TOWN OF WESTWOOD

FINANCE COMMISSION

2012 ANNUAL REPORT

WARRANT AND RECOMMENDATIONS FOR THE ANNUAL TOWN MEETING

ANNUAL TOWN MEETING

MAY 7, 2012

7:30 P.M., HIGH SCHOOL AUDITORIUM

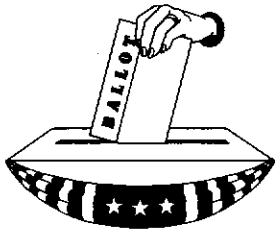
PLEASE BRING THIS REPORT TO TOWN MEETING FOR REFERENCE.

Westwood Public Library

1901

1969

2012



Westwood's Town Election
Tuesday, April 24, 2012
Polls Open From 7:00 A.M. to 8:00 P.M.

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

Vote for the following persons and on the following question to wit:

ONE ASSESSOR FOR THREE YEARS
TWO LIBRARY TRUSTEES FOR THREE YEARS
ONE MODERATOR FOR ONE YEAR
TWO PLANNING BOARD MEMBERS FOR THREE YEARS
ONE PLANNING BOARD MEMBER FOR TWO YEARS
ONE SCHOOL COMMITTEE MEMBER FOR THREE YEARS
ONE SELECTMAN FOR THREE YEARS
ONE SEWER COMMISSIONER FOR THREE YEARS
ONE TOWN TREASURER FOR THREE YEARS

QUESTION:

"Shall an act passed by the General Court in the year 2012, entitled 'An Act Providing for a Charter for the Town of Westwood', be accepted?"

SUMMARY:

The proposed revised Charter, approved by the May 2, 2011 Annual Town Meeting, approved revision of the Town Charter as recommended by the Government and Charter Study Task Force Committee. Changes to the Charter include, but are not limited to: formally recognizing and defining the position and authority of the Town Administrator; creating a Municipal Finance Department and formally recognizing and defining the position and authority of the Director of Municipal Finance; authorizing, but not requiring, the holding of a Fall Annual Town Meeting; creating a pre-petition process to assist with the form of petitioned warrant articles; authorizing not more than two associate members to serve on multiple-member bodies other than the Board of Selectmen and School Committee; changing the name of the Finance Commission to the Finance and Warrant Commission; and various ministerial and clerical corrections including capitalization, punctuation and the like.

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The John J. Cronin Public Service Award

The *John J. Cronin Public Service Award* has been presented annually each year since 2003 to individuals who have made outstanding contributions impacting the community of Westwood.

This Award is named for the late John J. Cronin, Town Treasurer, who for many years selflessly gave of his time for the betterment of the community both as an elected official and in numerous volunteer activities. The Town has and will continue to recognize that same spirit of community involvement by presenting this Award each year to recipients who have demonstrated exceptional service and dedication to the Westwood community.

Past Award Recipients

Gerard Cronin – 2003
Joseph Clancy - 2004
Michael Beaumont - 2005
Roy London - 2006
Jack Patterson - 2007
Maureen Bleday - 2008
John Wiggin - 2009
Robert Uek - 2010
Howard Messing – 2011

The Roy London Humanitarian Award

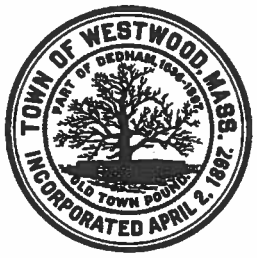
The *Roy London Humanitarian Award* was established in 2010. Roy London was a Westwood citizen who did many special things to better the lives of others in our community. The Award is presented annually to a Westwood citizen or organization who by their actions demonstrates the spirit of Roy London by their compassionate or charitable actions.

Past Award Recipients

2010
Robert Folsom
Fran and Colleen Campion

2011
Glad Rags Organization
Megan Licameli
Chester Smith

2012
The Westwood Community Chest
Kenneth Foscaldo
The Ouellette Family



The Official Town Seal

Did You Know?

At Town Meeting June 30, 1899 it was voted to procure a Town Seal. A local artist suggested the Town Pound be the central feature, and this the Town adopted. The First official use of this Seal was on the 1902 Town Report.

The huge oak tree which stood in the middle of the Town Pound and is the central portion of the seal design was destroyed in the 1938 hurricane.

Finance Commission Membership

Terms Expiring in 2012

George Hertz
Marianne LeBlanc
Robert Uek
Richard Wade

Terms Expiring in 2013

Richard Cocivera
Lee Ann Cote
Casey Delaney
John Grogan
Denise Murphy
Peter Neville

Terms Expiring in 2014

Craig Foscaldo
Russell Lavoie
Mary Masi-Phelps
Raymond Sleight
Margery Eramo Young

Sheila E. Nee, Administrator

Appointments to the Finance Commission are made by the Town Moderator.

WESTWOOD FINANCE COMMISSION

A MESSAGE TO RESIDENTS

FROM CHAIRMAN MARY MASI-PHELPS

Dear Resident,

As it does each year, the Finance Commission ("FinCom") has studied the Town's annual operating and capital budgets, as well as other financial matters, and considered all the articles on the Town Meeting Warrant. The Finance Commission's findings are contained in this report along with selected information on the Town's financial affairs. Our goal, as always, is to help residents make informed choices at Town Meeting, and I encourage all residents to engage actively in the process of governing our Town. In addition to yearly budget-related articles, this year's Town Meeting will take up three borrowing articles, several zoning amendments, and other articles that deserve the careful attention and participation of as many residents as possible.

The Finance Commission's single biggest task each year is to review and analyze the Town's annual operating budget, which includes the operating budgets for the school and municipal departments, as well as funds for fixed costs, such as health insurance and debt service. After considerable discussion and debate, the FinCom voted 10-4 to recommend the FY13 operating budget (Article 6), with dissenting members citing their concern that the Town is not adequately staffing the Fire Department. This issue has been documented by the FinCom for the past several years, and this year's vote reflects members' desire to begin a public conversation about this important and complex topic. As detailed in the majority opinion for Article 6 (p. 25), the majority of the FinCom supports the FY13 budget as proposed. We view our vote as a signal to the Town to make a concerted effort to understand and evaluate more fully the risks associated with staffing constraints, explore possible ways of addressing any identified deficiencies, and decide as a community how, and at what level, to fund our public safety departments.

Due to a number of favorable factors – high available Free Cash due to payment of back taxes related to University Avenue, responsible labor contracts and budget decisions during the economic downturn, improved revenue due to increases in State Aid and local receipts, and the retirement of debt funded within Proposition 2 ½ - the Town is able to support modest budget increases in FY13 and make progress toward some of its long term financial goals. Articles on this year's Town Meeting Warrant include a significant appropriation to the Town's Stabilization Fund, as well as authorization requests to borrow funds for important capital projects. The Finance Commission has spent considerable time discussing these articles with Town officials and staff, and is confident that they represent appropriate and prudent allocation of resources. We encourage the Town to continue to balance the needs of ongoing operations with long term capital needs and financial policies.

Another long term financial concern raised last year by the Finance Commission was the issue of unfunded other post-employment benefit liabilities ("OPEB"). The Town has since taken some important first steps in addressing this problem, which is a growing challenge to municipalities and state governments across the country. In addition to establishing and making a significant appropriation to an OPEB fund to help pay for this liability, the Board of Selectmen has appointed an OPEB Task Force to study this area and recommend additional actions for the Town's consideration. The Finance Commission supports the Board of Selectmen's leadership in ensuring that Westwood takes care of this important long term obligation.

Looking ahead to next year, should the Town's budget again allow for operating increases and/or additional investment in capital projects and equipment, the Finance Commission urges Town leaders and citizens to consider carefully how to prioritize the needs of different departments. During difficult times, when preserving services or limiting deterioration is the best outcome one can hope for, an equitable 0% or 2% "across the board" policy fosters a sense of common sacrifice throughout the community. As conditions ease somewhat, the Finance Commission believes it is in Westwood's best interest to consider the difficult question of whether the current allocation of resources among departments is still appropriate or whether adjustments are needed in order to address important issues or reflect changing needs in the community.

On behalf of the Finance Commission, I would also like to acknowledge the dedicated staff in Westwood's municipal and school departments. We are lucky to have them. Mike Jaillet, Town Administrator, John Antonucci, Superintendent of Schools, Tom McCusker, Town Counsel, Pam Dukeman, Finance Director, Dottie Powers, Town Clerk, and the many department heads and staff care deeply about the Town and work tirelessly to ensure that Westwood remains an extraordinary place to live in. We thank Anthony Antonellis, Town Moderator, the Board of Selectmen, the Planning Board, Long Range Financial Planning committee, and other elected and appointed officials for their support and encouragement. I would like to extend a special thanks to Finance Commission Vice Chairman John Grogan and all FinCom members for their support and many hours of work through the year. We are all grateful to Sheila Nee, Finance Commission Administrator, for her unfailing professionalism and dedication to the Finance Commission and to the residents of Westwood.

Sincerely,

Mary Masi-Phelps, Chairman

About the Finance Commission

The Westwood Finance Commission ("FinCom") is a fifteen member volunteer board appointed by the Town Moderator and charged with conducting a thorough review of all of the Town's finances, including school and municipal government budgets, outstanding debt and any proposed future borrowings. In addition, the FinCom reviews and publishes an opinion on each of the warrant articles presented to Town Meeting. The FinCom's findings relevant to the upcoming May 7 Annual Town Meeting are included in this report.

Introductory Note

The School Department has proposed an operating budget (included as part of **Article 6 -*FY13 Town Salary & Expense Budget***) of $34,837,805 for fiscal year 2013 (FY13). This amount increases the School Department operating budget by $1,120,217 (3.3%) from FY12.

Since first presented, the Finance Commission's Education Subcommittee has spent considerable time reviewing the Superintendent's proposed budget. In addition, the committee met with the Superintendent and key members of his staff in order to gain the knowledge necessary to properly evaluate the proposed budget in order to render an informed recommendation.

The FY13 School Spending Request

The Superintendent's proposed FY13 operational budget request is $34.8MM. This represents a 3.3% increase from the FY12 budget. This amount is net of $3.1MM in offsets associated with fees, grants and special education reimbursements (see appendix A).

As a result the total proposed operational spending is $37.9MM and is detailed in the chart below.

FY13 Budget by Category

	FY12 Budget	FY13 Budget	Increase (decrease)
Total Salaries	$ 27,263,742	$ 28,964,079	$ 1,700,337
Special Ed (non-Salary)	$ 2,299,126	$ 1,632,476	$ (666,650)
Utilities	$ 1,257,650	$ 1,257,650	$ -
Operation & Maintenance (non-salary)	$ 773,225	$ 798,225	$ 25,000
All other non-salary	$ 2,123,845	$ 2,185,375	$ 61,530
Total as submitted	**$ 33,717,588**	**$ 34,837,805**	**$ 1,120,217**
Add Back offsets----->	$ 3,059,056	$ 3,062,304	$ 3,248
Total Request	**$ 36,776,644**	**$ 37,900,109**	**$ 1,123,465**

In summary, this budget:

- Provides funding for all existing programs and services
- Addresses enrollment needs through additional staff
- Adds new resources for elementary math and technology support
- Adds Special Education staff to meet individual student needs
- Realizes savings in Special Education due to increased reimbursement rates and elimination of costs associated with outside programs being brought in-house

Consistent with previous requests, the following school-related expenses are incorporated elsewhere in the Town's budget articles:

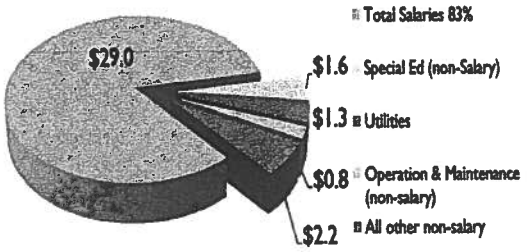
- School capital budget ($0.4MM)
- Special borrowing article for Deerfield school roof ($.9MM)
- School employee benefits (i.e. Health insurance and pension obligations)
- Blue Hill regional assessment
- Crossing guards
- School field maintenance

Where the money goes by major category & function

As detailed in the chart below, 83% of the proposed budget is dedicated to salaries. This reflects a total of 448 employees.

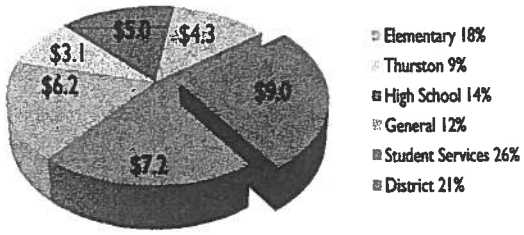
FY13 Request by Category

Total $34.8m



FY13 Request by Function

Total $34.8m



The $1.7MM increase in the salary budget is due to 12 additional staff and contractual obligations associated with merit and step pay increases. The proposed staffing includes the hiring of 2 additional staff for the middle school and high school to address enrollment increases. In addition, 4 additional staff are being added to enhance programing in the areas of Elementary Math and Technology Support. And finally, 6 additional Special Education staff is included to meet student needs.

It is important to note that the $.3MM in additional costs associated with the 6 additional Special education staff was offset by $.7MM in reduced costs associated with providing services via 3rd parties. Consistent with previous years and in order to control escalating special education costs, with the hiring of more staff, out-of-district programs are being brought in-district. The effect of this is that it not only saves money, but it allows our children to remain in their community.

When looking at the FY13 budget request by function, 26% of this year's budget request is to support Student Services and in particular Special Education. Controlling costs associated with Special Education has been a tremendous challenge to the School Department given the uncertainty of services required, the associated costs and the number of students who require them. The approach the School Department has taken to address this issue by bringing services "in-house" to avoid using costly out-of-town services has achieved solid results.

How does the School budget get funded?

The FY13 School budget is funded primarily through

- Property taxes $30.6MM
- Offsets (fees, grants and special education reimbursement) $ 3.1MM
- State Chapter 70 funding $ 4.2MM

It is important to note that historically State Chapter 70 funding has varied depending on the State's financial situation. In the past 5 years, the town has seen its Chapter 70 increase an average 8% per year (from $2.6MM in FY2007 to $4.1MM for FY2013). For FY13, and based upon the Governors' submitted budget to the State Legislature, the Chapter 70 funding represents a 10% ($.4MM) increase from FY12. This favorable outcome became a key component in funding new programs while maintaining all existing programs and services.

Concerns for the future

As our committee reviewed the FY13 budget, it became apparent the School district faces major challenges that go beyond this year's request which deserve your attention.

Managing the economics of Special Education. Currently the school district devotes 26% of its annual budget and 33% of its staff to provide Special Education services to over 500 students. This cost in terms of resources to provide these services is significant. The school district has successfully reduced costly out-of-district placements by bringing in-house certain services. The savings from this action has allowed the school district to be able to continue to deliver an annual budget which meets the educational expectations of the community, as well as State and Federal regulations, and still be funded with the limits of Proposition 2½.

There remains a concern that all cost savings measures will soon be achieved, yet budget pressures will continue, requiring that they be met outside the funding limits of Proposition 2½.

Another concern is the reliance on State reimbursement for providing special education. The FY13 budget assumes the State and the federal government will contribute $1.6MM through a combination of the SPED Circuit Breaker and the SPED Grant (see appendix A) to reimburse the town for special education services.

However, there is no certainty that these programs will continue to maintain their current level of reimbursement in the future. If reductions did occur, it would put tremendous strain on future budgets.

Reliance on Fees. The school takes in currently $1.0MM for various fees which include athletic fees, kindergarten fees, Bus fees and various other activity-based fees (see appendix A). This revenue source has proven a key component to achieving a balanced budget and insuring programs and services are maintained. However, it is unclear whether these fees can increase much more and still make participation in various fee-based activities affordable.

Chapter 70 Funding. As previously mentioned the School district was fortunate in that Chapter 70 funding was increased by 10% ($.4MM) for FY13. The $4.2MM represents (after property taxes) the largest mechanism to fund school operations. The ongoing unpredictability of this funding source has always been a cause for concern and this year was no different. The School district must remain conservative in its future budget planning to avoid a potential budget shortfall due to a reduction in Chapter 70 funding.

In Conclusion

Historically, the citizens of Westwood have supported the investments required to have one of the top school systems in the Commonwealth. This year, strategic decisions (bringing special education services "in house") and fortunate financial outcomes (10% increase in Chapter 70 funding) have enabled the school department to preserve core educational services within the budgetary constraints imposed by Proposition 2 ½ and enhance programming in certain areas.

To maintain Westwood's tradition of excellence in a sustainable way under ongoing financial constraints, it is more important than ever for the town and school administration along with residents to begin a dialogue on what Westwood wants and expects from its public schools, and how to best fund these needs on an annual basis. Westwood consistently ranges in the top 20 districts in the state when looking at traditional performance measures such as teacher-student ratios, graduates attending 2- and 4-year colleges, MCAS scores, and Advanced Placement offerings. Likewise, Westwood's per-pupil spending is consistent with that in peer communities. While these measures are informative

at a very high level, they do not tell the whole story, and we urge the community to engage with school administrators to understand more fully how our schools measure up and what is necessary to maintain Westwood's standard of excellence in public education.

With Thanks

On behalf of the Finance Commission, the Education Subcommittee would like to express our gratitude to Superintendent John Antonucci, Director of Business & Finance Heath Petracca, Finance Director Pam Dukeman, Finance Commission Administrator Sheila Nee, and the members of the School Committee for their cooperation, assistance and availability during the budget review process.

We recognize that all department heads and town leaders are working aggressively to address Westwood's ongoing financial challenges. We urge the citizens of our town to be actively involved in this process so that they may collectively determine Westwood's priorities.

Appendix A

Detail of Budget Offsets

	FY12 Budget	FY13 Budget	Incr/(Dcr)
Grants			
Sped Circuit Breaker	$ (601,628)	$ (801,628)	$ 200,000
Sped Grant	$ (741,664)	$ (800,790)	$ 59,126
Education Jobs Grant	$ (287,878)	$ -	$ (287,878)
Kindergarden Grant	$ (78,012)	$ (78,012)	$ -
Admin Technology	$ (10,000)	$ (10,000)	$ -
	$ (1,719,182)	$ (1,690,430)	$ (28,752)
Fees			
Bus Fees Revolving	$ (220,000)	$ (220,000)	$ -
Preschool Revolving	$ (150,000)	$ (150,000)	$ -
Kindergarden Fees	$ (360,000)	$ (360,000)	$ -
Athletic Revolving	$ (280,000)	$ (280,000)	$ -
Food Service Revolving	$ (51,874)	$ (51,874)	$ -
Extended Day Revolving	$ (10,000)	$ (70,000)	$ 60,000
Music Revolving	$ (28,000)	$ -	$ (28,000)
	$ (1,099,874)	$ (1,131,874)	$ 32,000
Other			
Muncipal Energy Reserve	$ (175,000)	$ (175,000)	$ -
E-Rate Reimbursement	$ (15,000)	$ (15,000)	$ -
Recreation Utility Offset	$ (50,000)	$ (50,000)	$ -
	$ (240,000)	$ (240,000)	$ -
Total	**$ (3,059,056)**	**$ (3,062,304)**	**$ 3,248**

ROBERT UEK, CHAIR
CASEY DELANEY
CRAIG FOSCALDO
GEORGE HERTZ
MARIANNE LEBLANC

MUNICIPAL SUBCOMMITTEE REPORT

Overview

The Town of Westwood's municipal budget for fiscal year 2013 ("FY13") includes the budgets for Police, Fire, Public Works, General Government, Library & Other. The Municipal Subcommittee of the Finance Commission has reviewed and analyzed these budgets and has met with the department heads in order to provide an opinion regarding the appropriateness of the budgets and the services provided.

During this review process, the subcommittee identified one particular area of concern resulting from what we believe to be inadequate staffing of the Fire Department. We want to inform the citizens of Westwood about this risk in the delivery of vital public safety services, so as to begin the debate about whether they are interested in increasing fire department funding either through increased taxation or by accepting the reduction of some other town service. This issue has been noted in prior years' Municipal Subcommittee reports and is discussed at greater length below.

For the past several years, lack of growth in Town revenues has required the municipal operating budgets be level funded. While the FY13 municipal operating budget increased 3.0%, which is a slightly faster pace than the prior year's 2.3% increase, the additional spending is largely consumed by cost of living adjustments.

Similar to the municipal operating budget, municipal capital spending has faced funding pressures in the past several years. Per financial policy, the Town should be spending about $1.5 million per year in base level capital improvements for its schools and municipal infrastructure. However, due to the lack of revenue growth, the actual amount spent on base level capital has been about half of goal -- $417,000 per year on municipal capital for the past four years with a like amount budgeted for school capital needs. For the Municipal departments, this capital funding shortfall has caused a decline in the reliability and efficiency of the DPW equipment fleet, deterioration in road and drainage infrastructure and outdated police and fire stations.

The FY13 budget does anticipate some much needed improvement in capital spending. Due to the maturity of debt there is room in the FY13 budget to issue new bonds that will allow the Town to begin to address this capital funding shortfall. It is anticipated that this increased capital spending (which is in addition to the $417,000 base level Municipal capital spend) will allow the Town to pursue a $2.4 million road improvement project as well as a $2 million upgrade to the DPW heavy vehicle fleet.

A discussion about budgets would be incomplete without acknowledging the people who make them work. The Town of Westwood is truly fortunate to have the highly experienced and dedicated department heads that we do. The financial pressures of the past several years, while not unique to the Town of Westwood, have created an extremely challenging environment in which to deliver municipal services. However, using their experience and willingness to "think outside the box," our department heads have been able to preserve to a great extent the services that we expect.

The Municipal Budget

The FY13 municipal budget is $15,425,053 which represents a 2.95% increase over FY12. The breakdown of spending by department, shown below, is essentially unchanged from the prior year:

Function	Amount	% of Mun Budget
Public Safety (Fire & Police)	$6,169,329	40%
Public Works	$4,288,293	28%
General Government	$2,798,174	18%
Library, Human Services and Other	$2,169,257	14%

Overtime

Overtime is an important component in both the operations and budgets of the police, fire and public works departments. In addition to providing for absences relating to vacations, holidays and sick leave, overtime is used to provide additional staffing in emergency situations. Because of budget limitations, each fire station is staffed with a single crew. When that crew responds to an emergency, the station is empty and unable to respond to any other call unless a second crew is called in (resulting in overtime pay). At the current funding level for overtime, the Fire Department ("FD") is unable to call in this overtime crew, leaving the FD to rely on one station to respond to fire and ambulance calls for the entire town. Within the police department, serious automobile accidents and other emergency situations which require additional staffing are funded through overtime. Overtime in the DPW is used to cover emergency situations (such as a fallen tree blocking a road or a sewer backup) which occur outside of normal working hours.

Fire Department

The FD provides comprehensive fire protection and prevention measures as well as paramedic and ambulance services. The services are provided 24 hours per day, 7 days a week to safeguard the Town and its residents. The Fire department is currently staffed with 20 firefighters, 4 lieutenants, and 4 captains. In calendar 2011, the Fire Department responded to 3,064 calls of which 1,632 were ambulance calls and 1,432 were fire/rescue related. On average, two to three times per day the Department received simultaneous calls. The Department regularly relies upon mutual aid from neighboring towns because it is understaffed. The FY13 proposed budget is $3,044,310, which represents a 2.5% ($75,500) increase from FY12. This increase is primarily the result of a 3% cost of living increase.

The FD operates out of two locations, which allows the FD to respond quickly to calls across Westwood's large geographic area. Given Westwood's area and configuration, the nature of the cross town road system and the size of the vehicles utilized by the FD, neither station can independently respond to a life emergency within the critical timeframe (4 to 6 minutes) for the entire town. Further, unlike towns of comparable population, Westwood has a disproportionate amount of major roadways (Rt. 95, Rt. 1 and Rt. 109). As a result, Westwood has a high number of traffic accidents which require a FD response. The budget allows only for staffing of six firefighters per shift, with a minimum of three firefighters needed to man a truck in service, and a minimum of two firefighters needed to man an ambulance in service. The current staffing level places Westwood behind recommended national safety standards. As mentioned in the preceding overtime section, at the current budget levels, the FD does not have an adequate over time budget to call back in a second crew when the first crew is responding to a call. Thus, one station is left to respond to a second call for the entire town or rely on mutual aid assistance

from surrounding towns that are also short on staff. Although this issue has been highlighted for the past several years, severe budgetary constraints have limited the Town's ability to restore appropriate staffing levels at the FD.

Given the relative improvement in the FY13 budget as compared to prior years, several Commission members believe that the FD's staffing needs should be considered a top priority in budget discussions. Per discussion with the Fire Chief and the Town Administrator, it is estimated the cost to increase FD staffing levels to allow a more appropriate and timely emergency response would be somewhere between $200,000 and $400,000 annually, which would equate to an increase to the Public Safety budget of between 3% and 6%.

In addition to operating costs, the department's capital needs should be closely monitored, as its facilities are old (Station 2 was built in the 1960s and the Main Station was last refurbished in 1975), and in need of updating.

Police Department

The Police Department ("PD") provides essential public safety services to the community to preserve the peace, enforce the laws and protect the public. The Department delivers these services through 16 major programs, of which the Uniform Patrol is the central component, and most visible aspect of its operations. The PD has 28 sworn-officers and 10 civilian employees.

The FY13 PD proposed budget is $3,125,019 which is a 2.8 % ($83,717) increase over FY12. Pursuant to the collective bargaining agreement, starting July 1, 2012, there will be a 2% wage increase for FY12. In addition, the Town has agreed to pay the full amount of the Commonwealth's portion of the Quinn Bill, which subsidizes police department training across the Commonwealth.

In FY13, overtime is budgeted at $179,475 and increase of $3,519 over FY 12. As explained above, overtime is a critical component of the public safety budget and current funding levels significantly degrade police service levels.

Because of the restricted budgets, the PD has had to continue with prior year cut backs on certain services. These cutbacks include:

1) Continued elimination of the position of School Resource Officer.
2) The Police Department was unable (for financial reasons) to host their Annual Open House.
3) Suspended teaching the DARE program (drug abuse resistance education)
4) Suspended teaching the RAD program (rape aggression defense)

The Police Department's financial resources are currently being maximized in a manner which provides the Town the bare essentials of law enforcement, crime prevention, and public safety. Future budget cuts, or the inability to keep pace with inflation, will likely result in decreased vital services for the Town.

Department of Public Works

The Department of Public Works is responsible for maintaining the Town's vital infrastructure including the street, drainage and sewer systems, fleet, and municipal facilities including buildings, parks, sports fields and cemeteries. The DPW is also responsible for the solid waste disposal collection contract and recycling efforts. In addition, Department repairs and maintains its fleet of vehicles and manages snow and ice removal for the Town.

The FY 13 proposed budget of $4,288,293 represents an increase of slightly more than 1.0% or $45,440. The most significant change in the DPW operating budget for FY13 is an expected savings of about 7% from the prior year's budget due to a renegotiation of the trash collection contract. The savings under the new trash collection contract will be generated by reducing the town's waste stream through use of standardized barrels and greater recycling efforts.

In order to better understand future capital funding requirements, the DPW has developed a sophisticated Pavement Management Plan that will allow the Town to prioritize paving, drainage, curb, sidewalk and signage projects. The Department has also developed traffic calming plans to address neighborhood issues related to Route 109 diversions.

The DPW has also developed a 10 year maintenance and vehicle replacement plan for the rolling stock and equipment that the DPW needs to maintain the Town's infrastructure.

As noted above, it is anticipated that $2.4 million in bonded funding in FY13 will be used for road improvements ($600,000), traffic studies/mitigation/signals ($500,000) and drainage/stormwater needs ($1.3 million). Additionally, $2.0 million in bonded funding will allow the Town to significantly improve the DPW capital equipment infrastructure. All capital spending is approved by the Board of Selectmen after consideration of the entire Town's capital priorities and after consultation with the Long Range Financial Planning board.

General Government

General Government ("GG") encompasses all Town Hall activities. These activities include the Board of Selectmen, Finance Commission, Accounting, Assessors, Treasurer, Collector, Legal, Personnel, IT, Town Clerk, Conservation Commission, Planning Board, Zoning Board, and Economic Development. The proposed FY13 GG budget is $2,798,174 which represents a 4.8% increase over FY12. This increase is slightly higher than the overall Municipal budget increase due to higher IT salaries, higher cyclical election year spending, and position upgrades in a few areas.

Library, Recreation and all Other

The total for this category is $2,169,257 of which the Library is $1,043,797 and Recreation and all Other is $1,125,460.

Library

Westwood's Public Library offers a variety of educational and recreational services to the residents of the town in two locations: the main library located on High Street and the branch library located in Islington. For FY13, the library is budgeted to spend $1,043,797, a 5.4% increase over FY 12. The increase is primarily attributed to the additional costs associated with the opening of the new library and is seen in both the area of Library expenses and in Library staffing. Library expenses increased 6.6%

from $210,011 in FY12 to $220,000 in FY13. The increase is primarily attributed to computer supplies and audio visual materials for the new library, offset by a decrease in lost books. The 2012 capital budget for the new library included new RFID equipment. This equipment not only automates the process of scanning and sorting but also provides for improved inventory controls. This investment resulted in efficiency gains in the area of staffing as well as inventory cost savings. Library staffing increased 5.1% from 780,194 in FY12 to $823,797 in FY13. This increase is primarily attributed to a new hire that is needed to appropriately staff the second floor of the new library during extended hours.

