944	(16,782)	-65.2%	Taxation
29.	Expenses	290	3,200	3,200	0	0.0%	Taxation
		24,370	28,926	12,144	(16,782)	-58.0%	
	Community & Economic Development						
30.	Salaries	101,314	111,321	158,926	47,605	42.8%	Taxation
31.	Expenses	1,977	3,700	3,650	(50)	-1.4%	Taxation
		103,290	115,021	162,576	47,555	41.3%	
	Outside Professional Services						
32.	Expenses	39,798	41,000	41,000	0	0.0%	Taxation
	Communications Systems						
33.	Expenses	144,600	145,000	149,750	4,750	3.3%	Taxation
	Training/Professional Development						
34.	Expenses	14,045	15,000	15,000	0	0.0%	Taxation
	Total General Government	**2,764,077**	**2,979,113**	**3,107,623**	**128,510**	**4.3%**	

Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

	Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
	Police Department						
35.	Salaries	3,167,285	3,354,444	3,475,868	121,424	3.6%	Taxation
36.	Expenses	221,226	262,950	275,950	13,000	4.9%	Taxation
		3,388,511	3,617,394	3,751,818	134,424	3.7%	
	Auxiliary Police/Civil Defense						
37.	Expenses	290	3,000	3,000	0	0.0%	Taxation
		290	3,000	3,000	0	0.0%	
	Animal Control						
38.	Salary	50,110	52,796	55,084	2,288	4.3%	Taxation
39.	Expenses	4,541	9,600	9,600	0	0.0%	Taxation
		54,651	62,396	64,684	2,288	3.7%	
	Fire Department						
40.	Salaries	3,105,653	3,617,809	3,675,845	58,036	1.6%	$304,000 Amb. Receipts/Taxation
41.	Expenses	215,025	217,775	249,895	32,120	14.7%	$40,000 Amb. Receipts/Taxation
		3,320,678	3,835,584	3,925,740	90,156	2.4%	
	Building Inspection Department						
42.	Salaries	281,380	308,378	317,803	9,425	3.1%	Taxation
43.	Expenses	18,362	36,975	39,975	3,000	8.1%	Taxation
		299,743	345,353	357,778	12,425	3.6%	
	Total Public Safety	**7,063,873**	**7,863,727**	**8,103,020**	**239,293**	**3.0%**	
	Department of Public Works						
44.	Salaries	1,719,285	1,520,615	1,575,715	55,100	3.6%	Taxation
45.	Expenses	467,631	478,600	498,600	20,000	4.2%	Taxation
		2,186,916	1,999,215	2,074,315	75,100	3.8%	
	Building Maintenance						
46.	Salaries		117,476	121,903	4,427	3.8%	Taxation
47.	Expenses	689,681	736,000	825,750	89,750	12.2%	Taxation
		689,681	853,476	947,653	94,177	11.0%	
	Municipal & School						
48.	Field Maintenance	119,997	130,000	135,000	5,000	3.8%	Taxation
49.	Snow & Ice	798,826	250,000	250,000	0	0.0%	Taxation
50.	Street Lighting/ Traffic Light Maint	136,741	140,000	125,000	(15,000)	-10.7%	Taxation
	Waste Collection/Disposal						
51.	Expenses	1,248,560	1,240,000	1,245,000	5,000	0.4%	Taxation
	Total Public Works	**5,180,722**	**4,612,691**	**4,776,968**	**164,277**	**3.6%**	

Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

	Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
	Health Department						
52.	Salaries	252,445	261,925	266,730	4,805	1.8%	Taxation
53.	Expenses	7,539	9,650	11,150	1,500	15.5%	Taxation
		259,984	271,575	277,880	6,305	2.3%	
54.	Outside Health Agencies	12,436	13,416	13,416	0	0.0%	Taxation
55.	Disability Commission Expenses		500	500	0	0.0%	Taxation
	Council On Aging						
56.	Salaries	243,427	278,190	290,009	11,819	4.2%	Taxation
57.	Expenses	26,773	27,185	29,500	2,315	8.5%	Taxation
		270,200	305,375	319,509	14,134	4.6%	
	Youth and Family Services Commission						
58.	Salaries	212,244	228,779	239,497	10,718	4.7%	Taxation
59.	Expenses	13,256	15,000	15,000	0	0.0%	Taxation
		225,500	243,779	254,497	10,718	4.4%	
	Veterans Services Department						
60.	Salaries	28,916	50,043	52,155	2,112	4.2%	Taxation
61.	Expenses	60,635	72,300	72,300	0	0.0%	Taxation
		89,551	122,343	124,455	2,112	1.7%	
	Total Human Services	**857,671**	**956,988**	**990,257**	**33,269**	**3.5%**	
	Public Library						
62.	Salaries	920,425	930,990	946,333	15,343	1.6%	Taxation
63.	Expenses	226,565	237,850	269,155	31,305	13.2%	Taxation
64.	Lost Books	1,902	1,500	1,600	100	6.7%	Taxation
		1,148,893	1,170,340	1,217,088	46,748	4.0%	
	Recreation Department						
65.	Salaries	273,446	285,314	297,576	12,262	4.3%	$180,000 Recreation Funds/Taxation
66.	Expenses	15,719	13,284	15,784	2,500	18.8%	Taxation
		289,164	298,598	313,360	14,762	4.9%	
	Memorial/Veteran's Day						
67.	Expenses	7,939	12,050	12,950	900	7.5%	Taxation
	Total Culture and Recreation	**1,445,996**	**1,480,988**	**1,543,398**	**62,410**	**4.2%**	
	Other						
68.	Operating Equipment,Projects and Hardware/Software Maintenance	232,765	270,034	314,534	44,500	16.5%	Taxation
	Total Other	**232,765**	**270,034**	**314,534**	**44,500**	**16.5%**	
	Total Municipal Budget	**17,545,103**	**18,163,541**	**18,835,800**	**672,259**	**3.7%**	

Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

	Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
	Westwood Public Schools						
	Salaries		33,261,427	35,205,736	1,944,309	5.8%	Taxation
	Expenses		6,629,709	6,624,317	(5,392)	-0.1%	Taxation
69.	School salaries & exps	37,839,432	39,891,136	41,830,053	1,938,917	4.9%	
70.	Blue Hills Regional School	105,640	158,431	124,732	(33,699)	-21.3%	Taxation
	Crossing Guards						
71.	Salaries	96,270	102,741	103,454	713	0.7%	Taxation
72.	Expenses	1,799	3,500	3,500	0	0.0%	Taxation
	Total	98,068	106,241	106,954	713	0.7%	
	Total School Budgets	**38,043,140**	**40,155,808**	**42,061,739**	**1,905,931**	**4.7%**	

School Department University Station Direct Related Services

	University Station Bus			64,800	64,800		
	Expenses - University Station Students			150,000	150,000		
73.	**Total University Station Related**			**214,800**	**214,800**		Taxation

Fixed Costs Budgets - School and Municipal

	School Employee Benefits/Costs						
	Retirement Assessments	965,062	1,072,758	1,201,488	128,730	12.0%	Taxation
	Worker's Compensation	166,229	201,280	241,536	40,256	20.0%	Taxation
	Unemployment Compensation	40,971	98,175	98,175	0	0.0%	Taxation
	Health Insurance	3,863,458	3,857,143	4,134,143	277,000	7.2%	Taxation
	Life Insurance	4,619	10,000	10,000	0	0.0%	Taxation
	Payroll service	24,116	19,000	29,000	10,000	52.6%	Taxation
	Medicare Part B	129,419	144,000	151,200	7,200	5.0%	Taxation
	Social Security Tax	8,079	10,000	10,000	0	0.0%	Taxation
	Medicare Payroll Tax	463,572	524,726	577,197	52,471	10.0%	Taxation
	School Employee Benefits/Costs	**5,665,525**	**5,937,082**	**6,452,739**	**515,657**	**8.7%**	

Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

	Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
	Municipal Employee Benefits/Costs						
	Retirement Assessment	2,258,111	2,511,019	2,812,341	301,322	12.0%	Taxation
	Non-Contrib Pension	33,907	0	0	0		Taxation
	Worker's Compensation	79,467	94,790	113,748	18,958	20.0%	Taxation
	Unemployment Compensation	9,314	13,860	13,860	0	0.0%	Taxation
	Health Insurance	1,521,549	1,270,997	1,364,967	93,970	7.4%	Taxation
	Life Insurance	3,040	6,000	6,000	0	0.0%	Taxation
	Pre-Hire/Payroll	65,086	98,000	98,000	0	0.0%	Taxation
	Public Safety Medical/111F ins	52,625	83,600	83,600	0	0.0%	Taxation
	Medicare Part B	57,363	58,410	61,330	2,920	5.0%	Taxation
	Social Security Tax	2,668	10,000	10,000	0	0.0%	Taxation
	Medicare Payroll Tax	188,391	206,346	226,980	20,634	10.0%	Taxation
	Municipal Employee Benefits/Costs	**4,271,522**	**4,353,022**	**4,790,826**	**437,804**	**10.1%**	
74.	**Total Benefits/Costs**	**9,937,046**	**10,290,104**	**11,243,565**	**953,461**	**9.3%**	
	Insurance/Reserves						
	Comprehensive & Liability Ins						
75.	School & Municipal Expenses	401,257	422,000	464,000	42,000	10.0%	Taxation
76.	Other/Energy Reserve Fund*	123,283	225,000	225,000	0	0.0%	Taxation
77.	Special Town Mtg/Charter Review	12,784	25,000	25,000	0	0.0%	Taxation
78.	Reserve Fund	200,000	400,000	400,000	0	0.0%	Taxation
	Total Ins./Reserve	**737,324**	**1,072,000**	**1,114,000**	42,000	3.9%	
	Total Fixed Costs Budget	**10,674,370**	**11,362,104**	**12,357,565**	**995,461**	**8.8%**	

Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made.
* This reserve budget may be transferred to budgets upon vote by the Board of Selectmen.

	Debt Service Budget						
	Municipal Related Debt Service	1,549,925	1,850,938	2,474,647	623,709	33.7%	$110,250 Cemetery Funds/$16,755 Bond Premium/ $456,000 Free Cash (from FY15/FY16 Debt Budget closeout/ Taxation
	School Related Debt Service	3,151,534	3,043,560	2,946,830	(96,730)	-3.2%	$1,401,276 sch bld reimb/$15,738 Bond Premium/ Taxation
79.	**Total Debt Budget**	**4,701,459**	**4,894,498**	**5,421,477**	**526,979**	**10.8%**	

FY17 Debt Change	
Non Exempt	**$628,180**
Exempt	($101,200)
Total	**$526,980**

Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

	Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
	Sewer Enterprise						
80.	Salaries	335,767	405,044	468,363	63,319	15.6%	Sewer Enterprise Funds
81.	Expenses	147,240	133,000	143,500	10,500	7.9%	Sewer Enterprise Funds
82.	Pumping Stations	121,146	147,500	168,280	20,780	14.1%	Sewer Enterprise Funds
83.	MWRA Assessment	2,426,073	2,475,000	2,524,500	49,500	2.0%	Sewer Enterprise Funds
84.	Mandated Inspections	16,518	120,000	120,000	0	0.0%	Sewer Enterprise Funds
					0		
85.	Sewer Debt & Int	380,500	377,431	374,890	(2,541)	-0.7%	Sewer Enterprise Funds
86.	System Ext./Repairs	12,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
	Total Sewer Enterprise	**3,439,244**	**3,682,975**	**3,824,533**	141,558	3.8%	Note: Sewer revenue will be operating budget + $290,978 for indirect costs - total $4,115,511
	Total Operating Budget	**74,403,316**	**78,258,926**	**82,715,914**	**4,456,988**	**5.7%**	

Exhibit 1

FY'16 vs. FY'17 Budget Summary by Major Category

	FY'16 Appropriation	FY'17 Proposed Budget	Increase/ Decrease ($)	Increase/ Decrease (%)
I. INSTRUCTIONAL				
Salary	$ 30,785,276	$ 32,387,890	$ 1,602,614	5.21%
Non-Salary	2,099,390	2,207,558	108,168	5.15%
Instructional Sub-total	**$ 32,884,666**	**$ 34,595,448**	**$ 1,710,782**	**5.20%**
II. CENTRAL ADMINISTRATION				
Salary	972,881	$ 1,051,724	$ 78,843	8.10%
Non-Salary	245,975	245,975	-	0.00%
Administration Sub-total	**$ 1,218,856**	**$ 1,297,699**	**$ 78,843**	**6.47%**
III. OPERATIONS				
Salary	1,580,719	$ 1,597,072	$ 16,353	1.03%
Non-Salary	2,691,139	2,719,939	28,800	1.07%
Operations Sub-total	**$ 4,271,858**	**$ 4,317,011**	**$ 45,153**	**1.06%**
Sub-Total Sections I.-III.	**$ 38,375,380**	**$ 40,210,158**	**$ 1,834,778**	**4.78%**
IV. SPED TUITION AND TRANSP.				
Out-of-district Tuition	806,573	$ 882,763	$ 76,190	9.45%
Sped Transportation	709,183	737,132	27,949	3.94%
Spec. Ed. Tuition and Transp. Sub-total	**$ 1,515,756**	**$ 1,619,895**	**$ 104,139**	**6.87%**
Sub-Total Section IV.	**$ 1,515,756**	**$ 1,619,895**	**$ 104,139**	**6.87%**
TOTAL OPERATING BUDGET	**$ 39,891,136**	**$ 41,830,053**	**$ 1,938,917**	**4.86%**

FY2017 Budget Summary

This section is intended to provide readers with background on the Town's current financial situation as well as the basis for the Board of Selectmen and Finance and Warrant Commission's FY17 budget recommendations.

This information is drawn from the numerous presentations made throughout the budget process at public meetings of the Board of Selectmen, Finance and Warrant Commission, Long Range Financial Planning Committee, and Budget Steering Committee.