In FY11, the Town voted to approve construction of a new Library to replace the existing main library. The total cost of the new library was budgeted to be $14 million. Of this amount, state grants were obtained for $4 million and the town approved funding of $9.3 million. Construction on a new Main Library began in 2011 and is expected to be completed in the spring of 2012, on time and on budget. However, the new library will not be open to the public until the site work around the building is completed. This includes moving all books and periodicals from the old library, demolishing the old library, moving the Colburn School to the site of the old library, and constructing a parking lot in the rear of the new library (where the Colburn School is currently located). Due to safety reasons and parking constraints, the new library will not be open to the public until this process is complete.

As a service organization, the library focuses its efforts on maintaining quality programs to enhance residents' access to media, audio visual materials, and educational resources. In its Children's Programs, the Library coordinates with Town schools to promote reading readiness, parental interaction, and literacy. To that end, it conducts an average of five story/activity based programs which run for six week periods throughout the year.

The Library's Adult Programs reflect the diverse needs and interest of Town residents, providing not only materials and resources, but also accommodating high demand for its meeting facilities. Its circulation department processes new, loaned, and returned books and audio/visual materials, including DVDs and CDs, provides computer access, and supports the use of reference materials.

The Library is part of the Minuteman Library Network which, as a prerequisite, requires that certain financial standards be met. Membership in the Network provides many services, one of the most important of which is the inter-library loan program which allows Westwood patrons to request and borrow materials from other libraries in the Network. Membership also allows residents from Dedham, Norwood, Dover, and Medfield to borrow materials from Westwood's library.

Recreation and All Other

Within this category, the principal components are the Recreation, Health, and Veterans Services Departments, the Council on Aging, and the Youth and Family Services Commission. For FY13, Recreation and All Other are budgeted to spend $1,125,460, a 5.1% increase over FY12. This increase is due primarily to Health Department salaries.

In 2013, the Recreation Department costs are budgeted to be $293,780 or an increase of 3.7%. The programs developed by the Recreation Department are self-funded by fees charged for the programs. For FY13, the Rec Department is level-funded, with the increase coming from cost of living salary increases.

Overview

"OPEB" (other post employment benefits) refers to the costs associated with providing health care benefits to retired Westwood workers (this is separate from pension benefits). As of July 31, 2011, Westwood's OPEB liability is $59 million.

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).

Most municipalities, including Westwood, fund the outlays for OPEB in the year in which they are actually paid rather than setting aside the 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.

OPEB's Current Status

During this fiscal year, it is estimated that Westwood will pay approximately $1.4 million for current OPEB costs relating to former employees. However, these funds only cover the costs of retired or past employees who are using their other post employment benefits in the current year. These funds do not cover the accrued benefits earned by the current Westwood employees which would have amounted to over $3 million of additional liability for services rendered this fiscal year alone. In June, 2009, Westwood's unfunded OPEB liability was estimated to be $49.3 million. Two years later in June, 2011, Westwood's unfunded OPEB liability was updated and is now estimated at $59.1 million. For each year Westwood does not address OPEB, it is estimated that the liability will increase by an additional $3-4 million per year.

Next Steps

Three key steps were taken by the Board of Selectmen this year. These steps include:

1. The Board of Selectmen has proposed creating a State approved fund to hold future allocations to cover the unfunded OPEB liability. This is formally listed as adopting the MGL Chapter 32B, Section 20 – Other Post-Employment Benefits (OPEB) Liability Trust Fund Statute.
2. The Board of Selectmen has proposed appropriating from available funds a sum of $435,000 for the OPEB Liability Trust Fund established above. This amount is being funded by savings created by changes in the health care benefits of the town's employees. It is anticipated that this saving in health care could be used in future years to help fund the OPEB Liability Trust Fund.

3. The Board of Selectmen has created a Task Force to review and consider the Town's current and future unfunded liability related to the post-employment benefits provided to its employees. This Task Force shall:

    a. Conduct a thorough review of the recent actuarial studies and identify the relevant factors related to the post-retirement unfunded liability.
    b. Research and provide comparison analysis on how other communities are handling OPEB liabilities.
    c. Monitor state requirements and compliance issues.
    d. Determine alternative modifications to post retirement benefits and eligibility that might reduce and/or slow the growth in OPEB.
    e. Identify and recommend various funding sources that can be used to fund OPEB.
    f. Prepare and present a final report to the Board of Selectmen and other interested parties.

Summary and Conclusion

The Finance Commission supports the efforts of the Board of Selectmen in addressing Westwood's large OPEB liability. The Finance Commission voted unanimously to create and fund the OPEB Liability Trust Fund and stands ready to support the OPEB Task Force.

Overview
The Sewer Department provides the administration, billing, planning, construction, and related services for the operation, maintenance, and expansion of the sanitary sewerage system in Westwood. The department is responsible for 87 miles of gravity sewer systems and 10 pumping stations serving approximately 5,000 customers. In 2011, the average daily sewer flow was 1.6 million gallons per day in Westwood.

FY 2013 Operating Budget
The proposed FY 2013 total sewer budget is $3,747,334, which down 1.5% from the FY 2012 total budget of $3,805,383. The FY 2013 sewer budget will be funded through sewer user fees and retained earnings. The budgeted MWRA assessment of $2.3M for the treatment of waste water represents greater than 70% of the operating budget.

Retained Earnings
The sewer department uses retained earnings to buffer sewer rates from volatile MWRA charges and to fund capital and unanticipated costs. For FY 2013, the sewer commission proposes utilizing $262,548 from retained earnings to help fund capital projects, which will leave a balance of $526,577 in retained earnings.

FY 2013 Capital
The proposed FY 2013 capital budget for the sewer department is $415,000, which will be funded through a combination of sewer fees ($152,452) and retained earnings ($262,548). $300,000 is dedicated to the design and bid for the next phase of the inflow and infiltration reduction project. $80,000 will be spent on replacing a pump station generator and $35,000 will be used to replace a sewer department vehicle.

Inflow & Infiltration Reduction Project
Westwood's MWRA assessment for the treatment of wastewater is budgeted at $2.3M for FY 2013, representing over 70% of the department's operating budget. This assessment is directly proportional to the volume of water sent to MWRA for treatment. The majority of existing sewer infrastructure in Westwood is over 50 years old and can be susceptible to groundwater infiltration. In an effort to reduce the amount of non-wastewater from entering the system, the Sewer Commission has initiated a multi-year inflow and infiltration reduction study and remediation project. In late 2010, CDM Engineering completed a study of the town's sewer system and recommended a phased, prioritized remediation plan. The plan involves re-lining existing pipes and manhole covers to prevent leaks and strengthen infrastructure. Work on Phase 1 of the project, which was approved for funding at the last town meeting, is expected to begin in the summer of 2012. The estimated savings from reducing the volume of groundwater entering the system (and the associated treatment costs) in Phase 1 is $90,000 per year. The complete project recommended by CDM Engineering is estimated at $2.2M over 6 years, including $641,000 in FY 2012 and $300,000 in FY 2013.

Future Capital Needs
The Sewer Department forecasts $3.1M in Capital needs over the next 5 years, including $415K proposed for FY 2013. Future phases of the Inflow and Infiltration Reduction Project are expected to require $1.7M in Capital. $1.4M is anticipated for infrastructure and equipment.

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 Commission is the first motion under an article and is considered the main motion.
- The motion of the Finance 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 his 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 he may order a vote by secret written ballot.

Summary of 2012 Annual Town Meeting
Financial Articles

Article No.	Article Description	Amount	Description
1	FY12 Supplemental Operating Budget	$156,500	Article will only transfer funds from one FY12 budget account to another. No increase in cost to residents.
2	FY12 Supplemental Operating Budget	$136,600	Article will transfer additional FY12 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	FY12 Appropriation to Stabilization Fund	$744,000	Article will utilize additional FY12 available funds. No increase in cost to residents.
5	FY12 Appropriation for High School Litigation	$500,000	Article will utilize additional FY12 available funds. No increase in cost to residents.
6	Operating Budgets	$69,325,820	
7	Municipal Capital	$417,000	
8	School Capital	$406,000	The FY2013 maximum tax levy within Proposition 2 ½ will result in a 2.15% increase or $165 to the average home.
9	Sewer Capital	$415,000	
10	Stabilization Fund	$50,000	
12	OPEB Liability Fund	$435,000	
	Total FY2013 Appropriation Requests Within Proposition 2 ½	**$71,048,820**	
13	Road Improvement	$2,400,000	Article will be funded as a borrowing article.
14	DPW Capital Equipment	$2,000,000	Article will be funded as a borrowing article.
15	Deerfield School Roof	$935,000	Article will be funded as a borrowing article.
16	Storm Water Compliance Regulation	$30,000	Article will use existing 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-fourth day of said month, A.D. 2012, from 7 a.m. to 8 p.m. for the following purpose:

To bring their vote for the following persons and on the following question to wit:

ONE ASSESSOR FOR THREE YEARS
TWO LIBRARY TRUSTEES FOR THREE YEARS
ONE MODERATOR FOR ONE YEAR
TWO PLANNING BOARD MEMBERS FOR THREE YEARS
ONE PLANNING BOARD MEMBER FOR TWO YEARS
ONE SCHOOL COMMITTEE MEMBER FOR THREE YEARS
ONE SELECTMAN FOR THREE YEARS
ONE SEWER COMMISSIONER FOR THREE YEARS
ONE TOWN TREASURER FOR THREE YEARS

QUESTION:
"Shall an act passed by the General Court in the year 2012, entitled 'An Act Providing for a Charter for the Town of Westwood', be accepted?"

SUMMARY:
The proposed revised Charter, approved by the May 2, 2011 Annual Town Meeting, approved revision of the Town Charter as recommended by the Government and Charter Study Task Force Committee. Changes to the Charter include, but are not limited to: formally recognizing and defining the position and authority of the Town Administrator; creating a Municipal Finance Department and formally recognizing and defining the position and authority of the Director of Municipal Finance; authorizing, but not requiring, the holding of a Fall Annual Town Meeting; creating a pre-petition process to assist with the form of petitioned warrant articles; authorizing not more than two associate members to serve on multiple-member bodies other than the Board of Selectmen and School Committee; changing the name of the Finance Commission to the Finance and Warrant Commission; and various ministerial and clerical corrections including capitalization, punctuation and the like.

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 7, 2012 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 One Hundred Fifty-Six Thousand Five Hundred Dollars ($156,500) to supplement the following fiscal year 2012 appropriations, or take any other action thereon:

Transfer			
From Account	**Amount**	**To Account**	**Amount**
Comprehensive Insurance	$85,000	Police Salary	$50,000
Blue Hills	$34,000	Fire Salary	$100,000
Workers Comp Insurance	$25,000	COA Salary	$6,500
Public Safety Medical Expense	$12,500		
Total	**$156,500**	**Total**	**$156,500**

(Board of Selectmen)

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

This article makes adjustments in various budgets that may have an increase in expenditures and require a supplemental budget. The funds are generally transferred from budgets that have an unanticipated surplus.

ARTICLE 2

To see if the Town will vote to appropriate by transfer from available funds the sum of One Hundred Thirty-Six Thousand Six Hundred Dollars ($136,600) to supplement the following fiscal year 2012 appropriations, or take any other action thereon:

Transfer			
From Account	**Amount**	**To Account**	**Amount**
Ambulance Receipts	$30,000	Fire Salary	$30,000
Ambulance Receipts	$35,000	Ambulance Services	$35,000
Ambulance Receipts	$12,000	Ambulance Services	$12,000
Cemetery Lot Sales	$15,000	Cemetery Rules & Regulations Update	$15,000
FY12 Additional State Aid	$44,600	Selectmen Salary	$4,000
		Finance Commission Salary	$5,400
		Assessors Salary	$1,200
		Personnel Salary	$13,000

		Board of Health Salary Youth & Family Services Salary	$16,000 $5,000
Total	**$136,600**	**Total**	**$136,600**

(Board of Selectmen)

The Finance 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 Commission recommendation will be made at Town Meeting.

ARTICLE 4

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Seven Hundred and Forty Four Thousand Dollars ($744,000) to 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	$344,000	Free Cash
	$400,000	FY12 Health Insurance Budget
Total	**$744,000**	

(Board of Selectmen)

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

In keeping with the Town's established policy to fortify its Stabilization Fund, the Town proposes to appropriate funds available from savings in its FY 12 Health Care budget and available Free Cash to increase these reserves. This one-time deposit reflects the Town's efforts to augment its smaller annual appropriations (see Article 10). The Town's commitment toward increasing its Stabilization Fund reserves is an important consideration in bond rating reviews, which consider the Town's fiscal position when borrowing funds.

ARTICLE 5

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Five Hundred Thousand Dollars ($500,000) for the High School litigation, or take any other action thereon.

Purpose	Amount	Funding Source
High School Litigation	$500,000	$210,000 – Town Wide Emergency Contingency Fund 2011 ATM, Article 13 $290,000 - Free Cash

(Board of Selectmen)

The Finance Commission, by a vote of 13 in favor and 1 opposed, recommends that the Town so vote.

The Town remains engaged in a legal process regarding certain work not completed satisfactorily as part of the High School construction project. While the Board of Selectmen continues to work toward resolution, they have requested that the Town set aside funds to prepare for litigation of the dispute.

ARTICLE 6

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, 2012, through June 30, 2013, as set forth in Appendix D of the Finance Commission's Report to the 2012 Annual Town Meeting, or take any other action thereon.

(Board of Selectmen)

The Finance Commission, by a vote of 10 in favor and 4 opposed, recommends that the Town vote to raise and appropriate and/or transfer from available funds for the operation of the Town and public school system for the fiscal year July 1, 2012, through June 30, 2013, as set forth in Appendix D of this report.

Town Budget
Appendix D – See Page 102

This article, traditionally, known as the Omnibus Article, compiles all Town budgets and groups them into related areas for presentation. The municipal, school and sewer budgets have been extensively reviewed by Finance Commission subcommittees, and their reports are on pages 8, 12, and 19, 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 Commission. The Moderator will call for a vote on each of these positions.*

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

***Appendix E** - The School Department Budget Summary.*

Finance Commission – Majority Opinion

After a thorough review and extensive debate, the majority of the Finance Commission believes that the operating budget as proposed reflects best allocation of resources for the Town as a whole. In fact, the final departmental budgets do not differ materially from the initial requests made by the department heads. The total FY13 Town budget is 0.4% greater than FY 12's and the FY12 budget received unanimous support from the Finance Commission.

We understand the concern regarding the public safety staffing issues and are supportive of beginning a Town-wide discussion of this important and complex topic. However, should that future debate result in a reallocation of town resources, those changes can be made in future years' budgets.

Finance Commission - Minority Opinion

A minority of the Finance Commission voted against the operating budget article due to concerns that it does not adequately fund the Fire Department. The current Fire Department budget has sufficient funding for a staff of six firefighters per shift, split between two fire stations. The town's labor agreement requires that a minimum of three firefighters are needed to man a truck, and a minimum of two firefighters are needed to man an ambulance. Therefore, only one ambulance can be in service at any one time and still have staffing for a truck. In which case, the Town must rely on mutual aid from neighboring towns when our ambulance is already in service and could present an unacceptable increase in response time. The current staffing level places Westwood behind recommended national safety standards.

ARTICLE 7

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Four Hundred Seventeen Thousand Dollars ($417,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Replacement of police vehicles	Police	$135,000	$61,500 Taxation/ $73,500 Free Cash
Municipal building maintenance/energy upgrades/Fire station	Fire	$100,000	Free Cash
Municipal building facilities study	Selectmen	$65,000	Free Cash
Information Technology Dept. – end user technology	IT	$50,000	Free Cash
IT office renovations	IT	$49,000	Free Cash
Fire turnout gear	Fire	$18,000	Free Cash
Total		**$417,000**	

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and

accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases, or take any other action thereon.

(Board of Selectmen)

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

Articles 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 and school departments. The requests represent level funding at the FY08 levels. Although not the entire solution to the capital needs of the community, they represent an important component of an overall capital plan.

ARTICLE 8

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Four Hundred Six Thousand Dollars ($406,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	School	$100,000	$61,500 Taxation/ $38,500 Free Cash
Repairs and maintenance	School	$274,000	Free Cash
Copiers	School	$32,000	Free Cash
Total		**$406,000**	

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 Commission, by unanimous vote of those present, recommends that the Town so vote.

ARTICLE 9

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Four Hundred Fifteen Thousand Dollars ($415,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Sedan	Sewer	$35,000	Sewer User Fees
Pump Station Generator Replacement	Sewer	$80,000	Sewer User Fees
Infiltration and Inflow Reduction Design/Bid	Sewer	$300,000	$37,452 Sewer User Fees/$262,548 Sewer Retained Earnings
Total		**$415,000**	

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 Commission, by unanimous vote of those present, recommends that the Town so vote.

These requests include ongoing efforts to modernize and improve the overall performance of the Town's sewer system, the goal of which is to maximize efficiency at the lowest possible cost to the Town's rate payers. Additional detail is provided in the Sewer Enterprise Report on p. 19.

This level of capital investment will not increase sewer user rates for FY13.

ARTICLE 10

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Fifty Thousand Dollars ($50,000) 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	$50,000	Taxation

(Board of Selectmen)

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

The Town has an established policy to increase its stabilization reserves. This policy is an important item in the bond rating reviews, which consider the Town's fiscal position when borrowing funds. The Town has strived to maintain an annual appropriation, however small, into this account with the hope of increasing this is in the future. A more significant appropriation into this Fund was requested in Article 4.

ARTICLE 11

To see if the Town will vote to accept General Laws Chapter 32B, Section 20, or take any other action related thereon.

(Board of Selectmen)

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

This article allows the Town of Westwood to establish an Other Post Employment Benefits (OPEB) Liability Trust Fund. This State approved fund would be used to cover the cost of Westwood's post employment benefits which primarily consists of retiree health care. As of June, 2011, the OPEB actuarial accrued liability for Westwood is estimated to be $59.1 million and will continue to grow each year. The first step in solving this unfunded liability issue is establishing an account so the Town may appropriate funds to cover this liability. Article number 12 will appropriate funds to this account.

ARTICLE 12

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Four Hundred and Thirty Five Thousand Dollars ($435,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20 or take any other action thereon

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	$435,000	Taxation

(Board of Selectmen)

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

As of June, 2011 the OPEB actuarial accrued liability for Westwood is estimated to be $59.1 million and will continue to grow each year. This article appropriates the first substantial amount of funds to be applied to the OPEB liability. Given the size of the liability and the fact that it is growing by over $3 million each year, substantially more funds will need to be applied to this trust fund in future years. To address this liability in more detail, a task force has been created by the Board of Selectmen to review and consider the Town's current and future unfunded liability related to the post-employment benefits provided to its employees. Additional detail is provided in the OPEB Report on p. 17.

ARTICLE 13

To see if the Town will appropriate Two Million Four Hundred Thousand Dollars ($2,400,000), or any other amount, to pay costs of (i) making various roadway repairs throughout the Town, (ii) traffic studies relating to traffic mitigation and signal improvements, and (iii) various surface drainage and storm water improvements, including 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 take any other action thereon.

(Board of Selectmen)

The Finance Commission, by a vote of 12 in favor and 1 opposed,

Recommends: That the Town vote to appropriate the sum of Two Million, Four Hundred Thousand Dollars ($2,400,000) to pay costs of (i) making various roadway repairs throughout the Town, (ii) traffic studies relating to traffic mitigation and signal improvements, and (iii) various surface drainage and storm water improvements, including the payment of all costs incidental and related thereto, as authorized by majority vote of the Board of Selectmen, 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 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and to authorize the Board of Selectmen to apply for and accept any State, Federal, or other grants or assistance that may be available for such project.

This article requests authorization to borrow $2.4 million to fund several road improvement projects:

$600,000 funds paving work as part of an ongoing road maintenance and reclamation plan designed to maintain the Town's roads for the next five years. Funding provided by the bond would supplement approximately $2.65MM in state Chapter 90 funding available to the Town over that period.

$1.3MM funds drainage improvements required on Grove, Thatcher, Fox Hill and Pond Plain Streets that are necessary both as preparation for planned road reclamation work and to meet new Storm Water Regulations. These funds also include the cost of equipment needed for these and other projects related to drainage and Storm Water Regulations.

$500,000 funds traffic-related projects: Phases 1 and 2A of traffic calming measures designed to improve safety in the High Rock / Dover / Conant / Country / Lorraine residential neighborhoods; a Route 109 congestion study and roadway design; improvements to signs and signals.

The debt service for this bond is funded within the FY13 budget.

ARTICLE 14

To see if the Town will appropriate Two Million Dollars ($2,000,000), or any other amount, to pay costs of purchasing various items of capital equipment for the use of the Department of Public Works, 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 thereon.

(Board of Selectmen)

The Finance Commission, by unanimous vote of those present,

Recommends: That the Town vote to appropriate the sum of Two Million Dollars ($2,000,000) to pay costs of purchasing various items of capital equipment for the use of the Department of Public Works, including the payment of all costs incidental and related thereto, as authorized by majority vote of the Board of Selectmen, 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(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and to authorize the Board of Selectmen to apply for and accept any State, Federal, or other grants or assistance that may be available for such project.

Over the last several years due to limited capital budgets, the DPW has been unable to replace its aging trucks and heavy equipment. As a result, most of the vehicles and equipment are between 12 and 18 years old; this is well beyond the expected useful life of between 7 and 12 years. The DPW analyzed its current fleet, and assessed its state of repair and future needs. The result of that analysis is a 10 year plan which when completed will result in a modernized and rebalanced fleet. This article requests authorization to borrow funds to allow the DPW to implement the first five years of this plan.
The debt service for this bond is funded within the FY13 budget.

ARTICLE 15

To see if the Town will appropriate Nine Hundred and Thirty Five Thousand Dollars ($935,000), or any other amount, to pay costs of making school roof repairs to the Deerfield School, 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, borrow or otherwise, or take any other action thereon.

(Board of Selectmen)

The Finance Commission, by unanimous vote of those present,

Recommends: That the Town vote to appropriate the sum of Nine Hundred Thirty Five Thousand Dollars ($935,000)) to pay costs of making school roof repairs to the Deerfield School, including the payment of all costs incidental and related thereto, as authorized by majority vote of the Board of Selectmen, 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(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and to authorize the Board of Selectmen to apply for and accept any State, Federal, or other grants or assistance that may be available for such project.

This article requests authorization to borrow $935,000 to replace the roof of the Deerfield School.

The debt service for this bond is funded within the FY13 budget.

ARTICLE 16

To see if the Town will vote to transfer from available funds the sum of Thirty Thousand Dollars ($30,000) to be used to conduct a study that will identify critical water quality and watershed protection issues and how to address and pay for the protection of our water to prevent the damaging impacts to our Town's and the region's water sources, or take any other action related thereon.

Purpose	Amount	Funding Source
Stormwater Compliance Regulations	$30,000	Free Cash

(Board of Selectmen)

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

This article authorizes the Board of Selectmen to appropriate $30,000 from free cash toward conducting a storm water compliance study. New Federal regulations mandate all municipalities to meet specific storm water management standards intended to result in cleaner, healthier water. Municipal noncompliance will result in extensive fines. This appropriation will allow the Town to identify which improvements are necessary for the Town's compliance with the new Federal regulations, what those improvements will cost the Town, and possible funding methods for the improvements.

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 the expenditure of any funds allotted or to be allotted by the Commonwealth for the improvement of Chapter 90 and other public roads within the Town of Westwood and to authorize the Board of Selectmen to make any necessary takings of land and/or easements to accomplish said program, or take any other action thereon.

(Board of Selectmen)

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

This is a standard article, which provides the Board of Selectmen with the authority to allocate State provided road improvement funds to maintain the Town's secondary roadways. The distribution of these funds is determined by a long range Road Improvement Plan adopted many years ago which assesses the current condition of all Town streets on a regular basis and determines the appropriate level of maintenance to extend the life expectancy of our streets.

ARTICLE 18

To see if the Town will vote, pursuant to Chapter 44, Section 53E ½ of the Massachusetts General Laws, to establish a revolving fund in order to utilize revenue from the sale of surplus vehicles and equipment to fund the purchase of vehicles and equipment at auction and to authorize municipals department heads, with the approval of the Board of Selectmen and direction of the Town Administrator, to expend money from said revolving fund for the purchase of vehicles and equipment at auction up to a preset limit voted by subsequent Town Meeting, or take any other action thereon.

(Board of Selectmen)

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

This article would provide municipal departments with the ability to sell and purchase vehicles and equipment at auction. This will provide an opportunity for the Town to be more flexible in the management of its fleet and equipment, maximizing the use of the capital investments and minimizing life cycle costs.

ARTICLE 19

To see if the Town will vote to enact Chapter 251 of the Code of the Town of Westwood by adopting 780 CMR 115.AA the "Stretch Energy Code" for the purpose of regulating the design and construction of buildings for the effective uses of energy, including future additions, amendments or modifications, thereon, a copy of which is on file with the Town Clerk, or take any other action relative thereon.

(Board of Selectmen)

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

Majority Opinion

This article would require residential and commercial new construction, including renovations and additions of a certain size not otherwise exempt, to achieve a level of energy efficiency that is 20% greater than is required under the existing Building Code. Adoption of this article is one of five criteria that all must be met to be certified as a Green Community and thereby provide the Town access to grant funds to be used to implement energy saving measures.

While the Finance Commission is supportive of energy conservation and energy efficiency efforts, a majority of the Commission has concerns that the potential costs of adoption of the Stretch code outweigh the benefits. Finance Commission members voiced a number of specific concerns, including:

- *The requirements of the Stretch Code are subject to change in the future;*
- *The additional cost of construction and regulatory requirements to meet the Stretch Code could deter commercial development in the Town;*
- *Concern over the health impact of the Stretch code if high efficiency homes are constructed "too tight" (i.e., insufficient ventilation);*

- *Town residents embarking on new construction (whether an entire new home or an addition to an existing home) should be able to comply on voluntary basis after determining which energy efficiency measures are appropriate for their individual needs and budget; and*
- *Estimates of the cost of compliance seem to have a wide variation at this time.*

Minority Opinion

The goal of the Stretch Code is to reduce a community's energy footprint. The reasoning for putting the increased energy efficiency requirements into the building code, is that it is more cost effective to make energy improvements during construction rather than improving an existing structure. To date, 105 communities in Massachusetts (accounting for over 44% of the state's population) have adopted the Stretch code. These communities include, Boston, Cambridge, Worcester, Brookline, Quincy, Lexington, Concord, Wellesley, Newton, Dedham, and Milton.

Although construction costs are estimated to rise approximately $3,000 for a typical single family home, and by 1% to 3% of total costs for commercial buildings, the energy cost savings on heating and electricity result in lower overall cost over time.

ARTICLE 20

To see if the Town will vote to petition Massachusetts General Court to enact the following special act:

AN ACT TO EXEMPT THE POSITION OF DEPUTY POLICE CHIEF OF THE TOWN OF WESTWOOD FROM THE PROVISIONS OF CIVIL SERVICE LAW

Section 1. The position of Deputy Police Chief in the Town of Westwood shall be exempt from the provisions of Chapter 31 of the General Laws

Section 2. The provisions of Section 1 of this act, shall not impair the Civil Service status of any present incumbent Deputy Police Chief of said department holding such status on the effective date of this act.

Section 3. The act shall take effect upon its passage.

or take any other action thereon.

(Board of Selectmen)

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

The Annual Town Meeting in 2005 approved the creation and exemption from Civil Service of the proposed position of Deputy Police Chief. This Home Rule Petition was submitted to the Legislature however the Legislature failed to consider or enact the petition. The Town must resubmit the Petition, which requires a new Town Meeting vote.

This article would give the Town the option to create a Deputy Police Chief position in the department that is not subject to Civil Service rules, regulations and procedures. By removing the position from Civil Service, the Town would be able to establish its own selection process, which could include candidates from both within and outside the department and could include other criteria in addition to test scores.

ARTICLE 21

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 9.5 [Flexible Multiple Use Overlay District (FMUOD)], Subsection 9.5.6 [Phased Development], Subsection 9.5.7 [Applicability], and Subsection 9.5.13 [Percentage of Residential Units], as set forth below:

1) Amend Section 9.5.6 [Phased Development] to read as follows:

9.5.6 **Phased Developments.** Development under this Section may be approved in one or more phases authorized under a single FMUOD Special Permit. The FMUOD Special Permit for a project approved for development in two or more phases shall include an approximate development timeline and anticipated construction schedule in conformance with the Rules and Regulations. An FMUOD Special Permit for a phased development shall be granted by the Planning Board based on the Planning Board's approval of final plans for one or more early phases of the development, along with the Planning Board's approval of preliminary plans for future phases of the development. In such instance, the FMUOD Special Permit shall be amended by Planning Board approval of final plans for each subsequent phase of development as such plans become available. Once final plans for any phase of development are approved under a FMUOD Special Permit or any amendment to that FMUOD Special Permit, such plans shall be deemed to be in compliance with the provisions of this Bylaw, and the Planning Board shall not require amendment of said approved final plans. Upon the issuance of a FMUOD special permit approval under this Bylaw for any individual phase, such phase shall be deemed to be in compliance with the provisions of this Bylaw, notwithstanding the status of any other phase and/or any noncompliance of such other phase with the phasing plan, or phasing requirements set forth herein or otherwise.