The following summary was taken from the Town's FY17 budget summary document. While the data should provide a summary of the FY17 budget, please note there is further detailed information on the Town's web site at: www.town.westwood.ma.us.

The FY17 overall budget strives to provide a well-balanced, comprehensive budget for the community. The Board of Selectmen, working closely with the Long Range Financial Planning Committee, the Finance and Warrant Commission, and Town and School officials and administration, has continued to work cooperatively to balance the many needs of the community.

There are many needs to provide for in each budget year. It is important to maintain quality services provided to our residents through the school and municipal departments. It is also important for the budget to provide for appropriate funds for the capital budget, so that the Town's assets are well maintained. In addition, it is very necessary for the Town to maintain appropriate balances in our reserve accounts, as well as to provide for long term liabilities such as pensions and OPEB. It is also important to remember the impact of the budget on our residents' tax bills and to provide tax relief when we are able to do so. As the Board of Selectmen has done for several years, the budget makes progress on balancing the overall financial needs of the Town.

The Town experienced difficult budget years in FY10 – FY12. The already challenging budgets in those years had additional pressure through declining revenue due to the poor national economy and high fixed cost increases. Through those difficult years, all Town and School parties worked cooperatively, striving to remain within limited resources and providing the best services as possible to the community. Because Town and School officials responsibly addressed those difficult years and did not seek to use one time budget balancing solutions, the Town was better positioned with a structurally balanced budget and emerged from those difficult years in an enhanced position to move forward.

The Town budgets in FY13 through FY16 exhibited overall improvement in the economy and revenue sources. This coupled with significant savings due to health insurance reforms, allowed for budgets that provided for moderate operating budget growth while making continued progress on capital, reserves, and long term liability needs.

As the economy has improved, the Town continues with disciplined measures, focusing on the multiple budgetary needs and implementing sound decisions allowing the Town to stay on track going forward. Some of these measures include:

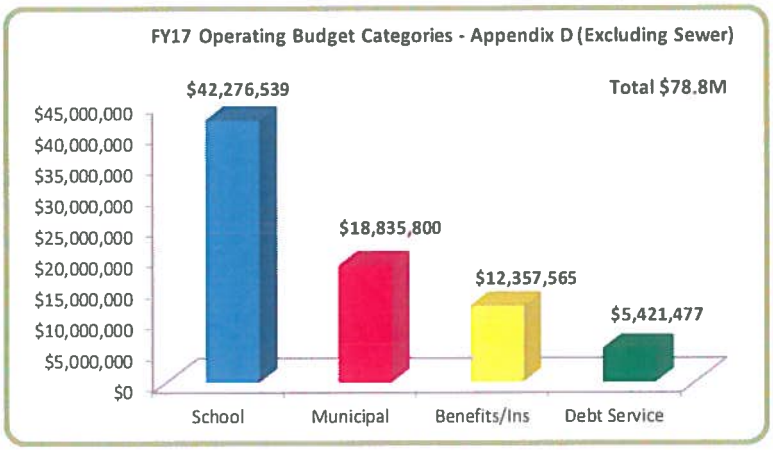
- Moderate operating budget increases so as to provide for future sustainability of services and staffing levels.
- Responsible labor contracts.
- Significant changes to the employees' health insurance costs.

- Prudent use of debt financing to capture historically low interest rates.
- Commitment to capital reinvestment and appropriate funding of reserves and liabilities.

The FY17 proposed budget continues with this discipline and seeks to balance all of the many needs of the community.

The FY17 budget currently includes:

- Approximate 3.7% increase to municipal and 4.9% increase to school operating budgets.
- Commitment to high level of school and municipal capital - $1,735,000.
- Continue small annual allocation to the Stabilization Fund of $100,000 funded from free cash.
- Commitment to OPEB liability fund, by continuing the current $1.35M annual appropriation. This funding has been primarily provided in the budget by negotiated health insurance savings, therefore not taking away from other operating budgets.
- Implementation of tax relief tools to slow the growth of the annual residential tax bill.
- Responsible debt financing to construct a new police headquarters without need for an override and taking advantage of historically low interest rates.



University Station

Through significant work by so many in Town for so many years, the University Station project has finally come to fruition and provides a significant opportunity for the Town to continue with the responsible established budget practices.

FY17 represents the third year of new tax revenue from the University Station project. To date this additional revenue has been utilized as follows:

- **In FY15**, the initial revenue ($565K) was used to implement identified direct service needs for the project. These funds, combined with previously received mitigation funds, allowed for important increases to the police and fire staffing levels. These staffing needs had been identified at the project review and initial acceptance as direct services to be funded from the new tax revenue, and were the first increases in public safety staffing in decades.

- **In FY16**, final tax revenue from the project was $3.2M. Approximately $1.5M was voted toward the FY16 operating budget to provide an increase over the base 2 ½% to 5.2% for both school and municipal departments. The funding was allocated as follows:

FY16 Budget	
School	$1,020,225
Municipal	$461,578
Other	$93,197
Total	**$1,575,000**

This means that the FY16 school and municipal operating budgets were significantly funded and benefited from the University Station revenue.

In addition, the 2015 Fall Town Meeting allocated $925K of the FY16 revenue as a one-time appropriation to the Capital Stabilization Fund to be used for important capital needs by future Town Meetings. This was the first ever significant infusion of funds to the important Capital Stabilization Fund.

- **In FY17**, there is $2.97M of University Station funding available for budget consideration. The Board of Selectmen currently proposes a balanced allocation of revenue to address the overall needs of the Town. The proposed allocation, which has undergone significant discussion at the many budget meetings, is as follows:

FY17 Budget	
Operating Budget	$1,155,000
School	$883,000
Municipal	$272,000
Direct Services	$215,000
Debt Service – Police Headquarters	$800,000
Tax Relief	$800,000
Total	**$2,970,000**

It is essential that the funding addresses the multiple needs of the community. The FY17 proposed allocation, as in FY16, provides significant funding to the school and municipal operating budgets to increase the base above 2 ½%. It is important that the operating budgets not grow too large in order to maintain future sustainability of services.

Tax Relief

The FY17 budget proposal has paid particular attention to providing tax relief to the community. The current average home tax bill in FY16 is $8,601.

Specific discussions focused on the tools available for tax relief, both general relief for all tax payers and targeted relief for seniors in the community. The current Selectmen's budget addresses tax relief through the following tools:

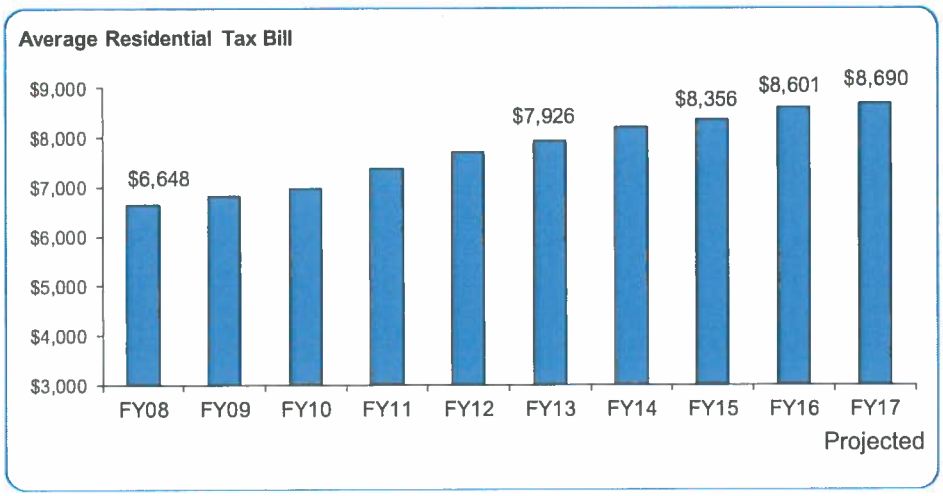
- Debt within Proposition 2 ½.
- Maintain commercial/residential tax split.
- Appropriate $500K free cash to general tax relief to all taxpayers.
- Allocate $800K University Station revenue to general tax relief to all taxpayers.
- Proposed Town Meeting Home Rule Petition article to appropriate funds to the Town's *Aid to the Elderly and Disabled* to provide eventual targeted relief for qualified seniors.

These tools would be used to slow the growth in the FY17 tax bill. A portion of University Station revenue as outlined above has been used to fund the tax relief tools:

- $800K of University Station revenue applied to tax relief and $800K of University Station revenue applied to new debt service for the proposed police station to avoid a Proposition 2 ½ override to fund the project.

  This allocation provides every resident with a benefit from the University Station project and is in line with a balanced allocation of the new revenue.

  Although the proposed tax relief may not be a meaningful amount to all residents, it will be desired relief to many of our residents and is an appropriate action to utilize a portion of the new University Station revenue for this purpose.



The Board of Selectmen proposed FY17 plan would result in an $89, or 1% increase to the average bill.

Striving to Provide Balance to All Areas of the Budget

This budget continues to balance the operations, capital, reserves and long term liabilities of the community.

All areas of Westwood's government and schools provide a high level of quality service for our residents and community. Our residents desire this level, while understanding the difficulty in meeting these needs within our budget parameters and the tax bill impact.

Our Town and School administration and staff have done a tremendous job in maintaining quality services within the difficult budget structure of Proposition 2 ½. We must continue to, and the

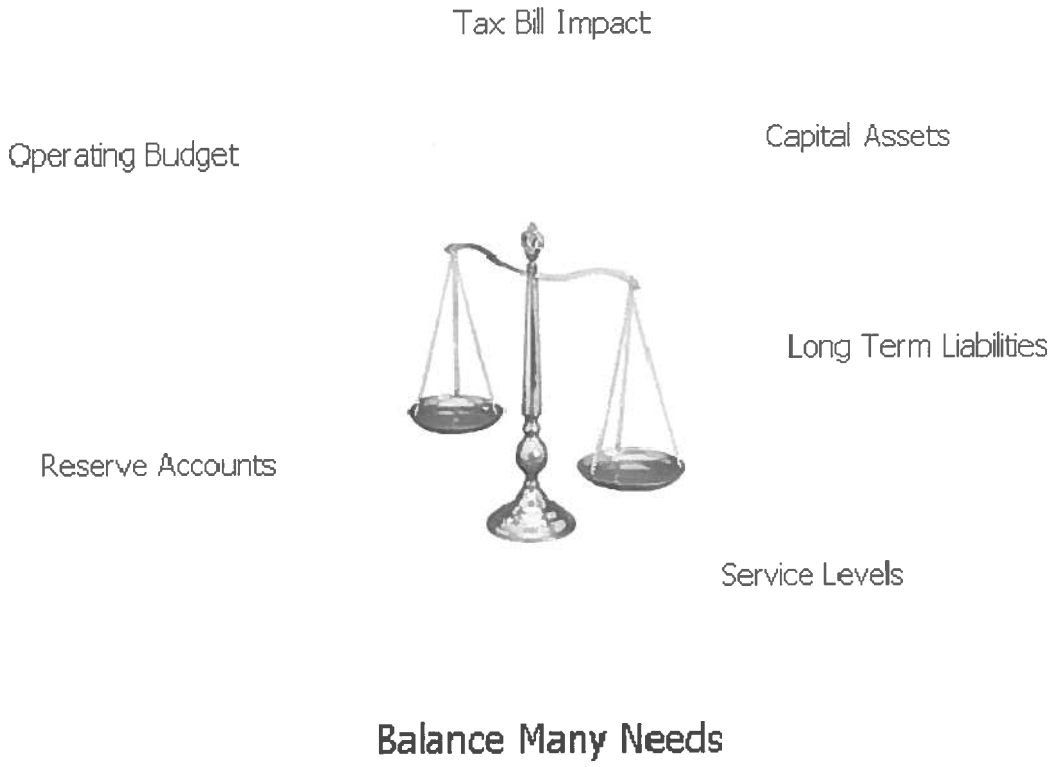
community must support, a continual change of programs to ensure efficient and optimal delivery of services.

In addition, as the University Station project continues to come on line, new demands on our services will occur. We must adjust our budgets accordingly to respond to these new demands, particularly on our public safety and school departments. We must also continue to monitor the University Station revenue – and be sure to properly set aside revenue that occurs before direct service impact. We need to have the funding available when the direct service costs are realized.

The overall budget must also continue to address capital needs, reserve levels, and our long term pension and OPEB liabilities. The real challenge is to balance these needs and continue moving forward in all areas, not specifically one need at the expense of others.

All of these areas of spending must be balanced against the impact on the residential tax bill. While our residents demand a high level of services, Westwood, as a typical suburban community, is funded through tax revenue and therefore the budget must be mindful of the resulting tax bill impact and seek to slow the annual tax bill growth.