2) Amend Section 9.5.7 [Applicability] to read as follows:

9.5.7 **Applicability.** Except as otherwise provided herein, the provisions of this Section shall apply to any parcel or set of parcels within FMUOD 1, FMUOD 2, FMUOD 3, FMUOD 4 or FMUOD 5, whether held in common or separate ownership.

3) Amend 9.5.13 [Percentage of Residential Units] to read as follows:

9.5.13 **Percentage of Residential Units.** Pre-existing and new housing units, where permitted, shall occupy no more than one-third (1/3) of the total gross floor area of any project authorized under a FMUOD Special Permit. The Planning Board shall have the authority to approve, in its sole discretion, phased construction of the residential components of a project, independent of the phased construction of the non-residential components of the same project, as long as the total gross floor area of the residential components of all phases does not exceed one-third (1/3) of the total gross floor area of the project authorized under the FMUOD Special Permit, and as long as no portion of the total land area approved for non-residential components is developed for residential use.

(Planning Board)

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

Last year, the Planning Board proposed, and Town Meeting adopted, a new bylaw section, entitled Flexible Multiple Use Overlay District (FMUOD). The FMUOD section was designed to encourage appropriate development in a more flexible manner than would otherwise be permitted under existing zoning, with an emphasis on the effects of a proposed development on surrounding neighborhoods and the town as a whole. The Board has reviewed the provisions of that section, and determined that added language was necessary to clarify issues related to the phasing of projects and the development of parcels owned by separate entities.

ARTICLE 22

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 8.3 [Open Space Residential Development (OSRD)], Subsection 8.3.9.2 [Yield Calculation] and Subsection 8.3.11 [Common Open Space Requirements], as set forth below:

1) Amend Section 8.3.9.2 [Yield Calculation] to read as follows:

8.3.9.2 **Yield Calculation.** The maximum base number of dwelling units to which an OSRD is entitled shall be determined by the Planning Board following the submission of a Yield Calculation, as set forth below. The Yield Calculation shall be submitted as part of the EIDR application, but may be submitted on a preliminary basis to the Planning Board, as part of

an informal pre-application meeting, as provided for in Section 8.3.5.1 herein.

The Yield Calculation is determined by the following steps:

Step One: Subtract from the total original area of the development tract 100% of all wetlands.

Step Two: Reduce that result by 10%, as an infrastructure factor.

Step Three: Divide that result by the minimum lot size required in the underlying district.

Step Four: For results less than 2, eliminate any fractional part, and for results greater than 2, round up to the next whole number for fractions of .5 or greater, and down for fractions less than .5.

Step Five: The result shall then be adjusted by the addition of the following number of units, to attain general parity with that of a conventional subdivision:

Yield	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.

2) Amend Section 8.3.11 [Common Open Space Requirements] by adding a new Subsection 8.3.11.2 to read as follows, and renumber subsequent sections as appropriate:

8.3.11.2 **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.

(Planning Board)

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

This article revises the yield calculation formula for OSRD proposals to require a deduction of 100% of wetlands within the project site, in place of the current 40% deduction. The article will also impose a limitation on the composition of dedicated open space, so that no more than seventy-five (75) percent of the land area used to satisfy the minimum open space requirement

may consist of wetlands or other non-buildable land area. These changes are proposed to achieve a more equitable relationship between the number of buildable lots which could be obtained under an OSRD special permit and the number of buildable lots which could be obtained under a conventional subdivision of the same land.

The Board believes that it is prudent to amend the OSRD bylaw at this time to prevent the over-development of parcels with significant wetland resources, which may be unintentionally permitted under the current yield calculation.

ARTICLE 23

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 8.4 [Senior Residential Development (SRD)], Subsection 8.4.2 [Conditions] as set forth below:

1) Amend Section 8.4.2 [Conditions], Subsection 8.4.2.5 to read as follows:

8.4.2.5 All dwelling units shall be designed to accommodate suitable means of access and egress for people with disabilities in conformance with 521 CMR Section 9. Additionally, in cases where supplemental wheelchair ramps and/or lifts are necessary to achieve suitable means of access and egress, architectural plans for individual dwelling units shall demonstrate the location and means of incorporating such ramps and/or lifts. Such ramps and/or lifts shall be installed by the owner of any dwelling unit if required by a resident of said dwelling unit.

2) Add a new Section 8.4.2.6 to read as follows:

8.4.2.6 In any project authorized under a SRD Special Permit which will result in the development of more than ten (10) new residential units, a minimum of fifteen percent (15%) of total housing units shall be "affordable" as defined in the Rules and Regulations, unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs. The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended.

(Planning Board)

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

Following last year's amendments to the SRD section of the Zoning Bylaw, the Planning Board received, and subsequently approved, Westwood's first Senior Residential Development application. While reviewing this first application, the Board determined that the Zoning Bylaw required an amendment to clearly define its requirement to provide handicapped accessibility. In addition, during the first OSRD hearing, the Board determined that the Zoning Bylaw also required an amendment to include a provision to address affordable housing.

This article will allow for greater flexibility in the design of senior residential developments, by requiring developers to include provisions for handicap accessible ramps or lifts in the project plans, without requiring the installation of such ramps or lifts until needed by a resident of the development. The article will also adopt affordable housing provisions identical to those required for Flexible Multiple Use Overlay District (FMUOD) projects involving ten or more dwelling units. These provisions are intended to assist Westwood in meeting the requirements of the Massachusetts Comprehensive Permit Act.

ARTICLE 24

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 4.1 [Principal Uses], and related amendments to Section 6.1.5 [Parking Requirements for Commercial Uses] as set forth below:

1) Add a new Section 4.1.5.35 to read as follows, with "Y" in columns under districts HB, I, IO, and ARO, with "BA" under districts LBA and LBB, and with "N" in all other columns:

   4.1.5.35 Educational Use, Non-Exempt

2) Add a new Section 4.1.5.36 to read as follows, with "BA" in columns under districts HB and I, and with "N" in all other columns:

   4.1.5.36 Contractor's Yard

3) Add a new note 2 to Section 4.1.5.2 to read as follows, and renumber notes as appropriate:

   [2] Non-exempt farm stands on municipal properties are permitted and exempt from BA special permit requirements.

4) Amend Section 6.1.5 [Parking Requirements for Commercial Uses] by adding new Sections 6.1.5.35 and 6.1.5.36 to read as follows, and renumber subsequent sections as appropriate:

6.1.5.35 Educational Use, Non-Exempt	Sufficient parking spaces to accommodate under all normal conditions the vehicles of occupants, employees, members, customers, clients or visitors of the premises, as determined by the Planning Board. Such space shall be deemed inadequate if the off-street parking area is often substantially full and there is frequent parking of such vehicles in access drives or on streets near the premises in question.
6.1.5.36 Contractor's Yard	One (1) parking space per two (2) employees

(Planning Board)

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

This Article is being proposed by the Planning Board to add For-Profit Education Facilities and Contractor Yards to the Use Chart, to prescribe parking requirements for each of those uses, and to add a note relating to Non-Exempt Farm Stands to the Use Chart.

The Zoning Bylaw contains Use Charts which indicate those districts in which a particular use is permitted by right, permitted by special permit, or prohibited. For-Profit Education Facilities and Contractor Yards – two commercial uses - are not included in the existing Commercial Use Chart section of the Zoning Bylaw (section 4.1.5), nor are corresponding parking requirements included in the Parking Requirements for Commercial Uses section of the Zoning Bylaw (section 6.1.5). Recently the Building Inspector was asked to render decisions on these two uses but lacked Bylaw guidance.

Further, the Commercial Use Chart section (section 4.1.5) of the Zoning Bylaw currently requires a Special Permit for Non-Exempt Farm Stands in certain districts. Non-Exempt Farm Stands on Municipal Property are vetted by the Town Administrator, Board of Selectmen, and Board of Health. Therefore, believing the aforementioned vetting sufficient, the Building Inspector and Economic Development Officer jointly requested the Use Chart be amended to

include a note permitting Non-Exempt Farm Stands on Municipal Property without the need for a Special Permit.

ARTICLE 25

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 4.4 [Notes for Table of Accessory Uses], Subsection 4.4.1 [Home Occupations] and Subsection 4.4.2 [Accessory Apartments], and related amendments to Section 6.1.3 [Parking Requirements for Residential Uses] as set forth below:

1) Correct numbering of subsections under Section 4.4.1, and add a new Subsection 4.4.1.6 so that Section 4.4.1 [Home Occupations] reads as follows:

4.4.1 **Home Occupations.** Home Occupations may be permitted subject to the conditions below:

4.4.1.1 Not more than two (2) persons other than the residents of the premises shall be regularly employed thereon in connection with such use.

4.4.1.2 No stock in trade shall be regularly maintained except for products of the occupation itself, or for goods or materials customarily used incidental to its performance.

4.4.1.3 Such use shall not produce noise or other effects observable at the lot lines in amounts exceeding those normal to residential property.

4.4.1.4 No external change shall be made which alters the residential appearance of the buildings or structures on the premises.

4.4.1.5 There shall be no exterior display or other outward evidence that the premises are being used for any purpose other than residential (except for a sign as herein permitted).

4.4.1.6 Notwithstanding the provisions of Section 4.3.3.2, off-street parking shall be provided for both the principal use and the accessory home occupation in accordance with the requirements of Section 6.1.3. In cases where five (5) or more spaces are provided, such spaces shall be screened from view pursuant to Section 6.3.6. Parking of more than five (5) motor vehicles, or more than one (1) commercial vehicle with a gross vehicle weight of less than 26,000 pounds, or garage for more than three (3) motor vehicles, shall be allowed only upon the issuance of a special permit by the Zoning Board of Appeals.

2) Amend Subsection 4.4.2 [Accessory Apartments] so that Subsection 4.4.2.7 reads as follows:

4.4.2.7 Notwithstanding the provisions of Section 4.3.3.2, off-street parking shall be provided for both the principal use and the accessory apartment in accordance with the requirements of Section 6.1.3. In cases where five (5) or more spaces are provided, such spaces shall be screened from view pursuant to Section 6.3.6. Parking of more than five (5) motor vehicles, or more than one (1) commercial vehicle with a gross vehicle weight of less than 26,000 pounds, or garage for more than three (3) motor vehicles, shall be allowed only upon the issuance of a special permit by the Zoning Board of Appeals.

3) Amend Section 6.1.3 [Parking Requirements for Residential Uses] by adding new Subsections 6.1.3.4 and 6.1.3.5 to read as follows, and renumber subsequent sections as appropriate:

6.1.3.4 Home Occupation per Section 4.4.1	One (1) off-street parking space for each three hundred thirty-three (333) square feet of floor area or fraction thereof devoted to the home occupation, plus one (1) space per two (2) employees
6.1.3.5 Accessory Apartment per Section 4.4.2	One (1) parking space

(Planning Board)

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

This Article would create two new parking regulations - one for Home Occupations and one for Accessory Apartments. Although the Finance Commission recognizes the importance of regulating parking for both Home Occupations and Accessory Apartments, the members have three concerns – first, that, "Home Occupations" are neither regulated nor defined in a manner that would sufficiently identify when the proposed Home Occupation Parking regulation would apply; second, that there may be a parking loophole created by the proposed Home Occupation Parking regulation; and third, that the proposed Accessory Apartment Parking regulation does

not comprehensively address the Accessory Apartment bylaw. These three matters created sufficient concern that the Finance Commission believes the Planning Board should reconsider the drafting of this Article.

ARTICLE 26

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 5.5 [Special Dimensional Regulations], as set forth below:

1) Add a new Section 5.5.2 [Lot Shape Requirement for Residential Districts] to read as follows, and renumber sections as appropriate:

5.5.2 **Lot Shape Requirement for Residential Districts.** Lots in residential districts shall provide satisfactory sites for buildings in relation to their natural topography, and shall to the extent feasible, be generally rectangular in shape. Lots shall not contain irregular shapes or elongations solely to provide necessary square footage. Any new lot created by a subdivision plan shall have a Shape Factor of fifty (50) or less, where the Shape Factor shall be calculated using the following formula: $SF = P^2/A$ where P = the perimeter of the lot and A = the area of the lot. The Planning Board may waive the requirements of this section when, in its determination, the strict application of such requirements would result in peculiar or exceptional difficulties, and the waiver of such requirements would pose no substantial detriment to any adjacent property or proximate neighborhood, and would not nullify or substantially derogate from the intent or purpose of this Section.

(Planning Board)

The Finance Commission, by a vote of 12 in favor and 1 opposed, recommends that the Town so vote.

In certain cases, developers have created lots with irregular shapes, and unusual appendages or elongations, solely to provide the minimum square footage required for the creation of a new lot. While legible in plan form, these irregularly shaped lots cannot be readily understood on-site. Property owners have difficulty discerning the borders of their land, which can lead to misunderstandings, unintended encroachments, and potential title issues when property owners attempt to sell these lots.

The Planning Board has proposed the use of a formula that is currently used in several towns throughout the Commonwealth. This formula relies on a value called a lot shape factor, such that SF = P2/A where P = the perimeter of the lot and A = the area of the lot.

Following analysis of existing parcels throughout Westwood, the Planning Board established a shape factor of 50, to allow for a great degree of flexibility in the design of lots, while preventing

the establishment of unnecessarily irregularly shaped lots. The Planning Board has included language which would allow for the granting of waivers from the shape factor requirements in cases where the strict application of these requirements would result in peculiar or exceptional difficulties.

ARTICLE 27

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 6.2 [Signs], as set forth below:

1) Replace the existing Section 6.2 [Signs] with a new Section 6.2 [Signs] to read as follows:

6.2 SIGNS

6.2.1 **Purpose.** The purpose of this Section is as follows:

6.2.1.1 to promote the public safety and convenience of streets, highways, sidewalks and other pedestrian spaces, and public and private property within public view through the location, sizing, and aesthetics of signage;

6.2.1.2 to reduce distractions, hazards and obstructions from signage that will have an adverse impact on vehicular and pedestrian safety;

6.2.1.3 to discourage excessive visual competition in signage;

6.2.1.4 to ensure that signage will adequately aid communication and orientation, identify uses and activities, and express local history and character; and

6.2.1.5 to preserve or enhance town character by requiring new and replacement signage which is compatible with the surroundings, appropriate to the type of activity to which it pertains, expressive of the identity of individual proprietors or of the community as a whole, and appropriately sized in its context.

6.2.2 **Definitions.** For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if set forth in Section 2.0 of this Bylaw.

6.2.2.1 Awning Sign A sign consisting of letters or graphics painted on, incorporated into, or affixed to any fixed or retractable device, of any material, which extends over or otherwise covers a sidewalk, courtyard, walkway, eating area, driveway or similar area or space.

6.2.2.2 Banner A sign, frequently constructed of fabric or other flexible material and frequently displayed on a pole or staff which can be freestanding or attached to a building or structure, and temporary in nature.

6.2.2.3 Billboard An off- premises sign which is either a freestanding sign larger than one hundred (100) square feet, or a wall sign covering more than fifteen percent (15%) of the area to which it is affixed.

6.2.2.4 Changeable Sign A sign whose wording, design, or appearance changes periodically, or whose illumination is not kept constant in intensity at all times or which exhibits changes in light, color, direction or animation.

6.2.2.5 Construction Sign An on-premises sign at a site under construction or to be developed to identify the contractor, architect, landscape architect and/or engineer's name, address and other pertinent information.

6.2.2.6 Development Identification Sign A sign or group of signs clustered together as a single compositional unit which identifies a development, and may also identify individual business establishments within that development.

6.2.2.7 Directional Sign A sign providing pedestrian and/or vehicular traffic instruction, and/or restrictions on the use of parking or travel areas. "No Parking", "One Way", "No Outlet", and "Do Not Enter" are examples of directional signs.

6.2.2.8 Directory Sign A listing and/or graphic representation of individual business establishments and other uses within a development or portion of a development.

6.2.2.9 Facade The exterior surface of a building wall facing a street or containing a public entrance, which corresponds to the height and width of the interior space owned or leased by the occupant of the building.

6.2.2.10 Flag A sign, frequently constructed of fabric or other flexible material and frequently displayed on a pole or staff which can be freestanding or attached to a building or structure, and temporary in nature. Official flags of governmental jurisdictions properly displayed and decorative flags on residences shall not be considered as signs for the purposes of this Section.

6.2.2.11 Freestanding Sign A sign structurally separate from a building or structure that is attached to or part of a self-supporting structure.

6.2.2.12 Historic Designation Sign A sign listing only the date of origin, historic name, original owner, or official historic designation of a historic building or structure.

6.2.2.13 Illuminated Sign A sign illuminated by electricity, or other artificial light including reflective or phosphorescent light and shall include the location of the source of illumination.

6.2.2.14 Internally Illuminated Sign A sign which utilizes translucent panels, canvas or other fabric, letters, devices or other similar components to create an image by allowing light to pass through.

6.2.2.15 Landmark Sign An older sign of artistic or historic merit, uniqueness or extraordinary significance to the Town as identified by the local Historical Commission.

6.2.2.16 Marquee Sign A sign painted on, or attached to, a sheltering structure of permanent construction projecting from and totally supported by the wall and/or the roof of a building.

6.2.2.17 Moveable Sign A sign capable of being readily moved or relocated, including portable signs mounted on a chassis and wheels or supported by legs, sandwich signs and A-frame signs.

6.2.2.18 Municipal Sign A sign installed by the Town.

6.2.2.19 Off-Premises Sign A sign that advertises, calls attention to or identifies an occupant of a premises, or the business transacted on a premises or advertises the property itself or any part thereof for sale or lease which is located elsewhere than the premises where the sign is maintained.

6.2.2.20 On-Premises Sign A sign that advertises, calls attention to or identifies an occupant of a premises on which the sign is maintained, or the business transacted on a premises or advertises the property itself or any part thereof as for sale or lease.

6.2.2.21 Open House Sign A temporary sign announcing an open house during which an agent or owner will show property for sale or lease.

6.2.2.22 Projecting Sign A sign consisting of letters or graphics which is attached to or suspended from a building or structure such that any part of said sign extends more than six (6) inches from the wall surface of that building or structure.

6.2.2.23 Real Estate Sign A temporary sign advertising property being sold or leased.

6.2.2.24 Roof Sign A sign erected, constructed and maintained wholly upon, connected to or over the roof, gutter line, top of wall coping or parapet of any building or structure.

6.2.2.25 Sign Any temporary or permanent lettering, word, numeral, billboard, pictorial representation, display, emblem, trademark, device, banner, pennant, insignia or other figure of similar character, located outdoors or visible outdoors, attached to, painted on, or in any other manner represented on a building or other structure, and which is used to announce, direct, attract, advertise or promote.

6.2.2.26 Special Events Sign A temporary sign that advertises a charitable, nonprofit or civic event.

6.2.2.27 Temporary Sign A sign that is used temporarily and is not permanently mounted. Posters, construction signs, seasonal business signs, real estate signs, yard sale signs, special event signs, banner signs, and open house signs are all considered to be temporary signs. Hand-held signs are excluded.

6.2.2.28 Video Media Display Any video display which is used to announce, direct, attract, advertise, or promote. Video media display shall not include displays used solely for the purpose of operating a device to conduct business on the premises, such as video display portions of ATM machines, gasoline dispensers, or vending machines.

6.2.2.29 Wall Sign A sign consisting of letters or graphics painted on, incorporated into, or affixed parallel to the wall of a building or structure and which extends not more than six (6) inches from the wall surface of that building or structure.

62.2.30 Way Finding Sign A sign providing instructions for circulation throughout a development, including direction to individual business establishments and parking areas related to said business establishments. "Retail Center Parking", "Shuttle Bus Stop Ahead", "Exit to Providence Highway", "Additional Parking in Rear" are examples of way finding signs.

6.2.2.31 Window Sign A sign consisting of letters or graphics painted on, incorporated into, or affixed to either side of the glass surface of a

window or door, or any interior sign designed to be visible from the exterior of a building or structure.

6.2.3 **Sign Permits.** No sign, including a temporary sign, shall be erected, displayed, altered or enlarged until a permit for such action has been issued by the Building Commissioner. Applications may be filed by the owner of the land, building or structure, or any person who has the authority to erect a sign on the premises. All applications shall include a scale drawing specifying dimensions, materials, illumination, letter sizes, color, support systems and location with all relevant measurements. The Building Commissioner shall act within thirty (30) days of receipt of such application and required fee. Sign permits shall be issued only if the Building Commissioner determines that the sign is in compliance with all provisions of this Section and the State Building Code. Not-withstanding the above, special event signs, historic designation signs, open house signs, real estate signs, and yard sale signs shall not require a sign permit.

6.2.4 **Signs Allowed in Residential Districts.** The following signs may be erected or maintained in Residential Districts provided such signs are in compliance with all conditions set forth in this Section: Wall signs and freestanding signs.

6.2.4.1 The maximum number of signs shall not exceed one sign for each lawful dwelling unit on the premises, indicating the name of the owner or occupant and/or the address of the building, plus one (1) additional sign pertaining to a permitted accessory use, plus one (1) additional historic sign.

6.2.4.2 The maximum area of each sign shall not exceed one (1) square foot, except municipal signs.

6.2.4.3 The sign surface shall be wood or synthetic material made to resemble wood. The supporting framework shall be wood or granite, or synthetic material made to resemble wood or granite.

6.2.4.4 Notwithstanding the above limitations on number and area of signs, municipal directional signs and parking restriction signs, of any size, shall be permitted, and all other directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.

6.2.5 **Signs Allowed in Local Business A (LBA) and Local Business B (LBB) Districts.** The following signs may be erected or maintained in Local Business A and Local Business B Districts, provided such signs are in compliance with all conditions set forth in this Section: Awning signs, directory signs, freestanding signs, marquee signs, projecting signs, wall signs and window signs.

6.2.5.1 The maximum number of signs shall not exceed the number of commercial establishments located on the premises, plus one (1) additional sign, plus one (1) additional historic sign.

6.2.5.2 The maximum area of one (1) sign associated with a commercial establishment shall not exceed seventy-five (75) square feet, and the maximum area of all other signs associated with that same commercial establishment shall not exceed twenty (20) square feet each.

6.2.5.3 The total square footage of all signs associated with any commercial establishment shall not exceed ten percent (10%) of the facade attributed to that commercial establishment.

6.2.5.4 The sign surface of any sign other than an awning sign shall be wood or synthetic material made to resemble wood. The supporting framework of any sign other than an awning sign shall be wood or granite, or synthetic material made to resemble wood or granite.

6.2.5.5 Notwithstanding the above limitations on number and area of signs, municipal directional signs and parking restriction signs, of any size, shall be permitted, and all other directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.

6.2.6 **Signs Allowed in Highway Business (HB), Industrial (I), Industrial Office (IO), and Administrative-Research-Office (ARO) Districts.** The following signs may be erected or maintained in Highway Business, Industrial, Industrial Office, and Administrative-Research-Office Districts, provided such signs are in compliance with all conditions set forth in this Section: Awning signs, development identification signs, directory signs, freestanding signs, marquee signs, projecting signs, wall signs, wayfinding signs, and window signs.

6.2.6.1 The maximum number of signs shall not exceed the number of commercial establishments located on the premises, plus one (1) additional sign.

6.2.6.2 The maximum area of one (1) sign associated with a commercial establishment shall not exceed one hundred (100) square feet, and the maximum area of all other signs associated with that same commercial establishment shall not exceed thirty (30) square feet each.

6.2.6.3 The total square footage of all signs associated with any commercial establishment shall not exceed fifteen percent (15%) of the facade attributed to that commercial establishment.

6.2.6.4 The sign surface and supporting framework shall be of a material in compliance with the applicable provisions of the Massachusetts State Building Code.

6.2.6.5 Notwithstanding the above limitations on number and area of signs, municipal directional signs and parking restriction signs, of any size, shall be permitted, and all other directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.

6.2.7 **Prohibited Signs.** The following signs shall be prohibited in all districts except as specified herein:

6.2.7.1 Billboards, roof signs, moveable signs, changeable signs, off-premises signs, including off-premises commercial directional signs;, except that changeable municipal signs, shall be permitted in all districts.

6.2.7.2 Flags, buntings, balloons, streamers, pennants, banners, strings of lights, ribbons, spinners and other similar devices; except that temporary exhibition associated with the commemoration of national holidays, shall be permitted.

6.2.7.3 Signs advertising any defunct commercial establishment or organization, except landmark signs which may be preserved and maintained even if they no longer pertain to the present use of the premises.

6.2.7.4 Sign, other than traffic, regulatory or directional signs, which use the words "stop", "caution", or "danger", or incorporate red, amber or green lights resembling traffic signals, or resemble universal "stop" or "yield" signs in shape and color.

6.2.7.5 Signs or sign structures projecting or extending over a public way, including a sidewalk.

6.2.8 **Dimensional Requirements.**

6.2.8.1 **Sign Area Requirements.** Maximum sign area requirements shall be as set forth in Sections 6.2.3 through 6.2.5. Sign area measurements shall be based upon the entire area of the sign, with a single continuous perimeter enclosing the extreme limits of the

actual sign surface. For a sign painted on or applied to a building or structure, the area shall be considered to include all lettering, wording and accompanying designs or symbols together with any background of a different color than the natural color or finish material of the building or structure. For a sign consisting of individual letters or symbols attached to or painted on a surface, building wall or window, the area shall be considered to be that of the smallest rectangle, circle, oval or other simple straight-lined shape which encompasses all of the letters and symbols. The area of supporting framework, such as the brackets and posts, shall not be included in the area if such framework is incidental to the display. When a sign has two (2) or more faces, the area of all faces shall be included in determining the area, except where two (2) faces are placed back to back and are at no point more than two (2) feet from each other. In this case, the sign area shall be taken as the area of either face, and if the faces are unequal, the larger shall determine the area.

6.2.8.2 **Sign Height Requirements.** No part of any sign, or light fixture illuminating said sign, shall be at a height greater than the maximum height permitted pursuant to Section 5.2 of this bylaw for the building or structure to which the sign pertains. No part of any sign, or light fixture illuminating said sign, shall be higher than the highest point of any building or structure on the same premises. In the case of a sign located on a lot where there is no other structure, no part of said sign, or light fixture illuminating said sign, shall exceed a height of ten (10) feet above ground.

6.2.8.3 **Sign Setback Requirements.** Signs exceeding one (1) square foot in area shall be set back at least fifteen (15) feet from the edge of roadway pavement, except for temporary signs which shall be set back at least ten (10) feet from the edge of roadway pavement, but in no case shall signs be placed within the public right-of-way without written permission from the Board of Selectmen. All signs shall meet side and rear setback requirements for accessory structures as set forth in Section 5.2 of this bylaw.

6.2.9 **Illumination and Movement.** Sign illumination and movement shall be prohibited except as specified herein.

6.2.9.1 **Illumination in Residential, Local Business and Administrative-Research-Office Districts.** Illumination of any sign within a Residential District, Local Business District, or Administrative-Research-Office District shall only be external illumination by properly shielded light fixtures, or by edge-lighting, or by halo lighting. Internal illumination shall not be

permitted. In all cases illumination shall only be by steady white light. Notwithstanding the above, awning signs shall not be internally illuminated.

6.2.9.2 **Illumination in Highway Business, Industrial, and Industrial Office Districts.** Illumination of any sign within a Highway Business, Industrial, or Industrial Office District shall be external illumination by properly shielded light fixtures, or by edge-lighting, or by halo lighting, or internal illumination of only the lettering, wording or insignia portions of a sign. In all cases illumination shall only be by steady white light. Notwithstanding the above, awning signs shall not be internally illuminated.

6.2.9.3 **Prohibited Means of Illumination.** Illumination of signs by neon or external florescent lighting shall be prohibited in all districts. Changeable signs, variable lit signs, and variable message signs shall be prohibited in all districts, except that signs or portions of signs displaying time, date and/or temperature shall be permitted provided that such signs meet all other provisions of this section. Variable message municipal signs, used to provide public information, traffic or safety messages, shall be permitted in all districts.

6.2.9.4 **Prohibited Means of Sign Movement.** Movement of a sign body or any segment thereof, by rotation, revolution, up and down movement, or any other type of action involving a change of position of a sign body or segment thereof, whether caused by mechanical or other means, shall be prohibited in all districts.

6.2.9.5 **Video Media Display.** Video media display shall be permitted in Local Business and Highway Business Districts, only as follows:

6.2.9.5.1 No video media display shall be positioned so as to be visible from any public way, including any sidewalk, whether such display is located on the interior or exterior of a building or structure.

6.2.9.5.2 No more than four (4) video media displays shall be permitted on any property at one time.

6.2.9.5.3 No single video media display shall exceed one and one-half (1-1/2) square feet in area.

6.2.10 **Temporary Signs.** Temporary signs shall be prohibited except as specified herein.

6.2.10.1 **General Provisions for Temporary Signs.**

6.2.10.1.1 Temporary signs may only be installed with the permission of the property owner. Temporary signs to be placed on Town property require the prior written permission of the Town Administrator.

6.2.10.1.2 Temporary signs must be removed within the period of time specified herein.

6.2.10.1.3 Temporary signs shall not be attached to utility poles, fences, walls, trees or other vegetation, nor shall they be installed upon a sidewalk or public way.

6.2.10.1.4 No temporary signs shall exceed twenty (20) square feet in area, unless otherwise provided herein.

6.2.10.1.5 There shall no more than two (2) temporary signs installed on any premise at any one time.

6.2.10.1.6 No temporary sign shall be installed such that the highest point of said sign is more than three (3) feet above ground level, unless otherwise provided herein.

6.2.10.1.7 Temporary signs shall not be illuminated.

6.2.10.2 **Temporary Real Estate Signs.** A maximum of two (2) temporary real estate signs shall be permitted, where such signs may be maintained on a property listed for sale or lease during the period of such listing, and shall be removed by the owner or agent within thirty (30) days of conveyance. Such signs shall advertise only the property on which the signs are located. Where permitted, temporary real estate signs shall be limited to the following maximum area requirements:

6.2.10.2.1 In Industrial and Industrial Office Districts such signs shall not exceed thirty-two (32) square feet; and shall not be installed such that the highest point of said sign is more than eight (8) feet above ground level.

6.2.10.2.2 In Highway Business and ARO Districts such signs shall not exceed twenty-four (24) square feet; and shall not be installed such that the highest point of

said sign is more than six (6) feet above ground level.

6.2.10.2.3 In Local Business Districts such signs shall not exceed twelve (12) square feet~~;~~ and shall not be installed such that the highest point of said sign is more than four (4) feet above ground level.

6.2.10.2.4 In Residential Districts such signs shall not exceed six (6) square feet and shall not be installed such that the highest point of said sign is more than three (3) feet above ground level.

6.2.10.3 **Temporary Construction Signs.** A maximum of two (2) temporary construction signs shall be permitted in non-residential districts only, where such signs may be maintained on a building or property undergoing construction during the period of construction, and for not more than thirty (30) days following the completion of said construction, but in no case longer than six (6) months, unless such period is extended in writing for good cause by the Building Commissioner. Where permitted, temporary construction signs shall be limited to the following maximum area requirements:

6.2.10.3.1 In Industrial and Industrial Office Districts such signs shall not exceed thirty-two (32) square feet and shall not be installed such that the highest point of said sign is more than eight (8) feet above ground level.

6.2.10.3.2 In Highway Business and ARO Districts such signs shall not exceed twenty-four (24) square feet and shall not be installed such that the highest point of said sign is more than six (6) feet above ground level.

6.2.10.3.3 In Local Business Districts such signs shall not exceed twelve (12) square feet and shall not be installed such that the highest point of said sign is more than four (4) feet above ground level.

6.2.10.4 **Temporary Political Signs.** Temporary political signs shall be permitted in all Districts.

6.2.10.5 **Temporary Banners.** Temporary banners announcing charitable, nonprofit, or civic events, shall be permitted for a period of time

not to exceed thirty (30) consecutive days prior to the event. All temporary banners shall be removed within ten (10) days after such event. Such banners may be erected across public ways with the prior written permission of the Town Administrator upon such terms and conditions as it shall determine, including size, location and design.

6.2.10.6 **Temporary Special Event Signs.** Temporary special events signs, including off-premises temporary special event signs, shall be permitted for a period of time not to exceed fourteen (14) consecutive days prior to the advertised event. All temporary signs shall be removed within two (2) days after such event.

6.2.10.7 **Open House Signs.** Open house signs, not exceeding six (6) square feet in area, shall be permitted only on the property which is for sale or lease, and/or at nearby intersections to guide potential buyers to that location, and shall only be permitted during the hours of the open house.

6.2.10.8 **Yard Sale Signs.** Yard sale signs, not exceeding six (6) square feet in area, shall be permitted only on the property engaged in the yard sale, and/or at nearby intersections to guide potential buyers to that location, and shall be removed within twenty-four (24) hours after the yard sale.

6.2.11 **Nonconforming Signs.**

6.2.11.1 Nonconforming signs and sign structures may continue to be maintained but shall not be reconstructed, remodeled, relocated, reworded or redesigned unless it is brought into conformity with all provisions of this Zoning Bylaw.

6.2.11.2 Nothing in this Section shall be deemed to prevent the repair and maintenance of a nonconforming sign including general maintenance, repainting and replacement of inoperative or deteriorated parts of the sign face. Supporting structures for nonconforming signs may be replaced, providing that such replacement brings the structure into more conformity as to height, setback and other requirements.

6.2.11.3 A nonconforming sign or sign structure which is destroyed or damaged by a casualty may be restored within six (6) months after such destruction or damage only after it is shown that the damage did not exceed fifty percent (50%) of the appraised value of the sign. If such sign or sign structure is destroyed or damaged to an extent exceeding fifty percent (50%), it shall be removed and shall

not be reconstructed or replaced unless such action brings the sign and sign structure into conformity with all provisions of this Zoning Bylaw.

6.2.11.4 A nonconforming sign or sign structure shall be removed within thirty (30) days if the building or structure containing the use to which the sign is accessory is demolished or destroyed to an extent exceeding fifty percent (50%) of the appraised value of the building.

6.2.12 **Sign Materials and Maintenance.** Signs shall be manufactured using industry standard materials that are consistent with a high quality project. Structurally necessary brackets, posts or other supports may be visible if compatible with the appearance of the sign they support. Conduit, tubing, raceways, conductors, transformers and similar equipment shall be concealed from view, to the greatest practical extent. All signs and support structures shall be kept in good repair and shall be painted or cleaned as often as necessary to maintain a clean, neat, safe and orderly appearance. The Building Commissioner may order the repair of a sign that is not secure, safe or in good state of repair by written notice to the owner. If the defect in the sign is not corrected within thirty (30) days of said written notice, the Building Commissioner may order the removal of the sign or impose fines as specified pursuant to Section 10.1, Execution and Enforcement.

6.2.13 **Sign Removal.** Any sign which has been ordered removed by the Building Commissioner or which is abandoned or discontinued, shall be removed by the person, firm or corporation responsible for the sign within thirty (30) days of the written notice.

6.2.14 **Special Permit.** The Board of Appeals may grant a special permit for a sign that does not comply with sign area, height, or setback requirements set forth herein, or which exceeds the maximum permitted number of signs permitted, provided that said sign is otherwise in compliance with all other provisions of this section, and provided further that the Board of Appeals makes the following findings:

6.2.14.1 Applicant has adequately demonstrated that compliance with the provisions of this Section will be an undue hardship.

6.2.14.2 Sign scale is determined to be in reasonable relation to the scale of the building or structure and the sizes of signs on nearby structures.

6.2.14.3 Sign size, shape and placement serves to define or enhance architectural elements of the building or structure such as columns, sill lines, cornices and roof edges.

6.2.14.4 Sign design is harmonious with other signage on the same or adjacent structures and provides reasonable continuity in mounting

location and height, proportions and materials.

6.2.14.5 Sign materials, colors, lettering style, illumination and form are reasonably compatible with building design, and surrounding neighborhood.

6.2.14.6 Sign size, location, design and illumination do not present a safety hazard to vehicular or pedestrian traffic.

(Planning Board)

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

Questions are frequently raised about the types of signs permitted in the various zoning districts, and about the size, materials and permitted locations of signs. There has been particular confusion with respect to requirements for temporary signs. The Planning Department has received a number of complaints about the use of changeable signs, and the building department has recently received requests for permits to allow video media displays. Neither of these types of signs is adequately addressed in the current Zoning Bylaw.

This article revises and reorganizes the Sign section of the Zoning Bylaw, in order to provide a more easily understood, user-friendly document. All revisions are intended to meet current desires for adequate and appropriate signage. New provisions are included to specifically address temporary signs, changeable signs, and video media displays.

ARTICLE 28

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 2.0 [Definitions], Subsections 2.54 [Floor Area, Net] and 2.55 [Floor Area Ratio (FAR)] as set forth below:

1) Amend Section 2.55 [Floor Area Ratio (FAR)] to read as follows:

2.55 Floor Area Ratio (FAR) The gross floor area of a building, less all floor area of said building attributed to entrance areas, atriums and parking garages, divided by the total gross lot area of the parcel on which it is located. For example, a one acre lot with a FAR of .75 could contain 32,670 square feet of floor area (43,560 x .75=32,670), plus such additional area as may be attributed to entrance areas, atriums or parking garages.

(Planning Board)

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

The Planning Board has considered an alternate method for calculation of net floor area ratio, as it understands that certain modifications to the calculation might result in commercial buildings with better amenities for those occupying or visiting those buildings.

ARTICLE 29

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 7.3 [Environmental Impact and Design Review (EIDR)], Subsection 7.3.3 [Exempt Uses], Subsection 7.3.6 [Submittal Requirements], and Subsection 7.3.13 [Appeal], as set forth below:

1) Amend Section 7.3.3 [Exempt Uses] to read as follows:

7.3.3 **Exempt Uses.** Mandatory review of uses for which M.G.L. Chapter 40A, Section 3 provides certain exemptions from zoning restrictions shall be limited consistent with those statutory provisions, and on other matters shall be advisory only. For all uses exempt under M.G.L. Chapter 40A, Section 3, the Planning Board shall make determinations of compliance with dimensional and parking requirements of this bylaw, including requirements related to setbacks, building height, building coverage, impervious surface, parking and circulation, buffers, screening, landscape, lighting, and stormwater management. Application and review procedures for such uses shall be the same as for others, except that the Planning Board shall waive the requirement of any submittals which are unnecessary for the Planning Board's regulatory determinations.

2) Amend Section 7.3.6 [Submittal Requirements] by adding a new Subsection 7.3.6.1.9 to read as follows:

7.3.6.1.9 Location and description of any proposed disturbance to existing vegetation, or alteration of natural or historic features, which are proposed in relation to temporary access, utility installation, or other aspects of construction, including provisions for site restoration.

3) Delete Section 7.3.13 [Appeal] in its entirety and replace it with the following:

7.3.13 **Appeal.** Any decision of the Planning Board pursuant to this Section shall be appealed within twenty (20) days of the date of issuance of the decision. Such appeal shall be filed in Norfolk County Superior Court, and any proceedings

pursuant to such appeal shall be limited to the record before the Planning Board.

(Planning Board)

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

The Planning Board has proposed a limited number of amendments to the EIDR section of the Zoning Bylaw to improve the application of this section. Although the Finance Commission agrees that more clarification would be an improvement upon the current zoning bylaws for limited site plan reviews for projects exempt under MGL Chapter 40A Section 3, members are concerned that the areas of compliance listed in the article are incomplete and could be misleading to an applicant.

ARTICLE 30

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 4.1 [Principal Uses], Subsection 4.1.1 [General], as set forth below:

1) Amend Section 4.1.1 [General] to read as follows:

4.1.1 **General.** No building or structure shall be constructed, and no building, structure or land shall be used, in whole or in part, for any purpose other than for one or more of the uses herein set forth as permitted in the district in which said building, structure or land is located, or set forth as permissible by special permit in said district, and so authorized. In the case of lots lying partly within the Industrial District or Highway Business District of the Town of Westwood and partly within another abutting municipality, that portion of the lot lying outside of the Town of Westwood may be used to meet the zoning requirements of this Bylaw, and such lot may have effective access through such abutting municipality. However, in all other cases, no building or structure shall be constructed or used on a lot lying only partly within the Town of Westwood unless the Westwood portion of the lot shall meet the zoning requirements herein set forth, and the lot shall have effective access to the Town of Westwood. There shall be no more than one non-agricultural principal use for each lot in a Residential District, except as may otherwise be provided herein.

(Planning Board)

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

This Article proposes an amendment to the Zoning Bylaws to address parcels within the Highway Business District that lie partly in Westwood and partly in an abutting jurisdiction, so that the entire parcel may be used in calculating compliance with the dimensional requirements. The Westwood Zoning Bylaw currently contains a provision which permits this for lots in the industrial district. Several years ago, a number of parcels straddling the Westwood/Dedham town line were rezoned from Industrial District to Highway Business District. A corresponding amendment should have been made to Section 4.1.1 at that time to permit the unified treatment of these lots.

This Article proposes such an amendment. The Finance Commission agrees that this Article should have been amended several years ago when the town rezoned these parcels from Industrial District to Highway Business District.

ARTICLE 31

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map, including amendments related to proposed revisions to the existing bylaw Section 9.4 [Wireless Communication Overlay District (WCOD)], including the following:

1) Replace the existing Section 9.4 [Wireless Communication Overlay District (WCOD)] with a new Section 9.4 [Wireless Communication Overlay District (WCOD)] to read as follows:

9.4 WIRELESS COMMUNICATION OVERLAY DISTRICT (WCOD)

9.4.1 **Purpose.** The purpose of the Wireless Communication Overlay District (WCOD) is to permit and regulate the use of wireless communication facilities within the Town and to encourage their location and use in a manner which minimizes negative visual and environmental impacts. It is intended that this Section be in compliance with the Federal Telecommunications Act of 1996 in that the requirements of this section: (i) do not prohibit or have the effect of prohibiting the provision of wireless communication services; (ii) are not intended to discriminate unreasonably among providers of functionally equivalent services; and (iii) do not regulate wireless communication services on the basis of environmental effect of radio frequency emissions to the extent that the regulated services and facilities comply with the FCC's regulations concerning emissions. This Section does not apply to the construction or use of an antenna structure by a federally licensed amateur radio operator, as exempted by M.G.L. Chapter 40A, Section 3.

9.4.2 **Location.** Two distinct Wireless Communication Overlay Districts - WCOD 1 and WCOD2 - are herein established as overlay districts as shown on the Official Zoning Map and as described herein:

9.4.2.1 **WCOD 1:** WCOD 1 shall comprise all land within the following zoning districts:

Administrative-Research-Office (ARO)
Highway Business (HB)
Industrial (I)
Industrial-Office (IO)

and also the following specific parcels, or discreet portions of parcels, as shown on the Westwood Board of Assessors' Map, as of January 1, 2012:

Parcel 14-046 (High Street Fire Station);
Parcel 14-072 (Police Station);
Parcel 14-094 (Deerfield School);
Parcel 16-005 (Hanlon School);
Parcel 21-048 (Westwood High School);
Parcel 21-047 (Thurston Middle School);
Parcel 20-072 (New Westwood Cemetery);
Parcel 23-215 (Islington Fire Station and Morrison Field);
Parcel 24-135 (Downey School);
Parcel 28-077 (Sheehan School);
Parcel 28-059 (Buckmaster Pond, former quarry parcel only);
Parcel 28-078 (Sheehan Athletic Fields);
Parcel 35-089 (Martha Jones School); and
That abandoned portion of public right-of-way which extends from the intersection of Grove Street and Country Club Road to Route 128.

9.4.2.2 **WCOD 2:** WCOD 2 shall comprise the following specific parcels, or discreet portions of parcels, as shown on the Westwood Board of Assessors' Map, as of January 1, 2012:

Parcel 04-001 (Hale Reservation, limited to existing utility easement);
Parcel 09-065 (Dedham-Westwood Water District water towers);
Parcel 14-071 (Town Hall);
Parcel 14-079 (Westwood Public Library);
Parcel 14-181 (Colburn School Building);
Parcel 14-096 (St. John's Episcopal Church);
Parcel 14-140 (First Baptist Church);
Parcel 16-250 (First Evangelical Free Church);
Parcel 16-238 (St. Denis Church);
Parcel 21-044 (St. Margaret Mary Church);
Parcel 21-050 (First Parish of Westwood United Church);
Parcel 21-064 (First Parish of Westwood United Church);
Parcel 23-189 (Islington Community Center); and
Parcel 28-329 (Temple Beth David).

9.4.3 **Definitions.** For the purposes of this Section, the following definitions shall apply:

9.4.3.1 **Wireless communication facility**. Any tower, pole, antenna, receiving or transmitting equipment of any kind, and any equipment or structure related to wireless communication activities such as cellular telephone service, personal communication service (PCS), enhanced specialized mobile radio service, paging, light radio, and any other functionally equivalent service, including access ways, screening materials and landscaping associated with said facility.

9.4.3.2 **Minor wireless communication facility.** A wireless communication facility for which all components are located fully within an existing building or structure, or fully within an addition to an existing building which is approved pursuant to a WCOD Special Permit, and are not visible from the exterior of said building or structure, or for which any components located outside of an existing building or structure are less than ten (10) feet in height.

9.4.3.3 **Major wireless communication facility.** A wireless communication facility not meeting the limitations specified for a Minor wireless communication facility.

9.4.4 **Permitted Uses.** Except as otherwise provided herein and subject to the provisions of this Bylaw applicable to the underlying district, land and buildings in a WCOD may be used for any purpose permitted as of right or by special permit in the underlying district. Major wireless communication facilities shall only be permitted within the WCOD 1 overlay district, except that a major wireless communication facility may be permitted within the WCOD 2 only upon a determination by the Planning Board that the location of the proposed facility would provide adequate screening and buffering such that the proposed facility would not be detrimental to the Town or to the general character or visual appearance of the surrounding neighborhood or abutting uses, and would be consistent with the intent of the Bylaw. Minor wireless communication facilities may be permitted in either the WCOD 1 or the WCOD 2 overlay district. Wireless communication facilities, whether Major or Minor, shall not be permitted outside the boundaries of a WCOD.

9.4.5 **Permits Required.**

9.4.5.1 Minor wireless communication facilities to be located entirely within the interior of an existing building or structure, not visible from the exterior, and not involving a change to the exterior size or appearance of the building or structure, shall be a permitted use in a WCOD1 or WCOD2, provided that the wireless communication facility complies with FCC standards for radio frequency emissions and receives a building permit from the Building Inspector.

9.4.5.2 Minor wireless communication facilities to be located outside of an existing building or structure, or to be attached to an existing communication facility, utility transmission tower or pole, water tower or related facility, shall be a permitted use in a WCOD1 or WCOD2, provided that the wireless communication facility is no more than ten (10) feet in height, adds no more than ten (10) feet in height to the building or structure, and receives A WCOD EIDR Approval pursuant to this section and Section 7.3 of this bylaw.

9.4.5.3 Minor wireless communication facilities to be located entirely within the interior of an addition to an existing building, which addition is approved pursuant to a WCOD Special Permit, and which facilities are not visible from the exterior, may be permitted in WCOD1 or WCOD2 only upon the issuance of a WCOD Special Permit from the Planning Board in compliance with the provisions of this section.

9.4.5.4 Major wireless communication facilities may be permitted only in WCOD 1, or in WCOD 2 only pursuant to the exception noted in Section 9.4.4, and only upon the issuance of a WCOD Special Permit from the Planning Board in compliance with the provisions of this section.

9.4.6 **Application and Submittal Requirements.** An application for a WCOD Special Permit or WCOD EIDR Approval shall be filed in accordance with the Planning Board's Rules and Regulations for Wireless Communication Overlay District Special Permits, and shall include the following, except to the extent waived by the Planning Board:

9.4.6.1 Locus map at a scale of 1":200' which shall show all streets, landscape features, dwellings units and all other structures within five hundred (500) feet of the proposed wireless communication facility.

9.4.6.2 Site plan prepared by a Registered Professional Engineer at a scale of 1":40' which shall show the following information:

9.4.6.2.1 Location, size and height of the wireless communication facility, including the location, size and height of all accessory structures and equipment.

9.4.6.2.2 Property boundaries of the site.

9.4.6.2.3 Topographical site information, including existing and proposed elevations.

9.4.6.2.4 Fencing, landscaping, lighting and signage.

9.4.6.2.5 Areas to be cleared of vegetation and trees.

9.4.6.2.6 Location and identification of all existing buildings, structures and uses of land located on the site.

9.4.6.2.7 Location and identification of all existing buildings, structures and uses of land located within three hundred (300) feet of the property boundaries of the site.

9.4.6.3 Profile or elevation drawings to illustrate the view lines from the wireless communication facility to all nearby residences and public areas.

9.4.6.4 Color photograph or computerized rendition of the wireless communication facility and its components and accessory structures. For a Major wireless communication facility, a rendition shall also be prepared to illustrate the view lines from all neighboring streets.

9.4.6.5 Description of the wireless communication facility and the technical, economic and other reasons for the proposed location, height and design.

9.4.6.6 Visual representation of the area of solid Radiofrequency Radiation (RFR) coverage and the area of marginal RFR coverage of the wireless communication facility, existing and proposed.

9.4.6.7 Confirmation that the wireless communication facility complies with all applicable federal and state standards, regulations, statutes and other requirements. This shall include, if applicable, a written statement that the wireless communication facility is in compliance with, or is exempt from, applicable regulations administered by the Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission and the Massachusetts Department of Public Health.

9.4.6.8 A description of the wireless communication facility's capacity, including the number and type of panels, antennas and/or transmitter receivers that it can accommodate and the basis for these calculations.

9.4.6.9 Documentation that the Applicant has the legal right to install and use the wireless communication facility.

9.4.6.10 After the submittal of an application, the Planning Board may require that the Applicant perform a "balloon test" or other test in the field sufficient to illustrate the proposed height and location of the wireless communication facility in relation to the surrounding area.

9.4.7 **Development Standards.**

9.4.7.1 An Applicant proposing a wireless communication facility must demonstrate to the satisfaction of the Planning Board that the visual and aesthetic impacts of the wireless communication facility on nearby properties will be minimal. The Applicant must also demonstrate that the facility must be located at the proposed site due to technical, topographical or other unique circumstances, and that no reasonable combination of locations, techniques or technologies will mitigate the height or visual impact of the proposed wireless communication facility.

9.4.7.2 Co-location of wireless communication facilities is encouraged. To the extent possible, wireless communication facilities shall be located in or on existing buildings or structures, including, but not limited to, buildings, communication facilities, utility transmission towers or poles, water towers, and related facilities, provided that such installation preserves the character and integrity of these buildings or structures. The Applicant shall have the burden of demonstrating to the satisfaction of the Planning Board that a good faith effort has been made to co-locate on an existing building or structure, or on an existing Major or Minor wireless communication facility, that there are no feasible existing buildings or structures upon which to locate, and that no reasonable combination of locations, techniques or technologies will obviate the need for the proposed wireless communication facility.

9.4.7.3 Major wireless communication facilities shall be designed and constructed to accommodate the maximum number of presently interested users that is technologically practical. In addition, if the number of proposed users is less than four, the applicant shall provide a plan showing how the proposed tower can be expanded to accommodate up to four users. In the event that the Planning Board finds that co-location is preferable, the applicant must agree to allow co-location pursuant to commercially reasonable terms to additional users.

9.4.7.4 Antenna support structures shall be buildings or monopoles. Where appropriate to the surrounding area, at the sole discretion of the Planning Board, monopoles shall be disguised as flag poles or trees.

9.4.7.5 The highest point of a Major wireless communication facility, including its antenna support structure and any component thereof or attachment thereto, shall not exceed one hundred (100) feet above ground level.

9.4.7.6 The maximum diameter or width of any Major wireless communication facility antenna support system shall be no more than three (3) feet.

9.4.7.7 All Major wireless communication facilities is shall be setback from all property lines abutting any public way, including any sidewalk, a distance one hundred percent (100%) of the height of the highest point of the

wireless communication facility, except that this setback requirement may be reduced, at the sole discretion of the Planning Board, to allow the integration of a wireless communication facility into an existing or proposed building or structure.

9.4.7.8 No Major wireless communication facility shall be constructed within a distance equal to one hundred percent (100%) of the height of the highest point of the wireless communication facility from any existing residential dwelling or any proposed dwelling for which a building permit or subdivision approval has been issued. However, this regulation shall not prohibit the later development of any residential dwelling within said distance from an existing wireless communication facility.

9.4.7.9 All equipment enclosures and other improvements included within a wireless communication facility shall be architecturally designed to blend in with the surrounding environment and shall be maintained in good appearance and repair.

9.4.7.10 Fencing shall be provided to control access to the base of a Major wireless communication facility. The fencing shall be compatible with the scenic character of the Town, as determined by the Planning Board, and shall not consist of barbed wire or razor wire.

9.4.7.11 All exterior wireless communication facilities shall be painted, colored, molded, installed or otherwise screened to minimize their visibility to abutters, adjacent streets, views from scenic roads, and residential neighborhoods. Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood. Existing on-site vegetation shall be preserved to the maximum extent feasible.

9.4.7.12 All antennas on a Major wireless communication facility shall be single unit cross-polar antennas. Antennas shall be designed and mounted in such a manner as to present the smallest possible silhouette, profile, or cross-section.

9.4.7.13 Wireless communication facilities shall not be lighted unless required by the Federal Aviation Administration (FAA), or unless after consultation with the Police and Fire Chiefs, the Planning Board requires such lighting for public safety reasons.

9.4.7.14 Wireless communication facilities shall not interfere with nor have any negative effect on the Town's emergency radio communications.

9.4.7.15 Signs posted for advertisement or any other reasons shall not be allowed on or in the vicinity of a Major wireless communication facility, with the exception of one (1) sign not exceeding four (4) square feet in area at the facility which shall display the name and telephone number of the person and company responsible for the maintenance of the facility. The signage shall also display a 'No Trespassing' warning.

9.4.8 **Decision.** A WCOD Special Permit or WCOD EIDR Approval shall only be granted upon the determination of the Planning Board that the application meets the objectives cited herein. The Planning Board may impose reasonable conditions at the expense of the Applicant, including performance guarantees, to promote these objectives. Prior to the issuance of any WCOD Special Permit or WCOD EIDR Approval, the Planning Board shall make positive findings that:

9.4.8.1 The Applicant has demonstrated to the satisfaction of the Planning Board that there exists a significant gap in coverage and that said gap would be sufficiently reduced or eliminated by the proposed wireless communication facility.

9.4.8.2 The Applicant has demonstrated to the satisfaction of the Planning Board that the wireless communication facility must be located at the proposed site due to technical, topographical or other unique circumstances, in order to satisfy a demonstrated gap in coverage.

9.4.8.3 The Applicant has demonstrated to the satisfaction of the Planning Board that the visual and aesthetic impacts of the wireless communication facility on nearby properties will be minimal, and that no reasonable combination of locations, techniques or technologies will mitigate the height or visual impact of the proposed wireless communication facility.

9.4.8.4 The Applicant has demonstrated, in any case where a Major wireless communication facility is permitted within WCOD 2 pursuant to Section 9.4.4, that the location of the proposed facility would provide adequate screening and buffering such that the proposed facility would not be detrimental to the Town or to the general character or visual appearance of the surrounding neighborhood or abutting uses, and would be consistent with the intent of the Bylaw.

9.4.8.5 The wireless communication facility will have no significant adverse impact on the town and surrounding residential properties.

9.4.9 **Discontinuance of Use.** A wireless communication facility, and all accessory equipment, shall be removed within six (6) months of abandonment or discontinuation of use. As a condition of any special permit for the placement, construction or modification of a Major wireless communication facility, the Applicant shall provide a bond, in a form acceptable to the Town, or shall place into escrow a sum of money sufficient to cover the

costs of removing the facility from the subject property and said funds shall be held by an independent escrow agent to be appointed by the Applicant and the Planning Board. The amount of the surety shall be certified by a Registered Professional Engineer or Registered Professional Architect. The Applicant shall authorize and, as necessary, shall provide the authorization of the owner of the property to allow the Town or the escrow agent to enter upon the subject property to remove the facility when the facility has been abandoned or discontinued.

9.4.10 **Pre-existing Non-conforming Facilities.** Any wireless telecommunication facility legally in existence on the date of enactment of this section which does not comply in all respects with these provisions shall be deemed a pre-existing non-conforming use. Such wireless communication facilities may be renewed after a public meeting of the Planning Board. Non-conforming Major wireless communication facilities may be reconstructed, expanded and/or altered pursuant to the issuance of a WCOD Special Permit from the Planning Board in compliance with the applicable provisions of this section. A Minor wireless communication facility associated with a Major wireless communication facility may be granted WCOD-EIDR Approval in compliance with the applicable provisions of this section.

9.4.11 **Time Limitation.** A special permit issued for a Major wireless communication facility over fifty (50) feet in height shall be valid for a period of five (5) years. At the end of this time period, the Major wireless communication facility shall be removed at the Applicant's expense unless the Applicant receives approval from the Planning Board to renew the WCOD Special Permit for an additional five (5) years.

(Planning Board)

The Finance Commission, by a vote of 8 in favor and 5 opposed, recommends that the Town vote Indefinite Postponement.

This Article proposes that the Town amend the Wireless Communication Overlay District ("WCOD") Section of the By-Laws by defining major and minor wireless communication facilities, and establish two separate Wireless Communication Overly Districts (WCOD1 and WCOD2). The existing WCOD section permits wireless communication facilities in all the business districts, as well as on specified parcels in more residential districts. A number of the specified parcels within the WCOD are in close proximity to large numbers of residential properties. Some of these parcels may not be appropriate for free-standing cell towers, but could accommodate cell towers within or attached to their existing structures.

The proposed amendments define major and minor wireless communication facilities, and establish two separate Wireless Communication Overlay Districts - WCOD1 and WCOD2. Under the revised WCOD bylaw section, a minor wireless communication facilities is defined as

a wireless facility that is enclosed within a building (e.g. steeple, cupola) and a major wireless facility is everything else (e.g. 100 ft tall monopole). Major and Minor wireless communication facilities may be permitted within the WCOD1. Minor wireless communication facilities may be permitted within the WCOD2; Major facilities may also be permitted in WCOD2, but only if the Planning Board determines that the location of the proposed facility would provide adequate screening and buffering. WCOD1 encompasses all the business districts and certain town-owned properties. Many of the parcels currently zoned for wireless communication facilities have been placed within the new WCOD2 overlay district.