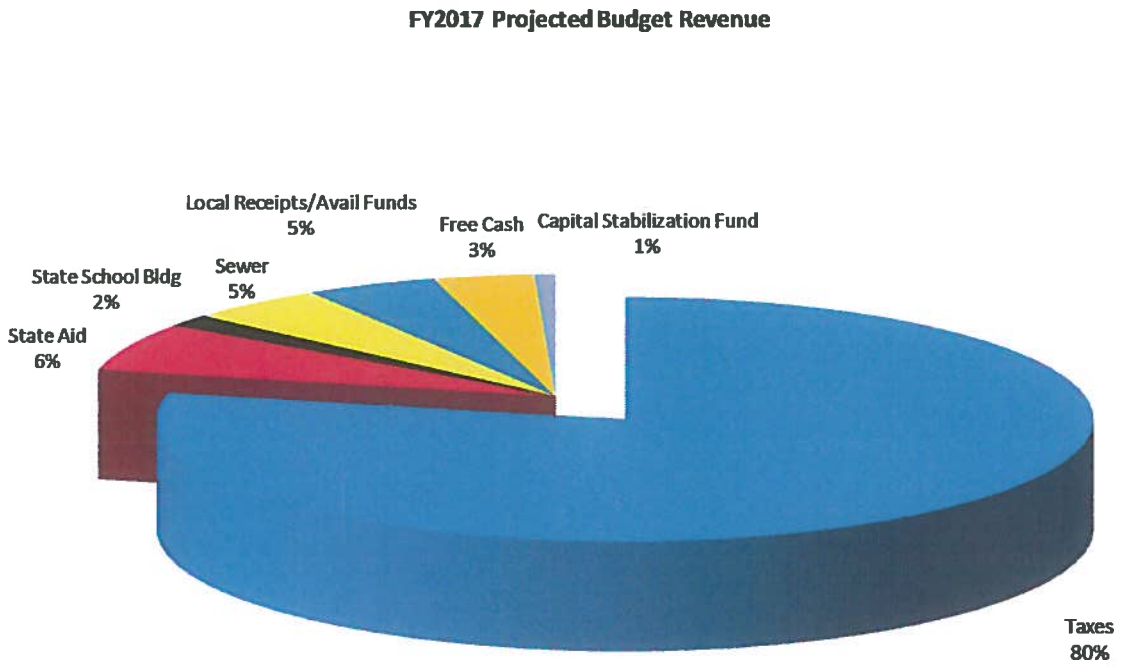
The Board of Selectmen will continue to structure the annual budget proposals to provide progress on all areas and maintain the quality and sustainability of services that our residents deserve.



Town of Westwood
Summary of FY17 Proposed Budget

	FY2014 Approved Per recap	FY2015 Approved Per recap	FY2016 Approved Per Recap	FY2017 Proposed Budget
BUDGET CATEGORIES				
Appropriations Made by Town Meeting:				
Operations Budget	$71,629,853	$74,756,849	$78,258,926	$82,715,914
Capital - Municipal	$417,000	$760,250	$767,000	$850,100
Capital Schools	$406,000	$606,000	$756,000	$885,050
Capital - Sewer	$100,000	$0	$850,000	$135,000
Stabilization Account Appropriation - annual article	$100,000	$100,000	$100,000	$100,000
Capital Stabilization	$0	$0	$1,650,000	$0
OPEB Account Appropriation - annual article	$435,000	$550,000	$1,350,000	$1,350,000
Other Financial Warrant Articles	$58,000	$430,000	$400,000	$90,000
Prior yr. Adjustments voted at Town Meeting	$749,637	$394,500	$567,509	$421,000
Stabilization Account Appropriation -additional	$500,000	$0	$0	$0
University Station - Reserved for Police Station Debt Service	$0	$0	$0	$800,000
Other capital	$195,000	$339,000	$0	$750,000
				$0
Total Appropriations -Town Meeting	$74,590,490	$77,936,599	$84,699,435	$88,097,064
Other Amounts to be Raised (not Voted at Town Meeting)				
State Aid Offsets (Funds which must be restricted)	$26,574	$29,080	$19,152	$19,819
State and County Charges	$580,817	$587,371	$581,920	$591,670
Overlay (Reserve for abatements/exemptions)	$605,165	$566,267	$651,421	$631,810
Other - Snow	$0	$0	$173,826	$0
Total Other Amounts	$1,212,556	$1,182,718	$1,426,319	$1,243,299
Total Expenditures	$75,803,046	$79,119,317	$86,125,754	$89,340,363
Financial Resources				
State Revenue:				
State Aid	$5,314,274	$5,511,055	$5,606,183	$5,683,509
State School Building Assistance Funding	$1,401,276	$1,401,276	$1,401,276	$1,401,276
Local Revenue:				
Total Property Taxes	$59,453,776	$61,991,050	$67,637,558	$70,187,774
Local Receipts	$3,092,000	$3,312,000	$3,312,000	$3,312,000
Enterprise (Sewer) Funding (for all - capital , articles, etc)	$3,746,455	$3,898,335	$4,823,953	$4,250,511
Available Funds/ - for misc articles	$819,637	$748,000	$891,000	$228,000
Available Funds	$617,628	$433,951	$429,275	$536,243
Capital Stabilization Fund				$650,000
Free Cash to Reduce the Tax Rate	$0	$0	$0	$500,000
Free Cash	$1,358,000	$1,823,650	$2,024,509	$2,591,050
Total Revenues	$75,803,046	$79,119,317	$86,125,754	$89,340,363
Total revenue less expenditures	$0	$0	$0	$0
Additional University Station Articles	$3,075,000	$3,155,000	$941,000	$0
Authorization to borrow (Projects approved at Town Meeting -funds are borrowed and debt service included in future budgets) :				
Approved at 2013ATM - Sewer Infiltration Project	$1,570,000			
Approved at 2013 ATM -Rescind Balance Brook st Culvert	($210,000)			
Approved at 2014 Fall TM -Design Funding Islington Fire Station		$850,000		
Approved at 2014 Fall TM -Design Funding Police Station		$1,000,000		
Approved at 2015 ATM -Construction Islington Fire Station			$8,650,000	
Approved at 2015 ATM -Cemetery Expansion			$450,000	
Approved at 2015 ATM -LED Street Lights			$500,000	
Approved at 2015 Fall TM - Deerfield Road/Parking Area			$2,000,000	
Approved at 2015 Fall TM -Land Purchase			$890,000	
Requested -2016 ATM -Police Station Construction				$13,205,000
Requested -2016 ATM -Sewer System Inspection + Repair - all through MWRA Grant/Loan Program				$666,000

FY2017 Projected Budget Revenue



FY2017 Projected Budget Revenue

	FY2016 Per Recap	FY2017 Proj	$ Increase	% Increase
Taxes	$67,637,558	$70,187,774	$2,550,216	3.8%
State Aid	$5,606,183	$5,683,509	$77,326	1.4%
State School Bldg Reimbursement	$1,401,276	$1,401,276	$0	0.0%
Sewer Enterprise (est for FY17)	$4,823,953	$4,250,511	($573,442)	-11.9%
Local Receipts	$3,312,000	$3,312,000	$0	0.0%
Available Funds	$429,275	$536,243	$106,968	24.9%
Available Funds - prior year/other articles	$891,000	$228,000	($663,000)	-74.4%
Capital Stabilization Fund	$0	$650,000	$650,000	
Free Cash voted for Tax Relief	$0	$500,000	$500,000	
Free Cash	$2,024,509	$2,591,050	$566,541	28.0%
Total Revenue	**$86,125,754**	**$89,340,363**	**$3,214,609**	**3.7%**

The Tax Levy

Proposition 2 ½

Proposition 2 ½, passed in November 1980, places a limit on the property taxes a community can levy each year. The taxing capacity of the Town is limited to a 2.5 percent increase of the prior year's levy limit. In addition, the total levy may increase by taxes attributable to new growth. Therefore, without any overrides, the total levy limit is increased by 2.5 percent and a new growth amount certified by the Department of Revenue.

Overrides
What is a General Override?

A general override can be passed to obtain additional funds for any municipal purpose. A general override permanently increases the Town's levy limit. An override question may be placed on the ballot by a majority vote of the Board of Selectmen and must be passed by a majority of voters.

What is a Debt Exclusion?
What is a Capital Outlay Expenditure Exclusion?

Proposition 2 ½ allows communities to raise funds for certain purposes above the amount of their levy limits or levy ceilings. Subject to voter approval, a community can assess taxes in excess of its levy limit or levy ceiling for the payment of certain capital projects and for the payment of specified debt service costs. An exclusion for the purpose of raising funds for debt service costs is referred to as a debt exclusion and an exclusion for the purpose of raising funds for capital projects costs is referred to as a capital outlay expenditure exclusion.

The additional amount for the payment of debt service is added to the levy limit or levy ceiling for the life of the debt only. The additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken. Unlike overrides, exclusions do not become part of the base upon which the levy limit is calculated in future years.

The history of Westwood's total tax levy is presented on the following chart. In addition, the history of Westwood's override questions is presented.

Proposition 2 ½ Overrides

Project Date of Vote	Amount	Type of Override	Year Cost Impact to be Completed
School Override 1995 Annual Town Election	$560,413	General Override	Permanent change to the allowable taxation levy limits
School Override 1999 Special Town Election	$999,164	General Override	Permanent change to the allowable taxation levy limits.
School Override 2002 Annual Town Election	$1,615,203	General Override	Permanent change to the allowable taxation levy limits.
School Override 2007 Annual Town Election	$2,777,387	General Override	Permanent change to the allowable taxation levy limits.
Debt/Capital Exemption Overrides Approved & Still Ongoing			
High School - New Construction 2000 Special Town Election	$35,962,000	Debt Exemption*	Will be completed in 2023. Net cost to average home $4,693 or $233/yr. for 20 years.
High School – Additional Appropriation for New High School 2002 Annual Town Election	$8,333,640	Debt Exemption*	
Library – New Construction 2010 Annual Town Election	$9,300,000	Debt Exemption	Will be completed in 2031. Net cost to average home $1,947 total, or $97/yr. for 20 years.
*Amount of taxation is directly reduced by state reimbursement (59% of total project).			
For debt exemption overrides - debt payment each year is raised outside of Proposition 2 1/2.			
Debt/Capital Exemption Overrides Completed			
Vote to Exempt Sewer Construction Bonds 1982 Annual Town Election	$4,000,000	Debt Exemption	Completed – FY1993
Capital Equipment 1989 Annual Town Election	$298,000	Capital Exemption	Completed – FY1990
Road Improvement Program 1990 Special Town Election	$1,703,000	Debt Exemption	Completed - FY2001
Reconstruction of Middle School 1990 Special Town Election	$2,282,000	Debt Exemption*	Completed - FY2002
Road Improvement Program 1994 Annual Town Election	$2,200,000	Debt Exemption	Completed - FY2005
Middle School/Fields 1997 Annual Town Election	$2,373,430	Debt Exemption*	Completed – FY2009
Middle School/Gymnasium 1997 Annual Town Election	$550,000	Debt Exemption*	Completed – FY2009
Downey School Expansion 1999 Annual Town Election	$6,500,000	Debt Exemption*	Completed - FY2012
Martha Jones School Expansion 2000 Special Town Election	$7,200,000	Debt Exemption*	Completed – FY2012

History of Tax Levy – Budget FY2017

Town of Westwood
Tax Levy budget FY17

Tax Levy Calculation:	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	Budget FY2017
Prior Year Levy Limit	$50,167,618	$51,960,889	$53,713,887	$55,765,994	$57,773,665	$60,753,121	$66,434,213
Plus 2.5% Increase	$1,254,190	$1,299,022	$1,342,847	$1,394,150	$1,444,342	$1,518,828	$1,660,855
Plus New Growth**	$539,081	$453,976	$709,259	$613,522	$970,114	$919,957	$450,000
New Tax Levy - University Station	$0	$0	$0	$0	$565,000	$3,242,307	$1,300,000
General Overrides	$0	$0	$0	$0	$0	$0	$0
Tax Levy Limit	**$51,960,889**	**$53,713,887**	**$55,765,994**	**$57,773,665**	**$60,753,121**	**$66,434,213**	**$69,845,068**
Exempt Debt*	$1,838,094	$2,497,391	$2,073,234	$1,965,112	$1,850,048	$1,740,624	$1,642,706
Levy Capacity	**$53,798,983**	**$56,211,278**	**$57,839,228**	**$59,738,777**	**$62,603,169**	**$68,174,837**	**$71,487,774**
							Proposed:
Actual Levy Assessed	$53,571,227	$56,060,374	$57,671,932	$59,453,776	$61,991,050	$67,637,558	$70,187,774
Excess Levy(Taxes not raised)	$227,756	$150,904	$167,296	$285,001	$612,119	$537,279	$1,300,000
Increase in Actual Levy (including new growth)	3.4%	4.6%	2.9%	3.1%	4.3%	9.1%	3.8%
Increase in Levy without new growth	**2.31%**	**3.80%**	**1.61%**	**2.03%**	**1.69%**	**2.39%**	**1.18%**

*** Exempt debt - This is the net principal and interest payment required each year for borrowing projects approved outside Proposition 2 1/2.**
****New Growth - This represents taxes from new residential and commercial development.**

FY2017 Tax Change Detail

2.5 increase	$1,660,855
FY16 excess levy	$537,279
Change in current exempt debt	-$97,918
New Growth -	$450,000
New Growth - University Station	$1,300,000
Total Change in Levy FY16 Actual to FY17 Capacity	$3,850,216
Total Change in Actual Levy Assessed	$2,550,216

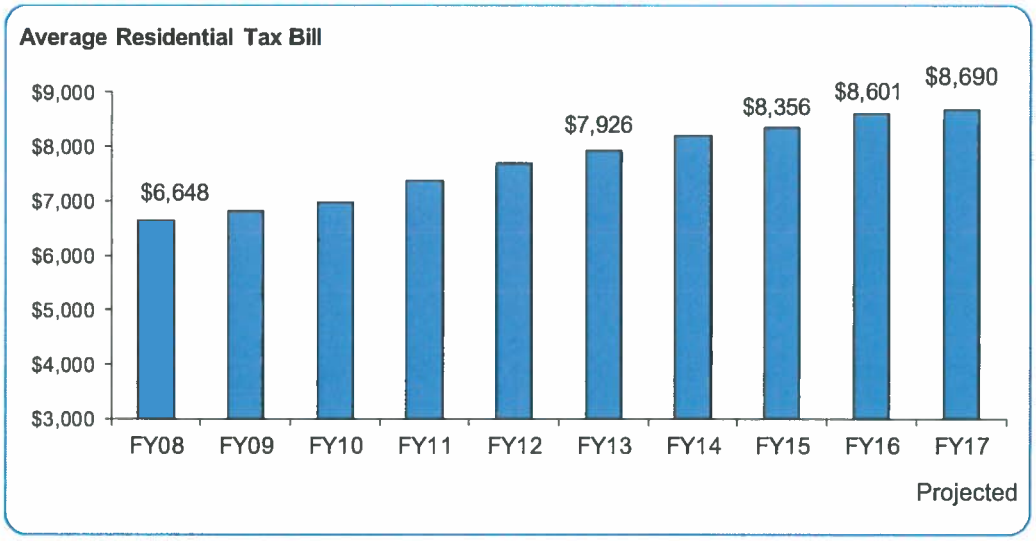
The unused levy of $1,300,000 is comprised of:

- The $800,000 allocated for tax relief by the Board of Selectmen – tax relief to average home $104.
- $500,000 for the proposed Town Meeting article to utilize $500,000 of free cash to reduce the tax levy. Tax relief to average home $65.

These two actions save the average home $169 in taxes for FY17.

Tax Rate/Tax Bill History

Tax Rate per Thousand	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Projected FY17
Residential	$13.07	$13.83	$14.48	$14.89	$15.40	$15.24	$14.66	
Commercial	$23.98	$25.38	$26.55	$27.28	$28.18	$28.79	$28.27	
% of Total Town Value								
Residential Property	86.6%	86.5%	86.6%	86.7%	86.8%	87.5%	85.5%	
Commercial Property	13.4%	13.4%	13.3%	13.2%	13.1%	12.5%	14.4%	
Tax Shift Factor	1.65	1.65	1.65	1.65	1.65	1.70	1.70	
% of Total Town Taxes								
Residential Properties	77.9%	77.8%	77.9%	78.1%	78.3%	78.7%	75.4%	
Commercial Properties	22.1%	22.1%	22.0%	21.8%	21.6%	21.3%	24.5%	
Average Residential Tax Bill								
Home Value	**$532,345**	**$532,345**	**$532,345**	**$532,345**	**$532,345**	**$548,315**	**$586,697**	
Tax Bill	**$6,958**	**$7,362**	**$7,708**	**$7,926**	**$8,198**	**$8,356**	**$8,601**	**$8,690**
Average Tax Bill Increase	**2.3%**	**5.8%**	**4.7%**	**2.8%**	**3.4%**	**1.9%**	**2.9%**	**1.1%**
Single Tax Rate	**$14.54**	**$15.38**	**$16.09**	**$16.53**	**$17.08**	**$16.93**	**$16.63**	
Savings to Average Tax Bill from Having Split Tax Rate	**$782**	**$825**	**$857**	**$874**	**$894**	**$926**	**$1,155**	



Analysis of Average Tax Bill Increase

The change in taxes each year is driven by multiple factors. These include:

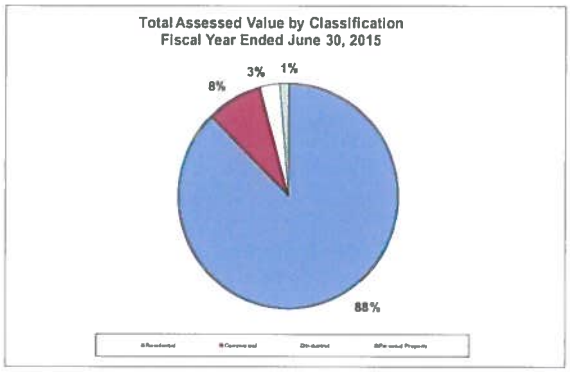
- Proposition 2 ½ increases – Taxes general increase by 2.5% each year as allowed by Proposition 2 ½.
- General Overrides – Taxes increase if a general override is approved by the voters. The amount of the override determines the tax increase.
- Change in Exempt Debt – As the principal and interest on exempt debt changes each year, the impact on taxes may change. In general, when new exempt debt is brought on, taxes increase; as debt is paid off or when state reimbursement is received, the tax impact decreases.
- Value Shift – There can be a tax impact if there is significant change in total value among the commercial and residential property sectors.

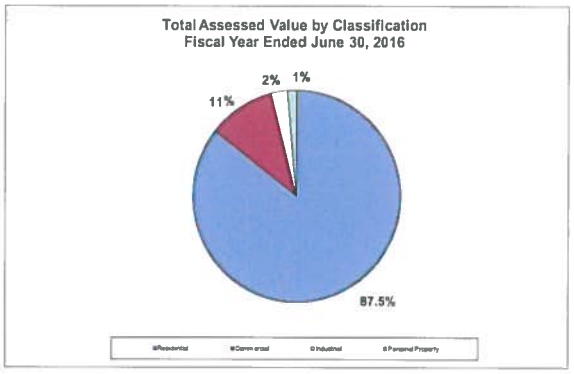
The following chart shows the approximate impact of each item on the tax bill for the last several years.

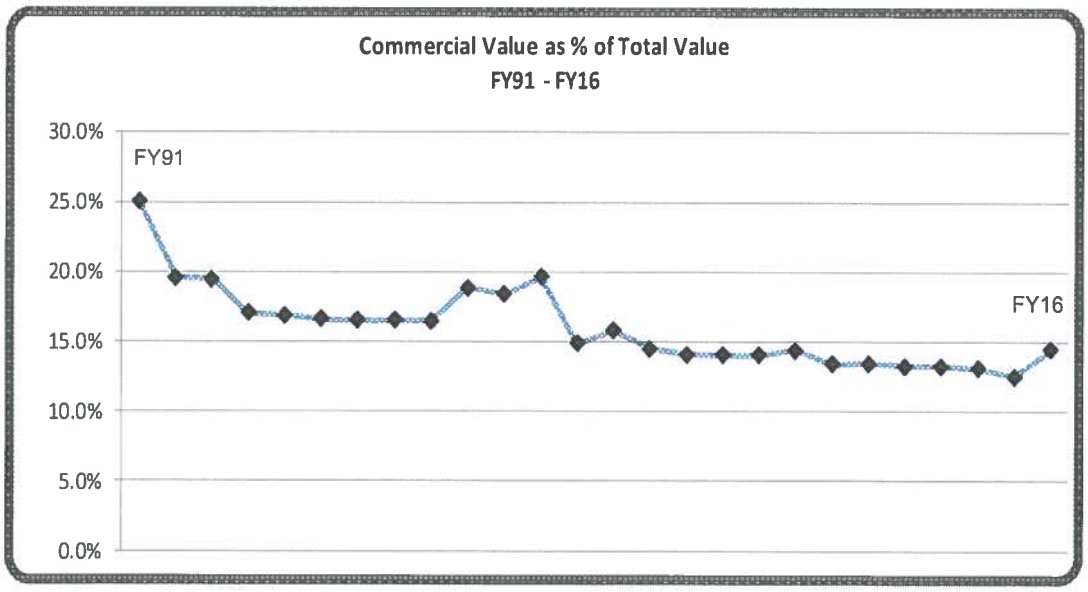
	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Proposition 2 ½ Increase	2.5%	2.5%	2.5%	2. 5%	2.5%	2.5%	2. 1%	2.6%	2.5%	2.5%	2.1%	2.8%
General Overrides	--	--	--	6.5%	--	--	--	--	--	--	--	
Change in Exempt Debt	-4.53%	-5.94%	.6%		-.2%	-1%	.2%	1.2%	-.8	-.47	-.4%	-.4%
Effect of Value Shift	2.7%	-.4%	.39	.4%		.8%	3.5%	.9%	1.1%	1.37%	.2%	.5%
Total Tax Increase	**.67%**	**-3.84%**	**3.5%**	**9.4%**	**2. 3%**	**2.3%**	**5.8%**	**4.7%**	**2.8%**	**3.4%**	**1.9%**	**2.9%**

Assessed Value by Classification

Year	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
	Assessed and Actual Values and Tax Rates									
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	$3,649,059,247
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	$51,955,500	$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	$48,381,800	$478,066,014	$23.98	13.4%	$14.53	$3,566,682,921
2011	$3,014,069,261	$13.83	$303,956,394	$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	$26.55	13.3%	$16.09	$3,484,183,487
2013	$3,025,447,435	$14.89	$305,246,315	$110,035,850	$47,438,500	$462,720,665	$27.28	13.3%	$16.53	$3,488,168,100
2014	$3,024,619,084	$15.40	$301,008,803	$108,446,500	$47,416,300	$456,871,603	$28.18	13.1%	$17.08	$3,481,490,687
2015	$3,201,759,309	$15.24	$305,143,078	$104,513,800	$48,705,000	$458,361,878	$28.79	12.5%	$16.94	$3,660,121,187
2016 (1)	$3,479,561,719	$14.66	$429,192,713	$100,498,400	$58,369,200	$588,060,313	$28.27	14.5%	$16.63	$4,067,622,032







- Commercial value important source of tax revenue.
- In FY16, based on 1.70 shift factor, commercial pays 24% of taxes, although represents only 14.4% of Town value.
- Without split rate, average tax bill would be $1,155 or 13% higher.

University Station Tax Revenue

Through significant work by so many in Town for so many years, the University Station project has finally come to fruition and provides a significant opportunity for the Town to continue funding important areas within the responsible established budget practices. FY17 represents the third year of new tax revenue from the University Station project. To date this additional revenue has been utilized as follows:

- **In FY15**, the initial revenue ($565K) was used to implement identified direct service needs for the project. These funds were used for important increases to the police and fire staffing levels.
- **In FY16**, final tax revenue from the project was $3.2M.
    - Approximately $1.5M was voted toward the FY16 operating budget to provide an increase over the base 2 ½% to 5.2% for both school and municipal departments, allocated as follows:

FY16 Budget	
School	$1,020,225
Municipal	$461,578
Other	$93,197
Total	**$1,575,000**

This means that the FY16 school and municipal operating budgets were significantly funded and benefited from the University Station revenue.

- In addition, the 2015 Fall Town Meeting allocated $925K of the FY16 revenue as a one-time appropriation to the Capital Stabilization Fund to be used for important capital needs.
- **In FY17**, there is $2.97M of University Station funding available for budget consideration. The Board of Selectmen currently proposes a balanced allocation as follows:

FY17 Budget	
Operating Budget	$1,155,000
School	$883,000
Municipal	$272,000
Direct Services	$215,000
Debt Service – Police Headquarters	$800,000
Tax Relief	$800,000
Total	**$2,970,000**

It is essential that the funding addresses the multiple needs of the community. The FY17 proposed allocation, as in FY16, provides significant funding to the school and municipal operating budgets to increase the base above 2 ½%. It is important that the operating budgets not grow too large in order to maintain future sustainability of services.

Tax Relief Discussion

Proposed Tax Bill Relief
- Police within Prop 2 1/2 - $104 .
- Free cash - $65.
- Uni Station - $104.

Total Proposed Tax Savings
$273

Tools for tax relief

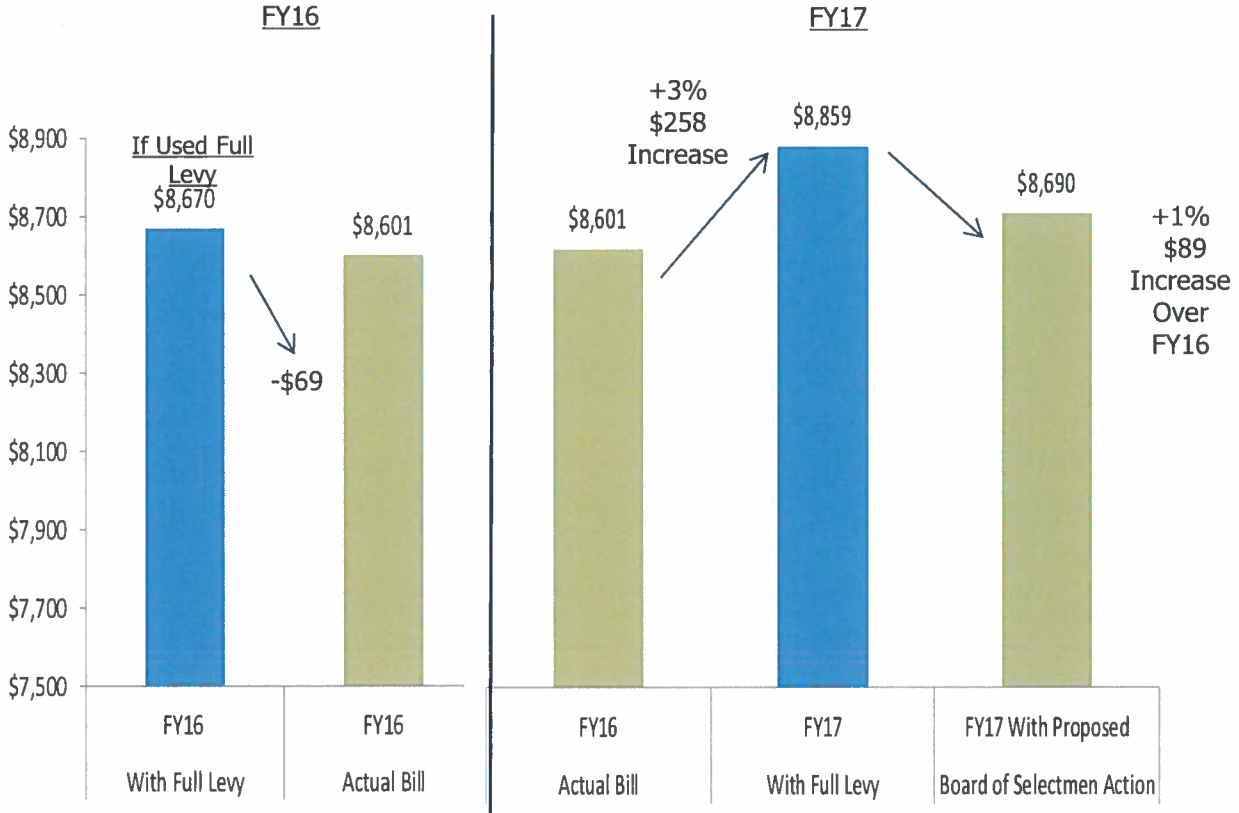
- General tax relief for all taxpayers:
  - Not use full levy limit.
  - Pay for debt within Proposition 2 ½ vs. debt exemption.
  - Commercial tax shift – higher commercial tax rate.
  - Apply free cash to tax rate – general appropriation to reduce overall tax levy.
    - Proposed Town Meeting article to appropriate $500K to reduce overall tax levy.
    - Each $100K appropriated provides approximately $13 in annual tax savings to average home.
    - So $500K appropriation provides approximately $65 annual tax savings to average home.
    - Potential in future to replace free cash with meals tax/hotel tax received from University Station.
- Targeted tax relief for senior population:
  - Current tool through donations to the Aid to the Elderly and Disabled.
  - Proposed Town Meeting Home Rule Petition article to appropriate funds to the Aid to the Elderly and Disabled.