Majority Opinion

The Finance Commission reviewed these proposed amendments and had no substantive opposition to the amendments as presented, with the single exception of objecting to allowing the placement of wireless communication facilities in the Westwood Cemetery and Buckmaster Pond. It was the consensus of the majority of the members of the Finance Commission that placement of a wireless communication facility in Westwood Cemetery would disrupt the dignity and sanctity of the Cemetery and its surroundings. Majority members of the Finance Commission also opined that placement of a wireless communication facility on Buckmaster Pond would impede the serenity and tranquil setting of that environment. Absent these two sites on the list of potential locations for wireless communication facilities, the Finance Commission had no objection to this Article and would recommend the approval of the Article.

Minority Opinion

A minority of the Finance Commission concurs with the Planning Board that requiring the approval of the Board of Selectman (and the public discussion such action would generate) to site a wireless facility on Town-owned land will protect the citizen from the siting of an unwelcomed cell tower. While we are sensitive to the concerns regarding the selection of certain locations for cell towers, we believe that the Board of Selectmen will be sensitive to public concern and will not allow the placement of a tower that would be offensive to the community.

ARTICLE 32

To see if the Town will vote to approve certain housekeeping amendments, including the following:

1) Replace the words "Subsections 4.4.1 through 4.4.2" in the title portion of Section 4.3.3.11 with the words "Section 4.4.1", so that the revised title portion of Section 4.3.3.11 reads as follows:

4.3.3.11 The use by a resident builder, carpenter, painter, plumber or other artisan for incidental work and storage in connection with this off-premise trade, subject to the conditions in Section 4.4.1.

2) Replace the words "Subsections 4.4.3 through 4.4.9" in the title portion of Section 4.3.3.12 with the words "Section 4.4.2", so that the revised title portion of Section 4.3.3.12 reads as follows:

4.3.3.12 Accessory apartment consisting of a second dwelling unit located within a detached one-family dwelling, or a building accessory thereto, subject to the conditions in Section 4.4.2.

3) Replace the words "Building Inspector" with the words "Building Commissioner" wherever they appear in the bylaw.

(Planning Board)

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

This "housekeeping" Article is intended to clarify or correct errors and/or inconsistencies within the Zoning Bylaw.

ARTICLE 33

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map, including amendments to Section 9.2 [Flood Area Overlay District (FAOD)], including the following:

1) Amend Section 9.2 [Flood Area Overlay District (FAOD)] to replace all references to the Flood Insurance Rate Map, effective as of June 17, 2002, with references to the Flood Insurance Rate Map, effective as of July 17, 2012, and revise terminology for consistency with that used in new maps, so that the amended Subsection 9.2 reads as follows:

9.2 FLOOD AREA OVERLAY DISTRICT (FAOD)

9.2.1 **Purpose.** The purpose of the Flood Area Overlay District (FAOD) is to reduce flood losses, to preserve and maintain the ground water table, to protect the public health and safety of persons and property against hazards of flood water inundation and to limit and control the development of flood prone areas.

9.2.2 **Location.** The FAOD is herein established as an overlay district. The FAOD includes all Special Flood Hazard Areas, designated as Zone A and AE as set

forth on the Norfolk County Flood Insurance Rate Map (FIRM), issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program, including map panels 25021C0038E, 25021C0039E, 25021C0159E, 25021C0176E, 25021C0177E, 25021C0178E, 25021C0179E, 25021C0181E, 25021C0183E, 25021C0184E, and 25021C0186E, effective as of July 17, 2012. The exact boundaries of the FAOD are defined by the one percent (1%) annual chance base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 17, 2012. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Board of Health and Building Commissioner.

9.2.3 **Permitted Uses.** Except as otherwise provided herein and subject to the provisions of this Bylaw applicable to the underlying district, land and buildings in the FAOD may be used for any purpose permitted as of right or by special permit in the underlying district.

9.2.4 **Development Standards.** The following development standards shall apply within the FAOD:

9.2.4.1 All development in the district, including structural and non-structural activities, whether permitted by right or by special permit, must be in compliance with:

a. Chapter 131, Section 40 of the Massachusetts General Laws, as amended from time to time;

b. Sections of the Massachusetts State Building Code addressing floodplain and coastal high hazard areas, under 780 CMR, as amended from time to time;

c. Wetlands Protection Regulations promulgated by the Massachusetts Department of Environmental Protection (MA-DEP), under 310 CMR 10.00, as amended from time to time;

d. Inland Wetlands Restrictions promulgated by MA-DEP, under 310 CMR 13.00, as amended from time to time; and

e. Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, promulgated by MA_DEP under 310 CMR 15, Title 5.

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

9.2.4.2 In Zone AE, along watercourses that have a regulatory floodway designated on the FIRM, encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

9.2.4.3 In Zones A and AE, along watercourses that have no designated regulatory floodway, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

9.2.4.4 New construction or substantial improvement of residential structures within the FAOD shall have the lowest floor (including basement) elevated to or above the one percent (1%) annual chance flood level as shown on the FIRM. Nonresidential structures within the FAOD shall either be similarly elevated or, together with attendant utility and sanitary facilities, be watertight flood-proofed to or above the one percent (1%) annual chance flood level. Substantial improvement shall include any repair, construction or alteration costing fifty percent (50%) or more of the actual cash value of the structure before improvement or, if damaged, before damage occurred.

9.2.4.5 Where watertight flood-proofing of a structure is permitted, a Registered Professional Engineer or Registered Professional Architect shall certify to the Building Commissioner that the methods used are adequate to withstand the flood depths, pressures and velocities, impact and uplift forces and other factors associated with the one percent (1%) annual chance flood level. In all events, construction shall conform with the minimum standards of the Massachusetts State Building Code. The Building Commissioner shall obtain and maintain records of elevation and flood-proofing for new construction or substantial improvements to existing sites and these certificates shall be maintained for a permanent record by the Building Inspector.

9.2.4.6 Base flood elevation data shall be required for developments involving more than 5 acres or more than 50 lots, within unnumbered A zones.

9.2.5 **Exemption by Special Permit.** The Board of Appeals may by special permit exempt from the requirements of this Section any structures within the FAOD which would be functionally impaired by such measures, which would require waterside location, and which are not used for sustained human occupancy;

provided that the Board of Appeals finds that such structures do not substantially derogate from the purposes herein.

9.2.6 **Notification of Watercourse Alteration.** The Town Engineer shall notify adjacent communities, the National Flood Insurance Program (NFIP) State Coordinator, and the NFIP Program Specialist, of any alteration or relocation of a watercourse.

2) Amend the Official Zoning Map to properly reflect by reference the delineations of all Special Flood Hazard Areas designated as Zone A and AE as set forth on the Flood Insurance Rate Map, effective as of July 17, 2012.

(Board of Selectmen/Planning Board)

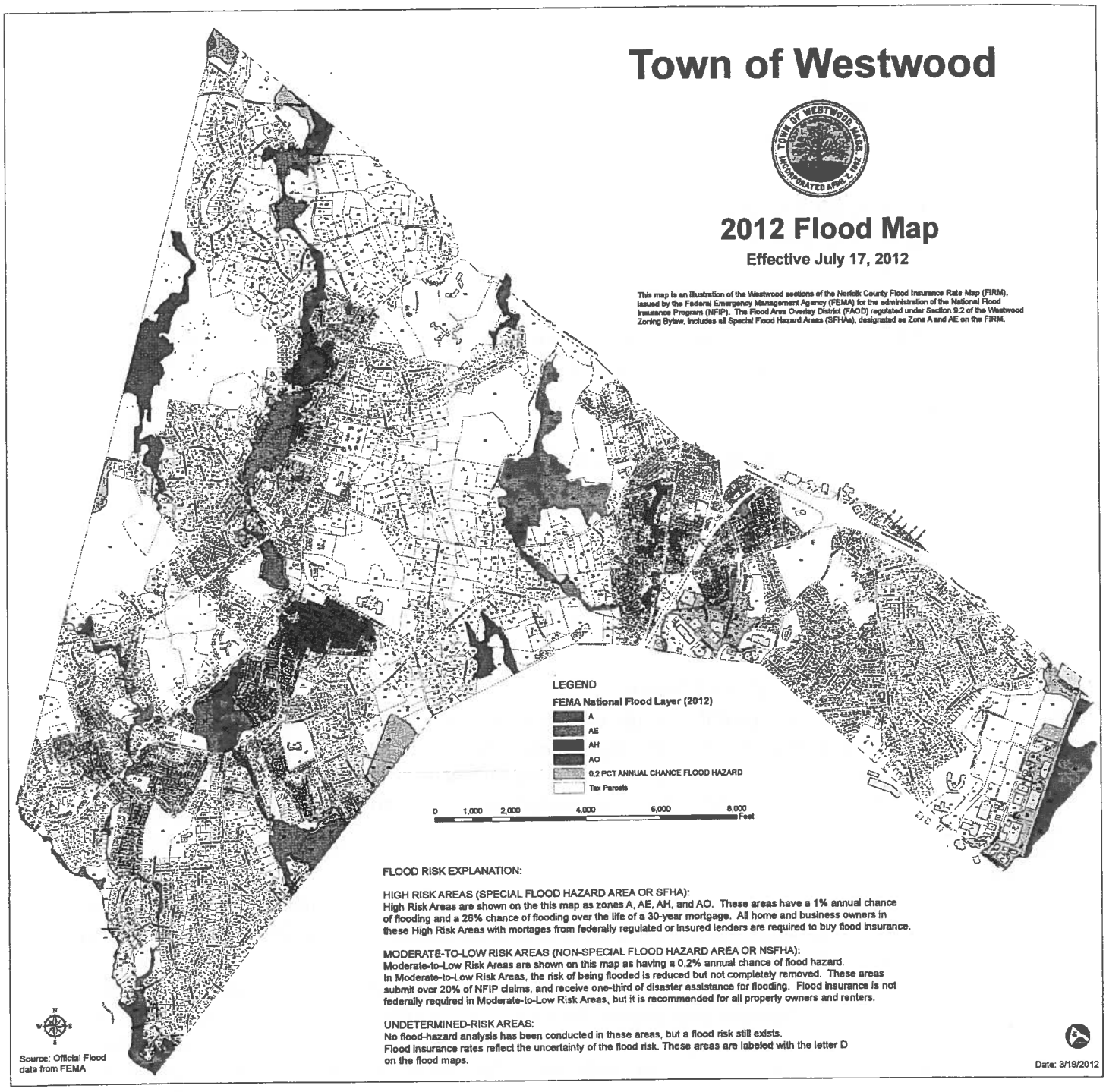
The Finance Commission, by unanimous vote of those present, recommends that the Town so vote.

This Article will incorporate a new Westwood Flood Insurance Rate Map effective on July 17, 2012. The map is determined by FEMA and the Town of Westwood is required by FEMA to keep it current and have Town meeting approval. Specifically, Article 33 will replace the reference to the 2002 Flood Insurance Rate Map with a reference to the updated 2012 Flood Insurance Rate Map (FIRM). In addition, this article will revise the boundaries of the Flood Area Overlay District by incorporating the new FIRM through a reference on Westwood's Official Zoning Map. This 2012 Map (FIRM) is important to Westwood's citizens as it is used when Westwood property owners apply for flood insurance policies under the National Flood Insurance Program.

Please see map on next page.

Visit the Town's website at www.townhall.westwood.ma.us for a better view of this map

Click on "New FEMA maps" under "News and Announcements"



ARTICLE 34

To see if the Town will vote to amend the Code of the Town of Westwood by adding a new Chapter 310 Lodging Facilities as follows:

Lodging Facilities

§ 310 – 1 Definitions
HOTEL - any building used for the feeding and lodging of guests licensed or required to be licensed under the provisions of MGL c. 140 § 6.

LODGING HOUSE - a house where lodgings are let to four or more persons not within the second degree of kindred to the person conducting it, licensed or required to be licensed under MGL c. 140 §23.

MOTEL - any building or portion thereof, other than a hotel or lodging house, in which persons are lodged for hire with or without meals and which is licensed or required to be licensed under the provisions of MGL c. 140 § 32B, or is a private club.

LODGING FACILITY – shall refer to any Hotel, Lodging House or Motel as defined above.

LODGER - any person residing in a rooming unit, including any person listed on the register or rental agreement.

ROOMING UNIT - The room or group of rooms let to an individual for use as living and sleeping quarters.

LICENSEE - The person(s) or entity listed on the license and the owner of the land and building where the facility is operated.

§ 310-2 Responsibilities of the Licensee
The licensee shall be responsible for the proper supervision, operation and maintenance of the lodging facility in accordance with the requirements of this Bylaw and all other pertinent State laws, regulations and other Town By-laws. The appointment of an agent shall in no way relieve the licensee from responsibility for full compliance with all of the foregoing laws and regulations.

§ 310-3 Agents
If the licensee is unable to exercise proper supervision of the premises, the licensee shall designate one or more agents to carry out all or part of its responsibilities. The owner of any such lodging facility having twelve (12) or more units shall be required to have an agent present on the premises at all times. Upon recommendation of the Chief of Police, for reasons of public safety, the Board of Selectmen may require the owner of a facility having fewer than twelve (12) units to have an agent present on premises at all times. Based on the qualifications of the agent(s) designated and the extent of their responsibilities, The Board of Selectmen may require more than one agent be provided. If, for any reason, an agent ceases to exercise his or her responsibilities, the licensee shall at once notify the Board of Selectmen and take immediate steps to provide proper interim supervision and obtain a suitable replacement.

The agent(s) shall be available on a 24-hour basis and the telephone number for the on duty agent must be posted in a conspicuous place inside each rooming unit or in a public area in the lodging facility office. The licensee must provide to the Board of Selectmen a list of all agents including land line and cell phone contact information. The Selectmen's Office will provide the contact information to the Police, Fire, Health and Building Departments.

§ 310-4 Registers and Card Files

The licensee of every lodging facility shall keep or cause to be kept, in a permanent form, a register. Such register shall contain the name and residence (or last residence for a person with no current residence) of every person engaging or occupying a private room together with a true and accurate record of the room assigned to such person and the day and hour of check-in and checkout. The entry of the name(s) of the person(s) engaging a room shall be made by said person(s). Until the entry of such name(s) and the record of the room have been made, no one shall be allowed to occupy any room.

In addition, each licensee shall keep or cause to be kept a card file or database containing current information on each lodger including full name, date and time of registration, room number, address, registration number, state of registration and make of automobile. To ensure compliance with this section, the licensee or agent will require proof of identification of the lodger. Acceptable identification will include a government issued photo identification showing the true name and date of birth of the holder. A photocopy of the identification will be maintained with the register card. These cards should be kept for a minimum of one year after departure of the lodger. The register and card file required by this section shall be available for inspection at all times by the Board of Selectmen, the Building Commissioner, the Health Director or any of their agents or any officer of the Westwood Police Department.

§ 310-5 Providing False information

No person renting a room shall give a wrong or false name or address or any fictitious information pertaining to his or her identity. No licensee or agent shall knowingly permit the entry of any wrong or false information into the records described in § 310-4. Any police officer taking cognizance of any such violation may request the offender to state his or her true name and address. Whoever, upon such a request, refuses to state his or her name or address, or states a false name or address, or a name or address which is not his or her name or address in ordinary use, may be arrested by a police officer without a warrant.

§ 310-6 Letting Rooms to Minors Prohibited

No licensee shall let a room to any person under the age of 18, knowing or having reason to believe him or her to be such.

§ 310-7 Training

All licensees and agents of each lodging facility shall complete a one-time training conducted by the Westwood Police Department along with representatives from the Town's Health, Building and Fire Departments. This instructional program will cover the requirements and expectations of the Town's lodging facility regulations and any other laws or regulations as the participating Town officials deem necessary for the safe and proper operation of the lodging facility. Any newly designated licensee or agent shall be required to complete the training program within

thirty (30) days of his or her designation. The Westwood Police Department will submit a list of persons completing the training program to the Board of Selectmen. Failure to comply with the training requirement may result in revocation of the license at the discretion of the Board of Selectmen.

§ 310-7 Severability
The provisions of this Chapter are severable, and, if any, of its provisions shall be held unconstitutional or invalid by any court of competent jurisdiction, the decision of said court shall not affect any of the remaining provisions.

§ 310-8 Penalties
Any violation of § 310-3 through § 310-4 shall be punished by a fine of one hundred dollars ($100) for the first offense and three hundred dollars ($300) for any subsequent offense in any calendar year.

Any violation of § 310-5 through § 310-6 shall be punished by a fine of three hundred dollars ($300).

(Board of Selectmen)

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

This Article creates a Hotel / Motel Bylaw for the Town requiring an annual license which would entail a yearly inspection of the facility. With a motel on Providence Highway, a hotel on the East Street rotary and potential hotels as part of any University Avenue development, this regulation will help protect the public welfare, safety, and interests of properties and guests of motels and hotels.

ARTICLE 35

To see if the Town will vote to amend The Code of the Town of Westwood, Part II General Legislation by deleting therefrom Part II, General Legislation Chapter 338 in its entirety and substituting therefore the following:

Soliciting and Canvassing

§ 338-1. Title.
This chapter shall be known as the "Door-to –Door Solicitation Law of the Town of Westwood."

§ 338-2. This chapter is intended to regulate door-to-door sales by licensing sales agents; establishing a No Solicitation List; and promulgating reasonable time and manner restrictions on door-to-door solicitation, including enforcement of the No Solicitation List.

§ 338-3. Definitions.
The following words and phrases shall have the following meanings:

SALES PERSON- any person engaged in door-to-door sales of goods or services for present or future delivery.

SALES ORGANIZATION- any entity engaged in the supervision, recruitment, retention, or employment of a sales person or persons, including any person or representative thereof.

SALES SUPERVISOR- any person who directs or supervises a sales person(s) or person(s) engaged in door-to-door sales.

DOOR-TO-DOOR SALES- the in-person solicitation of sales of goods or services for present or future delivery by entry upon residential property, including multi-family or duplex residential property, or by soliciting person located on residential property from a street, sidewalk, or other adjacent property, without the prior invitation of the person to be solicited.

DOOR-TO-DOOR SALES PERMIT- a permit issued to a sales agent to engage in door-to-door sales in accordance with this chapter.

NO SOLICITATION LIST- a list of residential addresses in the Town, organized alphabetically by street name, indicating those residential properties placed on the list at the request of the owner or occupant indicating that they do not want sales agents to enter their property.

§ 338-4 Administration.
The Town of Westwood Door-to-Door Sales Permit process shall be administered by the Westwood Police Department.

§ 338-5 Application Requirements.

A. Each sales person must apply individually to the Westwood Police Department during posted administrative hours by submitting a completed application, which shall require:
    1. Government-issued photographic identification.
    2. Date of birth.
    3. Social security number.
    4. Permanent residential address.
    5. Home telephone number.
    6. Temporary local address.
    7. Current cell phone number.
    8. Sales organization information.
    9. Sales supervisor identity.
    10. Make, model, color, and registration number of any vehicle(s) used to transport the sales agent(s), his or her supervisor, or sales materials.
    11. Such other verifying information as may be reasonably required.

B. An application fee to be established and adjusted from time to time by the Board of Selectmen shall accompany each Town of Westwood Door-to-Door Sales Permit Application.

§ 338-6. Background Check.

Subject to the provisions of the Massachusetts Criminal Records Offender Statute, M.G.L. c. 6 §167 *et seq.*, and regulations promulgated thereunder, the Westwood Police Department shall conduct a Criminal Records Check of each applicant for a Town of Westwood Door-to-Door Sales Permit to determine the applicant's fitness and suitability to conduct door-to-door sales.

§ 338-7. No Solicitation List.

A. The No Solicitation List shall be established and maintained by the Westwood Police Department. Residents may submit their property for inclusion on the list without charge.

B. Upon approval and issuance of a Town of Westwood Door-to-Door Sales Permit, each sales person shall be provided with a copy of the No Solicitation List.

§ 338-8. Door-to-Door Sales Regulations.

A. No sales person shall engage in door to door sales without first having applied for and received a Town of Westwood Door-to-Door Sales Permit.

B. No sales organization shall allow any sales person to engage in door to door sales who has not applied for and received a Town of Westwood Door-to-Door Sales Permit.

C. No sales supervisor shall direct, supervise, or allow any sales person to engage in door to door sales who has not applied for and received a Town of Westwood Door-to-Door Sales Permit.

D. No sales person shall enter within the perimeter of any residential property included on the No Solicitation List. In addition to the fine(s) established below, inclusion of a residential property on the No Solicitation List shall constitute notice prohibiting trespass under MGL c.266 § 120.

E. No sales person shall solicit sales from a person situated within a residential property included on the No Solicitation List from a street, sidewalk or other adjacent property.

F. Each sales person shall carry the Town of Westwood Door-to-Door Sales Permit at all times while engaged in door to door sales, and shall display said Permit upon request by any police officer, Town official, or any person present at a residential property where door-to-door sales is solicited.

G. No sales person or supervisor shall use any vehicle to transport persons or materials for door-to-door sales unless said vehicle is identified in the Town of Westwood Door-to-Door Sales Permit Application and the exterior of said vehicle is marked with name of the sales organization and the words "DOOR-TO-DOOR SALES". All required information shall be in letters a minimum of 4" in height on both sides of the vehicle.

H. Door-to-door sales shall not be conducted except during the hours between 9:00 am and 7:00pm.

§ 338-9. Penalties.

A. Each violation of any provision of this By-Law shall be punished by a fine not to exceed Three Hundred ($300) Dollars.

B. Upon the occurrence of a second violation of this By-Law by any sales person, the issuing authority may revoke that sales person's Town of Westwood Door to Door Sales Permit.

§ 338—10. Severability.

The invalidity of any portion or portions of this chapter shall not invalidate any other portion, provision or section thereof.

(Board of Selectmen)

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

This article was requested by the Police Chief in order to update the Town's Door-to-Door Solicitation Bylaw. The modifications include reasonable time and manner restrictions, the requirement of a Door-to-Door Sales Permit which must be obtained prior to sales, and also the establishment of a no solicitation list. The revisions also include a fine of $300 for the first violation of any provision of the law and the second violation results in revocation of the sales persons Door- to- Door Sales Permit.

ARTICLE 36

To see if the Town will vote to amend the Code of the Town of Westwood, Part II, General Legislation by adding to Chapter 380, Vehicles and Traffic, a new Article as follows, or take any other action thereon:

Article VIII - Hackney Carriages; Taxicabs and Vehicles for Hire.

The Board of Selectmen pursuant to the provisions of MGL c. 40, § 22 may make such rules, orders, and regulations for the licensing and operation of hackney carriages, taxicabs and vehicles for hire operated within the Town of Westwood and relative to the licensing of the operators thereof, including the imposition of penalties for violations therefor, as the Selectmen deem necessary and advisable from time to time. Such rules, orders and regulations shall be printed in a form made available to applicants for such licenses. Notice thereof and of said regulations and any changes thereon shall be duly published in a newspaper, all as prescribed by MGL c. 40, § 22.

(Board of Selectmen)

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

The Westwood Police Chief recommended this Article to establish a formal Town bylaw for licensing regulations governing taxi cabs and other 'vehicles for hire' that operate in Westwood. The bylaw would replace a general policy previously adopted by the Board of Selectmen for licensing these enterprises. The proposed bylaw is consistent with regulations in similar communities.

ARTICLE 37

To see if Town Meeting will vote to amend Chapter 380, Article III Public Safety Lanes, Section 380-7 of the Code of the Town of Westwood by deleting "fine of $25" and replacing it with "fine of $50" and amend Chapter 380, Article IV Handicapped Parking, Section 380-10 of the By-Laws by deleting "fine of $50" and replacing it with "fine of $100" or take any other action thereon.

(Board of Selectmen)

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

The current fees for violations of public and handicap parking regulations have not increased since 1994 and 1995, respectively. The proposed fee increases are reasonable and consistent with other local communities.

ARTICLE 38

To see if Town Meeting will vote to amend the bylaws by inserting the following in Part II: General Legislation:

Chapter 325 Dealers of Second Hand Articles

§ 325 – 1 Authority
Pursuant to MGL c. 140, § 54, The Board of Selectmen may license suitable persons to be collectors of, dealers in or keepers of shops for the purchase, sale or barter of junk, old metals or second hand articles; may make rules and regulations relative to their business; and may provide for the supervision thereof.

§ 325-2 License and Other Requirements
No person shall keep a shop for the purpose of the purchase, barter or sale of junk, old metal or second-hand articles or be a dealer therein, without first having obtained a license therefore from the Board of Selectmen. Every licensee shall display its license in its shop in a suitable and conspicuous place. Every such shop, all articles of merchandise therein and all records pertaining to the acquisition and disposition of said articles may at all times be examined by the Board of Selectmen or members of the Police Department.

§ 325-3 Record of Acquisitions
Every person licensed under § 325-2 shall keep a record of every acquisition of any such article to include: 1) a description of the article 2) the name, date of birth and address of the person from whom the article was acquired and 3) the date and hour of the acquisition.

Such record shall be open at all times to inspection by the Board of Selectmen or members of the Police Department.

Every person licensed under § 325-2 shall deliver to the Westwood Police, either in person, by United States Mail or electronically every week a legible and correct list, in the English language, containing an accurate description of all articles acquired, directly or indirectly, during the preceding week. All such lists shall be submitted in a format prescribed by the Chief of Police and shall be submitted on or before the close of business Mondays.

§ 325-4 Retention of Acquisitions
No person(s) licensed under § 325-2 shall permit any second-hand article acquired by him or her to be sold or altered in any way until at least fourteen (14) days after its receipt.

§ 325-5 Acquisitions from Minors Prohibited
No person licensed under § 325-2 shall acquire, directly or indirectly, any article from a person under the age of 18, knowing or having reason to believe them to be such.

§ 325-6 Providing False information

No person offering any article for sale or barter to a licensee, shall give a wrong or false name or address or any fictitious information pertaining to identity. No person holding a license under § 325-2 shall knowingly permit the entry of any wrong or false information into the record of the transaction described in § 325-3. In order to prevent wrong or false information, a license holder will examine photo identification from any person offering any article for sale or barter. Any police officer taking cognizance of any such violation may request the offender to state his or her true name and address. Whoever, upon such a request, refuses to state his or her name or address, or states a false name or address, or a name or address which is not his or her name or address in ordinary use, may be arrested by a police officer without a warrant.

§ 325-7 Severability
The provisions of this Chapter are severable, and, if any of its provisions shall be held unconstitutional or invalid by any court of competent jurisdiction, the decision of said court shall not affect any of the remaining provisions.

§ 325-8 Penalties
Any violation of § 325-2 through 325-5 shall be punished by a fine of one hundred dollars ($100). Any violation of § 325-6 shall be punished by a fine of three hundred dollars ($300).

§ 325-9 Exemptions
The licensing requirements of § 325-1 shall not apply to the purchase, sale or barter of clothing, books, prints, coins or postage stamps.

The licensing requirements of § 325-1 shall not apply to not for profit organizations that may receive donations of second hand items, even if offered for sale.

(Board of Selectmen)

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

Westwood does not currently have regulations governing the purchase and/or sale of second hand items. Communities that have these regulations find them very helpful when investigating crimes such as house breaks and larcenies. As a result of regulations in other towns, we have been able to assist residents in retrieving stolen property and in identifying the persons responsible. This Bylaw would require businesses in Westwood that purchase second hand items to maintain certain records to identify the source of the items.

ARTICLE 39

To see if the Town will vote to amend The Code of the Town of Westwood, Part II General Legislation by adding thereon Chapter 339, as follows, or take any other action thereon:

Fingerprint Based Criminal Record Background Checks

§ 339-1 Purpose and Authorization

In order to protect the health, safety, and welfare of the inhabitants of the Town of Westwood, and as authorized by MGL c. 6, § 172B½, this by-law shall require a) applicants for certain Town licenses permitting the engagement in specific occupational activities within the Town as enumerated in § 339-2 below to submit to fingerprinting by the Westwood Police Department, b) the Police Department to conduct criminal record background checks based on such fingerprints, and c) the Town to consider the results of such background checks in determining whether or not to grant a license.

The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS) and the Federal Bureau of Investigation (FBI) as may be applicable to conduct on behalf of the Town and its Police Department fingerprint based state and national criminal record background checks, including of FBI records, consistent with this by-law. The Town authorizes the Police Department to receive and utilize FBI records in connection with such background checks, consistent with this by-law.

§ 339-2 Applicant's Submission to Fingerprinting

Any applicant for a license to engage in any of the following occupational activities within the Town shall submit a full set of fingerprints taken by the Westwood Police Department within ten (10) days of the date of the application for a license, for the purpose of conducting a state and national criminal record background check to determine suitability of the applicant for the license:

Manager of Alcoholic Beverage License
Hawker and Peddler
Door to Door Salesperson
Owner or Operator of Public Conveyance (Taxi or Livery Service)
Dealer of Second Hand Articles
Ice Cream Truck Vendor

At the time of fingerprinting, the Police Department shall notify the individual fingerprinted that the fingerprints will be used to check the individual's FBI criminal history records.

§ 339-3 Processing of Fingerprints Based Criminal Record Background Checks and Communication of Results

The Police Department shall transmit fingerprints it has obtained pursuant to § 339-2 of this by-law to the Identification Section of the Massachusetts State Police, DCJIS and/or the FBI as may be necessary for the purpose of conducting fingerprint based state and national criminal record checks of license applicants specified in § 339-2.