FY17 Potential Tax Bill

Proposed Tax Bill Relief

- Police within Prop 2 1/2 - $104 .
- Free cash - $65.
- Uni Station - $104.

Total Proposed Tax Savings
$273



- FY16 we had excess levy of $539K.
- If used, bill would have increased by $69.

FY17 Board of Selectmen Action – Impact on Tax Bill

- Debt within Proposition 2 ½ (+$104).
- Maintain commercial/residential tax split (+$1155).
- Appropriate $500K free cash to tax relief (-$65).
- Allocate $800K University Station revenue to tax relief (-$104).

State Aid

State Aid consists of distributions, reimbursements, and offsets. Distributions are aid programs through which towns receive funds according to varying formulas. Reimbursements are amounts paid to reimburse towns for certain activities or services provided. Offsets are reimbursements for special programs that must be spent for a particular purpose by local officials without appropriation in the local budget.

The Town's two main categories of aid are Chapter 70 education aid and general municipal aid.

State aid, once a reliable source of budget income, can be an inconsistent and volatile account. Every year, State aid is subject to the State budget process and often amounts are not known until very late in the Spring.

In 1993, after several years of decline, the amount of state aid stabilized and then began to again increase. The increases were primarily in the form of increased education aid and lottery receipts. This continued until FY02.

State budget problems in FY03 caused a level funding of state aid followed by a drastic 20% cut in FY04. In the years since we have experienced volatility in state aid depending on the state budget.

In FY07 and FY08, the Town received larger increases in Chapter 70. The Chapter 70 increase reflected a change in the statewide distribution of Chapter 70 funds based on the "equity" change in the formula. In FY10, the final budget cut Chapter 70 by 2% and municipal aid by 30%, with increases then beginning again in the following year.

The FY17 state aid estimates per the Governor's January 2016 budget are shown on the following page. The Governor's budget provides only a small increase in Chapter 70 and a small increase in municipal aid. The Governor's numbers are all subject to change during the state budget process. We will monitor the state budget process and update our state aid estimates for Town Meeting.

						Governor Projected
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Chapter 70-Education	$3,777,085	$4,382,005	$4,528,863	$4,725,913	$4,803,413	$4,864,673
Municipal Aid (Old Lottery & Add'l Assistance)	$572,463	$617,080	$631,666	$649,183	$672,554	$701,474
Other	$159,326	$134,429	$127,171	$106,879	$111,064	$97,543
Offsets (Restricted to Metco, Library, School Lunch)	$26,493	$26,770	$26,574	$29,080	$19,152	$19,819
Total Receipts	**$4,535,367**	**$5,160,284**	**$5,314,274**	**$5,511,055**	**$5,606,183**	**$5,683,509**
Charges						
County Tax	167,439	171,625	174,184	178,538	182,293	186,851
MBTA Assessment	287,847	308,926	312,275	314,279	318,562	321,728
Other	$105,158	$80,119	$94,358	$94,554	$81,065	$83,091
Total Charges	**$560,444**	**$560,670**	**$580,817**	**$587,371**	**$581,920**	**$591,670**
Net State Aid	**$3,974,923**	**$4,599,614**	**$4,733,457**	**$4,923,684**	**$5,024,263**	**$5,091,839**

- Base budget plan has been increased to include the Governor's projection.
- Governor's preliminary FY17 local aid projections are the initial step of the State budget process.
- We will monitor the State budget process and update the estimate accordingly.

FY2017 Local Receipts

	FY13	FY14	FY15	FY15	FY16	FY17
	Actual	Actual	Budget	Actual	Budget	Budget
Motor Vehicle Excise Tax	$2,396,286	$2,844,489	$2,285,000	$3,057,592	$2,285,000	$2,285,000
Penalties and Interest	$182,959	$119,708	$80,000	$171,893	$80,000	$80,000
License/Permits	$658,179	$643,568	$400,000	$771,231	$400,000	$400,000
Departmental Receipts	$350,297	$414,030	$302,000	$454,064	$302,000	$302,000
Investment Income	$45,830	$25,928	$25,000	$28,388	$25,000	$25,000
Recreation	$160,000	$160,000	$180,000	$180,000	$180,000	$180,000
Other	$61,298	$83,643	$40,000	$78,363	$40,000	$40,000
	$3,854,849	**$4,291,366**	**$3,312,000**	**$4,741,531**	**$3,312,000**	**$3,312,000**

Local receipts are various revenue sources collected at the local level – categorized as such by the Department of Revenue.

As a financial policy, the budget is set to be a conservative estimate for local receipts. All actual receipts higher than budget flow to free cash each year. Maintaining a conservative budget protects the Town from fluctuations in actual receipts that may occur.

Major revenue in this category is motor vehicle excise tax. Motor vehicle revenue has recently been very strong after several years of fluctuations due to the economy.

Investment income has significantly declined due to low interest rate environment, dramatically declining from a high of $615K in FY08 to $28K in FY15.

FY2017 Available Funds

Available Funds Allocated	FY12	FY13	FY14	FY15	FY16	FY17
	Budget	Budget	Budget	Budget	Budget	Budget
Conservation Receipts	$17,000	$17,000	$17,000	$17,000	$17,000	$17,000
Cemetery Trust	$10,000	$10,000	$1,000	$1,000	$0	$0
Cemetery Lot Sales						$110,250
Ambulance Receipts for Ongoing Budget	$376,500	$376,500	$376,500	$376,500	$376,500	$376,500
High School Bond Premium	$27,687	$25,278	$22,750	$20,281	$17,812	$15,738
Additional One Time Use Ambulance for Operating Budget			$180,000			
Library Bond Premium		$21,284	$20,378	$19,170	$17,963	$16,755
	$431,187	**$450,062**	**$617,628**	**$433,951**	**$429,275**	**$536,243**

Available Funds for Prior Year/Misc Warrant Articles	FY12	FY13	FY14	FY15	FY16	FY17
	Budget	Budget	Budget	Budget	Budget	Budget
Additional Ambulance	$66,000	$77,000	$212,950	$448,000	$131,000	$208,000
(equipment/salaries/purchase ambulance)						
Sale of Assets Account				$275,000		
Overlay Surplus	$25,000			$25,000	$35,000	
Cemetery Lot Sales for special article		$15,000	$70,000			
Additional State Aid	$641,222	$44,600	$236,456			
Bond Premium					$725,000	
Miscellaneous Funding			$300,231			$20,000
	$732,222	**$136,600**	**$819,637**	**$748,000**	**$891,000**	**$228,000**

- Available funds are transferred from these accounts to the general fund to support the corresponding appropriation.
  - Major available fund is ambulance receipts – used to offset costs of providing service.
  - High School and library bond premium – this is a required annual apportionment of bond premium received from the sale of bonds to fund the high school and library debt. As the debt was approved outside of Proposition 2 ½, an apportionment of the premium must be used each year to offset the exempt taxes.
  - The FY17 budget includes $110,250 in cemetery lot sales to pay for cemetery debt service for bond approved at May 2015 Town Meeting.

Meals Tax

- In 2009 the State allowed municipalities to adopt .75% additional on the 6.25% State excise tax on restaurant meals.
- The Department of Revenue (DOR) collects the money and sends the .75% local share to the Town quarterly.

- Westwood adopted the additional meals tax at the 2014 Fall Town Meeting and it became effective January 1, 2015.

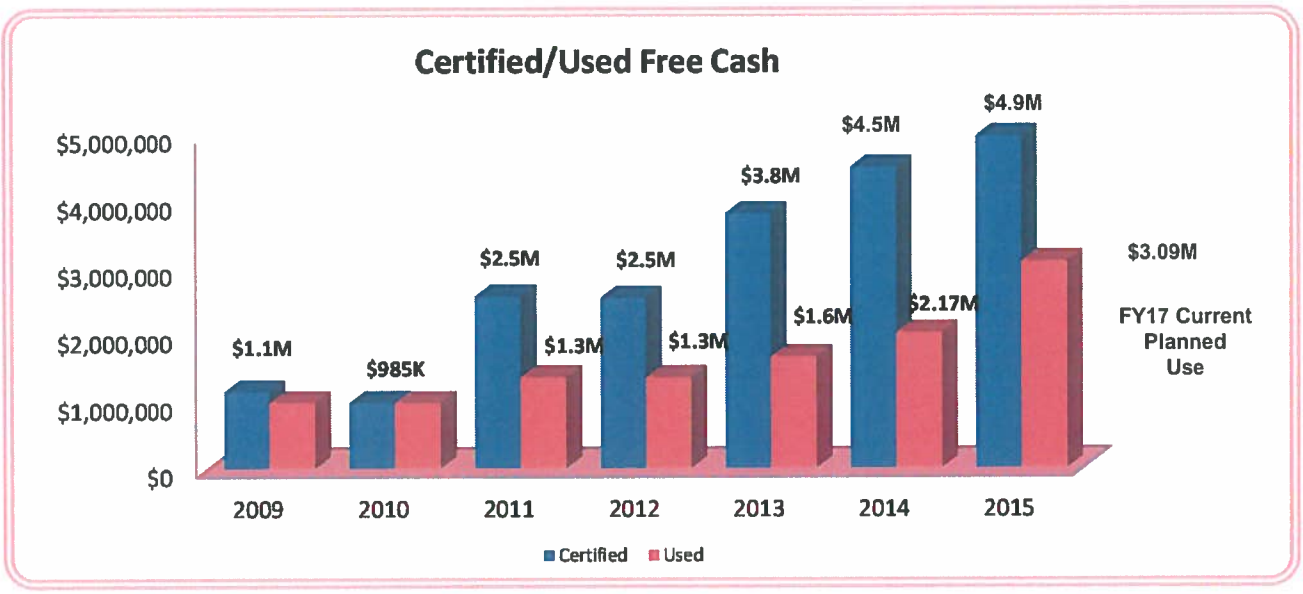
    - Town Meeting further voted that all collections of this revenue be reserved for appropriation in an account for future transfer by Town Meeting vote.

- As of December 31, 2015 the balance in the meals tax account was $191K.

Quarterly Distribution	Period	Amount	Cumulative Total
March 31, 2015	December, January, February	$12,948	$12,948
June 30, 2015	March, April, May	$43,202	$56,150
September 30, 2015	June, July, August	$67,267	$123,417
December 31, 2015	September, October, November	$67,881	$191,298

A Look at Free Cash

- Certified Free Cash as of July 1, 2015 is $4,961,737.
- Free cash stabilized and strong.
- Good FY15 budget to actual results and continued strong motor vehicle revenue.
- Disciplined use of prior year balance.
  - Not applied to operating budgets. Not using full allowance.
  - In line with Financial Policy, apply higher amounts to capital needs.
- FY17 current budget uses $1,652,050 for capital, $100,000 for Stabilization ,$456,000 for debt service budget (from budget closeout), $383,000 for miscellaneous articles, and $500,000 for general tax relief.

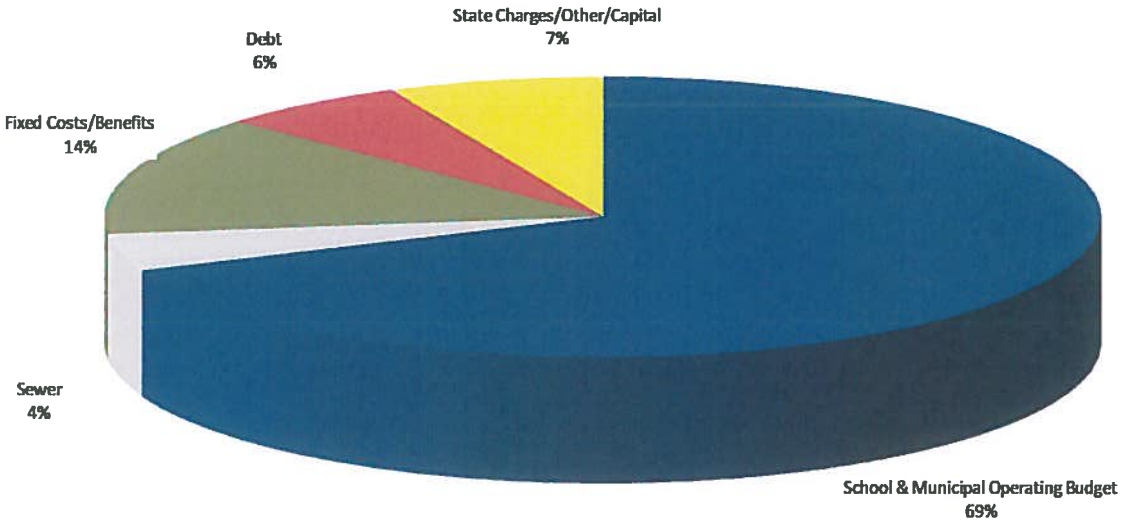


	July 2015	July 2014	July 2013	July 2012	July 2011	July 2010	July 2009
Certified	$4,961,737	$4,502,878	$3,806,582	$2,547,593	$2,572,798	$985,616	$1,148,459
Proposed 2016 ATM:							
Fall Town Meeting/ Other	$456,000	$155,000					$110,000
Stabilization	$100,000	$100,000	$100,000	$500,000	$344,000		
Capital	$1,652,050	$1,523,000	$1,308,150	$800,000	$700,000	$700,000	$700,000
Articles	$883,000	$401,509	$260,500	$58,000	$320,000	$280,000	$175,000
Total Used	**$3,091,050**	**$2,179,509**	**$1,668,650**	**$1,358,000**	**$1,364,000**	**$980,000**	**$985,000**
Unallocated	**$1,870,687**	**$2,323,369**	**$2,137,932**	**$1,189,593**	**$1,208,798**	**$5,616**	**$163,459**

- Financial Policy target is approximately $2.8M unallocated.
- Amount used includes $500K for tax relief.
- Balance is in range of policy as free cash will be updated at year end 6/30/16.

FY2017 Proposed Expenditure Summary

FY2017 Expenditure Summary



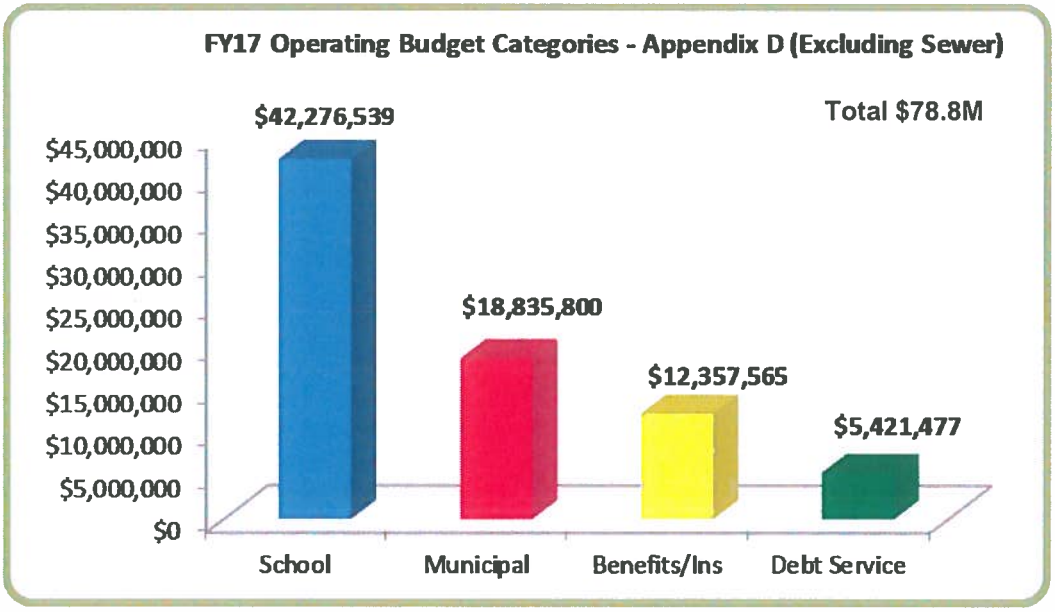
FY2017 Proposed Expenditure Summary

	FY2016 Budget	FY2017 Proj	$ Increase	% Increase
Operating Budget - School Categories	$40,155,808	$42,276,539	$2,120,731	5.3%
Operating Budget - Municipal	$18,128,541	$18,835,800	$707,259	3.9%
Benefits/Reserves/Comprehensive Insurance	$11,397,104	$12,357,565	$960,461	8.4%
Sewer - Operating	$3,682,975	$3,824,533	$141,558	3.8%
Debt Service	$4,894,498	$5,421,477	$526,979	10.8%
Capital Budget - School & Municipal	$1,523,000	$1,735,150	$212,150	13.9%
Capital - Sewer	$850,000	$135,000	($715,000)	-84.1%
Appropriations:				
Stabilization	$100,000	$100,000	$0	0.0%
Capital Stabilization	$1,650,000	$0	($1,650,000)	-100.0%
OPEB	$1,350,000	$1,350,000	$0	0.0%
Prior Year	$567,509	$421,000	($146,509)	-25.8%
Other Financial Articles/Other Capital	$400,000	$1,640,000	$1,240,000	310.0%
State Charges/Offsets/Overlay/Snow	$1,426,319	$1,243,299	($183,020)	-12.8%
Total Expenditures	**$86,125,754**	**$89,340,363**	**$3,214,609**	**3.7%**

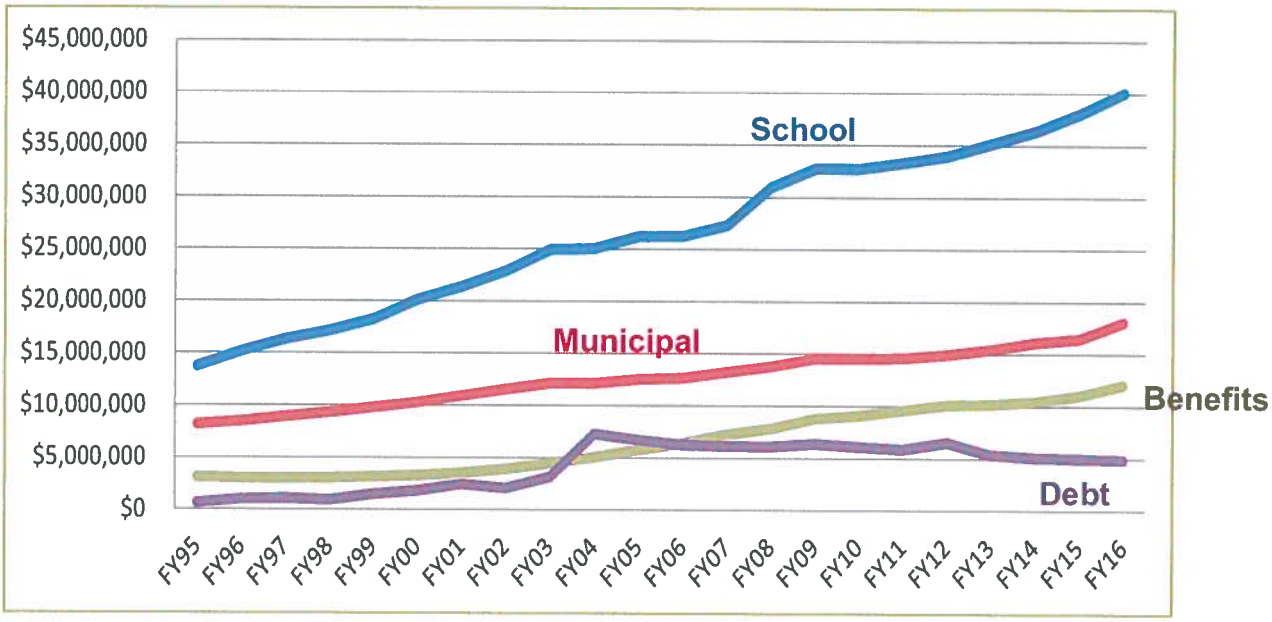
FY17 Proposed Budget .....

The Selectmen have proposed the following budgets for FY2017.

FY16 Budget	Category	FY17 Selectmen Proposed	$ Change FY17 vs. FY16	% Change FY17 vs. FY16
$39,891,136	School Operating	$41,830,053	$1,938,917	4.9%
$18,163,541	Municipal Operating	$18,835,800	$672,259	3.7%
$158,431	Blue Hills Budget	$124,732	-$33,699	-21.3%
$106,241	Traffic Supervisors	$106,954	$713	0.7%
$11,362,104	Fixed Costs Budget	$12,357,565	$995,461	8.8%
$4,894,498	Debt Budget	$5,421,477	$526,979	10.8%
$1,523,000	Municipal & School Capital	$1,735,000	$212,000	13.9%
$1,450,000	Stabilization & OPEB Ongoing Article	$1,450,000	$0	0.0%



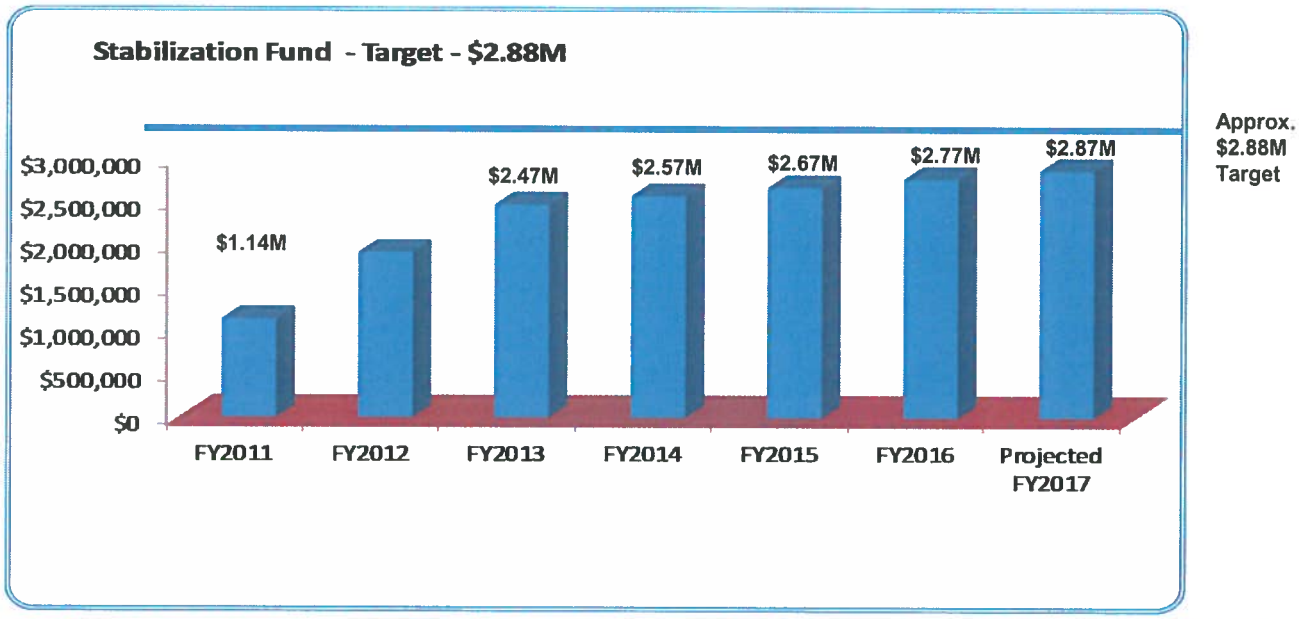
A Look at the Budget History



Budget	% Change in Budget											
	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
School Budgets	.1%	4%	12.9%	5.8%	0%	1.7%	2%	3.3%	3.8%	4.2%	5.3%	4.7%
Municipal Budgets	1.2%	4.5%	3.7%	5.4%	0%	.6%	2.3%	3%	3.2%	3.4%	5.2%	3.7%
Benefits/ Insurance/ Reserves	11.2%	13.6%	7.6%	12.3%	3.7%	5.5%	5.6%	0.5%	2.5%	5.5%	3.1%	8.8%
Debt Service	-6.3%	-2.2%	-0.7%	4.1%	-3.9%	-3.7%	11.1%	-18%	-4.7%	-2.3%	-2.3%	10.8%

Stabilization Fund

- The Stabilization Fund is the Town's reserve account to provide for unforeseen emergencies or future expenditures.
- Prudent use of a reserve fund is vital to good financial management, protection for the Town against unforeseen emergencies, and maintenance of a top credit rating.
- Financial target approximately 4% of net general fund revenue.
- Appropriations into and use of this Fund require a 2/3 vote of Town Meeting.
- Funds may be used for any purpose approved by Town Meeting.

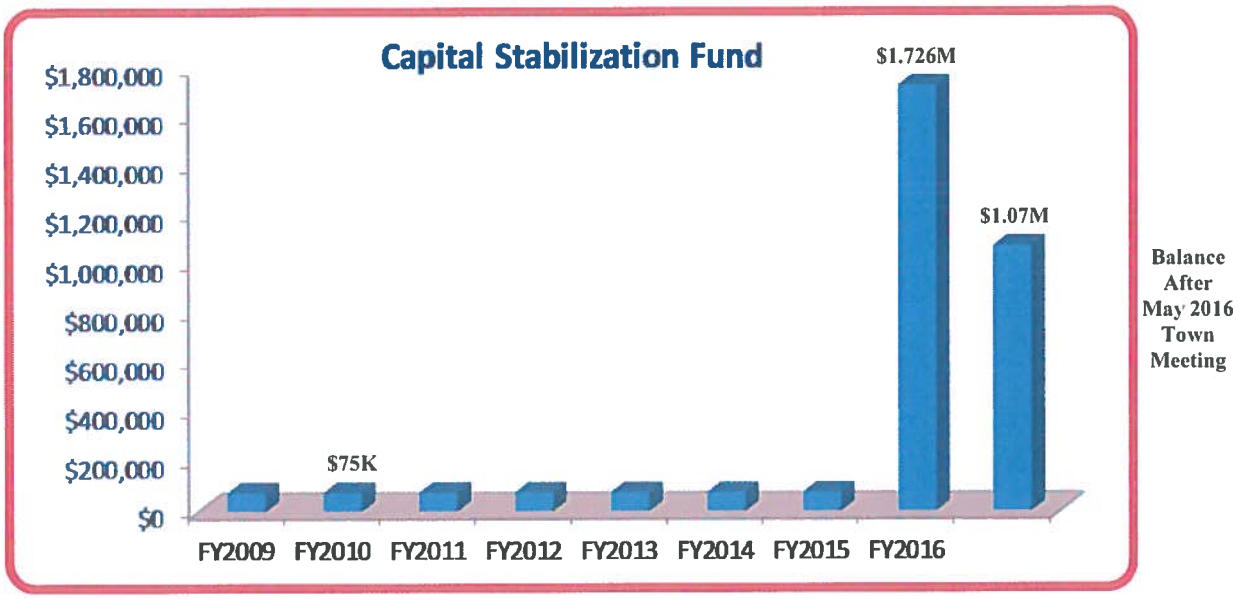


Stabilization Fund					
	FY2013	FY2014	FY2015	FY2016	Budget Plan FY2017
Annual Appropriation	$50,000	$100,000	$100,000	$100,000	$100,000
One Time Appropriation	$744,000	$500,000	$0	$0	$0

- The budget plan provides for a $100,000 annual appropriation funded by free cash transfer.