An applicant may request and receive a copy of his or her criminal history records from the Police Department. Should an applicant wish to correct or amend the information contained in it, he or she will be directed to the DCJIS for state records and the FBI for national records.

The Police Department shall communicate the results of the fingerprint based criminal record background checks to the applicable licensing authority within the Town. The Police Department shall indicate whether the applicant has been convicted of, or is awaiting final adjudication for, a crime that bears upon the applicant's suitability, or any felony or misdemeanor involving the use of force or the threatened use of force, controlled substances or a sex-related offense.

§ 339-4 Reliance on Results

Licensing authorities of the Town shall utilize the results of fingerprint based criminal history record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in § 339-2. A Town Licensing authority may deny any application for a license on the basis of the results of the fingerprint based criminal record background check, if it determines that the results of the check render the subject unsuitable for the propose occupational activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on the applicant's suitability in making this determination. The licensing authority shall not deny a license based on information in a criminal record unless the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

§ 339-5 Compliance with Law, Regulation and Town Policy

Implementation of this by-law and the conducting of fingerprint based criminal record background checks by the Town shall be in accordance with all applicable laws, regulations, and Town policies, which shall include record retention and confidentiality requirements. The Town shall not disseminate the results of fingerprint based criminal record background checks except as may be provided by law, regulation, and Town policy. The Town shall not disseminate criminal record information to unauthorized persons or entities.

§ 339-6 Fees

The fee charged by the Police Department for the purpose of conducting fingerprint based criminal record background checks shall be one hundred dollars ($100). A portion of the fee, as specified in MGL c.6 § 172B½ , shall be deposited into the Firearms Fingerprint Identity Verification Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

(Board of Selectmen)

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

This purpose of this Article is to further protect the health, safety and welfare of Westwood residents by establishing a bylaw, as newly allowed by State Law, requiring that applicants for certain types of licenses submit to fingerprinting by the Westwood Police Department. These fingerprints will then be used by the Westwood Police Department to conduct criminal background checks to be used in determining whether to grant the requested license. The types of

licenses to which this requirement would apply include Manager of Alcoholic Beverage License, Hawker and Peddler, Door to Door Salesperson, Owner or Operator of Public Conveyance (Taxi or Livery Service), Dealer of Second Hand Articles, and Ice Cream Truck Vendor. All such applicants will be advised that the fingerprints will be used to check the individual's state and national criminal history records. The Police Department will then communicate the result of the criminal checks to the applicable licensing authority which shall in turn utilize those records for the sole purpose of determining the suitability of the applicants for the subject license. A Town licensing authority may deny any application for a license on the basis of the result of the check if it determines that the applicant is unsuitable for the proposed occupational activity, but only after the applicant has been afforded a reasonable opportunity to correct or complete the record or has declined to do so.

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	COA Van Driver	7/1/11 - 6/30/12	Annual	$ 30,999	$ 31,774	$ 32,569	$ 33,382	$ 34,218	$ 35,073	$ 35,949	$ 36,848	$ 37,769	$ 38,714
		7/1/12 - 6/30/13	Annual	$ 31,619	$ 32,409	$ 33,220	$ 34,050	$ 34,902	$ 35,774	$ 36,668	$ 37,585	$ 38,524	$ 39,488
5	*no positions assigned*	7/1/11 - 6/30/12	Annual	$ 33,789	$ 34,634	$ 35,500	$ 36,387	$ 37,296	$ 38,229	$ 39,185	$ 40,165	$ 41,168	$ 42,198
		7/1/12 - 6/30/13	Annual	$ 34,465	$ 35,327	$ 36,210	$ 37,115	$ 38,042	$ 38,994	$ 39,969	$ 40,968	$ 41,991	$ 43,042
6	Aquatics Specialist COA Outreach Worker Preschool Coordinator Town Service Representative	7/1/11 - 6/30/12	Annual	$ 36,830	$ 37,751	$ 38,694	$ 39,662	$ 40,653	$ 41,670	$ 42,711	$ 43,779	$ 44,874	$ 45,996
		7/1/12 - 6/30/13	Annual	$ 37,567	$ 38,506	$ 39,468	$ 40,455	$ 41,466	$ 42,503	$ 43,565	$ 44,655	$ 45,771	$ 46,916
7	Civilian Communications Officer Custodial Supv/Animal Control Officer Custodial Supv/Facilities Maintenance Human Resources Assistant Recreation Specialist Planning & Land Use Specialist	7/1/11 - 6/30/12	Annual	$ 40,144	$ 41,149	$ 42,177	$ 43,231	$ 44,313	$ 45,420	$ 46,555	$ 47,719	$ 48,913	$ 50,135
		7/1/12 - 6/30/13	Annual	$ 40,947	$ 41,972	$ 43,021	$ 44,096	$ 45,199	$ 46,328	$ 47,486	$ 48,673	$ 49,891	$ 51,138
8	Finance Commission Administrator Manager of Fitness Programs Recreation Program Manager Solid Waste Coordinator/Facilities Mgr	7/1/11 - 6/30/12	Annual	$ 43,757	$ 44,851	$ 45,973	$ 47,123	$ 48,300	$ 49,508	$ 50,745	$ 52,014	$ 53,315	$ 54,648
		7/1/12 - 6/30/13	Annual	$ 44,632	$ 45,748	$ 46,892	$ 48,065	$ 49,266	$ 50,498	$ 51,760	$ 53,054	$ 54,381	$ 55,741
9	COA Program Development Director Sanitarian/Food Inspector Youth Services Counselor	7/1/11 - 6/30/12	Annual	$ 47,696	$ 48,888	$ 50,111	$ 51,363	$ 52,647	$ 53,964	$ 55,312	$ 56,695	$ 58,113	$ 59,566
		7/1/12 - 6/30/13	Annual	$ 48,650	$ 49,866	$ 51,113	$ 52,390	$ 53,700	$ 55,043	$ 56,418	$ 57,829	$ 59,275	$ 60,757
10	Assistant Building Inspector Conservation Specialist Electrical Inspector Executive Assistant Gas/Plumbing Inspector Public Health Nurse Recreation Business Manager	7/1/11 - 6/30/12	Annual	$ 51,988	$ 53,288	$ 54,620	$ 55,986	$ 57,385	$ 58,820	$ 60,291	$ 61,798	$ 63,343	$ 64,926
		7/1/12 - 6/30/13	Annual	$ 53,028	$ 54,354	$ 55,712	$ 57,106	$ 58,533	$ 59,996	$ 61,497	$ 63,034	$ 64,610	$ 66,225
11	Aquatics Manager Computer Systems Analyst Economic Development Officer Geographic Information Specialist	7/1/11 - 6/30/12	Annual	$ 56,668	$ 58,085	$ 59,537	$ 61,025	$ 62,551	$ 64,114	$ 65,717	$ 67,360	$ 69,044	$ 70,770
		7/1/12 - 6/30/13	Annual	$ 57,801	$ 59,247	$ 60,728	$ 62,246	$ 63,802	$ 65,396	$ 67,031	$ 68,707	$ 70,425	$ 72,185

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 Engineer Assistant Town Treasurer Construction Inspector (vacant) Council on Aging Director Director of Youth and Family Services Recreation Director Supt. Turf Management (vacant) Town Planner	7/1/11 - 6/30/12 7/1/12 - 6/30/13	Annual Annual	$ 61,767 $ 63,002	$ 63,312 $ 64,578	$ 64,894 $ 66,192	$ 66,516 $ 67,846	$ 68,180 $ 69,544	$ 69,884 $ 71,282	$ 71,631 $ 73,064	$ 73,423 $ 74,891	$ 75,258 $ 76,763	$ 77,139 $ 78,682
13	Building Commissioner Health Director Sewer Superintendent Supt. Highways/Cemeteries/Grounds Town Accountant	7/1/11 - 6/30/12 7/1/12 - 6/30/13	Annual Annual	$ 67,327 $ 68,674	$ 69,010 $ 70,390	$ 70,735 $ 72,150	$ 72,504 $ 73,954	$ 74,316 $ 75,802	$ 76,174 $ 77,697	$ 78,078 $ 79,640	$ 80,030 $ 81,631	$ 82,031 $ 83,672	$ 84,082 $ 85,764
14	Deputy Director DPW Deputy Fire Chief Library Director Police Lieutenant Project Manager Town Engineer	7/1/11 - 6/30/12 7/1/12 - 6/30/13	Annual Annual	$ 75,406 $ 76,914	$ 77,291 $ 78,837	$ 79,223 $ 80,807	$ 81,204 $ 82,828	$ 83,234 $ 84,899	$ 85,315 $ 87,021	$ 87,448 $ 89,197	$ 89,634 $ 91,427	$ 91,875 $ 93,713	$ 94,172 $ 96,055
15	Director of Information Technology Human Resources Director	7/1/11 - 6/30/12 7/1/12 - 6/30/13	Annual Annual	$ 84,455 $ 86,144	$ 86,566 $ 88,297	$ 88,730 $ 90,505	$ 90,949 $ 92,768	$ 93,222 $ 95,086	$ 95,553 $ 97,464	$ 97,942 $ 99,901	$ 100,390 $ 102,398	$ 102,900 $ 104,958	$ 105,473 $ 107,582
16	Director of Public Works Finance Director Fire Chief Police Chief	7/1/11 - 6/30/12 7/1/12 - 6/30/13	Annual Annual	$ 94,589 $ 96,481	$ 96,954 $ 98,893	$ 99,377 $ 101,365	$ 101,863 $ 103,900	$ 104,409 $ 106,497	$ 107,019 $ 109,159	$ 109,695 $ 111,889	$ 112,437 $ 114,686	$ 115,248 $ 117,553	$ 118,130 $ 120,493
17	Town Administrator	7/1/11 - 6/30/12 7/1/12 - 6/30/13	Annual Annual	$ 121,136 $ 123,559	$ 124,164 $ 126,647	$ 127,269 $ 129,814	$ 130,451 $ 133,060	$ 133,712 $ 136,386	$ 137,055 $ 139,796	$ 140,481 $ 143,291	$ 143,993 $ 146,873	$ 147,593 $ 150,545	$ 151,282 $ 154,308

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

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
L-4	Library Custodian	7/1/11 - 6/30/12	Annual	31,003.49	31,778.58	32,573.04	33,387.37	34,222.05	35,077.61	35,954.54	36,853.41	37,774.75	38,719.11
			Hourly	17.04	17.46	17.90	18.34	18.81	19.27	19.76	20.25	20.75	21.27
		7/1/12 - 6/30/13	Annual	31,623.56	32,414.15	33,224.50	34,055.12	34,906.49	35,779.16	36,673.63	37,590.48	38,530.25	39,493.49
			Hourly	17.38	17.81	18.26	18.71	19.19	19.66	20.16	20.66	21.17	21.70
L-5	Library Assistant Technical Services Asst	7/1/11 - 6/30/12	Annual	33,483.77	34,320.87	35,178.89	36,058.35	36,959.82	37,883.81	38,830.91	39,801.68	40,796.72	41,816.64
			Hourly	18.40	18.86	19.33	19.82	20.31	20.82	21.33	21.87	22.41	22.98
		7/1/12 - 6/30/13	Annual	34,153.45	35,007.29	35,882.47	36,779.52	37,699.02	38,641.49	39,607.53	40,597.71	41,612.65	42,652.97
			Hourly	18.77	19.24	19.72	20.22	20.72	21.24	21.76	22.31	22.86	23.44
L-6	Library Bookkeeper	7/1/11 - 6/30/12	Annual	36,162.48	37,066.54	37,993.20	38,943.03	39,916.61	40,914.53	41,937.39	42,985.82	44,060.46	45,161.98
			Hourly	19.87	20.36	20.88	21.39	21.93	22.48	23.04	23.62	24.21	24.81
		7/1/12 - 6/30/13	Annual	36,885.73	37,807.87	38,753.06	39,721.89	40,714.94	41,732.82	42,776.14	43,845.54	44,941.67	46,065.22
			Hourly	20.27	20.77	21.30	21.82	22.37	22.93	23.50	24.09	24.69	25.31
L-7	Senior Library Custodian	7/1/11 - 6/30/12	Annual	39,055.47	40,031.86	41,032.66	42,058.46	43,109.93	44,187.68	45,292.38	46,424.68	47,585.30	48,774.93
			Hourly	21.45	21.99	22.55	23.11	23.69	24.28	24.88	25.51	26.14	26.80
		7/1/12 - 6/30/13	Annual	39,836.58	40,832.50	41,853.31	42,899.63	43,972.13	45,071.43	46,198.23	47,353.17	48,537.01	49,750.43
			Hourly	21.88	22.43	23.00	23.57	24.16	24.77	25.38	26.02	26.66	27.34
L-8	Branch Librarian Children's Librarian Circulation Supervisor Reference Librarian	7/1/11 - 6/30/12	Annual	42,179.91	43,234.40	44,315.27	45,423.15	46,558.73	47,722.70	48,915.76	50,138.66	51,392.13	52,676.93
			Hourly	23.18	23.75	24.35	24.96	25.59	26.22	26.87	27.55	28.23	28.94
		7/1/12 - 6/30/13	Annual	43,023.51	44,099.09	45,201.58	46,331.61	47,489.90	48,677.15	49,894.08	51,141.43	52,419.97	53,730.47
			Hourly	23.64	24.23	24.84	25.46	26.10	26.74	27.41	28.10	28.79	29.52
L-9	*no positions assigned*	7/1/11 - 6/30/12	Annual	45,554.30	46,693.17	47,860.48	49,057.00	50,283.43	51,540.51	52,829.03	54,149.75	55,503.50	56,891.08
			Hourly	25.03	25.66	26.30	26.96	27.62	28.31	29.03	29.76	30.50	31.26
		7/1/12 - 6/30/13	Annual	46,465.39	47,627.03	48,817.69	50,038.14	51,289.10	52,571.32	53,885.61	55,232.75	56,613.57	58,028.90
			Hourly	25.53	26.17	26.83	27.50	28.17	28.88	29.61	30.36	31.11	31.89
L-10	Head-Adult Services Head-Children's Services Head - Technology Srvcs	7/1/11 - 6/30/12	Annual	49,198.64	50,428.60	51,689.32	52,981.56	54,306.10	55,663.74	57,055.35	58,481.72	59,943.76	61,442.36
			Hourly	27.03	27.71	28.40	29.11	29.84	30.58	31.35	32.14	32.94	33.76
		7/1/12 - 6/30/13	Annual	50,182.61	51,437.17	52,723.11	54,041.19	55,392.22	56,777.01	58,196.46	59,651.35	61,142.64	62,671.21
			Hourly	27.57	28.26	28.97	29.69	30.44	31.19	31.98	32.78	33.60	34.44

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

LIBRARY PART-TIME SEASONAL COMPENSATION PLAN - FY11/FY12

POSITION	Date		Range
Substitute Librarian	7/1/11 - 6/30/12	Hourly	$17.69 - $20.06
	7/1/12 - 6/30/13	Hourly	$18.04 - $20.46
Sub Librarian Assistant	7/1/11 - 6/30/12	Hourly	$12.53 - $15.08
	7/1/12 - 6/30/13	Hourly	$12.78 - $15.38
Temporary Support Staff	7/1/11 - 6/30/12	Hourly	$9.00 - $14.50
	7/1/12 - 6/30/13	Hourly	$9.18 - $14.79

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*	7/1/11 - 6/30/12	Hourly	$15.21	$15.82	$16.13	$16.46	$16.79	$17.12	$17.46	$17.81
		7/1/12 - 6/30/13	Hourly	$15.21	$15.82	$16.13	$16.46	$16.79	$17.12	$17.46	$17.81
3	*no positions assigned*	7/1/11 - 6/30/12	Hourly	$16.42	$17.08	$17.42	$17.77	$18.13	$18.49	$18.86	$19.23
		7/1/12 - 6/30/13	Hourly	$16.42	$17.08	$17.42	$17.77	$18.13	$18.49	$18.86	$19.23
4	Principal Clerk	7/1/11 - 6/30/12	Hourly	$18.27	$19.00	$19.38	$19.77	$20.16	$20.57	$20.98	$21.40
		7/1/12 - 6/30/13	Hourly	$18.27	$19.00	$19.38	$19.77	$20.16	$20.57	$20.98	$21.40
5	Accounting Specialist Office Assistant	7/1/11 - 6/30/12	Hourly	$19.92	$20.72	$21.13	$21.55	$21.99	$22.42	$22.87	$23.33
		7/1/12 - 6/30/13	Hourly	$19.92	$20.72	$21.13	$21.55	$21.99	$22.42	$22.87	$23.33
6	Accounting Coordinator Administrative Assistant Benefits Coordinator Conservation Coordinator Payroll Coordinator	7/1/11 - 6/30/12	Hourly	$21.71	$22.58	$23.03	$23.49	$23.96	$24.44	$24.93	$25.43
		7/1/12 - 6/30/13	Hourly	$21.71	$22.58	$23.03	$23.49	$23.96	$24.44	$24.93	$25.43
7	Staff Accountant Youth & Family Services - Coordinator	7/1/11 - 6/30/12	Hourly	$23.66	$24.60	$25.10	$25.60	$26.11	$26.63	$27.16	$27.71
		7/1/12 - 6/30/13	Hourly	$23.66	$24.60	$25.10	$25.60	$26.11	$26.63	$27.16	$27.71
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Purchasing Administrator	7/1/11 - 6/30/12	Hourly	$25.79	$26.82	$27.36	$27.90	$28.46	$29.03	$29.61	$30.20
		7/1/12 - 6/30/13	Hourly	$25.79	$26.82	$27.36	$27.90	$28.46	$29.03	$29.61	$30.20

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

FY13 Contract not settled at time of printing

POLICE DEPARTMENT										
Grade	**Title**	**Fiscal Year**	**Starting**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Service Step**	
P-3										
	SERGEANT	**7/1/11 - 12/31/11**		$59,982.29	$61,181.94	$62,405.58			*10 yrs+*	*$63,653.69*
		1/1/12 - 6/30/12		$61,181.94	$62,405.58	$63,653.69			*10 yrs+*	*$64,926.76*
		7/1/12 - 6/30/13		$62,405.58	$63,653.69	$64,926.77			*10 yrs+*	*$66,225.30*
P-4										
	OFFICER	**7/1/11 - 12/31/11**		$44,794.50	$47,187.41	$50,405.28	$51,413.38	$52,441.64	*10 yrs+*	*$53,490.48*
		1/1/12 - 6/30/12		$45,690.39	$48,131.16	$51,413.39	$52,441.65	$53,490.48	*10 yrs+*	*$54,560.28*
		7/1/12 - 6/30/13		$46,604.19	$49,093.78	$52,441.66	$53,490.48	$54,560.28	*10 yrs+*	*$55,651.49*
P-5										
	STUDENT OFFICER*	**7/1/11 - 12/31/11**	$42,398.13							
		1/1/12 - 6/30/12	$43,246.09							
		7/1/12 - 6/30/13	$44,111.02							

**** 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***

FIRE DEPARTMENT

Grade	Title	Fiscal Year		Step 1	Step 2	Step 3	Step 4	Step 5	Service Step	
F-2										
	CAPTAIN *NON-EMT*	7/1/11 - 6/30/12	Annual	$66,882.55					*10 yrs+*	$68,220.20
			Hourly	$30.55						$31.16
		7/1/12 - 6/30/13	Annual	$66,882.55					*10 yrs+*	$68,220.20
			Hourly	$30.55						$31.16
	CAPTAIN *EMT - B*	7/1/11 - 6/30/12	Annual	$71,229.92					*10 yrs+*	$72,654.42
			Hourly	$32.53						$33.19
		7/1/12 - 6/30/13	Annual	$71,229.92					*10 yrs+*	$72,654.42
			Hourly	$32.53						$33.19
	CAPTAIN *EMT- P*	7/1/11 - 6/30/12	Annual	$75,577.28					*10 yrs+*	$77,088.83
			Hourly	$34.52						$35.21
		7/1/12 - 6/30/13	Annual	$75,577.28					*10 yrs+*	$77,088.83
			Hourly	$34.52						$35.21
F-3										
	LIEUTENANT *NON-EMT*	7/1/11 - 6/30/12	Annual	$59,567.28					*10 yrs+*	$60,758.62
			Hourly	$27.21						$27.75
		7/1/12 - 6/30/13	Annual	$59,567.28					*10 yrs+*	$60,758.62
			Hourly	$27.21						$27.75
	LIEUTENANT *EMT - B*	7/1/11 - 6/30/12	Annual	$63,439.15					*10 yrs+*	$64,707.93
			Hourly	$28.97						$29.55
		7/1/12 - 6/30/13	Annual	$63,439.15					*10 yrs+*	$64,707.93
			Hourly	$28.97						$29.55
	LIEUTENANT *EMT- P*	7/1/11 - 6/30/12	Annual	$67,311.02					*10 yrs+*	$68,657.24
			Hourly	$30.74						$31.35
		7/1/12 - 6/30/13	Annual	$67,311.02					*10 yrs+*	$68,657.24
			Hourly	$30.74						$31.35
F-4										
	FIREFIGHTER *NON-EMT*	7/1/11 - 6/30/12	Annual	$43,089.70	$45,525.18	$47,957.06	$51,227.46	$52,251.98	*10 yrs+*	$53,297.03
			Hourly	$19.68	$20.80	$21.90	$23.41	$23.88		$24.34
		7/1/12 - 6/30/13	Annual	$43,089.70	$45,525.18	$47,957.06	$51,227.46	$52,251.98	*10 yrs+*	$53,297.03
			Hourly	$19.68	$20.80	$21.90	$23.41	$23.88		$24.34
	FIREFIGHTER *EMT - B*	7/1/11 - 6/30/12	Annual	$45,890.53	$48,484.32	$51,074.27	$54,557.24	$55,648.37	*10 yrs+*	$56,761.34
			Hourly	$20.96	$22.15	$23.33	$24.92	$25.42		$25.93
		7/1/12 - 6/30/13	Annual	$45,890.53	$48,484.32	$51,074.27	$54,557.24	$55,648.37	*10 yrs+*	$56,761.34
			Hourly	$20.96	$22.15	$23.33	$24.92	$25.42		$25.93
	FIREFIGHTER *EMT - P*	7/1/11 - 6/30/12	Annual	$48,691.36	$51,443.45	$54,191.48	$57,887.02	$59,044.75	*10 yrs+*	$60,225.64
			Hourly	$22.24	$23.49	$24.75	$26.44	$26.97		$27.50
		7/1/12 - 6/30/13	Annual	$48,691.36	$51,443.45	$54,191.48	$57,887.02	$59,044.75	*10 yrs+*	$60,225.64
			Hourly	$22.24	$23.49	$24.75	$26.44	$26.97		$27.50

FY13 CONTRACT NOT SETTLED AT TIME OF PRINTING

DEPARTMENT OF PUBLIC WORKS

Grade	Title	Fiscal Year		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step	
D-6	Senior Working Foreman Grounds Fields Foreman	7/1/11 - 6/30/12	Weekly	$971.84	$991.64	$1,011.90	$1,032.54	$1,053.20	$1,074.26	$1,095.74	*10 yrs+*	$1,117.66
		7/1/12 - 6/30/13	Weekly	$991.27	$1,011.48	$1,032.14	$1,053.19	$1,074.26	$1,095.74	$1,117.66	*10 yrs+*	$1,140.01
D-5	Cemetery Foreman Foreman Head Mechanic	7/1/11 - 6/30/12	Weekly	$944.73	$961.57	$980.14	$1,002.52	$1,022.57	$1,043.03	$1,063.89	*10 yrs+*	$1,085.17
		7/1/12 - 6/30/13	Weekly	$963.62	$980.80	$999.75	$1,022.57	$1,043.02	$1,063.89	$1,085.16	*10 yrs+*	$1,106.87
D-4	Sewer Operations Suprvsr	7/1/11 - 6/30/12	Weekly	$883.34	$901.37	$917.87	$943.52	$962.40	$981.64	$1,001.27	*10 yrs+*	$1,021.30
		7/1/12 - 6/30/13	Weekly	$901.00	$919.40	$936.23	$962.39	$981.64	$1,001.27	$1,021.30	*10 yrs+*	$1,041.72
D-3	Heavy Equip Op/Mechanic Heavy Equipment Oper Sewer Pump Operator	7/1/11 - 6/30/12	Weekly	$821.94	$841.15	$855.59	$884.51	$902.20	$920.24	$938.65	*10 yrs+*	$957.42
		7/1/12 - 6/30/13	Weekly	$838.38	$857.97	$872.70	$902.20	$920.24	$938.65	$957.42	*10 yrs+*	$976.56
D-2	Operator-Laborer	7/1/11 - 6/30/12	Weekly	$780.28	$793.31	$815.35	$834.30	$850.98	$867.99	$885.35	*10 yrs+*	$903.05
		7/1/12 - 6/30/13	Weekly	$795.88	$809.18	$831.66	$850.99	$868.00	$885.35	$903.05	*10 yrs+*	$921.11
D-1	Building Custodian	7/1/11 - 6/30/12	Weekly	$677.97	$701.36	$726.80	$760.15	$775.35	$790.86	$806.68	*10 yrs+*	$822.81
		7/1/12 - 6/30/13	Weekly	$691.53	$715.39	$741.34	$775.35	$790.86	$806.68	$822.81	*10 yrs+*	$839.27

PART-TIME, SEASONAL AND OTHER POSITIONS		
OFFICE OF THE TOWN CLERK	**FY2012 SALARY**	**FY2013 SALARY**
Registrar of Voters	$500 per year	$500 per year
Election Warden	$200 per day	$200 per day
Election Clerk	$180 per day	$180 per day
Election Inspector	$150 per day	$150 per day
INSPECTORS	**FY2012 SALARY**	**FY2013 SALARY**
Inspector of Animals	$500 per year	$500 per year
Sealer of Weights and Measures	*vacant*	*vacant*
Assistant Plumbing, Wiring, Gas Inspectors	$24.04 - $30.60 per hour	$24.52 - $31.21 per hour
PUBLIC SAFETY POSITIONS	**FY2012 SALARY**	**FY2013 SALARY**
Assistant Animal Control Officer	$13.86 - $18.61 per hour	$14.14 - $18.98 per hour
Fire Alarm Maintenance Specialist	$28.75 per hour	$29.33 per hour
Fire Apparatus Maintenance Specialist	$28.75 per hour	$29.33 per hour
Fire EMS Coordinator	$1600 per year	$1633 per year
Fire Training Officer	$1600 per year	$1633 per year
Police Matron	$22.06 per hour	$22.50 per hour
Traffic Supervisors:		
Level 1	$16.09 per hour	$16.41 per hour
Level 2	$17.35 per hour	$17.70 per hour
Level 3	$18.59 per hour	$18.96 per hour
PUBLIC WORKS POSITIONS	**FY2012 SALARY**	**FY2013 SALARY**
Engineering Intern	$13.00 - $16.00 per hour	$13.00 - $16.00 per hour
Seasonal Laborer - Highway	$11.15 - $13.00 per hour	$11.15 - $13.00 per hour
GOVERNMENT SERVICES POSITIONS	**FY2012 SALARY**	**FY2013 SALARY**
Board / Commission Secretary	$11.15 - $22.00 per hour	$11.15 - $22.00 per hour
Temporary Support Staff	$11.15 - $22.00 per hour	$11.15 - $22.00 per hour
Town Counsel	$85.49 per hour	$87.20 per hour
Veterans Agent	$1200 per year	$1200 per year
Veterans Service Director	$1800 per year	$1800 per year

RECREATION FY 13 PART TIME SEASONAL COMPENSATION PLAN							
Grade	**Position Title**	**Fiscal Year**		**Step 1**	**Step 2**	**Step 3**	**Minimum Requirements**
1	Assistant Leader	7/1/12- 6/30/13	Hourly	$8.25	$8.66	$9.10	2 yrs. LDP Experience Preferred. First Aid, CPR, AED Certification Required.
2	WSA - Aquatics (Water Safety Aide)	7/1/12- 6/30/13	Hourly	$8.50	$8.93	$9.37	Age 15, LGT Required. First Aid, CPR, AED Certification Required.
3	Leader	7/1/12- 6/30/13	Hourly	$9.50	$9.98	$10.47	2 yrs. Asst. Leader Experience Preferred. First Aid, CPR, AED Certification Required.
4	Lifeguard	7/1/12- 6/30/13	Hourly	$10.00	$10.50	$11.03	Age 16, LGT Required. First Aid, CPR, AED Certification Required.
5	WSI (Water Safety Instr.)	7/1/12- 6/30/13	Hourly	$10.50	$11.03	$11.58	Age 16, LGT, WSI Required. First Aid, CPR, AED Certification Required.
6	Supervisor	7/1/12- 6/30/13	Hourly	$12.00	$12.60	$13.23	HS Graduate, Minimum 2 yrs. Leader Experience First Aid, CPR, AED Certification Required.
7	Lead Supervisor/ Specialist/ Coach	7/1/12- 6/30/13	Hourly	$14.00	$14.70	$15.44	Assoc. Degree, Min. 2 yrs. Supervisor Experience First Aid, CPR, AED Certification Required.
8	Asst Coordinator	7/1/12- 6/30/13	Hourly	$16.50	$17.33	$18.19	Bachelors Degree, Min. 3 yrs. Supervisor Experience First Aid, CPR, AED Certification Required.
9	Coordinator	7/1/12- 6/30/13	Hourly	$20.50	$21.53	$22.60	Bachelors Degree, Min. 4 yrs. Supervisor Experience First Aid, CPR, AED Certification Required.
Grade	**Position Title**			**MIN**		**MAX**	**Minimum Requirements**
10	Certified Instructor	7/1/12- 6/30/13	Hourly	$20.00		$40.00	3 yrs. Experience & Certification in Subject Area First Aid, CPR, AED Certification Required.
11	Master Instructor	7/1/12- 6/30/13	Hourly	$40.00		$60.00	Subject Matter Expert; 5 yrs. Experience at College or Professional Level