Capital Stabilization Fund

- The Capital Stabilization Fund was established by Town Meeting in 2005 for the purpose of investing in the long term maintenance of the Town's capital assets – primarily buildings and equipment.
- Funds designated to this Fund cannot be used for purposes other than those for which the Fund was established.
- Appropriations into and from this Fund require a 2/3 vote of Town Meeting.
- At the 2008 Annual Town Meeting, $75,000 was appropriated to this account funded by some initial Westwood Station payments.
- At the 2015 Fall Town Meeting, two articles appropriated one time revenue in the account:
    - $925,000 was appropriated into this account funded by available FY16 new taxes from the University Station project.
    - $725,000 was appropriated from one time bond premium.
- This Fund can be a useful tool to provide funding for important capital needs.



Capital Stabilization Fund				
	FY2009	FY2015	FY2016	FY2017
Annual Appropriation	$0	$0	$0	$0
One Time Appropriation	$75,000	$0	$1,650,000	$0
Use				$650,000

Debt Management

Prudent use of debt financing is an important part of the Town's overall fiscal planning. The primary objective of any debt management approach is to borrow at the least cost over the term of repayment of the debt. Attainment of this objective requires clear positions regarding for what purposes to borrow, when to schedule debt-financed projects and how long to extend the repayment (generally, debt issued for longer periods bears a higher interest rate).

The Town Treasurer and Selectmen support a rapid repayment schedule of ten years or less whenever possible. This ensures cost savings to the community and seeks to avoid strapping future generations with large debt loads. The High School and Library were bonded for 20 years to mitigate the effect of the annual tax burden.

All debt is issued as general obligation debt. This means that the full faith and credit of the Town is pledged to the bondholder. Debt issued on behalf of the Town's enterprise operation (sewer) is, however, supported by sewer user revenues when authorized by vote of Town Meeting.

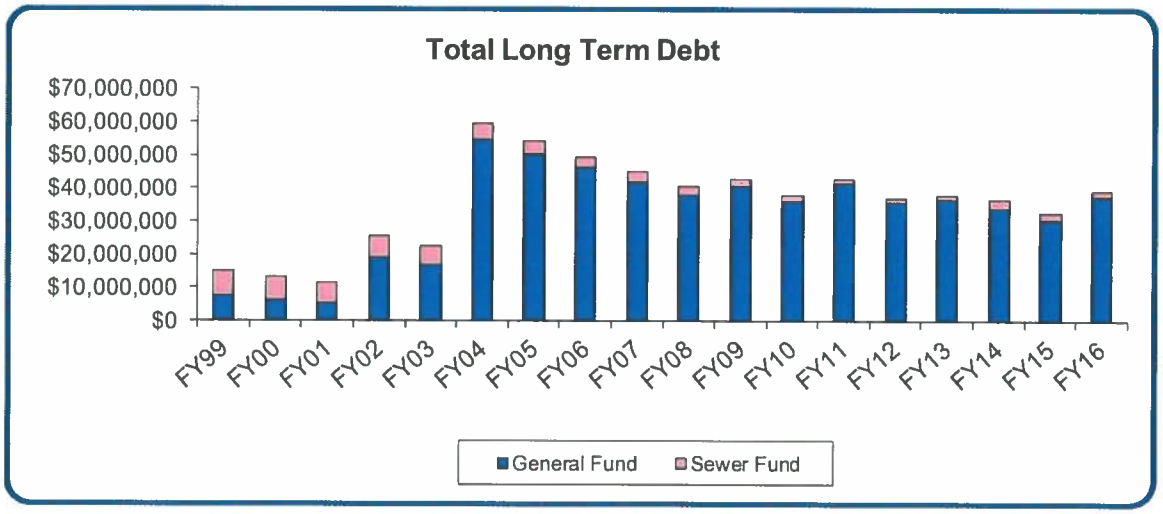
A significant portion of the High School debt is paid by State School Building Assistance funds.

As with a personal credit rating, the Town's credit rating is a statement of its overall fiscal health as a government and as a community. The benefit of a strong credit rating is realized in lower interest costs on the Town's long-term debt issues.

The Town underwent an updated credit review in August 2015, in conjunction with the sale of a $10.45M bond.

Current Credit Ratings
AAA Standard & Poor's (2015)
Aa1 Moody's (2013)

These ratings are excellent ratings for a small community. The ratings reflect the Town's commitment to both fiscal discipline as well as quality services. In order to maintain high credit ratings, the Town must continue with the progress made on funding reserves and meeting financial policies.



Total Long Term Debt Issued and Outstanding	FY16 9-1-15	FY15	FY14	FY13	FY12	FY11	FY10	FY09	FY08
General Fund	37,525,000	30,545,000	34,100,000	36,441,500	35,545,000	41,290,000	36,280,000	40,575,000	37,760,000
Sewer Fund	1,888,060	2,277,620	2,661,680	1,310,440	1,443,200	1,550,600	1,865,287	2,175,125	2,600,875
Total	39,413,060	32,822,620	36,761,680	37,751,940	36,988,200	42,840,600	38,145,287	42,750,125	40,360,875

Long Term General Fund Debt Outstanding

	Description	Rate of Interest	Date Issued	Maturity Date	Amount Issued	Total Outstanding 30-Jun-16
E = Exempt						
E	High School Project	1.63	5/2012	06/01/2023	$39,262,300	$12,800,000
E	Library Construction	3.37	3/10/11	03/10/2031	$9,300,000	$6,975,000
Within Prop 2 1/2						
	Municipal DPW Building	4.25	8/01/03	06/81/2014	$2,600,000	$0
	Public Building	4.25	8/01/03	06/08/2014	$240,700	$0
	Land Acquisition	3.19	8/01/08	02/01/2015	$210,000	$0
	High Street Reconstruction	3.40	8/01/08	02/01/2017	$1,000,000	$110,000
	High Street Lights	3.39	8/01/08	02/01/2017	$195,000	$20,000
	High School Fields	3.84	8/01/08	02/01/2018	$475,000	$90,000
	High School Completion	3.48	8/01/08	02/01/2023	$1,950,000	$910,000
	Middle Sch Modular Construction	3.79	6/15/09	06/15/2029	$3,500,000	$2,275,000
	School Roof	1.43	12/20/12	06/01/2022	$935,000	$559,000
	DPW Roads/Equipment	1.43	12/20/12	06/01/2022	$3,700,000	$2,216,000
	DPW Roads/Equipment	1.62	05/15/14	05/15/2024	$1,400,000	$1,120,000
	Design Fire Station	2.66	9/1/2015	09/01/2035	$850,000	$850,000
	Construct Fire Station	2.66	9/1/2015	09/01/2035	$8,650,000	$8,650,000
	LED Lights Upgrade	2.66	9/1/2015	09/01/2025	$500,000	$500,000
	Cemetery Expansion	2.66	9/1/2015	09/01/2020	$450,000	$450,000
					Total General Fund	**$37,525,000**

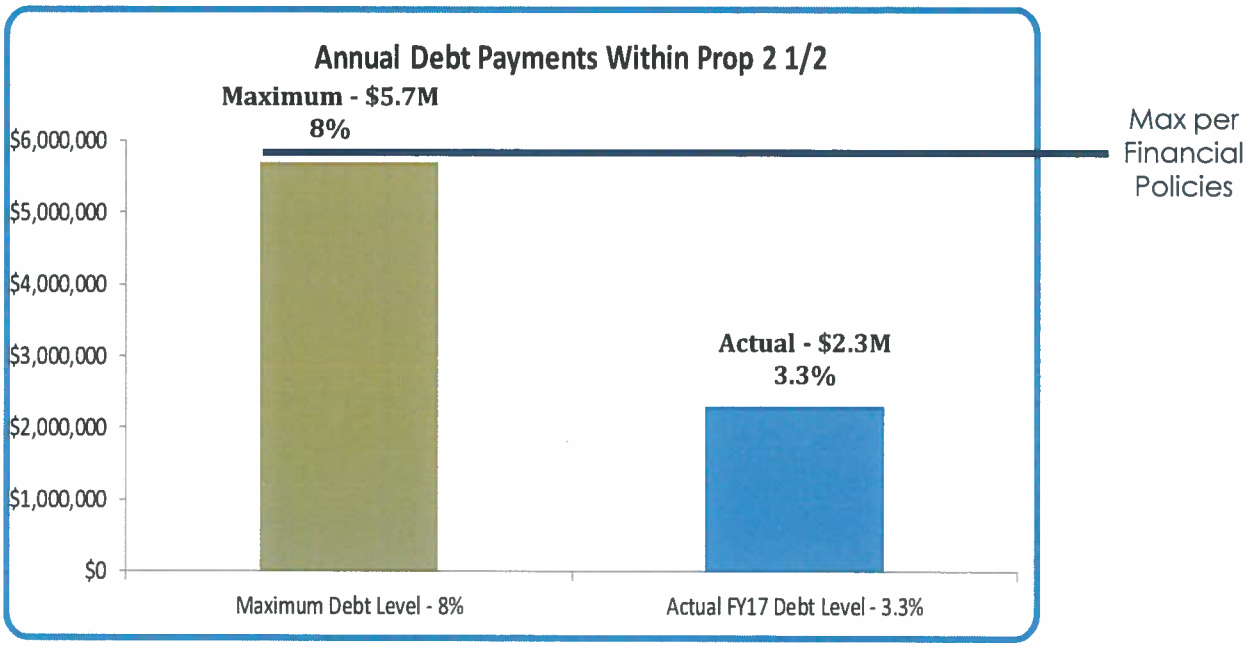
General Fund Debt Authorized - Not Yet Issued Long Term

Design Police Station	Fall TM 11/2014	$1,000,000
Issued as 1 yr BAN 9/15		
Deerfield Road/Parking Project	Fall TM 11/2015	$2,000,000
Land Purchase	Fall TM 11/2015	$890,000
	Total	$3,890,000

3/29/2016

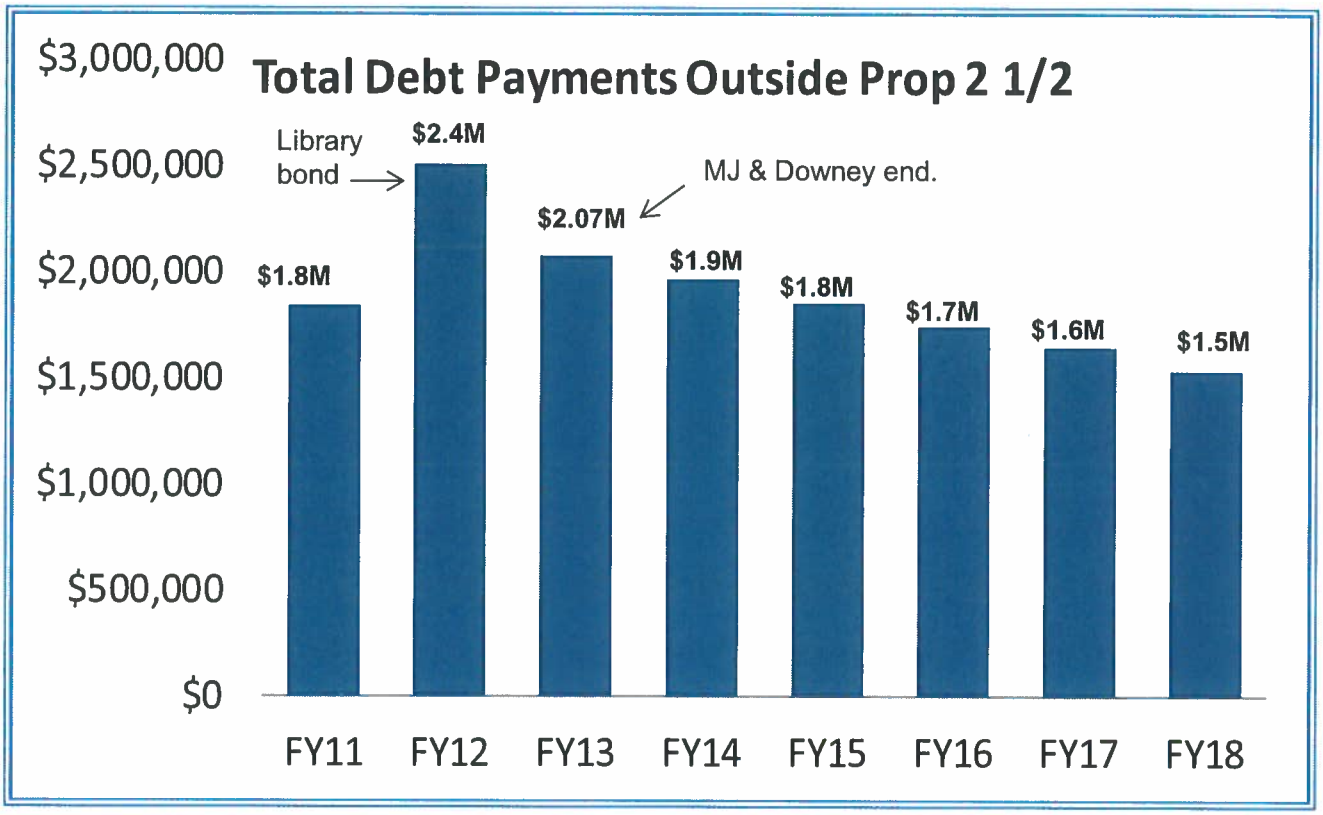
Debt Level – Well Within Guidelines

- Westwood has a low amount of debt.
  - Financial Policies – annual debt should not exceed 8% of net general fund revenue.



- Includes $10.45M bond issued August, 2015.
- Actual debt of $2.3M is FY17 full payment.
- Should target a portion of new University Station revenue for debt capacity.

Total Net Exempt Debt – Debt Outside of Proposition 2 ½



- Principal and interest payments for projects approved outside Proposition 2 ½.
- Exact amount of debt cost, net of state school reimbursement, is raised in taxes.
- When bond ends, exempt taxes end.
- FY16: High School $1.01M/Yr., Library - $723K.
- High School bond ends FY2023; Library 2031.
- Payments decline approximately $100K each year.
- High School bond in FY2023 is approximately $400K.

Other Post Employment Benefit Costs (OPEB)

What is it?

Employees of state and local governments may be compensated in a variety of forms in exchange for their services. In addition to a salary, many employees earn benefits over their years of service that will not be received until after their employment with the government ends through retirement or other reason for separation. The most common type of these post employment benefits is a pension. As the name suggests, other post employment benefits (OPEB) are post employment benefits other than pension. OPEB generally takes the form of health insurance and dental, vision, prescription, or other health care benefits provided to eligible retirees, including in some cases their beneficiaries.

OPEB is a part of the compensation that employees earn each year, even though these benefits are not received until after employment has ended. Therefore, as benefits accrue, they are a cost of providing public services today, and should be a part of the municipality's accounting statements.

However, most governments report their cash outlays for OPEB in the year of actual distribution, rather than in the year benefits are earned. These two amounts may be vastly different and represent the unfunded liability.

GASB 45 now requires municipalities to disclose the unfunded liability as part of their financial statements. Municipalities are required to update an actuarial analysis of the liability every other year. There is currently no requirement to fund the liability.

OPEB Liability – Most Recent Study – 6/30/15

Westwood is required to update the valuation of the liability every other year. The most recent valuation was completed in early 2016 for the period ending 6/30/15.

	6/30/13	6/30/15
Unfunded Actuarial Liability	$55.9M	$35.6M

As shown, the unfunded liability significantly decreased from $55.9M to $35.6M. This is due to the actions taken by the Town over the last few years including:

- Transition to the State GIC health insurance.
- Elimination of Medi B payment.
- Investment of trust funds with State Prit program.
- Using health care savings to provide for $1.35M in annual appropriation with the budget:
    - $700K from transition to GIC in FY16.
    - $400K from change in health plans in FY13.

The $35M liability is comprised as follows:

Schools	$19.45M
Public Safety	$10.8M
DPW/Gen Government/Other	$5.35M
Total	**$35.6M**

Other Post Employment Benefit Costs (OPEB)

The OPEB liability needs to be addressed on both the revenue and expense sides. It is only through a combination of efforts on both sides that the Town will be able to address this long term liability.

Funding

- The effort to fund started in FY11, with a $20K budget item. The $20K was funded by the exact amount another fixed cost line item, social security, was decreasing. In the FY12 budget, we continued, within the fixed costs budget, to fund the OPEB obligation with $26K allocation.
- In FY13, we continued the funding within the fixed cost allocation at $38K. In addition, in FY13 significant savings from changes to the health care benefits provided for a $435K annual contribution to the OPEB liability.
- In FY14, funding continued with a $68K appropriation from savings in the fixed costs budget and the annual health care savings costs of $435K.
- In FY15, a $550K annual appropriation built into the budget continued the funding program.
- The FY16 appropriation of $650K was supplemented at the Fall 2015 Town Meeting with the savings from the GIC conversion, calculated at $700K, bringing the new annual appropriation to $1.35M.
- The $1.35M appropriation will be increased incrementally by $38K per year.

Benefits/Expense

- The liability should also be addressed by making changes on the benefit/expense side.
- In FY14, the Selectmen eliminated the 50% Medicare B premium payment for all new retirees as of 7/1/2014. This action reduced the full liability by 10% or $5M and reduces the annual funding requirement by $400K or 25%.
- In FY15, the Board of Selectmen approved the transition of the Town's health insurance to the State Group Insurance Commission (GIC). This transition will result in significant savings for health insurance costs for both the employees and the Town. The full amount of the annual savings was added at the Fall 2015 Town Meeting to the annual OPEB appropriation.
- The health care cost savings will also help reduce the overall OPEB liability.
- Efforts should continue on the expense side to contain costs and reduce the liability.

Investment of Funds

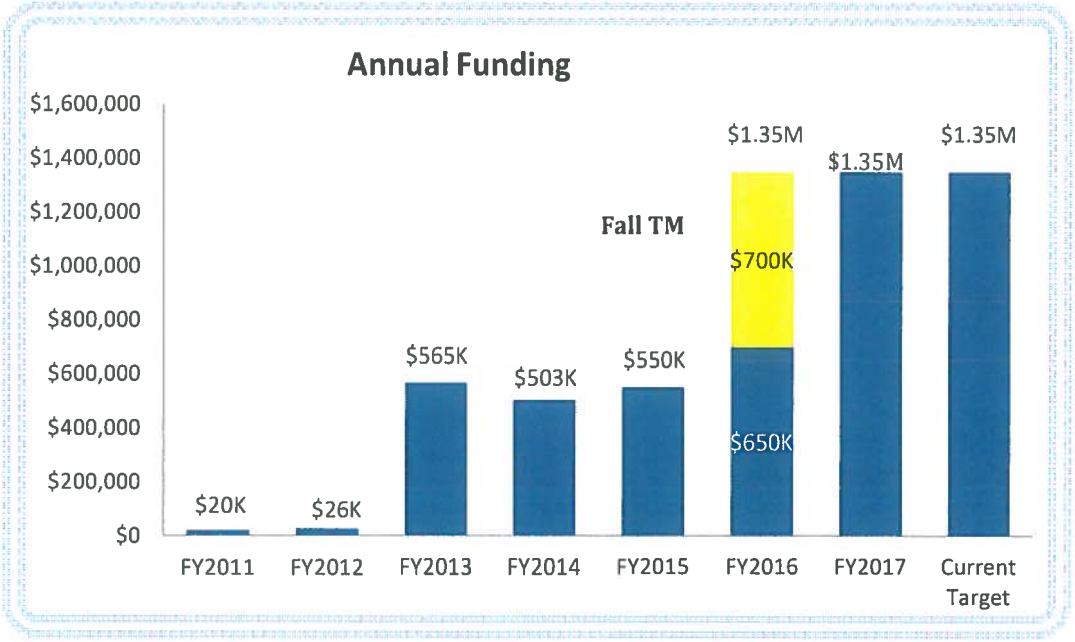
- In FY15, the Town Treasurer, with approval from the Board of Selectmen, transferred funding in the OPEB Trust to the State PRIM program for OPEB funds, allowing the funds to earn a greater investment return. PRIM currently invests over $60 billion of State and municipal retiree funds and $600M of OPEB funds. The investments match the long term nature of these funds.

OPEB Liability – FY17 Funding

- The Town transitioned its health insurance program to the GIC effective July 1, 2015. The savings of $700K from the GIC conversion was transferred at the Fall 2015 Town Meeting from the FY16 health insurance budget to the annual OPEB appropriation, bringing the new appropriation level to $1.35M. This level will continue in FY17.

Westwood OPEB Funding

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	Budget Plan FY2017
Small annual appropriation coming from decrease in other fixed costs (social security match and non-contrib pension)	$20,000	$26,000	$38,000	$68,000	Combine with Article		
New appropriation (from savings in health care costs)			$435,000	$435,000	$550,000	$1,350,000	$1,350,000
Total Annual Appropriation	$20,000	$26,000	$473,000	$503,000	$550,000	$1,350,000	$1,350,000
Retiree drug subsidy from West Suburban			$92,235				



- The annual appropriation will increase by approximately $38K each year to remain on target.

Long Range Financial Planning Committee (LRFP)

- Established by Board of Selectmen in 2003.

- Comprised of representatives from the following Boards and Committees:

Board of Selectmen	Tax Collector
School Committee	Town Treasurer
Economic Development Advisory Board	Town Administrator
Finance and Warrant Commission	Town Finance Director
Planning Board	School Superintendent
Board of Assessors	Two at-large community representatives

- Some of the long term issues that the LRFP considers include:

Five year projections of revenue and expenditures	Protection of credit rating
Establishment and funding of reserve accounts	Health insurance/benefit costs
Capital budgeting and planning policy	Adherence to financial policies
Debt management	Impact-residential/commercial tax rates
Financial Policies	OPEB (post employment benefits other than pensions)
Senior Tax Relief	

- Some recent areas of review and revision:

  - Financial Policies and current status.
  - Review of debt schedules and ability of issuing new debt to replace debt drop off.
  - Use of University Station revenue.
  - Future school facility needs study.
  - OPEB – funding source within budgeting funds.
  - Deerfield school roof.
  - Meals tax – set up of separate account and use.
  - Review of senior tax relief options.
  - McKinney-Vento School homeless issue and Town wide response.

- Successful results include:

  - AAA bond rating.
  - Progress on OPEB.
  - Progress on reserves.
  - Healthy operating budgets.
  - Increase to capital spending.

Westwood Financial Policies

- Westwood's *Financial Policies* were originally adopted in 2004 and were revised in 2014.

    - The Town of Westwood has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The Board of Selectmen has set forth the financial objectives and policies in the *Financial Policies* document intended to establish guidelines for the continued financial strength and stability of the Town of Westwood.

- The *Policies* can be viewed in the finance section of the Town's web site at: www.townhall.westwood.ma.us.

- The current status of the *Policies* can be seen on the following pages.

Financial Policies Status Update – October 7, 2015

	Target	Actual	Comments	Target Status	Comparison to Previous Year
B. 2. Operating Reserve Fund – shall be .5% of total general fund operating budget, net of debt service. Per new policy.	$345,902 .5%	FY16 Budget $400,000	Above target. This target was recently revised. $400,000 is comfortable budget.	✓	Continued to Meet Target
B. 3. Free Cash – shall maintain at 4% of general fund operating budget, net of debt service.	$2,767,223 4%	Est. $4,961,737 7%	Actual is at goal. Full amount before use of any free cash. This allows us to utilize standard free cash amount for FY17 budget and still meet target.	✓	Continued Improvement
D. 3. Reserve accounts – shall maintain at 8% of general fund operating revenues, net of debt service. Total reserve goals should be maintained at 4% in general fund and 4% in stabilization account.	Stabilization Target 4% $2,861,800 Total 8% or $5,723,600	Stabilization $2,775,960 3.9% Total 10% or $7,737,697	Stabilization approximately $85K short of target. Total is over target. This would be before use of free cash. Allow standard use of free cash, and then remain at target.	✓	Continued Improvement On Track With Target
D.4 Annual OPEB appropriation – the Town will appropriate no less than $550,000 per year to the OPEB Liability Trust Fund.	$550,000	FY16 budget $1,350,000	FY16 budget includes $650,000 May appropriation and $700,000 Fall Town Meeting. Above target.	✓	Significant Improvement Target to be Revised
E. 4. General fund nonexempt debt service should not exceed 8% of net general fund revenues.	Not exceed 8% Or $5,723,600	$2,345,003 3.3%	(Debt shown is FY17 w/full new debt) Target is met. Non exempt debt service is very low. Can take on more debt within Proposition 2 ½ with new revenue.	✓	Continued Below Target
E. 4. Total General fund exempt and nonexempt debt should not exceed 10-12% of net general fund revenues.	Not exceed 12% Or $8,585,400	$5,421,478 7.6%	(Debt shown is FY17 w/full new debt) Target is met.	✓	Continue to Meet Target
F. 5. Investment in capital stock – will maintain 3% of general fund operating budget, net of debt, on ongoing capital maintenance and replacement.	$2,075,417 3%	$1,523,000 2.1%	Actual is approximately $550K short of target. Actual at 74% of target. Base capital has been increased from $823K to $1,523,000.	Not Met	Much Improved
G. 5. Maintain sewer retained earnings – will maintain 10% of sewer fund revenues.	$442,395 10%	$1,239,165 25%	Actual is above target. Funds to be used for capital.	✓	Well Above Target

Other Policies – October 7, 2015

Other Policies	Comments	Target Status	Comparison to Previous Year
B.1. General Fund – Annual budget should be prepared covering operating expenditures with current operating revenue, not non-recurring revenue sources.	No Free Cash used for operating budget.	✓	Target has been met consistently
D.3. Reserves – Town will strive to make annual appropriation to the Stabilization Fund	$100,000 appropriation to stabilization reserve at 2015Annual Town Meeting, funded by free cash. Continued in FY17 budget plan.	✓	Target has been met consistently
D.4. OPEB – Town will strive to move towards fully funding ARC.	$650,000 appropriated to OPEB reserve at 2015 Annual Town Meeting, within budget funds. Additional $700K from health care savings to be added to annual appropriation at Fall Town Meeting. Revised FY16 appropriation of $1.35M.	✓	Greatly Improved On Target with ARC from Current Valuation
F.2. Capital Planning – Town will develop a multi-year plan for capital improvements.	Produced 5-year Capital Improvement Plan document; will continue to improve document and produce on an annual basis.	✓	Same