Appendix B.
Salary Schedule for School Employees

ADMINISTRATION

Superintendent	FY '12	$ 171,960
	FY '11	$ 166,952
Assistant Superintendent	FY '12	$ 147,500
Director of Curriculum	FY '11	$ 140,033
Director of Student Services	FY '12	$ 121,000
	FY '11	$ 53,170
Director of Business and Finance	FY '12	$ 120,000
	FY '11	$ 116,390
Director of Technology	FY '12	$ 115,500

		PRINCIPALS	ASSISTANT PRINCIPALS
Senior High School	FY '12	$ 125,000	$ 83,000
	FY '11	$ 142,696	$ 99,947
Dean of Students	FY '12	$ 75,000	
Middle School	FY '12	$ 125,258	$ 110,908
	FY '11	$ 120,394	$ 109,269
Elementary	FY '12	$113,964 - $119,850	
	FY '11	$110,379 - $117,500	

FY2013 figures not available because contracts are not settled

CAFETERIA EMPLOYEES

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lead Cook	FY '13	$ 12.45	$ 13.44	$ 14.23	$ 14.32	$ 16.30	$ 16.94
	FY '12	$ 12.26	$ 13.24	$ 14.01	$ 15.09	$ 16.05	$ 16.68
Cooks	FY '13	$ 12.18	$ 13.19	$ 13.96	$ 15.07	$ 16.03	$ 16.68
	FY '12	$ 12.00	$ 12.99	$ 13.75	$ 14.84	$ 15.79	$ 16.43
General	FY '13	$ 11.22	$ 12.45	$ 13.19	$ 14.26	$ 15.23	$ 15.90
	FY '12	$ 11.05	$ 12.26	$ 12.99	$ 14.04	$ 15.00	$ 15.66

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 '13	1	$ 42,237	$43,058	$45,104	$46,642	$48,180	$49,617	$51,767	$ 58,793
FY '12	1	$ 41,409	$42,214	$44,220	$45,728	$47,235	$48,644	$50,751	$ 57,640
FY '13	2	$ 43,927	$44,781	$46,909	$48,508	$50,107	$51,602	$53,837	$ 61,144
FY '12	2	$ 43,065	$43,903	$45,989	$47,557	$49,124	$50,590	$52,782	$ 59,945
FY '13	3	$ 45,684	$46,572	$48,785	$50,448	$52,111	$53,666	$55,991	$ 63,590
FY '12	3	$ 44,788	$45,659	$47,828	$49,459	$51,089	$52,613	$54,893	$ 62,343
FY '13	4	$ 47,511	$48,435	$50,736	$52,466	$54,196	$55,812	$58,230	$ 66,134
FY '12	4	$ 46,580	$47,485	$49,741	$51,437	$53,133	$54,718	$57,089	$ 64,837
FY '13	5	$ 49,412	$50,372	$52,766	$54,565	$56,363	$58,045	$60,560	$ 68,779
FY '12	5	$ 48,443	$49,384	$51,731	$53,495	$55,258	$56,907	$59,372	$ 67,430
FY '13	6	$ 51,388	$52,387	$54,877	$56,747	$58,618	$60,367	$62,982	$ 71,530
FY '12	6	$ 50,380	$51,360	$53,801	$55,635	$57,469	$59,183	$61,747	$ 70,128
FY '13	7	$ 53,444	$54,482	$57,071	$59,017	$60,963	$62,781	$65,501	$ 74,391
FY '12	7	$ 52,396	$53,414	$55,952	$57,860	$59,767	$61,550	$64,217	$ 72,933
FY '13	8	$ 55,581	$56,662	$59,354	$61,378	$63,401	$65,292	$68,121	$ 77,367
FY '12	8	$ 54,491	$55,551	$58,191	$60,174	$62,158	$64,012	$66,786	$ 75,850
FY '13	9	$ 57,805	$58,928	$61,728	$63,833	$65,938	$67,904	$70,846	$ 80,462
FY '12	9	$ 56,671	$57,773	$60,518	$62,581	$64,645	$66,573	$69,457	$ 78,884
FY '13	10	$ 60,117	$61,285	$64,198	$66,387	$68,575	$70,620	$73,680	$ 83,680
FY '12	10	$ 58,938	$60,084	$62,939	$65,085	$67,230	$69,236	$72,235	$ 82,039
FY '13	11	$ 62,521	$63,737	$66,766	$69,042	$71,317	$73,445	$76,627	$ 87,027
FY '12	11	$ 61,295	$62,487	$65,457	$67,688	$69,919	$72,005	$75,125	$ 85,321
FY '13	12	$ 65,022	$66,286	$69,436	$71,803	$74,170	$76,383	$79,692	$ 90,508
FY '12	12	$ 63,747	$64,987	$68,075	$70,395	$72,716	$74,885	$78,130	$ 88,734
FY '13	13	$ 67,623	$68,938	$72,213	$74,675	$77,138	$79,438	$82,880	$ 94,129
FY '12	13	$ 66,297	$67,586	$70,797	$73,211	$75,625	$77,881	$81,255	$ 92,283
FY '13	14	$ 72,591	$74,612	$80,451	$82,693	$84,494	$86,975	$89,220	$ 96,547
FY '12	14	$ 71,168	$73,149	$78,873	$81,071	$82,837	$85,269	$87,470	$ 94,654

Appendix B.
Salary Schedule for School Employees
(Continued)

ADMINISTRATIVE ASSISTANTS

		Step 1	Step 2	Step 3	Step 4	Step 5
Classification 1	FY '13	$ 834.80	$ 922.80	$ 979.20	$ 1,016.00	$ 1,053.60
	FY '12	$ 830.80	$ 918.40	$ 974.40	$ 1,011.20	$ 1,048.40
Classification 2	FY '13	$ 788.00	$ 869.20	$ 920.40	$ 958.00	$ 995.20
	FY '12	$ 784.40	$ 864.80	$ 916.00	$ 953.20	$ 990.40
Classification 3	FY '13	$ 766.00	$ 834.80	$ 884.00	$ 920.80	$ 958.40
	FY '12	$ 762.40	$ 830.80	$ 879.60	$ 916.40	$ 953.60

SCHOOL CUSTODIANS

Classification:		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Jr. Custodian	FY '13	$ 649.20	$ 684.40	$ 709.20	$ 746.40	$ 782.00	$ 829.20
	FY '12	$ 639.60	$ 674.00	$ 698.40	$ 735.20	$ 770.40	$ 816.80
Head Grounds/Senior	FY '13	$ 709.60	$ 751.20	$ 774.80	$ 812.00	$ 850.40	$ 899.60
Custodian/Maintenance	FY '12	$ 698.80	$ 740.00	$ 763.20	$ 800.00	$ 837.60	$ 886.00

DIRECTOR OF OPERATIONS

FY '12	$ 81,557
FY '11	$ 79,181

FY2013 figures not available because contracts are not settled

INSTRUCTIONAL ASSISTANTS

	Step 1	Step 2	Step 3	Step 4	Step 5
FY'13	$ 14.30	$ 15.06	$ 15.82	$ 16.69	$ 17.54
FY'12	$ 14.09	$ 14.84	$ 15.59	$ 16.44	$ 17.28

Appendix C

Salary Schedule for Elected Town Officers
Fiscal Year July 1, 2012 – June 30, 2013

Position	*Fiscal Year 2012 Salary*	*Fiscal Year 2013 Salary*
Town Clerk (Full Time)	$62,830	$65,689
	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 FY2013 Departmental Salary/Expense Budgets

Description	Expended FY2011	Current FY2012 Budget	Proposed FY2013 Budget	$ Change FY13 vs FY12 vs	% Change FY13 vs FY12	Funding Source
Selectmen Department						
1. Salaries	372,130	415,263	426,856	11,593	2.8%	Taxation
2. Expenses	47,167	45,409	47,300	1,891	4.2%	Taxation
	419,297	460,672	474,156	13,484	2.9%	
Finance Commission						
3. Salary	31,876	34,658	39,289	4,631	13.4%	Taxation
4. Expenses	19,466	21,763	21,763	0	0.0%	Taxation
	51,342	56,421	61,052	4,631	8.2%	
Accounting Department						
5. Salaries	171,340	182,640	193,942	11,302	6.2%	Taxation
6. Expenses	4,026	4,300	5,300	1,000	23.3%	Taxation
	175,366	186,940	199,242	12,302	6.6%	
Audit - School & Municipal Financials						
7. Expenses	52,405	52,500	57,750	5,250	10.0%	Taxation
Assessors Department						
8. Salaries	167,133	174,703	181,080	6,377	3.7%	Taxation
9. Expenses	16,216	19,700	17,200	(2,500)	-12.7%	Taxation
	183,348	194,403	198,280	3,877	2.0%	
Treasurer's Department						
10. Salary	84,535	89,853	95,454	5,601	6.2%	Taxation
11. Expenses	3,969	12,050	12,050	0	0.0%	Taxation
	88,504	101,903	107,504	5,601	5.5%	
Collector's Department						
12. Salaries	99,401	101,779	105,749	3,970	3.9%	Taxation
13. Expenses	72,533	73,850	73,850	0	0.0%	$32,500 Amb.Receipts/Taxation
	171,934	175,629	179,599	3,970	2.3%	
Legal Department						
14. Salary	86,658	89,260	91,088	1,828	2.0%	Taxation
15. Expenses	138,420	103,475	103,500	25	0.0%	Taxation
	225,078	192,735	194,588	1,853	1.0%	
Personnel Board						
16. Salary	135,765	142,361	161,813	19,452	13.7%	Taxation
17. Expenses	6,824	7,895	10,500	2,605	33.0%	Taxation
	142,589	150,256	172,313	22,057	14.7%	
Information Systems Department						
18. Salaries	205,098	230,197	243,851	13,654	5.9%	Taxation
19. Expenses	217,798	215,812	225,500	9,688	4.5%	Taxation
	422,896	446,009	469,351	23,342	5.2%	

Appendix D

Proposed FY2013 Departmental Salary/Expense Budgets

Description	Expended FY2011	Current FY2012 Budget	Proposed FY2013 Budget	$ Change FY13 vs FY12 vs	% Change FY13 vs FY12	Funding Source
Town Clerk Department						
20. Salaries	130,919	136,905	136,325	(580)	-0.4%	Taxation
21. Expenses	36,256	45,840	55,200	9,360	20.4%	Taxation
	167,174	182,745	191,525	8,780	4.8%	
Conservation Commission						
22. Salary	40,336	42,161	44,099	1,938	4.6%	$17,000 Consv.Receipts/
23. Expenses	2,253	4,925	7,600	2,675	54.3%	Taxation
	42,589	47,086	51,699	4,613	9.8%	
Planning Board						
24. Salaries	89,959	96,185	106,120	9,935	10.3%	Taxation
25. Expenses	2,961	3,215	3,050	(165)	-5.1%	Taxation
	92,920	99,400	109,170	9,770	9.8%	
Westwood Station/Land Use	52,995	$0	$0	0		
Zoning Board of Appeals						
26. Salaries	24,133	25,373	26,411	1,038	4.1%	Taxation
27. Expenses	827	1,867	1,867	0	0.0%	Taxation
	24,960	27,240	28,278	1,038	3.8%	
Economic Development Task Force						
28. Salaries	80,948	103,413	107,767	4,354	4.2%	Taxation
29. Expenses	154	1,150	1,150	0	0.0%	Taxation
	81,102	104,563	108,917	4,354	4.2%	
Outside Professional Services						
30. Expenses	34,555	38,000	38,000	0	0.0%	Taxation
Mass Housing Partnership						
31. Expenses	15,000	15,000	15,000	0	0.0%	Taxation
Housing Authority						
32. Expenses	9,855	10,000	10,000	0	0.0%	Taxation
Communications Systems						
33. Expenses	120,262	121,000	125,000	4,000	3.3%	Taxation
Training/Professional Development						
34. Expenses	6,606	6,750	6,750	0	0.0%	Taxation
Total General Government	**2,580,777**	**2,669,252**	**2,798,174**	**128,922**	**4.8%**	

Appendix D

Proposed FY2013 Departmental Salary/Expense Budgets

	Description	Expended FY2011	Current FY2012 Budget	Proposed FY2013 Budget	$ Change FY13 vs FY12 vs	% Change FY13 vs FY12	Funding Source
	Police Department						
35.	Salaries	2,823,237	2,770,339	2,850,166	79,827	2.9%	Taxation
36.	Expenses	199,763	217,150	218,900	1,750	0.8%	Taxation
		3,023,000	2,987,489	3,069,066	81,577	2.7%	
	Auxiliary Police/Civil Defense						
37.	Expenses	67	2,000	2,000	0	0.0%	Taxation
		67	2,000	2,000	0	0.0%	
	Animal Control						
38.	Salary	42,035	44,313	46,453	2,140	4.8%	Taxation
39.	Expenses	6,740	7,500	7,500	0	0.0%	Taxation
		48,775	51,813	53,953	2,140	4.1%	
	Fire Department						
40.	Salaries	2,390,994	2,507,165	2,569,031	61,866	2.5%	$304,000 Amb.Receipts/Taxation
41.	Expenses	174,821	174,950	178,445	3,495	2.0%	$40,000 Amb.Receipts/Taxation
		2,565,816	2,682,115	2,747,476	65,361	2.4%	
	Building Inspection Department						
42.	Salaries	237,688	253,745	263,809	10,064	4.0%	Taxation
43.	Expenses	24,720	32,950	33,025	75	0.2%	Taxation
		262,408	286,695	296,834	10,139	3.5%	
	Total Public Safety	**5,900,066**	**6,010,112**	**6,169,329**	**159,217**	**2.6%**	
	Department of Public Works						
	Operations/Bldg Maint/Cemetery/Field:						
44.	Salaries	1,418,308	1,469,339	1,537,733	68,394	4.7%	$10,000 Perp Care/Taxation
45.	Operations	1,128,487	1,155,514	1,205,560	50,046	4.3%	Taxation
46.	Snow & Ice	559,957	250,000	250,000	0	0.0%	Taxation
47.	Street Lighting/ Traffic Light Maint	115,773	121,000	140,000	19,000	15.7%	Taxation
	Waste Collection/Disposal						
48.	Expenses	1,140,830	1,247,000	1,155,000	(92,000)	-7.4%	Taxation
	Total Public Works	**4,363,356**	**4,242,853**	**4,288,293**	**45,440**	**1.1%**	

Appendix D

Proposed FY2013 Departmental Salary/Expense Budgets

	Description	Expended FY2011	Current FY2012 Budget	Proposed FY2013 Budget	$ Change FY13 vs FY12 vs	% Change FY13 vs FY12	Funding Source
	Health Department						
49.	Salaries	176,834	184,320	206,753	22,433	12.2%	Taxation
50.	Expenses	8,758	8,650	8,723	73	0.8%	Taxation
		185,592	192,970	215,476	22,506	11.7%	
51.	Outside Health Agencies	11,036	14,316	14,316	0	0.0%	Taxation
52.	Disability Commission Expenses	51	500	500	0	0.0%	Taxation
	Council On Aging						
53.	Salaries	207,412	215,998	223,822	7,824	3.6%	Taxation
54.	Expenses	23,484	25,285	25,285	0	0.0%	Taxation
		230,896	241,283	249,107	7,824	3.2%	
	Youth and Family Services Commission						
55.	Salaries	154,694	162,078	168,292	6,214	3.8%	Taxation
56.	Expenses	15,222	14,282	14,567	285	2.0%	Taxation
		169,916	176,360	182,859	6,499	3.7%	
	Veterans Services Department						
57.	Salaries	25,595	26,772	27,738	966	3.6%	Taxation
58.	Expenses	86,202	85,300	88,800	3,500	4.1%	Taxation
		111,797	112,072	116,538	4,466	4.0%	
	Total Human Services	**709,288**	**737,501**	**778,796**	**41,295**	**5.6%**	
	Public Library						
59.	Salaries	748,736	780,194	823,797	43,603	5.6%	Taxation
60.	Expenses	201,972	208,511	218,500	9,989	4.8%	Taxation
61.	Lost Books	1,376	1,500	1,500	0	0.0%	Taxation
		952,083	990,205	1,043,797	53,592	5.4%	
	Recreation Department						
62.	Salaries	236,671	245,690	256,126	10,436	4.2%	Taxation
63.	Expenses	39,652	37,654	37,654	0	0.0%	Taxation
		276,323	283,344	293,780	10,436	3.7%	
	Memorial/Veteran's Day						
64.	Expenses	6,618	7,000	10,350	3,350	47.9%	Taxation
	Total Culture and Recreation	**1,235,024**	**1,280,549**	**1,347,927**	**67,378**	**5.3%**	
	Other						
65.	Operating Equipment & Projects	54,534	42,534	42,534	0	0.0%	Taxation
					FY13 Items		
				20,000	Police - radio infrastructure		
				7,600	Fire - radio and replacement		
				14,934	Fire - breathing apparatus upgrade		
	Total Other	**54,534**	**42,534**	**42,534**	**0**	**0.0%**	
	Total Municipal Budget	**14,843,043**	**14,982,801**	**15,425,053**	**442,252**	**3.0%**	

Appendix D

Proposed FY2013 Departmental Salary/Expense Budgets

	Description	Expended FY2011	Current FY2012 Budget	Proposed FY2013 Budget	$ Change FY13 vs FY12 vs	% Change FY13 vs FY12	Funding Source
	Fixed Costs Budgets - School and Municipal						
	Municipal Employee Benefits/Costs						
	Retirement Assessment	1,692,885	1,834,477	1,925,532	91,055	5.0%	Taxation
	Non-Contrib Pension	56,382	59,818	61,613	1,795	3.0%	Taxation
	Worker's Compensation	46,498	65,827	65,827	0	0.0%	Taxation
	Unemployment Compensation	12,322	12,000	13,200	1,200	10.0%	Taxation
	Health Insurance	1,197,957	1,312,612	1,240,418	(72,194)	-5.5%	Taxation
	Life Insurance	4,041	4,500	4,725	225	5.0%	Taxation
	Pre-Hire/Payroll	66,845	86,500	86,500	0	0.0%	Taxation
	Public Safety Medical/111F ins	68,474	70,000	77,000	7,000	10.0%	Taxation
	Medicare Part B Refund	41,312	63,100	63,100	0	0.0%	Taxation
	Social Security Tax	9,783	12,000	12,000	0	0.0%	Taxation
	Medicare Payroll Tax	135,498	157,500	165,375	7,875	5.0%	Taxation
	OPEB	8,000	11,000	15,000	4,000	36.4%	Taxation
	Municipal Employee Benefits/Costs	**3,339,997**	**3,689,334**	**3,730,290**	**40,956**	**1.1%**	
	School Employee Benefits/Costs						
	Retirement Assessments	724,336	785,238	823,714	38,476	4.9%	Taxation
	Worker's Compensation	114,617	139,779	139,779	0	0.0%	Taxation
	Unemployment Compensation	66,530	85,000	93,500	8,500	10.0%	Taxation
	Health Insurance	3,326,845	3,815,464	3,757,561	(57,903)	-1.5%	Taxation
	Life Insurance	7,468	8,000	8,400	400	5.0%	Taxation
	Payroll service	20,505	24,000	19,000	(5,000)	-20.8%	Taxation
	Medicare Part B Refund	101,365	142,800	142,800	0	0.0%	Taxation
	Social Security Tax	11,611	15,000	12,000	(3,000)	-20.0%	Taxation
	Medicare Payroll Tax	364,060	400,626	420,657	20,031	5.0%	Taxation
	OPEB	12,000	15,000	23,000	8,000	53.3%	Taxation
	School Employee Benefits/Costs	**4,749,337**	**5,430,907**	**5,440,411**	**9,504**	**0.2%**	
66.	**Total Benefits/Costs**	**8,089,334**	**9,120,241**	**9,170,702**	**50,461**	**0.6%**	
	Insurance/Reserves						
	Comprehensive And Liability Insurance - School & Municipal						
67.	Expenses	271,221	402,000	402,000	0	0.0%	Taxation
68.	Energy/Utility Reserve Fund*	0	225,000	225,000	0	0.0%	Taxation
69.	Special Town Mtg/Charter Review	12,721	25,000	25,000	0	0.0%	Taxation
70.	Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
	Total Ins./Reserve	**283,942**	**1,052,000**	**1,052,000**	0	0.0%	
	Total Fixed Costs Budget	**8,373,276**	**10,172,241**	**10,222,702**	**50,461**	**0.5%**	

Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made.
* This energy reserve account has been established in order to handle FY12/FY13 utility costs.
This reserve fund budget will be transferred if needed to the respective budgets upon vote by the Board of Selectmen .

	Debt Service Budget						
	Municipal Related						
71.	Debt Service	716,425	1,520,142	1,680,465	160,323	10.5%	$21,284 Bond Premium/Taxation
	School Related						
72.	Debt Service	5,183,171	5,036,778	3,699,353	(1,337,425)	-26.6%	$1,522,815 sch bld reimb/$25,278 Bond Premium/Taxation
	Total Debt Budget	**5,899,596**	**6,556,920**	**5,379,818**	**(1,177,102)**	**-18.0%**	

FY13 Debt Change	
Non Exempt	**$331,583**
Exempt	**($1,508,685)**
Total	**($1,177,102)**

Appendix D

Proposed FY2013 Departmental Salary/Expense Budgets

	Description	Expended FY2011	Current FY2012 Budget	Proposed FY2013 Budget	$ Change FY13 vs FY12 vs	% Change FY13 vs FY12	Funding Source
	Westwood Public Schools						
	Salaries		27,263,742	28,964,079	1,700,337	6.2%	Taxation
	Expenses		6,453,846	5,873,726	(580,120)	-9.0%	Taxation
73.	School salaries & exps	33,178,560	33,717,588	34,837,805	1,120,217	3.3%	
74.	Blue Hills Regional School	183,946	185,683	49,358	(136,325)	-73.4%	Taxation
	Crossing Guards						
75.	Salaries	89,901	99,226	102,280	3,054	3.1%	Taxation
76.	Expenses	1,933	4,900	4,900	0	0.0%	Taxation
		91,833	104,126	107,180	3,054	2.9%	
	Total School Budgets	**33,454,339**	**34,007,397**	**34,994,343**	**986,946**	**2.9%**	
	Sewer Enterprise						
77.	Salaries	336,022	360,772	372,032	11,260	3.1%	Sewer Enterprise Funds
78.	Expenses	107,983	123,409	129,000	5,591	4.5%	Sewer Enterprise Funds
79.	Pumping Stations	111,080	142,000	146,000	4,000	2.8%	Sewer Enterprise Funds
80.	MWRA Assessment	2,158,037	2,288,279	2,327,616	39,337	1.7%	Sewer Enterprise Funds
81.	Mandated Inspections	119,426	120,000	120,000	0	0.0%	Sewer Enterprise Funds
	Indirect Costs				0		Sewer Enterprise Funds
82.	Sewer Debt & Int	305,054	294,450	184,256	(110,194)	-37.4%	Sewer Enterprise Funds
83.	System Ext./Repairs	25,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
	Total Sewer Enterprise**	**3,162,601**	**3,353,910**	**3,303,904**	(50,006)	-1.5%	Note: Sewer revenue will be operating budgt + $290,978 for indirect costs - total $3,594,882
	Total Operating Budget	**65,732,856**	**69,073,269**	**69,325,820**	**252,551**	**0.4%**	

Exhibit 1

FY'12 vs. FY '13 Budget Summary by Major Category

	FY'12 Appropriation	FY'13 Proposed Budget	Increase/ Decrease ($)	Increase/ Decrease (%)
I. INSTRUCTIONAL				
Salary	$ 24,907,791	$ 26,560,803	$ 1,653,012	6.64%
Non-Salary	2,052,476	1,851,474	(201,002)	-9.79%
Instructional Sub-total	**$ 26,960,267**	**$ 28,412,277**	**$ 1,452,010**	**5.39%**
II. CENTRAL ADMINISTRATION				
Salary	878,361	$ 892,198	$ 13,837	1.58%
Non-Salary	260,975	260,975	-	0.00%
Administration Sub-total	**$ 1,139,336**	**$ 1,153,173**	**$ 13,837**	**1.21%**
III. OPERATIONS				
Salary	1,477,590	$ 1,511,078	$ 33,488	2.27%
Non-Salary	2,299,503	2,324,503	25,000	1.09%
Operations Sub-total	**$ 3,777,093**	**$ 3,835,581**	**$ 58,488**	**1.55%**
Sub-Total Sections I.-III.	**$ 31,876,696**	**$ 33,401,031**	**$ 1,524,335**	**4.78%**
IV. SPED TUITION AND TRANSP.				
Out-of-district Tuition	1,312,825	$ 817,947	$ (494,878)	-37.70%
Sped Transportation	528,067	618,827	90,760	17.19%
Spec. Ed. Tuition and Transp. Sub-total	**$ 1,840,892**	**$ 1,436,774**	**$ (404,118)**	**-21.95%**
Sub-Total Section IV.	**$ 1,840,892**	**$ 1,436,774**	**$ (404,118)**	**-21.95%**
TOTAL OPERATING BUDGET	**$ 33,717,588**	**$ 34,837,805**	**$ 1,120,217**	**3.32%**

Town Financial Information

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 Commission's FY13 budget recommendations.

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

This year, we continue efforts to reduce the printing cost associated with disseminating this information to every residence. We therefore would like to direct you to the Town's web site: www.town.westwood.ma.us for more detailed financial data including, but not limited to:

1. Town wide budget summary book.
2. Budget detail books.
3. Annual financial statements.
4. Credit ratings.
5. Bond sale official statement.
6. Other Post Employment Benefits (OPEB) liability.
7. Financial policies and current status.

The following financial information was taken from the Town's FY13 Proposed Budget Summary document. While the data should provide a summary of the FY13 budget, please note there is further detailed information on the Town's web site at: www.town.westwood.ma.us.

FY2013 Budget Summary

The last few years have been difficult budget years for the Town of Westwood, as they have been for all municipalities in the state. The ongoing structural deficit that we operate under, coupled with additional pressures of declining revenue due to the poor economy, resulted in difficult budgets for FY10, FY11 and FY12. However, the Town worked hard to weather those years, striving to remain within our limited resources and providing our best services to the community as possible.

FY13 finds the budget situation slightly improved. While our budget is still tight, it is improved from the last few years. Improvements have come from both decisions implemented by the Town and improvement in outside revenue. These include:

- Responsible budget decisions.
  - Limited operating budget increases.
  - Responsible labor contracts.
  - Significant changes to the health insurance coverage.
  - Continual change of services.
  - Aggressive debt repayment terms.
  - Commitment to base level of capital.

- Improved revenue after several years of decline.
  - State education Chapter 70 aid increases per equity formula.
  - Municipal aid level funded.
  - Improvement in motor vehicle and other local receipts as the economy slightly improves.

These improvements combine to provide for a balanced, responsible FY13 budget proposal. The FY13 budget is currently balanced and includes:

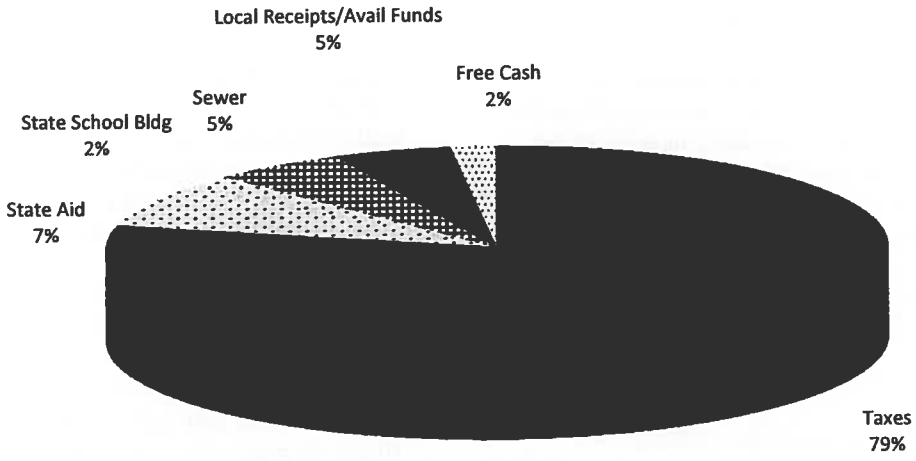
- Approximate 3% increases to school and municipal operating budgets.
- Commitment to base capital.
- The lowest fixed costs budget increase in a decade.
- Funding for additional capital through new bonds to replace retiring debt.
- Significant progress on reserves including Stabilization and OPEB, through both one-time and ongoing revenue sources.

The FY13 budget will maintain core services to the community, including in our School, Police, Fire, and DPW departments. Westwood is truly one of the most special communities in the state, and our goal continues to be to maintain that standing.

Town of Westwood
Summary of Budget - FY13

	FY2010 Approved Per recap	FY2011 Approved Per recap	FY2012 Approved Per recap	FY2013 Recommended
BUDGET CATEGORIES				
Appropriations Made by Town Meeting:				
Operations Budget	$65,747,972	$66,707,127	$69,073,269	$69,325,820
Capital - Municipal	$417,000	$417,000	$417,000	$417,000
Capital Schools	$406,000	$406,000	$406,000	$406,000
Capital - Sewer	$265,000	$245,000	$160,495	$415,000
Stabilization Account Appropriation	$0	$0	$25,000	$394,000
Other Financial Warrant Articles	$210,000	$333,000	$210,000	$965,000
Prior yr Adjustments voted at Town Meeting	$266,000	$443,500	$802,222	$136,600
	$0	$0	$0	$0
	$67,311,972	$68,551,627	$71,093,986	$72,059,420
Other Amounts to be Raised (not Voted at Town Meeting)				
State Aid Offsets (Funds which must be restricted)	$27,313	$25,628	$26,493	$26,770
State and County Charges	$555,357	$554,546	$560,444	$569,736
Overlay (Reserve for abatements/exemptions)/other-snow	$523,009	$540,147	$615,773	$620,000
	$1,105,679	$1,120,321	$1,202,710	$1,216,506
	$68,417,651	$69,671,948	$72,296,696	$73,275,926
Financial Resources				
State Revenue:				
State Aid	$4,334,151	$4,581,562	$4,535,367	$4,926,653
State School Building Assistance Funding	$3,008,895	$2,760,163	$2,760,163	$1,522,815
Local Revenue:				
Total Property Taxes	$51,832,245	$53,571,227	$56,060,374	$57,563,914
Local Receipts	$3,182,000	$2,992,000	$2,992,000	$3,092,000
Enterprise (Sewer) Funding (for all - capital , articles, etc)	$3,730,730	$3,747,334	$3,805,383	$4,009,882
Available Funds/ - for misc articles	$211,000	$601,500	$732,222	$346,600
Available Funds	$428,631	$433,162	$431,187	$450,062
Westwood Station Guaranteed Revenue	$615,000	$0	$0	$0
Free Cash	$1,075,000	$985,000	$980,000	$1,364,000
	$68,417,652	$69,671,948	$72,296,696	$73,275,926
	$1	$0	$0	$0
Authorization to borrow (Projects approved at Town Meeting -funds are borrowed and debt service included in future budgets) :				
Approved at 2009 ATM - Cemetery Barn	$150,000			
Approved at Special 2010 - Rescind Portion Middle School		($1,000,000)		
Approved at Special 2010 - Library		$9,300,000		
Approved at 2011 ATM - Rescind Cemetery Barn			($150,000)	
Approved at 2011 ATM - DPW Capital			$460,000	
Approved at 2011 ATM - Brook Street Culvert			$450,000	
To be Approved at 2012 ATM -Road improvement				$2,400,000
To be Approved at 2012 ATM - DPW Capital Equipment				$2,000,000
To be Approved at 2012 ATM - Deerfield School Roof				$935,000

FY2013 Projected Budget Revenue



FY2013 Projected Budget Revenue

	FY2012 Per Recap	FY2013 Proj	$ Increase	% Increase
Taxes	$56,060,374	$57,563,914	$1,503,540	2.7%
State Aid	$4,535,367	$4,926,653	$391,286	8.6%
State School Bldg Reimbursement	$2,760,163	$1,522,815	($1,237,348)	-44.8%
Sewer Enterprise	$3,805,383	$4,009,882	$204,499	5.4%
Local Receipts	$2,992,000	$3,092,000	$100,000	3.3%
Available Funds	$431,187	$450,062	$18,875	4.4%
Available Funds - prior year articles	$732,222	$346,600	($385,622)	-52.7%
Free Cash	$980,000	$1,364,000	$384,000	39.2%
Total Revenue	$72,296,696	$73,275,926	$979,230	1.4%

Tax revenue to increase by changes per Proposition 2 1/2 and estimated new growth.

State aid estimates - as per Governor's budget 1-25-2012.

State School Bldg debt reimbursement - scheduled decrease due to ending of Martha Jones & Downey bonds.

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 1/2 Overrides

Project Date of Vote	Amount	Type of Override	Year Cost Impact to be Completed
General Overrides Approved			
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			
Downey School Expansion 1999 Annual Town Election	$6,500,000	Debt Exemption*	Will be completed in FY012. Net cost to average home $480 total or $48/yr. for ten years.
Martha Jones School Expansion 2000 Special Town Election	$7,200,000	Debt Exemption*	Will be completed in FY012. Net cost to average home $547 total or $54/yr. for ten years.
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

Town of Westwood
History of Tax Levy

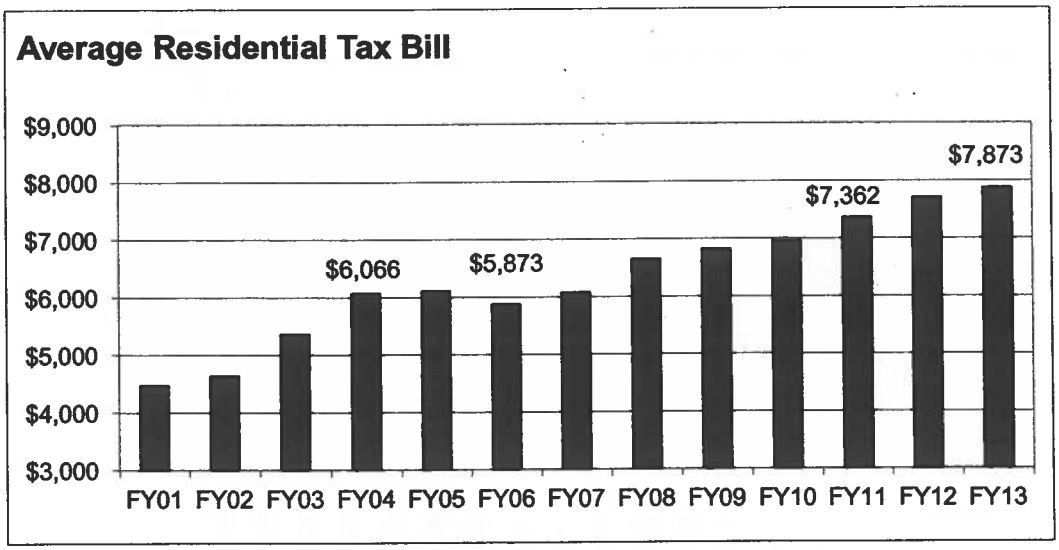
Tax Levy Calculation	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	Projected FY2013
Prior Year Levy Limit	$40,281,755	$41,938,657	$46,442,531	$48,296,355	$50,167,618	$51,960,889	$53,713,887
Plus 2.5% Increase	$1,007,044	$1,048,466	$1,161,063	$1,207,409	$1,254,190	$1,299,022	$1,342,847
Plus New Growth**	$649,858	$678,020	$692,761	$658,066	$539,081	$453,976	$300,000
General Overrides	$0	$2,777,387	$0	$0	$0	$0	$0
Tax Levy Limit	**$41,938,657**	**$46,442,531**	**$48,296,355**	**$50,161,830**	**$51,960,889**	**$53,713,887**	**$55,356,735**
Exempt Debt*	**$2,219,419**	**$2,199,779**	**$2,158,527**	**$1,722,080**	**$1,838,094**	**$2,497,391**	**$2,207,179**
Levy Capacity	**$44,158,076**	**$48,642,309**	**$50,454,882**	**$51,883,910**	**$53,798,983**	**$56,211,278**	**$57,563,914**
Actual Levy Assessed	$43,967,446	$48,519,937	$50,373,089	$51,832,246	$53,571,227	$56,060,374	$57,563,914
Excess Levy(Taxes not raised)	$190,630	$122,373	$81,793	$51,664	$227,756	$150,904	$0
Increase in Actual Levy (including new growth)	4.2%	10.4%	3.8%	2.9%	3.4%	4.6%	2.7%
Increase in Levy without new growth	**2.66%**	**8.81%**	**2.39%**	**1.59%**	**2.31%**	**3.80%**	**2.15%**

*** 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.**

FY2013 Tax Change Detail	
2.5/new growth	$1,642,847
FY12 excess levy	$150,904
Change in current exempt debt	-$290,212
	$0
Total Change in Taxes	$1,503,539

Tax Rate/Tax Bill History

Tax Rate per Thousand	FY06	FY07	FY08	FY09	FY10	FY11	FY12	Projected FY13
Residential	$10.37	$10.73	$11.74	$12.01	$12.87	$13.83	$14.48	
Commercial	$18.85	$19.81	$21.67	$22.25	$25.31	$25.38	$26.55	
% of Total Town Value								
Residential Property	85.9%	85.9%	85.9%	85.6%	86.6%	86.5%	86.6%	
Commercial Property	14.1%	14.1%	14.0%	14.3%	13.4%	13.4%	13.3%	
Tax Shift Factor	1.63	1.65	1.65	1.65	1.65	1.65	1.65	
% of Total Town Taxes								
Residential Properties	77.1%	76.8%	76.8%	76.2%	77.9%	77.8%	77.9%	
Commercial Properties	22.9%	23.2%	23.2%	23.7%	22.1%	22.1%	22.0%	
Average Residential Tax Bill Home Value	**$566,324**	**$566,324**	**$566,324**	**$566,324**	**$532,345**	**$532,345**	**$532,345**	
Tax Bill	**$5,873**	**$6,076**	**$6,648**	**$6,802**	**$6,958**	**$7,362**	**$7,708**	**$7,873**
Average Tax Bill Increase	**-3.84%**	**3.50%**	**9.40%**	**2.3%**	**2.3%**	**5.8%**	**4.7%**	**2.15%**
Single Tax Rate	**$11.56**	**$12.01**	**$13.13**	**$13.49**	**$14.54**	**$15.38**	**$16.09**	
Savings to Average Tax Bill from Having Split Tax Rate	**$673.7**	**$725.5**	**$789.8**	**$838.0**	**$782**	**$825**	**$857**	



-- FY03/FY04 - Increases due to school override and full debt for MJ, Downey and High School.
--FY05/FY06 -- State School Building funding for debt allowed bill to decline.
--FY08 -- Increase due to School override.
-- FY12 -- Increase due to debt for new library.

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.

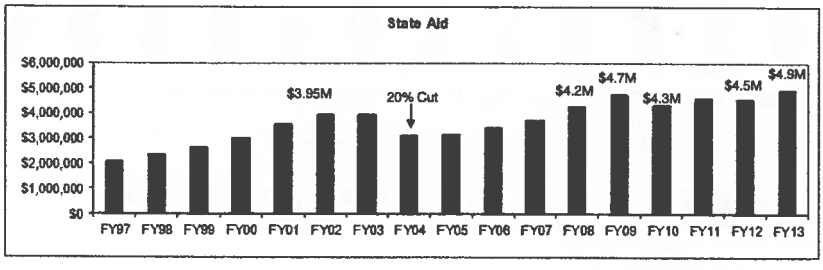
The following chart shows the approximate impact of each item on the tax bill for the last several years.

	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
Proposition 2 ½ Increase	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.1%	2.6%
General Overrides	5%	–	–	–	–	6.5%	–	–	–	–
Change in Exempt Debt	3.07%	10.50%	-4.53%	-5.94%	.6%		-.2%	-1%	.2%	1.2%
Effect of Value Shift	5%	.2%	2.7%	-.4%	.39	.4%		.8%	3.5%	.9%
Total Tax Increase	15.57%	13.2%	.67%	-3.84%	3.5%	9.4%	2.3%	2.3%	5.8%	4.7%

State Aid – FY13 State Aid Update

- Governor's budget 1-25-12.
- State budget not yet final.

FY10	FY11	State Aid	FY12	Governor's FY13 Budget	FY13 - FY12 $ Difference	FY13 - FY12 % Difference
$3,476,993	$3,766,916	Chapter 70	$3,777,085	$4,190,166	$413,081	10.9%
$642,792	$617,080	Municipal Aid (Old Lottery and Additional Assistance)	$572,463	$572,463	$0	0.0%
$25,515	$14,213	Police Career Incentive - "Quinn Bill"	$0	$0	$0	
$161,548	$167,725	Other - reimbursement programs - i.e. veterans	$159,326	$137,254	-$22,072	-13.9%
$26,852	$25,628	Offset/Restrictions	$26,493	$26,770	$277	1.0%
$4,333,690	$4,581,562	Total	$4,535,367	$4,926,653	$391,286	8.6%
$513,030	$20,169	Additional Chapter 70 State Fiscal Stabilization Funding (SFSF)	$20,169			

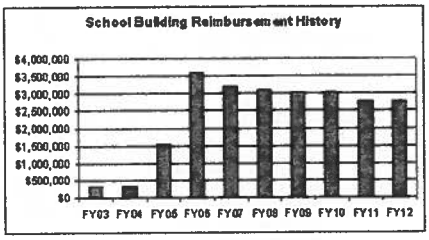


State School Building Assistance

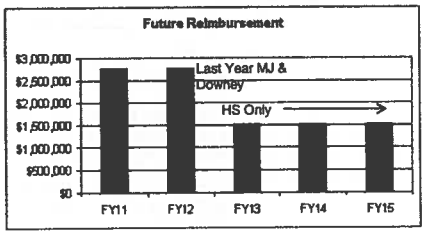
In 2004 the state made a major change to the school building program. Since then, Westwood continues to benefit from those changes. Payments are applied directly to the debt service.

- The Town is currently receiving State School Building reimbursement on 3 school construction projects.
- All audits are completed and the remaining annual payments finalized and guaranteed.
- Payments are not subject to the annual state budget process.

School Building Reimbursement			
Project	Payment Years	Total State Reimbursement (59% of Project)	Remaining Annual State Payments
Downey School	FY05-FY2012	$4,983,848	$620,168/yr
Martha Jones School	FY05-FY2012	$5,237,717	$617,180/yr
High School-Annual Payments	FY06-FY2023	$33,092,311	$1,522,815/yr



- The Martha Jones & Downey projects debt and SBA reimbursement end in FY2012.
- High school reimbursement continues until FY2023.



FY2013 Local Receipts

	FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Budget
Motor Vehicle Excise Tax	$2,242,921	$2,131,252	$1,995,000	$2,382,328	$2,030,000	$2,135,000
Penalties and Interest	$96,948	$105,603	$70,000	$122,352	$70,000	$70,000
License/Permits	$378,525	$403,405	$337,000	$473,965	$350,000	$350,000
Departmental Receipts	$317,845	$292,277	$277,000	$345,475	$277,000	$277,000
Investment Income	$280,677	$111,156	$100,000	$91,403	$60,000	$60,000
Sewer Indirect*	$290,978	$0				
Recreation	$165,000	$160,000	$160,000	$160,000	$160,000	$160,000
Other	$67,035	$54,056	$53,000	$45,660	$45,000	$40,000
	$3,839,929	$3,257,749	$2,992,000	$3,621,183	$2,992,000	$3,092,000

- The Town continues to prudently budget for local receipts at conservative levels.
- Motor vehicle excise increased in FY11 and appears on track for continued recovery in FY12.
- Investment income decline due to lower interest rates and lower cash flow, significant decrease from FY08 high of $615K.

- Sewer Indirect – format change only. Beginning in FY10, this account is no longer budgeted this way. Per the Department of Revenue, the sewer revenue budget will include this amount to be transferred directly to the general fund.

FY2013 Available Funds

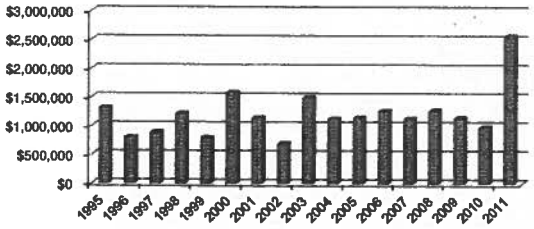
Available Funds Allocated	FY08 Budget	FY09 Budget	FY10 Budget	FY11 Budget	FY12 Budget	FY13 Budget
Conservation Receipts	$17,000	$17,000	$17,000	$17,000	$17,000	$17,000
Cemetery Trust	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
Ambulance Receipts for Budget	$366,200	$370,000	$370,000	$376,500	$376,500	$376,500
High School Bond Premium	$35,340	$33,859	$31,631	$29,662	$27,687	$25,278
Prior year Ch70 not used	$118,000	356720				
Library Bond Premium		$0				$21,284
	$546,540	$787,579	$428,631	$433,162	$431,187	$450,062

Available Funds for Prior Year/Misc Warrant Articles	FY08 Budget	FY09 Budget	FY10 Budget	FY11 Budget	FY12 Budget	FY13 Budget
Prior Year/Miscellaneous Articles	$21,000	$141,681	$61,000	$601,500	$91,000	$287,000
Cemetery Lot Sales			$150,000			$15,000
Additional State Aid					$641,222	$44,600
	$21,000	$141,681	$211,000	$601,500	$732,222	$346,600

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 bond premium - this is a required annual apportionment of bond premium received from the sale of bonds to fund the high school debt.
- Library bond premium – this is a required annual apportionment of bond premium received from the sale of bonds to fund the library debt.
- In FY10, a one time use of $150,000 of cemetery lot sales used to fund portion of cemetery barn/garage project.

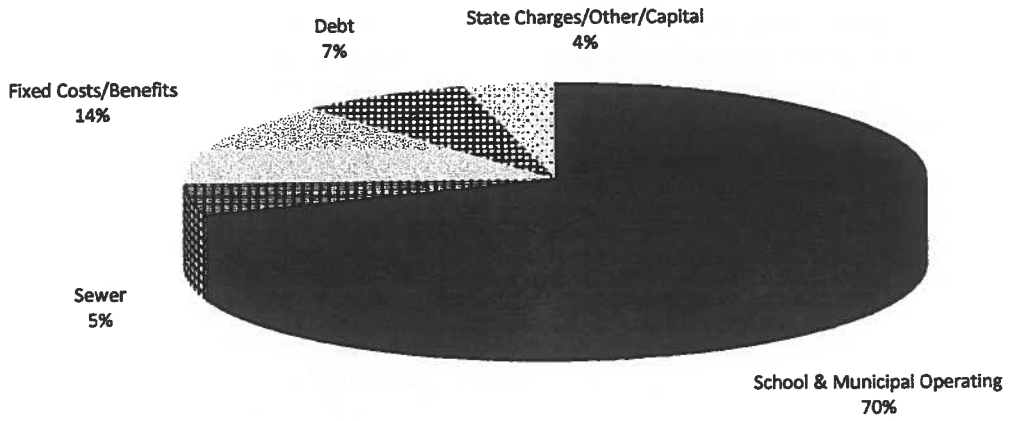
A Look at Free Cash



- Certified Free Cash as of July 1, 2011 is $2,572,798 which is approximately 3.6% of the FY11 budget.
  - 2010 and 2011 balances impacted by late commercial tax payment.
  - 2011 Free Cash higher than normal due to inclusion of interest from late commercial tax payment.
- The 5-year average Free Cash has been approximately $1.4 million.
- Financial policy not to use free cash for operating budget.
- FY13 projections use $700,000 for capital, $344,000 to the Stabilization Fund, $30,000 to DPW article, and $290,000 for the High School litigation article.

	July 2011	July 2010	July 2009	July 2008	July 2007	July 2006
Certified	$2,572,798	$985,616	$1,148,459	$1,274,374	$1,142,342	$1,266,415
Used to Fund Subsequent Budget	Proposed: Capital $700,000 Stabilization $344,000 Articles $320,000	Capital $700,000 Articles $280,000	Energy Reserve $110,000 Capital $700,000 Articles $175,000	Energy Reserve $110,000 Capital $700,000 Articles $265,000	Energy Reserve $110,000 Capital $700,000 Stabilization $25,000 Articles $128,000	Energy Reserve $225,000 Capital $700,000 Stabilization $25,000 Articles $11,175 Budget $170,473
Certified Free Cash as % of Total Budget	3.6%	1.5%	2%	2%	2%	2%

FY2013 Proposed Expenditure Summary



FY2013 Proposed Expenditure Summary

	FY2012 Budget	FY2013 Proj	$ Increase	% Increase
Total Municipal & School Operating Budgets	$48,990,198	$50,419,396	$1,429,198	2.9%
Sewer Operating & Capital	$3,514,405	$3,718,904	$204,499	5.8%
Reserves/Benefits/Insurance	$10,172,241	$10,222,702	$50,461	0.5%
Debt Service	$6,556,920	$5,379,818	($1,177,102)	-18.0%
Capital Budget - School & Municipal	$823,000	$823,000	$0	0.0%
Overlay/State Charges/Other	$1,202,710	$1,216,506	$13,796	1.1%
Stabilization Account Appropriation - ongoing	$25,000	$50,000	$25,000	100.0%
Prior Year Adjustments/Articles	$802,222	$136,600	($665,622)	-83.0%
Other Financial Articles	$210,000	$1,309,000	$1,099,000	523.3%
Total Expenditures	$72,296,696	$73,275,926	$979,230	1.4%

Stabilization Fund

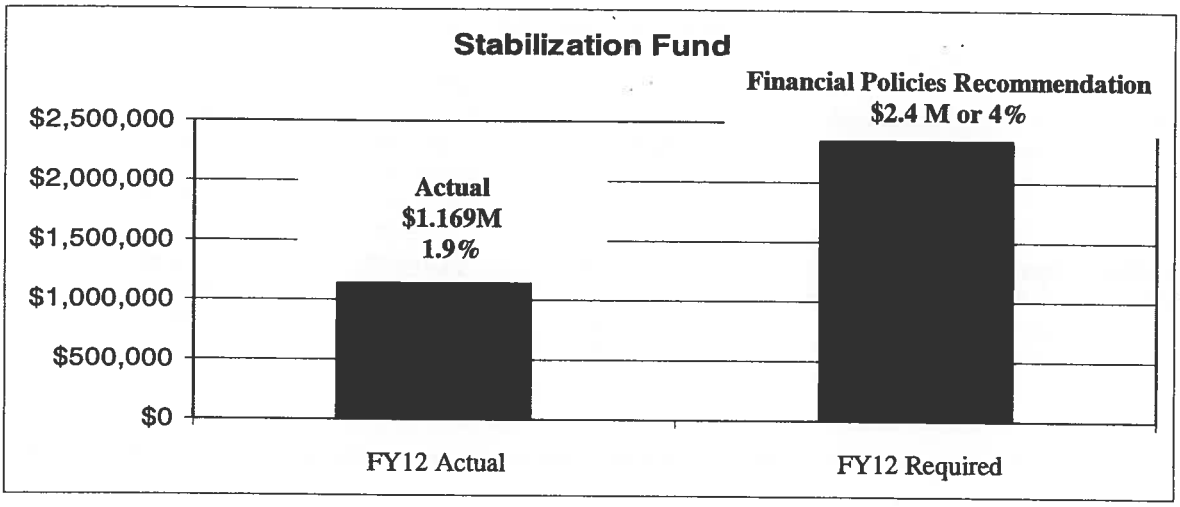
The Stabilization Fund is a reserve account authorized by MA General Laws Chapter 40, Section 5B. Appropriations into the Stabilization Fund require a 2/3 vote of Town Meeting. A 2/3 vote of Town meeting is required to use Stabilization funds. The Stabilization account may be used for any purpose approved by Town Meeting. As with all Town monies, the cash in the Stabilization Fund is overseen and invested by the Town Treasurer.

As with any business, it is important for the Town to have a reserve account to provide for unforeseen emergencies or future expenditures. As like most communities, Westwood was not able in the late '80's and early '90's to continue the practice of appropriating funds in to the Stabilization account.

The Town must now address this account, as prudent use of a reserve fund is vital to good financial management, protection for the Town against unforeseen emergencies, and maintenance of a top bond rating.

In FY2000, the Town began to rebuild the Stabilization Fund. A major addition was added in FY2002 with the appropriation of $450,000 of NStar funds. While the FY03 budget did not include an appropriation, $25,000 was transferred from available funds at the May 2002 Annual Town Meeting. An additional $25,000 was transferred from free cash into the account at the May 2004, 2005, 2006, 2007 and 2011 Annual Town Meetings. At the 2008 Annual Town Meeting, $75,000 to both the stabilization fund and capital stabilization fund was funded. The FY13 budget plans propose an available $50,000 appropriation to the Fund. In addition, a significant contribution of $744,000 will be made at the 2012 Annual Town Meeting, funding from one time revenue of $344,000 from Westwood Station late interest and $400,000 from FY12 health care savings.

In January, 2004 the Selectmen adopted revised financial policies; those policies include a statement that the Town shall strive to maintain 4% of general fund operating revenues in the stabilization account. Accordingly, Westwood should have a balance of $2.3 million. The current balance, at 2% of revenue, is inadequate. Recognizing the importance of this account, the Town shall strive to make an annual appropriation to the stabilization fund.



	FY2012	FY2011	FY2010	FY2009	FY2008	FY2007	FY99
Balance							
Stabilization Fund	$1,169,952	$1,141,977	$1,138,307	$1,125,790	$1,037,359	$968,827	$4,003
Capital Improvement Stabilization Fund	$76,078	$76,025	$75,889	$75,000	0	0	0

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 requires municipalities to disclose the unfunded liability as part of their financial statements.

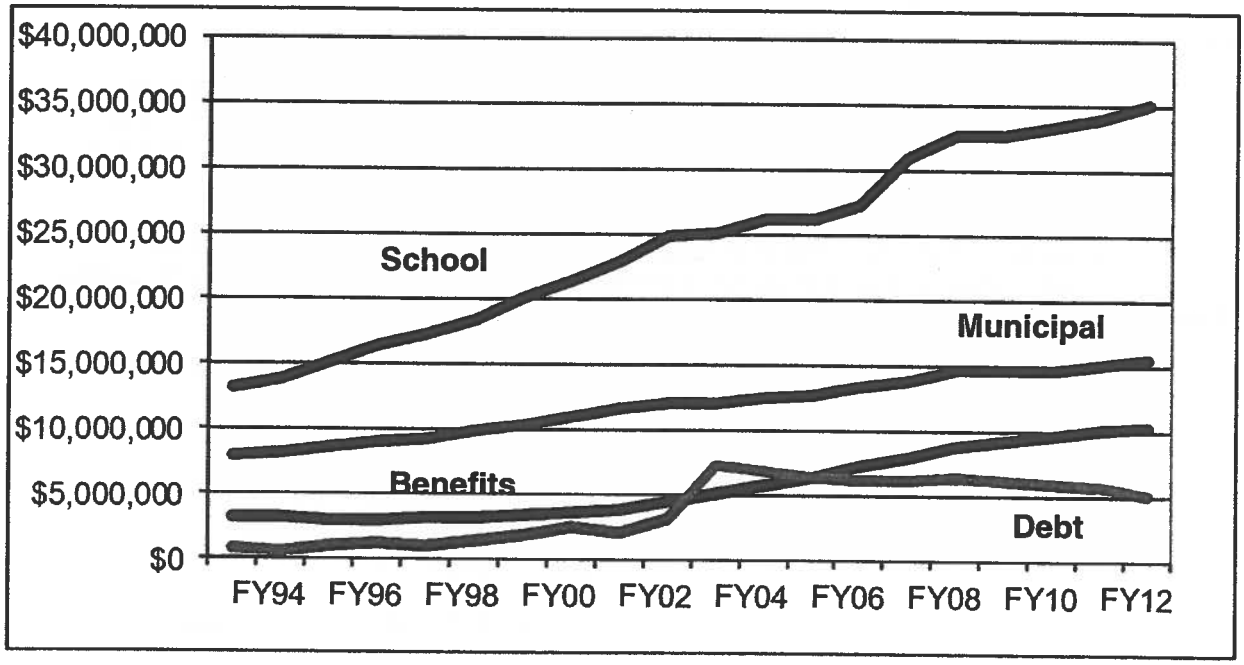
June 30, 2011 Actuarial Valuation

OPEB Liability – Most Recent Study

	Pay As You Go	Fully Fund
Unfunded Actuarial Liability	$59M	$33M
Annual Required Contribution (ARC)	$4.8M	$3.1M
Estimated Pay As You Go Costs	$1.75M	$1.75M
Additional Funding Required Over Current Pay As You Go	$3.1M	$1.3M

- This 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. We will continue to do this with any declining account, taking the reduction and adding it to the OPEB budget.
- In the FY12 budget, we continued, within the fixed costs budget, to fund the OPEB obligation with $26K allocation.
- In FY13, we continue the funding within the fixed cost allocation at $38K. This will grow to $100K annually when the non-contributory pension requirement ends.
- In addition, in FY13 savings from changes to the health care benefits will provide for a $435K annual contribution to the OPEB liability.

A Look at the Budget History.....



Budget	% Change in Budget										
	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
School Budgets	8.2%	0.4%	4.7%	.1%	4%	12.9%	5.8%	0%	1.7%	2%	3.3%
Municipal Budgets	4.5%	0.0%	3.4%	1.2%	4.5%	3.7%	5.4%	0%	.6%	2.3%	3%
Benefits/ Insurance/ Reserves	13.4%	10.9%	14.3%	11.2%	13.6%	7.6%	12.3%	3.7%	5.5%	5.6%	0.5%
Debt Service	33.8%	56.7%	-7.7%	-6.3%	-2.2%	-0.7%	4.1%	-3.9%	-3.7%	11.1%	-18%